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Welcome to Dynamics 365 Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central is a business management solution for small and mid-sized organizations that automates and streamlines business processes and helps you manage your business. Highly adaptable and rich with features, Business Central enables companies to manage their business, including finance, manufacturing, sales, shipping, project management, services, and more. Companies can easily add functionality that is relevant to the region of operation, and that is customized to support even highly specialized industries.

If you already have Business Central, then sign in at <https://businesscentral.dynamics.com>. Otherwise, [get the overview](#), [take the guided tour](#), and then [start a free trial](#). For more information about onboarding to Business Central, see [Getting Started with Dynamics 365 Business Central](#).

TIP

Did you land here from inside Business Central? If you are not sure where to find what you are looking for, you can *filter by titles* in the navigation pane to the left, or you can use the **Search** field at the top of the browser window.

Overview

Business Central is fast to implement, easy to configure, and simplicity guides innovations in product design, development, implementation, and usability. In the navigation panel to the left, you can find information about using Business Central in your company.

You can also [visit our video library](#), or start with the [Get started with Microsoft Dynamics 365 Business Central](#) learning path on [Microsoft Learn](#).

NOTE

Unless otherwise specified, the content on the Docs.microsoft.com site reflects the latest version of Business Central online. If your organization uses a different version of Business Central online, then some capabilities might not yet be available. Also, if your organization uses Business Central on-premises, you might be using an earlier version. For more information, see [Frequently Asked Questions](#).

The following sections point to key articles that can help you get familiar with Business Central.

Business Processes

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- [Business Process Walkthroughs](#)
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Community Resources

- [Microsoft Dynamics 365 Business Central Community](#)
- [Microsoft Dynamics 365 Business Central on the Dynamics 365 blog](#)
- [Microsoft Dynamics 365 Release Plans](#)
- [Microsoft Dynamics 365 Business Central Roadmap](#)
- [Microsoft Partner Network \(requires Microsoft Partner Network membership account\)](#)

See Related Training at [Microsoft Learn](#)

See Also

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[Explore Dynamics 365 Business Central capabilities](#)

Start a free trial!

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

New and Planned for Dynamics 365 Business Central

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IMPORTANT

Wondering about upcoming and recently released capabilities in Dynamics 365 Business Central?

[Check out the latest version of the release plan.](#) We've captured all the details, end to end, top to bottom, which you can use for planning. For each version, you can get the release plan as a single PDF.

You can always refer to the release plan for an overview of new and upcoming functionality. Here in the documentation, you can then find topics that can help you learn about new and existing features in Dynamics 365 Business Central.

The following list provides information about the latest versions of Business Central.

- [2020 release wave 2](#)
- [2020 release wave 1](#)
- [2019 release wave 2](#)

You can also explore the [Dynamics 365 Business Central Capabilities](#) site, and the [Dynamics 365 Business Central Roadmap](#) site.

See Also

[Visit Our Video Library](#)

[Resources for Help and Support](#)

[Dynamics 365 Business Central on Microsoft Learn](#)

[Dynamics 365 Business Central Capabilities](#)

[Dynamics 365 Business Central Roadmap](#)

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Business Functionality

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Business Central provides functionality for common business processes in small and mid-sized companies, mainly within wholesale and professional services. However, more complex processes, such as assembly, manufacturing, service, and directed warehouse management are also supported.

Business Central includes standard configurations for most business processes, but you can change the configuration to suit your business' needs. From your Role Center, you can access assisted setup guides that help you configure certain scenarios and add features to Business Central. Several areas of business functionality must be set up manually. For more information, see [Setting Up Business Central](#).

TO	SEE
Make and collect payments, manage your cash flow, defer income and revenue, prepare year-end closing, and manage fixed assets.	Finance
Get insight to the performance of your business activities through budgets, account schedules, and analysis views.	Business Intelligence
Manage sales processes and information, such as quotes, orders, returns, and customer accounts, and make drop shipments.	Sales
Manage purchasing processes and information, such as invoices, orders, returns, and vendor accounts, and purchase items from sales documents.	Purchasing
Register new inventory or service-type items, categorize items for easy searching, adjust inventory levels, and perform common inventory costing tasks.	Inventory
Create jobs and schedule resources for project, manage job budgets, monitor progress, and track machine and employee hours.	Project Management
Organize your fixed assets, ensure correct periodic depreciation, and keep track of maintenance costs.	Fixed Assets
Manage and support your sales efforts and focus your interactions on preferred customers and contacts.	Relationship Management
Keep detailed records of your employees, and register absence for analysis purposes.	Human Resources
Plan the production operations that are required to transform inputs into finished goods.	Planning
Put sellable items together in simple steps to make a new item, such as a kit.	Assembly Management

TO	SEE
Define shop floor resources and their capacity, schedule operations, pull production components, and execute production operations.	Manufacturing
Ensure an effective flow of goods that are received and shipped.	Warehouse Management
Schedule service calls and set up service orders, and track repair parts and supplies.	Service Management
Set up and use workflows that connect tasks performed by different users or by the system, such as automatic posting. Requesting and granting approval to create or post documents are typical workflow steps.	Workflow
Enable users to exchange data with external sources during daily tasks, such as sending/receiving electronic documents, importing/exporting bank files, and updating currency exchange rates.	Exchanging Data Electronically
Record external documents in Business Central, including their file attachments, and then manually create the related documents or automatically convert the files to electronic documents.	Incoming Documents

See Also

[Explore Dynamics 365 Business Central capabilities](#)

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Business Central Learning Catalog

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Find the right online training, in person workshops, and events for your role as a Business Central user or partner.

Business decision maker

Do you decide whether to invest in new technologies?

[Learn the business value of Business Central \(Free, self-paced online learning path\)](#)

[Get started \(Free, self-paced online learning path\)](#)

[Explore Dynamics 365 Business Central Capabilities](#)

[Business Central videos on YouTube](#)

Business user

Did you just get a new application to use?

[Get started \(Free, self-paced online learning path\)](#)

[Business Central learning paths \(Free, self-paced online learning paths\)](#)

[Business Central videos on YouTube](#)

Developer

Do you need to write code to integrate with other data sources, extend core system functionality, or build a complex application?

[Business Central learning paths \(Free, self-paced online learning paths\)](#)

[Developer documentation](#)

Functional Consultant

Are you an implementation expert for a business domain?

[Business Central learning paths \(Free, self-paced online learning paths\)](#)

[Business Central videos on YouTube](#)

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Business Process Walkthroughs

2/18/2021 • 2 minutes to read • [Edit Online](#)

This selection of walkthroughs provides step-by-step, end-to-end business processes that you can perform using the CRONUS International Ltd. demonstration company. The walkthroughs consist of multiple procedures, some of which would normally be performed by one user, while others incorporate several different user roles. In order to simulate the working environment, some of the walkthroughs contain setup steps necessary to complete the exercises as described. These steps can provide insight into the kind of information users need to share with their company's IT professionals.

The walkthroughs are complete scenarios, and should be performed from beginning to end for the greatest benefit. Many are based on Business Central demonstrations, and enable you to try those procedures yourself, at your own pace.

NOTE

Some of the walkthroughs require sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

TO	SEE
Set up a marketing campaign.	Walkthrough: Conducting a Sales Campaign
Use prepayments to manage part payments for sales and purchases. Requires complete sample data	Walkthrough: Setting Up and Invoicing Sales Prepayments
Set up approval users, when and how the users receive notification about approval workflows, and then modify and enable the relevant approval workflow.	Walkthrough: Setting Up and Using a Purchase Approval Workflow
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Plan supply orders to fulfill demand manually. Requires complete sample data	Walkthrough: Planning Supplies Manually
Plan supply orders to fulfill demand automatically. Requires complete sample data	Walkthrough: Planning Supplies Automatically
Assemble and ship items that are customized on the sales order. Requires complete sample data	Walkthrough: Selling, Assembling, and Shipping Kits
Plan a project, from start to finish. Requires complete sample data	Walkthrough: Managing Projects with Jobs
Report on the costs of a project. Requires complete sample data	Walkthrough: Calculating Work in Process for a Job

TO	SEE
Pick items for shipment in basic warehouse configurations. Requires complete sample data	Walkthrough: Picking and Shipping in Basic Warehouse Configurations
Perform defects management. Requires complete sample data	Walkthrough: Tracing Serial-Lot Numbers
Export business data for auditing purposes in Germany.	Walkthrough: Exporting Data for a Digital Audit

See Also

[Working with Business Central](#)

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NOTE

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Walkthrough: Conducting a Sales Campaign

2/18/2021 • 9 minutes to read • [Edit Online](#)

A campaign is any kind of activity that involves several contacts. An important part of setting up a campaign involves selecting the target audience for your campaign. For this purpose, in Business Central, you create a segment, or a group of contacts using filters.

You use these features in Sales & Marketing to carefully plan your marketing activities and to manage your interactions with contacts and customers. You can create campaigns and set up segments of your contacts for mailings and other types of interactions with your contacts and prospective customers.

The Campaign and Segment features with their automated processes enable you to plan, organize, and keep track of your marketing activities. This will increase the chances of winning new customers and retaining existing customers.

About This Walkthrough

This walkthrough demonstrates the process for following up on a trade show and targeting potential customers (contacts) in a follow-up campaign.

The walkthrough introduces the campaign and segment management feature in the Sales & Marketing department. This walkthrough illustrates the following tasks:

- Setting up a campaign.
- Selecting the target audience.
- Mining data.
- Sending letters to contacts.
- Registering campaign responses.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Marketing Manager or Sales Manager
- Marketing Staffer

Prerequisites

Before you can perform the tasks in the walkthrough, you must install the Business Central.

Story

The marketing manager in the Sales department of CRONUS is responsible for planning campaigns and for executing them. He also makes decisions about which trade shows to participate in and he evaluates campaign progress.

The marketing staffer in the Marketing department handles producing, distributing, and placing marketing material.

The company has just launched a new product called the Millennium Server. The product was recently promoted at a trade show, Computer Futurus. Many customers expressed great interest in the product, and as part of a promotional effort, customers who bought Millennium Server during a campaign period were offered a special

campaign price.

One of the marketing staffer's tasks after the trade show is to enter all the potential customers as contacts.


The marketing manager sets up a campaign, creates a segment that contains all the new contacts and then mines the contact data to select the target audience for the campaign.

The staffer helps send out thank you letters to all the contacts who left their cards with the staff at the stand, and finally, the manager records all the responses they receive from the prospective customers.

Setting Up a Campaign

As soon as the staffer has entered the business cards received at the trade show, the marketing manager sets up a campaign card to manage the activities involved in the campaign.

To set up a campaign

1. Choose the  icon, enter **Campaigns**, and then choose the related link.
2. Choose the **New** action to create a new campaign. On the campaign card, press Enter to have a campaign number automatically inserted.
3. In the **Description** field, enter a description for the campaign, for example, **FUTURUS trade show**.
4. Choose the **Status Code** field, and select a status code from the list that opens on the **Campaign Status** page.
5. Fill in the **Starting Date** and **Ending Date** fields of the campaign as appropriate.

Selecting the Target Audience

The marketing manager creates a segment to select the contacts that he wants to interact with.

To create a segment with the relevant contacts

1. Choose the **Segments** action.
2. Choose the **New** action to create a new segment. On the segment card, press Enter to have a segment number automatically inserted.
3. On the **General** FastTab, in the **Description** field, enter, for example, **Visitors at the FUTURUS trade show**.

After entering general information about the segment, select the contacts to be included in the segment.

You can use a variety of criteria to select contacts, for example, you can select contact persons who work at a customer site or a prospective customer site who are responsible for purchases at their company.

You use filters to add contacts according to the criteria that best fit your purposes. For example, you can choose to filter by the job responsibility of the contact person or the business relation or industry of the contact company. For this walkthrough, choose the **Job Responsibility** filter to select contacts.

4. On the **Segment** page, choose the **Add Contacts** action to open the **Add Contacts** filter.
5. On the **Job Responsibility** FastTab, select the **Purchase** filter as the **Job Responsibility Code** and choose the **OK** button.

The **Segment** page now contains a list of contacts based on the filter you entered. On the **General** FastTab, in the **No. of Lines** field, you can see at a glance the number of contacts that meet these criteria.

NOTE

You can save your segmentation criteria to be reused at a later stage.

- a. On the **Segment** page, choose the **Segment** action, and then choose the **Save Criteria** action.
- b. On the **Save Segment Criteria** page, enter a code for the segment. In the **Description** field, enter a description of the segment criteria.
- c. Choose the **OK** button.

Mining the Data

The marketing manager takes a closer look at the segmented list of contacts and realizes that the list is much too big. He decides to reduce the list based on actual, prospective customers to make sure he focuses on the correct target group. This process of refining and reducing the data is also referred to as data mining.

To remove contacts from the segment

1. On the **Segment** page, choose the **Contacts** action, and then choose the **Reduce Contacts** action to open the **Remove Contacts – Reduce** page.
2. On the **Business Relation** FastTab, select the **PROS** filter as the **Business Relation Code**, and choose the **OK** button.

The **Segment** page now contains a reduced list of contacts, and in the **No. of Lines** field, you can see the number of contacts that now meet these new criteria.

NOTE

If you have to reverse this removal of a group of contacts, you can do this using the **Go Back** function. In other words, you can undo your last segmentation.

On the **Segment** page, choose the **Segment** action, and then choose the **Go Back** action.

The contacts that you just removed are added back to the list of contacts.

Linking a Segment to a Campaign

The marketing manager decides that the reduced list is the final list of contacts that he wants to be part of the campaign. He therefore links this segment to the campaign FUTURUS trade show.

To link a segment to the campaign

1. On the **Segment** page, on the **Campaign** FastTab, choose the **Campaign No.** field to select the campaign that you want the segment to be attached to, for example, CP0001.
2. Since this segment is the target of the campaign, select the **Campaign Target** check box.

Sending Letters and Email Messages to Contacts

The marketing staffer helps the marketing manager send out correspondence to the prospective customers, in which he thanks them for visiting the trade show.

To use a segment to send a letter to a contact

1. Open the **Segment** card for the **Visitors at the FUTURUS trade show**.
2. On the **Interaction** FastTab, in the **Interaction Template Code** field, select the Business Letter template, code **BUS**.
3. In the **Subject (Default)** field, enter the following example text: **Thank you for visiting the trade show**.

NOTE


This template consists of more than one attachment document, each of them written in a different language. Example languages include English and Danish.

4. Choose the **Language Code (Default)** field to open the **Segment Interaction Languages** page. Select a language code and then choose the **OK** button.
5. You can display the document in the selected language. Choose the **Attachment** action, and then choose the **Open** action.


To respond to the message that requests permission to start Word, choose the **Allow for this client session** option.

This opens the attached Word document so that you can inspect it. You can also take this opportunity to edit and modify the letter. Close Word when you are finished.

6. Enter the subject of the letter in the **Subject** field, in the language selected for the template.
7. Choose the **Log** action.
8. Choose the **Send Attachments** check box to have the attachments printed.
 - a. Select the **Create Follow-up Segment** check box.
 - b. Choose the **OK** button to start the **Log Segment** batch job.
9. The attachments are sent. When the process is done, choose the **OK** button for the message that states that the segment has been logged.

The letters are automatically printed and the segment is logged. Because the segment has been logged, it is no longer in the list of segments but is moved to the list of logged segments. To see that list, Choose the  icon, enter **Logged Segments**, and then choose the related link.

10. After the segment is logged, each letter that is sent is recorded as an interaction, which you can view in the log.

Choose the  icon, enter **Interaction Log Entries**, and then choose the related link. There is an entry for each sent letter.

To send an email message to a contact

1. On the **Interaction** FastTab, in the **Interaction Template Code** field, select the Business Letter template, code **BUS**.
2. In the **Subject (Default)** field, enter the following example text: **Thank you for visiting the trade show**.
3. In the **Correspondence Type** field, choose **E-Mail**.
4. Specify language settings, as in the previous procedure.
5. Choose the **Log** action. The **Log Segment** page opens.
6. Select the **Send Attachments** check box to have the attachments sent by email.
7. Select the **Create Follow-up Segment** check box.
8. Choose the **OK** button.

The letters are automatically sent by email, and the segment is logged. Because the segment has been logged, it is no longer in the list of segments but is saved in the list of logged segments. To see that list,

Choose the  icon, enter **Logged Segments**, and then choose the related link.

Registering Campaign Responses

During the next couple of weeks, the prospective customers respond to the letter. The marketing manager wants to keep track of the responses and record these interactions.

For this purpose, set up a segment for the contacts who have responded to the letter.

To register campaign responses

1. On the **Segment** page, expand the **Interaction** FastTab.

2. Choose the **Interaction Template Code** field.

There is no interaction template for recording responses to campaigns. Therefore, create a new template.

3. On the **Interaction Templates** page, choose the **New** action.

4. In the **Code** field, enter **RESP**, and in the **Description** field, enter **Campaign Responses**.

5. Choose the **OK** button.

6. Select this interaction template in the **Interaction Template Code** field and confirm the message that asks if you want to update the segment lines with the same Interaction Template Code.

Now specify that these contacts have responded to the campaign:

7. On the **Campaign** FastTab, in the **Campaign No.** field, select your campaign.

8. Leave the **Campaign No.** field and confirm the message that asks if you want to update the segment lines with the same Interaction Template Code.

9. Select the **Campaign Response** field and confirm the subsequent message.

Log the segment to make sure that the interactions are recorded.

10. On the **Segment** page, choose the **Log** action.

11. On the **Log Segment** page, clear the **Send Attachments** check box, and then choose the **OK** button and confirm the message that appears.

After the segment is logged, an entry for the campaign is automatically created to record this action on the **Campaign Entries** page.

See Also

[Relationship Management](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

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Walkthrough: Setting Up and Invoicing Sales Prepayments

2/18/2021 • 9 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

Prepayments are payments that are invoiced and posted to a sales or purchase prepayment order before final invoicing. You may require a deposit before you manufacture items to order, or you may require payment before you ship items to a customer. You use the prepayments functionality in Business Central to invoice and collect deposits that are required from customers or remit deposits to vendors. Thus, you can make sure that all payments are posted against an invoice.

Prepayment requirements can be defined for a customer or vendor for all items or selected items. After you complete the required setup, you can generate prepayment invoices from sales and purchase orders for the calculated prepayment amount. You can change the default amounts on the invoice as needed. For example, you can send additional prepayment invoices if additional items are added to the order.

About This Walkthrough

This walkthrough will take you through the following scenarios:

- Setting up prepayments
- Creating an order that requires a prepayment
- Creating a prepayment invoice
- Correcting the prepayment requirements on an order
- Applying prepayments to an order
- Invoicing the final amount on an order with prepayment

Roles

This walkthrough includes tasks for the following roles:

- Accounting Manager (Phyllis)
- Order Processor (Susan)
- Accounts Receivable Administrator (Arnie)

Story

Phyllis is an accounting manager. She makes decisions about which customers are required to pay a deposit before items are manufactured or shipped. Phyllis sets up Business Central to calculate prepayments automatically.

Susan is a sales order processor. When a customer calls to place an order, she enters the order into the system while the customer is on the telephone. This way, she can verify prices and payment terms with the customer immediately, and she can make adjustments to the order while she negotiates with the customer.

Arnie works in the Accounts Receivable department, where he posts invoices and payments.

In this scenario, Phyllis sets up prepayment requirements for the customer Selangorian, based on their credit history, and gives Susan instructions for how to handle their orders.

When the customer calls, Susan negotiates with the customer until they reach an agreement. She can then choose to calculate the prepayment in several different ways.

After Susan sends the prepayment invoice, the customer orders an extra item. Susan updates the order and creates a second prepayment invoice.

Arnie registers the customer's payment and applies it to the invoices, and then sends the final invoice.


Setting Up Prepayments

Phyllis sets up the system to handle prepayments for customers.

- Phyllis decides to have the same number series for prepayments as the one used for sales invoicing.
- Phyllis sets application to check if prepayments are required before final invoicing on an order.
- Phyllis sets up default values for a required prepayment percentage for particular items and customers.

The following procedures describe how to complete Phyllis' tasks:

To set up number series for prepayments

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales & Receivables Setup** page, expand the **Numbering** FastTab.
3. Verify that the number series for posted prepayment invoices in the **Posted Prepmt. Inv. Nos.** field is the same as for posted sales invoices (**Posted Invoice Nos.**) and the number series for posted prepayment credit memos (**Posted Prepmt. Cr. Memo Nos.**) is the same as for posted credit memos (**Posted Credit Memo Nos.**).

To block shipments for unpaid prepayment



1. On the **Sales & Receivables Setup** page, on the **General** FastTab, select the **Check Prepayment when Posting** check box.

Now you cannot ship or invoice an order that has an unpaid prepayment amount.

By default, Phyllis requires customer 20000 to be invoiced for a 30% down payment on all orders. Therefore, she will enter a default prepayment percentage on the customer card.

Phyllis requires all customers to be invoiced a 20% deposit for item 1100. Customer 20000 has a poor payment history. Therefore, she requires a 40% prepayment from customer 20000 for item 1100. The following procedure illustrates how to set up default prepayment percentages.

To assign default prepayment percentages to customers and items

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for customer 20000 (Selangorian).
3. In the **Prepayment %** field, type 30.
4. Choose the **OK** button to close the customer card.
5. Choose the  icon, enter **Items**, and then choose the related link.
6. Open the card for customer 1100.
7. Choose the **Prepayment Percentages** action.
8. Fill in two lines on the **Sales Prepayment Percentages** page as follows.


SALES TYPE	SALES CODE	ITEM NO.	PREPAYMENT %
Customer	20000	1100	40
All Customers		1100	20

IMPORTANT

Depending on your country/region, you must also specify a tax group code on the Invoicing FastTab for items 1000 and 1100.

9. Close all pages.

To specify an account for sales prepayments in general posting setup

1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. Select the line where the **Gen. Bus. Posting Group** field is set to **EXPORT**, and the **Gen. Prod. Posting Group** field is set to **RETAIL**, and then choose the **Edit** action.
3. On the **General Posting Setup Card** page, in the **Sales Prepayments Account** field, specify the relevant account.
4. Choose the **OK** button.


Creating an Order that Requires a Prepayment

In the following scenario, Susan, the order processor, creates an order when talking to a customer. The items that the customer orders require a prepayment, and the customer has made some late payments in the past. Therefore, Susan has been instructed to require a fixed amount of 2,000 as a prepayment on the order.

The customer requests to be able to pay 35%, to which Susan can agree. Therefore, she changes the order.

Susan creates the prepayment invoice and sends it to the customer.

To create a sales order with a prepayment

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. In the **Sell-to Customer No.** field, select **20000**.
4. Accept the overdue balance warning that is displayed.
5. Fill in two sales lines with the following information.

TYPE	NO.	QUANTITY
Item	1000	1
Item	1100	1

By default, the prepayment fields on the sales line are hidden, so you must display them.

6. Verify that the **Prepayment %** field on the line with item **1000** contains **30**. The default value was taken from the sales header, which was populated from the customer card.

The **Prepayment %** field on the line with item **1100** contains **40**. This is the percentage you entered on the **Sales Prepayment Percentages** page for item **1100** and customer **20000**.

For more information, see [Set Up Prepayments](#).

7. Choose the **Statistics** action.
8. On the **Prepayment** FastTab, the **Prepmt. Line Amount Excl. VAT** field contains **1,560**. If you create a prepayment invoice for the order now, then this is the amount that is displayed on the invoice.

In this scenario, Susan has been instructed to suggest a total prepayment of 2000 for the order.

IMPORTANT

Depending on your country/region, the following step might not apply.

9. Change the amount in the **Prepmt. Line Amount Excl. VAT** field to **2000** and then close the page.
10. Verify the **Prepayment %** field on the sales lines, and you will see that it has been recalculated to **40.81625**.

The recalculation includes all lines that have a prepayment percentage that is greater than 0.

Now the customer asks if the prepayment percent can be set to 35%. Susan's supervisor approves the change.

11. On the **Sales Order** page, in the **Prepayment %** field, enter **35**.
12. In the warning that appears, choose the **Yes** button. A rate of 35% will be applied as the payment percentage for the whole order.
13. Verify that the lines have been updated accordingly.

Creating a Prepayment Invoice

After entering the correct prepayment values on the order, Susan creates the prepayment invoice and sends it to the customer.

To create a prepayment invoice

1. On the **Sales Order** page, choose the **Post Prepayment Invoice** action.

NOTE

Susan would select **Post and Print Prepmt. Invoice** and mail the invoice to the customer.

Creating an Additional Prepayment Invoice

The following day, the customer calls Susan and makes changes to the order. The customer wants two of item 1100. Susan reopens and updates the order, and then she creates a second prepayment invoice on the order and sends it to the customer.

To create an additional prepayment invoice

1. On the **Sales Order** page, choose the **Reopen** action.
2. On the line for item 1100, in the **Quantity** field, enter **2**.


Scroll to see the prepayment fields. The **Prepayment Line Amount Excl. VAT** field now contains **630**, and the **Prepmt. Amt. Inv. Excl. VAT** field contains **315**. This shows that there is an additional prepayment amount that has not been invoiced yet.

3. To post an invoice for the additional prepayment amount, choose the **Post Prepayment Invoice** action.

Applying the Prepayments

The customer pays the prepayments amount and Arnie, who works in the accounts department, registers the payment and applies it to the prepayment invoices.

To apply a payment to the prepayment invoices

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. Fill in a journal line with the following information.

FIELD NAME	ENTER
Document Type	Payment
Account Type	Customer
Account No.	20000

3. Choose the **Apply Entries** action.
4. On the **Apply Customer Entries** page, select the first prepayment invoice, and then choose the **Set Applies-to ID** action.
5. Repeat the previous step for the second prepayment.
6. Choose the **OK** button.

The amount field has now been filled in with the sum of the two prepayment invoices.

7. Post the journal.

Invoicing the Remaining Amount

Now Arnie has been informed that the items on the order have been shipped and that the order is ready for invoicing. Arnie creates the invoice for the order.

To invoice the remaining amount

1. Open the sales order.
2. Choose the **Ship and Invoice** action, and then choose the **OK** button.

NOTE

Normally, the shipping department would have already posted the shipment.

Arnie can view the history to verify that the sales invoice was created as intended.

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.

Next Steps

This walkthrough has taken you through steps to set up Business Central to handle prepayments. You have set up default prepayment percentages on customers and items, and you have also used different methods to calculate the prepayments on an order. You have tried to assign one total prepayment amount to the order, and you have had the prepayment amount calculated as a percentage of the whole order.

You have also posted a prepayment invoice, created a second prepayment invoice when the order has changed, and posted the final invoice for the remaining amount.

The prepayments functionality in Business Central makes it easy to set up and enforce prepayment rules for customers and items, and it enables you to post every payment against an invoice.

See Also

[Invoicing Prepayments](#)

[Finance](#)

[Working with Business Central](#)

[Business Process Walkthroughs](#)

NOTE

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Walkthrough: Setting Up and Using a Purchase Approval Workflow

2/18/2021 • 6 minutes to read • [Edit Online](#)

You can automate the process of approving new or changed records, such as documents, journal lines, and customer cards, by creating workflows with steps for the approvals in question. Before you create approval workflows, you must set up an approver and substitute approver for each approval user. You can also set approvers' amount limits to define which sales and purchase records they are qualified to approve. Approval requests and other notifications can be sent as email or internal note. For each approval user setup, you can also set up when they receive notifications.

NOTE

In addition to the Workflow functionality within Business Central, you can use Power Automate to define workflows for events in Business Central. Note that although they are two separate workflow systems, any flow template that you create with Power Automate is added to the list of workflow templates within Business Central. For more information, see [Using Business Central in an Automated Workflow](#).

You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps. For more information, see [Workflow](#).

About This Walkthrough

This walkthrough illustrates the following tasks:

- Setting up approval users.
- Setting up notifications for approval users.
- Modifying and enabling an approval workflow.
- Requesting approval of a purchase order, as Alicia.
- Receiving a notification and then approving the request, as Sean.

Story

Sean is a super user at CRONUS. He creates two approval users. One is Alicia who represents a purchasing agent. The other is himself representing Alicia's approver. Sean then gives himself unlimited purchase approval rights and specifies that he will receive notifications by internal note as soon as a relevant event occurs. Last, Sean creates the required approval workflow as a copy of the existing Purchase Order Approval Workflow workflow template, leaves all existing event conditions and response options unchanged, and then enables the workflow.

To test the approval workflow, Sean first signs in to Business Central as Alicia, and then requests approval of a purchase order. Sean then signs in as himself, sees the note on his Role Center, follows the link to the approval request for the purchase order, and approves the request.

Users


Before you can set up approval users and their notification method, you must make sure that two users exist in

Business Central: One user will represent Alicia. The other user, yourself, will represent Sean. For more information, see [Create Users According to Licenses](#).

Setting Up Approval Users

When signed in as yourself, set Alicia up as an approval user whose approver is yourself. Set up your approval rights and specify how and when you are notified of approval requests.

To set up yourself and Alicia as approval users

1. Choose the  icon, enter **Approval User Setup**, and then choose the related link.
2. On the **Approval User Setup** page, choose the **New** action.

NOTE

You must set up an approver before you can set up users who require that approver's approval. Therefore, you must set up yourself before you set up Alicia.

3. Set up the two approval users by filling the fields as described in the following table.

USER ID	APPROVER ID	UNLIMITED PURCHASE APPROVAL
YOU		Selected
ALICIA	YOU	

Setting Up Notifications

In this walkthrough, the user is notified by internal note about requests to approve. Approval notification can also be by email, and you can add a workflow response step that notifies the sender when a request is approved or rejected. For more information, see [Specify When and How to Receive Notifications](#).

To set up how and when you are notified

1. On the **Approval User Setup** page, select the line for yourself, and then choose the **Notification Setup** action.
2. On the **Notification Setup** page, in the **Notification Type** field, choose **Approval**.
3. In the **Notification Method** field, choose **Note**.
4. On the **Notification Setup** page, choose the **Notification Schedule** action.
5. On the **Notification Schedule** page, in the **Recurrence** field, select **Instantly**.


Creating the Approval Workflow

Create the purchase order approval workflow by copying the steps from the **Purchase Order Approval Workflow** workflow template. Leave the existing workflow steps unchanged, and then enable the workflow.

TIP

Optionally, add a workflow response step to notify the sender when their request is approved or rejected. For more information, see [Specify When and How to Receive Notifications](#).

To create and enable a purchase order approval workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. On the **Workflows** page, choose the **New Workflow from Template** action.
3. On the **Workflow Templates** page, select the workflow template named **Purchase Order Approval**

Workflow, and then choose the **OK** button.


The **Workflow** page opens for a new workflow containing all the information of the selected template. The value in the **Code** field is extended with *-01* to indicate that this is the first workflow that is created from the **Purchase Order Approval Workflow** workflow template.

4. On the header of the **Workflow** page, select the **Enabled** check box.

Using the Approval Workflow

Use the new Purchase Order Approval Workflow workflow by first signing in to Business Central as Alicia to request approval of a purchase order. Then sign in as yourself, view the note on the Role Center, follow the link to the approval request, and then approve the request.

To request approval of a purchase order, as Alicia

1. Sign in as Alicia.
2. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
3. Select the line for open purchase order 106001, and then choose the **Edit** action.
4. On the **Purchase Order** page, choose the **Send Approval Request** action.

Notice that the value in the **Status** field has changed to **Pending Approval**.

To approve the purchase order, as Sean

1. Sign in as Sean.
2. On the Role Center, in the **Self Service** area, choose the **Requests to Approve** tile.
3. On the **Requests to Approve** page, select the line about the purchase order by Alicia, and then choose the **Approve** action.

The value in the **Status** field on Alicia's purchase order changes to **Released**.

You have now set up and tested a simple approval workflow based on the first two steps of the Purchase Order Approval Workflow workflow. You can easily extend this workflow to automatically post Alicia's purchase order when Sean approves it. To do this, you must enable the Purchase Invoice Workflow workflow, in which the response to a released purchase invoice is to post it. First you must change the event condition on the first workflow step from (purchase) **Invoice** to **Order**.

The generic version of Business Central includes a number of workflow templates for scenarios that are supported by the application code. Most of these are for approval workflows.

You define variations of workflows by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [Create Workflows](#).

If a business scenario requires a workflow event or response that is not supported, a Microsoft partner must implement them through code, or you can set up a workflow using Power Automate. For more information, see [Using Business Central in an Automated Workflow](#) or [Events in AL](#) in the developer help, respectively.

See Also

[Set Up Approval Users](#)

[Setting Up Workflow Notifications](#)

[Create Workflows](#)

[Use Approval Workflows](#)

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Walkthrough: Picking and Shipping in Basic Warehouse Configurations

2/18/2021 • 5 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

In Business Central, the outbound processes for picking and shipping can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	PICKS	SHIPMENTS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post pick and shipment from the order line	X			2
B	Post pick and shipment from an inventory pick document		X		3
C	Post pick and shipment from a warehouse shipment document			X	4/5/6
D	Post pick from a warehouse pick document and post shipment from a warehouse shipment document		X	X	4/5/6

For more information, see [Design Details: Outbound Warehouse Flow](#).

The following walkthrough demonstrates method B in the previous table.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

About This Walkthrough

In basic warehouse configurations where your location is set up to require pick processing but not ship processing, you use the **Inventory Pick** page to record and post pick and ship information for your outbound source documents. The outbound source document can be a sales order, purchase return order, outbound transfer order, or a production order with component need.

This walkthrough demonstrates the following tasks:

- Setting up SILVER location for inventory picks.
- Creating a sales order for customer 10000 for 30 loudspeakers.
- Releasing the sales order for warehouse handling.
- Creating an inventory pick based on a released source document.
- Registering the warehouse movement from the warehouse and at the same time posting the sales shipment for the source sales order.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.



Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Order Processor
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- For Business Central online, a company based on the **Advanced Evaluation - Complete Sample Data** option in a sandbox environment. For Business Central on-premises, CRONUS International Ltd. installed.
- To make yourself a warehouse employee at the location SILVER by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account on the **Users** page.
 3. In the **Location Code** field, enter SILVER.
 4. Select the **Default** field.
- Make item LS-81 available at SILVER location by following these steps:
 1. Choose the  icon, enter **Item Journals**, and then choose the related link.
 2. Open the default journal, and then create two item journal lines with the following information about the work date (January 23).

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0001	20

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0002	20

3. Choose the **Post** action, and then select the **Yes** button.


Story

Ellen, the warehouse manager at CRONUS, sets up SILVER warehouse for basic pick handling where warehouse workers process outbound orders individually. Susan, the order processor, creates a sales order for 30 units of item LS-81 to be shipped to customer 10000 from the SILVER Warehouse. John, the warehouse worker must make sure that the shipment is prepared and delivered to the customer. John manages all involved tasks on the **Inventory Pick** page, which automatically points to the bins where LS-81 is stored.

Setting Up the Location

The setup of the **Location Card** page defines the company's warehouse flows.


To set up the location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the SILVER location card.
3. On the **Warehouse** FastTab, choose the **Require Pick** check box.

Creating the Sales Order

Sales orders are the most common type of outbound source document.

To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a sales order for customer 10000 on the work date (January 23) with the following sales order line.

ITEM	LOCATION CODE	QUANTITY
LS_81	SILVER	30

Proceed to notify the warehouse that the sales order is ready for warehouse handling.

4. Choose the **Release** action.

John proceeds to pick and ship the sold items.

Picking and Shipping Items

On the **Inventory Pick** page, you can manage all outbound warehouse activities for a specific source document, such as a sales order. Hover over a field to read a short description.

To pick and ship items

1. Choose the  icon, enter **Inventory Picks**, and then choose the related link.
2. Choose the **New** action.

Make sure that the **No.** field on the **General** FastTab is filled in.

3. Select the **Source Document** field, and then select **Sales Order**.
4. Select the **Source No.** field, select the line for the sale to customer 10000, and then choose the **OK** button.

Alternatively, choose the **Get Source Document** action, and then select the sales order.

5. Choose the **Autofill Qty. to Handle** action.

Alternatively, in the **Qty. to Handle** field, enter 10 and 20 respectively on the two inventory pick lines.

6. Choose the **Post** action, select **Ship**, and then choose the **OK** button.

The 30 loudspeakers are now registered as picked from bins S-01-0001 and S-01-0002, and a negative item ledger entry is created reflecting the posted sales shipment.

See Also

[Pick Items with Inventory Picks](#)

[Pick Items for Warehouse Shipment](#)

[Set Up Basic Warehouses with Operations Areas](#)

[Move Components to an Operation Area in Basic Warehouse Configurations](#)

[Pick for Production or Assembly](#)

[Move Items Ad Hoc in Basic Warehouse Configurations](#)

[Design Details: Outbound Warehouse Flow](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Walkthrough: Receiving and Putting Away in Advanced Warehouse Configurations

2/18/2021 • 7 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

In Business Central, the inbound processes for receiving and putting away can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	RECEIPTS	PUT-AWAYS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post receipt and put-away from the order line	X			2
B	Post receipt and put-away from an inventory put-away document			X	3
C	Post receipt and put-away from a warehouse receipt document		X		4/5/6
D	Post receipt from a warehouse receipt document and post put-away from a warehouse put-away document		X	X	4/5/6

For more information, see [Design Details: Inbound Warehouse Flow](#).

The following walkthrough demonstrates method D in the previous table.

About This Walkthrough

In advanced warehouse configurations where your location is set up to require receiving processing in addition to put-away processing, you use the **Warehouse Receipt** page to record and post the receipt of items on multiple inbound orders. When the warehouse receipt is posted, one or more warehouse put-away documents are created to instruct warehouse workers to take the received item and place them in designated places

according to bin setup or in other bins. The specific placement of the items is recorded when the warehouse put-away is registered. The inbound source document can be a purchase order, sales return order, inbound transfer order, or assembly or production order with output that is ready to be put away. If the receipt is created from an inbound order, more than one inbound source document can be retrieved for the receipt. By using this method you can register many items arriving from different inbound orders with one receipt.

This walkthrough demonstrates the following tasks.

- Setting up WHITE location for receiving and putting away.
- Creating and releasing two purchase orders for full warehouse handling.
- Creating and posting a warehouse receipt document for multiple purchase order lines from specific vendors.
- Registering a warehouse put-away for the received items.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

Roles


This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Purchasing Agent
- Receiving Staff
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- CRONUS International Ltd. installed.
- To make yourself a warehouse employee at WHITE location by following these steps:

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. Choose the **User ID** field, and select your own user account on the **Users** page.
3. In the **Location Code** field, enter WHITE.
4. Select the **Default** field.


Story

Ellen, the warehouse manager at CRONUS International Ltd., creates two purchase orders for accessory items from vendors 10000 and 20000 to be delivered to WHITE warehouse. When the deliveries arrive at the warehouse, Sammy, who is responsible for receiving items from vendors 10000 and 20000, uses a filter to create receipt lines for purchase orders arriving from the two vendors. Sammy posts the items as received into inventory in one warehouse receipt and makes the items available for sale or other demand. John, the warehouse worker, takes the items from the receiving bin and puts them away. He puts all units away in their default bins, except 40 out of 100 received hinges that he puts away in the assembly department by splitting the put-away line. When John registers the put-away, the bin contents are updated and the items are made available for picking from the warehouse.

Reviewing the WHITE Location Setup

The setup of the **Location Card** page defines the company's warehouse flows.

To review the location setup

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the **WHITE** location card.
3. Note on the **Warehouse** FastTab that the **Directed Put-away and Pick** check box is selected.

This means that the location is set up for the highest complexity level, reflected by the fact that all warehouse handling check boxes on the FastTab are selected.


4. Note on the **Bins** FastTab that bins are specified in the **Receipt Bin Code** and the **Shipment Bin Code** fields.

This means that when you create a warehouse receipt, this bin code is copied to the header of the warehouse receipt document by default and to the lines of the resulting warehouse put-aways.

Creating the Purchase Orders

Purchase orders are the most common type of inbound source document.

To create the purchase orders

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a purchase order for vendor 10000 on the work date (January 23) with the following purchase order lines.

ITEM	LOCATION CODE	QUANTITY
70200	WHITE	100 PCS
70201	WHITE	50 PCS

Proceed to notify the warehouse that the purchase order is ready for warehouse handling when the delivery arrives.

4. Choose the **Release** action.

Proceed to create the second purchase order.

5. Choose the **New** action.
6. Create a purchase order for vendor 20000 on the work date with the following purchase order lines.

ITEM	LOCATION CODE	QUANTITY
70100	WHITE	10 CAN
70101	WHITE	12 CAN


Choose the **Release** action.

The deliveries of items from vendors 10000 and 20000 have arrived at **WHITE** warehouse, and Sammy starts to process the purchase receipts.

Receiving the Items

On the **Warehouse Receipt** page, you can manage multiple inbound orders for source documents, such as a purchase order.

To receive the items


1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Choose the **New** action.
3. In the **Location Code** field, enter WHITE.
4. Choose the **Use Filters to Get Src. Docs.** action.
5. In the **Code** field, enter ACCESSORY.
6. In the **Description** field, enter **Vendors 10000 and 20000**.
7. Choose the **Modify** action.
8. On the **Purchase** FastTab, in the **Buy-from Vendor No. Filter** field, enter 10000|20000.
9. Choose the **Run** action. The warehouse receipt is filled with four lines representing purchase order lines for the specified vendors. The **Qty. to Receive** field is filled because you did not select the **Do not Fill Qty. to Handle** check box on the **Filters to Get Source Docs.** page.
10. Optionally, if you want to use a filter as described earlier in this section, choose the **Get Source Document** action, and then select purchase orders from the vendors in question.
11. Choose the **Post Receipt** action, and then choose the **Yes** button.

Positive item ledger entries are created reflecting the posted purchase receipts of accessories from vendors 10000 and 20000, and the items are ready to be put away in the warehouse from the receiving bin.

Putting the Items Away

On the **Warehouse Put-away** page, you can manage put-aways for a specific warehouse receipt document covering multiple source documents. Like all warehouse activity documents, each item on the warehouse put-away is represented by a Take line and a Place line. In the following procedure, the bin code on the Take lines is the default receiving bin at WHITE location, W-08-0001.

To put the items away

1. Choose the  icon, enter **Put-Aways**, and then choose the related link.
2. Select the only warehouse put-away document in the list, and then choose the **Edit** action.

The warehouse put-away document opens with a total of eight Take or Place lines for the four purchase order lines.

The warehouse worker is told that 40 hinges are needed in the assembly department, and he proceeds to split the single Place line to specify a second Place line for bin W-02-0001 in the assembly department where he places that part of the received hinges.

3. Select the second line on the **Warehouse Put-away** page, the Place line for item 70200.
4. In the **Qty. to Handle** field, change the value from 100 to 60.
5. On the **Lines** FastTab, choose **Functions**, and then choose **Split Line**. A new line is inserted for item 70200 with 40 in **Qty. to Handle** field.

6. In the **Bin Code** field, enter W-02-0001. The **Zone Code** field is automatically filled.

Proceed to register the put-away.

7. Choose the **Register Put-Away** action, and then choose the **Yes** button.

The received accessories are now put-away in the items' default bins, and 40 hinges are placed in the assembly department. The received items are now available for picking to internal demand, such as assembly orders, or to external demand, such as sales shipments.

See Also

[Put Items Away with Warehouse Put-aways](#)

[Move Items in advanced warehouse configurations](#)

[Design Details: Inbound Warehouse Flow](#)

[Walkthrough: Receiving and Putting Away in Basic Warehouse Configurations](#)

[Business Process Walkthroughs](#)

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Walkthrough: Planning Supplies Manually

2/18/2021 • 10 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

This walkthrough demonstrates the process of planning supply orders to fulfill new demand. You can initiate supply planning at fixed intervals, for example, every morning or every Monday, or when you are notified by sales or production, depending on the type of demand. In this walkthrough you will use the **Order Planning** page, a simple supply planning tool that is based on manual decision-making instead of parameter-based automatic planning.

About This Walkthrough

This walkthrough illustrates the following tasks:

- Planning a purchase order for manufacturing components.
- Planning a transfer order to fulfill sales demand.
- Planning a production order for a multilevel item.

Roles

This walkthrough demonstrates tasks performed by the following user roles:

- Production Planner
- Purchasing Agent
- Sales Order Processor

Prerequisites

Before you begin this walkthrough, you must install the Business Central. The following modifications must be made to the database:

- Delete all existing sales orders for bicycles.
- Create one sales order for 10 bicycles at EAST location.
- Delete all planned and firm planned production orders. Do not delete started orders with entries that are already posted.

As a rule, use the suggested data in this walkthrough because this data has the necessary records.

Story

Eduardo, the Production Planner of a small manufacturing company, is about to plan production and purchase orders to fulfill new sales demand.

Because the products have few BOM levels and the flow of orders is relatively low, Eduardo uses the **Order Planning** page to manually create supply orders, one product level at a time.

In a more complex manufacturing environment, the planning worksheet is used to plan supply based on item

parameters such as rescheduling period, safety lead time, reorder point, and batch calculations of consolidated demand from all product levels.

Setting Up the Sample Data

The standard CRONUS demonstration company currently has lots of unplanned demand. During the different planning tasks in this walkthrough, you will have to deviate from the realistic business flow by ignoring demand with close due dates and instead use demand with later due dates.

Using the Order Planning Page

The **Order Planning** page can be accessed from several different locations:

- Manufacturing, Planning
- Sales & Marketing, Order Processing
- Purchase, Planning
- In addition, you can open this page for a specific production order by choosing the **Planning** action.

To use the Order Planning page

1. Choose the  icon, enter **Order Planning**, and then choose the related link.

When the **Order Planning** page first opens, a plan must be calculated to show the new demand since it was last calculated.

2. Choose the **Calculate Plan** action.

The planning system analyzes any new demand that has been introduced, such as new sales, changed sales, or production orders.

Based on total availability, the quantity needed for each demand line is calculated. This calculation is performed order-by-order. This means that the order which includes the demand line with the earliest due date or shipment date will be calculated first. After that, additional demand lines will be calculated in the same order, regardless of the due date or shipment date.

3. Be sure that the **Order Planning** page is maximized and that column fields are resized to show all the default field names.

When the calculation is completed, the page displays all unfulfilled demand as collapsed order header lines sorted by earliest demand date.

Notice that CRONUS has several orders with unfulfilled demand. Each bold planning line represents an order, sales order, or production order, including at least one order line with insufficient availability.

4. In the **Show Demand As** field, select the **All Demand** filter.

With the **Demand Type** field, you can choose which order types that you want to display.

Orders that do not have availability problems are not shown. If no orders exist when a plan is calculated, a message will display and no planning lines will appear.

Planning a Purchase Order to Fulfill Component Demand

In this procedure, you create a purchase order for needed manufacturing components.

To plan a purchase order to fulfill component need in production

1. Expand the first line (choose the + symbol).
2. Choose the first demand line, with item **LSU-15**, and then choose the **Show Document** action.

3. Close the opened production order to return to the **Order Planning** page.

4. In the **Replenishment System** field, select **Purchase**.

The default value is from the item card, or SKU card, but you can change it to one of the following options:

- **Purchase** – To create a purchase order.
- **Transfer** – To create a transfer order.
- **Prod. Order** – To create a production order.

5. In the **Supply From** field, select one of the following options according to the selected replenishment system:

- **Vendor** – For purchases
- **Location** – For transfers

If the field is not filled in, an error message will display when you try to create the supply orders.

NOTE

If the components have a default vendor number set up on the item cards, the lines will be preset.

6. Choose the **Supply From** field.

7. On the **Item Vendor Catalogue** page, choose the **New** action, and then select vendor **30000**.

8. Choose the **OK** button to return to the **Order Planning** page.

9. Copy vendor **30000** to the other lines for loudspeaker components on this production order.

You are now ready to create a purchase order.

10. Choose the **Make Orders** action. The **Make Supply Orders** page opens.

11. On the **Order Planning** FastTab, in the **Make Orders for** field, choose the **Active Order** option.

12. On the **Options** FastTab, in the **Create Purchase Order** field, choose the **Make Purch. Order** option.

13. Choose the **OK** button to create purchase orders for all the components of the order.

The purchase orders are now created and saved as the last orders in the list of purchase orders.

Planning a Transfer Order to Fulfill Sales Demand

In this procedure, you will plan for demand from a sales order. Demand lines represent sales lines and not component lines, as in production demand.

To plan a transfer order to fulfill sales demand

1. Move the pointer to the planning line for order **2008**.

2. Expand the line and move the pointer to the demand line.

Sales order **2008** is for ten loudspeakers, item **LS-120**, ordered by John Haddock Insurance Co.

The item's defined replenishment system and default vendor will display.

NOTE

At the bottom of the page, there are four information fields. In the **Earliest Date Available** field, the ten pieces that are needed will be available, on an inbound supply order, nine days later than the current due date. If this is too late for the customer, the **Available for Transfer** field shows 13 pieces of the item at another location. You will want to plan for this stock.

3. Choose the **Available for Transfer** field to open the **Get Alternative Supply** page.
4. Choose the **OK** button to book the ten items that are available.

NOTE

In the demand line, the suggested purchase has been exchanged with a transfer from MAIN location. The **Make Orders** function creates a transfer order from MAIN to the demanded location. The **Substitutes Exists** field works in the same way.

5. Choose the **Make Orders** action. The **Make Supply Orders** page opens.
6. On the **Order Planning** FastTab, in the **Make Orders for** field, choose the **The Active Order** option.
7. On the **Options** FastTab, in the **Create Transfer Order** field, select the **Make Trans. Orders** option.
8. Choose the **OK** button to create the transfer order to supply the sales order.

The transfer order is now created and saved in the list as the last order in the list of open transfer orders.

Planning a Multilevel Production Order to Fulfill Sales Demand

In this procedure, you will plan to fulfill sales demand for a produced item with multiple product levels, each creating dependent production demand.

To plan multilevel production to fulfill sales demand

1. Select the planning line with sales demand for order **1001**, created earlier as prerequisite data.

This demand is a sales line, but the item has a defined replenishment system of **Prod. Order**. Proceed to add an extra bell to the component need of each bicycle.
2. Choose the **Components** action to open the **Planning Components** page.
3. On the line with the Bell item, change the **Quantity per** field from **1** to **2**.
4. On the **Order Planning** page, consider your planning alternatives. In this case, you have no alternative means of supply, no transfer, substitute, or later delivery. You must create the suggested supply order, a production order.
5. Choose the **Make Orders** action to create the production order.

On the **Order Planning** page, notice that the planning line for sales order **1001** no longer exists and that the initial sales demand has been covered.
6. Close the **Order Planning** page.

Now, you could choose to stay in this view and complete all the planning tasks. Instead, you will now take on the Production Planner role by going to the production order that you just created and access the **Order Planning** page.

As a production planner you now must plan a specific production order.

To plan a specific production order

1. Open the production order **101001**, for ten bicycles, that you just created by using the **Make Orders** function.
2. Open the **Prod. Order Components** page to check that the extra bell is reflected on the production order.
3. Choose the **Planning** action.

The **Order Planning** page opens in a view that is always filtered on the specific production demand. Sales demand is not displayed. You must calculate a plan before you can see any additional demand.

4. Choose the **Calculate Plan** action.

Notice that four new production orders appear as unplanned production demand derived from order **101001**. The new lines represent new production demand from the subassemblies that must be created to produce the order.

5. Choose the **Expand All** action to get an overview of all the production demand for the production orders.

To provide additional information about the demand lines, you may want to add the **Demand Quantity** and **Demand Qty. Available** fields to your view.

Now you must supply ten of each component.

Note that four of the demand lines have replenishment system Prod. Order. These four subassemblies represent the second product level of the bicycle.

The default replenishment settings are already filled in and you can proceed to make orders.

6. Choose the **Make Orders** action.

Before you choose the OK button, notice the text on the **Order Planning** FastTab. This text is important because you know that the bicycle has several produced components, subassemblies, in its product structure that might be in demand when you create this production order.

7. On the **Make Supply Order** page, in the **Make Orders for** field, choose the **All Lines** option, and then choose the OK button to create production orders for the second product level of the order.

Note that the top-level production demand for production order 101001 no longer exists. This means that the initial production demand for subassemblies has been planned for.

On the **Order Planning** page, you calculate a plan again in order to plan the bicycle structure.

8. Choose the **Calculate Plan** action to recalculate the plan as instructed by the embedded Help text.

The two new lines represent additional production demand derived from the subassemblies planned in the previous steps. It is suggested that you make two production orders to supply the wheel hubs, one for 10 front hubs and one for 10 back hubs.

9. Choose the **Expand All** action to get an overview of all the demand for the two production orders.

The suggested supply plan indicates that a total of four purchase orders will be created for the components. You decide to make the proposed orders.

10. Choose the **Make Orders** action.

11. In the **Make Orders for** field, select the **All Lines** option, and then choose the OK button. Check if additional demand exists for the production of the parent item, the bicycle, which is being sold on sales order 1001.

12. Choose the **Calculate Plan** action.

The message indicates that all required items are now supplied. Verify the firm planned production orders that are created.

13. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.

On the **Firm Planned Prod. Orders** page review how start times and end times of individual orders are scheduled according to the product structure. The lowest-level components are produced first. Therefore, you must plan multilevel orders as demonstrated in this planning workflow.

See Also

[Business Process Walkthroughs](#)

[Walkthrough: Planning Supplies Automatically](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Walkthrough: Planning Supplies Automatically

2/18/2021 • 14 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

Phrases like "run planning" and "run MRP" refer to the calculation of the master production schedule (MPS) and the material requirements plan (MRP) based on actual and forecasted demand.

- MPS is the calculation of a master production schedule based on actual demand and the demand forecast. The MPS calculation is used for end items that have a forecast or a sales order line. These items are called "MPS items" and are identified dynamically when the calculation starts.
- MRP is the calculation of material requirements based on actual demand for components and the demand forecast on the component level. MRP is calculated only for items that are not MPS items. The overall purpose of MRP is to provide time-phased formal plans, by item, to supply the right item at the right time, in the right place, in the right quantity.

The planning algorithms used for both MPS and MRP are identical. The planning algorithms use netting, reuse of existing supply orders, and action messages. The planning system process examines what is needed or will be needed (demand) and what is available or expected (supply). When these quantities are netted against each other, action messages are displayed in the planning worksheet. Action messages are suggestions to create a new supply order, change a supply order (quantity or date), or cancel an existing supply order. Supply orders can be production orders, purchase orders, and transfer orders. For more information, see [Design Details: Supply Planning](#).

The planning result is calculated partly from the demand-supply sets in the database and partly by the setup of stockkeeping unit cards or item cards, production BOMs, and routings.

About This Walkthrough

This walkthrough demonstrates how to use the supply planning system to automatically plan all the purchase and production orders required to produce 15 touring bicycles demanded on different sales orders. To provide a clear and realistic walkthrough, the number of planning lines is delimited by filtering out all other demand-supply sets in the CRONUS demonstration company except the sales demand at location EAST.

This walkthrough illustrates the following tasks:

- Creating the sales order and calculating a complete supply plan.
- Viewing planning parameters and order tracking entries behind the planning lines.
- Automatically creating the suggested supply orders.
- Creating new sales demand and replanning accordingly.

Roles

- Production Planner
- Purchasing Agent

Prerequisites

To complete this walkthrough, you will need:

- The CRONUS International Ltd. demonstration company.
- To change various item setup values by following the steps in the "Preparing Sample Data" section, later in this walkthrough.

Story

The customer, Cannon Group PLC, orders five touring bikes for shipment on 02-05-2021 (February 5).

Eduardo, the production planner, performs the routine supply planning for the first week of February 2021. He filters on his own location, EAST, and enters a planning interval of the work date (01-23-2021) to 02-07-2021 before he calculates an initial supply plan.

The only demand that week is for the Cannon Group sales order. Eduardo sees that none of the planning lines have warnings, and he proceeds to create supply orders without changes for the suggested planning lines.

The next day, before any of the initial supply orders are started or posted, Eduardo is notified that another customer has ordered ten touring bikes for shipment on 02-12-2021. He recalculates to adjust the supply plan according to the change of demand. The recalculation gives you a net change plan that suggests changes to both time and quantity of some of the supply orders created in the first run.

During the various planning steps, Eduardo looks up the involved orders, and uses the Order Tracking feature to see which demand is covered by which supply.


Preparing Sample Data

Create stockkeeping units (SKUs) for the touring bike and a selection of its components, item numbers 1001 to 1300. (Some components are excluded to simplify the procedures.) Adjust the planning parameters of the selected components to provide a more transparent planning result.

To create stockkeeping units

1. Open the item card for item 1001, Touring Bicycle.
2. Choose the **Create Stockkeeping Unit** action.
3. On the **Create Stockkeeping Unit** page, leave all options and filters unchanged, and then choose the **OK** button.
4. Repeat steps 1 through 3 for all items in the number range between 1100 and 1300.

To change selected planning parameters

1. Choose the  icon, enter **Stockkeeping Units**, and then choose the related link.
2. Open the EAST stockkeeping unit card for item 1100, Front Wheel.
3. On the **Planning** FastTab, fill in the fields as described in the following table.

REORDERING POLICY	SAFETY STOCK QUANTITY	LOT ACCUMULATION PERIOD	RESCHEDULING PERIOD
Lot-for-Lot	Blank	2W	2W


4. Repeat steps 2 and 3 for all SKUs in the number range between 1100 and 1300.

This completes the preparation of sample data for the walkthrough.

Creating a Regenerative Supply Plan

In reaction to a new sales order for five touring bikes, Ricardo begins the planning process by setting options, filters, and planning interval to exclude all other demand except that of the first week of February at location EAST. He begins by calculating a master production schedule (MPS), and then proceeds to calculate a complete supply plan for all lower-level demand (MRP).


To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. On the **Sales Order** page, fill in the fields as described in the following table.

SELL-TO CUSTOMER NAME	SHIPMENT DATE	ITEM NO.	LOCATION	QUANTITY
Cannon Group	02-05-2014	1001	EAST	5

4. Accept the availability warning and choose the **Yes** button to record the new demand quantity.

To create a regenerative plan to fulfill demand at location EAST

1. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action.
3. On the **Calculate Plan - Plan. Wksh.** page, fill in the fields as described in the following table.

CALCULATE PLAN	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO
MPS = Yes	01-23-2021	02-07-2021	1001..1300	Location Filter = EAST
MRP = No	(work date)			

4. Choose the **OK** button to start the planning run.

One planning line is created suggesting that a planned production order be issued to produce the ten touring bikes, item 1001, by 02-05-2021, the shipment date of the sales order.


Next, verify that this planning line relates to the Cannon Group sales order by using the **Order Tracking** function, which dynamically links demand with its planned supply.

5. Select the new planning line, and then choose the **Order Tracking** action.
6. On the **Order Tracking** page, choose the **Show** action.

The sales order for five touring bikes shipping to customer number 10000 on 02-05-2021, is shown.

7. Close the **Sales Order** and **Order Tracking** pages.

To calculate MRP to include underlying component needs

1. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action.
3. On the **Calculate Plan - Plan. Wksh.** page, fill in the fields as described in the following table.

CALCULATE	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO:
MPS = Yes	01-23-2021	02-07-2021	1001..1300	Location Filter = EAST
MRP = Yes				

4. Choose the **OK** button to start the planning run.

A total of 14 planning lines are created suggesting supply orders for all the demand that the touring bike sales order at EAST location represents.

Analyzing the Planning Result

To analyze the suggested quantities, Eduardo drills down on selected planning lines to view order tracking entries and planning parameters.

On the **Planning Worksheet** page, note in the **Due Date** column that the suggested supply orders are scheduled backward from the due date of the sales order, 02-05-2021. The timeline begins on the top planning line with the production order to produce the finished touring bikes. The timeline ends on the bottom planning line with the purchase order for one of the lowest-level items, 1255, Socket Back, due on 01-30-2021. Like the planning line for item 1251, Axle Back Wheel, this line represents a purchase order for components that are due on the starting date of its produced parent, subassembly item 1250, which in turn is due on 02-03-2014. Throughout the worksheet, you can see that all underlying items are due on the starting date of their parents.

The planning line for item 1300, Chain Assy, suggests ten pieces. This deviates from the five pieces that we expect to need to fulfill the sales order. Proceed to view the order tracking entries.

To view order tracking entries for item 1300

1. Select the planning line for item 1300, and then choose the **Order Tracking** action.

The two lines on the **Order Tracking** page show that five pieces are tracked from the planning line (first order tracking line) to sales order 1001 (second order tracking line). The last five pieces suggested on the planning line are not related to any document lines, but to a planning parameter, forecast entry, or blanket order entry. Such untracked quantities are summed in the **Untracked Quantity** field in the header of the **Order Tracking** page.

2. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** page shows that item 1300 uses a planning parameter, Minimum Order Quantity, of 10.00. Therefore, the planning line is for ten pieces in total, of which only five can be tracked to a demand. The last five pieces are an untracked quantity to satisfy the planning parameter. Proceed to review the planning parameter.

To check the planning parameter

1. On the **Untracked Planning Elements** page, select the order tracking line for item 1300.
2. Choose the **Item No.** field, and then choose the **Advanced** action.
3. On the **Item List** page, choose the **Stockkeeping Units** action.
4. On the **Stockkeeping Unit List** page, open the EAST stockkeeping unit card.
5. On the **Planning** FastTab, note that the **Minimum Order Quantity** field contains 10.
6. Close all pages except the **Planning Worksheet** page.

To view more order tracking entries

1. Select the planning line for item 1110, Rim, and then choose the **Order Tracking** action.

The **Order Tracking** page shows that five rims are needed for each production order for front and back wheels respectively.

The same order tracking applies to the planning lines for items 1120, 1160, and 1170. For item 1120, the **Quantity per** field on the production BOM of each wheel item is 50 PCS, which result in a total need of 100.

The planning line for item 1150 for six pieces looks irregular. Proceed to analyze.

2. Select the planning line for item 1150, and then, on then choose the **Order Tracking** action.

The **Order Tracking** page shows that five units are tracked to the front wheel, and one unit is untracked. Proceed to view the untracked quantity.

3. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** page shows that item 1150 uses a planning parameter, Order Multiple, of 2.00, which specifies that when the item is ordered, it must be in a quantity that is divisible by 2. The closest number to 5 that is divisible by 2 is 6.

The same order tracking applies to the planning lines for the Front Hub components, items 1151 and 1155, except that each need is multiplied by the scrap percentage that is defined for item 1150 in the **Scrap Percentage** field on the item card.

This completes the analysis of the initial supply plan. Notice that the **Accept Action Message** check box is selected in all planning lines indicating that they are ready to be converted to supply orders.

Carrying Out Action Messages

Next, Eduardo converts the suggested planning lines to supply orders by using the **Carry Out Action Msg.** function.

To automatically create the suggested supply orders

1. Select the **Accept Action Message** check box on all planning lines with a warning of type Exception.
2. Choose the **Carry Out Action Message** action.
3. On the **Carry Out Action Msg.-Plan.** page, fill in the fields as described in the following table.

PRODUCTION ORDER	PURCHASE ORDER	TRANSFER ORDER
Firm Planned	Make Purch. Orders	Make Trans. Orders

4. Choose the **OK** button to automatically create all the suggested supply orders.
5. Close the empty **Planning Worksheet** page.

This completes the initial calculation, analysis, and creation of a supply plan for demand at location EAST in the first week of February. In the following section, another customer orders ten touring bikes, and Eduardo must replan.

Creating a Net Change Plan

The next day, before any supply orders are started or posted, a new sales order arrives from Libros S.A. for ten touring bikes to be shipped on 02-12-2021. Eduardo is notified of the new demand, and he proceeds to replan in order to adjust the current supply plan. Eduardo uses the Net Change Plan function to calculate only the changes that are made to demand or supply since the last planning run. In addition, he expands the planning period to 02-14-2021 to include the new sales demand on 02-12-2014.


The planning system calculates the best way to cover the demand for these two identical products, such as to

consolidate some purchase and production orders, reschedule other orders, and create new orders where it is required.

To create the new sales demand and replan accordingly

1. Choose the **New** action.
2. On the **Sales Order** page, fill in the fields as described in the following table.

SELL-TO CUSTOMER NAME	SHIPMENT DATE	ITEM NO.	LOCATION	QUANTITY
Libros S.A.	02-12-2021	1001	EAST	10

3. Accept the availability warning and choose the **Yes** button to record the demand quantity.
4. Proceed to replan to adjust the current supply plan.
5. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
6. Choose the **Calculate Net Change Plan** action.
7. On the **Calculate Plan - Plan. Wksh.** page, fill in the fields as described in the following table.

CALCULATE PLAN	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO
MPS = Yes	01-23-2021	02-14-2021	1001..1300	Location Filter = EAST
MRP = Yes				

8. Choose the **OK** button to start the planning run.

A total of 14 planning lines are created. Notice in the first planning line that the **Action Message** field contains **New**, the **Quantity** field 10, and the **Due Date** field 02-12-21. This new line for the top parent item, 1001, Touring Bike, is created because the item uses a reordering policy of **Order**, which means that it must be supplied in a one-to-one relationship to its demand, the sales order of ten pieces.

The next two planning lines are the production orders for touring bike wheels. Each existing order of five, in the **Original Quantity** field, is increased to 15, in the **Quantity** field. Both production orders have unchanged due dates, as indicated in the **Action Message** field that contains **Change Qty**. This is also the case for the planning line for item 1300, except its order multiple of 10.00 rounds the tracked demand for 15 pieces up to the 20.

All other planning lines have an action message of **Resched. & Chg. Qty.**. This means that apart from being increased in quantity, the due dates are moved in relation to the supply plan to include the extra quantity in the available production time (capacity). Purchased components are rescheduled and increased to supply the production orders. Proceed to analyze the new plan.

Analyzing the Changed Planning Result

Because all lot-for-lot-planned items within the filter, 1100 to 1300, have a rescheduling period of two weeks, their existing supply orders are all modified to meet the new demand, which occurs within the specified two weeks.

Several planning lines are simply multiplied by three to provide 15 touring bikes instead of 5, and the due dates are moved back in time to provide the increased quantities by the shipment date of the sales order to the Cannon Group. For these planning lines, all quantities can be tracked. The remaining planning lines are increased by ten pieces in addition to moving their due dates. For these planning lines, a part of the quantities are untracked due to different planning parameters. Proceed to view some of these order tracking entries.

To view order tracking entries for item 1250

1. Select the planning line for item 1250, and then choose the **Order Tracking** action.

The seven lines on the **Order Tracking** page show that five and ten pieces are tracked through the back wheel to the touring bikes on the two sales orders respectively.

The last five pieces are untracked. Proceed to analyze.

2. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** page shows that item 1250 uses a planning parameter, Order Multiple, of 10.00. Therefore, the planning line is for 20 pieces in total to round the actual need up to the nearest number divisible by 10. The last five pieces are an untracked quantity to satisfy the planning parameter.

3. Close all pages except the **Planning Worksheet** page.

To view an existing order

1. In the planning line for item 1250, choose the **Ref. Order No.** field.
2. On the **Firm Planned Prod. Order** page for the Back Hub. The existing order for ten pieces, which you created in the first planning run, opens.
3. Close the firm planned production order.

This completes the walkthrough of how the planning system is used to automatically detect demand, calculate the appropriate supply orders according to demand and planning parameters, and then automatically create different types of supply orders with the appropriate dates and quantities.

See Also

[Business Process Walkthroughs](#)

[Walkthrough: Planning Supplies Manually](#)

[Design Details: Supply Planning](#)

NOTE

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Walkthrough: Selling, Assembling, and Shipping Kits

2/18/2021 • 19 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

To support just-in-time inventory and the ability to customize products to customer requests, assembly orders can be automatically created and linked as soon as the sales order line is created. The link between the sales demand and the assembly supply enables sales order processors to customize the assembly item and promise delivery dates according to component availability. In addition, assembly consumption and output are posted automatically with the shipment of the linked sales order.

Special functionality exists to govern the shipping of assemble-to-order quantities, both in basic and in advanced warehouse configurations. When workers in charge of assembly finish assembling parts or all of the assemble-to-order quantity, they record it in the **Qty. to Ship** field on the warehouse shipment line, in advanced configurations, and then choose **Post Shipment**. The result is that the corresponding assembly output is posted, including the related component consumption, and a sales shipment for the quantity is posted for the linked sales order. This walkthrough illustrates the advanced warehouse process.

In basic warehouse configurations, when an assemble-to-order quantity is ready to be shipped, the warehouse worker in charge posts an inventory pick for the sales order lines. This creates an inventory movement for the components, posts the assembly output, and the sales order shipment. For more information, see [Handling Assemble-to-Order Items in Inventory Picks](#).

About This Walkthrough

This walkthrough demonstrates the following tasks:

Setting up Assembly Items

Assembly items are characterized by their replenishment system and the assembly BOM. The item's assembly policy can be either assemble-to-order (ATO) or assemble-to-stock (ATS). This section covers the following tasks:

- Setting the appropriate replenishment system and assembly policy on a new assembly item card.
- Creating an assembly BOM that lists the assembly components and the resource that go into the assembly item.

Selling Customized Assembly Items

Business Central provides the flexibility to enter both an inventory quantity and an assemble-to-order quantity on one sales order line. This section covers the following tasks:

- Creating a pure ATO sales order line where the full quantity is unavailable and must be assembled before shipment.
- Customizing ATO items.
- Recalculating the unit price of a customized assembly item.
- Creating a mixed sales order line where parts of the sales quantity is provided from inventory and the remaining part must be assembled before shipment.
- Understanding ATO availability warnings.

Planning for Assembly Items

Assembly demand and supply are handled by the planning system, just like for purchase, transfer, and production. This section covers the following tasks:

- Running a regenerative plan for items with sales demand for assembled supply.
- Generating an assembly order to fulfill a sales line quantity by the demanded shipment date.

Assembling Items

Assembly orders function in a similar way as production orders, except the consumption and output is recorded and posted directly from the order. When the items are assembled to inventory, the assembly worker has full access to all header and line fields. When the items are assembled to an order where the quantity and date are promised to the customer, then certain fields on the assembly order are not editable. In that case, the assembly posting is performed from the warehouse shipment for the linked sales order. This section covers the following tasks.

- Recording and posting assembly consumption and output to inventory.
- Accessing a warehouse shipment line from an ATO assembly order to record assembly work.
- Accessing an ATO assembly order from a warehouse shipment line to review the automatically entered data.

Shipping Assembly Items, from Stock and Assembled to Order

Special functionality exists to govern the shipping of assemble-to-order quantities. This section covers the following tasks:

- Creating a warehouse pick for inventory assembly items and for assembly components to be assembled before shipment.
- Registering warehouse picks for assembly components and then for assembly items.
- Accessing an assembly order from a warehouse shipment to review picked or consumed components.
- Shipping assemble-to-order quantities.
- Shipping inventory assembly items.


Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Sales Order Processor
- Planner
- Assembly Worker
- Picker
- Shipping Responsible

Prerequisites


Before you can perform the tasks in the walkthrough, you must do the following:

- Install Business Central.
- Make yourself a warehouse employee at WHITE location by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account on the **Users** page.
 3. In the **Location Code** field, enter WHITE.
 4. Select the **Default** field.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

Prepare WHITE location for assembly processing by following these steps:


1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the location card for WHITE location.
3. On the **Bins** FastTab, enter **W-10-0001** in the **To-Assembly Bin Code** field.

By entering this non-pick bin code, all assembly order lines are ready to receive their components in the bin.

4. In the **From-Assembly Bin Code** field, enter **W-01-0001**.

By entering this pick bin code, finished assembly items will be output to the bin.

Remove the default lead time for internal processes by following these steps:

1. Choose the  icon, enter **Manufacturing Setup**, and then choose the related link.
2. On the **Manufacturing Setup** page, on the **Planning** FastTab, remove the value in the **Default Safety Lead Time** field.

Create inventory for assembly components by following [Prepare Sample Data](#).

Story

On January 23, Susan, the sales order processor takes an order from The Device Shop for three units of Kit B, which is an ATO item. All three units are customized and must contain the strong graphics card and an extra RAM block. The disc drives are upgraded to DWD because the CD drives are unavailable. Susan knows that the units can be assembled immediately, so she leaves the suggested shipment date of January 23.

At the same time, the customer orders fifteen units of Kit A with a special request that five units be customized to contain the strong graphics card. Although Kit A is typically an assemble-to-stock item, the order processor combines the sales line quantities to sell ten units from stock and assemble five customized units to the order. The ten units of Kit A are unavailable and must first be supplied to inventory by an assembly order according to the item's assembly policy. Susan learns from the assembly department that Kit A units cannot be completed in the current week. She sets the shipment date of the second sales order line, for the mixed ATO and inventory quantity, to January 27 and informs the customer that the 15 units of Kit A will be shipped four days later than the three units of Kit B. To signal to the shipping department that this sales order requires assembly processing, Susan creates the warehouse shipment document from the sales order.

Eduardo, the planner, runs the planning worksheet and generates an assembly order for ten standard units of Kit A with an internal due date of January 27.

Sammy, who is responsible for shipping, gets three warehouse shipment lines for the sales order: One line for the three pure ATO units, one line for the five ATO units on the mixed sales order line, and one line for the ten ATS units on the mixed sale order line. He creates a warehouse pick document for all the assembly components that are needed to assemble the total of eight ATO units on the warehouse shipment document.

John, the picker, retrieves components for all the ATO quantities on the warehouse shipment document and brings them to the assembly area. He enters the quantity to handle and registers the warehouse pick.

Linda assembles the three ATO units of Kit B. The components are already picked, and she does not record

output and consumption quantities or post the order, because both of these actions are performed automatically through the related warehouse shipment lines.

Sammy records the assembled quantity on the warehouse shipment line and posts the shipment of the three units of Kit B. The first line on the sales order is updated as shipped. The linked assembly order remains open until the sales order is fully invoiced. The two warehouse shipment lines, one ATO and one ATS, for Kit A with due dates on January 27 remain open.

On January 27, Linda processes two assembly orders for Kit A. The first order is the ATO order for five units, which she processes differently than the ATO order for Kit B that she processed on January 23. On this order, she is authorized to access the warehouse shipment line herself to record the completed assembly work. The needed components are ready in the assembly department, as they were picked together with components for Kit B.

The second assembly order is the ATS order for ten units that were created by the planning system. On this ATS order, Linda performs all involved actions from the assembly order. She creates a warehouse pick document for the assembly components that are needed to assemble the ten units. When the PCs are assembled, Linda posts the assembly order and thereby signals that the items are available in inventory and can be picked for shipment.


Sammy creates a warehouse pick document for any quantities that remain before the warehouse shipment can be posted. A pick document is created for the ten units of Kit A that have just finished. The components needed to assemble the five units of Kit A to order where picked on January 23.

John brings the ten units of Kit A from the warehouse to the specified shipping area, records the quantity to handle, and then registers the pick.

Sammy packs the ten ATS units with the five ATO units that Linda assembled earlier in the day. He fills in the quantity to ship on both lines and then posts the last shipment for The Device Shop. The related assembly order for five units of Kit A is automatically posted. The second line on the sales order is updated as shipped. Two linked assembly order remains open until the sales order is invoiced and closed.

When the sales order is later posted as fully invoiced, the sales order and the linked assembly orders are removed.


Prepare Sample Data

1. Choose the  icon, enter **Whse. Item Journals**, and then choose the related link.
2. Choose the **Batch Name** field, and then select the default journal.
3. Create positive inventory adjustments at WHITE location on the work date, January 23, by entering the following information.

ITEM NO.	ZONE CODE	BIN CODE	QUANTITY
80001	PICK	W-01-0001	20
80005	PICK	W-01-0001	20
80011	PICK	W-01-0001	20
80014	PICK	W-01-0001	20
80203	PICK	W-01-0001	20
80209	PICK	W-01-0001	20

4. Choose the **Register** action, and then choose the **Yes** button.

Next, synchronize the new warehouse entries with inventory.


5. Choose the  icon, enter **Item Journals**, and then choose the related link. The **Item Journal** page opens.

6. Choose the **Calculate Whse. Adjustment** action.

7. On the **Calculate Whse. Adjustment** page, choose the **OK** button.

8. On the **Item Journal** page, choose the **Post** action, and then choose the **Yes** button.

Creating the Assembly Items

1. Choose the  icon, enter **Items**, and then choose the related link.

2. Choose the **New** action.

3. Create the first assembly item based on the following information.

FIELD	VALUE
Description	Kit A – Basic PC
Base Unit of Measure	PCS
Item Category Code	Misc.
Replenishment System	Assembly
Assembly Policy	Assemble-to-Stock
Reordering Policy	Lot-for-Lot

NOTE

Kit A is typically supplied by assembly to stock and therefore has a reordering policy to make it part of general supply planning.

4. Choose the **Assembly** action, and then choose **Assembly BOM**.

5. Define an assembly BOM for Kit A with the following information.

TYPE	NO.	QUANTITY PER
Item	80001	1
Item	80011	1
Item	80209	1
Resource	Linda	1

6. Create the second assembly item based on the following information.

FIELD	VALUE
Description	Kit B – Pro PC
Base Unit of Measure	PCS
Item Category Code	Misc.
Replenishment System	Assembly
Assembly Policy	Assemble-to-Order


NOTE

Kit B is usually supplied by assembly to order and therefore does not have a reordering policy, because it should not be part of general supply planning.

- Choose the **Assembly** action, and then choose **Assembly BOM**.
- Define an assembly BOM for Kit B with the following information.

TYPE	NO.	QUANTITY PER
Item	80005	1
Item	80014	1
Item	80210	1
Resource	Linda	1

Selling the Assembly Items

- Choose the  icon, enter **Sales Orders**, and then choose the related link.
- Choose the **New** action.
- Create two sales order lines for customer 62000, The Device Shop, on the work date with the following information.

TYPE	DESCRIPTION	QUANTITY	QTY. TO ASSEMBLE TO ORDER	SHIPMENT DATE
Item	Kit B – Pro PC	3	3	January 23
Item	Kit A – Basic PC	15	5	January 27

NOTE

The following availability issue exists for the sales order line for Kit B:

- Assembly component 80210 is not available. This means that the three specified units of Kit B cannot be assembled, indicated by 0 in the **Able to Assemble** field on the **Assembly Availability** page.

The following availability issue exists for the sales order line for Kit A:

- The ten units of Kit A are not available. This indicates to the planning system that the quantity must be assembled to inventory.

Next, customize the sales order.

4. Select the sales order line for three units of Kit B.
5. On the **Lines** FastTab, choose **Line**, choose **Assemble to Order**, and then choose **Assemble-to-Order Lines**.
6. On the **Assemble-to-Order Lines** page, on the assembly order line for item 80014, enter 2 in the **Quantity per** field.
7. On the assembly order line for item 80210, choose the **No.** field, and then select item 80209 instead.
8. Create a new assembly order line with the following information.

TYPE	NO.	QUANTITY PER
Item	80203	1

9. Close the **Assemble-to-Order Lines** page.

Next, update the unit price of Kit B according to the customization that you just performed. Notice the current value in the **Unit Price Excl. VAT** field.


10. On the **Lines** FastTab, choose **Line**, choose **Assemble to Order**, and then choose **Roll Up Price**.
11. Choose the **Yes** button. Notice the increased value in the **Unit Price Excl. VAT** field.
12. Select the sales order line for 15 units of Kit A.
13. On the **Lines** FastTab, choose **Line**, choose **Assemble to Order**, and then choose **Assemble-to-Order Lines**.
14. On the **Assemble-to-Order Lines** page, create a new assembly order line with the following information.

TYPE	NO.	QUANTITY PER
Item	80203	1

Next, change the shipment date of the second sales order line according to the assembly schedule.

15. On the sales order line for 15 units of Kit A, enter **01-27-2014** in the **Shipment Date** field.
16. Choose the **Release** action.
17. Choose the **Create Whse. Shipment** action.
18. Close the sales order.

Planning for the Unavailable ATS Items

1. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action.
3. On the **Calculate Plan** page, set the following filters.


STARTING DATE	ENDING DATE	NO.
01-23-2014	01-27-2014	Kit A – Basic PC

4. Choose the **OK** button.

A new planning line is created for the needed assembly order of ten units, due on January 27. It needs no changes, so now you can create the order.

5. Choose the **Carry Out Action Message** action.
6. On the **Carry Out Action Msg.** page, choose the **Assembly Order** field, and then select **Make Assembly Orders**.
7. Choose the **OK** button.

Assembling and Shipping the First ATO Quantity

1. Choose the  icon, enter **Warehouse Shipment**, and then choose the related link.

NOTE

In this section, the person who is responsible for shipping is in charge of recording the completed ATO assembly work on the warehouse shipment line. This workflow may occur in environments where the assembly work is performed by the person who is responsible for shipping or by assembly workers in the shipping area.

In this section, actions on the assembly order are performed indirectly from the warehouse shipment line. For more information about how to process an assembly order directly, see the "Assemble Items to Inventory" section in this walkthrough.

2. Open the most recent warehouse shipment that is created at WHITE location.


Notice the three warehouse shipment lines: One line for the ATO quantity of Kit B, due on January 23. One line for the ATO quantity of Kit A, due on January 27. One line for the inventory quantity of Kit A, due on January 27.

The **Assemble to Order** field specifies the assembly method.

Next, create a pick document for all the ATO assembly components that are needed on the warehouse shipment.

3. Choose the **Create Pick** action, and then choose the **OK** button.

Next, perform the picker's task.

4. Choose the  icon, enter **Picks**, and then choose the related link.
5. Open the warehouse pick document that you created in step 3 in this section.

Notice the value in the **Source Document** field and that all the pick lines are for assembly components.

Next, register the pick without changing the default information.

6. Choose the **Autofill Qty. to Handle** action.

7. Choose the **Register Pick** action.

Return to performing the shipping tasks.

8. Reopen the **Warehouse Shipment** page.

Notice that the **Qty. Picked** field is still empty on all lines. This is because you still have not picked the items to be shipped, but only the components needed to assemble the ATO quantities.

Proceed to review the related assembly order.

9. Select the shipment line for three units of Kit B.

10. On the **Lines** FastTab, choose **Line**, and then choose **Assemble to Order**. The **Assembly Order** page opens.

Notice that several fields on the assembly order are unavailable because the order is linked to a sales order.

Notice on the assembly order lines that the **Qty. Picked** field is filled. This is due to the pick that you registered in step 7 in this section.

11. In the **Quantity to Assemble** field, try to enter any value lower than 3.

Read the error message explaining why this field can only be filled through the **Qty. to Ship** field on the related shipment.

The **Quantity to Assemble** field is editable to support situations where you want to partially ship an inventory quantity instead of assembling more units to the order. For more information, see the "Combination Scenarios" section in [Understanding Assemble to Order and Assemble to Stock](#).

12. Close the **Assembly Order** page to return to the **Warehouse Shipment** page.

13. On the shipment line for three units of Kit B, in the **Qty. to Ship** field, enter 3.

14. Choose the **Post Shipment** action, and then select the **Ship** button.

Along with this warehouse shipment posting, the full consumption and output quantities of the related assembly order are posted, and the **Remaining Quantity** field is empty. The sales order line for Kit B is updated to show that the three units are shipped.

Warehouse activities to fulfill the first sales order line by January 23 are completed. Next, fulfill the sales order lines that are shipping on January 27

Assembling and Recording the Second ATO Quantity

1. Choose the  icon, enter **Assembly Orders**, and then choose the related link.

Notice that the ATO order for shipped units of Kit B is still in the list, although the **Remaining Quantity** is empty. This is because the linked sales order is still not fully invoiced.

NOTE

In this section, the assembly worker is responsible for recording the completed ATO assembly work on the warehouse shipment line. This workflow may occur in environments where the assembly work is performed in a separate assembly department and assembly workers are authorized to change the warehouse shipment line.

2. Open the ATO assembly order for five units of Kit A.

Notice that the **Quantity to Assemble** and the **Quantity to Consume** fields are empty because no work is recorded yet.

Notice on the assembly order lines that the **Qty. Picked** field is filled. This is due to the pick that was registered on January 23.


Next, record that the assembly order is completed.

3. Choose the **Asm.-to-Order Whse. Shpt. Line** action.
4. On the **Asm.-to-Order Whse. Shpt. Line** page, in the **Qty. to Ship** field, enter 5, and then close the page.

Notice on the **Assembly Order** page that the **Quantity to Assemble** and the **Quantity to Consume** fields are now filled with the output and consumption quantities that will be posted with the shipment.

5. Close the **Assembly Order** page.

Assembling the ATS Quantity


1. Choose the  icon, enter **Assembly Orders**, and then choose the related link.
2. Open the assembly order for ten units of Kit A.

Notice that the **Quantity to Assemble** field is filled with the expected quantity.

Next, create a pick document to retrieve the needed components.

3. Choose the **Release** action.
4. Choose the **Create Whse. Pick** action, and choose the **OK** button.

Next, perform the picker's task.

5. Choose the  icon, enter **Picks**, and then choose the related link.
6. Open the warehouse pick document that you created in step 4 in this section.

Proceed to register the pick without changing the default information.


7. Choose the **Autofill Qty. to Handle** action.
8. Choose the **Register Pick** action.

Return to the assembly order to perform the last assembly task.

9. In the **Assembly Order**, choose the **Post** action, and then choose the **Yes** button.

Notice that the assembly order is removed from the list of open orders.

Shipping the Remaining Items, Partly from Stock and Partly Assembled to the Order


1. Choose the  icon, enter **Warehouse Shipment**, and then choose the related link.
2. Open the most recent warehouse shipment that is created at WHITE location.

Notice on the line for ten units of Kit A that the **Qty. to Ship** and **Qty. Picked** field are empty.

Next, pick any remaining items.

3. Choose the **Create Pick** action, and then choose the **OK** button.

Next, perform the picker's last task for this warehouse shipment.

4. Choose the  icon, enter **Picks**, and then choose the related link.
5. Open the warehouse pick document that you created in step 3 in this section.

Notice that this pick document is for assembly item, not for assembly components.

Next, register the pick without changing the default information.

6. Choose the **Autofill Qty. to Handle** action.
7. Choose the **Register Pick** action, and then choose the **Yes** button.

Return to the warehouse shipment to perform the last task.

8. Reopen the **Warehouse Shipment** page.

On the **Warehouse Shipment** page, on the line for ten units of Kit A, notice that the **Qty. to Ship** and **Qty. Picked** fields now contain **10**.

9. Choose the **Post Shipment** action, and then choose **Ship**.

The warehouse shipment document is removed, which indicates that the involved warehouse activities are completed. Next, verify that the sales order has been processed.

10. Choose the  icon, enter **Sales Orders**, and then choose the related link

11. Open the sales order for The Device Shop.

Notice that the **Quantity Shipped** field contains the full quantity on both lines.

When the Device Shop pays for their receipt of the 18 PCs from CRONUS, the sales order and its linked assembly orders are removed.

See Also

[Understanding Assemble to Order and Assemble to Stock](#)

[Assemble Items](#)

[Pick Items for Warehouse Shipment](#)

[Sell Items Assembled to Order](#)

[Assemble Items](#)

[Design Details: Assembly Order Posting](#)

[Design Details: Internal Warehouse Flows](#)

[Design Details: Outbound Warehouse Flow](#)

[Walkthrough: Planning Supplies Automatically](#)

NOTE

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Walkthrough: Managing Projects with Jobs

2/18/2021 • 18 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

This walkthrough introduces you to the project management features in jobs. Jobs are a way for you to schedule the usage of your company's resources and to keep track of the various costs associated with the resources on a specific project. Jobs involves the consumption of employee hours, machine hours, inventory items, and other types of usage that you may want to track as a job progresses.

This walkthrough covers the setup of a new job in addition to some common tasks such as handling fixed pricing, making payment by installments, posting invoices from jobs, and copying jobs.

About This Walkthrough

This walkthrough demonstrates the following tasks:

Setting Up a Job

With the budget structure set up for jobs, creating a job is straightforward. This walkthrough covers the following procedures:

- Setting up job task lines and planning lines.
- Creating job-specific prices for items, resources, and general ledger accounts.
- Invoicing from a job.

Handling Fixed Prices

In jobs, you can handle fixed prices and the prices for services or goods that are agreed upon in advance with customers. In this walkthrough, you can do the following:

- See how contract and invoice values are determined.
- Allow for extra work in the schedule that has not been invoiced.

Copying a Job

This part of the walkthrough focuses on how to copy part or all of a job in order to reduce manual data entry and improve accuracy. It includes the following:

- Copying part of a job to a new job.
- Copying job-specific prices.
- Copying planning lines.

Making Payment by Installment

When a large, expensive project lasts for a long period, the customer often makes an agreement with the company to pay by installments. This scenario shows how you set up payment by installments and covers:

- Creating payment by installments for a job.
- Invoicing payments to customers.
- Accounting for usage in a job set up for payment by installments.

Roles

This walkthrough includes tasks for the following roles:

- Project Manager
- Project Team Member

Prerequisites

Before you can perform the tasks in the walkthrough, you must do the following:

- Install the CRONUS International Ltd. demonstration database.
- Create sample data by using the steps in the following section.

Story


This walkthrough focuses on CRONUS International Ltd., a design and consultancy firm that designs and fits new infrastructures, such as conference halls and offices, with furniture, accessories, and storage units. Most of its work is project oriented. Prakash is a project manager at CRONUS. He uses jobs to give him an overview of each ongoing job that CRONUS has started, as well as the jobs that are completed. He is usually the one who sets up deals with customers and enters the core of the job, which is task and planning lines in addition to prices, into Business Central. He finds that creating, maintaining, and reviewing information is straightforward. Prakash also likes the way Business Central enables copying jobs and payment by installments.

Tricia, a project team member who reports to Prakash, is responsible for monitoring the job day-to-day. She enters her own work in addition to the work performed by technicians on every task. She records the items that they have used and the costs that they have incurred.

Preparing Sample Data


To prepare for this walkthrough, you must add Tricia as a new resource.

To prepare the sample data

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Choose the **New** action to create a new resource card.
3. On the **General** FastTab, enter the following information:
 - **No.:** Tricia
 - **Name:** Tricia
 - **Type:** Person
4. Choose the **Base Unit of Measure** field, and choose the **New** action to open the **Resource Unit of Measure** page. In the **Code** field, select **Hour**.
5. On the **Invoicing** FastTab, enter the following information:
 - **Direct Unit Cost:** 5
 - **Indirect Cost %:** 4
 - **Unit Cost:** 10
 - **Gen. Prod. Posting Group:** Services
 - **VAT Prod. Posting Group:** VAT 25
6. Close the page.

In the next procedure, you create a job journal batch for Tricia in order to post her usage.


To create a Job Journal batch

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. On the **Job Journal** page, choose the **Batch Name** field. The **Job Journal Batches** page opens.
3. Choose the **New** action to create a new line with the following information:
 - **Name:** Tricia
 - **Description:** Tricia
 - **No. Series:** JJNL-GEN
4. Choose the **OK** button to save the changes.

Setting Up a Job

In this scenario, CRONUS has won a contract with a customer, Progressive Home Furnishings, to design a conference and dining hall. The customer is based in the United States and the project will require special software. The project manager reaches an agreement with the customer and creates a job that covers the agreement.

To set up a job

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Choose the **New** action to create a new card.
3. On the **General** FastTab, enter the following information:
 - **Description:** Advising on conference hall setup
 - **Bill-to-Customer No.:** 01445544
4. On the **Posting** FastTab, enter the following information:
 - **Status:** Planning
 - **Job Posting Group:** Setting Up
 - **WIP Method:** Cost Value
5. On the **Duration** FastTab, type today's date into the **Starting Date** and **Ending Date** fields. These dates will help apply currency conversions when the job is invoiced.
6. On the **Foreign Trade** FastTab, set the currency code to **USD**. If you select **USD** in the **Invoice Currency Code** field, then the job will be invoiced in U.S. dollars and planned in the local currency of CRONUS only.

You can customize the pricing for customers on a per job basis, depending on the agreements you have set up. In the next procedure, the project manager specifies a cost for Tricia's time, sets the price for the required software, and adds in the travel costs that the customer has agreed to pay.

To customize pricing

1. From the job card, choose the **Resource** action.
2. On the **Job Resource Prices** page, enter the following information:
 - **Code:** Tricia
 - **Unit Price:** 20
3. Close the page.
4. Choose the **Item** action.
5. On the **Job Item Prices** page, enter the following information and customized price:
 - a. **Item No.:** 80201 (Graphic Program)

- b. **Unit Price: 200**
- 6. Close the page.
- 7. Choose the **G/L Account** action.
- 8. On the **Job G/L Account Prices** page, enter the following information and the cost of travel, for which the customer has agreed to pay cost plus 25 percent:
 - a. **G/L Account: 8430 (Travel)**
 - b. **Unit Cost Factor: 1.25**
- 9. Close the page.

The final steps in setting up a job are adding the job tasks and the planning lines that are part of each task. The planning lines determine what is invoiced to the customer.

To add job tasks

1. On the **Job** card for the new job, choose the **Job Task Lines** action.
2. The following table describes the information that you should enter in the fields.

JOB TASK NO.	DESCRIPTION	JOB TASK TYPE
1000	Consulting on hall setup	Begin-Total
1010	Consultation meeting with customer	Posting
1020	Development	Posting
1090	Consulting Total	End-Total

3. To show that some tasks are subcategories of other tasks, choose the **Indent Job Tasks** action.

A planning line can be one of the following types:

- **Schedule:** Added to the schedule, but not invoiced.
- **Contract:** Invoiced, but not added to the schedule.
- **Both Budget and Billable:** Invoiced and added to the schedule.

In this walkthrough, the project manager uses **Both Budget and Billable**. He creates three planning lines for task 1010, and two planning lines for task 1020.

To create planning lines

1. Select line 1010, and then choose the **Job Planning Lines** action. Enter the following information:

Line 1

- **Line Type: Both Budget and Billable**
- **Planning Date: (today's date)**
- **Type: Resource**
- **No.: Tricia**
- **Quantity: 40**

Line 2

- **Line Type: Both Budget and Billable**
- **Planning Date: (today's date)**
- **Type: Resource**

- No.: Timothy
- Quantity: 40

Line 3

- Line Type: Both Budget and Billable
- Planning Date: (today's date)
- Type: G/L Account
- No.: 8430 (Travel)
- Quantity: 2
- Unit Cost: 400

2. Close the page. The totals are updated on the **Job Task Lines** page.
3. Select line 1020, and then choose the **Job Planning Lines** action. Enter the following information:

Line 1

- Line Type: Both Budget and Billable
- Planning Date: (today's date)
- Type: Resource
- No.: Tricia
- Quantity: 80

Line 2


- Line Type: Both Budget and Billable
- Planning Date: (today's date)
- Type: Item
- No.: 80201 (Graphic program)
- Quantity: 1

4. Close the page. Totals are updated on the **Job Task Lines** page.

Calculating Remaining Usage

Tricia, the team project member, has been working on the job for a while and wants to register her hours and usage on the job. She has not worked more hours than was agreed upon with the customer in advance. She uses the **Calculate Remaining Usage** batch job to calculate remaining usage for the job in a job journal. For each task, the batch job calculates the difference between scheduled usage of items, resources, and general ledger expenses and the actual usage posted in job ledger entries. The remaining usage is then displayed in the job journal from where she can post it.

To calculate remaining usage

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. On the **Job Journal** page, in the **Batch Name** field, open the **Job Journals Batches** list. Select the **Tricia** job journal batch.
3. Choose the **Calc. Remaining Usage** action.
4. On the **Job Calc. Remaining Usage** page, on the **Job Task** FastTab, choose the **Job No.** field, and select the relevant job number, typically job J00010.
5. On the **Options** FastTab, type **J00001** in the **Document No.** field. This makes future tracking of the posting easier.
6. Enter today's date as the posting date.
7. Choose the **OK** button. This will generate job journal lines derived from the planning lines that Prakash created for the job.


8. Choose the **OK** button on the confirmation page. The generated lines are added to the job journal.
9. Make sure that all the document numbers are J00001, and then choose the **Post** action. Choose **Yes** to confirm the posting.

The lines are now posted.

Creating and Posting a Job Sales Invoice


Next, Tricia can create a new invoice for the whole job or for part of a job. She can also attach the invoice to another invoice for the same customer for the same job. In this case, she invoices for the whole job, because the project is now completed.

To create a job sales invoice

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the job that you created earlier, and then choose the **Create Job Sales Invoice** action.
3. On the **Job Task** FastTab, clear any filter on **Job Task No.** in order to invoice the job. In the **Job No.** field, select the relevant job.
4. On the **Options** FastTab, fill in the posting date and define whether you want to create one invoice per task or just a single invoice for all tasks.
5. Choose the **OK** button to create the invoice and choose the **OK** button on the confirmation page.

After Tricia creates the invoice, she can access it from the **Sales Order Processor** Role Center, for example.

To post a new sales invoice


1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Open the invoice for Customer No. 01445544. You can see the information that was entered from the planning lines.
3. Choose the **Post** action. Choose **Yes** to confirm the posting.

To view the posted invoice

1. Open the job, and then choose the **Job Planning Lines** action.
2. Select any of the planning lines that have been invoiced, and then choose the **Sales Invoice/Credit Memo** action.
3. On the **Job Invoices** page, choose the **Open Sales Invoice/Credit Memo** action.

Tricia has a question about the prices, costs, and profits that are relevant to this particular job, so she accesses that information on the **Statistics** page.


To open the Statistics page

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Choose the **Statistics** action. You can review detailed information about the job prices, costs, and profits in both local and foreign currencies.
3. Choose the **Close** button to close the **Job Statistics** page.

Handling Fixed Prices

CRONUS has been contracted to set up conference rooms. As the project manager, Prakash wants a good overview of the tasks required for the job with the associated budgeted and incurred costs for each task. In addition, he wants to know the total contracted price for the job and the amount that has been invoiced to this point. He has reached an agreement with the customer regarding fixed pricing for the job.

To manage fixed pricing in jobs

1. Choose the  icon, enter **Jobs**, and then choose the related link.


2. Select the **Guildford** job number, and then choose the **Jobs Task Lines** action.
3. Select line 1120, and in the **Schedule (Total Cost)** field, right-click the amount and choose **DrillDown**.

By reviewing the Job Planning lines, Prakash determines that he will also need Tricia for 30 hours for this stage of the project. He agrees on a fixed price with the customer.

4. On the **Job Task Lines** page, select line 1120, and then choose the **Job Planning Lines** action.
5. Choose the **New** to create a new line with the following information:
 - **Line Type: Both Budget and Billable**
 - **Type: Resource**
 - **No.: Tricia**
 - **Quantity: 30**
6. Close the page.
7. In the **Schedule (Total Cost)** field, right-click the field, and choose **Drilldown** again on the **Job Task Lines** page. View the changes to the schedule. You see that 30 hours have been added to the schedule.
8. Close the pages.

After Tricia has been added to the schedule for this task line, she works 25 hours on the job. She enters these hours into the job journal.

To enter hours in the Job Journal

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. On a new line, enter the following information:
 - **Line Type: (blank)**
 - **Posting Date: (today's date)**
 - **Document No.: J00002**
 - **Job No.: Guildford**
 - **Job Task No.: 1120**
 - **Type: Resource**
 - **No.: Tricia**
 - **Quantity: 25**
3. Choose the **Post** action.

A few days later, Tricia works for another 10 hours on the job. She has now worked 35 hours in all. Because the agreement is for 30 hours with the customer, only five of these hours will be charged to the customer. Tricia will manually add the additional five hours she worked to the schedule.

4. On the **Job Journal** page, choose the **Calc. Remaining Usage** action.
5. On the **Job Calc. Remaining Usage** page, on the **Options** FastTab, enter the following information:
 - **Document No.: J00003**
 - **Posting Date: (today's date)**
6. On the **Job Task** FastTab, enter the following information:
 - **Job No.: Guildford**
 - **Job Task No.: 1120**
7. Choose the **OK** button to run the calculation.

There are five hours of work remaining for Tricia. The **Line Type** field is blank, which indicates that only

the usage remains to be posted because the work has already been scheduled.

8. In the **Job Journal**, create a new line with the following information. Make sure that both job numbers are sequential with those that you have already used:

- **Line Type:** Schedule
- **Job No.:** Guildford
- **Job Task No.:** 1120
- **Type:** Resource
- **No.:** Tricia
- **Quantity:** 5

By using the **Schedule** line type, there are updates to the scheduled costs and prices, but no updates to the contract costs and prices that are invoiced to the customer.

9. Choose the **Post** action. Choose the **OK** button to close the page.

10. Open the **Jobs** list.

11. Select the GUILDFORD job, and then choose the **Job Task Lines** action.

12. Select line 1120 and in the **Schedule (Total Cost)** field, right-click the amount. Choose **DrillDown** to view the information.

Changes are automatically entered on the line for Job Task No. 1120. In the total cost of scheduled work, five additional hours of work by Tricia has been added to the schedule.

13. Choose the **Close** button to close the page.

14. Right-click the amount in the **Contract (Total Cost)** field and choose **DrillDown** to view the information.


In the total price for the contract, only the original contracted 30 hours are included, because this is what was agreed upon with the customer.

Copying Jobs

Prakash has reached an agreement with a customer, Selagorian Ltd, to set up 10 conference rooms. The agreement resembles an earlier job. Therefore, it will save time to copy that earlier job.

On the **Copy Job** page, you can select the job and task lines that you want to copy. You can also select to copy the source job ledger entries, which creates planning lines based on actual usage, or you can copy the source job planning lines, which copies the original planning lines to the new job. You can then choose what planning line or ledger entry line type that you want to include, selecting only what is relevant to this new job. Finally, you can select the job that you want to copy to and define whether prices and quantities should be copied as well.

To copy a job

1. Choose the  icon, enter **Jobs**, and then choose the related link.

2. Choose the **New** action to create a new job. Enter the following information:

- **Description:** Setting up 10 Conference Rooms
- **Bill-To Customer No.:** 20000

3. Choose the **Copy Job Tasks from** action.

4. On the **Copy Job Tasks** page, enter the following:

- **Job No.:** Guildford
- **Job Task No. From:** 1000

- **Source:** Job Planning Lines
- **Incl. Planning Line Type:** Schedule + Contract
- **To Job No.:** GuildfordSetting up 10 Conference Rooms
- Select the **Copy Dimensions** and **Copy Quantity** fields.


5. Choose the **OK** button to copy the job, and then choose the **OK** button to close the confirmation page.

By comparing prices, job task lines, and job planning lines for the two jobs, you can see that the information was successfully copied.

Making Payments by Installments

CRONUS has just landed a large project that will take a year to be completed. Because it requires the dedication of many resources, the project manager sets up the contract so that the customer pays part of the price up front, part when the project is halfway completed, and the final payment upon completion.

To set up a new account

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the **Chart of Accounts** page, choose the **New** action to create a new card.
3. On the **New G/L Account** card, enter the following information:
 - **No.:** 6630
 - **Name:** Job Payment
4. On the **Posting** FastTab, in the **Gen. Prod. Posting Group** field, select **MISC**. Close the page.
5. On the **Chart of Accounts** page, select **No. 6630 Job Payment**, and then choose the **Indent Chart of Accounts** action. Choose **Yes** to confirm.

The following procedures show how to create a new job, set pricing, and then set up payment by installment. In the job task lines, you can create specific lines dedicated to the payment by installments. All work completed on the job that is added to the schedule will be entered on the usage lines. For each payment task line on the planning lines, the line type is Contract, which means that the customer will be invoiced. Enter a new line for the down payment. On the usage task line, you can enter the information for the items and resources that have been used in this project, which will increase the schedule, such as employee hours and items used on the job.

To make a payment by installment

1. Create a new job.
2. On the new **Job** card, fill in the following information:
 - **Description:** Redecoration of Reception Area
 - **Bill-to-Customer No.:** 30000
 - **Job Posting Group:** Setting up
 - **WIP Method:** Cost Value
3. On the job card, choose the **Resource** action. Enter the following information:
 - **Code:** Tricia
 - **Unit Price:** 10
 Close the page.
4. On the **Job** card, choose the **Job Task Lines** action.

The following table describes the lines that you will create.

LINE	JOB TASK NO.	DESCRIPTION	JOB TASK TYPE
1	1000	Payment-Down Payment	Posting
2	2000	Usage	Posting
3	3000	Payment - Midway	Posting
4	4000	Payment - Completion	Posting

5. On the **Job Task Lines** page, select task 1000, and then choose the **Job Planning Lines** action.

6. Create a planning line with the following information:

- **Line Type:** Contract
- **Planning Date:** (today's date)
- **Type:** G/L Account
- **No.:** 6630
- **Quantity:** 1
- **Unit Price:** 5000

Close the page.

7. On the **Job Task Lines** page, select task 2000, and open its **Job Planning Lines**.

The following table describes the planning lines that you will create.

LINE	LINE TYPE	PLANNING DATE	TYPE	NO.	QUANTITY
1	Schedule	(today's date)	Resource	Tricia	120
2	Schedule	(today's date)	Item	70104	10

Close the page. On the **Job Task Lines** page, you can see the schedule amounts have been updated.

8. On the **Job Task Lines** page, select task 3000.

9. Create a planning line with the following information:

- **Line Type:** Contract
- **Planning Date:** a future date
- **Type:** G/L Account
- **No.:** 6630
- **Quantity:** 1
- **Unit Price:** 5000

Close the page.

10. Create a similar planning line entry for job task 4000.

Now that the task and planning lines have been entered, Prakash creates an invoice for the first payment. He does this from the job task lines to make sure that the invoice only contains the lines for the first payment. You can open the sales order from the planning lines or the task lines.

To create an invoice

1. On the **Job Task Lines** page, select line 1000, and then choose the **Create Sales Invoice** action.

2. On the **Create Sales Invoice** page, set today's date as the posting date, specify **Per Task**, and choose the **OK** button to create an invoice with the default information. Choose the **OK** button to close the confirmation page.
3. Choose the **Sales Invoice/Credit Memo** action. On the sales invoice, you can see that only the down payment is included in the invoice. You can now send this to the customer as agreed.

Next Steps

This walkthrough has taken you through some of the basic steps of working with jobs in Business Central. You have learned about how to create a new job, how to copy a job, and how to handle payments. Also, you have seen a demonstration of how to track hours and create invoices.

See Also

[Business Process Walkthroughs](#)

[Setting Up Project Management](#)

[Use Resources](#)

[Monitor Progress and Performance](#)

[Invoice Jobs](#)

[Working with Business Central](#)

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Walkthrough: Calculating Work in Process for a Job

2/18/2021 • 8 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

With jobs, you can schedule the usage of your company's resources and keep track of the various costs associated with the usage of resources on a specific project. Jobs involve the consumption of employee hours, machine hours, inventory items, and other types of usage that have to be tracked as a job progresses. If a job runs over a long period, you may want to transfer these costs to a Work in Process (WIP) account on the balance sheet while the job is being completed. You can then recognize the costs and sales in your income statement accounts when it is appropriate.

About This Walkthrough

This walkthrough illustrates the following tasks:

- Calculating WIP.
- Selecting a WIP calculation method.
- Excluding part of a job from the WIP.
- Posting the WIP to the general ledger.
- Reversing a WIP posting.

Each step of the process calculates the value and moves the job transactions to the general ledger. The calculation and posting steps are separated to help you review your data and to make modifications before posting to the general ledger. Therefore, you should make sure that all information is correct after you run the calculation batch jobs and before you run the posting batch jobs.

Roles

This walkthrough uses the project team member (Tricia) as the persona.

Prerequisites

Before you can perform the tasks in the walkthrough, the Business Central must be installed on your computer.

Story

This walkthrough focuses on CRONUS International Ltd., a design and consultancy firm that designs and fits new infrastructures, such as conference halls and offices, with furniture, accessories, and storage units. Most of the work at CRONUS is project-oriented and Tricia, a project team member, uses jobs to have an overview of each ongoing job that CRONUS has started and also the jobs that are completed. Some of the jobs can be very lengthy and can run over months. Tricia can use a WIP account to record the work in process and to track the costs throughout the job.

Calculating WIP

CRONUS has taken on a lengthy project that has now extended across reporting periods. Tricia, a project team member, calculates the work in process (WIP) to make sure that the financial statement of the company will be accurate.


During this procedure, Tricia will select a specific group of tasks that will be included in the WIP calculation. On the **Job Task Lines** page, she can specify these lines in the **WIP-Total** column.

The following table describes the three options.

FIELD	DESCRIPTION
	Leave blank if the job task is a part of a group of tasks.
Total	Defines the range or group of tasks that are included in the WIP and recognition calculation. Within the group, any job task with Job Task Type set to Posting will be included in the WIP Total, unless its WIP-Total field is set to Excluded .
Excluded	Applies only to a task with Job Task Type of Posting . The task is not included when WIP and recognition are calculated.

In the following walkthrough, Tricia applies the Cost Value method, her company standard, to calculate WIP. She specifies what part of the job will be included in the WIP calculation by assigning WIP-Total values to various job task lines.

To calculate WIP

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. In the **Jobs** list, select the **Deerfield** job, and then choose the **Edit** action. This will open the job card in edit mode.

WIP can be calculated based on Cost Value, Sales Value, Cost of Sales, Percentage of Completion, or Completed Contract. In this example, CRONUS uses the Cost Value method.

3. On the **Posting** FastTab, choose the **WIP Method** field, and then select **Cost Value**.
4. Choose the **Job Task Lines** action and set the following values in the **WIP-Total** field.

The following table describes the values.

JOB TASK NO.	WIP-TOTAL FIELD
1130	Excluded
1190	Total
1210	Excluded
1310	Excluded

5. Choose the **WIP** action, and then choose the **Calculate WIP** action.
6. On the **Job Calculate WIP** page, you can select a job that you want to calculate WIP. On the **Job** FastTab, select **Deerfield** in the **No.** field.
7. In the **Posting Date** field, enter a date that is later than the work date.

8. In the **Document No.** field, enter **1**. This creates a document that you can refer to later for traceability.
9. Choose the **OK** button to run the batch job. A message is displayed. Choose the **OK** button to continue. Close the **Job Task Lines** page.


NOTE

The message states that there are warnings associated with the WIP calculation. You will review the warnings in the next procedure.

10. On the **Job** card, expand the **WIP and Recognition** FastTab to see the calculated values. You can also see the **WIP Posting Date** and the values that have been posted to the general ledger, if any.

Notice that the value for **Recog. Costs Amount** is 215.60 in the **To Post** column. This reflects the total costs of two of the items in the group of job tasks 1110 – 1130. The third item was set to **Excluded**, and therefore is not included in the WIP calculation.

To review WIP warnings

1. Choose the  icon, enter **Job WIP Cockpit**, and then choose the related link.
2. Select the **Deerfield** job, and then choose the **Show Warnings** action.
3. On the **Job WIP Warnings** page, review the warning associated with the job.

After the accounting period ends, Tricia has to recalculate the WIP to include completed work to this point.

To recalculate WIP

1. On the **Job** card, choose the **WIP Entries** action to view the WIP calculation.

The **Job WIP Entries** page shows the WIP entries that were last calculated on a job, even if WIP has not yet been posted to the general ledger.

2. You can follow the steps in the procedure that explains how to calculate WIP to recalculate WIP. Every time WIP is calculated, an entry is created on the **Job WIP Entries** page.
3. Close the page.

NOTE

Work in Process and Recognition is only calculated. It is not posted to the general ledger. To do so, you must run **Post WIP to G/L** batch job after you have calculated the WIP and Recognition.

Posting WIP to General Ledger

Now that Tricia has calculated WIP for this job, she can post it to the general ledger.

To post WIP to general ledger

1. From the **Jobs** list, select the **Deerfield** job.
2. Choose the **WIP** action, and then choose the **Post WIP to G/L** action.
3. On the **Job Post WIP to G/L** page, on the **Job** FastTab, select **Deerfield** in the **No.** field.
4. On the **Options** FastTab, in the **Reversal Document No.** field, enter **1**.
5. Choose the **OK** button to post WIP to the general ledger.
6. Choose the **OK** button to close the confirmation page.

After you have completed the posting, you can view the posting information on the **WIP G/L Entries** page.

7. In the **Jobs** list, select the **Deerfield** job, and then choose the **WIP G/L Entries** action.

On the **Job WIP G/L Entries** page, verify that the WIP has been posted to the general ledger.

8. Close the page.
9. Open the **Job** card for the **Deerfield** job.
10. On the **WIP and Recognition** FastTab, notice that in the **Posted** column, the **Recog. Costs G/L Amount** field is now filled in, which indicates that WIP was posted to the general ledger successfully.
11. Choose the **OK** button to close the card.

Reversing a WIP Posting

Tricia determines that the job tasks that were excluded from the calculation of WIP should have been calculated in WIP. She can reverse the incorrect postings without having to post new WIP postings.

To reverse a WIP posting

1. From the **Jobs** list, select the **Deerfield** job.
2. Choose the **WIP** action, and then choose the **Post WIP to G/L** action.
3. On the **Job Post to WIP to G/L** page, on the **Job** FastTab, select **Deerfield** in the **No.** field.
4. On the **Options** FastTab, in the **Reversal Document No.** field, enter 1.
5. In the **Reversal Posting Date** field, enter the original posting date. It should be the same date that you used to calculate WIP the first time.
6. Select the **Reverse Only** check box. This will reverse previously posted WIP, but does not post new WIP to the general ledger.
7. Choose the **OK** button to run the batch job, and choose the **OK** button to close the confirmation page.
8. Open the **Job** card for **Deerfield**.
9. On the **WIP and Recognition** FastTab, verify that there are no posted WIP entries.
10. Close this page.
11. In the **Jobs** list, select the **Deerfield** job, choose the **WIP** action, and then choose the **WIP G/L Entries** action. The WIP entries have the **Reversed** check box selected.
12. Close this page.
13. Open **Job Task Lines** for the job, include the parts of the job that should be in the WIP calculation, and then recalculate and post the new value to the general ledger.

NOTE

Suppose Tricia calculated and posted WIP for a job with incorrect dates. Following the method that was discussed earlier, she can reverse the incorrect postings, correct the dates, and repost to the general ledger.

Next Steps

This walkthrough has taken you through the steps of calculating WIP in Business Central. In larger jobs, it may

be useful to transfer the costs to a WIP account periodically while the job is being completed. This walkthrough has shown you how to exclude task lines from a calculation. It also shows you when you would have to recalculate. And finally, this walkthrough demonstrates how to post the WIP to the general ledger. An example of how to reverse a WIP posting to the general ledger is also included.

See Also

[Business Process Walkthroughs](#)

[Walkthrough: Managing Projects with Jobs](#)

[Understanding WIP Methods](#)

[Monitor Progress and Performance](#)

[Working with Business Central](#)

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Walkthrough: Picking and Shipping in Basic Warehouse Configurations

2/18/2021 • 5 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

In Business Central, the outbound processes for picking and shipping can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	PICKS	SHIPMENTS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post pick and shipment from the order line	X			2
B	Post pick and shipment from an inventory pick document		X		3
C	Post pick and shipment from a warehouse shipment document			X	4/5/6
D	Post pick from a warehouse pick document and post shipment from a warehouse shipment document		X	X	4/5/6

For more information, see [Design Details: Outbound Warehouse Flow](#).

The following walkthrough demonstrates method B in the previous table.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

About This Walkthrough

In basic warehouse configurations where your location is set up to require pick processing but not ship processing, you use the **Inventory Pick** page to record and post pick and ship information for your outbound source documents. The outbound source document can be a sales order, purchase return order, outbound transfer order, or a production order with component need.

This walkthrough demonstrates the following tasks:

- Setting up SILVER location for inventory picks.
- Creating a sales order for customer 10000 for 30 loudspeakers.
- Releasing the sales order for warehouse handling.
- Creating an inventory pick based on a released source document.
- Registering the warehouse movement from the warehouse and at the same time posting the sales shipment for the source sales order.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.



Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Order Processor
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- For Business Central online, a company based on the **Advanced Evaluation - Complete Sample Data** option in a sandbox environment. For Business Central on-premises, CRONUS International Ltd. installed.
- To make yourself a warehouse employee at the location SILVER by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account on the **Users** page.
 3. In the **Location Code** field, enter SILVER.
 4. Select the **Default** field.
- Make item LS-81 available at SILVER location by following these steps:
 1. Choose the  icon, enter **Item Journals**, and then choose the related link.
 2. Open the default journal, and then create two item journal lines with the following information about the work date (January 23).

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0001	20

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0002	20

3. Choose the **Post** action, and then select the **Yes** button.


Story

Ellen, the warehouse manager at CRONUS, sets up SILVER warehouse for basic pick handling where warehouse workers process outbound orders individually. Susan, the order processor, creates a sales order for 30 units of item LS-81 to be shipped to customer 10000 from the SILVER Warehouse. John, the warehouse worker must make sure that the shipment is prepared and delivered to the customer. John manages all involved tasks on the **Inventory Pick** page, which automatically points to the bins where LS-81 is stored.

Setting Up the Location

The setup of the **Location Card** page defines the company's warehouse flows.


To set up the location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the SILVER location card.
3. On the **Warehouse** FastTab, choose the **Require Pick** check box.

Creating the Sales Order

Sales orders are the most common type of outbound source document.

To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a sales order for customer 10000 on the work date (January 23) with the following sales order line.

ITEM	LOCATION CODE	QUANTITY
LS_81	SILVER	30

Proceed to notify the warehouse that the sales order is ready for warehouse handling.


4. Choose the **Release** action.

John proceeds to pick and ship the sold items.

Picking and Shipping Items

On the **Inventory Pick** page, you can manage all outbound warehouse activities for a specific source document, such as a sales order. Hover over a field to read a short description.

To pick and ship items

1. Choose the  icon, enter **Inventory Picks**, and then choose the related link.
2. Choose the **New** action.

Make sure that the **No.** field on the **General** FastTab is filled in.

3. Select the **Source Document** field, and then select **Sales Order**.
4. Select the **Source No.** field, select the line for the sale to customer 10000, and then choose the **OK** button.

Alternatively, choose the **Get Source Document** action, and then select the sales order.

5. Choose the **Autofill Qty. to Handle** action.

Alternatively, in the **Qty. to Handle** field, enter 10 and 20 respectively on the two inventory pick lines.

6. Choose the **Post** action, select **Ship**, and then choose the **OK** button.

The 30 loudspeakers are now registered as picked from bins S-01-0001 and S-01-0002, and a negative item ledger entry is created reflecting the posted sales shipment.

See Also

[Pick Items with Inventory Picks](#)

[Pick Items for Warehouse Shipment](#)

[Set Up Basic Warehouses with Operations Areas](#)

[Move Components to an Operation Area in Basic Warehouse Configurations](#)

[Pick for Production or Assembly](#)

[Move Items Ad Hoc in Basic Warehouse Configurations](#)

[Design Details: Outbound Warehouse Flow](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

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Walkthrough: Tracing Serial/Lot Numbers

2/18/2021 • 13 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

When product defects occur, the errors must be identified and affected items must be prevented from leaving the company. If defective items have already been shipped, you must trace who received them and, if you need to, recall the items.

The first task of defects management is to investigate where the defective items came from and where they were used. This investigation is based on historic data and is made easier by searching through item tracking entries using the **Item Tracing** page.

The second task of defects management is to determine whether the traced items are planned for in open documents, such as non-posted sales orders or consumption journals. This work is performed on the **Find entries** page. You can use the Find Entries feature to search all kinds of database records.

About This Walkthrough

This walkthrough demonstrates how to identify which items are defective, which vendor supplied them, and where they are used so that those orders can be stopped or recalled.

This walkthrough illustrates the following tasks:

- Tracing usage to origin.
- Tracing origin to usage.
- Searching for all current records which hold the traced serial/lot number.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Quality Controller
- Warehouse Manager
- Order Processor
- Purchasing Agent

Prerequisites

To complete this walkthrough, you will need:

- The Business Central company.
- To create new items and several business transactions by following the [Prepare Sample Data..](#)

Story

Ricardo, the quality controller, is acting on a sales return of item 1002, Racing Bike. The customer, Selangorian Ltd., complained that the frame has cracked welding seams. Quality control engineers have confirmed that the

racing frame of the returned bike is defective. The quality controller must now determine:

- Which lot of racing frames was faulty.
- On which purchase order the faulty lot was received.

From the sales department, the quality controller knows that the returned racing bike, item 1002, had the serial number SN1. By using this basic information, he must determine where the finished racing bike was last used, and then he must trace backward to the earliest origin to establish which lot number the faulty component, the racing frame, came from.

The results of this first item tracking task identify which racing frames were defective and which vendor supplied them. Afterward, but in the same overall tracking process, the quality controller must find all the sold racing bikes that contain racing frames from the faulty lot so that those orders can be stopped or recalled. Lastly, the quality controller must find any open documents where the faulty lot is used so that no additional transactions are made.

The first two defects-management tasks are performed on the **Item Tracing** page. The last task is performed on the **Find entries** page in integration with the **Item Tracing** page.


Prepare Sample Data

You must create the following new items:

- 2000, Racing Frame: lot-specific tracking, component of 1002
- 1002, Racing Bike: serial number-specific tracking

Then you must create various purchase, production, and sales transactions with the two items.

To create the items

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **New** action.
3. In the **No.** field, enter **2000**, and then proceed to fill in the following fields.

DESCRIPTION	BASE UNIT OF MEASURE	GEN. PROD. POSTING GROUP	VAT PROD. POSTING GROUP	INVENTORY POSTING GROUP	ITEM TRACKING CODE
Racing Frame	PCS	RAW MAT	VAT25	RAW MAT	LOTALL

NOTE

To enter the base unit of measure, choose the **New** button, and then select **PSC** on the **Item Units of Measure** page.

4. All other fields have acceptable default data or do not have to be filled in.
5. Choose the **OK** button to create the first new item card, 2000.
6. Choose **New**.
7. In the **No.** field, enter **1002**, and then proceed to fill in the following fields.

DESCRIPTION	BASE UNIT OF MEASURE	GEN. PROD. POSTING GROUP	VAT PROD. POSTING GROUP	INVENTORY POSTING GROUP	REPLENISHMENT SYSTEM	ITEM TRACKING CODE
Racing Bike	PCS	RETAIL	VAT25	FINISHED	Prod. Order	SNALL

NOTE


To enter the base unit of measure, choose the **New** button, and then select **PSC** on the **Item Units of Measure** page.

Next, define the item's manufacturing setup.

8. On the **Replenishment** FastTab, in the **Routing No.** field, enter **1000**.
9. Choose the **Production BOM No.** field, and then choose **Advanced**.
10. On the **Production BOM List** page, choose the first line, **1000**, and then choose the **Edit** action.
11. On the **Production BOM** page, change the value in the **Status** field to **Under Development**.
12. Go to an empty line, enter **2000** in the **No.** field, and then enter **1** in the **Quantity Per** field.
13. Change the value in the **Status** field back to **Certified**.
14. Choose the **OK** button to insert the production BOM on the item card and close the **Production BOM** page.

Next, purchase racing frames from Custom Metals Incorporated.


To purchase components

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a purchase order for vendor, Custom Metals Incorporated, by filling in the following line fields.

ITEM	QUANTITY	LOT NO.
2000	10	LOT1

4. To enter the lot number, choose the **Item Tracking Lines** action.
5. On the **Item Tracking Lines** page, fill in the **Lot No.** and **Quantity (Base)** fields, and then close the page.
6. In the **Vendor Invoice No.** field, enter any value.
7. Choose the **Post** action, select the **Receive and Invoice** option, and then choose the **OK** button.

Next, purchase racing frames from Coolwood Technologies.


8. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
9. Choose the **New** action.
10. Create a purchase order for vendor, Coolwood Technologies, by filling in the following line fields.

ITEM	QUANTITY	LOT NO.
2000	11	LOT2

11. To enter the lot number, on the **Lines** FastTab, in the **Line** group, choose the **Item Tracking Lines** action.
12. On the **Item Tracking Lines** page, fill in the **Lot No.** and **Quantity (Base)** fields, and then close the page.
13. In the **Vendor Invoice No.** field, enter any value.
14. Choose the **Post** action, select the **Receive and Invoice** option, and then choose the **OK** button.

Next, produce two racing bikes, SN1 and SN2.

To produce end items

1. Choose the  icon, enter **Released Prod. Orders**, and then choose the related link.
2. Choose the **New** group.
3. Create a new released production order by filling in the following fields.


SOURCE NO.	QUANTITY	SERIAL NO.
1002	2	SN1
1002	2	SN2

4. Choose the **Refresh Production Order** action, and then choose the **OK** button to fill the line.
5. To enter the serial numbers, choose the **Item Tracking Lines** action.
6. On the **Item Tracking Lines** page, fill in the **Serial No.** and **Quantity (Base)** fields, and then close the page.

Next, post consumption of racing frames from LOT1.

7. On the **Released Production Order** page, choose the **Production Journal** action.
8. On the **Production Journal** page, select the consumption line for item 2000, choose the **Item Tracking Lines** action.
9. On the **Item Tracking Lines** page, choose the **Lot No.** field, choose **LOT1**, and then choose the **OK** button.
10. Leave all other defaults on the **Production Journal** page, and then choose the **Post** action.

Next, produce two more racing bikes, SN3 and SN4.

11. Choose the  icon, enter **Released Prod. Orders**, and then choose the related link.
12. Choose the **New** action.
13. Create a new released production order by filling in the following fields on the header.

SOURCE NO.	QUANTITY	SERIAL NO.
1002	2	SN3

SOURCE NO.	QUANTITY	SERIAL NO.
1002	2	SN4

14. Choose the **Refresh Production Order** action to fill the line.
15. To enter the serial numbers, choose the **Item Tracking Lines** action, and then the numbers on two lines in the **Serial No.** field on the **Item Tracking Lines** page.


Next, post more consumption of racing frames from LOT1.
16. On the **Released Production Order** page, choose the **Production Journal** action.
17. On the **Production Journal** page, select the consumption line for item 2000, choose the **Item Tracking Lines** action.
18. On the **Item Tracking Lines** page, choose the **Lot No.** field, choose **LOT1**, and then choose the **OK** button.
19. Leave all other defaults on the **Production Journal** page, and then choose the **Post** action.

You have produced four racing bikes, SN1 to SN4, and consumed four of the ten racing frames from LOT1, two frames in each production order.

20. Close the production journal and the production orders.

Next, sell racing bikes. First sell the racing bike with SN1 to Selangorian Ltd..


To sell the end items

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Selangorian Ltd.	1002	1	SN1

3. To enter the serial number, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field on the **Item Tracking Lines** page.
4. Choose the **Post** action, select the **Ship and Invoice** option, and then choose the **OK** button.


Next, sell the racing bike with SN2 to The Cannon Group PLC.

5. Choose the  icon, enter **Sales Orders**, and then choose the related link.
6. Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Cannon Group PLC.	1002	1	SN2

7. To enter the serial number, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field on the **Item Tracking Lines** page.
8. Choose the **Post** action, select the **Ship and Invoice** option, and then choose the **OK** button.

Finally, sell some racing frames separately. The Cannon Group PLC. also orders four separate racing frames for their own assembly line.

- Choose the  icon, enter **Sales Orders**, and then choose the related link.
- Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Cannon Group PLC.	2000	5	LOT1

- To enter the serial number, on the **Lines** FastTab, in the **Line** group, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field on the **Item Tracking Lines** page.

NOTE


Do not post the last sales order for five racing frames.

This completes the preparation of data to demonstrate the Item Tracing and Find Entries features.

Tracing from Usage to Origin

From the sales department, the quality controller knows that the returned racing bike, item 1002, has the serial number SN1. By using this basic information, he can determine where the finished racing bike was last used, in this case, on the sales shipment to Selangorian Ltd.. Then, the quality controller must trace backward to the earliest origin to establish which lot number the faulty racing frame came from and which vendor supplied it.

To determine which lot included the faulty frame and who supplied it

- Choose the  icon, enter **Item Tracing**, and then choose the related link.
- On the **Item Tracing** page, enter **SN1** in the **Serial No. Filter** field, and then enter **1002** in the **Item Filter** field.
- Keep the default setting of **Item-Tracked Only** in the **Show Components** field, and keep the default trace method of **Usage – Origin** in the **Trace Method**.
- Choose the **Trace** action.

Note that one sales shipment header matches the search criteria. Before you continue the trace, verify that the shipment is the one that shipped the faulty racing bike to Selangorian Ltd.

- Select the trace line, and then choose the **Show Document** action.

Now continue to trace the origin of the sales shipment of the racing bike with number SN1.

- Choose the + icon on the trace lines to gradually expand and trace backward in the chain of transactions that the sales shipment originates from.

You can trace the following transaction history:

- The first posted document backward in the chain of transactions is the output posting of SN1 from the first released production order.
- The next posted document backward after that is the consumption posting from the first released production order. Here the quality controller sees that a racing frame from LOT1 was used.
- The lowest posted document in this chain is the posted purchase receipt on which racing frames with LOT1 entered inventory.

The quality controller has now established which lot of racing frames was faulty and he can search for the last trace line to see which vendor supplied them, namely Custom Metals Incorporated.

NOTE

Do not make any additional modifications to the trace result, as you will use it in the next section.

This completes the first defects-management task using the **Item Tracing** page. The quality controller must now determine whether other posted documents have processed racing frames from LOT1.

Tracing from Origin to Usage

The quality controller has established that the faulty racing frames came from LOT1. He must now find any other racing bikes that contain racing frames from the faulty lot so that those bikes can be stopped or recalled.

One way to prepare this trace task on the **Item Tracing** page is to manually enter LOT1 in the **Lot No. Filter** field and 2000 in the **Item Filter** field. However, this walkthrough will use the **Trace Opposite - from Line** function.

To find all usage of the faulty lot

1. On the **Item Tracing** page, select the line of the purchase receipt, the last trace line, and then choose **Trace Opposite – from Line**.

The trace result is now based on the filters of the trace line for the purchase receipt, LOT1 and item 2000, and the result is based on trace method **Origin - Usage**.

To obtain an overview of all usage of item 2000 with LOT1, continue to expand all trace lines.

2. Choose the **Expand All** action.

The first four trace lines refer to the sales shipment to Selangorian Ltd., which is already resolved. The last line indicates that one more racing bike, SN2, was produced in the same released production order and then sold and shipped on another sales shipment.

The quality controller immediately informs the sales department so that they can initiate a recall of the defective racing bike from the customer, Cannon Group PLC.

At the same time, he can see from the last three trace lines that another two items, SN3 and SN4, have been produced based on racing frames from LOT1. He takes action to block these end items in inventory.

This completes the second defects management task using the **Item Tracing** page for defects management. Since the **Item Tracing** page is based on posted entries only, the quality controller must continue to the **Find entries** page to make sure that LOT1 is not used in non-posted documents.

Finding All Records of a Serial/Lot Number

With the **Item Tracing** page, the quality controller learned that LOT1 contained the faulty racing frames, which vendor supplied them, and in which posted transaction they have been used. He must now determine whether LOT1 is in any open documents by integrating from the trace result to the **Find entries** page where he can perform a search through all database records.

To find all occurrences of LOT1 in non-posted records, such as open orders

1. On the **Item Tracing** page, select the first trace line, the purchase receipt of LOT1.
2. Choose the **Find entries** action.

The **Find entries** page is preset with search filters based on the trace result for LOT1. The quality controller recognizes most of the records as pertaining to documents already identified on the **Item Tracing** page. For example, the last Find Entries line of type Production Order refers to the two released production orders that consumed racing frames from LOT1.

However, the second Find Entries line of type **Sales Line** is a non-posted document line, so the quality controller proceeds to investigate.

3. To open the sales line record, select the second Find Entries line, choose the **Show** action. Alternatively, choose the value in the **No. of Records** field.

Here the quality controller sees one open sales line for the faulty racing frames. He immediately suggests to the sales department that this order be canceled and a new production order, based on good racing frames, be initiated.

This completes the walkthrough of how to use the **Find entries** page for defects management in integration with the **Item Tracing** page.

See Also

[Work with Serial and Lot Numbers](#)

[Trace Item-Tracked Items](#)

[Find Entries](#)

[Business Process Walkthroughs](#)

NOTE

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Walkthrough: Making Cash Flow Forecasts by Using Account Schedules

2/18/2021 • 6 minutes to read • [Edit Online](#)

This walkthrough describes how you can use account schedules to make cash flow forecasts. Account schedules perform calculations that cannot be done directly in the chart of cash flow accounts. In the account schedules, you can set up subtotals for cash flow receipts and disbursements. These subtotals can be included in new totals that can then be used in making cash flow forecasts.

About This Walkthrough

This walkthrough describes the following tasks:

- Setting up a new cash flow account schedule name.
- Setting up account schedule lines.
- Setting up a new column layout.
- Assigning a column layout to an account schedule.
- Viewing and printing the cash flow forecast.

Prerequisites

To complete this walkthrough, you will need:

- Business Central
- The cash flow worksheet lines are registered

Roles

This walkthrough demonstrates tasks that are performed by the following user role:

- Controller


Story

Ken is a controller at CRONUS who makes monthly cash flow forecasts. He includes finance, sales, purchase, and fixed assets in the forecast, and then he presents it to CFO Sara for business insight.

Setting Up a New Account Schedule Name

An account schedule consists of a cash flow account schedule name with a series of lines and a column layout.

To set up a new account schedule name

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedule Names** page, choose the **New** to create a new cash flow account schedule name.
3. In the **Name** field, enter **Forecast**.
4. In the **Description** field, enter **Cash Flow Forecast**.
5. Leave the **Default Column Layout** and **Analysis View Name** fields blank.

Setting Up Account Schedule Lines

After an account schedule name is set up, Ken defines each line that appears in the cash flow account schedule. Ken defines lines that can be shown in reports in addition to lines that are only for calculation purposes.

To set up account schedule lines

1. On the **Account Schedule Names** page, select the new **Forecast** account schedule name that you have created, and then choose the **Edit Account Schedule** action.
2. On the **Account Schedule** page, enter each line as shown in the following table.

TIP
Using the **Insert CF Accounts** function, you can quickly mark the cash flow accounts from the chart of cash flow accounts and copy them to account schedule lines.

ROW NO.	DESCRIPTION	TOTALING TYPE	TOTALING	ROW TYPE	AMOUNT TYPE	SHOW
R10	Open sales orders	Cash Flow Entry Accounts	20	Net Change	Net Amount	Yes
R10	Rentals	Cash Flow Entry Accounts	30	Net Change	Net Amount	Yes
R10	Financial assets	Cash Flow Entry Accounts	40	Net Change	Net Amount	Yes
R10	Fixed assets disposal	Cash Flow Entry Accounts	50	Net Change	Net Amount	Yes
R10	Private investments	Cash Flow Entry Accounts	60	Net Change	Net Amount	Yes
R10	Miscellaneous receipts	Cash Flow Entry Accounts	70	Net Change	Net Amount	Yes
R10	Open service orders	Cash Flow Entry Accounts	80	Net Change	Net Amount	Yes
R20	Total Cash Receipts	Formula	R10	Net Change	Net Amount	Yes
R20	Total Cash Receipts	Formula	R10	Net Change	Net Amount	Yes
R30	Payables	Cash Flow Entry Accounts	1010	Net Change	Net Amount	Yes

ROW NO.	DESCRIPTION	TOTALING TYPE	TOTALING	ROW TYPE	AMOUNT TYPE	SHOW
R30	Open purchase orders	Cash Flow Entry Accounts	1020	Net Change	Net Amount	Yes
R30	Personnel costs	Cash Flow Entry Accounts	1030	Net Change	Net Amount	Yes
R30	Running costs	Cash Flow Entry Accounts	1040	Net Change	Net Amount	Yes
R30	Finance costs	Cash Flow Entry Accounts	1050	Net Change	Net Amount	Yes
R30	Investments	Cash Flow Entry Accounts	1070	Net Change	Net Amount	Yes
R30	Private consumptions	Cash Flow Entry Accounts	1090	Net Change	Net Amount	Yes
R30	VAT due	Cash Flow Entry Accounts	1100	Net Change	Net Amount	Yes
R30	Other expenses	Cash Flow Entry Accounts	1110	Net Change	Net Amount	Yes
R40	Total cash disbursements	Formula	R30	Net Change	Net Amount	Yes
R50	Surplus	Formula	R20+R40	Net Change	Net Amount	Yes
R60	Cash Flow Funds	Cash Flow Entry Accounts	2100	Net Change	Net Amount	Yes
R70	Total Cash Flow	Formula	R50+R60	Net Change	Net Amount	Yes

NOTE

The row number R10 is used to capture the account totals for receivables. The row number R20 is used to calculate the sum of all cash receipts. The row number R30 is used to capture the account totals for payables. The row number R40 is used to calculate the sum of all cash disbursements. The row number R50 is used to capture the sum of cash surplus. The row number R60 is used to capture the liquid funds. The row number R70 is used to calculate the forecasted cash flow.

Setting Up a New Column Layout

Before Ken can print the cash flow forecast, he needs to create the column layout for the numerical information. In the columns, he defines the information that he wants to use from the lines.

- The first column has the number *C10* with the title **Amount** and contains the net change.
- The second column has the number *C20* with the title **Balance at Date** and contains the transactions for the period.
- The third column has the number *C30* with the title **Entire Year** and contains the net change in the balances for the entire fiscal year.
- Finally, he assigns the column layout as the default column layout for the account schedule **Forecast**.

To set up a new column layout

1. In the **Account Schedule Names** window, select the new **Forecast** account schedule name that you have created. On the **Home** tab, in the **Process** group, choose **Edit Column Layout Setup**.

TIP

You can find the same action in the **Account Schedule** page if you are still editing the **Forecast** account schedule there.

2. Create a new column layout with the name **Cash Flow**.
3. Choose the OK button.
4. Enter each line exactly as shown in the following table.

COLUMN NO.	COLUMN HEADER	COLUMN TYPE	LEDGER ENTRY TYPE	AMOUNT TYPE	SHOW
C10	Amount	Net Change	Entries	Net Amount	Always
C20	Amount until Date	Balance at Date	Entries	Net Amount	Always
C30	Entire Fiscal Year	Entire Fiscal Year	Entries	Net Amount	Always

Assigning the Column Layout to the Account Schedule Name

Ken is now ready to assign the column layout to the account schedule name.

To assign the column layout to the account schedule name

1. In the **Account Schedule** page where you're working with the **Forecast** account schedule, choose the **Edit Column Layout Setup** action.
2. In the **Column Layout Name** field, choose the column layout **Cash Flow** to assign as the default column layout.

To view and print the cash flow forecast

1. On the **Account Schedule Names** page, choose the **Overview** action to view the cash flow forecast.
2. On the **Acc. Schedule Overview** page, you can select an amount and then view the cash flow forecast entries that make up the amount. In addition, you can view the formula that is used to calculate the amount. You can also filter the amounts by date and dimension.

3. Choose the **Print** action to print the cash flow forecast.

See Also

[Work with Account Schedules](#)

[Analyzing Cash Flow in Your Company](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

NOTE

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Design Details

2/18/2021 • 2 minutes to read • [Edit Online](#)

This content contains detailed technical information about complex application features in Business Central.

Design details content is aimed at implementers, developers, and super users who need deeper insight to implement, customize, or set up the features in question.

TO	SEE
Learn how the planning system works and how to adjust the algorithms to meet planning requirements in different environments.	Design Details: Supply Planning
Understand mechanisms in the costing engine, such as costing method and cost adjustment, and which accounting principles they are designed for.	Design Details: Inventory Costing
Learn about central principles behind advanced and basic warehouse features and how they integrate with other supply chain features.	Design Details: Warehouse Management
Learn about historic and the current design of item tracking functionality and how it integrates with the reservation system to include serial/lot numbers in availability calculations.	Design Details: Item Tracking
Learn about the General Journal Posting Line feature, including recent simplifications to the design of codeunit 12.	Design Details: General Journal Post Line
Learn about the design for storing and posting dimensions, including code examples on how to migrate and upgrade dimension code.	Design Details: Dimension Set Entries

See Also

[Planning](#)

[Managing Inventory Costs](#)

[Warehouse Management](#)

[Setting Up Complex Application Areas Using Best Practices](#)

[Working with Business Central](#)

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Design Details: Supply Planning

2/18/2021 • 2 minutes to read • [Edit Online](#)

This documentation provides detailed technical insight to the concepts and principles that are used within the Supply Planning features in Business Central.

It explains how the planning system works and how to adjust the algorithms to meet planning requirements in different environments. It first introduces central solution concepts and then describes the logic of the central mechanism, supply balancing, before proceeding to explain how inventory planning is performed with the use of reordering policies.

In This Section

[Design Details: Central Concepts of the Planning System](#)

[Design Details: Reservation, Order Tracking, and Action Messaging](#)

[Design Details: Balancing Demand and Supply](#)

[Design Details: Handling Reordering Policies](#)

[Design Details: Planning Parameters](#)

[Design Details: Planning Assignment Table](#)

[Design Details: Demand at Blank Location](#)

[Design Details: Transfers in Planning](#)

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Design Details: Central Concepts of the Planning System

2/18/2021 • 22 minutes to read • [Edit Online](#)

The planning functions are contained in a batch job that first selects the relevant items and period to plan for. Then, according to each item's low-level code (BOM position), the batch job calls a code unit, which calculates a supply plan by balancing supply-demand sets and suggesting possible actions for the user to take. The suggested actions appear as lines in the planning worksheet or the requisition worksheet.

Item No.	Action Message	Acc. Action	Original Due Date	Due Date	Starting Date-Time	Ending Date-Time	Description	Original Quantity	MPS Order	Quantity	Ref. Order Type	Ref. Order No.	Ref. C. Status
...	LS-10PC	New		28-01-2019	24-01-2019 08:00	27-01-2019 23:00	Black		<input type="checkbox"/>	100	Purchase		
...	LS-10PC	New		28-01-2019	24-01-2019 08:00	27-01-2019 23:00	Black		<input type="checkbox"/>	100	Purchase		
Emergency	LS-120	New		23-01-2019	19-01-2019 08:00	22-01-2019 23:00	Loudspeaker, Black, 120W		<input type="checkbox"/>	16	Purchase		
...	LS-120	New		28-01-2019	24-01-2019 08:00	27-01-2019 23:00	Loudspeaker, Black, 120W		<input type="checkbox"/>	36	Purchase		
...	LS-150	New		25-01-2019	24-01-2019 08:00	24-01-2019 23:00	Loudspeaker, Cherry, 150W		<input type="checkbox"/>	32	Purchase		
Emergency	LS-150	New		23-01-2019	22-01-2019 08:00	22-01-2019 23:00	Loudspeaker, Cherry, 150W		<input type="checkbox"/>	54	Purchase		
Attention	LS-2	New		16-01-2019	15-01-2019 08:00	16-01-2019 23:00	Cables for Loudspeakers		<input checked="" type="checkbox"/>	20	Transfer		
Attention	LS-2	New		16-01-2019	15-01-2019 08:00	16-01-2019 23:00	Cables for Loudspeakers		<input checked="" type="checkbox"/>	10	Transfer		
Attention	LS-2	New		16-01-2019	15-01-2019 08:00	16-01-2019 23:00	Cables for Loudspeakers		<input checked="" type="checkbox"/>	2	Transfer		
...	LS-75	New		25-01-2019	24-01-2019 08:00	24-01-2019 23:00	Black		<input type="checkbox"/>	2,5	Purchase		
...	LS-75	New		25-01-2019	24-01-2019 08:00	24-01-2019 23:00	Black		<input type="checkbox"/>	2,5	Purchase		
...	LS-MAN-10	New		25-01-2019	24-01-2019 08:00	24-01-2019 23:00	Manual for Loudspeakers		<input type="checkbox"/>	1,000	Purchase		
Attention	LS-S15	New		16-01-2019	14-01-2019 08:00	16-01-2019 23:00	Stand for Loudspeakers LS-1:		<input checked="" type="checkbox"/>	12	Transfer		
Attention	LS-S15	New		16-01-2019	14-01-2019 08:00	16-01-2019 23:00	Stand for Loudspeakers LS-1:		<input checked="" type="checkbox"/>	12	Transfer		
...	1310	New		25-01-2019	24-01-2019 08:00	24-01-2019 23:00	Chain		<input type="checkbox"/>	100	Purchase		
...	1320	New		25-01-2019	24-01-2019 08:00	24-01-2019 23:00	Chain Wheel Front		<input type="checkbox"/>	100	Purchase		
...	1330	New		25-01-2019	24-01-2019 08:00	24-01-2019 23:00	Chain Wheel Back		<input type="checkbox"/>	100	Purchase		

The planner of a company, such as a purchaser or a production planner is presumed to be the user of the planning system. The planning system assists the user by performing the extensive but rather straightforward calculations of a plan. The user can then concentrate on solving the more difficult problems, such as when things differ from normal.

The planning system is driven by anticipated and actual customer demand, such as forecast and sales orders. Running the planning calculation will result in application suggesting specific actions for the user to take concerning possible supply from vendors, assembly or production departments, or transfers from other warehouses. These suggested actions could be to create new supply orders, such as purchase or production orders. If supply orders already exist, the suggested actions could be to increase or expedite the orders to meet the changes in demand.

Another goal of the planning system is to ensure that the inventory does not grow unnecessarily. If demand decreases, the planning system will suggest that the user postpone, decrease in quantity, or cancel existing supply orders.

MRP and MPS, Calculate Net Change Plan, and Calculate Regenerative Plan are all functions within one code unit that contains the planning logic. However, the supply plan calculation involves different sub systems.

Note that the planning system includes no dedicated logic for capacity leveling or fine scheduling. Therefore, such scheduling work is performed as a separate discipline. The lack of direct integration between the two areas also means that substantial capacity or schedule changes will require that the planning is rerun.

Planning Parameters

Planning parameters that the user sets for an item or a group of items control which actions the planning system will suggest in the various situations. The planning parameters are defined on each item card to control when, how much, and how to replenish.

Planning parameters can also be defined for any combination of item, variant, and location by setting up a stockkeeping unit (SKU) for each needed combination, and then specifying individual parameters.

For more information, see [Design Details: Handling Reordering Policies](#) and [Design Details: Planning Parameters](#).

Planning Starting Date

To avoid a supply plan that incorporates open orders in the past and suggests potentially impossible actions, the planning system treats all dates before the planning starting date as a frozen zone where the following special rule applies:

All supply and demand before the starting date of the planning period will be considered a part of inventory or shipped.

In other words, it assumes that the plan for the past is executed according to the given plan.

For more information, see [Dealing with Orders Before the Planning Starting Date](#).

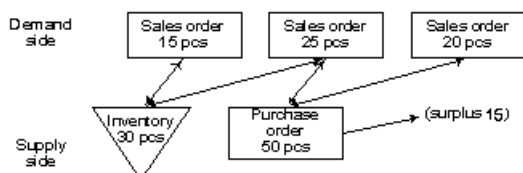
Dynamic Order Tracking (Pegging)

Dynamic Order Tracking, with its simultaneous creation of action messages in the planning worksheet, is not a part of the supply planning system in Business Central. This feature links, in real-time, the demand and the quantities that could cover them, whenever a new demand or supply is created or changed.

For example, if the user enters or changes a sales order, the dynamic order tracking system will instantly and search for an appropriate supply to cover the demand. This could be from inventory or from an expected supply order (such as a purchase order or a production order). When a supply source is found, the system creates a link between the demand and the supply, and displays it in view-only pages that are accessed from the involved document lines. When appropriate supply cannot be found, the dynamic order tracking system creates action messages in the planning worksheet with supply plan suggestions reflecting the dynamic balancing.

Accordingly, the dynamic order tracking system offers a very basic planning system that can be of help both to the planner and other roles in the internal supply chain.

Accordingly, Dynamic Order Tracking can be considered a tool that assists the user in assessing whether to accept supply order suggestions. From the supply side, a user can see which demand has created the supply, and from the demand side, which supply should cover the demand.



For more information, see [Design Details: Reservation, Order Tracking, and Action Messaging](#).

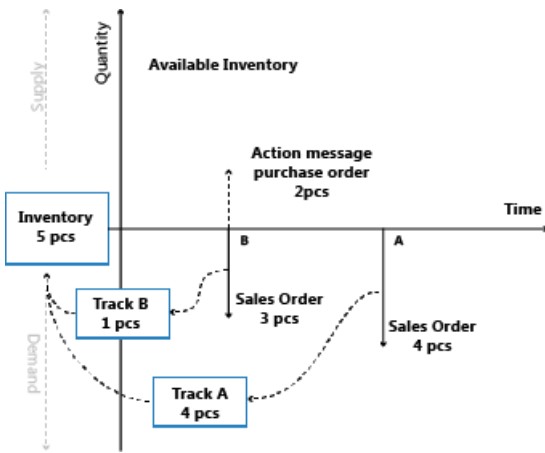
In companies with a low item flow and less advanced product structures, it may be adequate to use the Dynamic Order Tracking as the main means of supply planning. However, in busier environments, the planning system should be used to ensure a properly balanced supply plan at all times.

Dynamic Order Tracking versus the Planning System

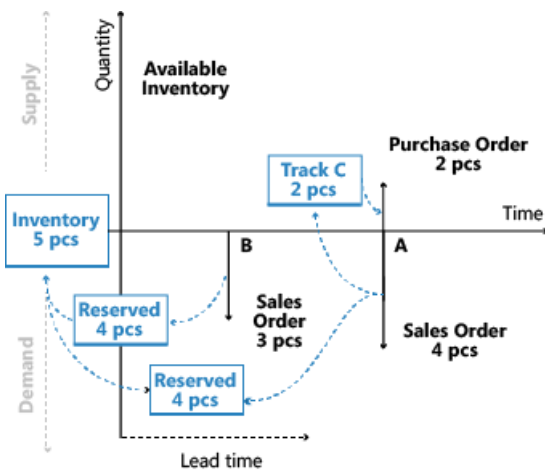
At a quick glance, it may be difficult to differentiate between the planning system and Dynamic Order Tracking. Both features display output in the planning worksheet by suggesting actions that the planner should take. However, the way this output is produced differs.

The planning system deals with the entire supply-demand pattern of an item through all levels of the BOM hierarchy along the time line, whereas Dynamic Order Tracking only addresses the situation of the order that activated it. When balancing demand and supply, the planning system creates links in a user-activated batch mode, whereas Dynamic Order Tracking creates the links automatically and on the fly, whenever the user enters a demand or a supply in application, such as a sales order or purchase order.

Dynamic Order Tracking establishes links between demand and supply when data is entered, on a first-come/first-served basis. This may lead to some disorder in priorities. For example, a sales order entered first, with a due date next month, may be linked to the supply in inventory, while the next sales order due tomorrow may cause an action message to create a new purchase order to cover it, as illustrated below.



In contrast, the planning system deals with all demand and supply for a particular item, in prioritized order according to due dates and order types, that is, on a first-needed/first-served basis. It deletes all order tracking links that were created dynamically and reestablishes them according to due date priority. When the planning system has run, it has solved all imbalances between demand and supply, as illustrated below for the same data.



After the planning run, no action messages remain in the Action Message Entry table, because they have been replaced by the suggested actions in the planning worksheet

For more information, see [Order Tracking Links during Planning](#).

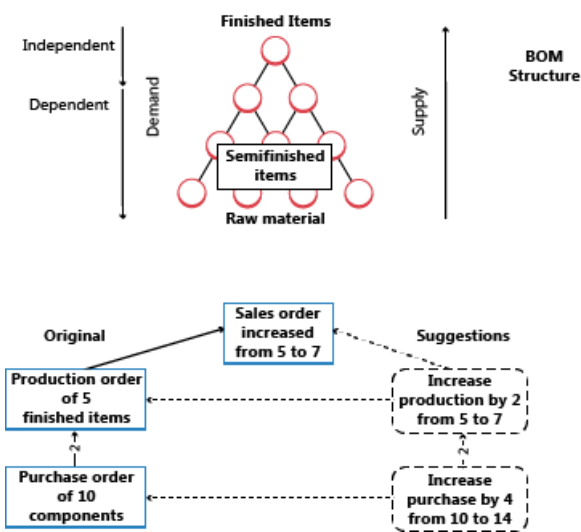
Sequence and Priority in Planning

When establishing a plan, the sequence of the calculations is important to get the job done within a reasonable timeframe. In addition, the prioritization of requirements and resources play an important role in obtaining the best results.

The planning system in Business Central is demand-driven. High-level items should be planned before low-level items, because the plan for high-level items might generate additional demand for the lower-level items. This means, for example, that retail locations should be planned before distribution centers are planned, because the plan for a retail location may include additional demand from the distribution center. On a detailed balancing level, this also means that a sales order should not trigger a new supply order if an already released supply order is can cover the sales order. Likewise, a supply carrying a specific lot number should not be allocated to cover a generic demand if another demand requires this specific lot.

Item Priority / Low-Level Code

In a manufacturing environment, the demand for a finished, sellable item will result in derived demand for components that comprise the finished item. The bill-of-material structure controls the component structure and can cover several levels of semi-finished items. Planning an item at one level will cause derived demand for components at the next level, and so on. Eventually, this will result in derived demand for purchased items. Consequently, the planning system plans for items in order of their ranking in the total BOM hierarchy, starting with finished saleable items at the top level and continuing down through the product structure to the lower level items (according to the low-level code).



The figures illustrate in which sequence the system makes suggestions for supply orders at the top level and, assuming that the user will accept these suggestions, for any lower-level items as well.

For more information about manufacturing considerations, see [Loading the Inventory Profiles](#).

Optimizing Performance for Low-Level Calculations

Low-level code calculations can impact system performance. To mitigate the impact, you can disable **Dynamic low-level code calculation** on the **Manufacturing Setup** page. When you do, Business Central will suggest that you create a recurrent job queue entry that will update low-level codes daily. You can ensure that the job will run outside working hours by specifying a start time the **Earliest Start Date/Time** field.

You can also enable logic that speeds up low-level code calculations by selecting **Optimize low-level code calculation** on the **Manufacturing Setup** page.

IMPORTANT

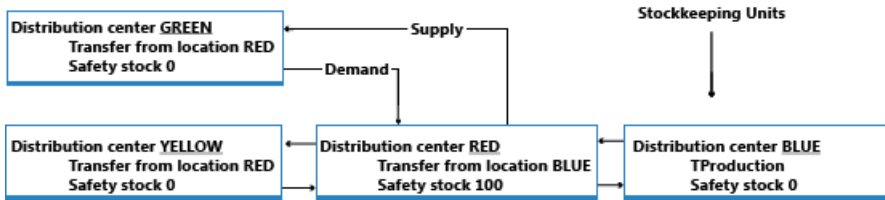
If you choose to optimize performance, Business Central will use new calculation methods to determine low-level codes. If you have an extension that relies on the events used by the old calculations, the extension may stop working.

Locations / Transfer-Level Priority

Companies that operate at more than one location may need to plan for each location individually. For example, an item's safety stock level and its reordering policy may differ from one location to another. In this case, the planning parameters must be specified per item and also per location.

This is supported with the use of SKUs, where individual planning parameters can be specified at the SKU level. An SKU can be regarded as an item at a specific location. If the user has not defined a SKU for that location, application will default to the parameters that have been set on the item card. The application calculates a plan for active locations only, which is where there is existing demand or supply for the given item.

In principle, any item can be handled at any location, but application's approach to the location concept is quite strict. For example, a sales order at one location cannot be fulfilled by some quantity on stock at another location. The quantity on stock must first be transferred to the location specified on the sales order.



For more information, see [Design Details: Transfers in Planning](#).

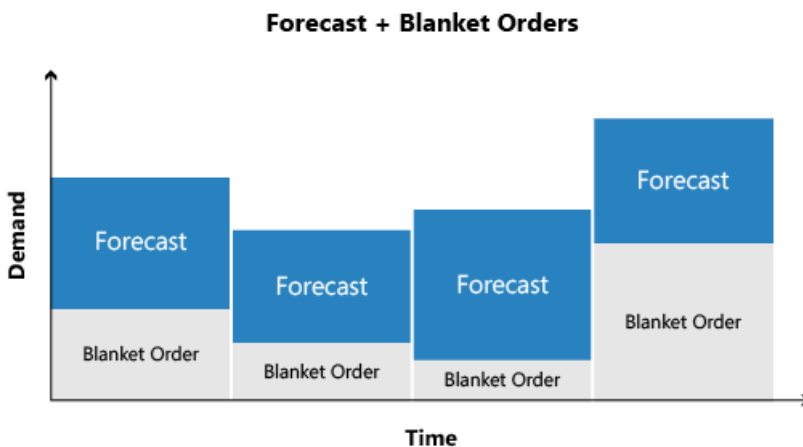
Order Priority

Within a given SKU, the requested or available date represents the highest priority; the demand of today should be dealt with before the demand of the coming days. But apart from this some kind of priority, the different demand and supply types are sorted according to business importance to decide which demand should be satisfied before satisfying another demand. On the supply side, the order priority will tell what source of supply should be applied before applying other sources of supply.

For more information, see [Prioritizing Orders](#).

Demand Forecasts and Blanket Orders

Forecasts and blanket orders both represent anticipated demand. The blanket order, which covers a customer's intended purchases over a specific period of time, acts to lessen the uncertainty of the overall forecast. The blanket order is a customer-specific forecast on top of the unspecified forecast as illustrated below.



For more information, see [Forecast Demand is Reduced by Sales Orders](#).

Planning Assignment

All items should be planned for; however, there is no reason to calculate a plan for an item unless there has been a change in the demand or supply pattern since the last time a plan was calculated.

If the user has entered a new sales order or changed an existing one, there is reason to recalculate the plan. Other reasons include a change in forecast or the desired safety stock quantity. Changing a bill-of-material by adding or removing a component would most likely indicate a change, but for the component item only.

The planning system monitors such events and assigns the appropriate items for planning.

For multiple locations, the assignment takes place at the level of item per location combination. If, for example, a sales order has been created at only one location, application will assign the item at that specific location for planning.

The reason for selecting items for planning is a matter of system performance. If no change in an item's demand-supply pattern has occurred, the planning system will not suggest any actions to be taken. Without the planning assignment, the system would have to perform the calculations for all items in order to find out what to plan for, and that would drain system resources.

The full list of reasons for assigning an item for planning is provided in [Design Details: Planning Assignment Table](#).

The planning options in Business Central are:

- Calculate Regenerative Plan – Calculates all selected items, whether it is necessary or not.
- Calculate Net Change Plan – Calculates only those selected items that have had some change in their demand-supply pattern and, therefore, have been assigned for planning.

Some users believe that net change planning should be performed on the fly, for example, when sales orders are entered. However, this could be confusing because dynamic order tracking and action messaging are also calculated on the fly. Besides, Business Central offers real-time available-to-promise control, which provides pop-up warnings when entering sales orders if the demand cannot be fulfilled under the present supply plan.

In addition to these considerations, the planning system only plans for those items that the user has prepared with appropriate planning parameters. Otherwise, it is assumed that the user will plan the items manually or semi-automatically by using the Order Planning feature.

For more information about the automatic planning procedures, see [Design Details: Balancing Demand and Supply](#).

Item Dimensions

Demand and supply can carry variant codes and location codes that must be respected when the planning system balances demand and supply.

The system treats variant and location codes as item dimensions on a sales order line, inventory ledger entry, and so on. Accordingly, it calculates a plan for each combination of variant and location as if the combination were a separate item number.

Instead of calculating any theoretical combination of variant and location, application calculates only those combinations that actually exist in the database.

For more information on how the planning system deals with location codes on demand, see [Design Details: Demand at Blank Location](#).

Item Attributes

Apart from general item dimensions, such as item number, variant code, location code, and type of order, each demand and supply event can carry additional specifications in the form of serial/lot numbers. The planning system plans these attributes in certain ways depending on their level of specification.

An order-to-order link between demand and supply is another type of attribute that affects the planning system.

Specific Attributes

Certain attributes on demand are specific and must be matched exactly by a corresponding supply. The following two specific attributes exist:

- Demanded serial/lot numbers that require specific application (The **SN Specific Tracking** or **Lot Specific**

Tracking check box is selected on the **Item Tracking Code Card** page for the item tracking code that is used by the item.)

- Links to supply orders created manually or automatically for a specific demand (order-to-order links).

For these attributes, the planning system applies the following rules:

- Demand with specific attributes can only be fulfilled by supply with matching attributes.
- Supply with specific attributes can also satisfy demand that does not ask specifically for those attributes.

Accordingly, if a demand for specific attributes cannot be met by inventory or projected supplies, the planning system will suggest a new supply order to cover this specific demand with no regard of planning parameters.

Non-Specific Attributes

Serial/lot-numbered items without specific item tracking setup may carry serial/lot numbers that do not need to be applied to the exact same serial/lot number, but can be applied to any serial/lot number. This gives the planning system more freedom to match, for example, a serialized demand with a serialized supply, typically in inventory.

Demand-supply with serial/lot numbers, specific or non-specific, are considered high priority and are therefore exempt from the frozen zone, meaning that they will be part of planning even if they are due before the planning starting date.

For more information, see [Serial/Lot Numbers are Loaded by Specification Level](#).

For more information about how the planning system balances attributes, see [Serial/Lot Numbers and Order-to-Order Links are Exempt from the Frozen Zone](#).

Order-to-Order Links

Order-to-order procurement means that an item is purchased, assembled, or produced to exclusively cover a specific demand. Typically it relates to A-items and the motivation for choosing this policy can be that the demand is infrequent, the lead-time is insignificant, or the required attributes vary.

Another special case that uses order-to-order links is when an assembly order is linked to a sales order in an assemble-to-order scenario.

Order-to-order links are applied between demand and supply in four ways:

- When the planned item uses the reordering policy Order.
- When using the manufacturing policy Make-to-Order to create multi-level or project-type production orders (producing needed components on the same production order).
- When creating production orders for sales orders with the Sales Order Planning feature.
- When assembling an item to a sales order. (Assembly Policy is set to Assemble-to-Order.

In these instances, the planning system will only suggest to order the required quantity. Once created, the purchase, production, or assembly order will continue to match the corresponding demand. For example, if a sales order is changed in time or quantity, the planning system will suggest that the corresponding supply order is changed accordingly.

When order-to-order links exist, the planning system does not involve linked supply or inventory in the balancing procedure. It is up to the user to evaluate if the linked supply should be used to cover other or new demand and, in that case, delete the supply order or reserve the linked supply manually.

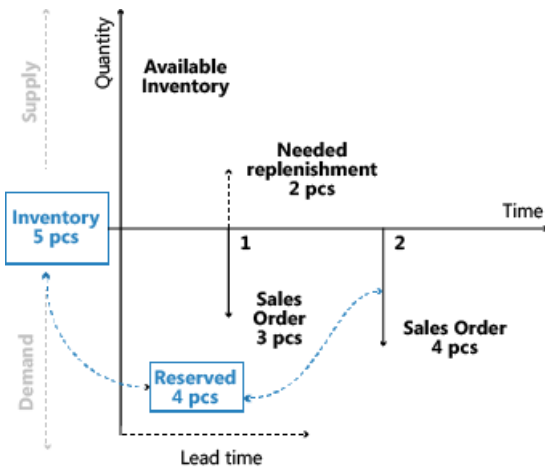
Reservations and order tracking links will break if a situation becomes impossible, such as moving the demand to a date earlier than the supply. However, the order-to-order link adapts to any changes in the respective demand or supply and thereby the link is never broken.

Reservations

The planning system does not include any reserved quantities in the calculation. For example, if a sales order has been totally or partially reserved against the quantity in inventory, the reserved quantity in inventory cannot be used to cover other demand. The planning system does not include this demand-supply set in its calculation.

However, the planning system will still include reserved quantities in the projected inventory profile because all quantities must be considered when determining both when the reorder point has been passed and how many to reorder to reach and not exceed the maximum inventory level. Consequently, unnecessary reservations will lead to increased risks that inventory levels run low because the planning logic does not detect reserved quantities.

The following illustration shows how reservations can hinder the most feasible plan.



For more information, see [Design Details: Reservation, Order Tracking, and Action Messaging](#).

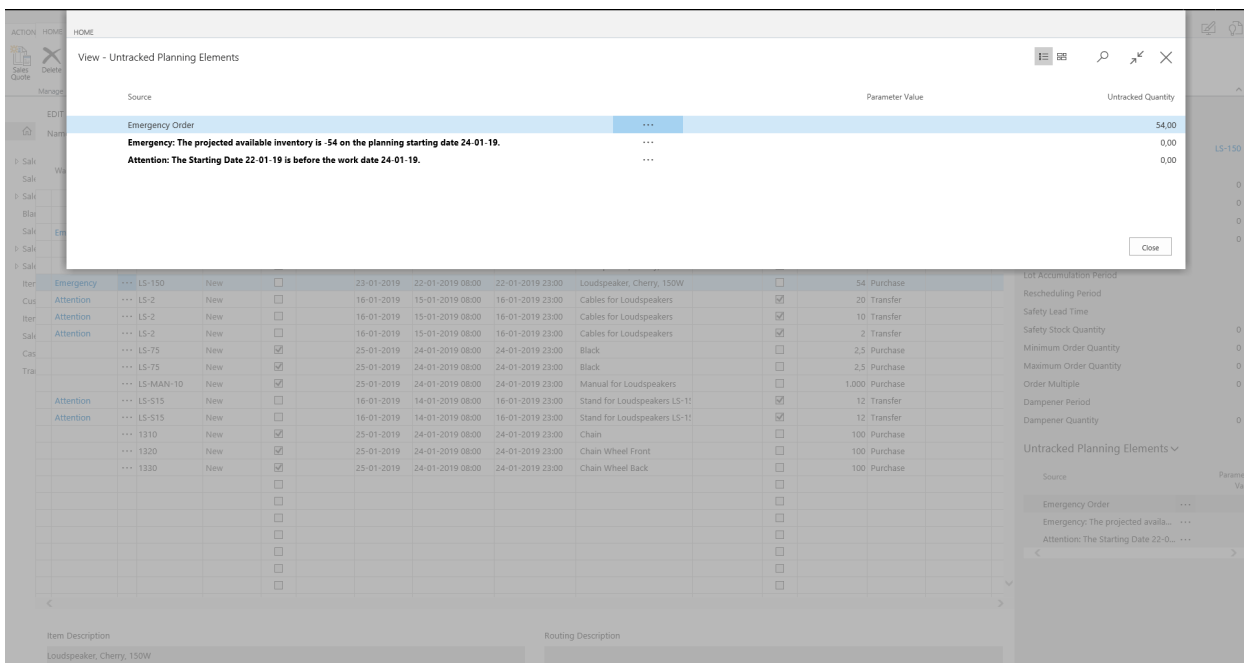
Warnings

The first column in the planning worksheet is for the warning fields. Any planning line created for an unusual situation will display a warning icon in this field, which the user can click for additional information.

Supply on planning lines with warnings will normally not be modified according to planning parameters. Instead, the planning system only suggests a supply to cover the exact demand quantity. However, the system can be set up to respect certain planning parameters for planning lines with certain warnings. For more information, see the description of these options for the **Calculate Plan - Plan. Wksh.** batch job and the **Calculate Plan - Req. Wksh.** batch job respectively.

The warning information is shown on the **Untracked Planning Elements** page, which is also used to show order tracking links to non-order network entities. The following warning types exist:

- Emergency
- Exception
- Attention



Emergency

The emergency warning is displayed in two situations:

- When the inventory is negative on the planning starting date.
- When back-dated supply or demand events exist.

If an item's inventory is negative on the planning starting date, the planning system suggests an emergency supply for the negative quantity to arrive on the planning starting date. The warning text states the starting date and the quantity of the emergency order. For more information, see [Handling Projected Negative Inventory](#).

Any document lines with due dates before the planning starting date are consolidated into one emergency supply order for the item to arrive on the planning starting date.

Exception

The exception warning is displayed if the projected available inventory drops below the safety stock quantity.

The planning system will suggest a supply order to meet the demand on its due date. The warning text states the item's safety stock quantity and the date on which it is violated.

Violating the safety stock level is considered an exception because it should not occur if the reorder point has been set correctly. For more information, see [The Role of the Reorder Point](#).

In general, exceptional order proposals ensure that the projected available inventory is never lower than the safety stock level. This means that the proposed quantity is just enough to cover the safety stock, without considering planning parameters. However, in some scenarios, order modifiers will be considered.

NOTE

The planning system may have consumed the safety stock intentionally and will then replenish it straight away. For more information, see [Safety Stock May Be Consumed](#).

Attention

The attention warning is displayed in three situations:

- The planning starting date is earlier than the work date.
- The planning line suggests changing a released purchase or production order.
- The projected inventory exceeds the overflow level on the due date. For more information, see [Staying under the Overflow Level](#).

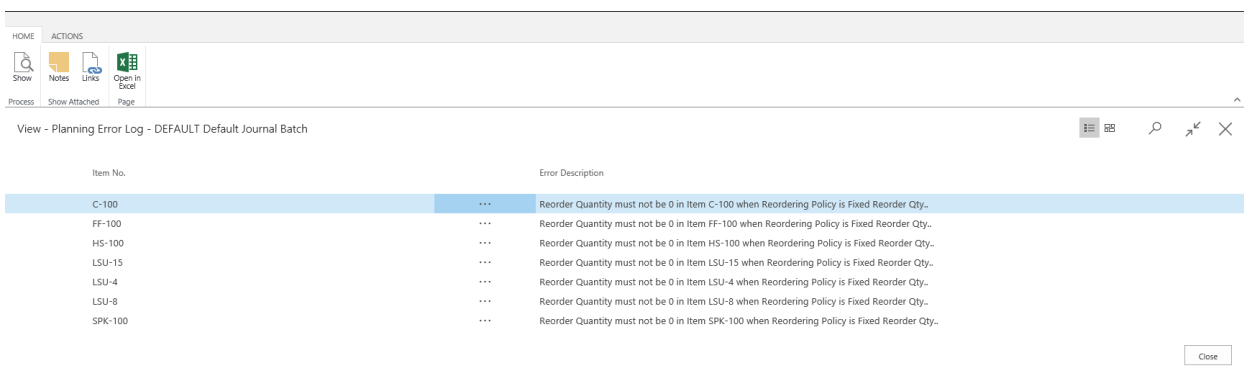
NOTE

In planning lines with warnings, the **Accept Action Message** field is not selected, because the planner is expected to further investigate these lines before carrying out the plan.

Error Logs

In the Calculate Plan request page, the user can select the **Stop and Show First Error** field to have the planning run stop when it encounters the first error. At the same time, a message is displayed with information about the error. If an error exists, only the successful planning lines that were made before the error was encountered will be presented in the planning worksheet.

If the field is not selected, the Calculate Plan batch job will continue until it has completed. Errors will not interrupt the batch job. If one or more errors exist, application will display a message after completion saying how many items are affected by errors. The **Planning Error Log** page then opens to provide more details about the error and to provide links to the affected documents or setup cards.



The screenshot shows the 'View - Planning Error Log - DEFAULT Default Journal Batch' page. It features a table with two columns: 'Item No.' and 'Error Description'. The table lists several items with error messages related to reordering policies and quantity constraints.

Item No.	Error Description
C-100	Reorder Quantity must not be 0 in Item C-100 when Reordering Policy is Fixed Reorder Qty..
FF-100	Reorder Quantity must not be 0 in Item FF-100 when Reordering Policy is Fixed Reorder Qty..
HS-100	Reorder Quantity must not be 0 in Item HS-100 when Reordering Policy is Fixed Reorder Qty..
LSU-15	Reorder Quantity must not be 0 in Item LSU-15 when Reordering Policy is Fixed Reorder Qty..
LSU-4	Reorder Quantity must not be 0 in Item LSU-4 when Reordering Policy is Fixed Reorder Qty..
LSU-8	Reorder Quantity must not be 0 in Item LSU-8 when Reordering Policy is Fixed Reorder Qty..
SPK-100	Reorder Quantity must not be 0 in Item SPK-100 when Reordering Policy is Fixed Reorder Qty..

Planning Flexibility

It is not always practical to plan an existing supply order, such as when production has started or extra people are hired on a specific day to do the job. To indicate whether an existing order can be changed by the planning system, all supply order lines have a Planning Flexibility field with two options: Unlimited or None. If the field is set to None, the planning system will not try to change the supply order line.

The field can be manually set by the user, however, in some cases it will be set automatically by the system. The fact that planning flexibility can be manually set by the user is important, because it makes it easy to adapt the usage of the feature to different workflows and business cases.

For more information about how this field is used, see [Design Details: Transfers in Planning](#).

Order Planning

The basic supply planning tool represented by the **Order Planning** page is designed for manual decision making. It does not consider any planning parameters and is therefore not discussed further in this document. For more information, see [Plan for New Demand Order by Order](#).

NOTE

It is not advisable to use Order Planning if the company already uses the planning or requisition worksheets. Supply orders created through the **Order Planning** page may be changed or deleted during the automated planning runs. This is because the automated planning run uses planning parameters and these may not be considered by the user who made the manual plan in the Order Planning page.

Finite Loading

Business Central is a standard ERP system, not a dispatching or shop floor control system. It plans for a feasible utilization of resources by providing a rough-cut schedule, but it does not automatically create and maintain detailed schedules based on priorities or optimization rules.

The intended use of the Capacity-Constrained Resource feature is 1): to avoid overload of specific resources and 2): to ensure that no capacity is left unallocated if it could increase the turn-around time of a production order. The feature includes no facilities or options to prioritize or optimize operations as one would expect to find in a dispatching system. However, it can provide rough-cut capacity information useful to identify bottlenecks and to avoid overloading resources.

When planning with capacity-constrained resources, the system ensures that no resource is loaded above its defined capacity (critical load). This is done by assigning each operation to the nearest available time slot. If the time slot is not big enough to complete the entire operation, then the operation will be split into two or more parts placed in the nearest available time slots.

NOTE

In case of operation splitting, the setup time is only assigned once because it is assumed that some manual adjustment is done to optimize the schedule.

Dampener time can be added to resources to minimize operation splitting. This enables the system to schedule load on the last possible day by exceeding the critical load percent slightly if this can reduce the number of operations that are split.

This completes the outline of central concepts relating to supply planning in Business Central. The following sections investigate these concepts deeper and place them in the context of the core planning procedures, balancing demand and supply as well as the use of reordering policies.

See Also

[Design Details: Transfers in Planning](#)

[Design Details: Planning Parameters](#)

[Design Details: Planning Assignment Table](#)

[Design Details: Handling Reordering Policies](#)

[Design Details: Balancing Demand and Supply](#)

NOTE

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Design Details: Reservation, Order Tracking, and Action Messaging

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The reservations system is comprehensive and includes the interrelated and parallel features of Order Tracking and Action Messaging.

At the core of the reservation system is the linking of a demand entry and a corresponding supply entry, either through reservation or order tracking. A reservation is a user-generated link, and an order tracking record is a system-generated link. An item quantity that is entered in the reservation system is either reserved or order tracked, but not both at the same time. How the systems handle an item depends on how the item is set up.

The reservation system interacts with the planning system by creating action messages on planning lines during planning runs. An action message can be considered an appendage to an order tracking record. Action messages, whether created dynamically in order tracking or during the planning run, provide a convenient tool for efficient supply planning.

NOTE

Reserved quantities are ignored by the planning system, that is, the hard link that is made between supply and demand cannot be changed through planning.

The reservations system also forms the structural foundation for the item tracking system. For more information, see [Design Details: Item Tracking](#).

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

Reservation

A reservation is a firm link that connects a specific demand and a specific supply to each other. This link directly affects the subsequent inventory transaction and ensures the proper application of item entries for costing purposes. A reservation overrides the default costing method of an item. For more information, see [Design Details: Item Tracking](#).

The **Reservation** page is accessible from all order lines of both demand and supply type. In this page, the user can specify which demand or supply entry to create a reservation link to. The reservation consists of a pair of records that share the same entry number. One record has a negative sign and points to the demand. The other record has a positive sign and points to the supply. These records are stored in the **Reservation Entry** table with status value **Reservation**. The user can view all reservations on the **Reservation Entries** page.

Offsetting in Reservations

Reservations are made against available item quantities. Item availability is calculated in basic terms as follows:

available quantity = inventory + scheduled receipts - gross requirements

The following table shows the details of the order network entities that are part of the availability calculation.

	FIELD IN T27	SOURCE TABLE	TABLE FILTER	SOURCE FIELD
Inventory	Inventory	Item Ledger Entry	N/A	Quantity
Scheduled receipts	FP Order Receipt (Qty.)	Prod. Order Line	= Firm Planned	Remaining Qty. (Base)
Scheduled receipts	Rel. Order Receipt (Qty.)	Prod. Order Line	= Released	Remaining Qty. (Base)
Scheduled receipts	Qty. on Assembly Order	Assembly Header	= Order	Remaining Qty. (Base)
Scheduled receipts	Qty. on Purch. Order	Purchase Line	= Order	Outstanding Qty. (Base)
Scheduled receipts	Trans. Ord. Receipt (Qty.)	Transfer Line	N/A	Outstanding Quantity
Gross requirements	Qty. On Sales Order	Sales Line	= Order	Outstanding Qty. (Base)
Gross requirements	Scheduled Need (Qty.)	Prod. Order Component	< > Simulated	Remaining Qty. (Base)
Gross requirements	Qty. on Asm. Component	Assembly Line	= Order	Remaining Qty. (Base)
Gross requirements	Trans. Ord. Shipment (Qty.)	Transfer Line	N/A	Outstanding Quantity

For more information, see [Design Details: Availability in the Warehouse](#).

Manual Reservation

When a user intentionally creates a reservation, the user gains full ownership of and responsibility for these items. This means that the user must also manually change or cancel a reservation. Such manual changes may cause automatic modification of the involved reservations.

The following table shows when and which modifications may occur:

USER ACTION	SYSTEM REACTION
Decreasing the reserved quantity	The related quantity fields are updated.
Changing date fields	The related date fields are updated. Note: If the due date on a demand is changed to precede the shipment date or due date of the supply, then the reservation is canceled.
Deleting the order	The reservation is canceled.
Changing location, bin, variant, serial number, or lot number	The reservation is canceled.

NOTE

The Late Binding functionality may also change reservations without informing the user, by reshuffling nonspecific reservations of serial or lot numbers. For more information, see "Design Details: Item Tracking and Reservations".

Automatic Reservations

The item card can be set up to always be reserved automatically from demand, such as sales orders. In that case, reservation is made against inventory, purchase orders, assembly orders, and production orders. A warning is issued if supply is insufficient.

In addition, items are automatically reserved by various planning functions to keep a demand linked to a specific supply. The order tracking entries for such planning links contain **Reservation** in the **Reservation Status** field in the **Reservation Entry** table. Automatic reservations are created in the following situations:

- A multilevel production order where the **Manufacturing Policy** field of the involved parent and child items is set to **Make-to-Order**. The planning system creates reservations between the parent production order and the underlying production orders to ensure that they are processed together. Such a reservation binding overrides the item's default costing and application method.
- A production, assembly, or purchase order where the **Reordering Policy** field of the involved item is set to **Order**. The planning system creates reservations between the demand and the planned supply to ensure that the specific supply is created. For more information, see [Order](#).
- A production order created from a sales order with the **Sales Order Planning** function is linked to the sales order with an automatic reservation.
- An assembly order created automatically for a sales order line to fulfill the quantity in the (**\$ T_37_900 Qty. to Assemble to Order \$**) field. This automatic reservation links the sales demand and the assembly supply so that sales order processors can customize and promise the assembly item to the customer directly. In addition, the reservation links the assembly output to the sales order line through to the shipping activity that fulfills the customer order.

In the case of supply or demand that is not allocated, the planning system automatically assigns a reservation status of type **Surplus**. This could result from demand that is due to forecasted quantities or user-entered planning parameters. This is legitimate surplus, which the system recognizes, and it does not give rise to action messages. Surplus could also be genuine, excess supply or demand that remains untracked. This is an indication of an imbalance in the order network, which causes the system to issue action messages. Note that an action message that suggests a change in quantity always refers to type **Surplus**. For more information, see the "Example: Order Tracking in Sales, Production, and Transfers" section in this topic.

Automatic reservations that are created during the planning run are handled in the following ways:

- They are applied against item quantities that are part of the availability calculation, as are manual reservations. For more information, see the "Offsetting in Reservations" section in this topic.
- They are included and potentially changed in subsequent planning runs, as opposed to manually reserved items.

Order Tracking

Order Tracking helps the planner maintain a valid supply plan by providing an overview of the offsetting between demand and supply in the order network. The order tracking records serve as the foundation for creating dynamic action messages and planning line suggestions during planning runs.

NOTE

The order tracking system offsets available stock as orders are entered into the order network. This implies that the system does not prioritize orders that may be more urgent in terms of their due date. It is therefore up to the logic of the planning system or the wisdom of the planner to rearrange these priorities in a meaningful way.

NOTE

Order tracking policy and the Get Action Messages function are not integrated with Jobs. That means that demand related to a job is not automatically tracked. Because it is not tracked, it could cause the use of an existing replenishment with job information to be tracked to another demand, for example, a sales order. Consequently, you may encounter the situation in which your information about available inventory is out of sync.

The Order Network

The order tracking system is based on the principle that the order network must always be in a state of balance, in which every demand that enters the system is offset by a corresponding supply and vice versa. The system provides this by identifying logical links between all demand and supply entries in the order network.

This principle implies that a change in demand results in a corresponding imbalance on the supply side of the order network. Conversely, a change in supply results in a corresponding imbalance on the demand side of the order network. In reality, the order network is in a state of constant flux as users enter, amend, and delete orders. Order Tracking processes orders dynamically, reacting to each change at the time that it enters the system and becomes a part of the order network. As soon as new order tracking records are created, the order network is in balance, but only until the next change occurs.

To increase the transparency of calculations in the planning system, the **Untracking Planning Elements** page displays untracked quantities, which represent the difference in quantity between known demand and suggested supply. Each line on the page refers to the cause of the excess quantity, such as **Blanket Order**, **Safety Stock Level**, **Fixed Reorder Quantity**, **Minimum Order Qty.**, **Rounding**, or **Dampener**.

Offsetting in Order Tracking

In contrast to reservations, which can only be made against available item quantities, order tracking is possible against all order network entities that are part of the net requirements calculation of the planning system. The net requirements are calculated as follows:

net requirements = gross requirements + reorder point - scheduled receipts - planned receipts - projected available balance

NOTE

Demand that is related to forecasts or planning parameters is not order tracked.

Example: Order Tracking in Sales, Production, and Transfers

The following scenario shows which order tracking entries are created in the **Reservation Entry** table as results of various order network changes.

Assume the following data for two items that are set up for order tracking.

ITEM 1	NAME	"COMPONENT"
--------	------	-------------

ITEM 1	NAME	"COMPONENT"
	Availability	100 units in WEST location - 30 units of LOTA - 70 units of LOTB
Item 2	Name	"Produced Item"
	Production BOM	1 qty. per of "Component"
	Demand	Sale for 100 units at EAST location
	Supply	Released production order (generated with the Sales Order Planning function for the sale of 100 units)

On the **Manufacturing Setup** page, the **Components at Location** field is set to RED.

The following order tracking entries exist in the **Reservation Entry** table based on the data in the table.

Entry No.	Positive	Item No.	Location Code	Quantity	Reservation Status	Description	Lot No.	Source Type	Source ID	Binding
8	<input checked="" type="checkbox"/>	COMPONENT	RED	-70	Tracking	Component	LOTB	5407	101004	
8	<input checked="" type="checkbox"/>	COMPONENT	RED	70	Tracking	Component	LOTB	32		
9	<input type="checkbox"/>	COMPONENT	RED	-30	Tracking	Component		5407	101004	
9	<input checked="" type="checkbox"/>	COMPONENT	RED	30	Tracking	Component	LOTA	32		
10	<input type="checkbox"/>	PRODUCED ITEM	BLUE	-100	Reservation	Produced Item		37	1001	Order-to-Order
10	<input checked="" type="checkbox"/>	PRODUCED ITEM	BLUE	100	Reservation	Produced Item		5406	101004	Order-to-Order

Entry Numbers 8 and 9

For the component need for LOTA and LOTB respectively, order tracking links are created from the demand in table 5407, **Prod. Order Component**, to the supply in table 32, **Item Ledger Entry**. The **Reservation Status** field contains **Tracking** to indicate that these entries are dynamic order tracking links between supply and demand.

NOTE
The **Lot No.** field is empty on the demand lines, because the lot numbers are not specified on the component lines of the released production order.

Entry Numbers 10

From the sales demand in table 37, **Sales Line**, an order tracking link is created to the supply in table 5406, **Prod. Order Line**. The **Reservation Status** field contains **Reservation**, and the **Binding** field contains **Order-to-Order**. This is because the released production order was generated specifically for the sales order and must remain linked unlike order tracking links with a reservation status of **Tracking**, which are created and changed dynamically. For more information, see the "Automatic Reservations" section in this topic.

At this point in the scenario, the 100 units of LOTA and LOTB are transferred to EAST location by a transfer order.

NOTE

Only the transfer order shipment is posted at this point, not the receipt.

Now the following order tracking entries exist in the **Reservation Entry** table.

Entry No.	Positive	Item No.	Location Code	Quantity	Reservation Status	Description	Lot No.	Source Type	Source ID	Binding
8	<input checked="" type="checkbox"/>	COMPONENT	RED	-70	Surplus	Component		5407	101004	
9	<input type="checkbox"/>	COMPONENT	RED	-30	Surplus	Component		5407	101004	
10	<input type="checkbox"/>	PRODUCED ITEM	BLUE	-100	Reservation	Produced Item		37	1001	Order-to-Order
10	<input checked="" type="checkbox"/>	PRODUCED ITEM	BLUE	100	Reservation	Produced Item		5406	101004	Order-to-Order
12	<input checked="" type="checkbox"/>	COMPONENT	BLUE	70	Surplus	Component	LOTB	5741	1011	
14	<input checked="" type="checkbox"/>	COMPONENT	BLUE	30	Surplus	Component	LOTA	5741	1011	
15	<input checked="" type="checkbox"/>	COMPONENT	OUT. LOG.	70	Surplus		LOTB		32	
16	<input checked="" type="checkbox"/>	COMPONENT	OUT. LOG.	30	Surplus		LOTA		32	

Entry Numbers 8 and 9

Order tracking entries for the two lots of the component reflecting demand in table 5407 are changed from a reservation status of **Tracking** to **Surplus**. The reason is that the supplies that they were linked to before, in table 32, have been used by the shipment of the transfer order.

Genuine surplus, as in this case, reflects excess supply or demand that remains untracked. It is an indication of imbalance in the order network, which will generate an action message by the planning system unless it is resolved dynamically.

Entry Numbers 12 to 16

Because the two lots of the component are posted on the transfer order as shipped but not received, all related positive order tracking entries are of reservation type **Surplus**, indicating that they are not allocated to any demands. For each lot number, one entry relates to table 5741, **Transfer Line**, and one entry relates to the item ledger entry at the in-transit location where the items now exist.

At this point in the scenario, the transfer order of the components from EAST to WEST location is posted as received.

Now the following order tracking entries exist in the **Reservation Entry** table.

Entry No.	Positive	Item No.	Location Code	Quantity	Reservation Status	Description	Lot No.	Source Type	Source ID	Binding
8	<input checked="" type="checkbox"/>	COMPONENT	RED	-70	Surplus	Component		5407	101004	
9	<input type="checkbox"/>	COMPONENT	RED	-30	Surplus	Component		5407	101004	
10	<input type="checkbox"/>	PRODUCED ITEM	BLUE	-100	Reservation	Produced Item		37	1001	Order-to-Order
10	<input checked="" type="checkbox"/>	PRODUCED ITEM	BLUE	100	Reservation	Produced Item		5406	101004	Order-to-Order
17	<input checked="" type="checkbox"/>	COMPONENT	BLUE	70	Surplus		LOTB		32	
18	<input checked="" type="checkbox"/>	COMPONENT	BLUE	30	Surplus		LOTA		32	

The order tracking entries are now similar to the first point in the scenario, before the transfer order was posted as shipped only, except entries for the component are now of reservation status **Surplus**. This is because the

component need is still at WEST location, reflecting that the **Location Code** field on the production order component line contains **WEST** as set up in the **Components at Location** setup field. The supply that was allocated to this demand before has been transferred to EAST location and cannot now be fully tracked unless the component need on the production order line is changed to EAST location.

At this point in the scenario, the **Location Code** on the production order line is set to **EAST**. In addition, on the **Item Tracking Lines** page, the 30 units of LOTA and the 70 units of LOTB are assigned to the production order line.

Now the following order tracking entries exist in the **Reservation Entry** table.

Entry No.	Positive	Item No.	Location Code	Quantity	Reservation Status	Description	Lot No.	Source Type	Source ID	Binding
10	<input checked="" type="checkbox"/>	PRODUCED ITEM	BLUE	-100	Reservation	Produced Item		5406	1001	Order-to-Order
21	<input type="checkbox"/>	COMPONENT	BLUE	-70	Tracking	Component	LOTB	5407	101004	
21	<input checked="" type="checkbox"/>	COMPONENT	BLUE	70	Tracking	Component	LOTB		32	
22	<input type="checkbox"/>	COMPONENT	BLUE	-30	Tracking	Component	LOTA	5407	101004	
22	<input checked="" type="checkbox"/>	COMPONENT	BLUE	30	Tracking	Component	LOTA		32	

Entry Numbers 21 and 22

Since the component need has been changed to EAST location, and the supply is available as item ledger entries at EAST location, all order tracking entries for the two lot numbers are now fully tracked, indicated by the reservation status of **Tracking**.

The **Lot No.** field is now filled in the order tracking entry for table 5407, because the lot numbers were assigned to the production order component lines.

For more examples of order tracking entries in the **Reservation Entry** table, see the "Reservation Entry Table" white paper on [PartnerSource](#) (requires login).

Action Messaging

When the order tracking system detects an imbalance in the order network, it automatically creates an action message to notify the user. Action messages are system-generated calls for user action that specify the details of the imbalance and the suggestions about how to restore balance to the order network. They are displayed as planning lines on the **Planning Worksheet** page when you choose **Get Action Messages**. In addition, action messages are displayed on planning lines that are generated by the planning run to reflect the planning system's suggestions about how to restore balance to the order network. In both cases, the suggestions are run on the order network, when you choose **Carry Out Action Messages**.

An action message addresses one BOM level at a time. If the user accepts the action message, this may give rise to additional action messages at the next BOM level.

The following table shows the action messages that exist.

ACTION MESSAGE	DESCRIPTION
Change Qty.	Changes the quantity on an existing supply order to cover a changed or new demand.

ACTION MESSAGE	DESCRIPTION
Reschedule	Reschedules the due date on an existing order.
Resched. & Chg. Qty.	Reschedules the due date and changes the quantity on an existing order.
New	Creates a new order if demand cannot be fulfilled by either of the previous action messages.
Cancel	Cancels an existing order.

The order tracking system always attempts to resolve an imbalance in the existing order network. If this is not possible, it issues an action message to create a new order. Following is the prioritized list that the order tracking system uses when it determines how to restore balance. If an additional demand has entered the order network, the system seeks to order track through the following checks:

1. Check for any excess supply in the existing order tracking record for this demand.
2. Check for planned and scheduled receipts in order of receipt date. The latest possible date is selected.
3. Check for available stock.
4. Check if a supply order exists in the current order tracking record. If so, the system issues an action message of type **Change** to increase the order.
5. Check that no supply order exists in the current order tracking record. If so, the system issues an action message of type **New** to create a new order.

An open demand passes through the list and offsets the available supply at each point. Any remaining demand is always covered by check 4 or check 5.

If a decrease in demand quantity occurs, the order tracking system attempts to resolve the imbalance by performing the previous checks in reverse order. This means that existing action messages could be modified or even deleted, if necessary. The order tracking system always presents the net result of its calculations to the user.

Order Tracking and Planning

When the planning system runs, it deletes all existing order tracking records and action message entries and recreates them as planning line suggestions according to supply/demand pairs and priorities. When the planning run has finished, the order network is in balance.

Planning System versus Order Tracking and Action Messaging

The following comparison shows the differences between the methods that are used by the planning system to create planning line suggestions and the methods that are used by the order tracking system to create order tracking records and action messages.

- The planning system deals with the entire supply and demand pattern of a particular item, whereas order tracking deals with the order that activated it.
- The planning system deals with all levels of the BOM hierarchy, whereas order tracking deals with one BOM level at a time.
- The planning system establishes links between demand and supply according to the prioritized due date. Order tracking establishes links between demand and supply according to the order entry sequence.
- The planning system takes planning parameters into account, whereas order tracking does not.
- The planning system creates links in a user-activated batch mode when it balances demand and supply, whereas order tracking creates the links automatically and dynamically as the user enters orders.

See Also

[Design Details: Central Concepts of the Planning System](#)

[Design Details: Supply Planning](#)

NOTE

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Design Details: Balancing Demand and Supply

2/18/2021 • 20 minutes to read • [Edit Online](#)

To understand how the planning system works, it is necessary to understand the prioritized goals of the planning system, the most important of which are to ensure that:

- Any demand will be met by sufficient supply.
- Any supply serves a purpose.

Generally, these goals are achieved by balancing supply with demand.

Demand and Supply

Demand is the common term used for any kind of gross demand, such as a sales order and component need from a production order. In addition, application allows more technical types of demand, such as negative inventory and purchase returns.

Supply is the common term used for any kind of positive or inbound quantity, such as inventory, purchases, assembly, production, or inbound transfers. In addition, a sales return may also represent supply.

To sort out the many sources of demand and supply, the planning system organizes them on two time lines called inventory profiles. One profile holds demand events, and the other holds the corresponding supply events. Each event represents one order network entity, such as a sales order line, an item ledger entry, or a production order line.

When inventory profiles are loaded, the different demand-supply sets are balanced to output a supply plan that fulfills the listed goals.

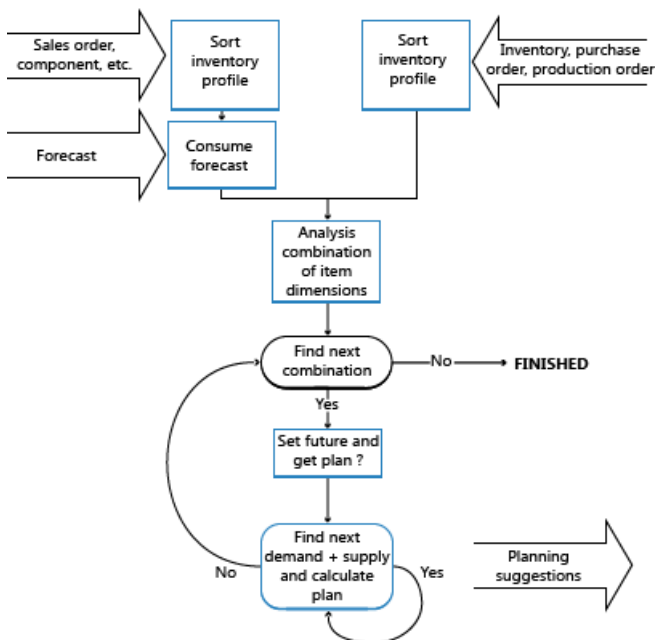
Planning parameters and inventory levels are other types of demand and supply respectively, which undergo integrated balancing to replenish stock items. For more information, see [Design Details: Handling Reordering Policies](#).

The Concept of Balancing in Brief

Demand is given by a company's customers. Supply is what the company can create and remove to establish balance. The planning system starts with the independent demand and then tracks backwards to the supply.

The inventory profiles are used to contain information about the demands and supplies, quantities, and timing. These profiles essentially make up the two sides of the balancing scale.

The objective of the planning mechanism is to counterbalance the demand and supply of an item to ensure that supply will match demand in a feasible way as defined by the planning parameters and rules.



Dealing with Orders Before the Planning Starting Date

To avoid that a supply plan shows impossible and therefore useless suggestions, the planning system regards the period up until the planning starting date a frozen zone where nothing is planned for. The following rule applies to the frozen zone:

All supply and demand before the starting date of the planning period will be considered a part of inventory or shipped.

Accordingly, the planning system will not, with a few exceptions, suggest any changes to supply orders in the frozen zone, and no order tracking links are created or maintained for that period.

The exceptions to this rule are as follows:

- If the projected available inventory, including the sum of supply and demand in the frozen zone, is below zero.
- If serial/lot numbers are required on the backdated order(s).
- If the supply-demand set is linked by an order-to-order policy.

If the initial available inventory is below zero, the planning system suggests an emergency supply order on the day before the planning period to cover the missing quantity. Consequently, the projected and available inventory will always be at least zero when planning for the future period begins. The planning line for this supply order will display an Emergency warning icon and additional information is provided upon lookup.

Serial/Lot Numbers and Order-to-Order Links are Exempt from the Frozen Zone

If serial/lot numbers are required or an order-to-order link exists, the planning system will disregard the frozen zone and incorporate such quantities that are back-dated from the starting date and potentially suggest corrective actions if demand and supply is not synchronized. The business reason for this principle is that such specific demand-supply sets must match to ensure that this specific demand is fulfilled.

Loading the Inventory Profiles

To sort out the many sources of demand and supply, the planning system organizes them on two timelines called inventory profiles.

The normal types of demand and supply with due dates on or after the planning starting date are loaded into each inventory profile. When loaded, the different demand and supply types are sorted according to overall priorities, such as due date, low-level codes, location, and variant. In addition, order priorities are applied to the

different types to ensure that the most important demand is fulfilled first. For more information, see [Prioritizing Orders](#).

As previously mentioned, demand could also be negative. This means that it should be treated as supply; however, unlike the normal types of supply, negative demand is considered fixed supply. The planning system can take it into account, but will not suggest any changes to it.

In general, the planning system considers all supply orders after the planning starting date as subject to change in order to fulfill demand. However, as soon as a quantity is posted from a supply order, it can no longer be changed by the planning system. Accordingly, the following different orders cannot be replanned:

- Released production orders where consumption or output has been posted.
- Assembly orders where consumption or output has been posted.
- Transfer orders where shipment has been posted.
- Purchase orders where receipt has been posted.

Apart from loading demand and supply types, certain types are loaded with attention to special rules and dependencies that are described in the following.

Item Dimensions are Separated

The supply plan must be calculated per combination of the item dimensions, such as variant and location. However, there is no reason to calculate any theoretical combination. Only those combinations that carry a demand and/or supply need to be calculated.

The planning system controls this by running through the inventory profile. When a new combination is found, application creates an internal control record that holds the actual combination information. The application inserts the SKU as the control record, or outer loop. As a result, the proper planning parameters according to a combination of variant and location are set, and application can proceed to the inner loop.

NOTE

The application does not require the user to enter a SKU record when entering demand and/or supply for a particular combination of variant and location. Therefore, if a SKU does not exist for a given combination, application creates its own temporary SKU record based on the item card data. If Location Mandatory is set to Yes in the Inventory Setup page, then either a SKU must be created or Components at Location must be set to Yes. For more information, see [Design Details: Demand at Blank Location](#).

Serial/Lot Numbers are Loaded by Specification Level

Attributes in the form of serial/lot numbers are loaded into the inventory profiles along with the demand and supply that they are assigned to.

Demand and supply attributes are arranged by order priority as well as by their level of specification. Because serial/lot number matches reflect the level of specification, the more specific demand, such as a lot number selected specifically for a sale line, will seek a match before less specific demand, such as a sale from any lot number selected.

NOTE

There are no dedicated prioritization rules for serial/lot-numbered demand and supply, other than the level of specification defined by their combinations of serial and lot numbers and the item tracking setup of the involved items.

During balancing, the planning system regards supply that carries serial/lot numbers as inflexible and will not try to increase or reschedule such supply orders (unless they are used in an order-to-order relation). See [Order-to-Order Links are Never Broken](#)). This protects the supply from receiving several, possibly conflicting, action

messages when a supply carries varying attributes—such as a collection of different serial numbers.

Another reason that serial/lot numbered supply is inflexible is that serial/lot numbers are generally assigned so late in the process that it would be confusing if changes are suggested.

The balancing of serial/lot numbers does not respect the *frozen zone*. If demand and supply is not synchronized, the planning system will suggest changes or suggest new orders, regardless of the planning starting date.

Order-to-Order Links are Never Broken

When planning an order-to-order item, the linked supply must not be used for any demand other than what it was originally intended for. The linked demand should not be covered by any other random supply, even if, in its present situation, it is available in time and quantity. For example, an assembly order that is linked to a sales order in an assemble-to-order scenario cannot be used to cover other demand.

Order-to-order demand and supply must balance precisely. The planning system will ensure the supply under all circumstances without regarding order sizing parameters, modifiers, and quantities in inventory (other than quantities relating to the linked orders). For the same reason, the system will suggest decreasing excess supplies if the linked demand is decreased.

This balancing also affects the timing. The limited horizon that is given by the time bucket is not regarded; the supply will be rescheduled if the timing of the demand has changed. However, dampener time will be respected and will prevent order-to-order supplies from being scheduled out, except for the internal supplies of a multi-level production order (project order).

NOTE

Serial/lot numbers can also be specified on order-to-order demand. In that case, the supply is not regarded inflexible by default, as is normally the case for serial/lot numbers. In this case, the system will increase/decrease according to changes in demand. Furthermore, if one demand carries varying serial/lot numbers, such as more than one lot number, one supply order will be suggested per lot.

NOTE

Forecasts should not lead to creating supply orders that are bound by an order-to-order link. If the forecast is used, it should only be used as a generator of dependent demand in a manufacturing environment.

Component Need is Loaded according to Production Order Changes

When handling production orders, the planning system must monitor the needed components before loading them into the demand profile. Component lines that result from an amended production order will replace those of the original order. This ensures that the planning system establishes that planning lines for component need are never duplicated.

Safety Stock May Be Consumed

The safety stock quantity is primarily a demand type and is therefore loaded into the inventory profile on the planning starting date.

Safety stock is an inventory quantity set aside to compensate for uncertainties in demand during the replenishment lead time. However, it may be consumed if it is necessary to take from it to fulfill a demand. In that case, the planning system will ensure that the safety stock is quickly replaced by suggesting a supply order to replenish the safety stock quantity on the date it is consumed. This planning line will display an Exception warning icon explaining to the planner that the safety stock has been partly or fully consumed by means of an exception order for the missing quantity.

Forecast Demand is Reduced by Sales Orders

The demand forecast expresses anticipated future demand. While actual demand is entered, typically as sales orders for produced items, it consumes the forecast.

The forecast itself is not actually reduced by sales orders; it remains the same. However, the forecast quantities used in the planning calculation are reduced (by the sales order quantities) before the remaining quantity, if any, enters the demand inventory profile. When the planning system examines actual sales during a period, both open sales orders and item ledger entries from shipped sales are included, unless they are derived from a blanket order.

A user is required to define a valid forecast period. The date on the forecasted quantity defines the start of the period, and the date on the next forecast defines the end of the period.

The forecast for periods prior to the planning period is not used, regardless of whether it was consumed or not. The first forecast figure of interest is either the date on or the closest date prior to the planning starting date.

The forecast can be for independent demand, such as sales orders, or dependent demand, like production order components (module-forecast). An item can have both types of forecast. During planning, the consumption takes place separately, first for independent demand and then for dependent demand.

Blanket Order Demand is Reduced by Sales Orders

Forecasting is supplemented by the blanket sales order as a means of specifying future demand from a specific customer. As with the (unspecified) forecast, actual sales should consume the anticipated demand, and the remaining quantity should enter the demand inventory profile. Again, the consumption does not actually reduce the blanket order.

The planning calculation considers open sales orders linked to the specific blanket order line, but it does not consider any valid time period. Nor does it consider posted orders, since the posting procedure has already reduced the outstanding blanket order quantity.

Prioritizing Orders

Within a given SKU, the requested or available date represents the highest priority; the demand of today should be dealt with before the demand of next week. But in addition to this overall priority, the planning system will also suggest which type of demand should be fulfilled before fulfilling another demand. Likewise, it will suggest what source of supply should be applied before applying other sources of supply. This is done according to order priorities.

Loaded demand and supply contribute to a profile for the projected inventory according to the following priorities:

Priorities on the Demand Side

1. Already shipped: Item Ledger Entry
2. Purchase Return Order
3. Sales Order
4. Service Order
5. Production Component Need
6. Assembly Order Line
7. Outbound Transfer Order
8. Blanket Order (that has not already been consumed by related sales orders)
9. Forecast (that has not already been consumed by other sales orders)

NOTE

Purchase returns are usually not involved in supply planning; they should always be reserved from the lot that is going to be returned. If not reserved, purchase returns play a role in the availability and are highly prioritized to avoid that the planning system suggests a supply order just to serve a purchase return.

Priorities on the Supply Side

1. Already in inventory: Item Ledger Entry (Planning Flexibility = None)
2. Sales Return Order (Planning Flexibility = None)
3. Inbound Transfer Order
4. Production Order
5. Assembly Order
6. Purchase Order

Priority Related to the State of Demand and Supply

Apart from priorities given by the type of demand and supply, the present state of the orders in the execution process also defines a priority. For example, warehouse activities have an impact, and the status of sales, purchase, transfer, assembly, and production orders is taken into account:

1. Partly handled (Planning Flexibility = None)
2. Already in process in the warehouse (Planning Flexibility = None)
3. Released – all order types (Planning Flexibility = Unlimited)
4. Firm Planned Production Order (Planning Flexibility = Unlimited)
5. Planned/Open – all order types (Planning Flexibility = Unlimited)

Balancing Supply with Demand

The core of the planning system involves balancing demand and supply by means of suggesting user actions to revise the supply orders in case of imbalance. This takes place per combination of variant and location.

Imagine that each inventory profile contains a string of demand events (sorted by date and priority) and a corresponding string of supply events. Each event refers back to its source type and identification. The rules for counterbalancing the item are straightforward. Four instances of matching demand and supply can occur at any point of time in the process:

1. No demand or supply exists for the item => the planning has finished (or should not start).
2. Demand exists but there is no supply => supply should be suggested.
3. Supply exists but there is no demand for it => supply should be canceled.
4. Both demand and supply exist => questions should be asked and answered before the system can ensure that demand will be met and supply is sufficient.

If the timing of the supply is not suitable, perhaps the supply can be rescheduled as follows:

- a. If the supply is placed earlier than the demand, perhaps the supply can be rescheduled out so that inventory is as low as possible.
- b. If the supply is placed later than the demand, perhaps the supply can be rescheduled in. Otherwise, the system will suggest new supply.
- c. If the supply meets the demand on the date, the planning system can proceed to investigate whether the quantity of the supply can cover the demand.

Once the timing is in place, the adequate quantity to be supplied can be calculated as follows:

- a. If the supply quantity is less than the demand, it is possible that the supply quantity could be increased (or not, if limited by a maximum quantity policy).
- b. If the supply quantity is greater than the demand, it is possible that the supply quantity can be decreased (or not, if limited by a minimum quantity policy).

At this point, either of these two situations exists:

- a. The current demand can be covered, in which case it can be closed and planning for the next demand can start.
- b. The supply has reached its maximum, leaving some of the demand quantity uncovered. In this case, the planning system can close the current supply and proceed to the next one.

The procedure starts all over with the next demand and the current supply or vice versa. The current supply might be able to cover this next demand as well, or the current demand has not yet been fully covered.

Rules Concerning Actions for Supply Events

When the planning system performs a top-down calculation in which supply must fulfill demand, the demand is taken as a given, that is, it lies outside the control of the planning system. However, the supply side can be managed. Therefore, the planning system will suggest creating new supply orders, rescheduling existing ones, and/or changing the order quantity. If an existing supply order becoming superfluous, the planning system will suggest that the user cancels it.

If the user wants to exclude an existing supply order from the planning suggestions, he can state that it has no planning flexibility (Planning Flexibility = None). Then, excess supply from that order will be used to cover demand, but no action will be suggested.

In general, all supply has a planning flexibility that is limited by the conditions of each of the suggested actions.

- **Reschedule Out:** The date of an existing supply order can be scheduled out to meet the demand due date unless:
 - It represents inventory (always on day zero).
 - It has an order-to-order linked to another demand.
 - It lies outside the reschedule page defined by the time bucket.
 - There is a closer supply that could be used.
 - On the other hand, the user may decide not to reschedule because:
 - The supply order has already been tied to another demand on a previous date.
 - The needed rescheduling is so minimal that the user finds it negligible.
- **Reschedule In:** The date of an existing supply order can be scheduled in, except in the following conditions:
 - It is linked directly to some other demand.
 - It lies outside the reschedule page defined by the time bucket.

NOTE

When planning an item using a reorder point, the supply order can always be scheduled in if necessary. This is common in forward-scheduled supply orders triggered by a reorder point.

- **Increase Quantity:** The quantity of an existing supply order can be increased to meet the demand unless the supply order is linked directly to a demand by an order-to-order link.

NOTE

Even though it is possible to increase the supply order, it may be limited due to a defined maximum order quantity.

- **Decrease Quantity:** An existing supply order with a surplus compared to an existing demand can be decreased to meet the demand.

NOTE

Even though the quantity could be decreased, there may still be some surplus compared to the demand due to a defined minimum order quantity or order multiple.

- **Cancel:** As a special incident of the decrease quantity action, the supply order could be canceled if it has been decreased to zero.
- **New:** If no supply order already exists, or an existing one cannot be changed to meet the necessary quantity on the demanded due date, a new supply order is suggested.

Determining the Supply Quantity

Planning parameters defined by the user control the suggested quantity of each supply order.

When the planning system calculates the quantity of a new supply order or the quantity change on an existing one, the suggested quantity may be different from what is actually demanded.

If a maximum inventory or fixed order quantity are selected, the suggested quantity may be increased to meet that fixed quantity or the maximum inventory. If a reordering policy uses a reorder point, the quantity may be increased at least to meet the reorder point.

The suggested quantity may be modified in this sequence:

1. Down to the maximum order quantity (if any).
2. Up to the minimum order quantity.
3. Up to meet the nearest order multiple. (In case of erroneous settings, this may violate the maximum order quantity.)

Order Tracking Links during Planning

Concerning order tracking during planning, it is important to mention that the planning system rearranges the dynamically created order tracking links for the item/variant/location combinations.

There are two reasons for this:

- The planning system must be able to justify its suggestions; that all demand has been covered, and that no supply orders are superfluous.
- Dynamically created order tracking links need to be rebalanced regularly.

Over time, dynamic order tracking links become out of balance since the entire order tracking network is not rearranged until a demand or supply event is actually closed.

Before balancing supply by demand, application deletes all existing order tracking links. Then during the balancing procedure, when a demand or supply event is closed, it establishes new order tracking links between the demand and supply.

NOTE

Even if the item is not set up for dynamic order tracking, the planned system will create balanced order tracking links as explained above.

Closing Demand and Supply

When the supply balancing procedures have been performed, there are three possible end situations:

- The required quantity and date of the demand events have been met and the planning for them can be closed. The supply event is still open and may be able to cover the next demand, so the balancing procedure can start over with the current supply event and the next demand.
- The supply order cannot be modified to cover all of the demand. The demand event is still open, with some uncovered quantity that may be covered by the next supply event. Thus the current supply event is closed, so the balancing act can start over with the current demand and the next supply event.
- All of the demand has been covered; there is no subsequent demand (or there has been no demand at all). If there is any surplus supply, it may be decreased (or canceled) and then closed. It is possible that additional supply events exist further along in the chain, and they should also be canceled.

Last, the planning system will create an order tracking link between the supply and the demand.

Creating the Planning Line (Suggested Action)

If any action – New, Change Quantity, Reschedule, Reschedule and Change Quantity, or Cancel – is suggested to revise the supply order, the planning system creates a planning line in the planning worksheet. Due to order tracking, the planning line is created not only when the supply event is closed, but also if the demand event is closed, even though the supply event is still open and may be subject to additional changes when the next demand event is processed. This means that when first created, the planning line may be changed again.

To minimize database access when handling production orders, the planning line can be maintained in three levels, while aiming to perform the least demanding maintenance level:

- Create only the planning line with the current due date and quantity but without the routing and components.
- Include routing: the planned routing is laid out including calculation of starting and ending dates and times. This is demanding in terms of database accesses. To determine the ending and due dates, it may be necessary to calculate this even if the supply event has not been closed (in the case of forward scheduling).
- Include BOM explosion: this can wait until just before the supply event is closed.

This concludes the descriptions of how demand and supply is loaded, prioritized, and balanced by the planning system. In integration with this supply planning activity, the system must ensure that the required inventory level of each planned item is maintained according to its reordering policies.

See Also

[Design Details: Central Concepts of the Planning System](#)

[Design Details: Handling Reordering Policies](#)

[Design Details: Supply Planning](#)

NOTE

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Design Details: Handling Reordering Policies

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For an item to participate in supply planning, a reorder policy must be defined. The following four reordering policies exist:

- Fixed Reorder Qty.
- Maximum Qty.
- Order
- Lot-for-Lot

Fixed Reorder Qty. and Maximum Qty. policies relate to inventory planning. Although inventory planning is technically simpler than the balancing procedure, these policies must coexist with the step-by-step balancing of supply and order tracking. To control the integration between the two, and to provide visibility into the involved planning logic, strict principles govern how reordering policies are handled.

The Role of the Reorder Point

In addition to the general balancing of supply and demand, the planning system must also monitor inventory levels for the affected items to respect the defined reordering policies.

A reorder point represents demand during lead time. When the projected inventory passes below the inventory level defined by the reorder point, it is time to order more quantity. Meanwhile, the inventory is expected to decrease gradually and possibly reach zero (or the safety stock level), until the replenishment arrives.

Accordingly, the planning system will suggest a forward-scheduled supply order at the point when the projected inventory passes below the reorder point.

The reorder point reflects a certain inventory level. However, inventory levels can move significantly during the time bucket and, therefore, the planning system must constantly monitor the projected available inventory.

Monitoring the Projected Inventory Level and the Reorder Point

Inventory is a type of supply, but for inventory planning, the planning system distinguishes between two inventory levels:

- Projected inventory
- Projected available inventory

Projected Inventory

Initially, projected inventory is the quantity of gross inventory, including supply and demand in the past even if not posted, when starting the planning process. In the future, this becomes a moving projected inventory level that is maintained by gross quantities from future supply and demand because those are introduced along the time line (whether reserved or in other ways allocated).

The projected inventory is used by the planning system to monitor the reorder point and to determine the reorder quantity when using the Maximum Qty. reordering policy.

Projected Available Inventory

The projected available inventory is the part of the projected inventory that at a given point in time is available to fulfill demand. The projected available inventory is used by the planning engine when monitoring the safety stock level.

The projected available inventory is used by the planning system to monitor the safety stock level, since the safety stock must always be available to serve unexpected demand.

Time Buckets

Having a tight control of the projected inventory is crucial to detect when the reorder point is reached or crossed and to calculate the right order quantity when using the Maximum Qty. reordering policy.

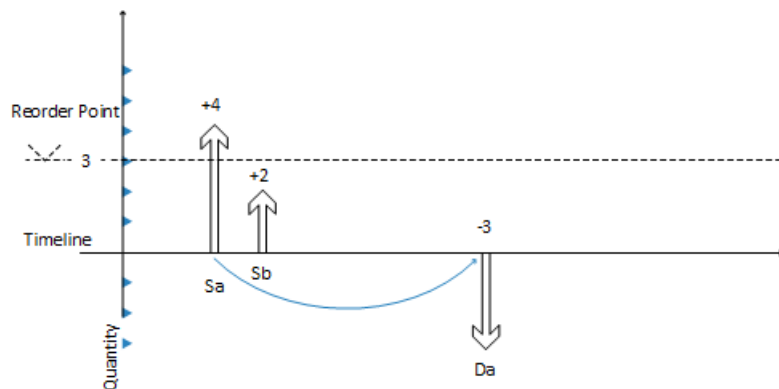
As stated earlier, the projected inventory level is calculated at the start of the planning period. It is a gross level that does not consider reservations and similar allocations. To monitor this inventory level during the planning sequence, the system monitors the aggregated changes over a period of time, a time bucket. The system ensures that the time bucket is at least one day since it is the most precise unit of time for a demand or supply event.

Determining the Projected Inventory Level

The following sequence describes how the projected inventory level is determined:

- When a supply event, such as a purchase order has been totally planned, it will increase the projected inventory on its due date.
- When a demand event has been fully satisfied, it will not decrease the projected inventory right away. Instead, it posts a decrease reminder, which is an internal record that holds the date and quantity of the contribution to the projected inventory.
- When a subsequent supply event is planned and placed on the time line, the posted decrease reminders are investigated one by one up until the planned date of the supply while updating the projected inventory. During this process, the reorder point level of the internal increase reminder may be reached or crossed.
- If a new supply order is introduced, the system checks if it is entered before the current supply. If it is, the new supply becomes current supply and the balancing procedure starts over.

The following shows a graphical illustration of this principle:



1. Supply **Sa** of 4 (fixed) closes Demand **Da** of -3.
2. CloseDemand: Create a decrease reminder of -3 (not shown).
3. Supply **Sa** is closed with a surplus of 1 (no more demand exists).

This increases the projected inventory level to +4, while the projected **available** inventory becomes -1.

4. The next supply **Sb** of 2 (another order) has already been placed on the timeline.
5. System checks if there is any decrease reminder preceding **Sb** (there is not, so no action is taken).
6. System closes supply **Sb** (no more demand exists)—either A: by reducing it to 0 (cancel) or B: by leaving as is.

This increases the projected inventory level (A: +0 => +4 or B: +2 = +6).

7. System makes a final check: Is there any decrease reminder? Yes, there is one on the date of **Da**.

8. System adds the decrease remainder of -3 remainder to the projected inventory level, either A: $+4 -3 = 1$ or B: $+6 -3 = +3$.

9. In case of A, the system creates a forward-scheduled order starting on date D_a .

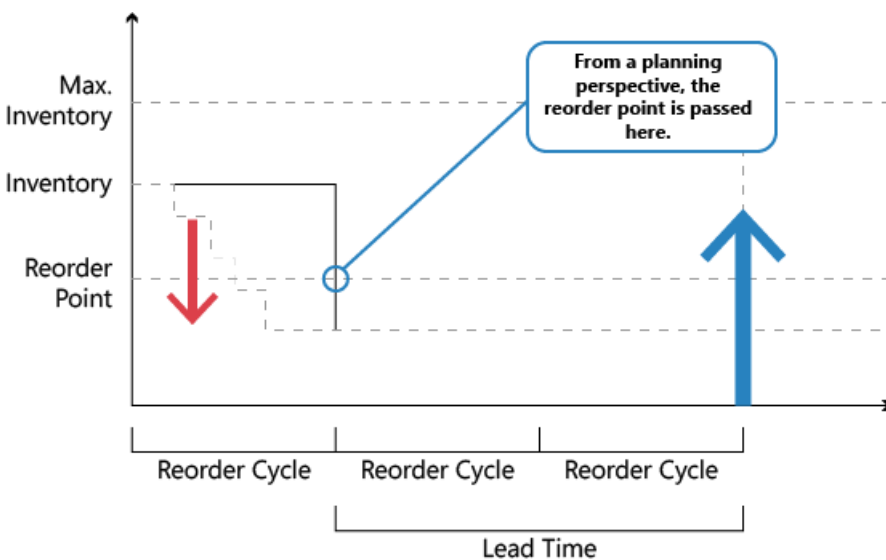
In case of B, the reorder point is reached and a new order is created.

The Role of the Time Bucket

The purpose of the time bucket is to collect demand events within the time page in order to make a joint supply order.

For reordering policies that use a reorder point, you can define a time bucket. This ensures that demand within the same time period is accumulated before checking the impact on the projected inventory and whether the reorder point has been passed. If the reorder point is passed, a new supply order is scheduled forward from the end of the period defined by the time bucket. The time buckets begin on the planning starting date.

The time-bucketed concept reflects the manual process of checking the inventory level on a frequent basis rather than for each transaction. The user needs to define the frequency (the time bucket). For example, the user gathers all item needs from one vendor to place a weekly order.

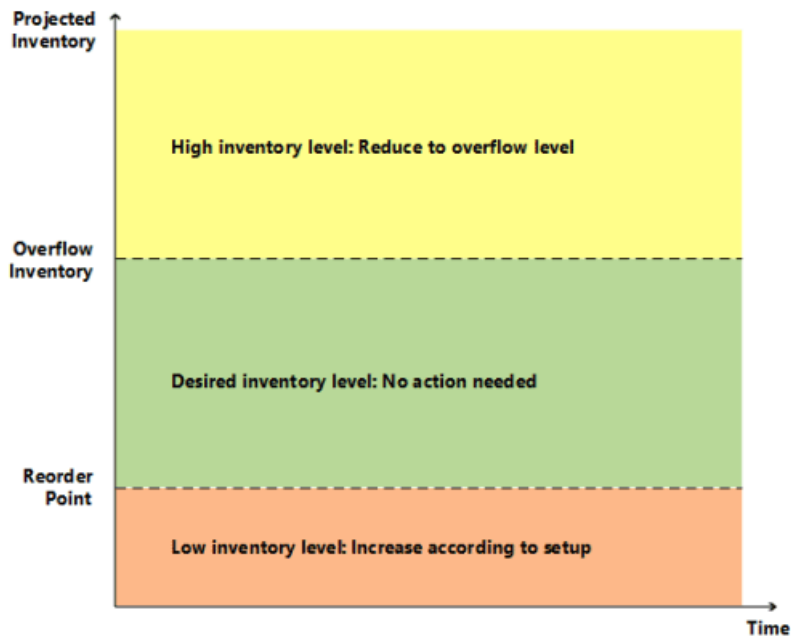


The time bucket is generally used to avoid a cascade effect. For example, a balanced row of demand and supply where an early demand is canceled, or a new one is created. The result would be that every supply order (except the last one) is rescheduled.

Staying under the Overflow Level

When using the Maximum Qty. and Fixed Reorder Qty. policies, the planning system focuses on the projected inventory in the given time-bucket only. This means that the planning system may suggest superfluous supply when negative demand or positive supply changes occur outside of the given time bucket. If, for this reason, a superfluous supply is suggested, the planning system calculates which quantity the supply should be decreased to (or deleted) to avoid the superfluous supply. This quantity is called the "overflow level." The overflow is communicated as a planning line with a **Change Qty. (Decrease)** or **Cancel** action and the following warning message:

Attention: The projected inventory [xx] is higher than the overflow level [xx] on the Due Date [xx].



Calculating the Overflow Level

The overflow level is calculated in different ways depending on planning setup.

Maximum Qty. reordering policy

Overflow level = Maximum Inventory

NOTE

If a minimum order quantity exists, then it will be added as follows: Overflow level = Maximum Inventory + Minimum Order Quantity.

Fixed Reorder Qty. reordering policy

Overflow level = Reorder Quantity + Reorder Point

NOTE

If the minimum order quantity is higher than the reorder point, then it will replace as follows: Overflow Level = Reorder Quantity + Minimum Order Quantity

Order Multiple

If an order multiple exists, then it will adjust the overflow level for both Maximum Qty. and Fixed Reorder Qty. reordering policies.

Creating the Planning Line with Overflow Warning

When an existing supply causes the projected inventory to be higher than the overflow level at the end of a time bucket, a planning line is created. To warn about the potential superfluous supply, the planning line has a warning message, the **Accept Action Message** field is not selected, and the action message is either Cancel or Change Qty.

Calculating the Planning Line Quantity

Planning Line Quantity = Current Supply Quantity – (Projected Inventory – Overflow Level)

NOTE

As with all warning lines, any maximum/minimum order quantity or order multiple will be ignored.

Defining the Action Message Type

- If the planning line quantity is higher than 0, then the action message is Change Qty.
- If the planning line quantity is equal to or lower than 0, then the action message is Cancel

Composing the Warning Message

In case of overflow, the **Untracked Planning Elements** page displays a warning message with the following information:

- The projected inventory level that triggered the warning
- The calculated overflow level
- The due date of the supply event.

Example: "The projected inventory 120 is higher than the overflow level 60 on 28-01-11"

Scenario

In this scenario, a customer changes a sales order from 70 to 40 pieces between two planning runs. The overflow feature sets in to reduce the purchase that was suggested for the initial sales quantity.

Item Setup

REORDERING POLICY	MAXIMUM QTY.
Maximum Order Quantity	100
Reorder Point	50
Inventory	80

Situation Before Sales Decrease

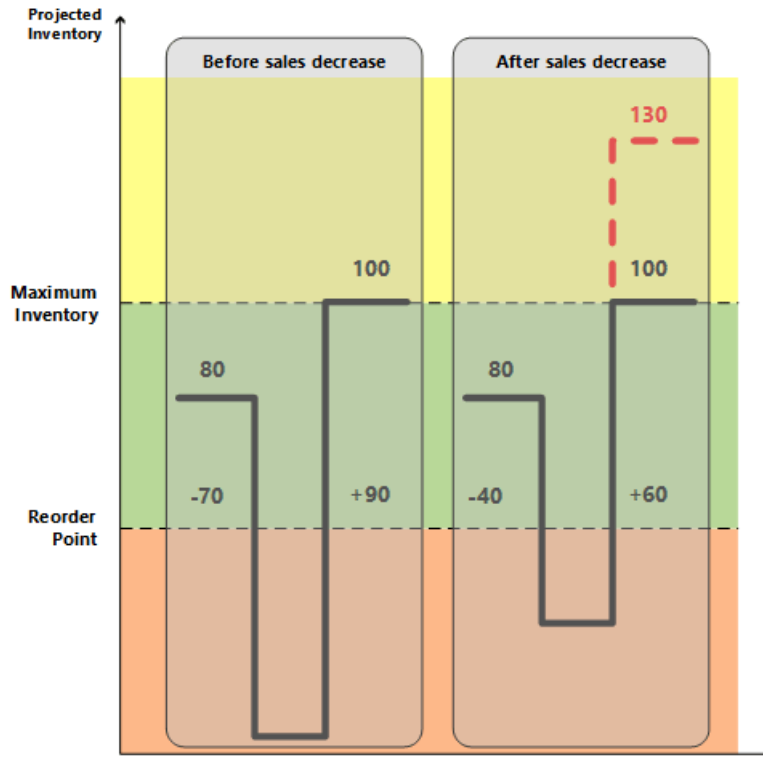
EVENT	CHANGE QTY.	PROJECTED INVENTORY
Day one	None	80
Sale	-70	10
End of time bucket	None	10
Suggest new purchase order	+90	100

Situation After Sales Ddecrease

CHANGE	CHANGE QTY.	PROJECTED INVENTORY
Day one	None	80
Sale	-40	40
Purchase	+90	130
End of time bucket	None	130
Suggest to decrease purchase order from 90 to 60	-30	100

Resulting Planning Lines

One planning line (warning) is created to reduce the purchase with 30 from 90 to 60 to keep the projected inventory on 100 according to the overflow level.



NOTE

Without the Overflow feature, no warning is created if the projected inventory level is above maximum inventory. This could cause a superfluous supply of 30.

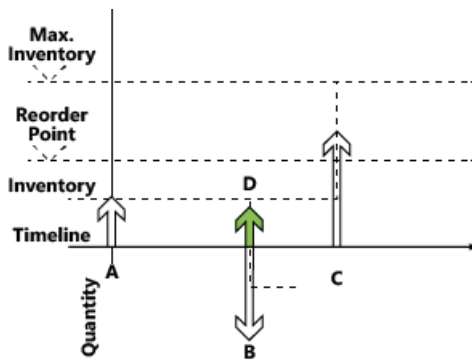
Handling Projected Negative Inventory

The reorder point expresses the anticipated demand during the lead time of the item. When the reorder point is passed, it is time to order more. But the projected inventory must be large enough to cover the demand until the new order is received. Meanwhile, the safety stock should take care of fluctuations in demand up to a targeted service level.

Consequently, the planning system considers it an emergency if a future demand cannot be served from the projected inventory, or expressed in another way, that the projected inventory goes negative. The system deals with such an exception by suggesting a new supply order to meet the part of the demand that cannot be met by inventory or other supply. The order size of the new supply order will not take the maximum inventory or the reorder quantity into consideration, nor will it take into consideration the order modifiers Maximum Order Quantity, Minimum Order Quantity, and Order Multiple. Instead, it will reflect the exact deficiency.

The planning line for this type of supply order will display an Emergency warning icon, and additional information will be provided upon lookup to inform the user of the situation.

In the following illustration, supply D represents an emergency order to adjust for negative inventory.



1. Supply A, initial projected inventory, is below reorder point.
2. A new forward-scheduled supply is created (C).
(Quantity = Maximum Inventory – Projected Inventory Level)
3. Supply A is closed by demand B, which is not fully covered.
(Demand B could try to schedule Supply C in but that will not happen according to the time-bucket concept.)
4. New supply (D) is created to cover the remaining quantity on Demand B.
5. Demand B is closed (creating a reminder to the projected inventory).
6. The new supply D is closed.
7. Projected Inventory is checked; reorder point has not been crossed.
8. Supply C is closed (no more demand exists).
9. Final check: No outstanding inventory level reminders exist.

NOTE

Step 4 reflects how the system reacts in versions earlier than Microsoft Dynamics NAV 2009 SP1.

This concludes the description of central principles relating to inventory planning based on reordering policies. The following section describes the characteristics of the four supported reordering policies.

Reordering Policies

Reordering policies define how much to order when the item needs to be replenished. Four different reordering policies exist.

Fixed Reorder Qty.

The Fixed Reorder Qty. policy is related to inventory planning of typical C-items (low inventory cost, low risk of obsolescence, and/or many items). This policy is usually used in connection with a reorder point reflecting the anticipated demand during the lead time of the item.

Calculated per Time Bucket

If the planning system detects that the reorder point has been reached or crossed in a given time bucket (reorder cycle) – above or on the reorder point at the start of the period and below or on the reorder point at the end of the period – it will suggest to create a new supply order of the specified reorder quantity and forward schedule it from the first date after the end of the time bucket.

The bucketed reorder point concept reduces the number of supply suggestions. This reflects a manual process of frequently walking through the warehouse to check the actual contents in the various bins.

Creates only Necessary Supply

Before suggesting a new supply order to meet a reorder point, the planning system checks if supply has already been ordered to be received within the item's lead time. If an existing supply order will solve the problem by bringing the projected inventory to or above the reorder point within the lead time, the system will not suggest a new supply order.

Supply orders that are created specifically to meet a reorder point is excluded from ordinary supply balancing, and will not in any way be changed afterwards. Consequently, if an item using reorder point is to be phased out (not replenished), it is advisable to review outstanding supply orders manually or change the reordering policy to Lot-for-Lot, whereby the system will reduce or cancel superfluous supply.

Combines with Order Modifiers

The order modifiers, Minimum Order Quantity, Maximum Order Quantity, and Order Multiple, should not play a big role when the fixed reorder quantity policy is used. However, the planning system still takes these modifiers into account and will decrease the quantity to the specified maximum order quantity (and create two or more supplies in order to reach the total order quantity), increase the order to the specified minimum order quantity, or round the order quantity up to meet a specified order multiple.

Combines with Calendars

Before suggesting a new supply order to meet a reorder point, the planning system checks if the order is scheduled for a non-working day, according to any calendars that are defined in the **Base Calendar Code** field in the **Company Information** and **Location Card** pages.

If the scheduled date is a non-working day, the planning system moves the order forward to the nearest working date. This may result in an order that meets a reorder point but does not meet some specific demand. For such unbalanced demand, the planning system creates an extra supply.

Should Not be Used with Forecast

Because the anticipated demand is already expressed in the reorder point level it is not necessary to include a forecast in the planning of an item using a reorder point. If it is relevant to base the plan on a forecast, use the lot-for-lot policy.

Must Not be Used with Reservations

If the user has reserved a quantity, for instance a quantity in inventory, for some distant demand, the planning foundation will be disturbed. Even if the projected inventory level is acceptable in relation to the reorder point, the quantities might not be available. The system may try to compensate for that by creating exception orders; however, it is recommended that the Reserve field is set to Never on items that are planned using a reorder point.

Maximum Qty.

The Maximum Quantity policy is a way to maintain inventory using a reorder point.

Everything regarding the Fixed Reorder Qty. policy also applies to this policy. The only difference is the quantity of the suggested supply. When using the maximum quantity policy, the reorder quantity will be defined dynamically based on the projected inventory level and will therefore usually differ from order to order.

Calculated per Time Bucket

The reorder quantity is determined at the point of time (the end of a time bucket) when the planning system detects that the reorder point has been crossed. At this time, the system measures the gap from the current projected inventory level up to the specified maximum inventory. This constitutes the quantity that should be reordered. The system then checks if supply has already been ordered elsewhere to be received within the lead time and, if so, reduces the quantity of the new supply order by already ordered quantities.

The system will ensure that the projected inventory at least reaches the reorder point level – in case the user has forgotten to specify a maximum inventory quantity.

Combines with Order Modifiers

Depending on the setup, it may be best to combine the Maximum Quantity policy with order modifiers to ensure a minimum order quantity or round it to an integer number of purchase units of measure, or split it into more lots as defined by the maximum order quantity.

Combines with Calendars

Before suggesting a new supply order to meet a reorder point, the planning system checks if the order is scheduled for a non-working day, according to any calendars that are defined in the **Base Calendar Code** field in the **Company Information** and **Location Card** pages.

If the scheduled date is a non-working day, the planning system moves the order forward to the nearest working date. This may result in an order that meets a reorder point but does not meet some specific demand. For such unbalanced demand, the planning system creates an extra supply.

Order

In a make-to-order environment, an item is purchased or produced to exclusively cover a specific demand. Typically it relates to A-items, and the motivation for choosing the order reordering policy can be that the demand is infrequent, the lead-time is insignificant, or the required attributes vary.

The application creates an order-to-order link, which acts as a preliminary connection between the supply, a supply order or inventory, and the demand that it is going to fulfill.

Apart from using the Order policy, the order-to-order link can be applied during planning in the following ways:

- When using the Make-to-Order manufacturing policy to create multi-level or project type production orders (producing needed components on the same production order).
- When using the Sales Order Planning feature to create a production order from a sales order.

Even if a manufacturing company considers itself as a make-to-order environment, it might be best to use a Lot-for-Lot reordering policy if the items are pure standard without variation in attributes. As a result, the system will use unplanned inventory and only accumulates sales orders with the same shipment date or within a defined time bucket.

Order-to-Order Links and Past Due Dates

Unlike most supply-demand sets, linked orders with due dates before the planning starting date are fully planned for by the system. The business reason for this exception is that specific demand-supply sets must be synchronized through to execution. For more information about the frozen zone that applies to most demand-supply types, see [Dealing with Orders Before the Planning Starting Date](#).

Lot-for-Lot

The lot-for-lot policy is the most flexible because the system only reacts on actual demand, plus it acts on anticipated demand from forecast and blanket orders and then settles the order quantity based on the demand. The lot-for-lot policy is aimed at A- and B-items where inventory can be accepted but should be avoided.

In some ways, the lot-for-lot policy looks like the Order policy, but it has a generic approach to items; it can accept quantities in inventory, and it bundles demand and corresponding supply in time buckets defined by the user.

The time bucket is defined in the **Time Bucket** field. The system works with a minimum time bucket of one day, since this is the smallest time unit of measure on demand and supply events in the system (although, in practice, the time unit of measure on production orders and component needs can be seconds).

The time bucket also sets limits on when an existing supply order should be rescheduled to meet a given demand. If the supply lies within the time bucket, it will be rescheduled in or out to meet the demand. Otherwise, if it lies earlier, it will cause unnecessary build-up of inventory and should be canceled. If it lies later, a new supply order will be created instead.

With this policy, it is also possible to define a safety stock in order to compensate for possible fluctuations in

supply, or to meet sudden demand.

Because the supply order quantity is based on the actual demand it can make sense to use the order modifiers: round the order quantity up to meet a specified order multiple (or purchase unit of measure), increase the order to a specified minimum order quantity, or decrease the quantity to the specified maximum quantity (and thus create two or more supplies to reach the total needed quantity).

See Also

[Design Details: Planning Parameters](#)

[Design Details: Planning Assignment Table](#)

[Design Details: Central Concepts of the Planning System](#)

[Design Details: Balancing Demand and Supply](#)

[Design Details: Supply Planning](#)

NOTE

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Design Details: Planning Parameters

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This topic describes the different planning parameters that you can use in Business Central.

The way in which the planning system controls item supply is determined by various settings on the item card or SKU, and settings in manufacturing setup. The following table shows how these parameters are used for planning.

PURPOSE	PARAMETER
Define if the item is to be planned	Reordering Policy = Blank
Define when to reorder	Time Bucket Reorder Point Safety Lead Time
Define how much to reorder	Safety Stock Quantity Reordering Policy: - Fixed Reorder Qty. plus Reorder Quantity - Maximum Qty. plus Maximum Inventory - Order - Lot-for-Lot
Optimize when and how much to reorder	Rescheduling Period Lot Accumulation Period Dampener Period
Modify the supply orders	Minimum Order Quantity Maximum Order Quantity Order Multiple
Delimit the planned item	Manufacturing Policy: - Make-to-Stock - Make-to-Order

Define If the Item Will Be Planned

To include an item/SKU in the planning process, it must have a reordering policy otherwise it must be planned manually, for example, with the Order Planning feature.

Define When to Reorder

Reorder proposals are generally released only when the projected available quantity has fallen to or below a given quantity. This quantity is defined by the reorder point. Otherwise, it will be zero. Zero can be adjusted by

entering a safety stock quantity. If the user has defined a safety lead time, it will cause the proposal to be delivered in the period prior to the required due date.

The **Time Bucket** field is used by reorder point policies (**Fixed Reorder Qty.** and **Maximum Qty.**), where the inventory level is checked after each time bucket. The first time bucket begins on the planning starting date.

NOTE

When calculating time buckets, the planning system ignores any working calendars that are defined in the **Base Calendar Code** field in the **Company Information** and **Location Card** pages.

The default safety lead time, on the **Manufacturing Setup** page, should be set to at least one day. The due date of the demand may be known, but not the due time. The planning schedules backward to meet gross demand, and, if no safety lead time is defined, the goods may arrive too late to meet the demand.

Three additional reorder period fields, **Rescheduling Period**, **Lot Accumulation Period**, and **Dampener Period**, also play a role in defining when to reorder. For more information, see [Optimize When and How Much to Reorder](#).

Define How Much to Reorder

If the planning system detects the need to reorder, the selected reordering policy is used to determine when and how much to order.

Independent of the reordering policy, the planning system usually follows this logic:

1. The quantity of the order proposal is calculated to meet the specified minimum inventory level of the item, usually the safety stock quantity. If nothing is specified, the minimum inventory level is zero.
2. If the projected available inventory is below the safety stock quantity, a backward-scheduled supply order is suggested. The order quantity will at least fill the safety stock quantity, and can be increased by gross demand within the time bucket, by the reordering policy, and by the order modifiers.
3. If the projected inventory is on or below the reorder point (calculated from aggregated changes within the time bucket) and above the safety stock quantity, a forward-scheduled exception order is suggested. Both the gross demand to be met and the reordering policy will determine the order quantity. At minimum, the order quantity will meet the reorder point.
4. If there is more gross demand due before the ending date of the forward-scheduled order proposal, and this demand brings the currently calculated projected available inventory below the safety stock quantity, the order quantity is increased to make up the deficit. The suggested supply order is then scheduled backward from the due date of the gross demand that would have violated the safety stock quantity.
5. If the **Time Bucket** field is not filled in, only the gross demand on the same due date will be added.

The following reorder period fields also play a role in defining how much to reorder: **Rescheduling Period**, **Lot Accumulation Period**, and **Dampener Period**. For more information, see [Optimize When and How Much to Reorder](#).

Reordering Policies

The following reordering policies affect the quantity that is being reordered.

REORDERING POLICY	DESCRIPTION
-------------------	-------------

REORDERING POLICY	DESCRIPTION
Fixed Reorder Qty.	At a minimum, the order quantity will be equal to the reorder quantity. It can be increased to meet the demand or the desired inventory level. This reordering policy is usually used with a reorder point.
Maximum Qty.	The order quantity will be calculated to meet the maximum inventory. If quantity modifiers are used, then maximum inventory can be violated. We do not recommend that you use the time bucket together with maximum quantity. The time bucket will usually be overruled. This reordering policy is usually used with a reorder point.
Order	The order quantity will be calculated to meet each single demand event and the demand-supply set will remain linked until execution. No planning parameters are considered.
Lot-for-Lot	The quantity is calculated to meet the sum of the demand that comes due in the time bucket.

Optimize When and How Much to Reorder

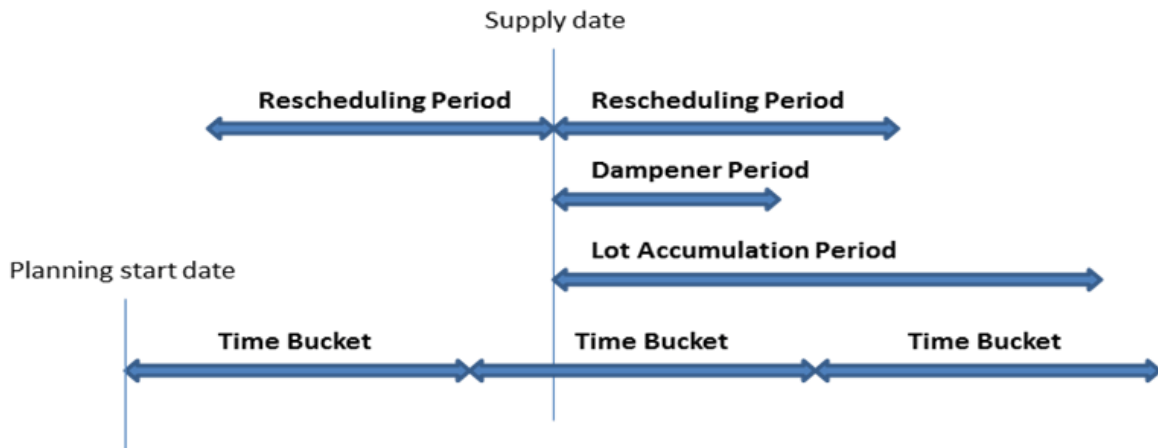
To obtain a rational supply plan, a planner will fine-tune planning parameters to limit rescheduling suggestions, accumulate demand (dynamic reorder quantity), or to avoid insignificant planning actions. The following reorder period fields help optimize when and how much to reorder.

FIELD	DESCRIPTION
Rescheduling Period	This field is used to determine whether the action message should reschedule an existing order or cancel it and create a new order. The existing order will be rescheduled within one rescheduling period before the current supply and until one rescheduling period after the current supply.
Lot Accumulation Period	With the reordering policy Lot-for-Lot, this field is used to accumulate multiple supply needs into one supply order. From the first planned supply, the system accumulates all supply needs in the following lot accumulation period into one supply, which is placed on the date of the first supply. Demand outside the lot accumulation period is not covered by this supply.
Dampener Period	<p>This field is used to avoid minor rescheduling of existing supply out in time. Changes from the supply date until one dampener period from the supply date will not generate any action messages.</p> <p>The dampener period specifies a period of time during which you do not want the planning system to propose to reschedule existing supply orders forward. This limits the number of insignificant rescheduling of existing supply to a later date if the rescheduled date is within the dampener period.</p> <p>As a result, a positive delta between the suggested new supply date and the original supply date will always be larger than the dampener period.</p>

NOTE

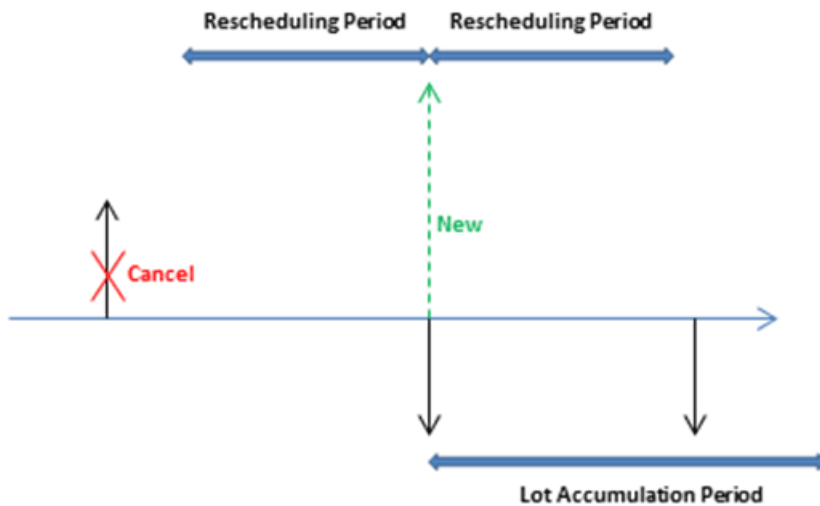
With the reordering policy Lot-for-Lot, the value of the **Lot Accumulation Period** field must be equal to or larger than the value of the **Dampener Period** field. Otherwise, the dampener period will be automatically reduced during the planning routine to match the lot accumulation period.

The timing of rescheduling period, dampener period, and lot accumulation period is based on a supply date. The time bucket is based on the planning start date, as shown in the following illustration.

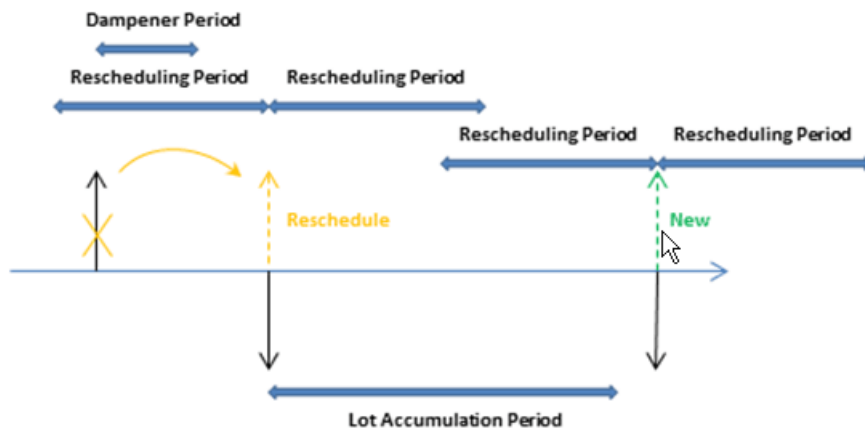


In the following examples, the black arrows represent existing supply (up) and demand (down). Red, green, and orange arrows are planning suggestions.

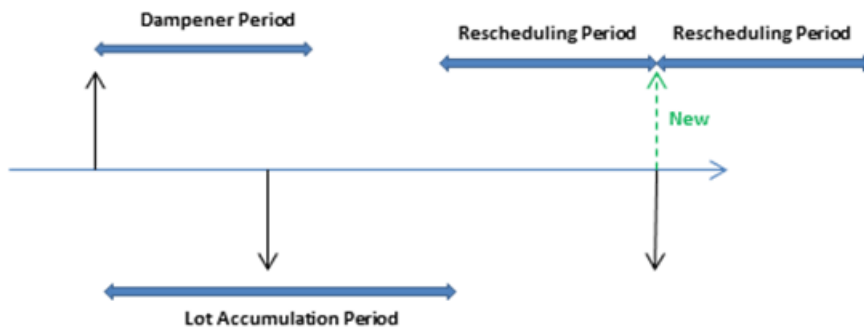
Example 1: The changed date is outside the rescheduling period, which causes the existing supply to be canceled. A new supply is suggested to cover the demand in the lot accumulation period.



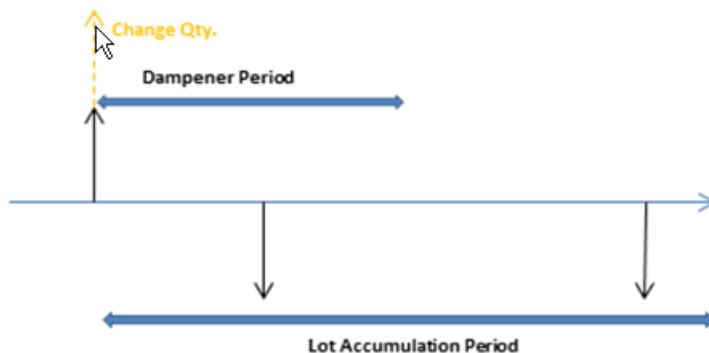
Example 2: The changed date is in the rescheduling period, which causes the existing supply to be rescheduled. A new supply is suggested to cover the demand outside the lot accumulation period.



Example 3: There is a demand in the dampener period and the supply quantity in the lot accumulation period matches the supply quantity. The next demand is uncovered and a new supply is suggested.



Example 4: There is a demand in the dampener period and the supply remains on the same date. However, the current supply quantity is not enough to cover the demand in the lot accumulation period, so a change quantity action for the existing supply order is suggested.



Default values: The default value of the **Time Bucket** field and the three reorder period fields is blank. For all fields, except the **Dampener Period** field, this means 0D (zero days). If the **Dampener Period** field is blank, the global value in the **Default Dampener Period** field on the **Manufacturing Setup** page will be used.

Modify the Supply Orders

When the quantity of the order proposal has been calculated, one or more of the order modifiers can adjust it.

For example, the maximum order quantity is larger than or equal to the minimum order quantity, which is larger than or equal to the order multiple.

The quantity is decreased if it exceeds the maximum order quantity. Then, it is increased if it is below the minimum order quantity. Finally, it is rounded up so that it matches a specified order multiple. Any remaining quantity uses the same adjustments until the total demand has been converted into order proposals.

Delimit the Item

The **Manufacturing Policy** option defines which additional orders the MRP calculation will propose.

If the **Make-to-Stock** option is used, the orders concern only the item in question.

If the **Make-to-Order** option is used, the planning system will analyze the production BOM of the item and create additional linked order proposals for those lower-level items that are also defined as make-to-order. This continues as long as there are make-to-order items in the descending BOM structures.

See Also

[Design Details: Handling Reordering Policies](#)

[Design Details: Balancing Demand and Supply](#)

[Design Details: Central Concepts of the Planning System](#)

NOTE

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Design Details: Planning Assignment Table

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All items should be planned for, however, there is no reason to calculate a plan for an item unless there has been a change in the demand or supply pattern since the last time a plan was calculated.

If the user has entered a new sales order or changed an existing one, there is reason to recalculate the plan. Other reasons include a change in forecast or the desired safety stock quantity. Changing a bill of material by adding or removing a component would most likely indicate a change, but for the component item only.

For multiple locations, the assignment takes place at the level of item per location combination. If, for example, a sales order has been created at only one location, application will assign the item at that specific location for planning.

The reason for selecting items for planning is a matter of system performance. If no change in an item's demand-supply pattern has occurred, the planning system will not suggest any actions to be taken. Without the planning assignment, the system would have to perform the calculations for all items in order to find out what to plan for, and that would drain system resources.

The **Planning Assignment** table monitors demand and supply events and assigns the appropriate items for planning. The following events are monitored:

- A new sales order, forecast, component, purchase order, production order, assembly order, or transfer order.
- Change of item, quantity, location, variant, or date on a sales order, forecast, component, purchase order, production order, assembly order, or transfer order.
- Cancellation of a sales order, forecast, component, purchase order, production order, assembly order, or transfer order.
- Consumption of items other than planned.
- Output of items other than planned.
- Unplanned changes in inventory.

For these direct supply-demand displacements, the order tracking and action messaging system maintains the Planning Assignment table and states a planning reason as an action message.

The following changes in master data can also cause a planning imbalance:

- Change of status to Certified in the production BOM header (for all items using that header).
- Deleted line (child item).
- Change of status to Certified in the routing header (for all items using that routing).
- Changes in the following item card fields.
- Safety Stock Quantity or Safety Lead Time.
- Lead Time Calculation.
- Reorder Point.
- Production BOM No. (and all children of old BOM reference).
- Routing No.
- Reordering Policy.

In these cases, a new function, Planning Assignment Management, maintains the table and states the planning reason as Net Change.

The following changes do not cause a planning assignment:

- Calendars
- Other planning parameters on the item card

When calculating an MPS or an MRP, the following restrictions apply:

- MPS: The planning system checks that the item carries a demand forecast or a sales order. If not, the item is not included in the plan.
- MRP: If the planning system detects that the item is being replenished by an MPS planning line or MPS supply order, the item will be left out of the planning. However, any demand from relevant components is included.

See Also

[Design Details: Balancing Demand and Supply](#)

[Design Details: Handling Reordering Policies](#)

[Design Details: Transfers in Planning](#)

[Design Details: Planning Parameters](#)

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Design Details: Demand at Blank Location

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When a user creates a demand event, such as a sales order line, the program allows the user to sometimes specify a location code and other times not, that is, use blank location.

For demand with or without location codes, the planning system operates in a straight forward way when:

- Demand lines always carry location codes and the system fully uses SKUs, including the relevant location setup.
- Demand lines never carry location codes, and the system does not use SKUs or any location setup (see the last scenario in the following section).

However, if demand events sometimes have location codes and other times do not, the planning system will follow certain rules depending on setup.

Demand at Location

When the planning system detects demand at a location, it will behave in different ways depending on three critical setup values. During a planning run, the system checks for three setup values in sequence and plans accordingly.

1. Is there a check mark in the **Location Mandatory** field?

If yes, then:

2. Does SKU exist for the item?

If yes, then:

The item is planned according to planning parameters on the SKU card.

If no, then:

3. Does the Components at Location field contain the demanded location code?

If yes, then:

The item is planned according to planning parameters on the item card.

If no, then:

The item is planned according to: Reordering Policy = Lot-for-Lot, Include Inventory = Yes, all other planning parameters = Empty, items using Reordering Policy = Order will remain using Order along with the other settings.

NOTE

The exceptional planning setup that is output as the last reaction in step 3 above is referred to in the following as the "minimal alternative". This planning setup only covers the exact demand, and all other planning parameters are ignored.

For information about variations of this planning logic, see the Scenarios section below.

Demand at Blank Location

Even if the **Location Mandatory** field is selected, the program will allow demand lines to be created without a location code, also referred to as blank location. This is a deviation for the system because it has various setup values tuned to dealing with locations (see above) and as a result, the planning engine will not create a planning line for such a demand line.

If the **Location Mandatory** field is not selected but any of the location setup values exist, it is also considered a deviation, and the planning system will react by using the "minimal alternative": The item is planned according to: Reordering Policy = Lot-for-Lot (Order remains Order), Include Inventory = Yes, all other planning parameters = Empty.

Scenarios

The following scenarios describe variations of demand at blank location and how the planning system resolves to the "minimal alternative."

Setup 1:

Location Mandatory = Yes

SKU is set up for RED

Components at Location = BLUE

Case 1.1: Demand is at RED location

The item is planned according to planning parameters on the SKU card.

Case 1.2: Demand is at BLUE location

The item is planned according to: Reordering Policy = Lot-for-Lot (Order remains Order), Include Inventory = Yes, all other planning parameters = Empty.

Case 1.3: Demand is at GREEN location

The item is planned according to: Reordering Policy = Lot-for-Lot (Order remains Order), Include Inventory = Yes, all other planning parameters = Empty.

Case 1.4: Demand is at BLANK location

The item is not planned because no location is defined on the demand line.

Setup 2:

Location Mandatory = Yes

No SKU exists

Components at Location = BLUE

Case 2.1: Demand is at RED location

The item is planned according to: Reordering Policy = Lot-for-Lot (Order remains Order), Include Inventory = Yes, all other planning parameters = Empty.

Case 2.2: Demand is at BLUE location

The item is planned according to planning parameters on the item card.

Setup 3:

Location Mandatory = No

No SKU exists

Components at Location = BLUE

Case 3.1: Demand is at RED location

The item is planned according to: Reordering Policy = Lot-for-Lot (Order remains Order), Include Inventory = Yes, all other planning parameters = Empty.

Case 3.2: Demand is at BLUE location

The item is planned according to planning parameters on the item card.

Case 3.3: Demand is at BLANK location

The item is planned according to: Reordering Policy = Lot-for-Lot (Order remains Order), Include Inventory = Yes, all other planning parameters = Empty.

Setup 4:

Location Mandatory = No

No SKU exists

Components at Location = BLANK

Case 4.1: Demand is at BLUE location

The item is planned according to: Reordering Policy = Lot-for-Lot (Order remains Order), Include Inventory = Yes, all other planning parameters = Empty.

Case 4.2: Demand is at BLANK location

The item is planned according to planning parameters on the item card.

As illustrated in the last scenario, the only way to get a correct result for a demand line without a location code is to disable all setup values relating to locations. Similarly, the only way to get stable planning results for demand at locations is to use SKUs. Therefore, if companies often plan for demand at locations, they are strongly advised to use the Stockkeeping Units granule.

See Also

[Design Details: Balancing Demand and Supply](#)

[Design Details: Central Concepts of the Planning System](#)

[Design Details: Supply Planning](#)

NOTE

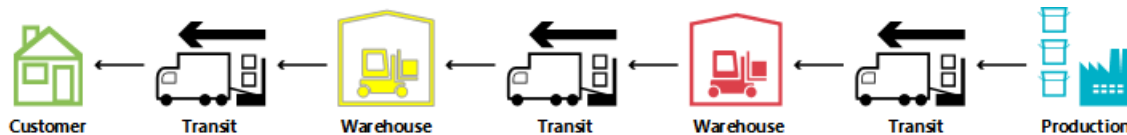
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Design Details: Transfers in Planning

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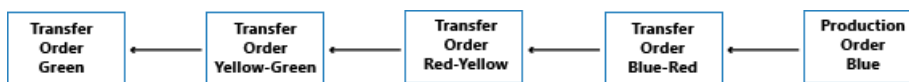
Transfer orders are also a source of supply when working at the SKU level. When using multiple locations (warehouses), the SKU replenishment system can be set to Transfer, implying that the location is replenished by transferring goods from another location. In a situation with more warehouses, companies might have a chain of transfers where supply to GREEN location is transferred from YELLOW, and supply to YELLOW is transferred from RED and so on. In the beginning of the chain, there is a replenishment system of Prod. Order or Purchase.



NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

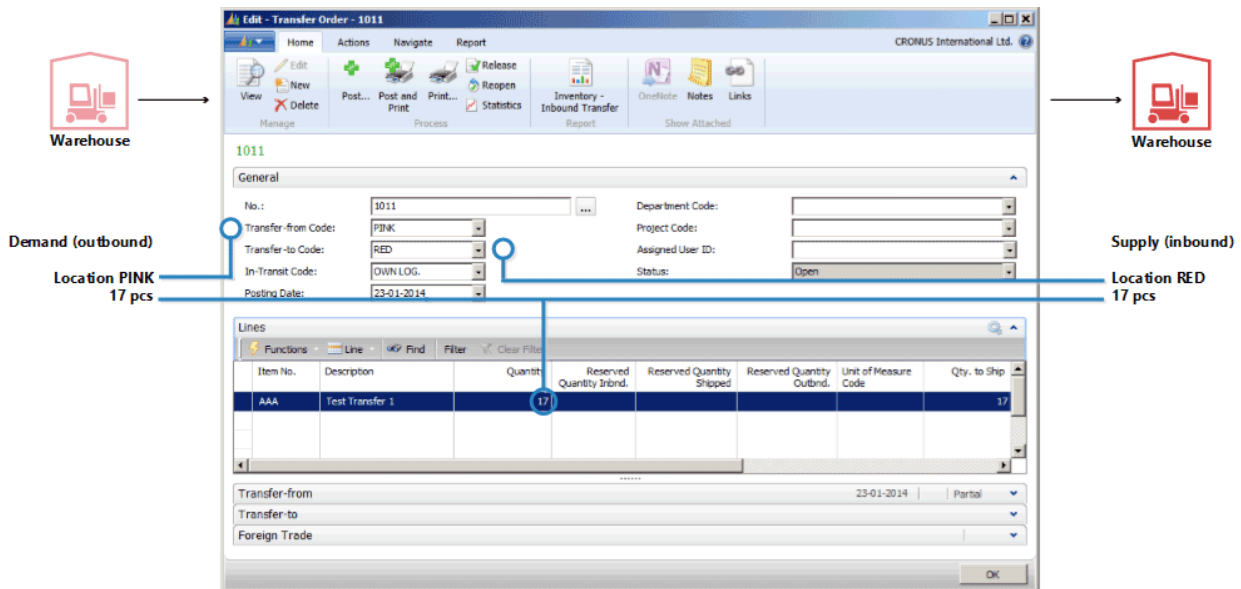
When comparing the situation where a supply order is directly facing a demand order to a situation where the sales order is supplied through a chain of SKU transfers, it is obvious that the planning task in the latter situation can become very complex. If demand changes, it might cause a ripple effect through the chain, because all transfer orders plus the purchase/production order in the opposite end of the chain will have to be manipulated to reestablish balance between demand and supply.



Why is Transfer a Special Case?

A transfer order looks much like any other order in application. However, behind the scene it is very different.

One fundamental aspect that makes transfers in planning different from purchase and production orders is that a transfer line represents demand and supply at the same time. The outbound part, which is shipped from the old location, is demand. The inbound part, which is to be received at the new location, is supply at that location.



This means that when the system manipulates the supply side of the transfer, it must make a similar change on the demand side.

Transfers are Dependent Demand

The related demand and supply has some resemblance with components of a production order line, but the difference is that components will be on the next planning level and with a different item, whereas the two parts of the transfer is situated on the same level, for the same item.

An important similarity is that just as components are dependent demand, so is the transfer demand. The demand from a transfer line is dictated by the supply side of the transfer in the sense that if the supply is changed, the demand is directly affected.

Unless the planning flexibility is None, a transfer line should never be treated as independent demand in planning.

In the planning procedure, the transfer demand should only be taken into account after the supply side has been processed by the planning system. Before this, the actual demand is not known. The sequence of the changes made is therefore very important when it comes to transfer orders.

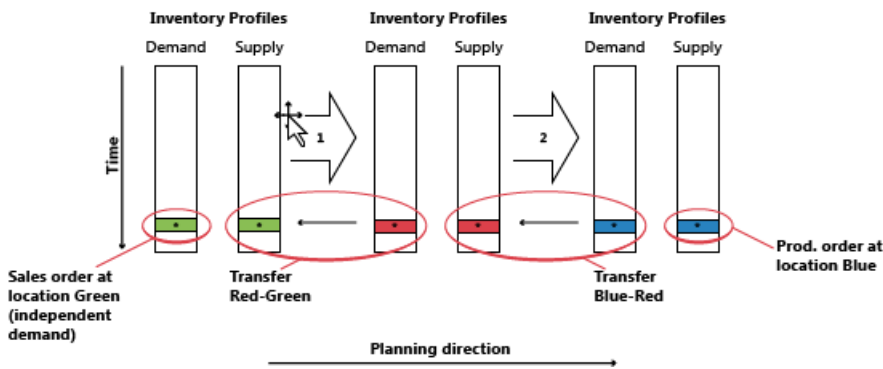
Planning Sequence

The following illustration shows what a string of transfers could look like.



In this example, a customer orders the item at location GREEN. Location GREEN is supplied through transfer from the central warehouse RED. The central warehouse RED is supplied by transfer from production on location BLUE.

In this example, the planning system will start at the customer demand and work its way backwards through the chain. The demands and supplies will be processed one location at a time.

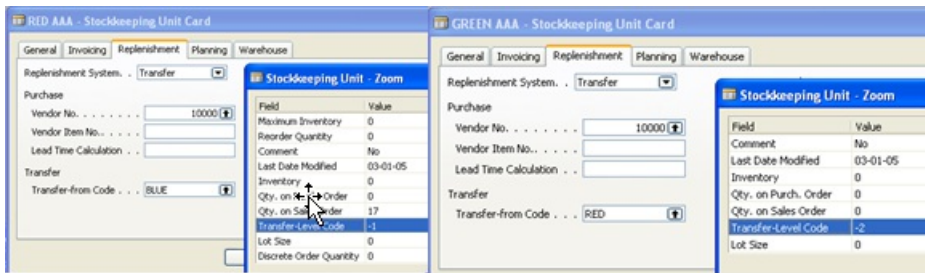


Transfer Level Code

The sequence in which the locations are processed in the planning system is determined by the transfer level code of the SKU.

The transfer level code is an internal field which is automatically calculated and stored on the SKU when the SKU is created or modified. The calculation runs across all SKUs for a given combination of Item/Variant and uses the location code and the transfer-from code to determine the route the planning will have to use when traversing through the SKUs to ensure that all demands are processed.

The transfer level code will be 0 for SKUs with a replenishment system of Purchase or Prod. Order and will be -1 for the first transfer level, -2 for the second and so on. In the transfer chain described above, the levels would therefore be -1 for RED and -2 for GREEN, as shown in the following illustration.

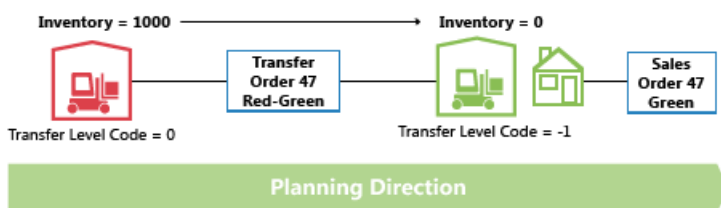


When updating a SKU, the planning system will detect if SKUs with a replenishment system of Transfer are set up with circular references.

Planning Transfers without SKU

Even if the SKU feature is not used, it is possible to use locations and make manual transfers between locations. For companies with less advanced warehouse setups, the planning system supports scenarios where existing inventory is transferred manually to another location, for example to cover a sales order at that location. At the same time, the planning system should react to changes in the demand.

To support manual transfers, the planning will analyze existing transfer orders and then plan the order in which the locations should be processed. Internally, the planning system will operate with temporary SKUs carrying transfer level codes.



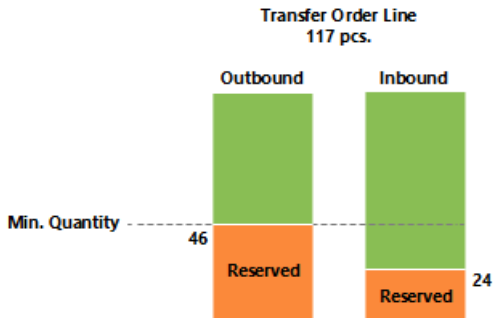
If more transfers to a given location exist, the first transfer order will define the planning direction. Transfers running in the opposite direction will be canceled.

Changing Quantity with Reservations

When changing quantities on existing supply, the planning system takes reservations into account in the sense that the reserved quantity represents the lower limit for how much the supply can be reduced.

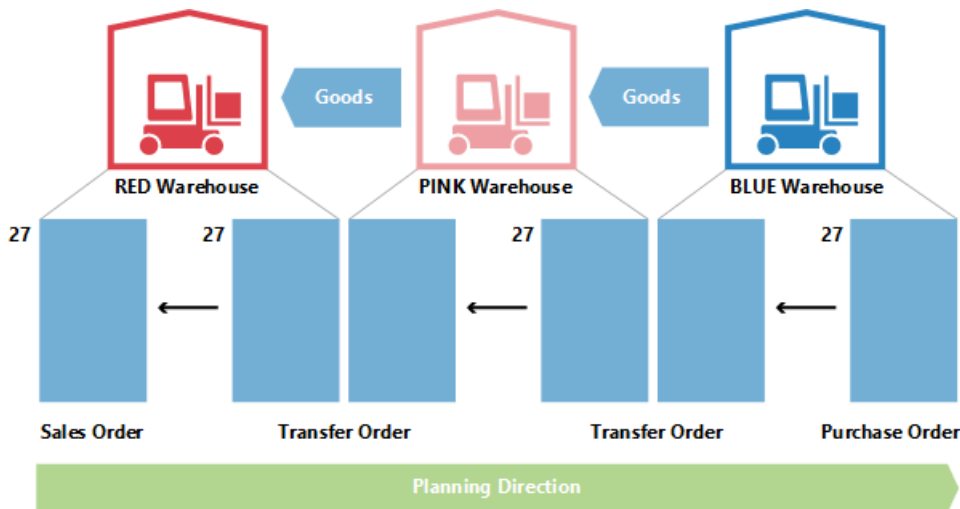
When changing the quantity on an existing transfer order line, keep in mind that the lower limit will be defined as the highest reserved quantity of the outbound and inbound transfer line.

For example, if a transfer order line of 117 pieces is reserved against a sales line of 46 and a purchase line of 24, it is not possible to reduce the transfer line below 46 pieces even though this might represent excess supply on the inbound side.

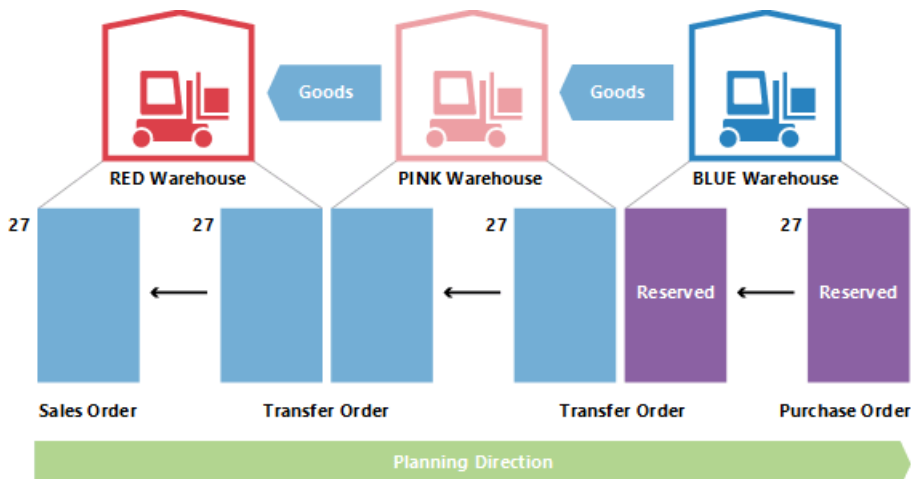


Changing Quantity in a Transfer Chain

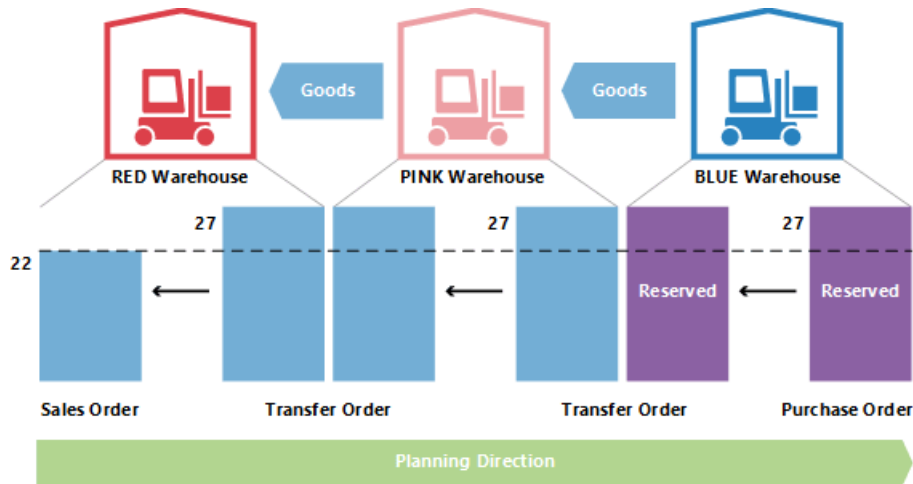
In the following example, the starting point is a balanced situation with a transfer chain supplying a sales order of 27 on location RED with a corresponding purchase order on location BLUE, transferred via location PINK. Therefore, apart from sales and purchase, there are two transfer orders: BLUE-PINK and PINK-RED.



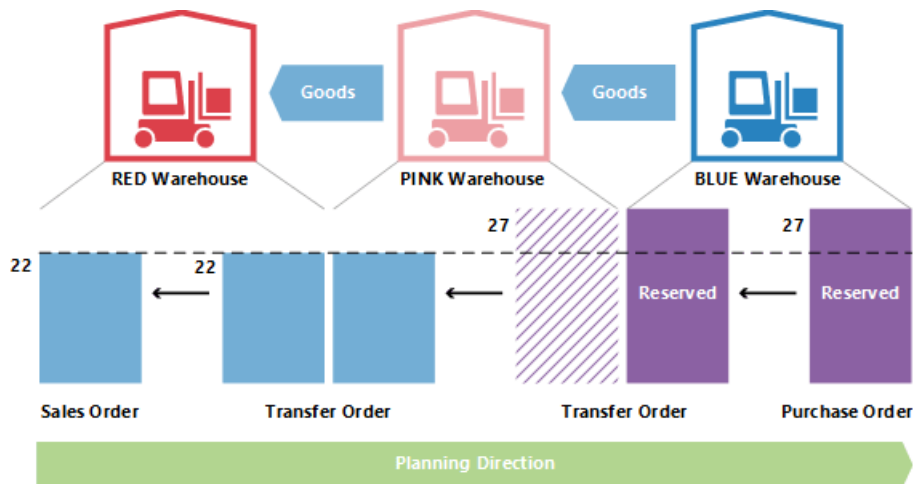
Now the planner at PINK location chooses to reserve against the purchase.



This usually means that the planning system will ignore the purchase order and the transfer demand. As long as there is balance, there is no problem. But what happens when the customer at RED location partly regrets the order and changes it to 22?



When the planning system runs again, it should get rid of excess supply. However, the reservation will lock the purchase and the transfer to a quantity of 27.



The PINK-RED transfer has been reduced to 22. The inbound part of the BLUE-PINK transfer is not reserved, but because the outbound part is reserved it is not possible to reduce the quantity below 27.

Lead Time Calculation

When calculating the due date of a transfer order different kinds of lead time will be taken into account.

The lead times that are active when planning a transfer order are:

- Outbound Warehouse Handling Time
- Shipping Time
- Inbound Warehouse Handling Time
- On the planning line, the following fields are used to provide information about the calculation.
- Transfer Shipment Date
- Starting Date
- Ending Date
- Due Date

The shipment date of the transfer line will be shown in the Transfer Shipment Date field, and the receipt date of the transfer line will be shown in the Due Date field.

The starting and ending dates will be used to describe the actual transportation period.

The following illustration shows the interpretation of the starting date-time and ending date-time on planning lines related to transfer orders.

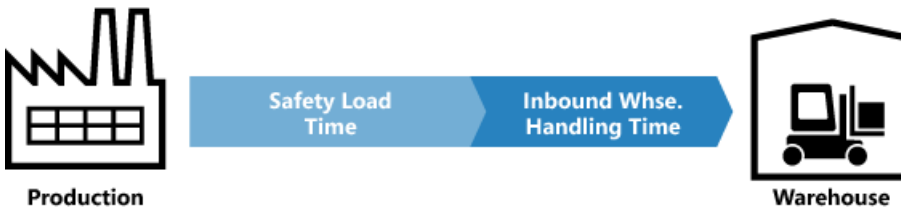


In this example, it means that:

- Shipment date + Outbound handling = Starting Date
- Starting Date + Shipping time = Ending Date
- Ending Date + Inbound Handling = Receipt Date

Safety Lead Time

The Default Safety Lead Time field in the Manufacturing Setup page and the related Safety Lead Time field on the item card will not be taken into account in the calculation of a transfer order. However, the safety lead time will still influence the total plan like it will affect the replenishment order (purchase or production) in the beginning of the transfer chain when the items are put on the location from which they will be transferred.

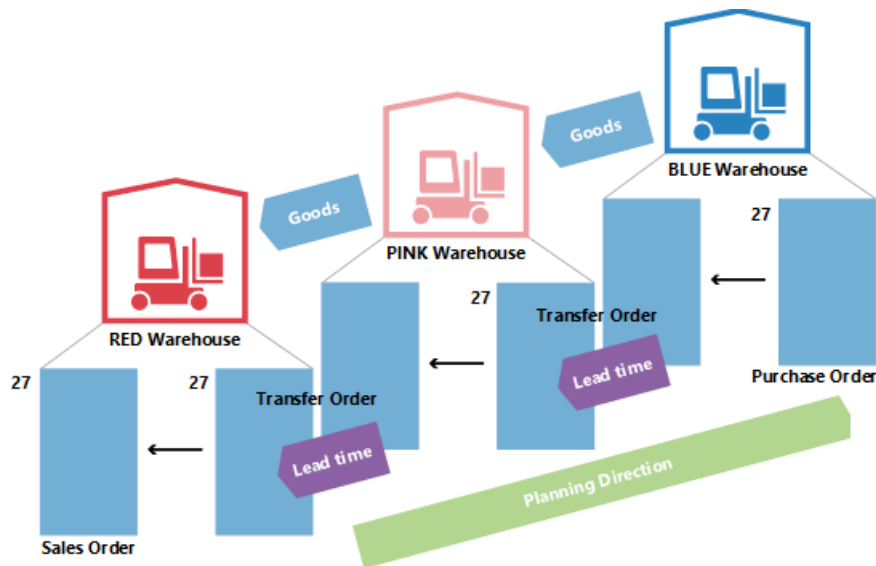


On the production order line, the Ending Date + Safety Lead Time + Inbound Warehouse Handling Time = Due Date.

On the purchase order line, the Planned Receipt Date + Safety Lead Time + Inbound Warehouse Handling Time = Expected Receipt Date.

Reschedule

When rescheduling an existing transfer line, the planning system must look up the outbound part and change the date-time on this. It is important to note that if lead time has been defined, there will be a gap between the shipment and the receipt. As mentioned, the lead time can consist of more elements, such as transportation time and warehouse handling time. On a time line, the planning system will move back in time while it balances the elements.



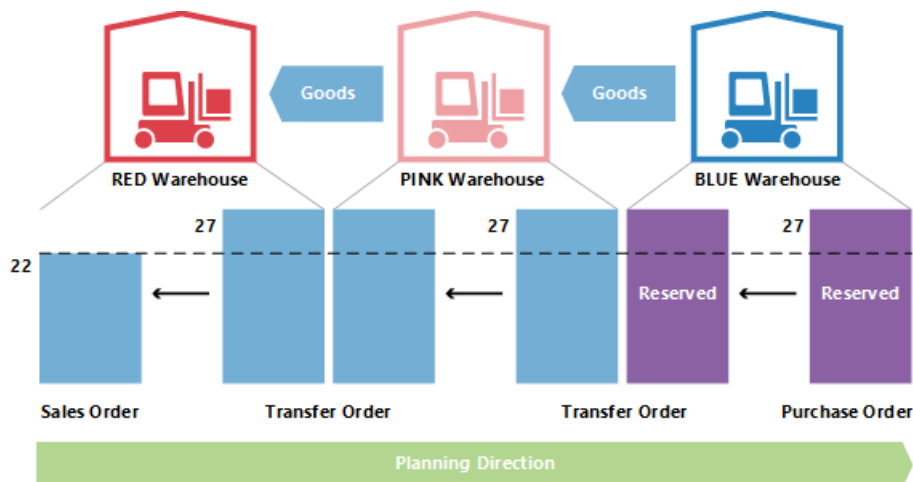
Therefore, when changing the due date on a transfer line, the lead time must be calculated in order to update the outbound side of the transfer.

Serial/Lot Numbers in Transfer Chains

If the demand carries serial/lot numbers, and the planning engine is run, it will give rise to some directly created transfer orders. For more information about this concept, see Item Attributes. If, however, serial/lot numbers are removed from the demand, the created transfer orders in the chain will still carry the serial/lot numbers and will therefore be ignored by planning (not deleted).

Order-to-Order Links

In this example, BLUE SKU is set up with the Order reordering policy, while PINK and RED use Lot-for-Lot. When a sales order of 27 is created on location RED, it will lead to a chain of transfers with the last joint at location BLUE being reserved with binding. In this example, the reservations are not hard reservations created by the planner at PINK location, but bindings created by the planning system. The important difference is that the planning system can change the latter.



If demand is changed from 27 to 22, the system will lower the quantity down through the chain, with the binding reservation also being reduced.

See Also

[Design Details: Planning Parameters](#)

[Design Details: Planning Assignment Table](#)

[Design Details: Handling Reordering Policies](#)

[Design Details: Demand at Blank Location](#)

[Design Details: Central Concepts of the Planning System](#)

[Design Details: Balancing Demand and Supply](#)

[Design Details: Supply Planning](#)

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Design Details: Inventory Costing

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This documentation provides detailed technical insight to the concepts and principles that are used within the Inventory Costing features in Business Central.

Inventory costing, also referred to as cost management, is concerned with recording and reporting business operating costs.

In This Section

[Design Details: Costing Methods](#)

[Design Details: Item Application](#)

[Design Details: Known Item Application Issue](#)

[Design Details: Cost Adjustment](#)

[Design Details: Posting Date on Adjustment Value Entry](#)

[Design Details: Expected Cost Posting](#)

[Design Details: Average Cost](#)

[Design Details: Variance](#)

[Design Details: Rounding](#)

[Design Details: Cost Components](#)

[Design Details: Inventory Periods](#)

[Design Details: Inventory Posting](#)

[Design Details: Production Order Posting](#)

[Design Details: Assembly Order Posting](#)

[Design Details: Reconciliation with the General Ledger](#)

[Design Details: Accounts in the General Ledger](#)

[Design Details: Inventory Valuation](#)

[Design Details: Revaluation](#)

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Design Details: Costing Methods

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The costing method determines whether an actual or a budgeted value is capitalized and used in the cost calculation. Together with the posting date and sequence, the costing method also influences how the cost flow is recorded.

NOTE

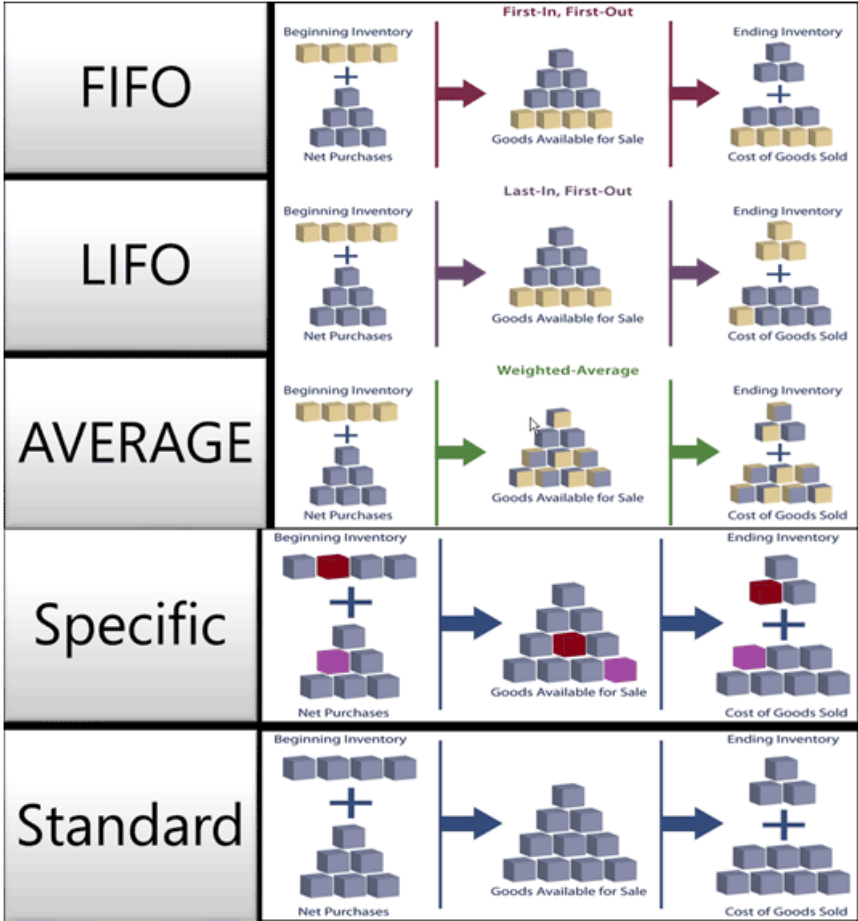
You cannot change an item's costing method if item ledger entries exist for the item. For more information, see [Design Details: Change the Costing Method for Items](#).

The following methods are supported in Business Central:

COSTING METHOD	DESCRIPTION	WHEN TO USE
FIFO	<p>An item's unit cost is the actual value of any receipt of the item, selected by the FIFO rule.</p> <p>In inventory valuation, it is assumed that the first items placed in inventory are sold first.</p>	<p>In business environments where product cost is stable.</p> <p>(When prices are rising, the balance sheet shows greater value. This means that tax liabilities increase, but credit scores and the ability to borrow cash improve.)</p> <p>For items with a limited shelf life, because the oldest goods need to be sold before they pass their sell-by date.</p>
LIFO	<p>An item's unit cost is the actual value of any receipt of the item, selected by the LIFO rule.</p> <p>In inventory valuation, it is assumed that the last items placed in inventory are sold first.</p>	<p>Disallowed in many countries/regions, as it can be used to depress profit.</p> <p>(When prices are rising, the value on the income statement decreases. This means that tax liabilities decrease, but the ability to borrow cash deteriorates.)</p>
Average	<p>An item's unit cost is calculated as the average unit cost at each point in time after a purchase.</p> <p>For inventory valuation, it is assumed that all inventories are sold simultaneously.</p>	<p>In business environments where product cost is unstable.</p> <p>When inventories are piled or mixed together and cannot be differentiated, such as chemicals.</p>

COSTING METHOD	DESCRIPTION	WHEN TO USE
Specific	An item's unit cost is the exact cost at which the particular unit was received.	In production or trade of easily identifiable items with fairly high unit costs. For items that are subject to regulation. For items with serial numbers.
Standard	An item's unit cost is preset based on estimated. When the actual cost is realized later, the standard cost must be adjusted to the actual cost through variance values.	Where cost control is critical. In repetitive manufacturing, to value the costs of direct material, direct labor, and manufacturing overhead. Where there is discipline and staff to maintain standards.

The following image shows how costs flow through the inventory for each costing method.



Costing methods differ in the way that they value inventory decreases and if they use actual cost or standard cost as the valuation base. The following table explains the different characteristics. (The LIFO method is excluded, as it is very similar to the FIFO method.)

CATEGORY	FIFO	AVERAGE	STANDARD	SPECIFIC

CATEGORY	FIFO	AVERAGE	STANDARD	SPECIFIC
General characteristic	Easy to understand	Based on period options: Day/Week/Month/Quarter/Accounting Period. Can be calculated per item or per item/location/variant.	Easy to use, but requires qualified maintenance.	Requires item tracking on both inbound and outbound transaction. Typically used for serialized items.
Application/Adjustment	Application keeps track of the remaining quantity. Adjustment forwards costs according to quantity application.	Application keeps track of the remaining quantity. Costs are calculated and forwarded per the valuation date.	Application keeps track of the remaining quantity. Application is based on FIFO.	All applications are fixed.
Revaluation	Revalues invoiced quantity only. Can be done per item or per item ledger entry. Can be done backward in time.	Revalues invoiced quantity only. Can be done per item only. Can be done backward in time.	Revalues invoiced and un-invoiced quantities. Can be done per item or per item ledger entry. Can be done backward in time.	Revalues invoiced quantity only. Can be done per item or per item ledger entry. Can be done backward in time.
Miscellaneous	If you back-date an inventory decrease, then existing entries are NOT reapplied to provide a correct FIFO cost flow.	If you back-date an inventory increase or decrease, then the average cost is recalculated, and all affected entries are adjusted. If you change the period or calculation type, then all affected entries must be adjusted.	Use the Standard Worksheet page to periodically update and roll up standard costs. Is NOT supported per SKU. No historic records exist for standard costs.	You can use specific item tracking without using the Specific costing method. Then the cost will NOT follow the lot number, but the cost assumption of the selected costing method.

Example

This section gives examples of how different costing methods affect inventory value.

The following table shows the inventory increases and decreases that the examples are based on.

POSTING DATE	QUANTITY	ENTRY NO.
01-01-20	1	1
01-01-20	1	2
01-01-20	1	3

POSTING DATE	QUANTITY	ENTRY NO.
02-01-20	-1	4
03-01-20	-1	5
04-01-20	-1	6

NOTE

The resulting quantity in inventory is zero. Consequently, the inventory value must also be zero, regardless of the costing method.

Effect of Costing Methods on Valuing Inventory Increases

FIFO/LIFO/Average/Specific

For items with costing methods that use actual cost as the valuation base (**FIFO**, **LIFO**, **Average**, or **Specific**), inventory increases are valued at the item's acquisition cost.

The following table shows how inventory increases are valued for all costing methods except **Standard**.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	1	10.00	1
01-01-20	1	20.00	2
01-01-20	1	30.00	3

Standard

For items using the **Standard** costing method, inventory increases are valued at the item's current standard cost.

The following table shows how inventory increases are valued for the **Standard** costing method.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	1	15.00	1
01-01-20	1	15.00	2
01-01-20	1	15.00	3

Effect of Costing Methods on Valuing Inventory Decreases

FIFO

For items using the **FIFO** costing method, items that were purchased first are always sold first (entry numbers 3, 2, and 1 in this example). Accordingly, inventory decreases are valued by taking the value of the first inventory increase.

COGS is calculated using the value of the first inventory acquisitions.

The following table shows how inventory decreases are valued for the **FIFO** costing method.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
02-01-20	-1	-10.00	4
03-01-20	-1	-20.00	5
04-01-20	-1	-30.00	6

LIFO

For items using the **LIFO** costing method, items that were purchased most recently are always sold first (entry numbers 3, 2, and 1 in this example). Accordingly, inventory decreases are valued by taking the value of the last inventory increase.

COGS is calculated using the value of the most recent inventory acquisitions.

The following table shows how inventory decreases are valued for the **LIFO** costing method.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
02-01-20	-1	-30.00	4
03-01-20	-1	-20.00	5
04-01-20	-1	-10.00	6

Average

For items using the **Average** costing method, inventory decreases are valued by calculating a weighted average of the remaining inventory on the last day of the average cost period in which the inventory decrease was posted. For more information, see [Design Details: Average Cost](#).

The following table shows how inventory decreases are valued for the **Average** costing method.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
02-01-20	-1	-20.00	4
03-01-20	-1	-20.00	5
04-01-20	-1	-20.00	6

Standard

For items using the **Standard** costing method, inventory decreases are valued similar to the **FIFO** costing method, except valuation is based on a standard cost, not on the actual cost.

The following table shows how inventory decreases are valued for the **Standard** costing method.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
02-01-20	-1	-15.00	4
03-01-20	-1	-15.00	5

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
04-01-20	-1	-15.00	6

Specific

Costing methods make an assumption about how cost flows from an inventory increase to an inventory decrease. However, if more accurate information about the cost flow exists, then you can override this assumption by creating a fixed application between entries. A fixed application creates a link between an inventory decrease and a specific inventory increase and directs the cost flow accordingly.

For items using the **Specific** costing method, inventory decreases are valued according to the inventory increase that it is linked to by the fixed application.

The following table shows how inventory decreases are valued for the **Specific** costing method.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	APPLIES-TO ENTRY	ENTRY NO.
02-01-20	-1	-20.00	2	4
03-01-20	-1	-10.00	1	5
04-01-20	-1	-30.00	3	6

See Also

[Design Details: Inventory Costing](#)

[Design Details: Variance](#)

[Design Details: Average Cost](#)

[Design Details: Item Application](#)

[Managing Inventory Costs](#)

[Finance](#)

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Design Details: Change the Costing Method for Items

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In Business Central, you cannot change a costing method for an item after you have included the item in a transaction. For example, after you have bought or sold the item. If an incorrect costing method was assigned to the item or items, you might not discover the issue until you do your financial reporting.

This topic describes how to resolve this situation. The recommended approach is to replace the item that has the incorrect costing method with a new item, and use an assembly order to transfer the inventory from the old item to the new.

NOTE

Using assembly orders allows the costs to still flow although there are outstanding purchase invoices or shipping charges to post. Additionally, it allows you to undo the conversion and get the quantities of the original items back, if needed.

TIP

To become familiar with the process, we recommend that you start the conversion process with a single item or a small set of items.

About Costing Methods

Costing methods control cost calculations when goods are purchased, received in inventory, and sold. Costing methods affect the timing of amounts recorded in COGS that affect gross profit. It is this flow that calculates COGS. The cost of goods sold (COGS) and revenue are used to determine gross profit, as follows:

$$\text{gross profit} = \text{revenue} - \text{COGS}$$

When you set up inventory items, you must assign a costing method. The method can vary from business to business, and from item to item, so it's important to choose the right one. Business Central supports the following costing methods:

- Average
- FIFO
- LIFO
- Standard
- Specific

For more information, see [Design Details: Costing Methods](#).

Using Assembly Orders to Change Costing Method Assignments

This section describes the following steps for changing the costing method assigned to an item:

1. Define a default costing method.
2. Identify the items that to change the costing method for and renumber them.
3. Create new items with the old numbering scheme and copy the master data in a batch.

4. Manually copy related master data from the existing item to the new item.
5. Determine the inventory quantity to convert from the original item to the new item.
6. Transfer the inventory to the new item.
7. Handle inventory quantities that are allocated to demand.
8. Block the original item from further use.

Define a default costing method

To help avoid future mistakes you can specify a default costing method for new items. Whenever someone creates a new item, Business Central will suggest the default costing method. You specify the default method in the **Default Costing Method** field on the **Inventory Setup** page.

Identify the items to change the costing method for and renumber them

You may want to give your new items the same numbers as those they are replacing. To do that, change the numbers of the existing items. For example, if the existing item number is "P1000," you might change it to "X-P1000." This is a manual change that you must make for each item.

Create new items with the old numbering scheme and copy the master data in a batch

Create the new items using the current number scheme. With the exception of the **Costing Method** field, the new items should contain the same master data as the existing items. To transfer the master data for the item, and related data from other features, use the **Copy Item** action on the **Item Card** page. For more information, see [Copy Existing Items to Create New Items](#).

After you create the new items and transfer the master data, assign the correct costing method.

Manually copy related master data from the original item to the new item

To make the new items fully useful you must manually copy some master data from other areas, as described in the following table.

AREA	WHAT TO COPY	HOW TO COPY IT
Inventory	Stock-keeping units (SKUs)	Check whether a SKU is specified for the original item. If planning parameters have been entered for each SKU card, then you must manually create the SKU for the new item. If the parameters are not specified, you can use the Create Stockkeeping Unit batch job from the Item Card page to create the data.
	Item substitutions	Check whether any item substitutions are defined for the original item. If there are, transfer that data to the new item. To view substitute items, use the Substitutions action on the Item Card page.
	Analysis reports	Review the Item Analysis, Sales Analysis, and Purchase Analysis reports. For those that reference the original items you can either create a new analysis report with a reference to the new item (keeping the original analysis report to use as history) or adjust the reports so that they reference the new item.

AREA	WHAT TO COPY	HOW TO COPY IT
	Standard journals	Check whether standard journals reference the original item and transfer that data to the new item when necessary. This information is found on the standard journals, which are available on the item journal.
Sales	Sales prepayment percentage	Check whether any sales prepayment percentages are defined for the original item and transfer that data to the new item. To view prepayment percentages, on the Item Card page, choose Sales , and then Prepayment Percentages .
Purchase	Purchase prepayment percentage	Check whether any purchase prepayment percentages are defined for the original item and transfer that data to the new item. To view prepayment percentages, on the Item Card page, choose Purchases , and then Prepayment Percentages .
Warehouse	Bin contents	Review the bin content defined for the original item. If columns such as as Min. Qty., Max. Qty., Default, and Dedicated have been individually entered then you must manually create bin content for the new item. If they are not, no action is required. Business Central will maintain the records when you register warehouse documents and journals.
Job	Job Prices	Check whether job prices are defined for the original item and transfer that data to the new item. This information is available on the Job Card page in the Job Details – No. of Prices part on the FactBox pane.
Service	Service resource skill	Check whether service resource skills are defined for the original item and transfer that data to the new item. To view resource skills, use the Resource Skills action on the Item Card page.
	Service item components	Check whether components are defined for the original service item and transfer that data to the new item. To view service item components, on the Item Card page use the Service Item action to open the list of related service items, and then choose the Components action.

AREA	WHAT TO COPY	HOW TO COPY IT
Production	Production BOMs	Check whether any production BOMs contain the original item and replace it with the new item. To replace the original item, on the Production BOMs page, choose the Exchange Production BOM Item action.
Assembly	Assembly BOMs	Check whether any assembly BOMs contain the original item and manually replace it with the new item.

IMPORTANT

If the new costing method is Standard you should enter a value in the **Standard Cost** field on the **Item Card** page. You can use the **Standard Cost Worksheet** page to set the cost shares accordingly. For more information, see [Update Standard Costs](#).

Determine the inventory quantity to convert from the original item to the new item

NOTE

This step does not consider quantities that are included in unshipped orders. For more information, see [Handle inventory quantities that are allocated to demand](#).

Use a physical inventory journal to produce a list of the quantities in inventory. Depending on the warehouse location setup, use one of the following:

- Physical Invt. Journals
- Whse. Phys. Invt. Journals

Both journals can calculate the inventory quantity of the item, including the location, variant, bin, and storage location. For more information, see [Count, Adjust, and Reclassify Inventory Using Journals](#).

Transfer the inventory to the new item

Create and post assembly orders to transfer the cost and inventory quantity from the original item to the new item. Assembly orders can convert one item to another while preserving the costs. This helps ensure that the net totals for the inventory account and COGS are not affected (except when the new costing method is Standard, in which case costs may be distributed to variance accounts). For more information, see [Assembly Management](#).

When creating assembly orders, use the information from the Physical Invt. journal or Whse. Phys. Invt. journal. The following tables describe the information in the reports to enter in the header and lines on the assembly order.

FIELD	VALUE TO ENTER
Item No.	The number of the new item.
Quantity	The quantity in physical inventory journal. NOTE: The quantities calculated by the physical inventory journals does not include the quantities that are on orders that have not yet shipped.
Variant Code	The same as in physical inventory journal.

FIELD	VALUE TO ENTER
Location Code	The same as in physical inventory journal.
Unit of Measure Code	The same as in physical inventory journal.
Bin Code	The same as in physical inventory journal.

Lines

FIELD	VALUE TO ENTER
Type	Item
No.	The number of the original item.
Quantity per	1
Variant Code	The same as in physical inventory journal.
Location Code	The same as in physical inventory journal.
Unit of Measure Code	The same as in physical inventory journal.

NOTE

An assembly order can handle only one SKU of an item at a time. You must create an assembly order for each combination of SKU that has a quantity in inventory.

NOTE

For a warehouse location, you might have to create picks before you can post the assembly order. To investigate that, review the setup for picking on the **Location Card** page. For more information, see [Set Up Items and Locations for Directed Put-away and Pick](#).

Handle inventory quantities that are allocated to demand

Ideally, the inventory for the original item should go to zero after you transfer the inventory quantities. However, there can be outstanding orders, worksheets, and journals (see the table below) that still require a quantity of the original item. The quantity could also be blocked by a reservation or item tracking.

Example There are 1000 pcs. in inventory, and 20 pcs. are reserved for a sales order that has not yet shipped. In that case, you might decide to keep the 20 pcs. in the old item so that you can fulfill the outstanding order.

NOTE

There are functional areas that can affect the quantity, as listed in the table below, so it can be tricky to find the correct amount. To be safe, using the example above, you can choose to keep 100 pcs. and transfer the remaining 900 pcs. instead. Another way to do it would be to process the documents and journals so that only a manageable few remain. Yet another alternative is to transfer the entire quantity to the new item and then transfer some of it back to the original item using the assembly order.

The following table lists functional areas where there might be outstanding quantities.

AREA	WHERE TO LOOK FOR OUTSTANDING QUANTITIES
Sales	Sales documents, including orders, return orders, invoices, quotes, blanket orders, and credit memos
Inventory	Item journals, reservations, item tracking, and standard cost worksheet
Purchase	Purchase documents, including orders, return orders, invoices, quotes, blanket orders, and credit memos
Planning	Requisition worksheet, planning worksheet, and order planning
Warehouse	Transfer orders, warehouse shipments, warehouse journals, and warehouse picks, put-aways, and movements, internal picks and put-aways, and bin creation worksheets
Assembly	Assembly documents, including orders, return orders, and blanket orders
Jobs	Job planning lines and job journal lines
Service	Service documents and service contracts
Production	Production orders (planned, firm planned, and released)

Block the original item from further use

When the inventory for the original item is zero, you can block the item to prevent it from being used in new transactions. To block the item, on the **Item Card** page, turn on the **Blocked** toggle. For more information, see [Block Items from Sales or Purchasing](#).

Summary

Changing the costing method on items that have been used in transactions is a process, and not a standard action in Business Central. You can use the steps described in this topic as a template for the process.

The process can be time consuming because there are several manual steps. However, taking the time to complete it will minimize the impact of mistakes on your general ledger.

We recommend the following:

1. Assess the feasibility of the process by taking one, or maybe a few, representative items through the entire process.
2. Consider contacting an experienced partner who can help you with the process.

See Also

[Design Details: Costing Methods Overview](#)

NOTE

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Design Details: Item Application

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When you post an inventory transaction, the quantity posting is recorded in the item ledger entries, the value posting in the value entries. For more information, see [Design Details: Inventory Posting](#).

In addition, an item application is made to link the cost recipient to its cost source to provide cost forwarding according to the costing method. For more information, see [Design Details: Costing Methods](#).

Business Central makes two types of item application.

APPLICATION TYPE	DESCRIPTION
Quantity application	Created for all inventory transactions
Cost application	Created for inbound entries together with a quantity application as a result of user interaction in special processes.

Item applications can be made in the following ways.

METHOD	DESCRIPTION	APPLICATION TYPE
Automatic	Occurs as general cost forwarding according to the costing method	Quantity application
Fixed	Made by the user when: <ul style="list-style-type: none">- Processing returns- Posting corrections- Undoing quantity postings- Creating drop shipments Note: The fixed application can be made either manually by entering an entry number in the Appl.-from Item Entry field or by using a function, such as the Get Posted Document Lines to Reverse .	Quantity application Cost application Note: Cost application only occurs in inbound transactions where the Appl.-from Item Entry field is filled to create a fixed application. See the next table.

Whether quantity applications or cost applications are made depends on the direction of the inventory transaction and whether the item application is made automatically or fixed, in connection with special processes.

The following table shows, based on the central application fields on inventory transaction lines, how costs flow depending on the transaction direction. It also indicates when and why the item application is of type quantity or cost.

-	APPL.-TO ITEM ENTRY FIELD	APPL.-FROM ITEM ENTRY FIELD
Application for outbound entry	The outbound entry pulls the cost from the open inbound entry. Quantity application	Not supported

-	APPL.-TO ITEM ENTRY FIELD	APPL.-FROM ITEM ENTRY FIELD
Application for inbound entry	<p>The inbound entry pushes the cost onto the open outbound entry.</p> <p>The inbound entry is the cost source.</p> <p>Quantity application</p>	<p>The inbound entry pulls the cost from the outbound entry. Note: When making this fixed application, the inbound transaction is treated as a sales return. Therefore, the applied outbound entry remains open.</p> <p>The inbound entry is NOT the cost source.</p> <p>Cost application</p>

IMPORTANT

A sales return is NOT considered a cost source when fixed applied.

The sales entry remains open until the real source is posted.

An item application entry records the following information.

FIELD	DESCRIPTION
Item Ledger Entry No.	The number of the item ledger entry for the transaction that this application entry is created for.
Inbound Item Entry No.	The item ledger entry number of the inventory increase to which the transaction should be linked, if applicable.
Outbound Item Entry No.	The item ledger entry number of the inventory decrease to which the transaction should be linked, if applicable.
Quantity	The quantity being applied.
Posting Date	The posting date of the transaction.

Inventory Increase

When you post an inventory increase, then a simple item application entry is recorded without an application to an outbound entry.

Example

The following table shows the item application entry that is created when you post a purchase receipt of 10 units.

POSTING DATE	INBOUND ITEM ENTRY NO.	OUTBOUND ITEM ENTRY NO.	QUANTITY	ITEM LEDGER ENTRY NO.
01-01-20	1	0	10	1

Inventory Decrease

When you post an inventory decrease, an item application entry is created that links the inventory decrease to an inventory increase. This link is created by using the item's costing method as a guideline. For items using

FIFO, Standard, and Average costing methods, the linking is based on the first-in-first-out principle. The inventory decrease is applied to the inventory increase with the earliest posting date. For items using the LIFO costing method, the linking is based on the last-in-first-out principle. The inventory decrease is applied to the inventory increase with the most recent posting date.

In the **Item Ledger Entry** table, the **Remaining Quantity** field shows the quantity that has not yet been applied. If the remaining quantity is more than 0, then the **Open** check box is selected.

Example

The following example shows the item application entry that is created when you post a sales shipment of 5 units of the items that were received in the previous example. The first item application entry is the purchase receipt. The second application entry is the sales shipment.

The following table shows the two item application entries that result from the inventory increase and the inventory decrease, respectively.

POSTING DATE	INBOUND ITEM ENTRY NO.	OUTBOUND ITEM ENTRY NO.	QUANTITY	ITEM LEDGER ENTRY NO.
01-01-20	1	0	10	1
01-03-20	1	2	-5	2

Fixed Application

You make a fixed application when you specify that the cost of an inventory increase should apply to a specific inventory decrease, or vice versa. The fixed application affects the remaining quantities of the entries, but the fixed application also reverses the exact cost of the original entry that you are applying to, or from.

To make a fixed application, you use the **Appl.-to Item Entry** field or the **Appl.-from Item Entry** field in the document lines to specify the item ledger entry that you want the transaction line to apply to, or from. For example, you might make a fixed application when you want to create a cost application that specifies that a sales return should apply to a specific sales shipment to reverse the cost of the sales shipment. In this case, Business Central ignores the costing method and applies the inventory decrease, or increase, for a sales return, to the item ledger entry that you specify. The advantage of making a fixed application is that the cost of the original transaction is passed to the new transaction.

Example – Fixed Application in Purchase Return

The following example, which illustrates the effect of fixed application of a purchase return of an item using the FIFO costing method, is based on the following scenario:

1. In entry 1, the user posts a purchase at a cost of LCY 10.00.
2. In entry 2, the user posts a purchase at a cost of LCY 20.00.
3. In entry 3, the user posts a purchase return. The user makes a fixed application to the second purchase by entering the item ledger entry number in the **Appl.-to Item Entry** field on the purchase return order line.

The following table shows item ledger entries resulting from the scenario.

POSTING DATE	ITEM LEDGER ENTRY TYPE	QUANTITY	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.
01-04-20	Purchase	10	10.00	1
01-05-20	Purchase	10	20.00	2

POSTING DATE	ITEM LEDGER ENTRY TYPE	QUANTITY	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.
01-06-20	Purchase (Return)	-10	-20.00	3

Because a fixed application is made from the purchase return to the second purchase entry, the items are returned at the correct cost. If the user had not performed the fixed application, then the returned item would be incorrectly valued at LCY 10.00 because the return would have been applied to the first purchase entry according to the FIFO principle.

The following table shows the item application entry that results from the fixed application.

POSTING DATE	INBOUND ITEM ENTRY NO.	OUTBOUND ITEM ENTRY NO.	QUANTITY	ITEM LEDGER ENTRY NO.
01-06-20	2	3	10	3

The cost of the second purchase, LCY 20.00, is passed correctly to the purchase return.

Example – Fixed Application with Average Cost

The following example, which illustrates the effect of fixed application, is based on the following scenario for an item that uses the Average costing method:

1. In entry numbers 1 and 2, the user posts two purchase invoices. The second invoice has the incorrect direct unit cost of LCY 1000.00.
2. In entry number 3, the user posts a purchase credit memo with a fixed application applied to the purchase entry with the wrong direct unit cost. The sum of the **Cost Amount (Actual)** field for the two fixed applied value entries becomes 0.00
3. In entry number 4, the user posts another purchase invoice with the correct direct unit cost of LCY 100.00
4. In entry number 5, the user posts a sales invoice.
5. The inventory quantity is 0, and the inventory value is also 0.00

The following table shows the result of the scenario on the item's value entries.

The following table shows the result of the scenario on the item's value entries after posting is complete and cost adjustment has been run.

POSTING DATE	ITEM LEDGER ENTRY TYPE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	APPL.-TO ITEM ENTRY	VALUED BY AVERAGE COST	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	Purchase	1	200.00		No	1	1
01-01-20	Purchase	1	1000.00		No	2	2
01-01-20	Purchase	-1	-1000	2	No	3	3
01-01-20	Purchase	1	100.00		No	4	4
01-01-20	Sale	-2	-300.00		Yes	5	5

If the user had not made the fixed application between the purchase credit memo and the purchase with the incorrect direct unit cost (step 2 in the previous scenario), then the cost would have been adjusted differently.

The following table shows the result on the item's value entries if step 2 in the previous scenario is performed

without a fixed application.

POSTING DATE	ITEM LEDGER ENTRY TYPE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	APPL.-TO ITEM ENTRY	VALUED BY AVERAGE COST	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	Purchase	1	200.00		No	1	1
01-01-20	Purchase	1	1000.00		No	2	2
01-01-20	Purchase	-1	433,33		Yes	3	3
01-01-20	Purchase	1	100.00		No	4	4
01-01-20	Sale	-2	866,67		Yes	5	5

In entry number 3, the value in the **Cost Amount (Actual)** field is valued by average and therefore includes the erroneous posting of 1000.00. Accordingly, it becomes -433,33, which is an inflated cost amount. The calculation is $1300 / 3 = .-433,33$.

In entry number 5, the value of the **Cost Amount (Actual)** field for this entry is also inaccurate for the same reason.

NOTE

If you create a fixed application for an inventory decrease for an item that uses the Average costing method, then the decrease will not receive the average cost for the item as usual, but will instead receive the cost of the inventory increase that you specified. That inventory decrease is then no longer part of the average cost calculation.

Example – Fixed Application in Sales Return

Fixed applications are also a very good means of reversing cost exactly, such as with sales returns.

The following example, which illustrates how a fixed application ensures exact cost reversal, is based on the following scenario:

1. The user posts a purchase invoice.
2. The user posts a sales invoice.
3. The user posts a sales credit memo for the returned item, which applies to the sales entry, to reverse the cost correctly.
4. A freight cost, related to the purchase order that was posted earlier, arrives. The user posts it as an item charge.

The following table shows the result of scenario steps 1 through 3 on the item's value entries.

POSTING DATE	ITEM LEDGER ENTRY TYPE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	APPL.-FROM ITEM ENTRY	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	Purchase	1	1000.00		1	1
02-01-20	Sale	-1	1000.00		2	2
03-01-20	Sale (Credit Memo)	1	1000	2	3	3

The following table shows the value entry resulting from scenario step 4, posting the item charge.

POSTING DATE	ITEM LEDGER ENTRY TYPE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	APPL.-FROM ITEM ENTRY	ITEM LEDGER ENTRY NO.	ENTRY NO.
04-01-20	(Item Charge)	1	100.00		1	4

The following table shows the effect of the exact cost reversal on the item's value entries.

POSTING DATE	ITEM LEDGER ENTRY TYPE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	APPL.-FROM ITEM ENTRY	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	Purchase	1	1000.00		1	1
02-01-20	Sale	-1	1100.00		2	2
03-01-20	Sale (Credit Memo)	1	1100.00	2	3	3
04-01-20	(Item Charge)	1	100.00		1	4

When you run the **Adjust Cost - Item Entries** batch job, the increased cost of the purchase entry, due to the item charge, is forwarded to the sales entry (entry number 2). The sales entry then forwards this increased cost to the sales credit entry (entry number 3). The final result is that the cost is correctly reversed.

NOTE

If you are working with returns or credit memos and you have set up the **Exact Cost Reversing Mandatory** field in either the **Purchases & Payables Setup** page or the **Sales & Receivables Setup** page, as appropriate for your situation, then Business Central automatically fills the various application entry fields when you use the **Copy from Document** function. If you use the **Get Posted Document Lines to Reverse** function, then the fields are always filled automatically.

NOTE

If you post a transaction with a fixed application, and the item ledger entry that you are applying to is closed, meaning that the remaining quantity is zero, then the old application is automatically undone and reapplies the item ledger entry using the fixed application that you specified.

Transfer Application

When an item is transferred from one location to another, inside the company inventory, then an application is created between the two transfer entries. Valuing a transfer entry depends on the costing method. For items using the Average costing method, valuation is made using the average cost in the average cost period in which the valuation date of the transfer occurs. For items using other costing methods, valuation is made by tracing back to the cost of the original inventory increase.

Example – Average Costing Method

The following example, which illustrates how transfer entries are applied, is based on the following scenario for an item using Average costing method and an average cost period of Day.

1. The user purchases the item at a cost of LCY 10.00.

2. The user purchases the item again at a cost of LCY 20.00.
3. The user transfers the item from EAST to WEST location.

The following table shows the effect of the transfer on the item's value entries.

POSTING DATE	ITEM LEDGER ENTRY TYPE	LOCATION CODE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	Purchase	EAST	1	10.00	1
01-01-20	Purchase	EAST	1	20.00	2
02-01-20	Transfer	EAST	-1	15.00	3
02-01-20	Transfer	WEST	1	15.00	4

Example – Standard Costing Method

The following example, which illustrates how transfer entries are applied, is based on the following scenario for an item using Standard costing method and an average cost period of Day.

1. The user purchases the item at a standard cost of LCY 10.00.
2. The user transfers the item from EAST to WEST location at a standard cost of LCY 12.00.

The following table shows the effect of the transfer on the item's value entries.

POSTING DATE	ITEM LEDGER ENTRY TYPE	LOCATION CODE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	Purchase	EAST	1	10.00	1
02-01-20	Transfer	EAST	-1	10.00	2
02-01-20	Transfer	WEST	1	10.00	3

Since the value of the original inventory increase is LCY 10.00, the transfer is valued at that cost, not at LCY 12.00.

Reapplication

Because of the way an item's unit cost is calculated, an incorrect item application could lead to a skewed average cost and unit cost. The following scenarios may cause incorrect item applications, which require that you undo item applications and reapply item ledger entries:

- You have forgotten to make a fixed application.
- You have made an incorrect fixed application.
- You want to overrule the application created automatically when posting, according to the item's costing method.
- You have to return an item to which a sale has already been manually applied, without using the **Get Posted Document Lines to Reverse** function, and you must therefore undo the application.

Business Central offers a feature for analyzing and correcting item applications. This work is performed on the **Application Worksheet** page.

See Also

Design Details: Known Item Application Issue

Design Details: Inventory Costing

Design Details: Costing Methods

Design Details: Average Cost

Design Details: Cost Adjustment

Managing Inventory Costs

Finance

Working with Business Central

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Design Details: Known Item Application Issue

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This article addresses an issue where the inventory level is zero although open item ledger entries exist in Business Central.

The article starts by listing typical symptoms of the issue, followed by the basics of item application to support the described reasons for this issue. At the end of the article is a workaround to address such open item ledger entries.

Symptoms of the Issue

Typical symptoms of the issue with zero inventory although open item ledger entries exist are the following:

- The following message when you try to close an inventory period: "The inventory cannot be closed because there is negative inventory for one or more items."
- An item ledger entry situation where both an outbound item ledger entry and its related inbound item ledger entry are open.

See the following example of an item ledger entry situation.

ENTR Y NO.	POST ING DATE	ENTR Y TYPE	DOC UME NT TYPE	DOC UME NT NO.	ITEM NO.	LOCA TION CODE	QUA NTIT Y	COST AMO UNT (ACT UAL)	INVO ICED QUA NTIT Y	REM AINI NG QUA NTIT Y	OPEN
333	01/28/2018	Sale	Sales Ship ment	102043	TEST	BLUE	-1	-10	-1	-1	Yes
334	01/28/2018	Sale	Sales Ship ment	102043	TEST	BLUE	1	10	1	1	Yes

Basics of Item Application

An item application entry is created for every inventory transaction to link the cost recipient to its cost source so that the cost can be forwarded according to the costing method. For more information, see [Design Details: Item Application](#).

- For an inbound item ledger entry, the item application entry is created when the item ledger entry is created.
- For an outbound item ledger entry, the item application entry is created when the item ledger entry is posted, IF there is an open inbound item ledger entry with available quantity that it can apply to. If there is no open inbound item ledger entry that it can apply to, then the outbound item ledger entry remains open until an inbound item ledger entry that it can apply to is posted.

There are two types of item application:

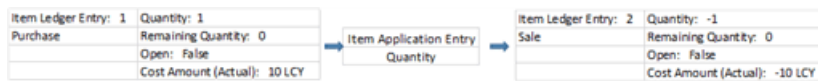
- Quantity Application

- Cost Application

Quantity Application

Quantity applications are made for all inventory transactions and are created automatically, or manually in special processes. When made manually, quantity applications are referred to as fixed application.

The following diagram shows how quantity applications are made.



Notice above that item ledger entry 1 (Purchase) is both the supplier of the item and the cost source to the applied item ledger entry, item ledger entry 2 (Sale).

NOTE

If the outbound item ledger entry is valued by average cost, then the applied inbound item ledger entry is not the unique cost source. It merely plays a part in the calculation of the average cost of the period.

Cost Application

Cost applications are only created for inbound transactions where the **Appl.-from Item Entry** field is filled to provide a fixed application. This typically happens in connection with a sales credit memo or an undo shipment scenario. The cost application ensures that the item re-enters inventory with the same cost as when it was shipped.

The following diagram shows how cost applications are made.

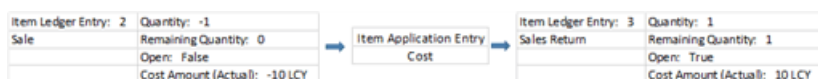
ENTR Y NO.	POSTI NG DATE	ENTR Y TYPE	DOCU MENT TYPE	DOCU MENT NO.	ITEM NO.	LOCA TION CODE	QUAN TITY	COST AMO UNT (ACT UAL)	INVOI CED QUAN TITY	REMA INING QUAN TITY	OPEN
333	01/28 /2018	Sale	Sales Shipm ent	1020 43	TEST	BLUE	-1	-10	-1	-1	Yes
334	01/28 /2018	Sale	Sales Shipm ent	1020 43	TEST	BLUE	1	10	1	1	Yes

Notice above that inbound item ledger 3 (Sales Return) is a cost recipient for the original outbound item ledger entry 2 (Sale).

Illustration of a Basic Cost Flow

Assume a complete cost flow where an item is received, is shipped and invoiced, is returned with exact-cost reversal, and is shipped again.

The following diagram illustrates the cost flow.



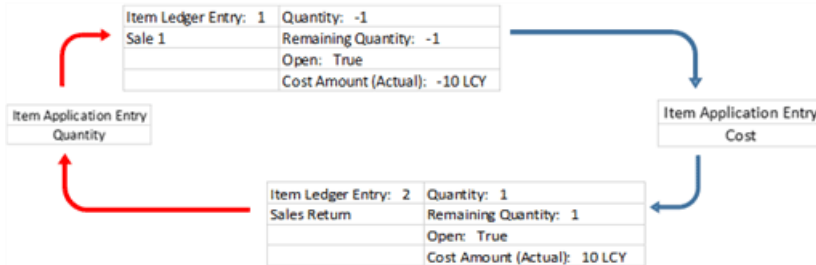
Notice above that the cost is forwarded to item ledger entry 2 (Sale), then to item ledger entry 3 (Sales Return), and finally to item ledger entry 4 (Sale 2).

Reasons for the Issue

The issue with zero inventory although open item ledger entries exist can be caused by the following scenarios:

- Scenario 1: A shipment and invoice is posted although the item is not available. The posting is then exact-cost reversed with a sales credit memo.
- Scenario 2: A shipment is posted although the item is not available. The posting is then undone with the Undo Shipment function.

The following diagram illustrates how item applications are made in both scenarios.



Notice above that a cost application is made (represented by the blue arrows) to ensure that item ledger entry 2 (Sales Return) is assigned the same costs as the item ledger entry that it reverses, item ledger entry 1 (Sale 1). However, a quantity application (represented by the red arrows) is not made.

Item ledger entry 2 (Sales Return) cannot be both a cost recipient of the original item ledger entry and at the same time be a supplier of items and their source of costs. Therefore, the original item ledger entry 1 (Sale 1) remains open until a valid source appears.

Identifying the Issue

To find out if the open item ledger entries are created, do as follows for the respective scenario:

For scenario 1, identify the issue as follows:

- In the **Posted Sales Credit Memo** or **Posted Return Receipt** page, look up from the **Appl.-from Item Entry** field to see if the field is populated, and in that case to which item ledger entry the return receipt is cost applied.

For scenario 2, identify the issue in either of the following ways:

- Look for an open outbound item ledger entry and an inbound item ledger entry with same number in the **Document No.** field, and Yes in the **Correction** field. See the following example of such an item ledger entry situation.

ENTR Y NO.	POST ING DATE	ENTR Y TYPE	DOC UME NT TYPE	DOC UME NT NO.	ITEM NO.	LOCA TION CODE	QUA NTIT Y	COST AMO UNT (ACT UAL)	INVO ICED QUA NTIT Y	REM AINI NG QUA NTIT Y	OPE N	COR RECTION
333	01/28/2018	Sale	Sales Shipment	102043	TEST	BLUE	-1	-10	-1	-1	Yes	No
334	01/28/2018	Sale	Sales Shipment	102043	TEST	BLUE	1	10	1	1	Yes	Yes

- On the **Posted Sales Shipment** page, look up from the **Appl.-from Item Entry** field to see if the field is populated, and in that case to which item ledger entry the return receipt is cost applied.

NOTE

Cost applications cannot be identified on the **Applied Item Entries** page because that page only shows quantity applications.

For both scenarios, identify the involved cost application as follows:

1. Open the **Item Application Entry** table.
2. Filter on the **Item Ledger Entry No.** field using the number of the Sales Return item ledger entry.
3. Analyze the item application entry, taking note of the following:

If the **Outbound Item Entry No.** field is populated for an inbound item ledger entry (positive quantity), then it means that the inbound item ledger entry is the cost recipient of the outbound item ledger entry.

See the following example of an item application entry.

ENTRY NO.	ITEM LEDGER ENTRY NO.	INBOUND ITEM ENTRY NO.	OUTBOUND ITEM ENTRY NO.	QUANTITY	POSTING DATE	COST APPLICATION
299	334	334	333	1	01/28/2018	Yes

Notice above that inbound item ledger entry 334 is cost applied to outbound item ledger entry 333.

Workaround for the Issue

On the **Item Journal** page, post the following lines for the item in question:

- A positive adjustment to close the open outbound item ledger entry.
- A negative adjustment with the same quantity.

This adjustment balances the inventory increase caused by the positive adjustment and closes the open inbound item ledger entry.

The result is that inventory is zero and all item ledger entries are closed.

See Also

[Design Details: Item Application](#)

[Design Details: Inventory Costing](#)

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Design Details: Cost Adjustment

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The main purpose of cost adjustment is to forward cost changes from cost sources to cost recipients, according to an item's costing method, to provide correct inventory valuation.

An item can be sales invoiced before it has been purchase invoiced, so that the recorded inventory value of the sale does not match the actual purchase cost. Cost adjustment updates the cost of goods sold (COGS) for historic sales entries to ensure that they match the costs of the inbound transactions to which they are applied. For more information, see [Design Details: Item Application](#).

The following are secondary purposes, or functions, of cost adjustment:

- Invoice finished production orders:
 - Change the status of value entries from **Expected** to **Actual**.
 - Clear WIP accounts. For more information, see [Design Details: Production Order Posting](#).
 - Post variance. For more information, see [Design Details: Variance](#).
 - Update the unit cost on the item card.

Inventory costs must be adjusted before the related value entries can be reconciled with the general ledger. For more information, see [Design Details: Reconciliation with the General Ledger](#).

Detecting the Adjustment

The task of detecting if cost adjustment should occur is primarily performed by the Item Jnl.-Post Line routine, while the task of calculating and generating cost adjustment entries is performed by the **Adjust Cost – Item Entries** batch job.

To be able to forward costs, the detection mechanism determines which sources have changed in costs and to which destination these costs should be forwarded. The following three detection functions exist in Business Central:

- Item Application Entry
- Average Cost Adjustment Entry Point
- Order Level

Item Application Entry

This detection function is used for items that use FIFO, LIFO, Standard, and Specific costing methods and for fixed applications scenarios. The function works as follows:

- Cost adjustment is detected by marking the source item ledger entries as *Applied Entry to Adjust* whenever an item ledger entry or value entry is posted.
- Cost is forwarded according to the cost chains that are recorded in the **Item Application Entry** table.

Average Cost Adjustment Entry Point

This detection function is used for items that use the Average costing method. The function works as follows:

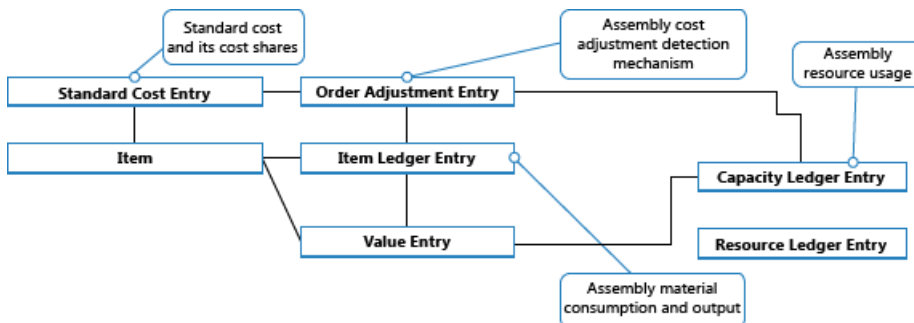
- Cost adjustment is detected by marking a record in the **Avg. Cost Adjmt. Entry Point** table whenever a value entry is posted.
- Cost is forwarded by applying the costs to value entries with a later valuation date.

Order Level

This detection function is used in conversion scenarios, production and assembly. The function works as follows:

- Cost adjustment is detected by marking the order whenever a material/resource is posted as consumed/used.
- Cost is forwarding by applying the costs from material/resource to the output entries associated with the same order.

The Order Level function is used to detect adjustments in assembly posting. The following graphic shows the adjustment entry structure:



For more information, see [Design Details: Assembly Order Posting](#).

Manual versus Automatic Cost Adjustment

Cost adjustment can be performed in two ways:

- Manually, by running the **Adjust Cost - Item Entries** batch job. You can run this batch job either for all items or for only certain items or item categories. This batch job runs a cost adjustment for the items in inventory for which an inbound transaction has been made, such as a purchase. For items that use the average costing method, the batch job also makes an adjustment if any outbound transactions are created.
- Automatically, by adjusting costs every time that you post an inventory transaction, and when you finish a production order. The cost adjustment is only run for the specific item or items affected by the posting. This is set up when you select the **Automatic Cost Adjustment** check box on the **Inventory Setup** page.

It is good practice to run the cost adjustment automatically when you post because unit costs are more frequently updated and therefore more accurate. The disadvantage is that the performance of the database can be affected by running the cost adjustment so often.

Because it is important to keep the unit cost of an item up to date, it is recommend that you run the **Adjust Cost - Item Entries** batch job as often as possible, during nonworking hours. Alternatively, use automatic cost adjustment. This ensures that the unit cost is updated for items daily.

Regardless if you run the cost adjustment manually or automatically, the adjustment process and its consequences are the same. Business Central calculates the value of the inbound transaction and forwards that cost to any outbound transactions, such as sales or consumptions, which have been applied to the inbound transaction. The cost adjustment creates value entries that contain adjustment amounts and amounts that compensate for rounding.

The new adjustment and rounding value entries have the posting date of the related invoice. Exceptions are if the value entries fall in a closed accounting period or inventory period or if the posting date is earlier than the date in the **Allow Posting From** field on the **General Ledger Setup** page. If this occurs, the batch job assigns the posting date as the first date of the next open period.

Adjust Cost - Item Entries Batch Job

When you run the **Adjust Cost - Item Entries** batch job, you have the option to run the batch job for all items or for only certain items or categories.

NOTE

We recommend that you always run the batch job for all items and only use the filtering option to reduce the runtime of the batch job, or to fix the cost of a certain item.

Example

The following example shows if you post a purchased item as received and invoiced on 01-01-20. You later post the sold item as shipped and invoiced on 01-15-20. Then, you run the **Adjust Cost - Item Entries** and **Post Inventory Cost to G/L** batch jobs. The following entries are created.

Value Entries (1)

POSTING DATE	ITEM LEDGER ENTRY TYPE	COST AMOUNT (ACTUAL)	COST POSTED TO G/L	INVOICED QUANTITY	ENTRY NO.
01-01-20	Purchase	10.00	10.00	1	1
01-15-20	Sale	-10.00	-10.00	-1	2

Relation Entries in the G/L – Item Ledger Relation Table (1)

G/L ENTRY NO.	VALUE ENTRY NO.	G/L REGISTER NO.
1	1	1
2	1	1
3	2	1
4	2	1

General Ledger Entries (1)

POSTING DATE	G/L ACCOUNT	ACCOUNT NO. (EN-US DEMO)	AMOUNT	ENTRY NO.
01-01-20	[Inventory Account]	2130	10.00	1
01-01-20	[Direct Cost Applied Account]	7291	-10.00	2
01-15-20	[Inventory Account]	2130	-10.00	3
01-15-20	[COGS Account]	7290	10.00	4

Later, you post a related purchase item charge for 2.00 LCY invoiced on 02-10-20. You run the **Adjust Cost - Item Entries** batch job and then run the **Post Inventory Cost to G/L** batch job. The cost adjustment batch job adjusts the cost of the sale by -2.00 LCY accordingly, and the **Post Inventory Cost to G/L** batch job posts the new value entries to the general ledger. The result is as follows.

Value Entries (2)

POSTING DATE	ITEM LEDGER ENTRY TYPE	COST AMOUNT (ACTUAL)	COST POSTED TO G/L	INVOICED QUANTITY	ADJUSTMENT	ENTRY NO.
02-10-20	Purchase	2.00	2.00	0	No	3
01-15-20	Sale	-2.00	-2.00	0	Yes	4

Relation Entries in the G/L – Item Ledger Relation Table (2)

G/L ENTRY NO.	VALUE ENTRY NO.	G/L REGISTER NO.
5	3	2
6	3	2
7	4	2
8	4	2

General Ledger Entries (2)

POSTING DATE	G/L ACCOUNT	ACCOUNT NO. (EN-US DEMO)	AMOUNT	ENTRY NO.
02-10-20	[Inventory Account]	2130	2.00	5
02-10-20	[Direct Cost Applied Account]	7291	-2.00	6
01-15-20	[Inventory Account]	2130	-2.00	7
01-15-20	[COGS Account]	7290	2.00	8

Automatic Cost Adjustment

To set up cost adjustment to run automatically when you post an inventory transaction, use the **Automatic Cost Adjustment** field on the **Inventory Setup** page. This field enables you to select how far back in time from the current work date that you want automatic cost adjustment to be performed. The following options exist.

OPTION	DESCRIPTION
Never	Costs are not adjusted when you post.
Day	Costs are adjusted if posting occurs within one day from the work date.
Week	Costs are adjusted if posting occurs within one week from the work date.
Month	Costs are adjusted if posting occurs within one month from the work date.

OPTION	DESCRIPTION
Quarter	Costs are adjusted if posting occurs within one quarter from the work date.
Year	Costs are adjusted if posting occurs within one year from the work date.
Always	Costs are always adjusted when you post, regardless of the posting date.

The selection that you make in the **Automatic Cost Adjustment** field is important for performance and the accuracy of your costs. Shorter time periods, such as **Day** or **Week**, affect system performance less, because they provide the stricter requirement that only costs posted in the last day or week can be automatically adjusted. This means that the automatic cost adjustment does not run as frequently and therefore affects system performance less. However, it also means that unit costs may be less accurate.

Example

The following example shows an automatic cost adjustment scenario:

- On January 10, you post a purchased item as received and invoiced.
- On January 15, you post a sales order for the item as shipped and invoiced.
- On February 5, you receive an invoice for a freight charge on the original purchase. You post this freight charge, applying it to the original purchase invoice, which increases the cost of the original purchase.

If you have set up the automatic cost adjustment to apply to postings that occur within a month or a quarter from the current work date, then the automatic cost adjustment runs and forwards the cost of the purchase to the sale.

If you have set up the automatic cost adjustment to apply to postings that occur within a day or a week from the current work date, then the automatic cost adjustment does not run, and the cost of the purchase is not forwarded to the sale until you run the **Adjust Cost - Item Entries** batch job.

See Also

[Adjust Item Costs](#)

[Design Details: Inventory Costing](#)

[Design Details: Reconciliation with the General Ledger](#)

[Design Details: Inventory Posting](#)

[Design Details: Variance](#)

[Design Details: Assembly Order Posting](#)

[Design Details: Production Order Posting](#)

[Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

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Design Details: Posting Date on Adjustment Value Entry

2/18/2021 • 13 minutes to read • [Edit Online](#)

This article provides guidance for users of the Inventory Costing functionality in Business Central. The specific article is providing guidance in how the **Adjust Cost - Item Entries** batch job identifies and assigns a posting date to the value entries that the batch job is about to create.

First the concept of the process is reviewed, how the batch job identifies and assigns the Posting Date to the Value Entry to be created. Thereafter there are some scenarios shared that we in the support team come across from time to time and finally there is a summary of the concepts used from version 3.0.

The Concept

From version 5.0, the **Adjust Cost – Item Entries** batch job assigns a posting date to the value entry it is about to create in the following steps:

1. Initially the Posting Date of the entry to be created is the same date as the entry it adjusts.
2. The Posting Date is validated against Inventory Periods and/or General Ledger Setup.
3. Assignment of Posting Date; If the initial Posting Date is not within allowed posting date range the batch job will assign an allowed Posting Date from either General Ledger Setup or Inventory Period. If both Inventory Periods and allowed posting dates in General Ledger Setup are defined, the later date of the two will be assigned to the Adjustment Value Entry.

Let's review this process more in practice. Assume we have an Item Ledger Entry of Sale. The item was shipped on September 5th, 2013 and it was invoiced the day after.

Item Ledger Entry:

Date format: YYYY-MM-DD

Entry No.	Item No.	Posting Date	Entry Type	Document No.	Location Code	Quantity	Cost Amount (Actual)	Invoiced Quantity	Remaining Quantity
319	A	2013-09-05	Sale	102033	BLUE	-1	-11	-1	0

Below, the first Value Entry (379) represents the shipment and carry the same Posting Date as the parent Item ledger Entry.

The second Value Entry (381) represents the invoice.

The third Value Entry (391) is an Adjustment of the invoicing Value Entry (381)

Entry No.	Item No.	Posting Date	Item Ledger Entry Type	Document No.	Item Ledger Entry No.	Location Code	Item Ledger Entry Quantity	Invoiced Quantity	Cost Amount (Actual)	Cost Amount (Expected)	Adjustment	Applies to Entry	Source Code
379	A	2013-09-05	Sale	102033	319	BLUE	-1	0	0	-10	No	0	SALES
381	A	2013-09-06	Sale	103022	319	BLUE	0	-1	-10	10	No	0	SALES
391	A	2013-09-06	Sale	103022	319	BLUE	0	0	-1	0	Yes	381	INVTADJMT

Posting Date on Adjustment entry is initially set to the same Posting date of the entry it adjusts.

Step 1: Adjustment Value Entry to be created is assigned same Posting Date as the entry it adjusts, illustrated above by Value entry 391.

Step 2: Validation of initial assigned Posting Date.

The **Adjust Cost – Item Entries** batch job determines if the initial Posting Date of the Adjustment Value Entry is within allowed posting date range based upon Inventory Periods and/or General Ledger Setup.

Let's review the above mentioned Sale by adding setup of allowed posting date ranges.

Inventory Periods:

Inventory Periods Type to filter

Sorting: Ending Date ↕

Ending Date	Name	Closed
2013-01-31	January 2013	<input checked="" type="checkbox"/>
2013-02-28	February 2013	<input checked="" type="checkbox"/>
2013-03-31	March 2013	<input checked="" type="checkbox"/>
2013-04-30	April 2013	<input checked="" type="checkbox"/>
2013-05-31	May 2013	<input checked="" type="checkbox"/>
2013-06-30	June 2013	<input checked="" type="checkbox"/>
2013-07-31	July 2013	<input checked="" type="checkbox"/>
2013-08-31	August 2013	<input checked="" type="checkbox"/>
2013-09-30	September 2013	<input type="checkbox"/>
2013-10-31	October 2013	<input type="checkbox"/>
2013-11-30	November 2013	<input type="checkbox"/>
2013-12-31	December 2013	<input type="checkbox"/>

First allowed posting date is the first day in the first open period. September 1st, 2013.

General Ledger Setup:

General Ledger Setup

General

Allow Posting From: 2013-09-10 ▼

Allow Posting To: 2013-09-30 ▼

Register Time:

Local Address Format: Post Code+Ci... ▼

First allowed posting date is the date stated in field Allow Posting From: September 10th, 2013.

If both Inventory Periods and allowed posting dates in General Ledger Setup are defined, the later date of the two will define the allowed posting date range.

Step 3: Assignment of an allowed posting date;

The initial assigned Posting Date was September 6th as illustrated in step 1. However, in the 2nd step the Adjust Cost – Item entries batch job identifies that earliest allowed Posting Date is September 10th and thereby assigns September 10th to the Adjustment Value Entry, below.

Entry No.	Item No.	Posting Date	Item Ledger Entry Type	Document No.	Item Ledger Entry No.	Location Code	Item Ledger Entry Quantity	Invoiced Quantity	Cost Amount (Actual)	Cost Amount (Expected)	Adjustment	Applies To Entry	Source Code
379	A	2013-09-05	Sale	Direct Cost	102033	319 BLUE	-1	0	0	-10	No		0 SALES
381	A	2013-09-06	Sale	Direct Cost	103022	319 BLUE	-1	-1	-10	10	No		0 SALES
391	A	2013-09-10	Sale	Direct Cost	103022	319 BLUE	0	0	-3	0	Yes	381	INVTADJMT

We have now reviewed the concept for assigning Posting Dates to Value Entries created by the Adjust Cost - Item entries batch job.

Let's continue to review some scenarios that we in the support team comes across from time to time in relation

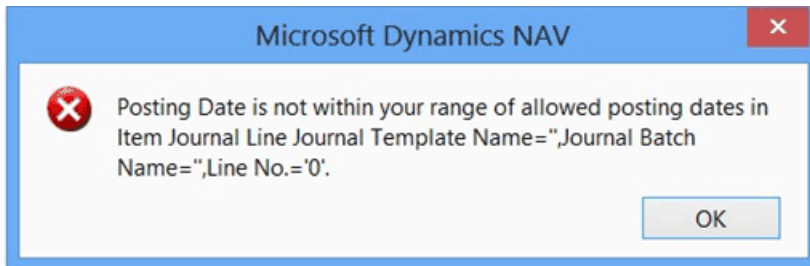
to assigned Posting Dates in the Adjust Cost – Item entries batch job and related setups.

Scenarios

Scenario I: "Posting Date is not within your range of allowed posting dates..."

This is a scenario where a user is experiencing mentioned error message when the Adjust Cost – Item entries batch job is run.

In the previous section, describing the concept of assigning posting dates, the intention of the Adjust Cost – Item entries batch job is to create a Value Entry with Posting Date September 10th.



We follow up on the User Setup:

User Setup

Sorting: User ID ▾ A Z ↕

User ID	Allow Posting From	Allow Posting To
EUROPE\HHO...	2013-09-11	2013-09-30

The user in this case has an allowed posting date range from September 11th to September 30th and is thereby not allowed to post the Adjustment Value Entry with Posting Date September 10th.

Ending Date	Name	Closed
2013-01-31	January 2013	<input checked="" type="checkbox"/>
2013-02-28	February 2013	<input checked="" type="checkbox"/>
2013-03-31	March 2013	<input checked="" type="checkbox"/>
2013-04-30	April 2013	<input checked="" type="checkbox"/>
2013-05-31	May 2013	<input checked="" type="checkbox"/>
2013-06-30	June 2013	<input checked="" type="checkbox"/>
2013-07-31	July 2013	<input checked="" type="checkbox"/>
2013-08-31	August 2013	<input checked="" type="checkbox"/>
2013-09-30	September 2013	<input type="checkbox"/>
2013-10-31	October 2013	<input type="checkbox"/>
2013-11-30	November 2013	<input type="checkbox"/>
2013-12-31	December 2013	<input type="checkbox"/>

User Setup

User ID	Allow Posting From	Allow Posting To
HHO-NAV-...	2013-09-01	2013-09-30

Assigning the user a wider (or same) allowed posting date range as in Inventory Period or General Ledger Setup, mentioned conflict will be avoided.

The Adjustment Value Entry with Posting Date September 10th will with this setup be posted successfully.

General	
Allow Posting From:	2013-09-10 ▾
Allow Posting To:	2013-09-30 ▾
Register Time:	<input type="checkbox"/>
Local Address Format:	Post Code+Cl... ▾

Knowledge Base article [952996](#) discusses additional scenarios related to mentioned error message.

Scenario II: Posting Date on Adjustment Value Entry versus Posting Date on entry causing the adjustment such as Revaluation or Item charge.

Revaluation scenario:

Prerequisites:

Inventory setup:

- Automatic Cost Posting = Yes

- Automatic Cost Adjustment=Always
- Average Cost Calc. Type=item
- Average Cost Period=Day

General Ledger Setup:

- Allow Posting From = January 1st, 2014
- Allow Posting To = empty

User Setup:

- Allow Posting From = December 1st, 2013.
- Allow Posting to = empty

To test the scenario

1. Create item TEST:

Base unit of measure = PCS

Costing Method = Average

Select optional posting groups.

2. Open Item Journal, create and post a line as follows:

Posting Date = December 15th, 2013

Item = TEST

Entry Type = Purchase

Quantity = 100

Unit Amount = 10

3. Open Item Journal, create and post a line as follows:

Date = December 20th, 2013

Item = TEST

Entry Type = Negative Adjustment

Quantity = 2

4. Open Item Journal, create and post a line as follows:

Date = January 15th, 2014

Item = TEST

Entry Type = Negative Adjustment

Quantity = 3

5. Open Revaluation Journal, create and post a line as follows:

Item = TEST

Applies-to Entry = select Purchase entry posted at step 2. The Posting Date of the revaluation will be the same as the entry it adjusts.

Unit Cost Revalued = 40

The following Item Ledger and Value Entries have been posted:

Item Ledger Entry – Purchase:

Date format: YYYY-MM-DD

Entry No.	Item No.	Posting Date	Entry Type	Document No.	Quantity	Cost Amount (Actual)	Remaining Quantity
317	TEST	2013-12-15	Purchase	T00001	100	4 000	95

Value Entries:

Entry No.	Item No.	Posting Date	Item Ledger Entry No.	Item Ledger Entry Type	Entry Type	Document No.	Item Ledger Entry Quantity	Cost Amount (Actual)	Cost Posted to G/L	Adjustment	Applies to Entry	Source Code
376	TEST	2013-12-15	317	Purchase	Direct Cost	T00001	100	1 000,00	1 000,00	No	0	ITEMINL
379	TEST	2013-12-15	317	Purchase	Revaluation	T04002	0	3 000,00	3 000,00	No	0	REVALINL

Item Ledger Entry - Negative Adjustment, step 3:

Entry No.	Item No.	Posting Date	Entry Type	Document No.	Quantity	Cost Amount (Actual)	Remaining Quantity
318	TEST	2013-12-20	Negative Adjmt.	T00002	-2	-80	0

Value Entries:

Entry No.	Item No.	Posting Date	Item Ledger Entry No.	Item Ledger Entry Type	Entry Type	Document No.	Item Ledger Entry Quantity	Cost Amount (Actual)	Cost Posted to G/L	Adjustment	Applies to Entry	Source Code
377	TEST	2013-12-20	318	Negative Adjmt.	Direct Cost	T00002	-2	-20	-20	No	0	ITEMINL
380	TEST	2014-01-01	318	Negative Adjmt.	Direct Cost	T00002	0	-60	-60	Yes	377	INVTADIMT

Item Ledger Entry - Negative Adjustment, step 4:

Entry No.	Item No.	Posting Date	Entry Type	Document No.	Quantity	Cost Amount (Actual)	Remaining Quantity
319	TEST	2014-01-15	Negative Adjmt.	T00003	-3	-120	0

Value Entries:

Entry No.	Item No.	Posting Date	Item Ledger Entry No.	Item Ledger Entry Type	Entry Type	Document No.	Item Ledger Entry Quantity	Cost Amount (Actual)	Cost Posted to G/L	Adjustment	Applies to Entry	Source Code
378	TEST	2014-01-15	319	Negative Adjmt.	Direct Cost	T00003	-3	-30	-30	No	0	ITEMINL
381	TEST	2014-01-15	319	Negative Adjmt.	Direct Cost	T00003	0	-90	-90	Yes	378	INVTADIMT

The Adjust Cost – Item entries batch job has recognized a change in cost and adjusted the Negative Adjustments.

Review of Posting Dates on created Adjustment Value Entries: The earliest allowed Posting Date the Adjust Cost - Item Entries batch job has to relate to is January 1st, 2014 as stated in the General Ledger Setup.

Negative Adjustment in step 3: assigned Posting Date is January 1st, provided by General Ledger Setup. The Posting Date of the Value Entry in scope for adjustment is December 20, 2013. According to General Ledger Setup the date is not within allowed posting date range. Therefore the Posting Date stated in the Allow Posting From field in the General Ledger Setup is assigned to the Adjustment Value Entry.

Negative Adjustment in step 4: assigned Posting Date is January 15th. The Value Entry in scope of adjustment has Posting Date January 15th, which is within the allowed posting date range according to General Ledger Setup.

The adjustment made for the Negative Adjustment in step 3 causes discussion. The favorable Posting Date for the Adjustment Value Entry would have been December 20th or at least within December as the revaluation causing the change in COGS was posted in December.

To achieve adjustment in December of the Negative Adjustment in step 3, the General Ledger Setup, Allow Posting From field, need to state a date in December.

Conclusion:

With the experiences from this scenario, considering most suitable setup of allowed posting date range for a company, the following might be useful: As long as changes in inventory value is allowed to be posted in a period, December in this case, the setup the company uses for allowed posting date ranges should be aligned with this decision. The Allow Posting From in the General Ledger Setup, stating December 1st would allow the revaluation made in December to be forwarded to affected outbound entries in the same period.

User groups not allowed to post in December but in January, which was probably intended to be limited by the General Ledger Setup in this scenario, should instead be addressed via the User setup.

Item charge scenario:

Prerequisites:

Inventory setup:

- Automatic Cost Posting = Yes
- Automatic Cost Adjustment=Always
- Average Cost Calc. Type=item
- Average Cost Period=Day

General Ledger Setup:

- Allow Posting From = December 1st, 2013.
- Allow Posting To = empty

User Setup:

- Allow Posting From = December 1st, 2013.
- Allow Posting to = empty

To test the scenario

1. Create item charge:

Base unit of measure = PCS

Costing Method = Average

Select optional posting groups.

2. Create new purchase order

Buy-from Vendor No.: 10000

Posting Date = December 15th, 2013

Vendor Invoice No.: 1234

On the purchase order line:

Item = CHARGE

Quantity = 1

Direct Unit Cost = 100

Post Receive and Invoice.

3. Create new sales order:

Sell-to Customer No.: 10000

Posting Date = December 16th, 2013

On the sales order line:

Item = CHARGE

Quantity = 1

Unit Price = 135

Post Ship and Invoice.

4. General Ledger Setup:

Allow Posting From = January 1st, 2014

Allow Posting To = blank

5. Create new purchase order:

Buy-from Vendor No.: 10000

Posting Date = January 2nd, 2014

Vendor Invoice No.: 2345

On the purchase order line:

Item Charge = JB-FREIGHT

Quantity = 1

Direct Unit Cost = 3

Assign Item Charge to Purchase Receipt from step 2.

Post Receipt and Invoice.

Status Item Ledger entry of Purchase step 2:

Entry No.	Item No.	Posting Date	Entry Type	Document No.	Quantity	Cost Amount (Actual)	Remaining Quantity
324	CHARGE	2013-12-15	Purchase	107030	1	103	0

Value entries:

Entry No.	Item No.	Posting Date	Item Ledger Entry No.	Item Ledger Entry Type	Entry Type	Document No.	Item Charge No.	Item Ledger Entry Quantity	Cost Amount (Actual)	Cost Posted to G/L	Adjustment	Applies-to Entry
397	CHARGE	2013-12-15	324	Purchase	Direct Cost	108029		1	100	100	No	0
399	CHARGE	2014-01-02	324	Purchase	Direct Cost	108030	JB-FREIGHT	0	3	3	No	0

Status Item Ledger entry Sale:

Entry No.	Item No.	Posting Date	Entry Type	Document No.	Quantity	Cost Amount (Actual)	Remaining Quantity
325	CHARGE	2013-12-16	Sale	102035	-1	-103	0

Value entries:

Entry No.	Item No.	Posting Date	Item Ledger Entry No.	Item Ledger Entry Type	Entry Type	Document No.	Item Charge No.	Item Ledger Entry Quantity	Cost Amount (Actual)	Cost Posted to G/L	Adjustment	Applies-to Entry
398	CHARGE	2013-12-16	325	Sale	Direct Cost	103024		-1	-100	-100	No	0
400	CHARGE	2014-01-01	325	Sale	Direct Cost	103024		0	-3	-3	Yes	398

6. On work date January 3rd a purchase invoice arrives, containing an additional item charge to the purchase made in step 2. This invoice has document date December 30th and is therefore posted with Posting Date December 30th, 2013.

Create new purchase order:

Buy-from Vendor No.: 10000

Posting Date = December 30th, 2013

Vendor Invoice No.: 3456

On the purchase order line:

Item Charge = JB-FREIGHT

Quantity = 1

Direct Unit Cost = 2

Assign Item Charge to Purchase Receipt from step 2

Post Receipt and Invoice.

Status Item Ledger entry of Purchase:

Entry No.	Item No.	Posting Date	Entry Type	Document No.	Quantity	Cost Amount (Actual)	Remaining Quantity
324	CHARGE	2013-12-15	Purchase	107030	1	105	0

Value entries:

Entry No.	Item No.	Posting Date	Item Ledger Entry No.	Item Ledger Entry Type	Entry Type	Document No.	Item Charge No.	Item Ledger Entry Quantity	Cost Amount (Actual)	Cost Posted to G/L	Adjustment	Applies-to Entry
397	CHARGE	2013-12-15	324	Purchase	Direct Cost	108029		1	100	100	No	0
399	CHARGE	2014-01-02	324	Purchase	Direct Cost	108030	JB-FREIGHT	0	3	3	No	0
401	CHARGE	2013-12-30	324	Purchase	Direct Cost	108031	JB-FREIGHT	0	2	2	No	0

Status Item Ledger entry Sale:

Entry No.	Item No.	Posting Date	Entry Type	Document No.	Quantity	Cost Amount (Actual)	Remaining Quantity
325	CHARGE	2013-12-16	Sale	102035	-1	-105	0

Value entries:

Entry No.	Item No.	Posting Date	Item Ledger Entry No.	Item Ledger Entry Type	Entry Type	Document No.	Item Charge No.	Item Ledger Entry Quantity	Cost Amount (Actual)	Cost Posted to G/L	Adjustment	Applies-to Entry
398	CHARGE	2013-12-16	325	Sale	Direct Cost	103024		-1	-100	-100	No	0
400	CHARGE	2014-01-01	325	Sale	Direct Cost	103024		0	-3	-3	Yes	398
402	CHARGE	2014-01-01	325	Sale	Direct Cost	103024		0	-2	-2	Yes	398

Inventory Valuation report is printed as of Date December 31st , 2013

Inventory Posting Group Name												
Item No.	Description	Base Unit	As of		Increases (LCY)		Decreases (LCY)		As of 13-12-31		Cost Posted to G/L	
			Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value		
RESALE	CHARGE	PCS	0	0.00	1	102.00	1	100.00	0	2.00	2.00	
				0.00		102.00		100.00		2.00	2.00	
				0.00		102.00		100.00		2.00	2.00	
				0.00		102.00		100.00		2.00	2.00	

Summary of scenario:

The described scenario ends up with an Inventory Valuation report demonstrating Quantity = 0 while the Value = 2. The Item charge posted in step 11 is part of the Inventory Increase value of December while the Inventory Decrease of the same period is not affected.

Having the General Ledger Setup stating Allow Posting From January 1st was a good thing for the first Item charge. The costs of the Inventory Increase and Decrease was recorded in the same period. For the second Item charge however, the General Ledger Setup causes the change in COGS to be recognized in the period after.

Conclusion:

It's a challenge to have the Inventory Valuation report to demonstrate Quantity = 0 while the Value <> 0. In this case it's also more difficult to express the optimal settings, having purchase invoices arriving the same day but addressing different periods or even fiscal years. Crossing to a new fiscal year usually requires some planning and as part of that the insight of Adjust Cost – Item entries process, recognizing COGS, is to be considered.

In this scenario one option could have been to have the General Ledger Setup, field Allow Posting From, stating a date in December for a couple of more days and the posting of the first item charge postponed to allow all costs for the previous period/fiscal year to be recognized for the period they belong to first, having the Adjust Cost – Item entries batch job run and thereafter move the allowed posting date to the new period/fiscal year. The first item charge with posting date January 2nd could then be posted.

History of Adjust Cost – Item entries batch job

Below is a summary of the concept assigning Posting Dates to Adjustment Value Entries by the Adjust Cost – Item entries batch job since version 3.0.

From version 3.0..3.70.A

In the request form of the Adjust Cost - Item Entries batch job there is a Posting Date to be entered by the user. The batch job runs through all necessary changes and creates value entries with the posting date entered in the request form. Suggested posting date to use is today's date.

Version 3.70.B..4.0

In the request form of the Adjust Cost - Item Entries batch job there is a Closed Period Entry Posting Date to be entered by the user. The batch job runs through all necessary changes and creates value entries with the posting date of the parent item ledger entry (shipment date of the sale that the adjustment address). If the posting date of the parent item ledger entry is not within allowed posting date range the posting date stated as Closed Period Entry Posting Date will be assigned the Adjustment Value Entry. A date is considered to be in a closed period when it is earlier than the date in the Allow Posting From field in the General Ledger Setup.

From version 5.0:

There is no longer a posting date to be stated in the request form of the Adjust Cost - Item entries batch job. The batch job runs through all necessary changes and creates value entries with the posting date of the value entry it adjusts. If the posting date is not within allowed posting date range the posting date in the Allow Posting From field in the General Ledger Setup, OR if the Inventory periods are used, the later date of the two will be used. See described concept above.

History of Post Inventory cost to G/L batch job

The Post Inventory Cost to G/L batch job is closely related to the Adjust Cost – Item entries batch job why the history of this batch job is summarized and shared here as well.

From version 3.0..3.70.A

In the request form of the Post Inventory Cost to G/L there is a Posting Date to be entered by the user. The batch job runs through all value entries within the filter, if any, and creates General Ledger Entries with Posting Date entered in the request form.

Version 3.70.B..4.0

In the request form of the Post Inventory Cost to G/L the Closed Period Entry Posting Date field is available. The application uses the date you enter in this field as the posting date for the general ledger entries it creates for value entries whose posting dates are in closed accounting periods. Otherwise, the general ledger entries will have the same posting date as the original value entries. A date is considered to be in a closed period when it is earlier than the date in the Allow Posting From field in the General Ledger Setup. If posting to G/L Per Posting Group, the general ledger entries will have the posting date that is specified in the Posting Date field in the request form.

In version 3 and 4 the batch job scans all value entries to detect if there are any value entries where Cost Amount (Actual) differs from Cost Posted to G/L. If there is a difference detected the differing amount will be posted in a G/L entry. If expected cost posting is used corresponding fields are processed in the same way.

Value entry

Entry No.	Item No.	Posting Date	Item Ledger Entry Type	Source No.	Document No.	Cost Amount (Actual)	Cost Posted to G/L	Cost Amount (Expected)	Expected Cost Posted to G/L
521 B		2011-09-10	Sale	10000	103024	-1	0	0	0

From version 5.0:

There is no longer a posting date to be stated in the request form of the Post Inventory Cost to G/L batch job. The G/L entry is created with the same Posting Date as the related value entry. In order to complete the batch job the allowed posting date range must allow the Posting Date of the created G/L entry. If not, the allowed posting date range must be temporarily re-opened by changing or removing the dates in the Allow Posting From and To fields in the General Ledger Setup. To avoid reconciliation issues it is required that Posting Date of the G/L Entry corresponds to the Posting Date of the Value Entry.

The batch job scans Table 5811 - Post Value Entry to G/L, to identify the Value Entries in scope for posting to General Ledger. After successful run the table is emptied.

See Also

[Design Details: Inventory Costing](#)

[Design Details: Item Application](#)

NOTE

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Design Details: Expected Cost Posting

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Expected costs represent the estimation of, for example, a purchased item's cost that you record before you receive the invoice for the item.

You can post expected cost to inventory and to the general ledger. When you post a quantity that is only received or shipped but not invoiced, then a value entry is created with the expected cost. This expected cost affects the inventory value, but is not posted to the general ledger unless you set up the system up to do so.

NOTE

Expected costs are only managed for item transactions. Expected costs are not for immaterial transaction types, such as capacity and item charges.

If only the quantity part of an inventory increase has been posted, then the inventory value in the general ledger does not change unless you have selected the **Expected Cost Posting to G/L** check box on the **Inventory Setup** page. In that case, the expected cost is posted to interim accounts at the time of receipt. After the receipt has been fully invoiced, the interim accounts are then balanced and the actual cost is posted to the inventory account.

To support reconciliation and traceability work, the invoiced value entry shows the expected cost amount that has been posted to balance the interim accounts.

Example

The following example shows expected cost if the **Automatic Cost Posting** check box and the **Expected Cost Posting to G/L** check box are selected on the **Inventory Setup** page.

You post a purchase order as received. The expected cost is LCY 95.00.

Value Entries

POSTING DATE	ENTRY TYPE	COST AMOUNT (EXPECTED)	EXPECTED COST POSTED TO G/L	EXPECTED COST	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	Direct Cost	95.00	95.00	Yes	1	1

Relation Entries in the G/L – Item Ledger Relation Table

G/L ENTRY NO.	VALUE ENTRY NO.	G/L REGISTER NO.
1	1	1
2	1	1

General Ledger Entries

POSTING DATE	G/L ACCOUNT	ACCOUNT NO. (EN-US DEMO)	AMOUNT	ENTRY NO.
01-01-20	Inventory Accrual Account (Interim)	5530	-95.00	2
01-01-20	Inventory Account (Interim)	2131	95.00	1

At a later date, you post the purchase order as invoiced. The invoiced cost is LCY 100.00.

Value Entries

POSTING DATE	COST AMOUNT (ACTUAL)	COST AMOUNT (EXPECTED)	COST POSTED TO G/L	EXPECTED COST	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-15-20	100.00	-95.00	100.00	No	1	2

Relation Entries in the G/L – Item Ledger Relation Table

G/L ENTRY NO.	VALUE ENTRY NO.	G/L REGISTER NO.
3	2	2
4	2	2
5	2	2
6	2	2

General Ledger Entries

POSTING DATE	G/L ACCOUNT	ACCOUNT NO. (EN-US DEMO)	AMOUNT	ENTRY NO.
01-15-20	Inventory Accrual Account (Interim)	5530	95.00	4
01-15-20	Inventory Account (Interim)	2131	-95.00	3
01-15-20	Direct Cost Applied Account	7291	-100	6
01-15-20	Inventory Account	2130	100	5

See Also

[Design Details: Inventory Costing](#)

[Design Details: Cost Adjustment](#)

[Design Details: Reconciliation with the General Ledger](#)

[Design Details: Inventory Posting](#)

[Design Details: Variance](#)

[Managing Inventory Costs](#)

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Design Details: Average Cost

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The average cost of an item is calculated with a periodic weighted average, based on the average cost period that is set up in Business Central.

The valuation date is set automatically.

Setting Up Average Cost Calculation

The following table describes the two fields on the **Inventory Setup** page that must be filled to enable average cost calculation.

FIELD	DESCRIPTION
Average Cost Period	<p>Specifies which period the average cost is calculated in. The following options exist:</p> <ul style="list-style-type: none">- Day- Week- Month- Accounting Period <p>All inventory decreases that are posted in the average cost period receive the average cost calculated for that period.</p>
Average Cost Calc. Type	<p>Specifies how the average cost is calculated. The following options exist:</p> <ul style="list-style-type: none">- Item- Item, Variant, and Location <p>With this option, the average cost is calculated for each item, for each location, and for each variant of the item. This means that the average cost of this item depends on where it is stored and which variant of the item that you have selected, such as color.</p>

NOTE

You can only use one average cost period and one average cost calculation type in a fiscal year.

The **Accounting Periods** page shows which average cost period and which average cost calculation type is in effect during that period, for each accounting period.

Calculating Average Cost

When you post a transaction for an item that uses the Average costing method, an entry is created in the **Avg. Cost Adjmt. Entry Point** table. This entry contains the transaction's item number, variant code, and location code. The entry also contains the **Valuation Date** field, which specifies the last date of the average cost period in which the transaction was posted.

NOTE

This field should not be confused with the **Valuation Date** field in the **Value Entry** table, which shows the date when the value takes effect and is used to determine the average cost period in which the value entry belongs.

The average cost of a transaction is calculated when the item's cost is adjusted. For more information, see [Design Details: Cost Adjustment](#). A cost adjustment uses the entries in the **Avg. Cost Adjmt. Entry Point** table to identify which items (or items, locations, and variants) to calculate average costs for. For each entry with a cost that has not been adjusted, the cost adjustment uses the following to determine the average cost:

- Determines the cost of the item at the start of the average cost period.
- Adds the sum of the inbound costs that were posted during the average cost period. These include purchases, sales returns, positive adjustments, and production and assembly outputs.
- Subtracts the sum of the costs of any outbound transactions that were fixed-applied to receipts in the average cost period. These typically include purchase returns and negative outputs.
- Divides by the total inventory quantity for the end of the average cost period, excluding inventory decreases that are being valued.

The calculated average cost is then applied to the inventory decreases for the item (or item, location, and variant) with posting dates in the average cost period. If any inventory increases exist that were fixed applied to inventory decreases in the average cost period, then the calculated average cost is forwarded from the increase to the decrease.

Example: Average Cost Period = Day

The following example shows the effect of calculating the average cost based on an average cost period of one day. The **Average Cost Calc. Type** field on the **Inventory Setup** page is set to **Item**.

The following table shows item ledger entries for the sample average-cost item, ITEM1, before the **Adjust Cost - Item Entries** batch job has been run.

POSTING DATE	ITEM LEDGER ENTRY TYPE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	Purchase	1	20.00	1
01-01-20	Purchase	1	40.00	2
01-01-20	Sale	-1	-20.00	3
02-01-20	Sale	-1	-40.00	4
02-02-20	Purchase	1	100.00	5
02-03-20	Sale	-1	-100.00	6

NOTE

Because cost adjustment has not yet occurred, the values in the **Cost Amount (Actual)** field of the inventory decreases corresponding to the inventory increases that they are applied to.

The following table shows the entries in the **Avg. Cost Adjmt. Entry Point** table that apply to value entries resulting from the item ledger entries in the preceding table.

ITEM NO.	VARIANT CODE	LOCATION CODE	VALUATION DATE	COST IS ADJUSTED
ITEM1		BLUE	01-01-20	No
ITEM1		BLUE	02-01-20	No
ITEM1		BLUE	02-02-20	No
ITEM1		BLUE	02-03-20	No

The following table shows the same item ledger entries after the **Adjust Cost - Item Entries** batch job has been run. The average cost per day is calculated and applied to the inventory decreases.

POSTING DATE	ITEM LEDGER ENTRY TYPE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	Purchase	1	20.00	1
01-01-20	Purchase	1	40.00	2
01-01-20	Sale	-1	-30.00	3
02-01-20	Sale	-1	-30.00	4
02-02-20	Purchase	1	100.00	5
02-03-20	Sale	-1	-100.00	6

Example: Average Cost Period = Month

The following example shows the effect of calculating the average cost based on an average cost period of one month. The **Average Cost Calc. Type** field on the **Inventory Setup** page is set to **Item**.

If the average cost period is one month, then only one entry is created for each combination of item number, variant code, location code, and valuation date.

The following table shows item ledger entries for the sample average-cost item, ITEM1, before the **Adjust Cost - Item Entries** batch job has been run.

POSTING DATE	ITEM LEDGER ENTRY TYPE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	Purchase	1	20.00	1
01-01-20	Purchase	1	40.00	2
01-01-20	Sale	-1	-20.00	3
02-01-20	Sale	-1	-40.00	4
02-02-20	Purchase	1	100.00	5
02-03-20	Sale	-1	-100.00	6

NOTE

Because cost adjustment has not occurred yet, the values in the **Cost Amount (Actual)** field of the inventory decreases corresponding to the inventory increases that they are applied to.

The following table shows the entries in the **Avg. Cost Adjmt. Entry Point** table that apply to value entries resulting from the item ledger entries in the preceding table.

ITEM NO.	VARIANT CODE	LOCATION CODE	VALUATION DATE	COST IS ADJUSTED
ITEM1		BLUE	01-31-20	No
ITEM1		BLUE	02-28-20	No

NOTE

The valuation date is set to the last day in the average cost period, which in this case is the last day of the month.

The following table shows the same item ledger entries after the **Adjust Cost - Item Entries** batch job has been run. The average cost per month is calculated and applied to the inventory decreases.

POSTING DATE	ITEM LEDGER ENTRY TYPE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	Purchase	1	20.00	1
01-01-20	Purchase	1	40.00	2
01-01-20	Sale	-1	-30.00	3
02-01-20	Sale	-1	-65.00	4
02-02-20	Purchase	1	100.00	5
02-03-20	Sale	-1	-65.00	6

The average cost of entry number 3 is calculated in the average cost period for January, and the average cost for entries 4 and 6 is calculated in the average cost period for February.

To get the average cost for February, the average cost of the piece received in inventory (100.00) is added to the average cost at the beginning of the period (30.00). The sum of the two (130.00) is then divided by the total quantity in inventory (2). This gives the resulting average cost of the item in the February period (65.00). The average cost is assigned to the inventory decreases in the period (entries 4 and 6).

Setting the Valuation Date

The **Valuation Date** field in the **Value Entry** table is used to determine in which average cost period an inventory decrease entry belongs. This also applies to work in process (WIP) inventory.

The following table shows the criteria that are used to set the valuation date.

SCENARIO	POSTING DATE	VALUED QUANTITY	REVALUATION	VALUATION DATE
1		Positive	No	Posting date of item ledger entry
2	Later than the latest valuation date of applied value entries	Negative	No	Posting date of item ledger entry
3	Earlier than the latest valuation date of applied value entries	Positive	No	Latest valuation date of the applied value entries
4		Negative	Yes	Posting date of the revaluation value entry

Example

The following table of value entries illustrates the different scenarios.

SCENARIO	POSTING DATE	ITEM LEDGER ENTRY TYPE	VALUATION DATE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
1	01-01-20	Purchase	01-01-20	2	20.00	1	1
2	01-15-20	(Item Charge)	01-01-20	2	8.00	1	2
3	02-01-20	Sale	02-01-20	-1	-14.00	2	3
4	03-01-20	(Revaluation)	03-01-20	1	-4.00	1	4
5	02-01-20	Sale	03-01-20	-1	-10.00	3	5

NOTE

In entry number 5 in the preceding table, the user has entered a sales order with a posting date (02-01-20) that comes before the latest valuation date of applied value entries (03-01-20). If the corresponding value in the **Cost Amount (Actual)** field for this date (02-01-20) were used for this entry, then it would be 14.00. This would give a situation where the quantity on inventory is zero, but the inventory value is -4.00.

To avoid such a quantity-value mismatch, the valuation date is set to equal the latest valuation date of the applied value entries (03-01-20). The value in the **Cost Amount (Actual)** field becomes 10.00 (after revaluation), which means that the quantity on inventory is zero, and the inventory value is also zero.

Caution

Because the **Inventory Valuation** report is based on posting date, the report will reflect any quantity-value mismatches in scenarios as in the above example. For more information, see [Design Details: Inventory Valuation](#).

If the quantity on inventory is less than zero after posting the inventory decrease, then the valuation date is first set to the posting date of the inventory decrease. This date may be changed later, according to the rules described in the note earlier in this section, when the inventory increase is applied.

Recalculating Average Cost

Valuing inventory decreases as a weighted average would be straightforward if purchases were always invoiced before sales are invoiced, postings were never backdated, and you never made mistakes. However, the reality is somewhat different from this ideal.

As illustrated in the examples in this topic, the valuation date is defined as the date from which the value entry is included in the average cost calculation. This gives you the flexibility to do the following for items using the Average costing method:

- Invoice the sale of an item before the purchase of the item has been invoiced.
- Backdate a posting.
- Recover an incorrect posting.

NOTE

Another reason for this flexibility is fixed application. For more information about fixed application, see [Design Details: Item Application](#).

Because of this flexibility, you may have to recalculate the average cost after the related posting has occurred. For example, if you post an inventory increase or decrease with a valuation date that comes before one or more inventory decreases. The recalculation of the average cost will occur automatically when you run the **Adjust Cost - Item Entries** batch job, manually or automatically.

It is possible to change the inventory valuation base within an accounting period by changing the **Average Cost Period** field and the **Average Cost Calc. Type** field. However, this should be done with care and in agreement with an auditor.

Example

The following example illustrates how the average cost is recalculated when a late posting is introduced on a date that comes before one or more inventory decreases. The example is based on an average cost period of **Day**.

The following table shows the value entries that exist for the item before the posting is introduced.

VALUATION DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	1	10.00	1
01-02-20	1	20.00	2
02-15-20	-1	-15.00	3
02-16-20	-1	-15.00	4

The user posts an inventory increase (entry number 5) with a valuation date (01-03-20) that comes before one or more inventory decreases. To balance the inventory, the average cost must be recalculated and adjusted to 17.00.

The following table shows the value entries that exist for the item after entry number 5 is introduced.

VALUATION DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-01-20	1	10.00	1

VALUATION DATE	QUANTITY	COST AMOUNT (ACTUAL)	ENTRY NO.
01-02-20	1	20.00	2
01-03-20	1	21.00	5
02-15-20	-1	-17.00	3
02-16-20	-1	-17.00	4

See Also

[Design Details: Inventory Costing](#)

[Design Details: Costing Methods](#)

[Design Details: Cost Adjustment](#)

[Design Details: Item Application](#)

[Managing Inventory Costs](#)

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Design Details: Variance

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Variance is defined as the difference between the actual cost and the standard cost, as described in the following formula.

$$\text{actual cost} - \text{standard cost} = \text{variance}$$

If the actual cost changes, for example, because you post an item charge on a later date, then the variance is updated accordingly.

NOTE

Revaluation does not affect the variance calculation, because revaluation only changes the inventory value.

Example

The following example illustrates how variance is calculated for purchased items. It is based on the following scenario:

1. The user purchases an item at LCY 90.00, but the standard cost is LCY 100.00. Accordingly, the purchase variance is LCY –10.00.
2. LCY 10.00 is credited to the purchase variance account.
3. The user posts an item charge of LCY 20.00. Accordingly, the actual cost is increased to LCY 110.00, and the value of the purchase variance becomes LCY 10.00.
4. LCY 20.00 is debited to the purchase variance account. Accordingly, the net purchase variance becomes LCY 10.00.
5. The user revalues the item from LCY 100.00 to LCY 70.00. This does not affect the variance calculation, only the inventory value.

The following table shows the resulting value entries.

	Inventory		Direct Cost		Purchase Variance		Inventory Adjustment	
Purchase	100		90			10		
Item Charge			20		20			
Total before revaluation	100		110		10			
Revaluation		30					30	
Total after revaluation	70		110		10		30	

Determining the Standard Cost

The standard cost is used when calculating variance and the amount to capitalize. Since the standard cost can be changed over time because of manual update calculation, you need a point in time when the standard cost is fixed for variance calculation. This point is when the inventory increase is invoiced. For produced or assembled items, the point when standard cost is determined is when the cost is adjusted.

The following table shows how different cost shares are calculated for produced and assembled items when you

use the Calculate Standard Cost function.

COST SHARE	PURCHASED ITEM	PRODUCED/ASSEMBLED ITEM
Standard Cost		Single-Level Material Cost + Single-Level Capacity Cost + Single-Level Subcontrd. Cost + Single-Level Cap. Ovhd. Cost + Single-Level Mfg. Ovhd. Cost
Single-Level Material Cost	Unit Cost	$\sum_{\text{components}} \text{standard cost}$
Single-Level Capacity Cost	Not applicable	$\sum_{\text{operations(not subcontrd)}} \text{direct unit cost}$
Single-Level Subcontrd. Cost	Not applicable	$\sum_{\text{operations(subcontrd)}} \text{direct unit cost}$
Single-Level Cap. Ovhd Cost	Not applicable	$\sum_{\text{Operations}} \text{direct unit cost} \times \text{indirect cost \%} / 100 + \text{overhead rate}$
Single-Level Mfg. Ovhd Cost	Not applicable	(Single-Level Material Cost + Single-Level Capacity Cost + Single-Level Subcontrd. Cost) * Indirect Cost % / 100 + Overhead Rate
Rolled-up Material Cost	Unit Cost	$\sum_{\text{components}} \text{rolled - up material cost}$
Rolled-up Capacity Cost	Not applicable	$\sum_{\text{components}} \text{rolled - up capacity cost} + \text{single - level capacity cost}$
Rolled-Up Subcontracted Cost	Not applicable	$\sum_{\text{components}} \text{rolled - up cap. overhead cost} + \text{single - level ovhd cost}$
Rolled-up Capacity Ovhd. Cost	Not applicable	$\sum_{\text{components}} \text{rolled - up cap. overhead cost} + \text{single - level ovhd cost}$
Rolled-up Mfg. Ovhd. Cost	Not applicable	$\sum_{\text{components}} \text{rolled - up mfg. ovhd cost} + \text{single - level mfg. ovhd cost}$

See Also

[Design Details: Inventory Costing](#)

[Design Details: Costing Methods Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

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Design Details: Rounding

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Rounding residuals can occur when you value the cost of an inventory decrease that is measured in a different quantity than the corresponding inventory increase. Rounding residuals are calculated for all costing methods when you run the **Adjust Cost - Item Entries** batch job.

When you use the average costing method, the rounding residual is calculated and recorded on a cumulative, entry-by-entry basis.

When you use a costing method other than Average, the rounding residual is calculated when the inventory increase has been fully applied, that is when the remaining quantity for the inventory increase is equal to zero. A separate entry is then created for the rounding residual, and the posting date on this rounding entry is the posting date of the last invoiced value entry of the inventory increase.

Example

The following example illustrates how different rounding residuals are handled for the average costing method and non-Average costing method, respectively. In both cases, the **Adjust Cost - Item Entries** batch job has been run.

The following table shows the item ledger entries that the example is based on.

POSTING DATE	QUANTITY	ENTRY NO.
01-01-20	3	1
02-01-20	-1	2
03-01-20	-1	3
04-01-20	-1	4

For an item using the Average costing method, the rounding residual (1/300) is calculated with the first decrease (entry number 2) and is carried forward to entry number 3. Therefore, entry number 3 is valued at – 3.34.

The following table shows the resulting value entries.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	3	10	1	1
02-01-20	-1	-3.33	2	2
03-01-20	-1	-3.34	3	3
04-01-20	-1	-3.33	4	4

For an item using a costing method other than Average, the rounding residual (0.01) is calculated when the

remaining quantity for the inventory increase is zero. The rounding residual has a separate entry (number 5).

The following table shows the resulting value entries.

POSTING DATE	QUANTITY	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	3	10	1	1
02-01-20	-1	-3.33	2	2
03-01-20	-1	-3.33	3	3
04-01-20	-1	-3.33	4	4
01-01-20	0	-0.01	1	5

See Also

[Design Details: Inventory Costing](#)

[Design Details: Cost Adjustment](#)

[Design Details: Costing Methods Managing Inventory Costs](#)

[Finance](#)

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Design Details: Cost Components

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Cost components are different types of costs that make up the value of an inventory increase or decrease.

The following table shows the different cost components and any subordinate cost components that they consist of.

COST COMPONENT	SUBORDINATE COST COMPONENT	DESCRIPTION
Direct cost	Unit cost (direct purchase price)	Cost that can be traced to a cost object.
Direct cost	Freight cost (item charge)	Cost that can be traced to a cost object.
Direct cost	Insurance cost (item charge)	Cost that can be traced to a cost object.
Indirect cost		Cost that cannot be traced to a cost object.
Variance	Purchase variance	The difference between actual and standard costs, which is only posted for items using the Standard costing method.
Variance	Material variance	The difference between actual and standard costs, which is only posted for items using the Standard costing method.
Variance	Capacity variance	The difference between actual and standard costs, which is only posted for items using the Standard costing method.
Variance	Subcontracted variance	The difference between actual and standard costs, which is only posted for items using the Standard costing method.
Variance	Capacity overhead variance	The difference between actual and standard costs, which is only posted for items using the Standard costing method.
Variance	Manufacturing overhead variance	The difference between actual and standard costs, which is only posted for items using the Standard costing method.

COST COMPONENT	SUBORDINATE COST COMPONENT	DESCRIPTION
Revaluation		A depreciation or appreciation of the current inventory value.
Rounding		Residuals caused by the way in which valuation of inventory decreases are calculated.

NOTE

Freight and insurance costs are item charges that can be added to an item's cost at any time. When you run the **Adjust Cost - Item Entries** batch job, the value of any related inventory decreases are updated accordingly.

See Also

[Design Details: Inventory Costing](#)

[Design Details: Variance Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

NOTE

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Design Details: Inventory Periods

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Backdated transactions or cost adjustments often affect balances and stock valuations for accounting periods that may be considered closed. This can have adverse effects on accurate reporting, especially within global corporations. The Inventory Periods feature can be used to avoid such problems by opening or closing inventory periods to limit posting in a set period of time.

An inventory period is a period of time, defined by an ending date, in which you post inventory transactions. When you close an inventory period, no value changes can be posted in the closed period. This includes new value postings, expected or invoiced postings, changes to existing values, and cost adjustments. However, you can still apply to an open item ledger entry that falls in the closed period. For more information, see [Design Details: Item Application](#).

To make sure that all transaction entries in a closed period are final, the following conditions must be met before an inventory period can close:

- All outbound item ledger entries in the period must be closed (no negative inventory).
- All item costs in the period must be adjusted.
- All released and finished production orders in the period must be cost adjusted.

When you close an inventory period, an inventory period entry is created by using the number of the last item register that falls in the inventory period. In addition, the time, date, and user code of the user closing the period are recorded in the inventory period entry. By using this information with the last item register for the previous period, you can see which inventory transactions were posted in the inventory period. It is also possible to reopen inventory periods if you need to post in a closed period. When you reopen an inventory period, an inventory period entry is created.

See Also

[Design Details: Inventory Costing](#) [Managing Inventory Costs](#) [Finance Working with Business Central](#)

NOTE

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Design Details: Inventory Posting

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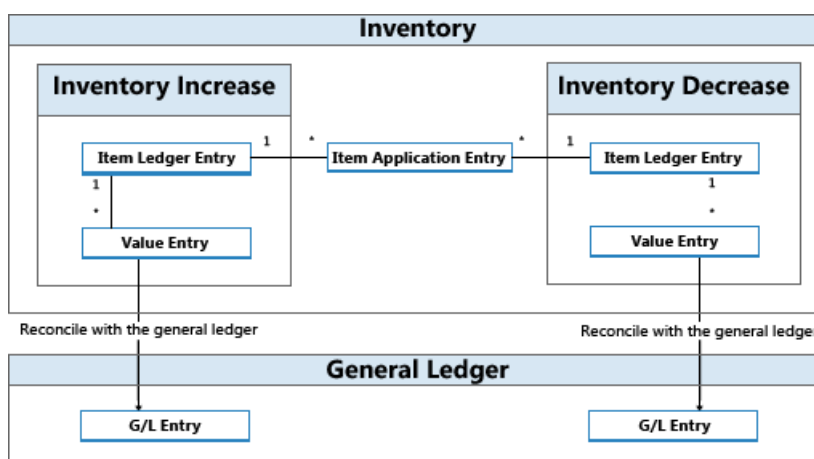
Each inventory transaction, such as a purchase receipt or a sales shipment, posts two entries of different types.

ENTRY TYPE	DESCRIPTION
Quantity	<p>Reflects the change of quantity in inventory. This information is stored in item ledger entries.</p> <p>Accompanied by item application entries.</p>
Value	<p>Reflects the change of inventory value. This information is stored in value entries.</p> <p>One or more value entries can exist for each item ledger entry or capacity ledger entry.</p> <p>For information about capacity value entries related to the use of production or assembly resources, see Design Details: Production Order Posting.</p>

In relation to quantity postings, item application entries exist to link inventory increase with inventory decrease. This enables the costing engine to forward costs from increases to the related decreases and vice versa. For more information, see [Design Details: Item Application](#).

Item ledger entries, value entries, and item application entries are created as a result of posting an item journal line, either indirectly by posting an order line or directly in the Item Journal page.

At regular intervals, value entries that are created in the inventory ledger are posted to the general ledger to reconcile the two ledgers for financial control reasons. For more information, see [Design Details: Reconciliation with the General Ledger](#).



Example

The following example shows how item ledger entries, value entries, and item application entries result in general ledger entries.

You post a purchase order as received and invoiced for 10 items with a direct unit cost of LCY 7 and an overhead rate of LCY 1. The posting date is 01-01-20. The following entries are created.

Item Ledger Entries (1)

POSTING DATE	ENTRY TYPE	COST AMOUNT (ACTUAL)	QUANTITY	ENTRY NO.
01-01-20	Purchase	80.00	10	1

Value Entries (1)

POSTING DATE	ENTRY TYPE	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	Direct Cost	70.00	1	1
01-01-20	Indirect Cost	10.00	1	2

Item Application Entries (1)

ENTRY NO.	ITEM LEDGER ENTRY NO.	INBOUND ITEM ENTRY NO.	OUTBOUND ITEM ENTRY NO.	QUANTITY
1	1	1	0	10

Next, you post a sale of 10 units of the item with a posting date of 01-15-20.

Item Ledger Entries (2)

POSTING DATE	ENTRY TYPE	COST AMOUNT (ACTUAL)	QUANTITY	ENTRY NO.
01-15-20	Sale	-80.00	-10	2

Value Entries (2)

POSTING DATE	ENTRY TYPE	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-15-20	Direct Cost	-80.00	2	3

Item Application Entries (2)

ENTRY NO.	ITEM LEDGER ENTRY NO.	INBOUND ITEM ENTRY NO.	OUTBOUND ITEM ENTRY NO.	QUANTITY
2	2	1	2	-10

At the end of the accounting period, you run the **Post Inventory Cost to G/L** batch job to reconcile these inventory transactions with the general ledger.

For more information, see [Design Details: Accounts in the General Ledger](#).

The following tables show the result of reconciling the inventory transactions in this example with the general ledger.

Value Entries (3)

POSTING DATE	ENTRY TYPE	COST AMOUNT (ACTUAL)	COST POSTED TO G/L	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-01-20	Direct Cost	70.00	70.00	1	1
01-01-20	Indirect Cost	10.00	10.00	1	2
01-15-20	Direct Cost	-80.00	-80.00	2	3

General Ledger Entries (3)

POSTING DATE	G/L ACCOUNT	ACCOUNT NO. (EN-US DEMO)	AMOUNT	ENTRY NO.
01-01-20	[Inventory Account]	2130	70.00	1
01-01-20	[Direct Cost Applied Account]	7291	-70.00	2
01-01-20	[Inventory Account]	2130	10.00	3
01-01-07	[Overhead Applied Account]	7292	-10.00	4
01-15-20	[Inventory Account]	2130	-80.00	5
01-15-20	[COGS Account]	7290	80.00	6

NOTE

The posting date of the general ledger entries is the same as for the related value entries.

The Cost Posted to G/L field in the Value Entry table is filled.

The relation between value entries and general ledger entries is stored in the **G/L - Item Ledger Relation** table.

Relation Entries in the G/L – Item Ledger Relation table (3)

G/L ENTRY NO.	VALUE ENTRY NO.	G/L REGISTER NO.
1	1	1
2	1	1
3	2	1
4	2	1
5	3	1
6	3	1

Assembly and Production Posting

Capacity and resource ledger entries represent the time that is posted as consumed in production or assembly. These process costs are posted as value entries to the general ledger along with the involved material costs in a similar structure as described for item ledger entries in this topic.

For more information, see [Design Details: Assembly Order Posting](#).

See Also

[Design Details: Inventory Costing](#)

[Design Details: Accounts in the General Ledger](#)

[Design Details: Cost Components Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

NOTE

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Design Details: Production Order Posting

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Similar to assembly order posting, the consumed components and the used machine time are converted and output as the produced item when the production order is finished. For more information, see [Design Details: Assembly Order Posting](#). However, the cost flow for assembly orders is less complex, especially because assembly cost posting only occurs once and therefore does not generate work-in-process inventory.

Transactions that occur during the manufacturing process can be tracked through the following stages:

1. Purchase of materials and other manufacturing inputs.
2. Conversion into work in process.
3. Conversion into finished goods inventory.
4. Sale of finished goods.

Therefore, apart from regular inventory accounts, a manufacturing company must establish three separate inventory accounts to record transactions at various stages of production.

INVENTORY ACCOUNT	DESCRIPTION
Raw Materials account	<p>Includes the cost of raw materials that are purchased but not yet transferred to production. The balance in the Raw Materials account indicates the cost of raw materials on hand.</p> <p>When raw materials move into the production department, the cost of the materials is transferred from the Raw Materials account to the WIP account.</p>
Work in Process (WIP) account	<p>Accumulates the costs that are incurred during production in the accounting period. The WIP account is debited for the cost of raw materials that are transferred from the raw materials warehouse, the cost of direct labor performed, and the manufacturing overhead costs that are incurred.</p> <p>The WIP account is credited for the total manufacturing cost of units that are completed in the factory and transferred to the finished goods warehouse.</p>
Finished Goods account	<p>This account includes the total manufacturing cost of units that are completed but not yet sold. At the time of sale, the cost of units sold is transferred from the Finished Goods account to the Cost of Goods Sold account.</p>

The inventory value is calculated by tracking the costs of all increases and decreases, as expressed by the following equation:

- $\text{inventory value} = \text{beginning balance of inventory} + \text{value of all increases} - \text{value of all decreases}$

Depending on the type of inventory, increases and decreases are represented by different transactions.

	INCREASES	DECREASES
--	-----------	-----------

	INCREASES	DECREASES
Raw material inventory	<ul style="list-style-type: none"> - Net purchases of material - Output of subassemblies - Negative consumption 	Material consumption
WIP inventory	<ul style="list-style-type: none"> - Material consumption - Capacity consumption - Manufacturing overhead 	Output of end items (cost of goods manufactured)
Finished goods inventory	Output of end items (cost of goods manufactured)	<ul style="list-style-type: none"> - Sales (cost of goods sold) - Negative output
Raw material inventory	<ul style="list-style-type: none"> - Net purchases of material - Output of subassemblies - Negative consumption 	Material consumption

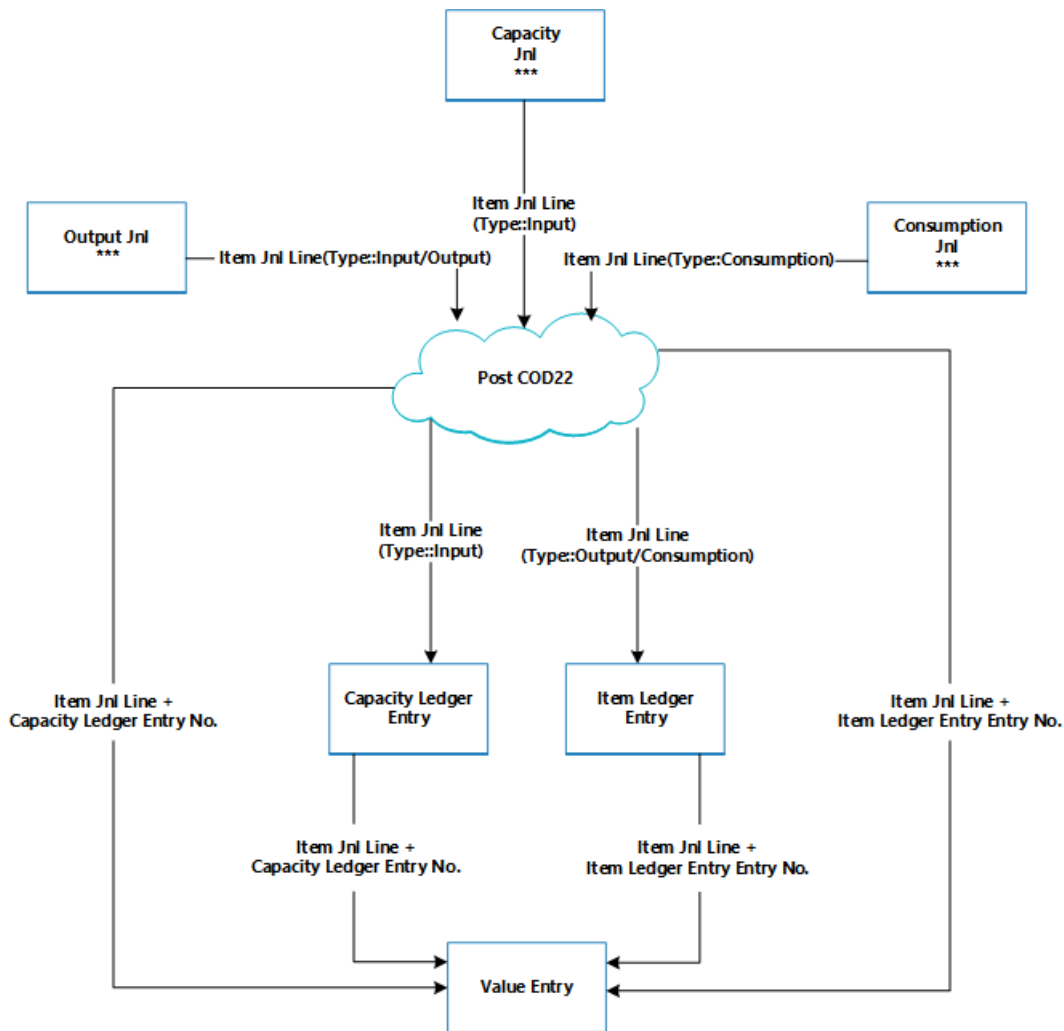
The values of increases and decreases are recorded in the different types of manufactured inventory in the same way as for purchased inventory. Every time a transaction of inventory increase or decrease takes place, an item ledger entry and a corresponding general ledger entry are created for the amount. For more information, see [Design Details: Inventory Posting](#).

Although values of transactions that are related to purchased goods are posted only as item ledger entries with related value entries, transactions that are related to produced items are posted as capacity ledger entries with related value entries, in addition to the item ledger entries.

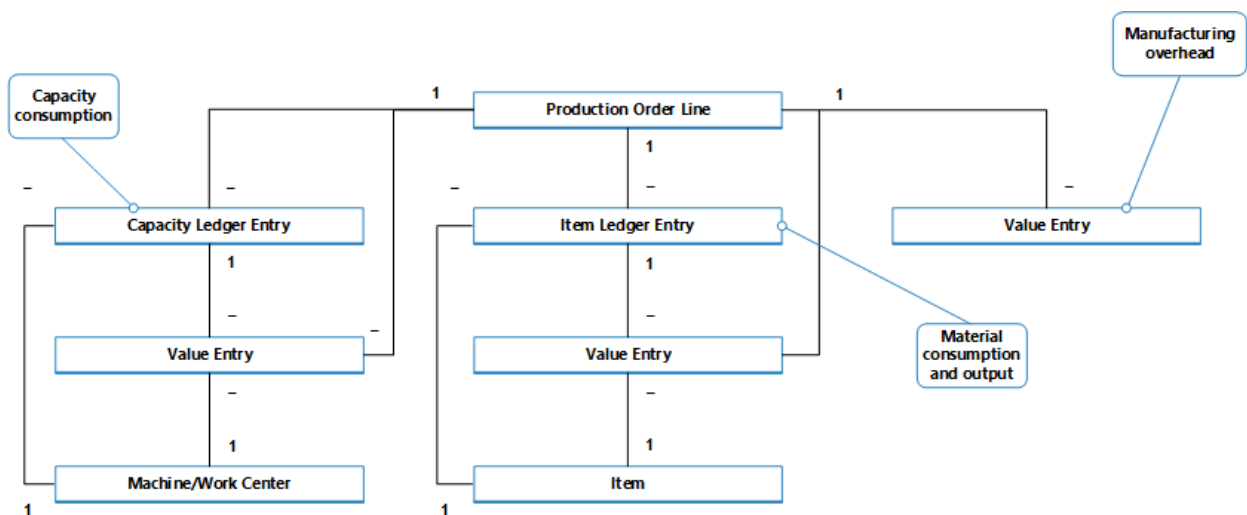
Posting Structure

Posting production orders to WIP inventory involves output, consumption, and capacity.

The following diagram shows the involved posting routines in codeunit 22.



The following diagram shows the associations between the resulting entries and the cost objects.



The capacity ledger entry describes the capacity consumption in terms of time units, whereas the related value entry describes the value of the specific capacity consumption.

The item ledger entry describes the material consumption or output in terms of quantities, whereas the related value entry describes the value of this specific material consumption or output.

A value entry that describes WIP inventory value can be associated with one of the following combinations of cost objects:

- A production order line, a work or machine center, and a capacity ledger entry.
- A production order line, an item, and an item ledger entry.

- Only a production order line

For more information about how costs from production and assembly are posted to the general ledger, see [Design Details: Inventory Posting](#).

Capacity Posting

Posting output from the last production order routing line results in a capacity ledger entry for the end item, in addition to its inventory increase.

The capacity ledger entry is a record of the time that was spent to produce the item. The related value entry describes the increase of the WIP inventory value, which is the value of the conversion cost. For more information, see "From the Capacity Ledger" in [Design Details: Accounts in the General Ledger](#).

Production Order Costing

To control inventory and production costs, a manufacturing company must measure the cost of production orders, because the predetermined standard cost of each produced item is capitalized in the balance sheet. For information about why produced items use the Standard costing method, see [Design Details: Costing Methods](#).

NOTE

In environments that do not use the Standard costing method, the actual rather than the standard cost of produced items is capitalized on the balance sheet.

The actual cost of a production order consists of the following cost components:

- Actual material cost
- Actual capacity cost or subcontractor cost
- Manufacturing overhead

These actual costs are posted to the production order and compared to the standard cost to calculate variances. Variances are calculated for each of the item cost components: raw materials, capacity, subcontractor, capacity overhead, and manufacturing overhead. The variances can be analyzed to determine problems, such as excessive waste in processing.

In standard-cost environments, the costing of a production order is based on the following mechanism:

1. When the last routing operation is posted, the production order cost is posted to the item ledger and set to the expected cost.

This cost equals the output quantity that is posted in the output journal multiplied by the standard cost that is copied from the item card. The cost is treated as expected cost until the production order is finished. For more information, see [Design Details: Expected Cost Posting](#).

NOTE

This differs from assembly order posting, which always posts actual costs. For more information, see [Design Details: Assembly Order Posting](#).

2. When the production order is set to **Finished**, the order is invoiced by running the **Adjust Cost-Item Entries** batch job. As a result, the total cost of the order is calculated based on the standard cost of the consumed materials and capacity. The variances between the calculated standard costs and the actual production costs are calculated and posted.

See Also

[Design Details: Inventory Costing](#)

[Design Details: Assembly Order Posting](#)

[Managing Inventory Costs Finance](#)

[Working with Business Central](#)

NOTE

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Design Details: Assembly Order Posting

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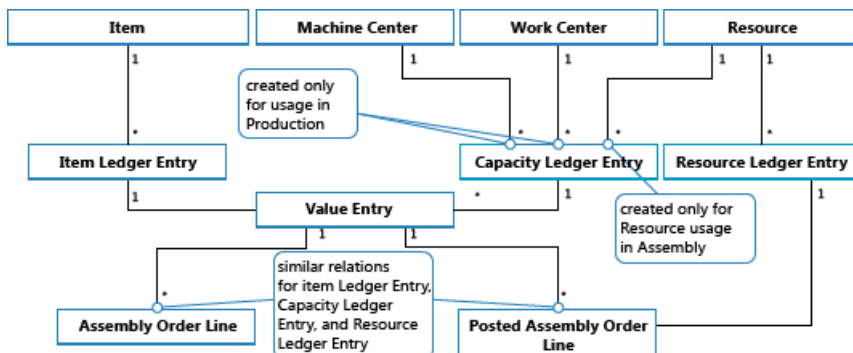
Assembly order posting is based on the same principles as when posting the similar activities of sales orders and production consumption/output. However, the principles are combined in that assembly orders have their own posting UI, like that for sales orders, while the actual entry posting happens in the background as direct item and resource journal postings, like that for production consumption, output, and capacity.

Similarly to production order posting, the consumed components and the used resources are converted and output as the assembly item when the assembly order is posted. For more information, see [Design Details: Production Order Posting](#). However, the cost flow for assembly orders is less complex, especially because assembly cost posting only occurs once and therefore does not generate work-in-process inventory.

The following journal postings occur during assembly order posting:

- The item journal posts positive item ledger entries, representing output of the assembly item, from the assembly order header
- The item journal posts negative item ledger entries, representing consumption of assembly components, from the assembly order lines.
- The resource journal posts usage of assembly resources (time units), from the assembly order lines.
- The capacity journal posts value entries relating to the resource usage, from the assembly order lines.

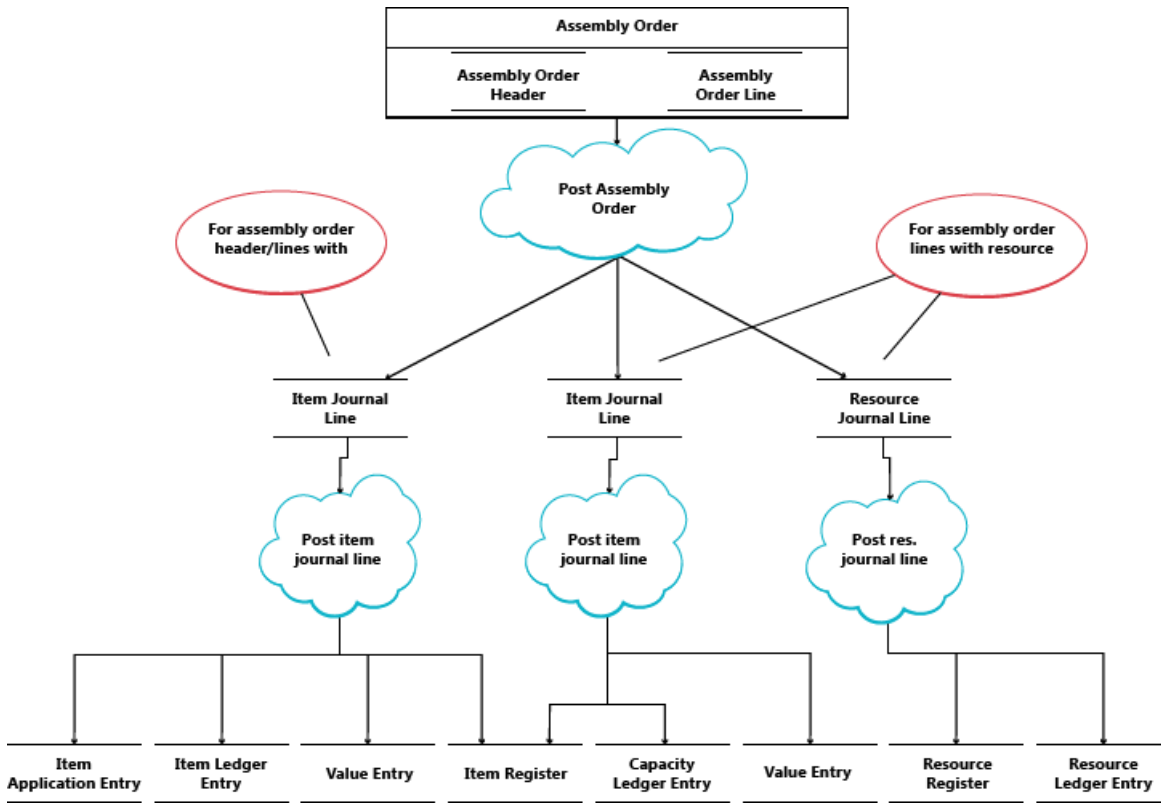
The following diagram shows the structure of item and resource ledger entries that result from assembly order posting.



NOTE

Machine and work centers are included to illustrate that capacity ledger entries are created from both production and assembly.

The following diagram shows how assembly data flows into ledger entries during posting:



Posting Sequence

The posting of an assembly order occurs in the following order:

1. The assembly order lines are posted.
2. The assembly order header is posted.

The following table outlines the sequence of actions.

ACTION	DESCRIPTION
Initialize Posting	<ol style="list-style-type: none"> 1. Make preliminary checks. 2. Add posting number and modify the assembly order header. 3. Release the assembly order.

ACTION	DESCRIPTION
Post	<ol style="list-style-type: none"> 1. Create the posted assembly order header. 2. Copy comment lines. 3. Post assembly order lines (consumption): <ol style="list-style-type: none"> a. Create a status page to calculate assembly consumption. b. Get the remaining quantity on which the item journal line will be based. c. Reset the consumed and remaining quantities. d. For assembly order lines of type Item: <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Transfer reservations to the item journal line. c. Post the item journal line to create the item ledger entries. d. Create warehouse journal lines and post them. e. For assembly order lines of type Resource: <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Post the item journal line. This creates capacity ledger entries. c. Create and post resource journal line. f. Transfer field values from the assembly order line into a newly created posted assembly order line. 4. Post the assembly order header (output): <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Transfer reservations to the item journal line. c. Post the item journal line to create the item ledger entries. d. Create warehouse journal lines and post them. e. Reset the assembly quantities and remaining quantities.

IMPORTANT

Unlike for production output, which is posted at expected cost, assembly output is posted at actual cost.

Cost Adjustment

Once an assembly order is posted, meaning that components (material) and resources are assembled into a new item, then it should be possible to determine the actual cost of that assembly item, and the actual inventory cost of the components involved. This is achieved by forwarding costs from the posted entries of the source (the components and resources) to the posted entries of the destination (the assembly item). The forwarding of costs is done by calculating and generating new entries, called adjustment entries that become associated with the destination entries.

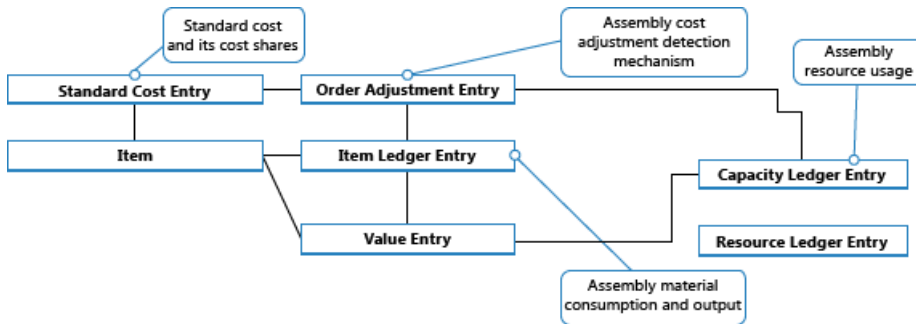
The assembly costs to be forwarded are detected with the Order Level detection mechanism. For information about other adjustment detection mechanisms, see [Design Details: Cost Adjustment](#).

Detecting the Adjustment

The order Level detection function is used in conversion scenarios, production and assembly. The function works as follows:

- Cost adjustment is detected by marking the order whenever a material/resource is posted as consumed/used.
- Cost is forwarding by applying the costs from material/resource to the output entries associated with the same order.

The following graphic shows the adjustment entry structure and how assembly costs are adjusted.



Performing the Adjustment

The spreading of detected adjustments from material and resource costs onto the assembly output entries is performed by the **Adjust Cost – Item Entries** batch job. It contains the Make Multilevel Adjustment function, which consists of the following two elements:

- Make Assembly Order Adjustment – which forwards cost from material and resource usage to the assembly output entry. Lines 5 and 6 in the algorithm below are responsible for that.
- Make Single Level Adjustments – which forwards costs for individual items using their costing method. Lines 9 and 10 in the algorithm below are responsible for that.

Make MultiLevel Adjustment	
1.	While not Done do
2.	case TRUE of
3.	LevelExceeded:
4.	Done := TRUE;
5.	Assembly To Adjust Exists(TempOrderAdjmtEntry):
6.	Make Assembly Order Adjustments(TempOrderAdjmtEntry);
7.	WIP To Adjust Exists(TempProdOrderLine):
8.	Make WIP Adjustments(TempProdOrderLine);
9.	Inventory To Adjust Exist(TempItem):
10.	Make Single Level Adjustments(TempItem);
11.	ELSE
12.	Done := TRUE;
13.	end case

NOTE

The Make WIP Adjustments element, in lines 7 and 8, is responsible for forwarding production material and capacity usage to the output of unfinished production orders. This is not used when adjusting assembly order costs as the concept of WIP does not apply to assembly.

For information about how costs from assembly and production are posted to the general ledger, see [Design Details: Inventory Posting](#).

Assembly Costs are Always Actual

The concept of work in process (WIP) does not apply in assembly order posting. Assembly costs are only posted as actual cost, never as expected cost. For more information, see [Design Details: Expected Cost Posting](#).

This is enabled by the following data structure.

- In the **Type** field on item journal lines, in the **Capacity Ledger Entry** and **Value Entry** tables, *Resource* is used to identify assembly resource entries.
- In the **Item Ledger Entry Type** field on item journal lines, in the **Capacity Ledger Entry** and **Value Entry** tables, *Assembly Output* and *Assembly Consumption* are used to identify the output assembly item entries and the consumed assembly component entries respectively.

In addition, posting group fields on the assembly order header and assembly order lines are populated by default as follows.

ENTITY	TYPE	POSTING GROUP	GEN. PROD. POSTING GROUP
Assembly Order Header	Item	Inventory Posting Group	Gen. Prod. Posting Group
Assembly Order Line	Item	Inventory Posting Group	Gen. Prod. Posting Group
Assembly Order Line	Resource		Gen. Prod. Posting Group

Accordingly, only actual costs are posted to the general ledger, and no interim accounts are populated from assembly order posting. For more information, see [Design Details: Accounts in the General Ledger](#)

Assemble to Order

The item ledger entry that results from posting an assemble-to-order sale is fixed applied to the related item ledger entry for the assembly output. Accordingly, the cost of an assemble-to-order sale is derived from the assembly order that it was linked to.

Item ledger entries of type Sale that result from posting assemble-to-order quantities are marked with **Yes** in the **Assemble to Order** field.

Posting sales order lines where a part is inventory quantity and another part is assemble-to-order quantity results in separate item ledger entries, one for the inventory quantity and one for the assemble-to-order quantity.

See Also

- [Design Details: Inventory Costing](#)
- [Design Details: Production Order Posting](#)
- [Design Details: Costing Methods](#)
- [Managing Inventory Costs](#)
- [Finance](#)
- [Working with Business Central](#)

NOTE

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Design Details: Reconciliation with the General Ledger

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When you post inventory transactions, such as sales shipments, production output, or negative adjustments, the quantity and value changes to the inventory are recorded in the item ledger entries and the value entries, respectively. The next step in the process is to post the inventory values to the inventory accounts in the general ledger.

There are two ways to reconcile the inventory ledger with the general ledger:

- Manually, by running the **Post Inventory Cost to G/L** batch job.
- Automatically, every time that you post an inventory transaction.

Post Inventory Cost to G/L Batch Job

When you run the **Post Inventory Cost to G/L** batch job, the general ledger entries are created based on value entries. You have the option to summarize general ledger entries for each value entry, or create general ledger entries for each combination of posting date, location code, inventory posting group, general business posting group, and general product posting group.

The posting dates of the general ledger entries are set to the posting date of the corresponding value entry, except when the value entry falls in a closed accounting period. In this case, the value entry is skipped, and you must change either the general ledger setup or the user setup to enable posting in the date range.

When you run the **Post Inventory Cost to G/L** batch job, you might receive errors because of missing setup or incompatible dimension setup. If the batch job encounters errors in the dimension setup, it overrides these errors and uses the dimensions of the value entry. For other errors, the batch job does not post the value entries and lists them at the end of the report in a section titled, **Skipped Entries**. To post these entries, you must first fix the errors. To see a list of errors before you run the batch job, you can run the **Post Invt. Cost to G/L - Test** report. This report lists all of the errors that are encountered during a test posting. You can fix the errors, and then run the inventory cost posting batch job without skipping any entries.

Automatic Cost Posting

To set up cost posting to the general ledger to run automatically when you post an inventory transaction, select the **Automatic Cost Posting** check box on the **Inventory Setup** page. The posting date of the general ledger entry is the same as the posting date of the item ledger entry.

Account Types

During reconciliation, inventory values are posted to the inventory account in the balance sheet. The same amount, but with the reverse sign, is posted to the relevant balancing account. Usually the balancing account is an income statement account. However, when you post direct cost related to consumption or output, the balancing account is a balance sheet account. The type of the item ledger entry and value entry determines which general ledger account to post to.

The entry type indicates which general ledger account to post to. This is determined either by the sign of the quantity on the item ledger entry or the valued quantity on the value entry, since the quantities always have the same sign. For example, a sales entry with a positive quantity describes an inventory decrease caused by a sale,

and a sales entry with a negative quantity describes an inventory increase caused by a sales return.

Example

The following example shows a bike chain that is manufactured from purchased links. This example shows how the various general ledger account types are used in a typical scenario.

The **Expected Cost Posting to G/L** check box on the **Inventory Setup** page is selected, and the following setup is defined.

The following table shows how the link is set up on the item card.

SETUP FIELD	VALUE
Costing Method	Standard
Standard Cost	LCY 1.00
Overhead Rate	LCY 0.02

The following table shows how the chain is set up on the item card.

SETUP FIELD	VALUE
Costing Method	Standard
Standard Cost	LCY 150.00
Overhead Rate	LCY 25.00

The following table shows how the work center is set up on the work center card.

SETUP FIELD	VALUE
Direct Unit Cost	LCY 2.00
Indirect Cost Percentage	10

Scenario

1. The user purchases 150 links and posts the purchase order as received. (Purchase)
2. The user posts the purchase order as invoiced. This creates an overhead amount of LCY 3.00 to be allocated and a variance amount of LCY 18.00. (Purchase)
 - a. The interim accounts are cleared. (Purchase)
 - b. The direct cost is posted. (Purchase)
 - c. The indirect cost is calculated and posted. (Purchase)
 - d. The purchase variance is calculated and posted (only for standard-cost items). (Purchase)
3. The user sells one chain and posts the sales order as shipped. (Sale)
4. The user posts the sales order as invoiced. (Sale)
 - a. The interim accounts are cleared. (Sale)
 - b. Cost of goods sold (COGS) is posted. (Sale)

	Inventory Interim		COGS Interim		Inventory		COGS	
3.		150	150					
4a.	150			150				12
4b.					150	150		

5. The user posts consumption of 150 links, which is the number of links used to produce one chain. (Consumption, Material)

	Inventory		Direct Cost	
5.		150	150	

6. The work center used 60 minutes to produce the chain. The user posts the conversion cost. (Consumption, Capacity)

- a. The direct costs are posted. (Consumption, Capacity)
- b. The indirect costs are calculated and posted. (Consumption, Capacity)

	Direct Cost		WIP		Indirect Cost	
6a.		120	120			
6b.			12			12

7. The user posts the expected cost of one chain. (Output)
8. The user finishes the production order and runs the **Adjust Cost - Item Entries** batch job. (Output)
- a. The interim accounts are cleared. (Output)
- b. The direct cost is transferred from the WIP account to the inventory account. (Output)
- c. The indirect cost (overhead) is transferred from the indirect cost account to the inventory account. (Output)
- d. This results in a variance amount of LCY 157.00. Variances are only calculated for standard-cost items. (Output)

	Inventory		Direct Cost	
7.		150	150	
8a.	150			150

	WIP		Inventory		Indirect Cost		Variance	
8a.		282	282					
8a.			25	157		25		
8a.							157	

NOTE

For the sake of simplicity, only one variance account is shown. In reality, five different accounts exist:

- Material Variance
- Capacity Variance
- Capacity Overhead Variance
- Subcontracting Variance
- Manufacturing Overhead Variance

9. The user revalues the chain from LCY 150.00 to LCY 140.00. (Adjustment/Revaluation/Rounding/Transfer)

	Inventory	Inventory/Adjustment
9.	10	10

For more information about the relationship between the account types and the different types of value entries, see [Design Details: Accounts in the General Ledger](#).

See Also

[Design Details: Inventory Costing](#)

[Design Details: Expected Cost Posting](#)

[Design Details: Cost Adjustment Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

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Design Details: Accounts in the General Ledger

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To reconcile inventory and capacity ledger entries with the general ledger, the related value entries are posted to different accounts in the general ledger. For more information, see [Design Details: Reconciliation with the General Ledger](#).

From the Inventory Ledger

The following table shows the relationship between different types of inventory value entries and the accounts and balancing accounts in the general ledger.

ITEM LEDGER ENTRY TYPE	VALUE ENTRY TYPE	VARIANCE TYPE	EXPECTED COST	ACCOUNT	BALANCING ACCOUNT
Purchase	Direct Cost		Yes	Inventory (Interim)	Invt. Accrual Acc. (Interim)
Purchase	Direct Cost		No	Inventory	Direct Cost Applied
Purchase	Indirect Cost		No	Inventory	Overhead Applied
Purchase	Variance	Purchase	No	Inventory	Purchase Variance
Purchase	Revaluation		No	Inventory	Inventory Adjmt.
Purchase	Rounding		No	Inventory	Inventory Adjmt.
Sale	Direct Cost		Yes	Inventory (Interim)	COGS (Interim)
Sale	Direct Cost		No	Inventory	COGS
Sale	Revaluation		No	Inventory	Inventory Adjmt.
Sale	Rounding		No	Inventory	Inventory Adjmt.
Positive Adjmt., Negative Adjmt., Transfer	Direct Cost		No	Inventory	Inventory Adjmt.
Positive Adjmt., Negative Adjmt., Transfer	Revaluation		No	Inventory	Inventory Adjmt.
Positive Adjmt., Negative Adjmt., Transfer	Rounding		No	Inventory	Inventory Adjmt.

ITEM LEDGER ENTRY TYPE	VALUE ENTRY TTYPE	VARIANCE TYPE	EXPECTED COST	ACCOUNT	BALANCING ACCOUNT
(Production) Consumption	Direct Cost		No	Inventory	WIP
(Production) Consumption	Revaluation		No	Inventory	Inventory Adjmt.
(Production) Consumption	Rounding		No	Inventory	Inventory Adjmt.
Assembly Consumption	Direct Cost		No	Inventory	Inventory Adjmt.
Assembly Consumption	Direct Cost		No	Direct Cost Applied	Inventory Adjmt.
Assembly Consumption	Indirect Cost		No	Overhead Applied	Inventory Adjmt.
(Production) Output	Direct Cost		Yes	Inventory (Interim)	WIP
(Production) Output	Direct Cost		No	Inventory	WIP
(Production) Output	Indirect Cost		No	Inventory	Overhead Applied
(Production) Output	Variance	Material	No	Inventory	Material Variance
(Production) Output	Variance	Capacity	No	Inventory	Capacity Variance
(Production) Output	Variance	Subcontracted	No	Inventory	Subcontracted Variance
(Production) Output	Variance	Capacity Overhead	No	Inventory	Cap. Overhead Variance
(Production) Output	Variance	Manufacturing Overhead	No	Inventory	Mfg. Overhead Variance
(Production) Output	Revaluation		No	Inventory	Inventory Adjmt.
(Production) Output	Rounding		No	Inventory	Inventory Adjmt.
Assembly Output	Direct Cost		No	Inventory	Inventory Adjmt.
Assembly Output	Revaluation		No	Inventory	Inventory Adjmt.

ITEM LEDGER ENTRY TYPE	VALUE ENTRY TTYPE	VARIANCE TYPE	EXPECTED COST	ACCOUNT	BALANCING ACCOUNT
Assembly Output	Indirect Cost		No	Inventory	Overhead Applied
Assembly Output	Variance	Material	No	Inventory	Material Variance
Assembly Output	Variance	Capacity	No	Inventory	Capacity Variance
Assembly Output	Variance	Capacity Overhead	No	Inventory	Cap. Overhead Variance
Assembly Output	Variance	Manufacturing Overhead	No	Inventory	Mfg. Overhead Variance
Assembly Output	Rounding		No	Inventory	Inventory Adjmt.

From the Capacity Ledger

The following table shows the relationship between different types of capacity value entries and the accounts and balancing accounts in the general ledger. Capacity ledger entries represent labor time consumed in assembly or production work.

WORK TYPE	CAPACITY LEDGER ENTRY TYPE	VALUE ENTRY TYPE	ACCOUNT	BALANCING ACCOUNT
Assembly	Resource	Direct Cost	Direct Cost Applied	Inventory Adjmt.
Assembly	Resource	Indirect Cost	Overhead Applied	Inventory Adjmt.
Production	Machine Center/Work Center	Direct Cost	WIP Account	Direct Cost Applied
Production	Machine Center/Work Center	Indirect Cost	WIP Account	Overhead Applied

Assembly Costs are Always Actual

As shown in the table above, assembly postings are not represented in interim accounts. This is because the concept of work in process (WIP) does not apply in assembly output posting, unlike in production output posting. Assembly costs are only posted as actual cost, never as expected cost.

For more information, see [Design Details: Assembly Order Posting](#).

Calculating the Amount to Post to the General Ledger

The following fields in the **Value Entry** table are used to calculate the expected cost amount that is posted to the general ledger:

- Cost Amount (Actual)
- Cost Posted to G/L

- Cost Amount (Expected)
- Expected Cost Posted to G/L

The following table shows how the amounts to post to the general ledger are calculated for the two different cost types.

COST TYPE	CALCULATION
Actual Cost	Cost Amount (Actual) – Cost Posted to G/L
Expected Cost	Cost Amount (Expected) – Expected Cost Posted to G/L

See Also

[Design Details: Inventory Costing](#)

[Design Details: Inventory Posting](#)

[Design Details: Expected Cost Posting](#)

[Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

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Design Details: Inventory Valuation

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Inventory valuation is the determination of the cost that is assigned to an inventory item, as expressed by the following equation.

Ending inventory = beginning inventory + net purchases – cost of goods sold

The calculation of inventory valuation uses the **Cost Amount (Actual)** field of the value entries for the item. The entries are classified according to the entry type that corresponds to the cost components, direct cost, indirect cost, variance, revaluation, and rounding. For more information, see [Design Details: Cost Components](#).

Entries are applied against each other, either by the fixed application or according to the general cost-flow assumption defined by the costing method. One entry of inventory decrease can be applied to more than one increase entry with different posting dates and possibly different acquisition costs. For more information, see [Design Details: Item Application](#). Therefore, calculation of the inventory value for a given date is based on summing up positive and negative value entries.

Inventory Valuation report

To calculate the inventory value in the **Inventory Valuation** report, the report begins by calculating the value of the item's inventory at a given starting date. It then adds the value of inventory increases and subtracts the value of inventory decreases up to a given ending date. The end result is the inventory value on the ending date. The report calculates these values by summing the values in the **Cost Amount (Actual)** field in the value entries, using the posting dates as filters.

The printed report always shows actual amounts, that is, the cost of entries that have been posted as invoiced. The report will also print the expected cost of entries that have posted as received or shipped, if you select the Include Expected Cost field on the Options FastTab.

IMPORTANT

Values in the **Inventory Valuation** report is reconciled with the Inventory account in the general ledger, meaning the value entries in question have been posted to the general ledger.

IMPORTANT

Amounts in the **Value** columns of the report are based on the posting date of transactions for an item.

Inventory Valuation - WIP report

A manufacturing company needs to determine the value of three types of inventory:

- Raw Materials inventory
- WIP inventory
- Finished Goods inventory

The value of WIP inventory is determined by the following equation:

- Ending WIP inventory = Beginning WIP inventory + manufacturing costs – cost of goods manufactured

As for purchased inventory, the value entries provide the basis of the inventory valuation. The calculation is made using the values in the **Cost Amount (Actual)** field of the item and capacity value entries associated with a production order.

The purpose of WIP inventory valuation is to determine the value of the items whose manufacturing has not yet been completed on a given date. Therefore the WIP inventory value is based on the value entries related to the consumption and capacity ledger entries. Consumption ledger entries must be completely invoiced at the date of the valuation. Therefore, the **Inventory Valuation – WIP** report shows the costs representing the WIP inventory value in two categories: consumption and capacity.

See Also

[Design Details: Reconciliation with the General Ledger](#)

[Design Details: Revaluation](#)

[Design Details: Production Order Posting Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

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Design Details: Revaluation

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You can revalue the inventory based on the valuation base that most accurately reflects the inventory value. You can also backdate a revaluation, so that the cost of goods sold (COGS) is correctly updated for items that have already been sold. Items using the Standard costing method that have not been completely invoiced can also be revalued.

In Business Central, the following flexibility is supported regarding revaluation:

- The revaluable quantity can be calculated for any date, also back in time.
- For items using Standard costing method, expected cost entries are included in revaluation.
- Inventory decreases affected by revaluation are detected.

Calculating the Revaluable Quantity

The revaluable quantity is the remaining quantity on inventory that is available for revaluation on a given date. It is calculated as the sum total of the quantities of completely invoiced item ledger entries that have a posting date equal to or earlier than the revaluation posting date.

NOTE

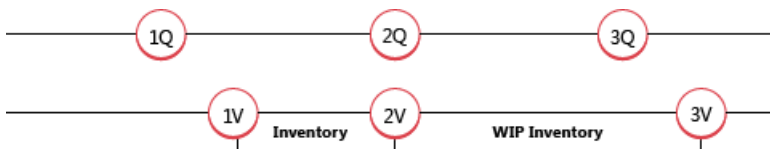
Items using the Standard costing method are treated differently when calculating the revaluable quantity per item, location, and variant. The quantities and values of item ledger entries that are not completely invoiced are included in the revaluable quantity.

After a revaluation has been posted, you can post an inventory increase or decrease with a posting date that comes before the revaluation posting date. However, this quantity will not be affected by the revaluation. To balance the inventory, only the original revaluable quantity is considered.

Because revaluation can be made on any date, you must have conventions for when an item is considered part of inventory from a financial point of view. For example, when the item is on inventory and when the item is work in process (WIP).

Example

The following example illustrates when a WIP item transitions to become part of inventory. The example is based on the production of a chain with 150 links.



1Q: The user posts the purchased links as received. The following table shows the resulting item ledger entry.

POSTING DATE	ITEM	ENTRY TYPE	QUANTITY	ENTRY NO.
01-01-20	LINK	Purchase	150	1

NOTE

Now an item using the Standard costing method is available for revaluation.

1V: The user posts the purchased links as invoiced and the links become part of inventory, from a financial point of view. The following table shows the resulting value entries.

POSTING DATE	ENTRY TYPE	VALUATION DATE	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-15-20	Direct Cost	01-01-20	150.00	1	1

2Q + 2V: The user posts the purchased links as consumed for the production of the iron chain. From a financial point of view, the links become part of WIP inventory. The following table shows the resulting item ledger entry.

POSTING DATE	ITEM	ENTRY TYPE	QUANTITY	ENTRY NO.
02-01-20	LINK	Consumption	-150	1

The following table shows the resulting value entry.

POSTING DATE	ENTRY TYPE	VALUATION DATE	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
02-01-20	Direct Cost	02-01-20	-150.00	2	2

The valuation date is set to the date of the consumption posting (02-01-20), as a regular inventory decrease.

3Q: The user posts the chain as output and finishes the production order. The following table shows the resulting item ledger entry.

POSTING DATE	ITEM	ENTRY TYPE	QUANTITY	ENTRY NO.
02-15-20	CHAIN	Output	1	3

3V: The user runs the **Adjust Cost - Item Entries** batch job, which posts the chain as invoiced to indicate that all material consumption has been completely invoiced. From a financial point of view, the links are no longer part of WIP inventory when the output is completely invoiced and adjusted. The following table shows the resulting value entries.

POSTING DATE	ENTRY TYPE	VALUATION DATE	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
01-15-20	Direct Cost	01-01-20	150.00	2	2
02-01-20	Direct Cost	02-01-20	-150.00	2	2
02-15-20	Direct Cost	02-15-20	150.00	3	3

Expected Cost in Revaluation

The revaluable quantity is calculated as the sum of the quantity for completely invoiced item ledger entries with a posting date equal to or earlier than the revaluation date. This means that when some items are received/shipped but not invoiced, their inventory value cannot be calculated. Items that use the Standard

costing method are not limited in this respect.

NOTE

Another type of expected cost that can be revalued is WIP inventory, within certain rules. For more information, see [WIP Inventory Revaluation](#).

When calculating the re-usable quantity for items using the Standard costing method, item ledger entries that have not been completely invoiced are included in the calculation. These entries are then revalued when you post the revaluation. When you invoice the revalued entry, the following value entries are created:

- The usual invoiced value entry with an entry type of **Direct Cost**. The cost amount on this entry is the direct cost from the source line.
- A value entry with an entry type of **Variance**. This entry records the difference between the invoiced cost and the revalued standard cost.
- A value entry with an entry type of **Revaluation**. This entry records the reversal of the revaluation of the expected cost.

Example

The following example, which is based on the production of the chain in the previous example, illustrates how the three types of entries are created. It is based on the following scenario:

1. The user posts the purchased links as received with a unit cost of LCY 2.00.
2. The user then posts a revaluation of the links with a new unit cost of LCY 3.00, updating the standard cost to LCY 3.00.
3. The user posts the original purchase of the links as invoiced, which creates the following:
 - a. An invoiced value entry with an entry type of **Direct Cost**.
 - b. A value entry with an entry type of **Revaluation** to record the reversal of the revaluation of the expected cost.
 - c. A value entry with an entry type of **Variance**, recording the difference between the invoiced cost and the revalued standard cost.

The following table shows the resulting value entries.

STEP	POSTING DATE	ENTRY TYPE	VALUATION DATE	COST AMOUNT (EXPECTED)	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
1.	01-15-20	Direct Cost	01-15-20	300.00	0.00	1	1
2.	01-20-20	Revaluation	01-20-20	150.00	0.00	1	2
3.a.	01-15-20	Direct Cost	01-15-20	-300.00	0.00	1	3
3.b.	01-15-20	Revaluation	01-20-20	-150.00	0.00	1	4
3.c.	01-15-20	Variance	01-15-20	0.00	450.00	1	5

Determining Whether an Inventory Decrease is Affected by Revaluation

The date of the posting or the revaluation is used to determine if an inventory decrease is affected by a

revaluation.

The following table shows the criteria that is used for an item that does not use the Average costing method.

SCENARIO	ENTRY NO.	TIMING	AFFECTED BY REVALUATION
A	Earlier than revaluation entry number	Earlier than revaluation posting date	No
B	Earlier than revaluation entry no.	Equal to revaluation posting date	No
C	Earlier than revaluation entry no.	Later than revaluation posting date	Yes
D	Later than revaluation entry no.	Earlier than revaluation posting date	Yes
E	Later than revaluation entry no.	Equal to revaluation posting date	Yes
F	Later than revaluation entry no.	Later than revaluation posting date	Yes

Example

The following example, which illustrates revaluation of an item that uses the FIFO costing method, is based on the following scenario:

1. On 01-01-20, the user posts a purchase of 6 units.
2. On 02-01-20, the user posts a sale of 1 unit.
3. On 03-01-20, the user posts a sale of 1 unit.
4. On 04-01-20, the user posts a sale of 1 unit.
5. On 03-01-20, the user calculates the inventory value for the item, and posts a revaluation of the item's unit cost from LCY 10.00 to LCY 8.00.
6. On 02-01-20, the user posts a sale of 1 unit.
7. On 03-01-20, the user posts a sale of 1 unit.
8. On 04-01-20, the user posts a sale of 1 unit.
9. The user runs the **Adjust Cost - Item Entries** batch job.

The following table shows the resulting value entries.

SCENARIO	POSTING DATE	ENTRY TYPE	VALUATION DATE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
	01-01-20	Purchase	01-01-20	6	60.00	1	1
	03-01-20	Revaluation	03-01-20	4	-8.00	1	5
A	02-01-20	Sale	02-01-20	-1	-10.00	2	2
B	03-01-20	Sale	03-01-20	-1	-10.00	3	3

SCENARIO	POSTING DATE	ENTRY TYPE	VALUATION DATE	VALUED QUANTITY	COST AMOUNT (ACTUAL)	ITEM LEDGER ENTRY NO.	ENTRY NO.
C	04-01-20	Sale	04-01-20	-1	-10.00	4	4
	04-01-20	Sale	04-01-20	-1	2.00	4	9
D	02-01-20	Sale	03-01-20	-1	-10.00	5	6
	02-01-20	Sale	03-01-20	-1	2.00	5	10
E	03-01-20	Sale	03-01-20	-1	-10.00	6	7
	03-01-20	Sale	03-01-20	-1	2.00	6	11
F	04-01-20	Sale	04-01-20	-1	-10.00	7	8
	04-01-20	Sale	04-01-20	-1	2.00	7	12

WIP Inventory Revaluation

Revaluation of WIP inventory implies revaluing components that are registered as part of WIP inventory at the time of the revaluation.

With this in mind, it is important to establish conventions as to when an item is considered part of the WIP inventory from a financial point of view. In Business Central, the following conventions exist:

- A purchased component becomes part of the raw material inventory from the time of posting a purchase as invoiced.
- A purchased/sub-assembled component becomes part of the WIP inventory from the time of posting its consumption in connection with a production order.
- A purchased/sub-assembled component remains part of the WIP inventory until the time when a production order (manufactured item) is invoiced.

The way the valuation date for the value entry of consumption is set, follows the same rules as for non-WIP inventory. For more information, see [Determining Whether an Inventory Decrease is Affected by Revaluation](#).

WIP inventory can be revalued as long as the revaluation date is not later than the posting date of the corresponding item ledger entries of type Consumption and as long as the corresponding production order has not been invoiced yet.

Caution

The **Inventory Valuation - WIP** report shows the value of posted production order entries and may therefore be a little confusing for WIP items that have been revalued.

See Also

[Design Details: Inventory Costing](#)

[Design Details: Costing Methods](#)

[Design Details: Inventory Valuation Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

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Design Details: Warehouse Management

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This documentation gives an overview of the concepts and principles that are used in the Warehouse Management features in Business Central. It explains the design behind central warehouse features and how warehousing integrates with other supply chain features.

To differentiate the different complexity levels of the warehousing, this documentation is divided into two general groups, Basic and Advanced warehouse configurations, indicated by section titles. This simple differentiation covers different complexity levels as defined by product granules and location setup. For more information, see [Design Details: Warehouse Setup](#).

In This Section

[Design Details: Warehouse Overview](#)

[Design Details: Warehouse Setup](#)

[Design Details: Inbound Warehouse Flow](#)

[Design Details: Internal Warehouse Flows](#)

[Design Details: Availability in the Warehouse](#)

[Design Details: Outbound Warehouse Flow](#)

[Design Details: Integration with Inventory](#)

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Design Details: Warehouse Overview

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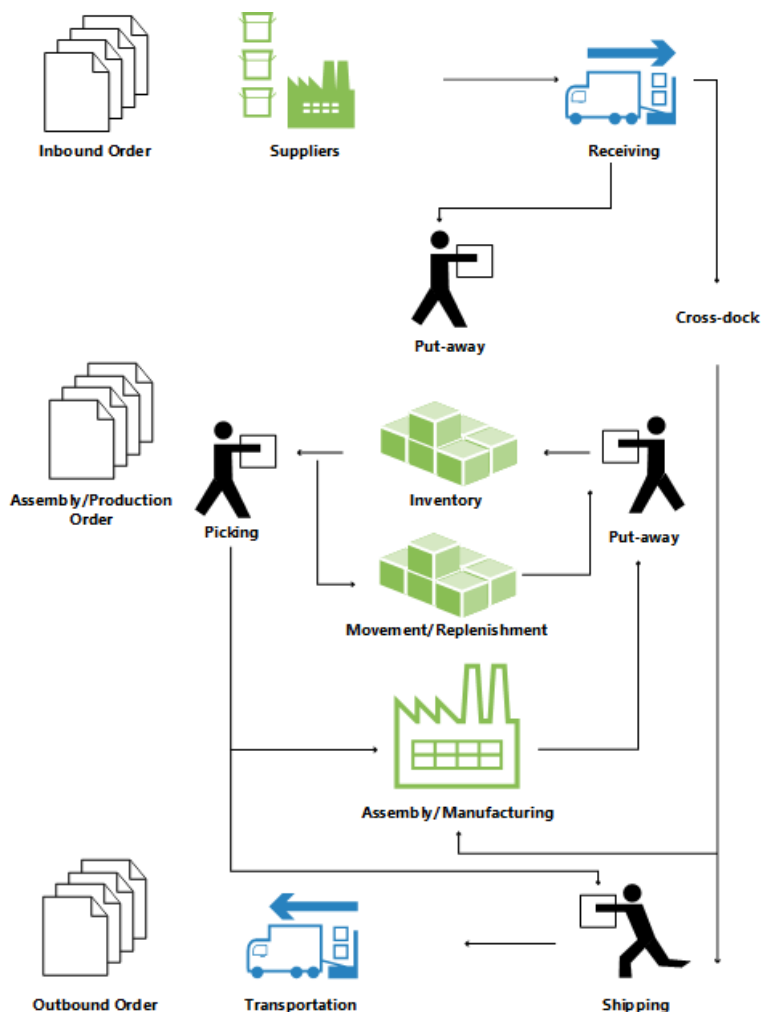
To support the physical handling of items on the zone and bin level, all information must be traced for each transaction or movement in the warehouse. This is managed in the **Warehouse Entry** table. Each transaction is stored in a warehouse register.

Warehouse documents and a warehouse journal are used to register item movements in the warehouse. Every time that an item in the warehouse is moved, received, put away, picked, shipped, or adjusted, warehouse entries are registered to store the physical information about zone, bin, and quantity.

The **Bin Content** table is used to handle all the different dimensions of the contents of a bin per item, such as unit of measure, maximum quantity, and minimum quantity. The **Bin Content** table also contains flow fields to the warehouse entries, warehouse instructions, and warehouse journal lines, which ensures that the availability of an item per bin and a bin for an item can be calculated quickly. For more information, see [Design Details: Availability in the Warehouse](#).

When item postings occur outside the warehouse module, a default adjustment bin per location is used to synchronize warehouse entries with inventory entries. During physical inventory of the warehouse, any differences between the calculated and counted quantities are recorded in the adjustment bin and then posted as correcting item ledger entries. For more information, see [Design Details: Integration with Inventory](#).

The following illustration outlines typical warehouse flows.



Basic or Advanced Warehousing

Warehouse functionality in Business Central can be implemented in different complexity levels, depending on a company's processes and order volume. The main difference is that activities are performed order-by-order in basic warehousing when they are consolidated for multiple orders in advanced warehousing.

To differentiate between the different complexity levels, this documentation refers to two general denominations, Basic and Advanced Warehousing. This simple differentiation covers several different complexity levels as defined by product granules and location setup, each supported by different UI documents. For more information, see [Design Details: Warehouse Setup](#).

NOTE

The most advanced level of warehousing is referred to as "WMS installations" in this documentation, since this level requires the most advanced granule, Warehouse Management Systems.

The following different UI documents are used in basic and advanced warehousing.

Basic UI Documents

- Inventory Put-away
- Inventory Pick
- Inventory Movement
- Item Journal
- Item Reclassification Journal
- (Various reports)

Advanced UI Documents

- Warehouse Receipt
- Put-away Worksheet
- Warehouse Put-away
- Pick Worksheet
- Warehouse Pick
- Movement Worksheet
- Warehouse Movement
- Internal Whse. Pick
- Internal Whse. Put-away
- Bin Creation Worksheet
- Bin Content Creation Worksheet
- Whse. Item Journal
- Whse. Item Reclass. Journal
- (Various reports)

For more information about each document, see the respective page topics.

Terminology

To align with the financial concepts of purchases and sales, Business Central warehouse documentation refers to the following terms for item flow in the warehouse.

TERM	DESCRIPTION
Inbound flow	Items moving into the warehouse location, such as purchases and inbound transfers.
Internal flow	Items moving inside the warehouse location, such as production components and output.
Outbound flow	Items moving out of the warehouse location, such as sales and outbound transfers.

See Also

[Design Details: Warehouse Management](#)

NOTE

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Design Details: Warehouse Setup

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Warehouse functionality in Business Central contains different levels of complexity, as defined by license permissions in the offered granules. The level of complexity in a warehouse solution is largely defined by the bin setup on location cards, which in turn is license-controlled so that access to bin setup fields is defined by the license. In addition, the application objects in the license govern which UI document to use for the supported warehouse activities.

The following table shows which granules are required to define different warehouse complexity levels, which UI documents support each level, and which location codes reflect these levels in the Business Central demonstration database.

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

COMPLEXITY LEVEL	DESCRIPTION	UI DOCUMENT	EXAMPLE LOCATION	MINIMUM GRANULE REQUIREMENT
1	No dedicated warehouse activity. Receive/ship posting from orders.	Order	BLUE	Basic Inventory
2	No dedicated warehouse activity. Receive/ship posting from orders. Bin code is required.	Order, with bin code	SILVER	Basic Inventory/Bin
3 NOTE: Even though the settings are called Require Pick and Require Put-away , you can still post receipts and shipments directly from the source business documents at locations where you select these check boxes.	Basic warehouse activity, order-by-order. Receive/ship posting from inventory put-away/pick documents. Bin code is required.	Inventory Put-away/Inventory Movement/Inventory Pick, with bin code	(SILVER + Require Put-away or Require Put-away)	Basic Inventory/Bin/Put Away/Pick

COMPLEXITY LEVEL	DESCRIPTION	UI DOCUMENT	EXAMPLE LOCATION	MINIMUM GRANULE REQUIREMENT
4	<p>Advanced warehouse activity, for multiple orders.</p> <p>Consolidated receive/ship posting based on warehouse put-away/pick registrations.</p>	<p>Warehouse Receipt/Warehouse Put-away/Warehouse Pick/Warehouse Shipment/Pick Worksheet</p>	GREEN	<p>Basic Inventory/Warehouse Receipt/Put Away/Pick/Warehouse Shipment</p>
5	<p>Advanced warehouse activity, for multiple orders.</p> <p>Consolidated receive/ship posting based on warehouse put-away/pick registrations.</p> <p>Bin code is required.</p>	<p>Warehouse Receipt/Warehouse Put-away/Warehouse Pick/Warehouse Shipment/Pick Worksheet/Put-away Worksheet, with bin code</p>	(GREEN + Bin Mandatory)	<p>Basic Inventory/Bin/Warehouse Receipt/Put Away/Pick/Warehouse Shipment</p>
6	<p>Advanced warehouse activity, for multiple orders</p> <p>Note: This level is referred to as "WMS", since it requires the most advanced granule, Warehouse Management Systems.</p> <p>Consolidated receive/ship posting based on warehouse put-away/pick registrations</p> <p>Bin code is required.</p> <p>Zone/Class code is optional.</p> <p>Warehouse workers directed by workflow</p> <p>Bin replenishment planning</p> <p>Bin ranking</p> <p>Bin setup by capacity</p> <p>Slotting</p>	<p>Warehouse Receipt/Warehouse Put-away/Warehouse Pick/Warehouse Shipment/Warehouse Movement/Pick Worksheet/Put-away Worksheet/Internal Whse. Pick/Internal Warehouse Put-away, with bin/class/zone code</p> <p>Various worksheets for bin management</p> <p>ADCS screens</p>	WHITE	<p>Basic Inventory/Bin/Put Away/Warehouse Receipt/Pick/Warehouse Shipment/Warehouse Management Systems/Internal Picks and Put-aways/Bin Setup/Bin Setup</p>

For examples of how the UI documents are used per warehouse complexity level, see [Design Details: Inbound Warehouse Flow](#).

Bin and Bin Content

A bin is a storage device designed to contain discrete parts. It is the smallest container unit in Business Central. Item quantities in bins are referred to as bin content. A lookup from the **Item** field or **Bin Code** field on any warehouse-related document line displays the calculated availability of the item in the bin.

A bin content can be given a property of Fixed, Dedicated, or Default to define how the bin content can be used. Bins with none of these properties are referred to as floating bins.

A fixed bin holds items that are assigned to the bin code in question. The Fixed bin property ensures that even if the bin content is momentarily emptied, the bin content does not disappear, and the bin is therefore selected again as soon as it has been replenished.

A dedicated bin holds bin content that can only be picked for the dedicated resource, such as a machine center, that uses the bin in question. Other non-pick content, such as quantities outbound on a shipment posting, can still be consumed from a dedicated bin. Only bin content considered by the **Create Pick** algorithm is protected in a dedicated bin.

The Default bin property is used by the system to suggest bins for warehouse activities. At WMS locations, the Default bin property is not used. At locations where bins are required, the property is used in inbound flows to specify where to place items. In outbound flows, the property is used to specify where to take items from.

NOTE

If the outbound items are placed in several bins, then items are first taken from the non-default bins, to empty that bin content, and then the remaining items are taken from the default bin.

There can only be one default bin per item per location.

Bin Type

In WMS installations, you can restrict the warehouse activities that are allowed for a bin by assigning a bin type to it. The following bin types exist:

BIN TYPE	DESCRIPTION
RECEIVE	Items posted as received but not yet put away.
SHIP	Items picked for warehouse shipment lines but not yet posted as shipped.
PUT AWAY	Typically, items to be stored in large units of measure but that you do not want to access for picking purposes. Because these bins are not used for picking, either for production orders or shipments, your use of a Put Away type bin might be limited, but this bin type could be useful if you have purchased a large quantity of items. Bins of this type should always have a low bin-ranking, so that when received items are put away, other higher-ranking PUTPICK bins fixed to the item are put away first. If you are using this type of bin, you must regularly perform bin replenishment so that the items stored in these bins are also available in PUTPICK or PICK type bins.
PICK	Items to be used for picking only. The replenishment of these bins can only be made by movement, not by put-away.
PUTPICK	Items in bins that are suggested for both the put-away and pick functions. Bins of this type probably have different bin rankings. You can set up your bulk storage bins as this type of bin with low bin rankings compared to your ordinary pick bins or forward picking area bins.

BIN TYPE	DESCRIPTION
QC	This bin is used for inventory adjustments if you specify this bin on the location card in the Adjustment Bin Code field. You can also set up bins of this type for defective items and items being inspected. You can move items to this type of bin if you want to make them inaccessible to the usual item flow. Note: Unlike all other bin types, the QC bin type has none of the item handling check boxes selected by default. This indicates that any content you place in a QC bin is excluded from item flows.

For all bin types, except PICK, PUTPICK, and PUTAWAY, no other activity is allowed for the bin than what is defined by its bin type. For example, a bin of type **Receive** can only be used to receive items into or pick items from.

NOTE

Only movement can be made to bins of type RECEIVE and QC. Similarly, only movements can be made from bins of type SHIP and QC.

Bin Ranking

In advanced warehousing, you can automate and optimize how items are collected in put-away and pick worksheets by ranking bins so that items are suggested taken or placed according to rank criteria to use warehouse space optimally.

Put-away processes are optimized according to bin ranking by suggesting higher-ranking bins before lower-ranking bins. Similarly, pick processes are optimized by first suggesting items from bin content with high bin ranking. Furthermore, bin replenishments are suggested from lower-ranking bins to higher-ranking bins.

Bin ranking together with bin content information are the basic properties that allow users to slot items in the warehouse.

Bin Setup

In advanced warehousing, bins can be set up with capacity values, such as quantity, total cubage, and weight to control which and how items are stored in the bin.

On each item card, you can assign a unit of measure (UOM) for the item, such as pieces, pallets, liters, grams, or boxes. You can also have a base UOM for an item and specify larger UOMs that are based on it. For example, you can define a pallet to equal 16 pieces, the latter being the base UOM.

If you want to set a maximum quantity of a specific item to be stored in an individual bin and the item has more than one UOM, then you must set the maximum quantity for every UOM that exists on the item card.

Accordingly, if an item has been set up to be handled in pieces and pallets, then the **Max. Qty.** field on the **Bin Content** page for that item must also be in pieces and pallets. Otherwise, the allowed quantity for that bin is not calculated correctly.

Before you set capacity restrictions for bin contents on a bin, you must first make sure that the UOM and dimensions of the item have been set up on the item card.

NOTE

It is only possible to operate with multiple UOMs in WMS installations. In all other configurations, bin contents can only be in the base UOM. In all transactions with a UOM higher than the item's base UOM, the quantity is converted to the base UOM.

Zone

In advanced warehousing, bins can be grouped in zones to manage how the workflow of warehouse activities is directed.

A zone could be a receiving zone or a stocking zone, and each zone can consist of one or several bins.

Most properties assigned to a zone will by default be assigned to the bin that is created from that zone.

Class

In advanced warehousing, you can assign warehouse class codes to items, bins, and zones to control where different item classes are stored, such as frozen goods. You can divide a zone into several warehouse classes. For example, items in the receiving zone can be stored as frozen, hazardous, or other class.

When you work with warehouse classes and a default receiving/shipping bin, you must manually fill in the appropriate bins in the warehouse receipt and shipment lines.

In inbound flows, the class code is only highlighted on inbound lines where the item class code does not match the default receiving bin. If the correct default bins are not assigned, then the quantity cannot be received.

Location

A location is a physical structure or place where inventory is received, stored, and shipped, potentially organized in bins. A location can be a warehouse, service car, showroom, plant, or an area in a plant.

First Expired First Out

If you select the **Pick According to FEFO** check box on the **Bin Policies** FastTab on the location card, then item-tracked items are picked according to their expiration date. The items with the earliest expiration dates are picked first.

Warehouse activities in all pick and movement documents are sorted according to FEFO, unless the items in question already have serial/lot numbers assigned. If only a part of the quantity on the line already has serial/lot numbers assigned, then the remaining quantity to be picked is sorted according to FEFO.

When picking by FEFO, the available items that expire first are gathered in a temporary item tracking list based on the expiration date. If two items have the same expiration date, then the item with the lowest lot or serial number is picked first. If the lot or serial numbers are the same, then the item that was registered first is selected first. Standard criteria for selecting items in pick bins, such as Bin Ranking and Break Bulk, are applied to this temporary FEFO item tracking list.

Put-away Template

The put-away template can be assigned to an item and to a location. The put-away template specifies a set of prioritized rules that must be respected when creating put-aways. For example, a put-away template may require that the item is placed in a bin with bin content that matches the UOM, and if a similar bin with enough capacity cannot be found, then the item must be placed in an empty bin.

See Also

[Design Details: Warehouse Management](#)

[Design Details: Availability in the Warehouse](#)

NOTE

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Design Details: Inbound Warehouse Flow

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The inbound flow in a warehouse begins when items arrive in the warehouse of the company location, either received from external sources or from another company location. An employee registers the items, typically by scanning a bar code. From the receiving dock, warehouse activities are performed at different complexity levels to bring the items into the storage area.

Each item is identified and matched to a corresponding inbound source document. The following inbound source documents exist:

- Purchase order
- Inbound transfer order
- Sales return order

In addition, the following internal source documents exist that function like inbound sources:

- Production order with output posting
- Assembly order with output posting

The last two represent inbound flows to the warehouse from internal operation areas. For more information about warehouse handling for internal inbound and outbound processes, see [Design Details: Internal Warehouse Flows](#).

Processes and UI documents in inbound warehouse flows are different for basic and advanced warehouse configurations. The main difference is that activities are performed order-by-order in basic warehouse configurations, and they are consolidated for multiple orders in advanced warehouse configurations. For more information about different warehouse complexity levels, see [Design Details: Warehouse Overview](#).

In Business Central, the inbound processes of receiving and putting away can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	RECEIPTS	PUT-AWAYS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post receipt and put-away from the order line	X			2
B	Post receipt and put-away from an inventory put-away document			X	3
C	Post receipt and put-away from a warehouse receipt document		X		4/5/6

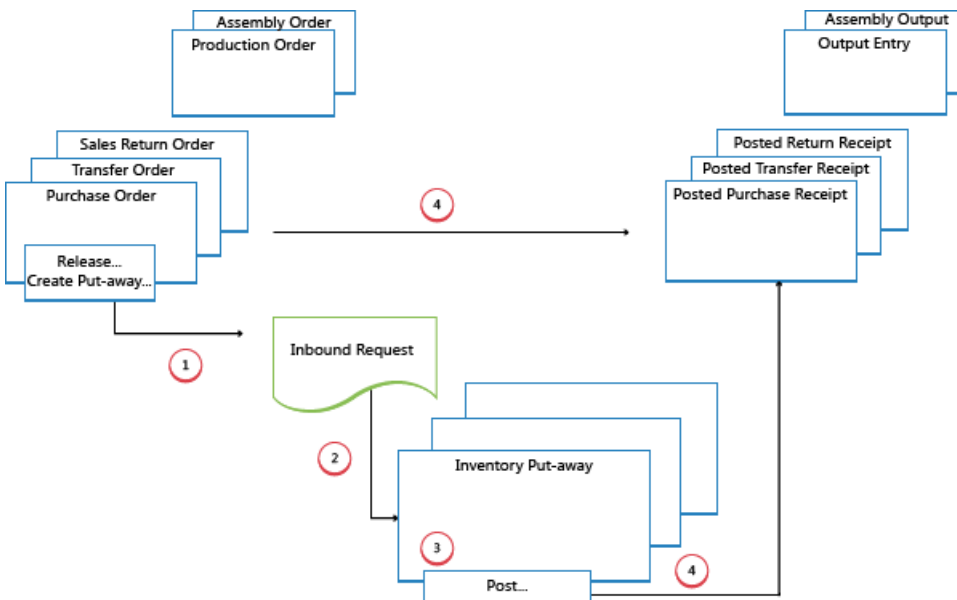
METHOD	INBOUND PROCESS	BINS	RECEIPTS	PUT-AWAYS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
D	Post receipt from a warehouse receipt document and post put-away from a warehouse put-away document		X	X	4/5/6

Selecting an approach depends on the company's accepted practices and the level of their organizational complexity. In an order-by-order warehouse environment, where most of the warehouse staff works directly with order documents, a company might decide to use method A. An order-by-order warehouse that has a more complex put-away process, or where there are dedicated warehouse staff to perform warehousing functions, might decide to separate their put-away functions from the order document, method B. Additionally, companies that need to plan the handling of multiple orders may find it helpful to use warehouse receipt documents, methods C and D.

In methods A, B, and C, the actions of receiving and putting away are combined in one step when posting the corresponding documents as received. In method D, the receipt is posted first to recognize the increase of inventory and that items are available for sale. The warehouse worker then registers the put-away to make items available to pick.

Basic Warehouse Configurations

The following diagram illustrates the inbound warehouse flows by document type in basic warehouse configurations. The numbers in the diagram correspond with the steps in the sections following the diagram.



1: Release Source Document / Create Inventory Put-Away

When items are received in the warehouse, the user who is responsible for receiving releases the source document, such as a purchase order or an inbound transfer order, to signal to warehouse workers that the received items can be put away in inventory. Alternatively, the user creates inventory put-away documents for individual order lines, in a push fashion, based on specified bins and quantities to handle.

2: Create Inbound Request

When the inbound source document is released, an inbound warehouse request is created automatically. It contains references to the source document type and number and is not visible to the user.

3: Create Inventory Put-Away

On the **Inventory Put-away** page, the warehouse worker retrieves, in a pull fashion, the pending source document lines based on inbound warehouse requests. Alternatively, the inventory put-away lines are already created, in a push fashion, by the user who is responsible for the source document.

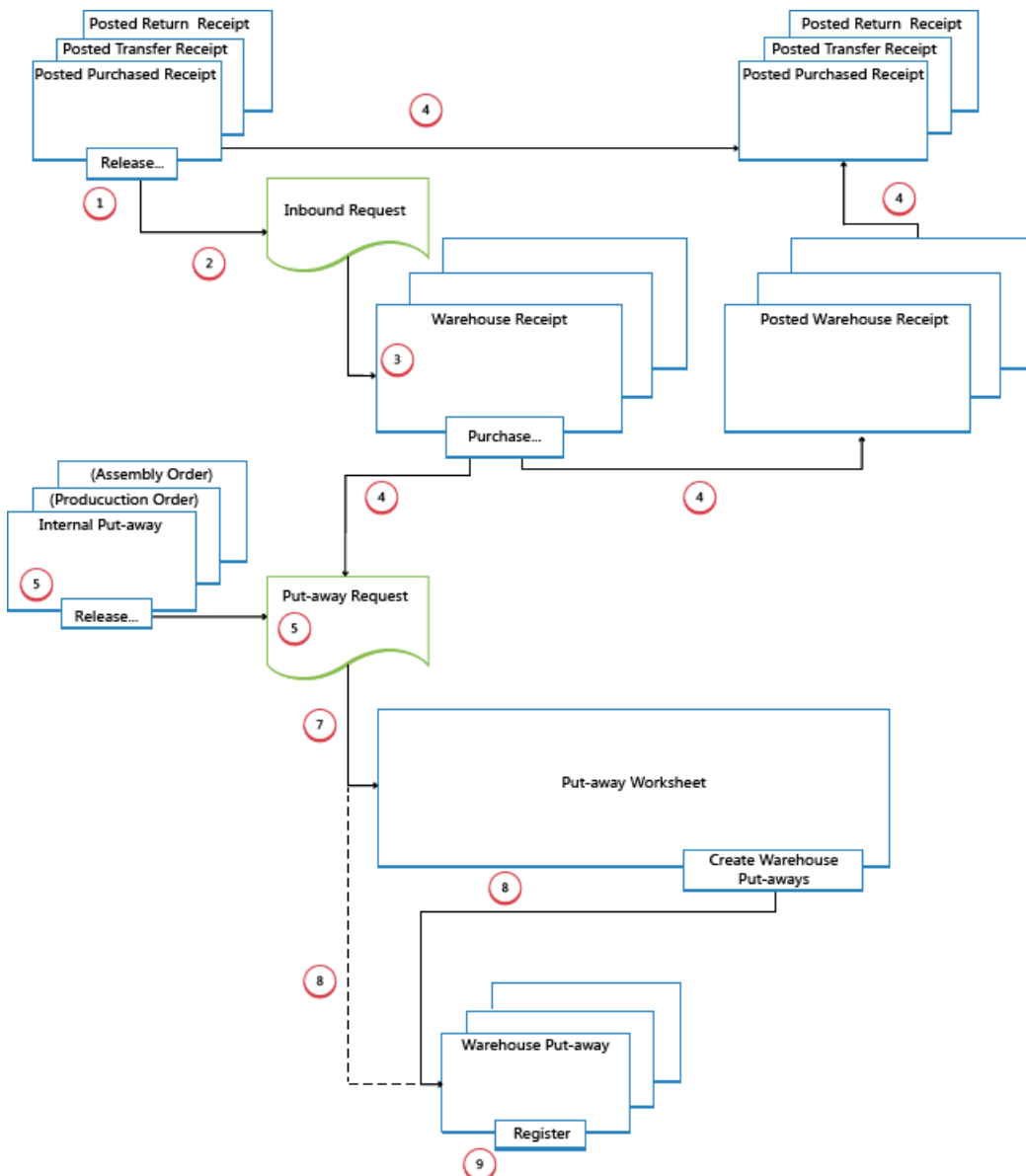
4: Post Inventory Put-Away

On each line for items that have been put away, partially or fully, the warehouse worker fills in the **Quantity** field, and then posts the inventory put-away. Source documents that are related to the inventory put-away are posted as received.

Positive item ledger entries are created, warehouse entries are created, and the put-away request is deleted, if fully handled. For example, the **Quantity Received** field on the inbound source document line is updated. A posted receipt document is created that reflects the purchase order, for example, and the received items.

Advanced warehouse configurations

The following diagram illustrates the inbound warehouse flow by document type in advanced warehouse configurations. The numbers in the diagram correspond with the steps in the sections following the diagram.



1: Release Source Document

When items are received in the warehouse, the user who is responsible for receiving releases the source document, such as a purchase order or an inbound transfer order, to signal to warehouse workers that the received items can be put away in inventory.

2: Create Inbound Request

When the inbound source document is released, an inbound warehouse request is created automatically. It contains references to the source document type and number and is not visible to the user.

3: Create Warehouse Receipt

On the **Warehouse Receipt** page, the user who is responsible for receiving items retrieves the pending source document lines based on the inbound warehouse request. Several source document lines can be combined in one warehouse receipt document.

The user fills in the **Qty. to Handle** field and selects the receiving zone and bin, if required.

4: Post Warehouse Receipt

The user posts the warehouse receipt. Positive item ledger entries are created. For example, the **Quantity Received** field on the inbound source document line is updated.

5: Create Warehouse Internal Put-Away

The user who is responsible for putting away from internal operations creates a warehouse internal put-away for items that have to be put away in the warehouse, such as production or assembly output. The user specifies quantity, zone, and bin from where the items should be put away, potentially with the **Get Bin Content** function. The user releases the warehouse internal put-away, which creates an inbound warehouse request so that the task can be retrieved in warehouse put-away documents or in the put-away worksheet.

6: Create Put-away Request

When the inbound source document is posted, a warehouse put-away request is created automatically. It contains references to the source document type and number and is not visible to the user. Depending on the setup, output from a production order also creates a put-away request to put the finished items away in inventory.

7: Generate Put-away Worksheet Lines (Optional)

The user who is responsible for coordinating put-aways retrieves warehouse put-away lines in the **Put-away Worksheet** based on posted warehouse receipts or internal operations with output. The user selects the lines to be put-away and prepares the put-aways by specifying which bins to take from, which bins to place in, and how many units to handle. The bins may be predefined by the setup of the warehouse location or operation resource.

When all put-aways are planned and assigned to warehouse workers, the user generates the warehouse put-away documents. Fully assigned put-aways lines are deleted from the **Put-away Worksheet**.

NOTE

If the **Use Put-away Worksheet** field is not selected on the location card, then warehouse put-away documents are created directly based on posted warehouse receipts. In that case, step 7 is omitted.

8: Create Warehouse Put-away Document

The warehouse worker who performs put-aways creates a warehouse put-away document in a pull fashion, based on the posted warehouse receipt. Alternatively, the warehouse put-away document is created and assigned to a warehouse worker in a push fashion.

9: Register Warehouse Put-Away

On each line for items that have been put away, partially or fully, the warehouse worker fills in the **Quantity** field on the **Warehouse Put-away** page, and then registers the warehouse put-away.

Warehouse entries are created, and the warehouse put-away lines are deleted, if fully handled. The warehouse put-away document remains open until the full quantity of the related posted warehouse receipt is registered. The **Qty. Put Away** field on the warehouse receipt order lines is updated.

See Also

[Design Details: Warehouse Management](#)

NOTE

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Design Details: Internal Warehouse Flows

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The flow of items between bins at a company location centers on picking components and putting away end items for assembly or production orders and ad-hoc movements, such as bin replenishments, without a relation to source documents. The scope and nature of the involved activities vary between basic and advanced warehousing.

Some internal flows overlap with inbound or outbound flows. Some of this overlap is shown as steps 4 and 5 in the graphical diagrams for advanced inbound and outbound flows respectively. For more information, see [Design Details: Inbound Warehouse Flow](#).

Internal Flows in Basic Warehousing

In basic warehouse configuration, the flow of items between bins inside the company centers on picking component and putting away end items for production or assembly orders and ad-hoc movements, such as bin replenishments, without relation to source documents.

Flows to and from Production

The main integration between production orders and basic warehouse activities is represented by the ability to pick production components with the **Inventory Pick** or the **Inventory Movement** pages.

NOTE

On the **Inventory Pick** page, the component consumption is posted together with the pick posting. By using the **Inventory Movement** page, only bin adjustments are registered, no item ledger posting occurs.

In addition to component handling, the integration is represented by the ability to put produced items away with the **Inventory Put-away** page.

The **To-Production Bin Code**, **From-Production Bin Code**, and **Open Shop Floor Bin Code** fields on the location card or the machine/work center cards define default flows to and from production areas.

For more information about how component consumption is flushed from the To-Production or Open Shop Floor bins, see the "Flushing Production Components in the Warehouse" section in this topic.

Flows to and from Assembly

The main integration between assembly orders and basic warehouse activities is represented by the ability to move assembly components to the assembly area.

While no specific warehouse functionality exists for putting assembly items away, the bin code on the assembly order header may be set to a default put-away bin. Posting the assembly order then functions like posting a put-away. The warehouse activity to move assembly items into the warehouse can be managed on the **Internal Movement** page, with no relation to the assembly order.

The following assembly flows exist.

FLOW	DESCRIPTION
------	-------------

FLOW	DESCRIPTION
Assemble-to-stock	<p>The components are needed on an assembly order where the output is stored in the warehouse.</p> <p>This warehouse flow is managed on the Inventory Movement page. One take line specifies where to take the components. One place line specifies where to place the components.</p>
Assemble-to-order	<p>The components are needed on an assembly order that is linked to a sales order that is shipped when the sold item is assembled.</p>

NOTE

If items are assembled to order, then the inventory pick of the linked sales order triggers an inventory movement for all the involved assembly components, not just for the sold item as when shipping inventory items.

The **To-Assembly Bin Code**, **From-Assembly Bin Code**, and **Asm.-to-Order Shpt. Bin Code** fields on the location card define default flows to and from assembly areas.

NOTE

The **Asm.-to-Order Shpt. Bin Code** field functions as the from-assembly bin in assemble-to-order scenarios.

Ad-Hoc Movements

In basic warehousing, the movement of items from bin to bin without relation to source documents is performed on the **Internal Movement** page, which functions together with the **Inventory Movement** page.

Another way to move items ad hoc between bins is to post positive entries in the **New Bin Code** field on the **Item Reclass. Journal** page.

Internal Flows in Advanced Warehousing

In advanced warehouse configurations, the flow of items between bins inside the company centers on picking component and putting away end items for production orders and picking components for assembly orders. In addition, internal flows occur as ad-hoc movements, such as bin replenishments, without relation to source documents.

Flows To and From Production

The main integration between production orders and advanced warehouse activities is represented by the ability to pick production components, on the **Warehouse Pick** page and the **Pick Worksheet** page, and the ability to put produced items away with the **Whse. Internal-Put-away** page.

Another integration point in production is provided with the **Warehouse Movement** page, together with the **Movement Worksheet** page, which enables you to place components and take produced items for released production orders.

The **To-Production Bin Code**, **From-Production Bin Code**, and **Open Shop Floor Bin Code** fields on the location card or the machine/work center cards define default flows to and from production areas.

For more information about how component consumption is flushed from the To-Production or Open Shop Floor Bins, see the "Flushing Production Components in the Warehouse" section in this topic.

Flows to and from Assembly

The main integration between assembly orders and advanced warehouse activities is represented by the ability to pick assembly components, both with the **Warehouse Pick** page and the **Pick Worksheet** page. This functionality works just like when picking components for production orders.

While no specific warehouse functionality exists for putting assembly items away, the bin code on the assembly order header may be set to a default put-away bin. Posting the assembly order then functions like posting a put-away. The warehouse activity to move assembly items into the warehouse can be managed on the **Movement Worksheet** page or the **Whse. Internal Put-away** page, with no relation to the assembly order.

NOTE

If items are assembled to order, then the warehouse shipment of the linked sales order triggers a warehouse pick for all the involved assembly components, not just for the sold item as when shipping inventory items.

The **To-Assembly Bin Code** and **From-Assembly Bin Code** fields on the location card define default flows to and from assembly areas.

Ad-Hoc Movements

In advanced warehousing, the movement of items from bin to bin without relation to source documents is managed on the **Movement Worksheet** page and registered in the Warehouse Movement page.

Flushing Production Components in the Warehouse

If set up on the item card, components picked with warehouse picks are posted as consumed by the production order when the warehouse pick is registered. By using the **Pick + Forward** method and the **Pick + Backward** flushing method, the pick registration triggers the related consumption posting when the first operation starts or when the last operation finishes, respectively.

Consider the following scenario based on the Business Central demonstration database.

A production order for 15 PCS of item LS-100 exists. Some of the items on the component list must be flushed manually in a consumption journal, and other items on the list can be picked and flushed automatically using the **Pick + Backward** flushing method.

NOTE

Pick + Forward only works if the second production routing line operation uses a routing link code. Releasing a planned production order initiates forward flushing of components set to **Pick + Forward**. However, the flushing cannot take place until the pick of the components is registered, which again can only take place when the order is released.

The following steps describe the involved actions by different users and the related response:

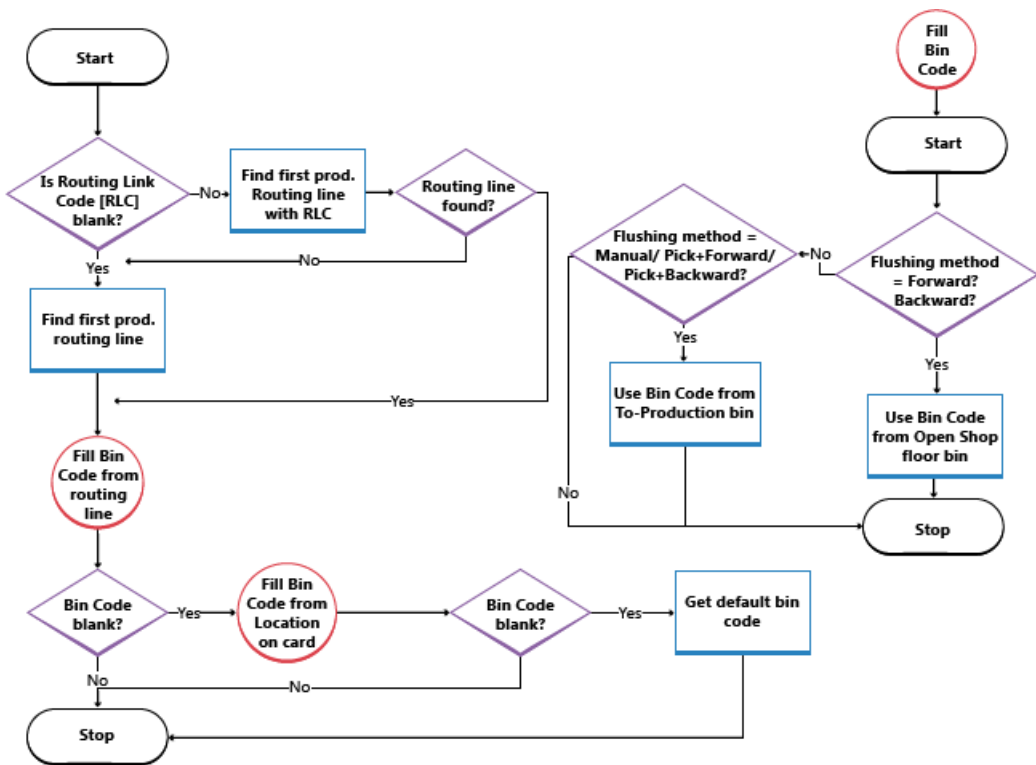
1. The shop floor supervisor releases the production order. Items with **Forward** flushing method and no routing link code are deducted from the open shop floor bin.
2. The shop floor supervisor chooses the **Create Warehouse Pick** button on the production order. A warehouse pick document is created pick for items with **Manual**, **Pick + Backward**, and **Pick + Forward** flushing methods. These items are placed in the To-Production bin.
3. The warehouse manager assigns the picks to a warehouse worker.
4. The warehouse worker picks the items from appropriate bins and places them in the To-Production bin or in the bin specified on the warehouse pick, which may be a work center or machine center bin.
5. The warehouse worker registers the pick. The quantity is subtracted from the pick bins and added to the

consumption bin. The Qty. Picked field on the component list for all picked items is updated.

NOTE
Only the quantity that is picked can be consumed.

6. The machine operator informs the production manager that the end items are finished.
7. The shop floor supervisor uses the consumption journal or production journal to post the consumption of component items that use either **Manual** flushing method or **Forward** or **Pick + Forward** flushing methods together with routing link codes.
8. The production manager posts the output of the production order and changes status to **Finished**. The quantity of component items that use **Backward** flushing method is deducted from the open shop floor bin, and the quantity of component items that use **Pick + Backward** flushing method is deducted from the To-Production bin.

The following illustration shows when the **Bin Code** field on the component list is filled according to your location or machine/work center setup.



See Also

[Design Details: Warehouse Management](#)

NOTE
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Design Details: Availability in the Warehouse

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The system must keep a constant control of item availability in the warehouse, so that outbound orders can flow efficiently and provide optimal deliveries.

Availability varies depending on allocations at the bin level when warehouse activities such as picks and movements occur and when the inventory reservation system imposes restrictions to comply with. A rather complex algorithm verifies that all conditions are met before allocating quantities to picks for outbound flows.

If one or more conditions are not met, different error messages can be shown, including the generic "Nothing to handle." message. The "Nothing to handle." message can occur for many different reasons, both in outbound and inbound flows, where a directly or indirectly involved document line contains the **Qty. to Handle** field.

NOTE

Information will soon be published here about possible reasons and solutions for the "Nothing to handle." message.

Bin Content and Reservations

In any installation of warehouse management, item quantities exist both as warehouse entries, in the Warehouse application area, and as item ledger entries, in the Inventory application area. These two entry types contain different information about where items exist and whether they are available. Warehouse entries define an item's availability by bin and bin type, which is called bin content. Item ledger entries define an item's availability by its reservation to outbound documents.

Special functionality in the picking algorithm exists to calculate the quantity that is available to pick when bin content is coupled with reservations.

Quantity Available to Pick

If, for example, the picking algorithm does not consider item quantities that are reserved for a pending sales order shipment, then those items might be picked for another sales order that is shipped earlier, which prevents the first sales from being fulfilled. To avoid this situation, the picking algorithm subtracts quantities that are reserved for other outbound documents, quantities on existing pick documents, and quantities that are picked but not yet shipped or consumed.

The result is displayed in the **Available Qty. to Pick** field on the **Pick Worksheet** page, where the field is calculated dynamically. The value is also calculated when users create warehouse picks directly for outbound documents. Such outbound documents could be sales orders, production consumption, or outbound transfers, where the result is reflected in the related quantity fields, such as **Qty. to Handle**.

NOTE

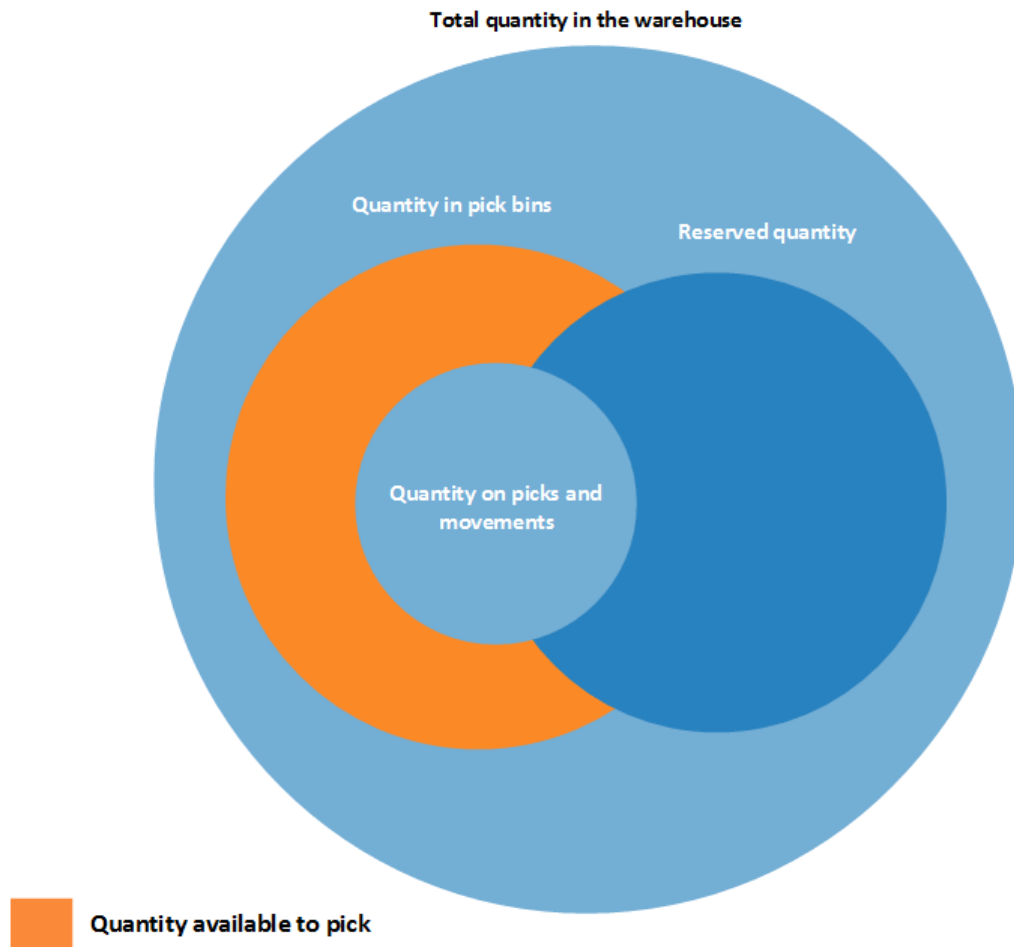
Concerning the priority of reservations, the quantity to reserve is subtracted from the quantity available to pick. For example, if the quantity available in pick bins is 5 units, but 100 units are in put-away bins, then when you try to reserve more than 5 units for another order, an error message is displayed because the additional quantity must be available in pick bins.

Calculating the Quantity Available to Pick

The quantity available to pick is calculated as follows:

quantity available to pick = quantity in pick bins - quantity on picks and movements – (reserved quantity in pick bins + reserved quantity on picks and movements)

The following diagram shows the different elements of the calculation.



Quantity Available to Reserve

Because the concepts of bin content and reservation co-exist, the quantity of items that are available to reserve must be aligned with allocations to outbound warehouse documents.

It should be possible to reserve all items in inventory, except those that have started outbound processing. Accordingly, the quantity that is available to reserve is defined as the quantity on all documents and all bin types, except the following outbound quantities:

- Quantity on unregistered pick documents
- Quantity in shipment bins
- Quantity in to-production bins
- Quantity in open shop floor bins
- Quantity in to-assembly bins
- Quantity in adjustment bins

The result is displayed in the **Total Available Quantity** field on the **Reservation** page.

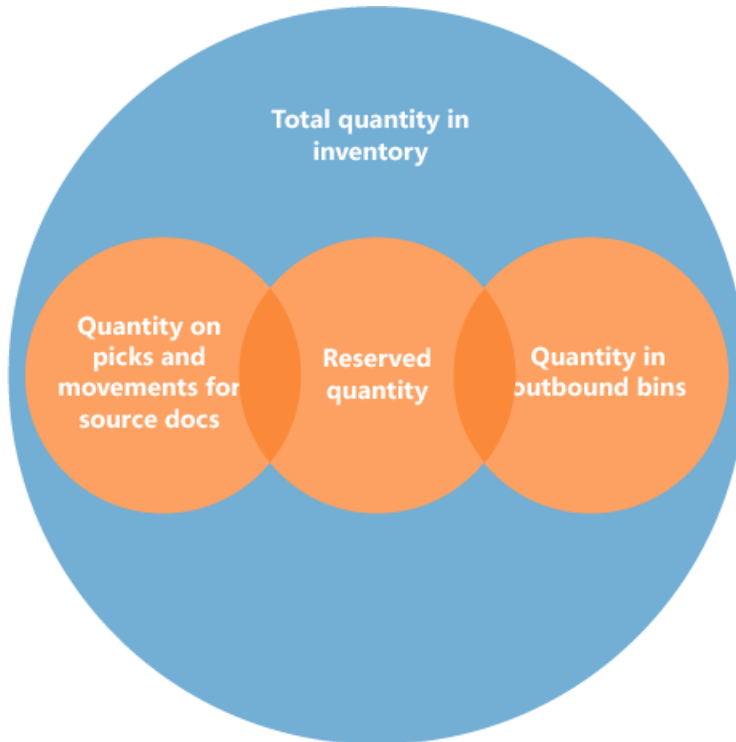
On a reservation line, the quantity that cannot be reserved, because it is allocated in the warehouse, is displayed in the **Qty. Allocated in Warehouse** field on the **Reservation** page.

Calculating the Quantity Available to Reserve

The quantity available to reserve is calculated as follows:

quantity available to reserve = total quantity in inventory - quantity on picks and movements for source documents - reserved quantity - quantity in outbound bins

The following diagram shows the different elements of the calculation.



Quantity available to reserve

See Also

[Design Details: Warehouse Management](#)

[View the Availability of Items](#)

NOTE

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Design Details: Outbound Warehouse Flow

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The outbound flow in the warehouse begins with a request from released source documents to bring the items out of the warehouse location, either to be shipped to an external party or to another company location. From the storage area, warehouse activities are performed at different complexity levels to bring the items out to the shipping docks.

Each item is identified and matched to a corresponding inbound source document. The following outbound source documents exist:

- Sales order
- Outbound transfer order
- Purchase return order
- Service order

In addition, the following internal source documents exist that function like outbound sources:

- Production order with component need
- Assembly order with component need

The last two documents represent outbound flows from the warehouse to internal operation areas. For more information about warehouse handling for internal inbound and outbound processes, see [Design Details: Internal Warehouse Flows](#).

Processes and UI documents in outbound warehouse flows are different for basic and advanced warehouse configurations. The main difference is that activities are performed order-by-order in basic warehouse configurations, and they are consolidated for multiple orders in advanced warehouse configurations. For more information about different warehouse complexity levels, see [Design Details: Warehouse Overview](#).

In Business Central, the outbound processes of picking and shipping can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	OUTBOUND PROCESS	BINS	PICKS	SHIPMENTS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post pick and shipment from the order line	X			2
B	Post pick and shipment from an inventory pick document		X		3
C	Post pick and shipment from a warehouse shipment document			X	4/5/6

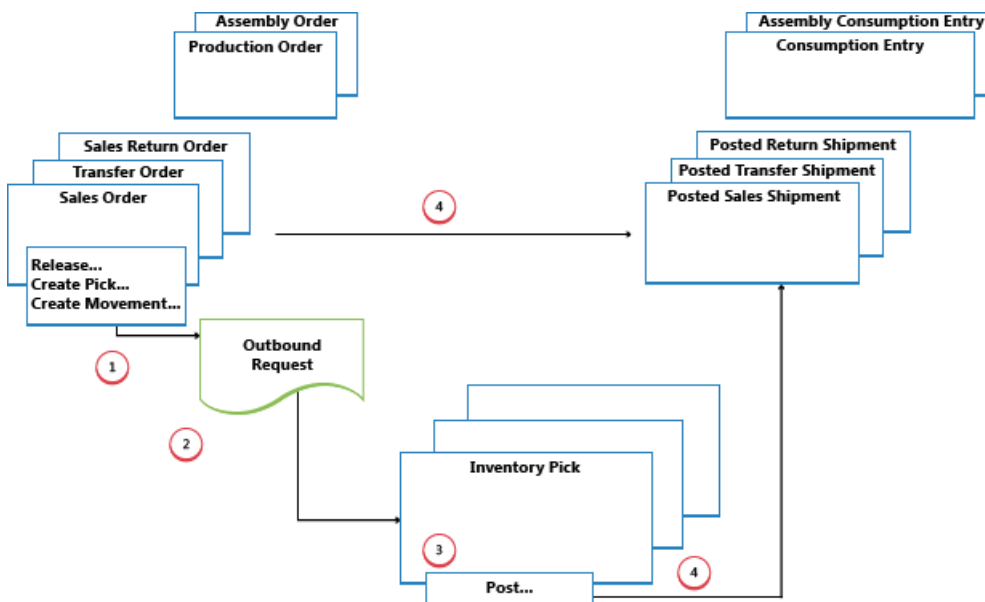
METHOD	OUTBOUND PROCESS	BINS	PICKS	SHIPMENTS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
D	Post pick from a warehouse pick document and post shipment from a warehouse shipment document		X	X	4/5/6

Selecting an approach depends on the company's accepted practices and the level of their organizational complexity. In an order-by-order environment with straightforward processes and simple bin structure, method A, picking and shipping from the order line is appropriate. In other order-by-order companies where items for one order line might come from more than one bin or where warehouse workers cannot work with order documents, the use of separate pick documents is appropriate, method B. Where a company's picking and shipping processes involve multiple order handling and therefore require greater control and overview, the company might choose to use a warehouse shipment document and warehouse pick document to separate the picking and shipping tasks, methods C and D.

In methods A, B, and C, the actions of picking and shipping are combined in one step when posting the corresponding document as shipped. In method D, the pick is first registered, and then the shipment is posted at a later time from a different document.

Basic Warehouse Configurations

The following diagram illustrates the outbound warehouse flows by document type in basic warehouse configurations. The numbers in the diagram correspond with the steps in the sections following the diagram.



1: Release Source Document / Create Inventory Pick or Movement

When a user who is responsible for source documents, such as a sales order processor or production planner, is ready for the outbound warehouse activity, he or she releases the source document to signal to warehouse workers that sold items or components can be picked and placed in the specified bins. Alternatively, the user creates inventory pick or movement documents for the individual order lines, in a push fashion, based on specified bins and quantities to handle.

NOTE

Inventory movements are used to move items to internal operation areas in basic warehouse configurations, based on source documents or on an ad hoc basis.

2: Create Outbound Request

When the outbound source document is released, an outbound warehouse request is created automatically. It contains references to the source document type and number and is not visible to the user.

3: Create Inventory Pick or Movement

In the **Inventory Pick** or **Inventory Movement** page, the warehouse worker retrieves, in a pull fashion, the pending source document lines based on outbound warehouse requests. Alternatively, the inventory pick lines are already created, in a push fashion, by the user who is responsible for the source document.

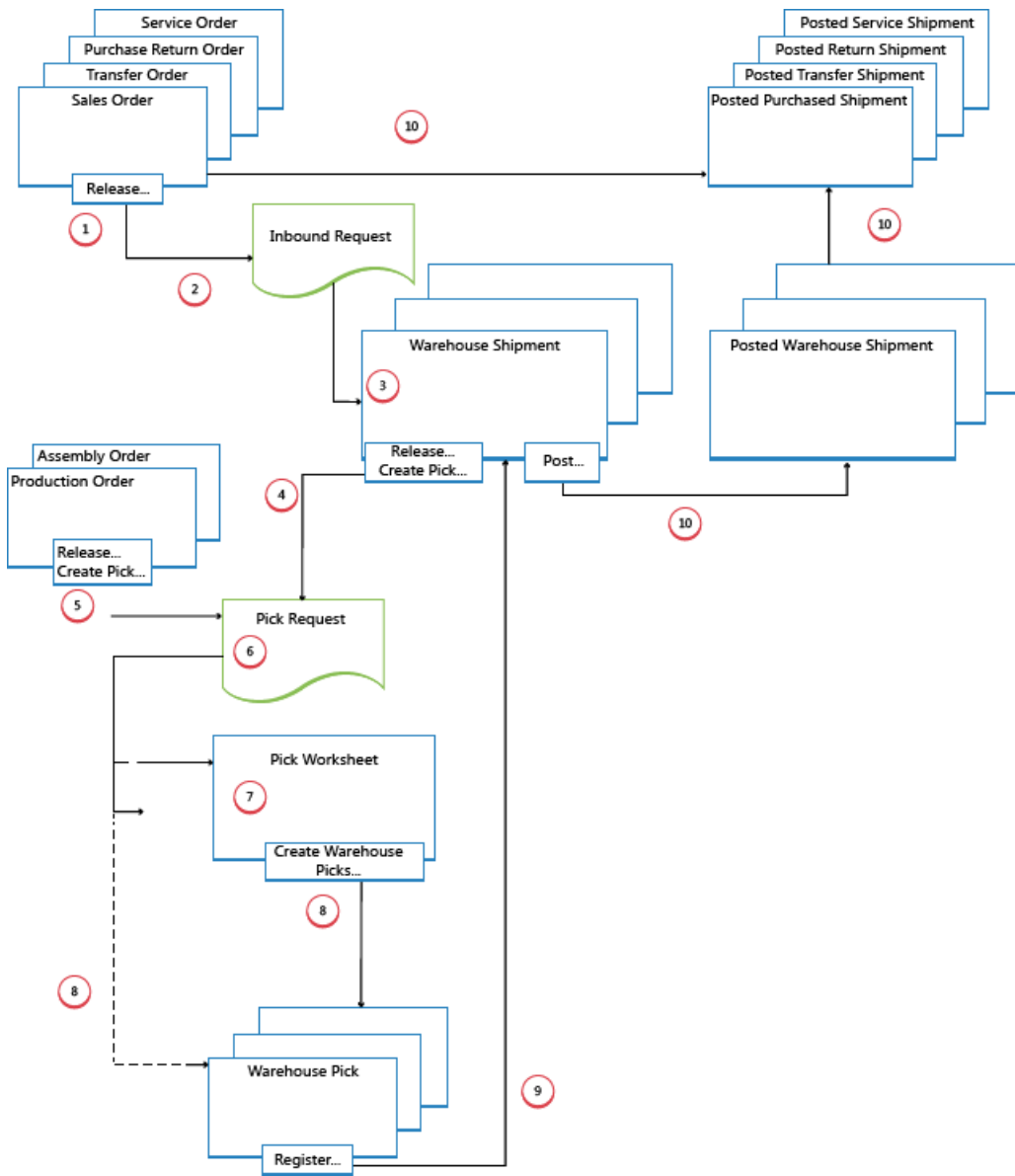
4: Post Inventory Pick or Register Inventory Movement

On each line for items that have been picked or moved, partially or fully, the warehouse worker fills in the **Quantity** field, and then posts the inventory pick or registers the inventory movement. Source documents related to the inventory pick are posted as shipped or consumed. Source documents related to inventory movements are not posted.

For inventory picks, negative item ledger entries are created, warehouse entries are created, and the pick request is deleted, if fully handled. For example, the **Quantity Shipped** field on the outbound source document line is updated. A posted shipment document is created that reflects the sales order, for example, and the shipped items.

Advanced Warehouse Configurations

The following diagram illustrates the outbound warehouse flow by document type in advanced warehouse configurations. The numbers in the diagram correspond with the steps in the sections following the diagram.



1: Release Source Document

When a user who is responsible for source documents, such as a sales order processor or production planner, is ready for the outbound warehouse activity, he or she releases the source document to signal to warehouse workers that sold items or components can be picked and placed in the specified bins.

2: Create Outbound Request (2)

When the outbound source document is released, an outbound warehouse request is created automatically. It contains references to the source document type and number and is not visible to the user.

3: Create Warehouse Shipment

On the **Warehouse Shipment** page, the shipping worker who is responsible retrieves pending source document lines based on the outbound warehouse request. Several source document lines can be combined in one warehouse shipment document.

4: Release Shipment / Create Warehouse Pick

The shipping worker who is responsible releases the warehouse shipment, so that warehouse workers can create or coordinate warehouse picks for the shipment in question.

Alternatively, the user creates warehouse pick document for individual shipment lines, in a push fashion, based on specified bins and quantities to handle.

5: Release Internal Operation / Create Warehouse Pick

The user who is responsible for internal operations releases an internal source document, such as a production

and assembly order, so that warehouse workers can create or coordinate warehouse picks for the internal operation in question.

Alternatively, the user creates warehouse pick documents for the individual production or assembly order, in a push fashion, based on specified bins and quantities to handle.

6: Create Pick Request

When the outbound source document is released, a warehouse pick request is created automatically. It contains references to the source document type and number and is not visible to the user. Depending on the setup, consumption from a production and assembly order also creates a pick request to pick the needed components from inventory.

7: Generate Pick Worksheet Lines

The user who is responsible for coordinating picks, retrieves warehouse pick lines in the **Pick Worksheet** based on pick requests from warehouse shipments or internal operations with component consumption. The user selects the lines to be picked and prepares the picks by specifying which bins to take from, which bins to place in, and how many units to handle. The bins may be predefined by setup of the warehouse location or operation resource.

The user specifies picking methods for optimized warehouse handling and then uses a function to create the corresponding warehouse pick documents, which are assigned to different warehouse workers who perform warehouse picks. When the warehouse picks are fully assigned, the lines in the **Pick Worksheet** are deleted.

8: Create Warehouse Pick Documents

The warehouse worker who perform picks create a warehouse pick document, in a pull fashion, based on the released source document. Alternatively, the warehouse pick document is created and assigned to the warehouse worker in a push fashion.

9: Register Warehouse Pick

On each line for items that have been picked, partially or fully, the warehouse worker fills in the **Quantity** field on the **Warehouse Pick** page and then registers the warehouse pick.

Warehouse entries are created, and the warehouse pick lines are deleted, if fully handled. The warehouse pick document remains open until the full quantity of the related warehouse shipment is registered. The **Qty. Picked** field on the warehouse shipment lines is updated accordingly.

10: Post Warehouse Shipment

When all items on the warehouse shipment document are registered as picked to the specified shipment bins, the shipping worker who is responsible posts the warehouse shipment. Negative item ledger entries are created. For example, the **Quantity Shipped** field on the outbound source document line is updated.

See Also

[Design Details: Warehouse Management](#)

NOTE

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Design Details: Integration with Inventory

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The Warehouse Management application area and the Inventory application area interact with one another in physical inventory and in inventory or warehouse adjustment.

Physical Inventory

The **Whse. Phys. Inventory Journal** page is used with the **Phys. Inventory Journal** page for all advanced warehouse locations. The inventory on bin level is calculated, and a printed list is provided for the warehouse employee. The list shows which items in which bins must be counted.

The warehouse employee enters the counted quantity on the **Whse. Phys. Inventory Journal** page and then posts the journal.

If the counted quantity is greater than the quantity on the journal line, a movement is posted for this difference from the default adjustment bin to the counted bin. This increases the quantity in the counted bin and decreases the quantity in the default adjustment bin.

If the quantity counted is less than the quantity on the journal line, a movement for this difference is posted from the counted bin to the default adjustment bin. This decreases the quantity in the counted bin and increases the quantity in the default adjustment bin.

In advanced warehouse configurations, the value in the **Quantity (Calculated)** field is retrieved from item ledger entries and the value in the **Quantity (Phys. Inventory)** field is retrieved from warehouse entries, excluding the adjustment bin content. The **Quantity** field specifies the difference between the first two fields, which should be equal to the contents of the adjustment bin.

When you post the physical inventory journal, the inventory and the default adjustment bin are updated.

Warehouse Adjustments to the Item Ledger

You use the **Item Journal** page and the **Calculate Whse. Adjustment** function to adjust inventory on the item ledger in accordance with an adjustment that has been made to the item quantity in a warehouse bin. To create a link between the inventory and the warehouse, you must define a default adjustment bin per location.

The default adjustment bin registers items in the warehouse when you post an increase for the inventory. However, if you post a decrease, the quantity on the default bin is also decreased. In both cases, item ledger entries and warehouse entries are created.

NOTE

The adjustment bin is not included in the availability calculation.

If you want to adjust the bin content, you can use the warehouse item journal, from which you can enter the item number, zone code, bin code, and quantity that you want to adjust.

If you enter a positive quantity and post the line, then the inventory stored in the bin increases, and the quantity of the default adjustment bin decreases correspondingly.

See Also

[Design Details: Warehouse Management](#)

Design Details: Availability in the Warehouse

NOTE

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Design Details: Item Tracking

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As the flow of goods in today's supply chain becomes more and more complex, the ability to keep track of items is increasingly important to the companies involved. Monitoring an item's transaction flow is a legal requirement in the business of medical and chemical supply, but other businesses may want to monitor products with warranties or expiration dates for customer service reasons.

An item tracking system should provide a company with easy handling of serial and lot numbers, considering each unique piece of merchandise: when and where received, where stored, when and where sold. Business Central has gradually expanded its coverage of this business requirement and today provides application-wide functionality and a solid core on which to develop extensions.

In This Section

[Design Details: Item Tracking Design](#)

[Design Details: Item Tracking Posting Structure](#)

[Design Details: Active versus Historic Item Tracking Entries](#)

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[Design Details: Item Tracking Availability](#)

[Design Details: Item Tracking and Planning](#)

[Design Details: Item Tracking and Reservations](#)

[Design Details: Item Tracking in the Warehouse](#)

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Design Details: Item Tracking Design

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In the first version of Item Tracking in Business Central 2.60, serial numbers or lot numbers were recorded directly on item ledger entries. This design provided full availability information and simple tracking of historic entries, but it lacked flexibility and functionality.

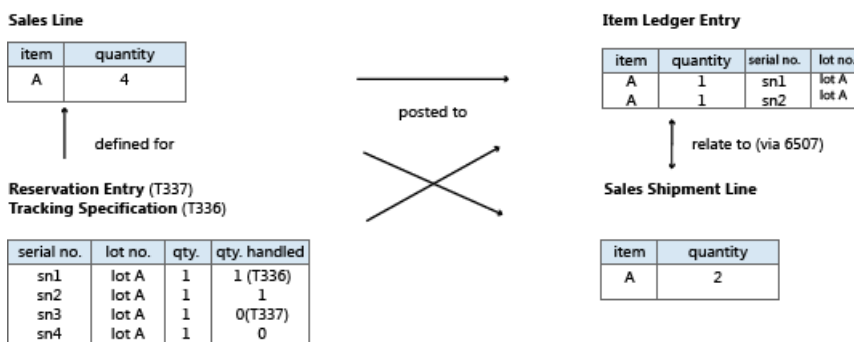
From Business Central 3.00, item tracking functionality was in a separate object structure with intricate links to posted documents and item ledger entries. This design was flexible and rich in functionality, but item tracking entries were not fully involved in availability calculations.

Since Business Central 3.60, item tracking functionality is integrated with the reservation system, which handles reservation, order tracking, and action messaging. For more information, see "Design Details: Reservation, Order Tracking, and Action Messaging" in "Design Details: Supply Planning".

This latest design incorporates item tracking entries in total availability calculations throughout the system, including planning, manufacturing, and warehousing. The old concept of carrying serial and lot numbers on the item ledger entries is reintroduced to ensure simple access to historical data for item tracking purposes. In connection with item tracking improvements in Business Central 3.60, the reservation system was expanded to non-order network entities, such as journals, invoices, and credit memos.

With the addition of serial or lot numbers, the reservation system handles permanent item attributes while also handling intermittent links between supply and demand in the form of order tracking entries and reservation entries. Another different characteristic of serial or lot numbers compared to the conventional reservation data is the fact that they can be posted, either partially or fully. Therefore, the **Reservation Entry** table (T337) now works with a related table, the **Tracking Specification** table (T336), which manages and displays summing across active and posted item tracking quantities. For more information, see [Design Details: Active versus Historic Item Tracking Entries](#).

The following diagram outlines the design of item tracking functionality in Business Central.



The central posting object is redesigned to handle the unique subclassification of a document line in the form of serial or lot numbers, and special relation tables are added to create the one-to-many relations between posted documents and their split item ledger entries and value ledger entries.

Codeunit 22, **Item Jnl.** – **Post Line**, now splits the posting according to the item tracking numbers that are specified on the document line. Each unique item tracking number on the line creates its own item ledger entry for the item. This means that the link from the posted document line to the associated item ledger entries is now a one-to-many relation. This relation is handled by the following item tracking relation tables.

FIELD	DESCRIPTION
Item Entry Relation (T6507)	Relates shipped or received lines to item ledger entries
Value Entry Relation (T6508)	Relates invoiced lines to value entries

For more information, see [Design Details: Item Tracking Posting Structure](#).

See Also

[Design Details: Item Tracking](#)

NOTE

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Design Details: Item Tracking Posting Structure

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To align with inventory costing functionality and to obtain a simpler and more robust solution, item ledger entries are used as the primary carrier of item tracking numbers.

Item tracking numbers on order network entities and non-order network entities are specified in the **Reservation Entry** table (T337). Item tracking numbers that are related to historical information are retrieved directly from the item ledger entries that are related to the transaction in question. This means that item ledger entries reflect the item tracking specification of the posted order line.

The **Item Tracking Lines** page retrieves the information from T337 and the item ledger entries and shows it through the temporary table, **Tracking Specification** (T336). T336 also hold the temporary data in the **Item Tracking Lines** page for item tracking quantities that remain to be invoiced.

One-to-Many Relation

The **Item Entry Relation** table, which is used to link a posted document line with its related item ledger entries, consists of two main parts:

- A pointer to the posted document line, the **Order Line No.** field.
- An entry number pointing to an item ledger entry, the **Item Entry No.** field.

The functionality of the existing **Entry No.** field, which relates an item ledger entry to a posted document line, handles the typical one-to-one relation when no item tracking numbers exist on the posted document line. If item tracking numbers exist, then the **Entry No.** field is left blank, and the one-to-many relation is handled by the **Item Entry Relation** table. If the posted document line carries item tracking numbers but only relates to a single item ledger entry, then the **Entry No.** field handles the relation, and the no record is created in the **Item Entry Relation** table.

Codeunits 80 and 90

To split the item ledger entries during posting, the code in codeunit 80 and codeunit 90, is encircled by loops that run through global temporary record variables. This code calls codeunit 22 with an item journal line. These variables are initialized when item tracking numbers exist for the document line. To keep the code simple, this looping structure is always used. If no item tracking numbers exist for the document line, then a single record is inserted, and the loop runs only once.

Posting the Item Journal

Item tracking numbers are transferred via the reservation entries that relate to the item ledger entry, and the looping through item tracking numbers occurs in codeunit 22. This concept works in the same way when an item journal line is used indirectly to post a sale or purchase order as when an item journal line is used directly. When the item journal is used directly, the **Source Row ID** field points to the item journal line itself.

Code Unit 22

Codeunits 80 and 90 loop the call of codeunit 22 during the invoice posting of item tracking numbers and during the invoicing of existing shipments or receipts.

During quantity posting of item tracking numbers, codeunit 22 retrieves item tracking numbers from the entries

in T337 that relate to the posting. These entries are placed directly on the item journal line.

Codeunit 22 loops through the item tracking numbers and splits the posting into the respective item ledger entries that carry the item tracking numbers. Information about which item ledger entries are created is returned to T337 by using a temporary T336 record, which is called by a procedure in codeunit 22. This procedure is triggered when codeunit 22 has finished its run because at that point, the codeunit 22 object contains the information. When the temporary T336 record is retrieved, codeunits 80 and 90 create records in the **Item Entry Relation** table to link the created item ledger entries to the created shipment or receipt line. Codeunits 80 or codeunit 90 then converts the temporary T336 records to real T336 records that are related to the line in question. However, this conversion occurs only if the posted document line is not deleted, because it is only partially posted.

See Also

[Design Details: Item Tracking](#)

[Design Details: Item Tracking Design](#)

NOTE

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Design Details: Active versus Historic Item Tracking Entries

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When parts of a document line quantity are posted, only that particular quantity is transferred to the item ledger entries and its item tracking numbers. However, you will want to access all relevant item tracking information directly from the active document line. That is, not only will you want to see the entries that are related to the remaining quantity, you will also want information about the units that have been posted. When you view or modify the **Item Tracking Lines** page, the collective contents of the **Tracking Specification** table (T336) and **Reservation Entry** table (T337) are presented in a temporary version of T336. This ensures that historic and active item tracking data is accessed as one.

The following table shows how T336 and T337 are used in a purchase scenario. The bold figures represent values that the user manually enters on the **Item Tracking Lines** page.

Step 1: Create a purchase order line of seven pieces with item tracking numbers.

	QUANTITY (BASE)	QTY. TO HANDLE	QTY. TO INVOICE (BASE)	QUANTITY HANDLED (BASE)	QUANTITY INVOICED (BASE)
T337	7	0	0	0	0
T336	0	0	0	0	0

Step 2: Receive four pieces.

	QUANTITY (BASE)	QTY. TO HANDLE	QTY. TO INVOICE (BASE)	QUANTITY HANDLED (BASE)	QUANTITY INVOICED (BASE)
Item Tracking Lines page	7	4	0	0	0
T337	3	0	0	0	0
T336	4	0	0	4	0

Step 3: Receive two pieces and invoice two pieces.

	QUANTITY (BASE)	QTY. TO HANDLE	QTY. TO INVOICE (BASE)	QUANTITY HANDLED (BASE)	QUANTITY INVOICED (BASE)
Item Tracking Lines page	7	2	2	4	0
T337	1	0	0	0	0
T336	6	0	0	6	2

Step 4: Receive one piece.

	QUANTITY (BASE)	QTY. TO HANDLE	QTY. TO INVOICE (BASE)	QUANTITY HANDLED (BASE)	QUANTITY INVOICED (BASE)
Item Tracking Lines page	7	1	0	6	2
T336	7	0	0	7	2

Invoice 5 pieces.

	QUANTITY (BASE)	QTY. TO HANDLE	QTY. TO INVOICE (BASE)	QUANTITY HANDLED (BASE)	QUANTITY INVOICED (BASE)
Item Tracking Lines page	7	0	5	7	2
T336	7	0	0	7	7

See Also

[Design Details: Item Tracking](#)

[Design Details: Item Tracking Lines Page](#)

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Design Details: Item Tracking Lines Page

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Item tracking records and reservation records are created in the reservation system, and their availability is calculated dynamically. Data that is entered on the **Item Tracking Lines** page is managed in a temporary version of the **Tracking Specification** table. When the page is closed, the active data is committed to the **Reservation Entry** table and the historic data is committed to the **Tracking Specification** table. For more information, see [Design Details: Active versus Historic Item Tracking Entries](#).

Lookups from the **Serial No.** and **Lot No.** fields show availability based on both the **Item Ledger Entry** table and the **Reservation Entry** table, with no date filter. The matrix of quantity fields on the header of the **Item Tracking Lines** page dynamically displays the quantities and sums of item tracking numbers that are being entered on the lines of the page. The quantities must correspond to those of the document line, which is indicated by **0** in the **Undefined** fields in the header of the page.

To coordinate the flow of serial and lot numbers through inventory, the following rules exist for entering data on the **Item Tracking Lines** page:

- For both inbound and outbound item tracking lines, you cannot enter a serial number, with or without a lot number, more than once in the same instance of the **Item Tracking Lines** page. If you try to enter any combination of serial or lot numbers that is already present on the page, then an error message blocks the data entry.
- For inbound item tracking lines, you cannot post the related document if an item of the same variant and with the same serial number is already in inventory. If you try to post a positive line for an inventory item with the same variant and serial number, then an error message blocks the posting. However, for both inbound and outbound item tracking lines on open documents, you can have the same combination of serial or lot numbers that relate to different source document lines, that is, existing in different instances of the **Item Tracking Lines** page until the related document is posted.
- If the item is set up for serial number-specific tracking or lot number-specific tracking, then you cannot post an outbound document line unless an item with the defined serial or lot number exists in inventory. If you try to post an outbound document line for an item with a serial lot number that is not in inventory, then an error message blocks the posting.

The rules for entering data on the **Item Tracking Lines** page also support the coupling principles that govern order tracking, planning, and reservation. For more information, see [Design Details: Item Tracking and Planning](#).

See Also

[Design Details: Item Tracking](#)

NOTE

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Design Details: Item Tracking Availability

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The **Item Tracking Lines** and **Item Tracking Summary** pages provide dynamic availability information for serial or lot numbers. The purpose of this is to increase transparency for users on outbound documents, such as sales orders, by showing them which serial numbers or how many units of a lot number are currently assigned on other open documents. This reduces uncertainty that is caused by double allocation and instills confidence in order processors that the item tracking numbers and dates that they are promising on unposted sales orders can be fulfilled. For more information, see [Design Details: Item Tracking Lines Page](#).

When you open the **Item Tracking Lines** page, availability data is retrieved from the **Item Ledger Entry** table and the **Reservation Entry** table, with no date filter. When you choose the **Serial No.** field or the **Lot No.** field, the **Item Tracking Summary** page opens and shows a summary of the item tracking information in the **Reservation Entry** table. The summary contains the following information about each serial or lot number on the item tracking line:

FIELD	DESCRIPTION
Total Quantity	The total quantity of the serial or lot number that is currently in inventory.
Total Requested Quantity	The total quantity of the serial or lot number that is currently requested in all documents.
Current Pending Quantity	The quantity that is entered in the current instance of the Item Tracking Lines page but is not yet committed to the database.
Total Available Quantity	<p>The quantity of the serial or lot number that is available for the user to request.</p> <p>This quantity is calculated from other fields on the page as follows:</p> <p>total quantity – (total requested quantity + current pending quantity).</p>

NOTE

You can also see the information in the preceding table by using the **Select Entries** function on the **Item Tracking Lines** page.

To preserve database performance, availability data is only retrieved once from the database when you open the **Item Tracking Lines** page and when you use the **Refresh Availability** function on the page.

Calculation Formula

As described in the preceding table, the availability of a given serial or lot number is calculated as follows.

total available quantity = quantity in inventory – (all demands + quantity not yet committed to the database)

IMPORTANT

This formula implies that the serial or lot number availability calculation considers only inventory and ignores projected receipts. Accordingly, supply that is not yet posted to inventory does not affect item tracking availability, as opposed to regular item availability where projected receipts are included.

See Also

[Design Details: Item Tracking](#)

NOTE

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Design Details: Item Tracking and Planning

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Because they are stored in the reservation system, item tracking numbers are fully coordinated with order tracking records. This means that items with order tracking records can be assigned item tracking numbers. Conversely, items that have item tracking numbers can become order tracking records. For more information, see [Design Details: Item Tracking Design](#).

For more information about the integrated systems, see [Design Details: Reservations, Order Tracking, and Action Messaging](#).

Because order tracking is only concerned with specific item application, the coordination with item tracking numbers only applies to items that are set up to use specific item tracking. This is set by the **SN Specific Tracking** and **Lot Specific Tracking** fields on the item card, which specify the following:

- The item must carry a serial number or lot number when it is posted.
- The item must apply to the same serial number or lot number when it is posted outbound.

In alignment with standard supply/demand balancing principles, the planning system and the related order tracking feature only match supply and demand carrying item tracking numbers if the item in question uses specific item tracking. In all other cases, the planning and order tracking systems ignore item tracking numbers when they apply supply to meet demand or apply demand to supply. For more information, see [Design Details: Reservation, Order Tracking, and Action Messaging](#).

For example, when order tracking exists for a given item, it implies that records for the item are already in the **Reservation Entry** table, which is the core of the reservation system, before the item tracking numbers are defined. Therefore, the following coupling restrictions apply to the item tracking numbers to be order tracked:

- Demand with a serial number or lot number can only cover supply with the same serial number or lot number.
- Demand without a serial or lot number can cover any supply, with or without a serial or lot number.

Apart from their consequences on dynamic order tracking, the item tracking coupling restrictions do not affect the planning system significantly.

On the supply side, a serial or lot number is typically not entered until immediately before the order is posted, such as a purchase receipt into the warehouse. When entering a serial or lot number on the demand side, such as on a sales order, that serial or lot number is already in inventory. Accordingly, item tracking numbers are typically not an issue in supply planning.

For items that use specific item tracking, all demand carrying serial or lot numbers must be matched by corresponding supply. In most cases, it does not make sense to reorder a specific serial or lot number, so the planning of purchase or production supplies is probably not affected. However, when transferring items from one location to another, it is likely that the transfer is for a specific lot, so planning transfer supplies might be affected by the specific coupling restriction.

For more information, see [Design Details: Transfers in Planning](#).

Balancing Demand and Supply

If an item requires specific item tracking, then an order tracking link is made from all the item's item tracking demand to any corresponding item tracking supply, with the sole limitation that supply should come before demand. If, under those circumstances, no item tracking supply can be found that corresponds to the item

tracking-specific demand, then a new item tracking supply is created immediately and without considering order sizing, planning parameters, or rescheduling of existing supply of the same serial or lot number.

If item tracking numbers are assigned on the demand side or on the supply side without requiring specific item tracking, then an order track link is made from the demand to that supply, based on the most suitable timing and quantity, as in the usual balancing procedure. The specified item tracking number goes into the order tracking record in the same way that any specified item tracking quantity defines one end of the order tracking link. This means that the item tracking number that is entered is preserved while it is also part of the order tracking record.

If item tracking numbers are assigned on the supply side without requiring specific item tracking, then this supply is regarded as fixed by the planning system. No resizing or rescheduling is suggested for this supply, but the supply is taken into consideration when the planning system tries to meet the gross requirements.

For more information, see [Design Details: Balancing Demand and Supply](#).

See Also

[Design Details: Item Tracking Design](#)

[Design Details: Balancing Demand and Supply](#)

[Design Details: Reservation, Order Tracking, and Action Messaging](#)

[Design Details: Supply Planning](#)

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Design Details: Item Tracking and Reservations

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Simultaneous use of reservation and specific item tracking is uncommon, because they both create a coupling between supply and demand. Except for situations where a customer or production planner requests a specific lot, it rarely makes sense to reserve inventory items that already carry item tracking numbers for specific application. Although it is possible to reserve items that require specific item tracking, special functionality is needed to avoid availability conflicts between order processors that request the same item-tracked items.

The concept of Late Binding ensures that a nonspecific reservation of a serial number or a lot number remains loosely coupled until posting. At posting time, the reservation system can reshuffle nonspecific reservations to ensure that fixed application is possible against the serial or lot number that is actually picked. Meanwhile, the serial or lot number is made available for specific reservation in other documents that request that particular serial or lot number.

A nonspecific reservation is one in which the user does not care which specific item is picked, and a specific reservation is one in which the user does care.

NOTE

The Late Binding functionality relates only to items that are set up with specific item tracking, and it applies only to reservations against inventory, not against inbound supply orders.

Reservation of item tracking numbers falls into two categories, as shown in the following table.

RESERVATION	DESCRIPTION
Specific	<p>You select a specific serial or lot number when you reserve the inventory item from a demand, such as a sales order.</p> <p>This is a regular reservation. It is a rigid link between supply and demand that both carry serial or lot numbers. Note: The demand carries serial or lot numbers.</p> <p>For example, you want to reserve a can of blue paint from Lot A, because the customer requests it. A can of blue paint from Lot A is shipped to the customer.</p>
Nonspecific	<p>You do not select a specific serial or lot number when you reserve the inventory item from a demand, such as a sales order.</p> <p>This is a state that is imposed on a reservation entry for serial or lot numbers that are not selected specifically. Note: The demand does not carry serial or lot numbers.</p> <p>For example, you want to reserve a can of blue paint from any lot for your sales order. A can of blue paint from a random serial or lot number is shipped to the customer.</p>

The main difference between specific and nonspecific reservation is defined by the existence of serial or lot numbers on the demand side, as shown in the following table.

TYPE	SUPPLY	DEMAND
Specific	Serial or lot number.	Serial or lot number.
Nonspecific	Serial or lot number.	No serial or lot number.

When you reserve inventory quantities from an outbound document line for an item that has item tracking numbers assigned and is set up for specific item tracking, the **Reservation** page leads you through different workflows depending on your need for the serial or lot numbers.

Specific Reservation

When you choose **Reserve** from the outbound document line, a dialog box appears that asks you if you want to reserve specific serial or lot numbers. If you choose **Yes**, then a list is displayed with all the serial or lot numbers that are assigned to the document line. The **Reservation** page opens after you select one of the serial or lot numbers, and you can then reserve among the selected serial or lot numbers in a typical fashion.

If some of the specific item tracking numbers that you are trying to reserve are held in nonspecific reservations, then a message at the bottom of the **Reservation** page informs you how many of the total reserved quantity are held in nonspecific reservations and whether they are still available.

Nonspecific Reservation

If you choose **No** in the dialog box that appears, the **Reservation** page opens and allows you to reserve among all serial or lot numbers in inventory.

Because of the structure of the reservation system, when you place a nonspecific reservation on an item-tracked item, the system must select specific item ledger entries to reserve against. Because the item ledger entries carry the item tracking numbers, the reservation indirectly reserves specific serial or lot numbers, even though you did not intend to. To handle this situation, the reservation system tries to reshuffle nonspecific reservation entries before posting.

The system actually still reserves against specific entries, but then it uses a reshuffling mechanism whenever there is specific demand for the lot or serial number in the nonspecific reservation. This can be the case when you post a demand transaction, such as a sales order, consumption journal, or transfer order, for the serial or lot number, or when you try to specifically reserve the serial or lot number. The system reshuffles the reservations to make the lot or serial number available to the demand or to the specific reservation, thereby placing a different lot or serial number in the nonspecific reservation. If there is insufficient quantity in inventory, the system reshuffles as much as possible, and you receive an availability error if there is still insufficient quantity at the time of posting.

NOTE

On a nonspecific reservation the lot number or serial number field is blank in the reservation entry that points at the demand, such as the sale.

Reshuffle

When a user posts an outbound document after picking the wrong serial or lot number, other nonspecific reservations are reshuffled to reflect the actual serial or lot number that is picked. This satisfies the posting engine with a fixed application between supply and demand.

For all supported business scenarios, reshuffling is possible only against positive item ledger entries that carry reservation and serial or lot numbers but without defined serial or lot numbers on the demand side.

Supported Business Scenarios

The Late Binding functionality supports the following business scenarios:

- Entering a specific serial or lot number on an outbound document with nonspecific reservation of a wrong serial or lot number.
- Reserving a specific serial or lot number.
- Posting an outbound document with nonspecific reservation of a serial or lot number.

Entering Serial or Lot Numbers on an Outbound Document with Wrong Nonspecific Reservation

This is the most common of the three supported scenarios. In this case, the Late Binding functionality ensures that a user can enter a serial or lot number, which is actually picked, on an outbound document that already has a nonspecific reservation of another serial or lot number.

For example, the need arises when an order processor has first made a nonspecific reservation of any serial or lot number. Later when the item is actually picked from inventory, the picked serial or lot number must be entered on the order before it is posted. The nonspecific reservation is reshuffled at posting time to ensure that the picked serial or lot number can be entered without losing the reservation and to ensure that the picked serial or lot number can be fully applied and posted.

Reserve Specific Serial or Lot Numbers

In this business scenario, Late Binding functionality ensures that a user who is trying to reserve a particular serial or lot number that is currently nonspecifically reserved can do so. A nonspecific reservation is reshuffled at the time of reservation to free the serial or lot number for the specific request.

The reshuffle happens automatically, but embedded Help is displayed at the bottom of the **Reservation** page and shows the following text:

XX of the Total Reserved Quantity are nonspecific and may be available.

In addition, the **Nonspecific Reserved Qty.** field shows how many reservation entries are nonspecific. By default, this field is not visible to users.

Posting an Outbound Document with Nonspecific Reservation of Serial or Lot Numbers

This business scenario is supported with Late Binding functionality that enables fixed application and outbound posting of what is actually picked by reshuffling another nonspecific reservation of a serial or lot number. If reshuffling is not possible, then the following standard error message appears when the user tries to post the shipment:

Item XX cannot be fully applied.

See Also

[Design Details: Item Tracking](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Design Details: Item Tracking in the Warehouse

2/18/2021 • 2 minutes to read • [Edit Online](#)

Serial number and lot number handling is primarily a warehouse task and therefore all inbound and outbound warehouse documents have standard functionality for assigning and selecting item tracking numbers.

However, because the reservation system is based on item ledger entries, warehouse activity documents that register only warehouse entries are not fully supported. Because reservations and item tracking numbers can be handled only at the location level, not at the bin and zone level, the **Item Tracking Lines** page cannot be opened from warehouse activity documents. The same applies to the **Reservation** page.

After a serial or lot number has been added to an item at a warehouse location, it can be moved and reclassified freely within the warehouse by using an independent item tracking structure that is unrelated to the reservation system. **Serial No.** and **Lot No.** fields are accessed directly on warehouse document lines. When the serial or lot number later partakes in outbound posting, it is synchronized with the reservation system as a part of ordinary bin adjustment. For more information, see [Design Details: Integration with Inventory](#).

However, the reservation system does take warehouse activities into consideration when it calculates availability. For example, items that are allocated to picks, or registered as picked, cannot be reserved. For more information, see [Design Details: Warehouse Availability](#).

See Also

[Design Details: Item Tracking](#)

[Design Details: Integration with Inventory](#)

[Design Details: Warehouse Availability](#)

[Design Details: Item Tracking Design](#)

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Design Details: General Journal Post Line

2/18/2021 • 2 minutes to read • [Edit Online](#)

This documentation provides detailed technical insight into the concepts and principles that are used to redesign the general journal posting line feature in Business Central. The redesign makes codeunit 12 simpler and more maintainable. The documentation starts by describing conceptual overviews of the redesign. Then it explains the technical architecture to show the changes that result from the redesign.

In This Section

[General Journal Post Line Overview](#)

[Design Details: Posting Interface Structure](#)

[Design Details: Posting Engine Structure](#)

[Codeunit 12 Changes: Mapping Global Variables for General Journal Post Line](#)

[Codeunit 12 Changes: Changes in General Journal Post Procedures](#)

See Also

[Working with General Journals](#)

NOTE

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General Journal Post Line Overview

2/18/2021 • 2 minutes to read • [Edit Online](#)

Codeunit 12, **Gen. Jnl.-Post Line**, is the major application object for general ledger posting and is the only place to insert general ledger, VAT, and customer and vendor ledger entries. This codeunit is also used for all Apply, Unapply and Reverse operations.

While the codeunit has been improved in each release over the last ten years, its architecture remained essentially unchanged. The codeunit became very large, with approximately 7,600 code lines. With this release of Business Central, the architecture is changed and the codeunit has been made simpler and more maintainable. This documentation introduces the changes and provides information that you will need for upgrade.

Old Architecture

The old architecture had the following features:

- There was extensive use of global variables, which increased the possibility of hidden errors due to use of variables with the wrong scope.
- There were many long procedures (with more than 100 code lines) that also had high cyclomatic complexity (that is, a lot of CASE, REPEAT, IF nested statements), which made the code very difficult to read and maintain.
- Several procedures that were only used locally and were only meant to be used locally were not marked as local.
- Most procedures had no parameters and used global variables. Some used parameters and overrode global variables with locals.
- Code patterns for searching the general ledger accounts and creating general ledger and VAT entries was not standardized and varied from place to place. In addition, there was a lot of code duplication and broken symmetry between customer and vendor code.
- A large part of the code in codeunit 12, approximately 30 percent, related to payment discount and tolerance calculations, although these features are not needed in many countries or regions.
- Posting, Apply, Unapply, Reverse, Payment Discount and Tolerance, and Exchange Rate Adjustment were married together in codeunit 12 using a long list of global variables.

New Architecture

In Business Central, codeunit 12 has had the following improvements:

- Codeunit 12 has been refactored into smaller procedures (all less than 100 code lines).
- Standardized patterns for the search of general ledger accounts have been implemented by using helper functions from Posting Group tables.
- A Posting Engine Framework has been implemented to manage the start and finish of transactions and to isolate the creation to general ledger and VAT entries, the collection of VAT adjustment, and the calculation of additional currency amounts.
- Code duplication has been eliminated.
- Many helper functions have been transferred to corresponding customer and vendor ledger entry tables.
- The use of global variables has been minimized, so that each procedure uses parameters and encapsulates its own application logic.

See Also

Design Details: Posting Interface Structure

Design Details: Posting Engine Structure

NOTE

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Design Details: Posting Interface Structure

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In the Business Central posting interface structure, there are several global procedures that use the same structure:

- RunWithCheck and RunWithoutCheck call procedure Code – generic posting interface for Gen. Jnl Line.
- CustPostApplyCustLedgEntry – post customer application, called from codeunit 226 CustEntry-Apply Posted Entries.
- VendPostApplyVendLedgEntry – post vendor application, called from codeunit 227 VendEntry-Apply Posted Entries.
- UnapplyCustLedgEntry – post unapply of customer application, called from codeunit 226 CustEntry-Apply Posted Entries
- UnapplyVendLedgEntry – post unapply of vendor application, called from codeunit 227 VendEntry-Apply Posted Entries

See Also

[Design Details: Posting Engine Structure](#)

NOTE

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Design Details: Posting Engine Structure

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Posting interface and some other functions in codeunit 12 use posting engine functions to prepare and insert general ledger entry and VAT entry records. The posting engine is also responsible for general ledger register creation.

The functions in the following table provide a standard framework for designing posting procedures (such as Code, CustPostApplyCustLedgEntry, VendPostApplyVendLedgEntry, UnapplyCustLedgEntry, UnapplyVendLedgEntry, and Reverse) and exclusive access to table 17, G/L Entry.

ROUTINE	DESCRIPTION
StartPosting	Initializes posting buffer TempGLEntryBuf, locks G/L Entry and VAT Entry tables, and initializes Accounting Period, G/L Register, and Exchange Rate. Should be called only once, then NextEntryNo is 0.
ContinuePosting	Checks and posts unrealized VAT for previous transaction increment NextTransactionNo and prepares post of next line.
FinishPosting	Completes posting by inserting G/L entries from temporary buffer into database table. Always used together with StartPosting. Checks for inconsistencies.
InitGLEntry	Used to initialize new G/L entry for Gen. Jnl Line. Returns GLEntry as parameter.
InitGLEntryVAT	Same as InitGLEntry, but also assigns Bal. Account No. and SummarizeVAT.
InitGLEntryVATCopy	Similar to InitGLEntryVAT, but also copies posting groups data from VAT Entry before SummarizeVAT.
InsertGLEntry	The only function that inserts G/L entry into global TempGLEntryBuf table. Always use this function for insert.
CreateGLEntry	Performs an InitGLEntry, assigns Additional Currency Amount, and then performs InsertGLEntry. Replaces several lines of code with a single function call.
CreateGLEntryBalAcc	Same as CreateGLEntry, but also assigns Bal. Account Type and Bal. Account No.
CreateGLEntryVAT	Same as CreateGLEntry, but with additional processing for posting groups and saving to temporary VAT buffer: <pre>GLEntry.CopyPostingGroupsFromDtldCVBuf(DtldCVLedgEntryBuf, GenJnlLinePosting Type");</pre> <pre>InsertVATEntriesFromTemp(DtldCVLedgEntryBuf, GLEntry);</pre>
CreateGLEntryVATCollectAdj	Same as CreateGLEntry, but with additional collection of adjustments and saving to temporary VAT buffer: <pre>CollectAdjustment(AdjAmount, GLEntry.Amount, GLEntry."Additional-Currency Amount", OriginalDateSet);</pre> <pre>InsertVATEntriesFromTemp(DtldCVLedgEntryBuf, GLEntry);</pre>

ROUTINE	DESCRIPTION
CreateGLEntryFromVATEntry	Same as CreateGLEntry, but also copies posting groups from VAT entry.

See Also

[Design Details: Posting Interface Structure](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Historical Changes to Codeunit 12: Mapping Global Variables for General Journal Post Line

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following changes have been implemented in versions of Dynamics NAV.

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
GLSetup@1009 : Record 98;	GLSetup@1009 : Record 98;	Unchanged
SalesSetup@1010 : Record 311;		Changed to Local
PurchSetup@1011 : Record 312;		Changed to Local
AccountingPeriod@1012 : Record 50;		Changed to Local
GLAcc@1013 : Record 15;		Changed to Local
GLEntry@1014 : Record 17;	GlobalGLEntry@1014 : Record 17;	Renamed
GLEntryTmp@1015 : TEMPORARY Record 17;	TempGLEntryBuf@1010 : TEMPORARY Record 17;	Renamed
TempGLEntryVAT@1016 : TEMPORARY Record 17;	TempGLEntryVAT@1016 : TEMPORARY Record 17;	Unchanged
OrigGLEntry@1017 : Record 17;		Deleted
VATPostingSetup@1019 : Record 325;		Changed to Local
Cust@1020 : Record 18;		Changed to Local
Vend@1021 : Record 23;		Changed to Local
GenJnlLine@1022 : Record 81;		Changed to Local
GLReg@1029 : Record 45;	GLReg@1029 : Record 45;	Unchanged
CustPostingGr@1030 : Record 92;		Changed to Local
VendPostingGr@1031 : Record 93;		Changed to Local
Currency@1032 : Record 4;		Changed to Local
AddCurrency@1033 : Record 4;	AddCurrency@1033 : Record 4;	Unchanged
ApplnCurrency@1034 : Record 4;		Changed to Local

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
CurrExchRate@1035 : Record 330;	CurrExchRate@1035 : Record 330;	Unchanged
VATEntry@1038 : Record 254;	VATEntry@1038 : Record 254;	Unchanged
BankAcc@1039 : Record 270;		Changed to Local
BankAccLedgEntry@1040 : Record 271;		Changed to Local
CheckLedgEntry@1041 : Record 272;		Changed to Local
CheckLedgEntry2@1042 : Record 272;		Changed to Local
BankAccPostingGr@1043 : Record 277;		Changed to Local
GenJnlTemplate@1044 : Record 80;		Changed to Local
TaxJurisdiction@1045 : Record 320;		Changed to Local
TaxDetail@1046 : Record 322;	TaxDetail@1046 : Record 322;	Unchanged
FAGLPostBuf@1047 : TEMPORARY Record 5637;		Changed to Local
UnrealizedCustLedgEntry@1084 : Record 21;	UnrealizedCustLedgEntry@1084 : Record 21;	Unchanged
UnrealizedVendLedgEntry@1085 : Record 25;	UnrealizedVendLedgEntry@1085 : Record 25;	Unchanged
GLEntryVATEntryLink@1087 : Record 253;	GLEntryVATEntryLink@1087 : Record 253;	Unchanged
TempVATEntry@1088 : TEMPORARY Record 254;	TempVATEntry@1088 : TEMPORARY Record 254;	Unchanged
ReversedGLEntryTemp@1089 : TEMPORARY Record 17;		Moved to Codeunit17
CostAccSetup@1092 : Record 1108;		Changed to Local
GenJnlCheckLine@1048 : Codeunit 11;	GenJnlCheckLine@1001 : Codeunit 11;	Unchanged
ExchAccGLJnlLine@1049 : Codeunit 366;		Changed to Local
FAJnlPostLine@1050 : Codeunit 5632;		Changed to Local
SalesTaxCalculate@1051 : Codeunit 398;		Changed to Local

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
GenJnlApply@1052 : Codeunit 225;		Changed to Local
DimMgt@1053 : Codeunit 408;		Changed to Local
JobPostLine@1028 : Codeunit 1001;		Changed to Local
TransferGLEntriesToCA@1091 : Codeunit 1105;		Changed to Local
	PaymentToleranceMgt@1002 : Codeunit 426;	Added
	AddCurrencyCode@1117 : Code[10];	Added
FiscalYearStartDate@1054 : Date;	FiscalYearStartDate@1011 : Date;	Unchanged
NextEntryNo@1055 : Integer;	NextEntryNo@1022 : Integer;	Unchanged
BalanceCheckAmount@1056 : Decimal;	BalanceCheckAmount@1056 : Decimal;	Unchanged
BalanceCheckAmount2@1057 : Decimal;	BalanceCheckAmount2@1057 : Decimal;	Unchanged
BalanceCheckAddCurrAmount@1058 : Decimal;	BalanceCheckAddCurrAmount@1058 : Decimal;	Unchanged
BalanceCheckAddCurrAmount2@1059 : Decimal;	BalanceCheckAddCurrAmount2@1059 : Decimal;	Unchanged
CurrentBalance@1060 : Decimal;	CurrentBalance@1060 : Decimal;	Unchanged
SalesTaxBaseAmount@1061 : Decimal;		Changed to Local
TotalAddCurrAmount@1062 : Decimal;	TotalAddCurrAmount@1062 : Decimal;	Unchanged
TotalAmount@1063 : Decimal;	TotalAmount@1063 : Decimal;	Unchanged
UnrealizedRemainingAmountCust@1086 : Decimal;	UnrealizedRemainingAmountCust@1086 : Decimal;	Unchanged
UnrealizedRemainingAmountVend@1074 : Decimal;	UnrealizedRemainingAmountVend@1074 : Decimal;	Unchanged
NextVATEntryNo@1064 : Integer;	NextVATEntryNo@1064 : Integer;	Unchanged
FirstNewVATEntryNo@1065 : Integer;	FirstNewVATEntryNo@1065 : Integer;	Unchanged
NextTransactionNo@1066 : Integer;	NextTransactionNo@1066 : Integer;	Unchanged
NextConnectionNo@1067 : Integer;	NextConnectionNo@1067 : Integer;	Unchanged

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
InsertedTempGLEntryVAT@1068 : Integer;	InsertedTempGLEntryVAT@1027 : Integer;	Unchanged
LastDocNo@1069 : Code[20];	LastDocNo@1023 : Code[20];	Unchanged
LastLineNo@1070 : Integer;		Deleted
LastDate@1071 : Date;	LastDate@1021 : Date;	Unchanged
LastDocType@1072 : ' ,Payment,Invoice,Credit Memo,Finance Charge Memo,Reminder';	LastDocType@1025 : ' ,Payment,Invoice,Credit Memo,Finance Charge Memo,Reminder';	Unchanged
NextCheckEntryNo@1073 : Integer;	NextCheckEntryNo@1028 : Integer;	Unchanged
AddCurrGLEntryVATAmt@1075 : Decimal;	AddCurrGLEntryVATAmt@1017 : Decimal;	Unchanged
CurrencyDate@1076 : Date;	CurrencyDate@1020 : Date;	Unchanged
CurrencyFactor@1077 : Decimal;	CurrencyFactor@1019 : Decimal;	Unchanged
UseCurrFactorOnly@1078 : Boolean;	UseCurrFactorOnly@1078 : Boolean;	Unchanged
NonAddCurrCodeOccured@1079 : Boolean;	NonAddCurrCodeOccured@1079 : Boolean;	Unchanged
FADimAlreadyChecked@1080 : Boolean;	FADimAlreadyChecked@1080 : Boolean;	Unchanged
AllApplied@1081 : Boolean;		Changed to Local
OverrideDimErr@1018 : Boolean;	OverrideDimErr@1018 : Boolean;	Unchanged
JobLine@1036 : Boolean;	JobLine@1036 : Boolean;	Unchanged
Prepayment@1037 : Boolean;		Deleted
CheckUnrealizedCust@1082 : Boolean;	CheckUnrealizedCust@1082 : Boolean;	Unchanged
CheckUnrealizedVend@1083 : Boolean;	CheckUnrealizedVend@1083 : Boolean;	Unchanged
GLEntryNo@1090 : Integer;	GLEntryNo@1026 : Integer;	Unchanged
	GLSetupRead@1015 : Boolean;	Added
	AmountRoundingPrecision@1012 : Decimal;	Added
	CrCardTransactionEntryNo@1013 : Integer;	Added

See Also

[Design Details: Codeunit 12 Changes: Changes in General Journal Post Procedures](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Historical Changes to Codeunit 12: Changes in General Journal Post Procedures

2/18/2021 • 3 minutes to read • [Edit Online](#)

The following changes have been implemented in versions of Dynamics NAV.

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
GetGLReg	GetGLReg	Updated
RunWithCheck	RunWithCheck	Updated
RunWithoutCheck	RunWithoutCheck	Updated
Code	Code	Updated
	PostGenJnlLine	Added
	InitAmounts	Added
	InitLastDocDate	Added
InitVAT	InitVAT	Updated
PostVAT	PostVAT	Updated
InsertVAT	InsertVAT	Updated
SummarizeVAT	SummarizeVAT	Updated
InsertSummarizedVAT	InsertSummarizedVAT	Updated
PostGLAcc	PostGLAcc	Updated
PostCust	PostCust	Updated
PostVend	PostVend	Updated
PostBankAcc	PostBankAcc	Updated
PostFixedAsset	PostFixedAsset	Updated
PostICPartner	PostICPartner	Updated
InitCodeUnit	StartPosting	Updated
	ContinuePosting	Added

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
FinishCodeunit	FinishPosting	Updated
	PostUnrealizedVAT	Added
	CheckPostUnrealizedVAT	Added
	ExchangeAccounts	Added
InitGLEntry	InitGLEntry	Updated
	InitGLEntryVAT	Added
	InitGLEntryVATCopy	Added
InsertGLEntry	InsertGLEntry	Updated
	CreateGLEntry	Added
	CreateGLEntryBalAcc	Added
	CreateGLEntryVAT	Added
	CreateGLEntryVATCollectAdj	Added
	CreateGLEntryFromVATEntry	Added
	UpdateCheckAmounts	Added
ApplyCustLedgEntry	ApplyCustLedgEntry	Updated
	CalcPmtDiscPossible	Added
	CalcPmtTolerancePossible	Added
CalcPmtTolerance	CalcPmtTolerance	Updated
CalcPmtDisc	CalcPmtDisc	Updated
CalcPmtDiscIfAdjVAT	CalcPmtDiscIfAdjVAT	Updated
CalcPmtDiscTolerance	CalcPmtDiscTolerance	Updated
	CalcPmtDiscVATBases	Added
	CalcPmtDiscVATAmounts	Added
	InsertPmtDiscVATForVATEntry	Added
	InsertPmtDiscVATForGLEntry	Added

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
CalcCurrencyApplnRounding	CalcCurrencyApplnRounding	Updated
FindAmtForAppln	FindAmtForAppln	Updated
CalcCurrencyUnrealizedGainLoss	CalcCurrencyUnrealizedGainLoss	Updated
CalcCurrencyRealizedGainLoss	CalcCurrencyRealizedGainLoss	Updated
CalcApplication	CalcApplication	Updated
CalcRemainingPmtDisc	CalcRemainingPmtDisc	Moved to Codeunit 426 Payment Tolerance Management
CalcAmtLCYAdjustment	CalcAmtLCYAdjustment	Added
InitNewCVLedgEntry	InitFromGenJnlLine	Moved to Table 383 Detailed CV Ledg. Entry Buffer
InitOldCVLedgEntry	CopyFromCVLedgEntryBuf	Moved to Table 383 Detailed CV Ledg. Entry Buffer
InsertDtldCVLedgEntry	InsertDtldCVLedgEntry	Moved to Table 383 Detailed CV Ledg. Entry Buffer
	InitBankAccLedgEntry	Added
	InitCheckLedgEntry	Added
	InitCustLedgEntry	Added
	InitVendLedgEntry	Added
	InsertDtldCustLedgEntry	Added
	InsertDtldVendLedgEntry	Added
CustUnrealizedVAT	CustUnrealizedVAT	Updated
CustPostApplyCustLedgEntry	CustPostApplyCustLedgEntry	Updated
	PrepareTempCustLedgEntry	Added
UnapplyCustLedgEntry	UnapplyCustLedgEntry	Updated
TransferCustLedgEntry	CopyFromGenJnlLine	Moved to Table 21 Cust. Ledger Entry
PostDtldCustLedgEntries	PostDtldCustLedgEntries	Updated
	PostDtldCustLedgEntry	Added
	PostDtldCustLedgEntryUnapply	Added

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
	GetDtldCustLedgEntryAccNo	Added
ZeroTransNoDtldCustLedgEntries	SetZeroTransNo	Moved to Table 379 Detailed Cust. Ledg. Entry
AutoEntrForDtldCustLedgEntries		Refactored to PostDtldCustLedgEntryUnapply
CustUpdateDebitCredit	UpdateDebitCredit	Moved to Table 379 Detailed Cust. Ledg. Entry
ApplyVendLedgEntry	ApplyVendLedgEntry	Updated
	PrepareTempVendLedgEntry	Added
VendPostApplyVendLedgEntry	VendPostApplyVendLedgEntry	Updated
UnapplyVendLedgEntry	UnapplyVendLedgEntry	Updated
TransferVendLedgEntry	CopyFromGenJnlLine	Moved to Table 25 Vendor Ledger Entry
PostDtldVendLedgEntries	PostDtldVendLedgEntries	Updated
	PostDtldVendLedgEntry	Added
	PostDtldVendLedgEntryUnapply	Added
	GetDtldVendLedgEntryAccNo	Added
	PostDtldCVLedgEntry	Added
	PostDtldCustVATAdjustment	Added
	PostDtldVendVATAdjustment	Added
ZeroTransNoDtldVendLedgEntries	SetZeroTransNo	Moved to Table 380 Detailed Vend. Ledg. Entry
AutoEntrForDtldVendLedgEntries		Refactored to PostDtldVendLedgEntryUnapply
VendUpdateDebitCredit	UpdateDebitCredit	Moved to Table 380 Detailed Vend. Ledg. Entry
VendUnrealizedVAT	VendUnrealizedVAT	Updated
	PostUnrealVATEntry	Added
	PostApply	Added

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
PostUnrealVATByUnapply	PostUnrealVATByUnapply	Updated
	PostUnapply	Added
	InsertDtldCustLedgEntryUnapply	Added
	InsertDtldVendLedgEntryUnapply	Added
	InsertTempVATEntry	Added
	ProcessTempVATEntry	Added
	UpdateCustLedgEntry	Added
	UpdateVendLedgEntry	Added
UpdateCalcInterest	UpdateCalcInterest	Updated
UpdateCalcInterest2	UpdateCalcInterest2	Updated
GLCalcAddCurrency	GLCalcAddCurrency	Updated
HandleAddCurrResidualGLEntry	HandleAddCurrResidualGLEntry	Updated
CalcLCYToAddCurr	CalcLCYToAddCurr	Updated
CalcAddCurrFactor		Deleted
GetCurrencyExchRate	GetCurrencyExchRate	Updated
ExchAmount	ExchangeAmount	Moved to Table 330 Currency Exchange Rate
ExchangeAmtLCYToFCY2	ExchangeAmtLCYToFCY2	Updated
CalcAddCurrForUnapplication	CalcAddCurrForUnapplication	Updated
CheckNonAddCurrCodeOccurred	CheckNonAddCurrCodeOccurred	Updated
CheckCalcPmtDisc		Moved to Codeunit 426 Payment Tolerance Management
CheckCalcPmtDiscCVCust		Moved to Codeunit 426 Payment Tolerance Management
CheckCalcPmtDiscCust		Moved to Codeunit 426 Payment Tolerance Management
CheckCalcPmtDiscGenJnlCust		Moved to Codeunit 426 Payment Tolerance Management

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
CheckCalcPmtDiscCVVend		Moved to Codeunit 426 Payment Tolerance Management
CheckCalcPmtDiscVend		Moved to Codeunit 426 Payment Tolerance Management
CheckCalcPmtDiscGenJnlVend		Moved to Codeunit 426 Payment Tolerance Management
Reverse	Reverse	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
ReverseCustLedgEntry	ReverseCustLedgEntry	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
ReverseVendLedgEntry	ReverseVendLedgEntry	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
ReverseBankAccLedgEntry	ReverseBankAccLedgEntry	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
ReverseVAT	ReverseVAT	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
SetReversalDescription	SetReversalDescription	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
ApplyCustLedgEntryByReversal	ApplyCustLedgEntryByReversal	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
ApplyVendLedgEntryByReversal	ApplyVendLedgEntryByReversal	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
PostPmtDiscountVATByUnapply	PostPmtDiscountVATByUnapply	Moved to Codeunit 17 Gen. Jnl.-Post Reverse
	CheckDimComb	Added in Codeunit 17 Gen. Jnl.-Post Reverse
	CopyCustLedgEntry	Added in Codeunit 17 Gen. Jnl.-Post Reverse
	CopyVendLedgEntry	Added in Codeunit 17 Gen. Jnl.-Post Reverse
	CopyBankAccLedgEntry	Added in Codeunit 17 Gen. Jnl.-Post Reverse
HandlDtlAdjustment	HandleDtlAdjustment	Updated
CollectAdjustment	CollectAdjustment	Updated
SetOverDimErr	SetOverDimErr	Updated

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
PostJob	PostJob	Updated
InsertVATEntriesFromTemp	InsertVATEntriesFromTemp	Updated
CaptureOrRefundCreditCardPmnt	CaptureOrRefundCreditCardPmnt	Updated
UpdateDOPaymentTransactEntry	UpdateDOPaymentTransactEntry	Updated
ABSMin	ABSMin	Updated
GetApplnRoundPrecision	GetApplnRoundPrecision	Updated
CheckDimValueForDisposal	CheckDimValueForDisposal	Updated
CalculateCurrentBalance	CalculateCurrentBalance	Updated
IncludeVATAmount		Moved to Table 81 Gen. Journal Line
CalcVATAmountFromVATEntry	CalcVATAmountFromVATEntry	Updated
	TotalVATAmountOnJnlLines	Added
	SetGLRegReverse	Added
	GetGLSetup	Added
	ReadGLSetup	Added
	CheckSalesExtDocNo	Added
	CheckPurchExtDocNo	Added
	CheckGLAccDimError	Added
	GetCurrency	Added
	PostDtldAdjustment	Added
	GetNextEntryNo	Added
	GetNextTransactionNo	Added
	GetNextVATEntryNo	Added
	IncrNextVATEntryNo	Added
	IsNotPayment	Added
	IsTempGLEntryBufEmpty	Added

MICROSOFT DYNAMICS NAV 2009 R2	MICROSOFT DYNAMICS NAV 2013 R2	COMMENT
	IsVATAdjustment	Added
	IsVATExcluded	Added
	UpdateDimensions	Added
	UpdateDimensionsFromCustLedgEntry	Added
	UpdateDimensionsFromVendLedgEntry	Added
	UpdateTotalAmounts	Added
	CreateGLEntriesForTotalAmounts	Added

See Also

[Design Details: Codeunit 12 Changes: Mapping Global Variables for General Journal Post Line](#)

NOTE

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Design Details: Dimension Set Entries

2/18/2021 • 2 minutes to read • [Edit Online](#)

This documentation provides detailed technical insight into the concepts and principles of the dimension-entry storing and posting functionality in Business Central.

In This Section

[Dimension Set Entries Overview](#)

[Design Details: Searching for Dimension Combinations](#)

[Design Details: Table Structure](#)

NOTE

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Dimension Set Entries Overview

2/18/2021 • 2 minutes to read • [Edit Online](#)

This topic describes how dimension set entries are stored and posted in Business Central.

Dimension Sets

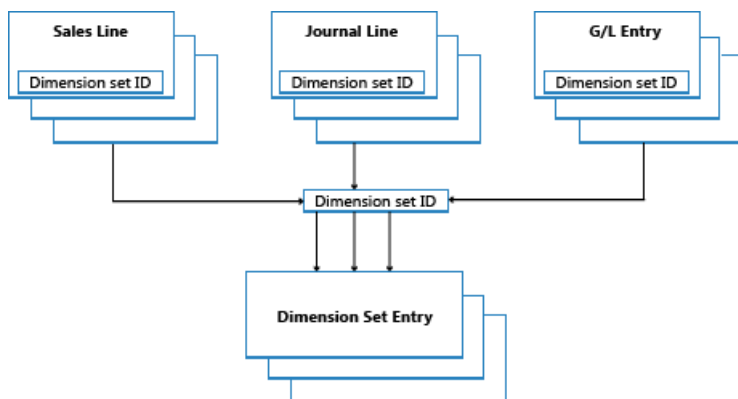
A dimension set is a unique combination of dimension values. It is stored as dimension set entries in the database. Each dimension set entry represents a single dimension value. The dimension set is identified by a common dimension set ID that is assigned to each dimension set entry that belongs to the dimension set.

The following example shows a dimension set that has three dimension set entries. The dimension set is identified by a dimension set ID, which is 108.

DIMENSION SET ID	DIMENSION CODE	DIMENSION VALUE CODE	DIMENSION VALUE NAME
108	AREA	70	America North
108	BUSINESSGROUP	HOME	Home
108	DEPARTMENT	SALES	Sales

Dimension Set Entries

Dimension sets are stored in the **Dimension Set Entry** table as dimension set entries with the same dimension set ID.



When you create a new journal line, document header, or document line, you can specify a combination of dimension values. Instead of explicitly storing each dimension value in the database, a dimension set ID is assigned to the journal line, document header, or document line to specify the dimension set.

When you edit and close the **Edit Dimension Set Entries** page, a check is performed to see whether the combination of dimension values exists as a dimension set in the table. If the combination occurs in the table, then the corresponding dimension set ID is assigned to the journal line, document header, or document line. Otherwise, a new dimension set is added to the table, and the new dimension set ID is assigned to the journal line, document header, or document line.

Codeunit 408 Dimension Management

Codeunit 408, Dimension Management, is a function library that handles common tasks that are related to

dimensions, such as copying from one table to another or from one document to another.

Performance Improvement

By storing dimension sets once in the database, database space is preserved and overall performance is improved.

See Also

[Design Details: Searching for Dimension Combinations](#)

[Design Details: Table Structure](#)

[Design Details: Dimension Set Entries](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Design Details: Searching for Dimension Combinations

2/18/2021 • 2 minutes to read • [Edit Online](#)

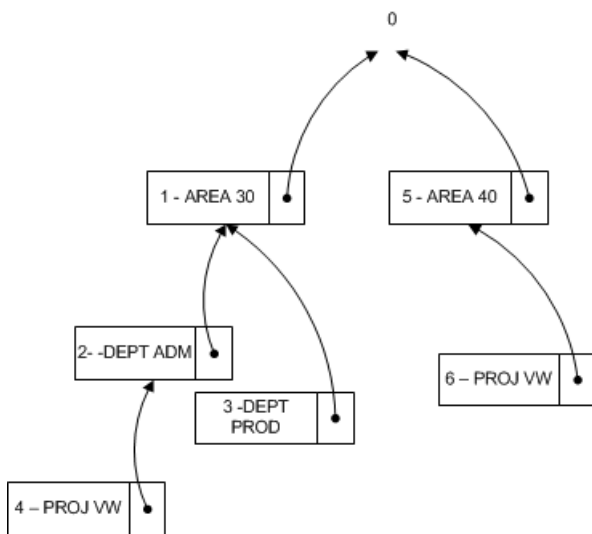
When you close a page after you edit a set of dimensions, Business Central evaluates whether the edited set of dimensions exists. If the set does not exist, a new set is created and the dimension combination ID is returned.

Building Search Tree

Table 481 **Dimension Set Tree Node** is used when Business Central evaluates whether a set of dimensions already exists in table 480 **Dimension Set Entry** table. The evaluation is performed by recursively traversing the search tree starting at the top level numbered 0. The top level 0 represents a dimension set with no dimension set entries. The children of this dimension set represent dimension sets with only one dimension set entry. The children of these dimension sets represent dimension sets with two children, and so on.

Example 1

The following diagram represents a search tree with six dimension sets. Only the distinguishing dimension set entry is displayed in the diagram.



The following table describes a complete list of dimension set entries that make up each dimension set.

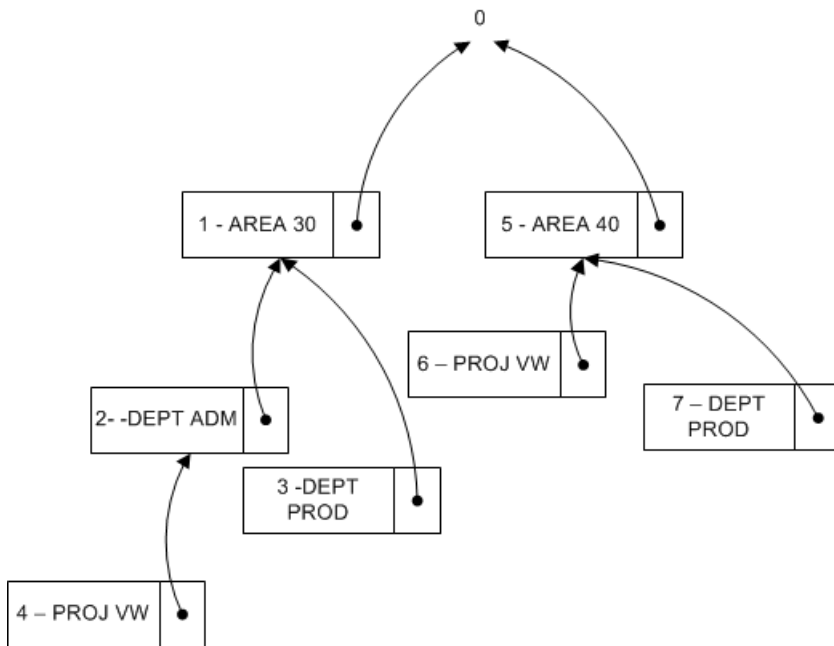
DIMENSION SETS	DIMENSION SET ENTRIES
Set 0	None
Set 1	AREA 30
Set 2	AREA 30, DEPT ADM
Set 3	AREA 30, DEPT PROD
Set 4	AREA 30, DEPT ADM, PROJ VW
Set 5	AREA 40

DIMENSION SETS	DIMENSION SET ENTRIES
Set 6	AREA 40, PROJ VW

Example 2

This example shows how Business Central evaluates whether a dimension set that consists of the dimension set entries AREA 40, DEPT PROD exists.

First, Business Central also updates the **Dimension Set Tree Node** table to make sure that the search tree looks like the following diagram. Thus dimension set 7 becomes a child of the dimension set 5.



Finding Dimension Set ID

At a conceptual level, **Parent ID**, **Dimension**, and **Dimension Value**, in the search tree, are combined and used as the primary key because Business Central traverses the tree in the same order as the dimension entries. The GET function (record) is used to search for dimension set ID. The following code example shows how to find the dimension set ID when there are three dimension values.

```

DimSet."Parent ID" := 0; // 'root'
IF UserDim.FINDSET THEN
  REPEAT
    DimSet.GET(DimSet."Parent ID",UserDim.DimCode,UserDim.DimValueCode);
  UNTIL UserDim.NEXT = 0;
EXIT(DimSet.ID);

```

However, to preserve the ability of Business Central to rename both a dimension and a dimension value, table 349, **Dimension Value**, is extended with an integer field, **Dimension Value ID**. This table converts the field pair, **Dimension** and **Dimension Value**, to an integer value. When you rename the dimension and dimension value, the integer value is not changed.

```

DimSet."Parent ID" := 0; // 'root'
IF UserDim.FINDSET THEN
  REPEAT
    DimSet.GET(DimSet.ParentID,UserDim."Dimension Value ID");
  UNTIL UserDim.NEXT = 0;
EXIT(DimSet.ID);

```

See Also

[GET Function \(Record\)](#)

[Design Details: Dimension Set Entries](#)

[Dimension Set Entries Overview](#)

[Design Details: Table Structure](#)

NOTE

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Design Details: Table Structure

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To understand how dimension entries are stored and posted, it is important to understand the table structure.

Table 480, Dimension Set Entry

You cannot change this table. After data has been written to the table, you cannot delete or edit it.

FIELD NO.	FIELD NAME	DATA TYPE	COMMENT
1	ID	Integer	>0.0 is reserved for the empty dimension set. References field 3 in table 481.
2	Dimension Code	Code 20	Table relation to table 348.
3	Dimension Value Code	Code 20	Table relation to table 349.
4	Dimension Value ID	Integer	References field 12 in table 349. It is the secondary key that is used when traversing table 481.
5	Dimension Name	Text 30	CalcField. Lookup to table 348.
6	Dimension Value Name	Text 30	CalcField. Lookup to table 349.

Table 481, Dimension Set Tree Node

You cannot change this table. It is used to search for a dimension set. If the dimension set is not found, a new set is created.

FIELD NO.	FIELD NAME	DATA TYPE	COMMENT
1	Parent Dimension Set ID	Integer	0 for top level node.
2	Dimension Value ID	Integer	Table relation to field 12 in table 349.
3	Dimension Set ID	Integer	AutoIncrement. Used in field 1 in table 480.
4	In Use	Boolean	False if not in use.

Table 482 Reclas. Dimension Set Buffer

This table is used when you change a dimension value code, for example, on an item ledger entry by using the

Item Reclassification Journal page.

FIELD NO.	FIELD NAME	DATA TYPE	COMMENT
1	Dimension Code	Code 20	Table relation to table 348.
2	Dimension Value Code	Code 20	Table relation to table 349.
3	Dimension Value ID	Integer	References field 12 in table 349.
4	New Dimension Value Code	Code 20	Table relation to table 349.
5	New Dimension Value ID	Integer	References field 12 in table 349.
6	Dimension Name	Text 30	CalcField. Lookup to table 348.
7	Dimension Value Name	Text 30	CalcField. Lookup to table 349.
8	New Dimension Value Name	Text 30	CalcField. Lookup to table 349.

Transaction and Budget Tables

In addition to other dimension fields in the table, this field is important:

FIELD NO.	FIELD NAME	DATA TYPE	COMMENT
480	Dimension Set ID	Integer	References field 1 in table 480.

Table 83, Item Journal Line

In addition to other dimension fields in the table, these fields are important.

FIELD NO.	FIELD NAME	DATA TYPE	COMMENT
480	Dimension Set ID	Integer	References field 1 in table 480.
481	New Dimension Set ID	Integer	References field 1 in table 480.

Table 349, Dimension Value

In addition to other dimension fields in the table, these fields are important.

FIELD NO.	FIELD NAME	DATA TYPE	COMMENT
12	Dimension Value ID	Integer	AutoIncrement. Used for references in table 480 and table 481.

Tables That Contain the Dimension Set ID Field

The **Dimension Set ID** field (480) exists in the following tables. For the tables that store posted data, the field only provides a non-editable display of dimensions, which is marked as Drill-down. For the tables that store working documents, the field is editable. The buffer tables that are used internally do not need editable or non-editable capabilities.

Field 480 is non-editable in the following tables.

TABLE NO.	TABLE NAME
17	G/L Entry
21	Cust. Ledger Entry
25	Vendor Ledger Entry
32	Item Ledger Entry
110	Sales Shipment Header
111	Sales Shipment Line
112	Sales Invoice Header
113	Sales Invoice Line
114	Sales Cr.Memo Header
115	Sales Cr.Memo Line
120	Purch. Rcpt. Header
121	Purch. Rcpt. Line
122	Purch. Inv. Header
123	Purch. Inv. Line
124	Purch. Cr. Memo Hdr.
125	Purch. Cr. Memo Line
169	Job Ledger Entry
203	Res. Ledger Entry
271	Bank Account Ledger Entry
281	Phys. Inventory Ledger Entry
297	Issued Reminder Header
304	Issued Fin. Charge Memo Header

TABLE NO.	TABLE NAME
5107	Sales Header Archive
5108	Sales Line Archive
5109	Purchase Header Archive
5110	Purchase Line Archive
5601	FA Ledger Entry
5625	Maintenance Ledger Entry
5629	Ins. Coverage Ledger Entry
5744	Transfer Shipment Header
5745	Transfer Shipment Line
5746	Transfer Receipt Header
5747	Transfer Receipt Line
5802	Value Entry
5832	Capacity Ledger Entry
5907	Service Ledger Entry
5908	Service Header
5933	Service Order Posting Buffer
5970	Filed Service Contract Header
5990	Service Shipment Header
5991	Service Shipment Line
5992	Service Invoice Header
5993	Service Invoice Line
5994	Service Cr. Memo Header
5995	Service Cr. Memo Line
6650	Return Shipment Header
6651	Return Shipment Line

TABLE NO.	TABLE NAME
6660	Return Receipt Header
6661	Return Receipt Line

Field 480 is editable in the following tables.

TABLE NO.	TABLE NAME
36	Sales Header
37	Sales Line
38	Purchase Header
39	Purchase Line
81	Gen. Journal Line
83	Item Journal Line
89	BOM Journal Line
96	G/L Budget Entry
207	Res. Journal Line
210	Job Journal Line
221	Gen. Jnl. Allocation
246	Requisition Line
295	Reminder Header
302	Finance Charge Memo Header
5405	Production Order
5406	Prod. Order Line
5407	Prod. Order Component
5615	FA Allocation
5621	FA Journal Line
5635	Insurance Journal Line
5740	Transfer Header

TABLE NO.	TABLE NAME
5741	Transfer Line
5900	Service Header
5901	Service Item Line
5902	Service Line
5965	Service Contract Header
5997	Standard Service Line
7134	Item Budget Entry
99000829	Planning Component

Field 480 exists in the following buffer tables.

TABLE NO.	TABLE NAME
49	Invoice Post. Buffer
212	Job Posting Buffer
372	Payment Buffer
382	CV Ledger Entry Buffer
461	Prepayment Inv. Line Buffer
5637	FA G/L Posting Buffer
7136	Item Budget Buffer

See Also

[Design Details: Dimension Set Entries](#)

[Dimension Set Entries Overview](#)

[Design Details: Searching for Dimension Combinations](#)

NOTE

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Dynamics 365 Business Central Trials and Subscriptions

2/18/2021 • 6 minutes to read • [Edit Online](#)

Business Central is available in an increasing number of countries across the world. If you want to learn about Business Central, you can sign up for a free trial. Then, when you are ready, you can talk to a reselling partner about getting a subscription.

If you are not already working with a partner, see [How do I find a reselling partner?](#).

Getting Started with a Trial

You can sign up for a free trial [here](#). We recommend that you work with [a reselling partner](#) to help your organization get started with Business Central.

Depending on your country or region, the trial includes the languages and functionality that your country or region requires. For more information, see [Changing Language and Locale](#).

In Business Central, some things will be familiar to you, and other things might be unfamiliar. When you first sign in to the demonstration company, you get access to a Getting Started page with links to videos that can help you get started. For more information, see [Getting Started with Dynamics 365 Business Central](#).

If you encounter difficulties, the [Frequently Asked Questions](#) page can help you answer some of your questions. If you are unable to sign up for the trial, the [Troubleshooting Self-Service Sign-Up](#) page can help. You can also contact a [partner](#) and ask them to create a free trial or a different type of preview of Business Central for you.

Try Out Your Own Company

If you want to try out Business Central with your own data, you can switch to a free 30 day trial with an empty company. The **Set up my company** assisted setup guide can help you specify basic information about your business. Optionally, you can import data from your existing business management solution so that you can evaluate Business Central with your own data. However, we recommend that you do not use a free trial to help run your business. Contact [a reselling partner](#) to learn more about how to get started with Business Central.

If 30 days are not enough for you to decide, you can extend your trial. For more information, see [Need More Time to Decide Whether to Subscribe?](#).

Setting Up Your Company in Business Central

To help you set up your company, the **Assisted Setup** page lists the assisted setup guides that can help you. Depending on your role and country or region, the page shows different assistant setup guides as illustrated in the following table:

ASSISTED SETUP	DESCRIPTION
Set Up My Company	Creates a new trial company for you to enter data and try out Business Central.
Set Up Approval Workflows	Sets up the ability to automatically notify an approver when a user tries to create or change certain values on documents, journal lines, or cards. For example, you can set up approval of amounts above a specified limit.

ASSISTED SETUP	DESCRIPTION
Set Up Email	Gets you ready for sending email messages directly from, for example, sales orders or contacts in Business Central.
Set Up Your Business Inbox in Outlook	Gets you ready to manage business interactions with your customers and vendors, directly in Microsoft Outlook.
Migrate Business Data	Lets you import your existing company data such as vendors, customers, and items from Excel or Quickbooks.
Set Up Email Logging	Sets up the capability to log email correspondence in Business Central to follow up on interactions.
Set Up an Item Approval Workflow	Sets up the ability to send a notification to an approver when a user changes or creates an item.
Set Up a Customer Approval Workflow	Sets up the ability to automatically notify an approver when a user tries to create or change a customer card.
Set Up a Payment Approval Workflow	Sets up the ability to send a notification to an approver when a user sends payment journal lines for approval.
Set Up Dynamics 365 Sales Connection	Sets up a connection to Dynamics 365 Sales, which allows you to synchronize data such as contacts and sales order information.
Set Up Cash Flow Forecast	Sets up the Cash Flow Forecast chart, so you can view the predicted movement of cash in and out of your business. The chart is available on the Accountant Role Center .
Set Up Reporting Data	Sets up data sets that you can use to build powerful reports using Excel or Power BI, for example.
Invite External Accountant	If you use an external accountant to manage your books and financial reporting, you can invite them to your Business Central so they can work with you on your fiscal data.

The **Assisted Setup** page may contain other entries. When you go through a setup, the setup will be marked as **Completed**. You can set up additional areas of the company by using manual setup. For more information, see [Setting Up Business Central](#).

Resetting your Business Central trial experience

If you have added data to your Business Central free trial, and you want to start over with a fresh experience, you can create a new evaluation company and then delete the first company. Open the **Companies** page and choose **New** to start the **Create New Company** assisted setup guide. The guide can help you set up a fresh evaluation company with sample data. You can also create a copy of your current company, sign out, and then sign into your new company.

IMPORTANT

When you share Business Central with other people from your organization, you must make sure other people are not logged in when you delete a company.

Getting Started with a Subscription

Each time you sign in during the trial period, a notification in a blue bar at the top displays the time remaining. If you decide to subscribe, find a Business Central partner. For more information, see [How do I find a reselling partner?](#). The reselling partner can help you set up Business Central to fit your business, including importing your data from your previous system. You can also customize Business Central by adding apps from [Microsoft AppSource](#).

Business Central online uses Microsoft 365. If your company uses a different type of email setup, the reselling partner can help you decide how to migrate, or if you should use Business Central on-premises.

You can also contact the [Business Central Sales team](#).

Getting Started with Sandboxes

Sandbox environments can be a way for you to practice with Business Central. Think of a sandbox as a non-production environment that you can use on top of your production instance of Business Central. For example, if you want to take the free online training from [Microsoft Learn](#), your administrator can [create a sandbox environment](#) so that you and your colleagues can practice there rather than in your production environment.

If you are a developer, a sandbox lets you safely build and test extensions and develop new functionality to customize the service without affecting the data and settings of your production environment.

Right now, all customers can use a sandbox, including organizations who have signed up for a trial. For more information about how to get started with a sandbox, see [Creating a Sandbox Environment](#).

NOTE

Sandboxes created this way contain demonstration data for the fictitious CRONUS company. No data is copied or otherwise transferred from the production environment.

The administrator of your Business Central and your reselling partner can create additional environments in the administration center. For more information, see [The Business Central Administration Center](#).

See Also

[Getting Started](#)

[Extending Your Trial Version](#)

[Working with Business Central](#)

[Frequently Asked Questions](#)

[How do I find a reselling partner?](#)

[Choosing Your Dynamics 365 Business Central Development Sandbox Environment](#)

[Country/Regional Availability and Supported Translations](#)

[Extending trials \(as an administrator\)](#)

[Get Started as a Reseller of Business Central Online](#)

[Preparing Demonstration Environments \(as a partner\)](#)

Start a **free trial!**

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Getting Started with Dynamics 365 Business Central

2/18/2021 • 5 minutes to read • [Edit Online](#)

Business Central is a business management solution for small and mid-sized organizations that automates and streamlines business processes and helps you manage your business. Signing up is easy, and you can migrate existing business data from your legacy system.

To help you with your subscription, find a Business Central partner. For more information, see [How do I find a reselling partner?](#).

When you sign up for Business Central, you get access to a demonstration company. The demonstration company contains sample data, but you can create new sales documents, for example, or set up a bank account. However, if you want to use Business Central to help run your business, you must contact a Business Central reselling partner and buy a subscription. For more information about trials and subscriptions, see [Trials and Subscriptions](#).

Get to know Business Central

In Business Central, some things will be familiar to you, and other things might be unfamiliar. For some quick, nice-to-know tricks, see:

- [Find things](#)
- [Searching, Filtering, and Sorting Lists](#)
- [Entering Data](#)


For more information, see [Working with Business Central](#).

TIP

You can always get back to the Role Center by selecting the company name in the upper left corner.

In the demonstration company, the Business Manager and Accountant Role Centers include the Getting Started tile and the Product Videos tile. Both tiles launch pages where you can choose between different videos that can help you get started with different aspects of Business Central. You can find more videos on our YouTube channel. For more information, see [Visit Our Video Library](#). You can also find eLearning content for the base version of Business Central on [Microsoft Learn](#). If you want more assistance, contact a Business Central partner.

When you are ready to start working and you want to look at some of the business processes that Business Central supports, see [Business Functionality](#).


Before you can begin to use functionality, certain setup must be made. To get started, simply choose the  icon, and then the **Assisted Setup** action. For more information, see also [Setting Up Business Central](#).

TIP

Some setup steps can be performed semi-automatically by using assisted setup guides. Others required manual setup, and you can find a list in the **Advanced Settings** page.

For an overview of current capabilities and what is coming, take a look at our release plan at [Microsoft Dynamics 365 Business Central Release Plan](#).

The Role Centers

The Role Center page is based on a role-centric design to give you fast access to the business process and intelligence tools that you need to do your job. For example, an accountant can monitor payments and approvals, and view finance performance charts. Find out what your current role gives access to with the role explorer. For more information, see [Finding Pages with the Role Explorer](#). Check out the various Role Centers by choosing the **Settings** icon  in the top right corner, choosing **My Settings**, and then the Role Center to explore. You are automatically signed out and in again to apply the change. For more information, see [Change Basic Settings](#).

Trying things out in your own company

Thinking about subscribing? You can easily change from the demonstration company, and create and work in a company of your own. This is a great way to start toward a subscription. Setups for finances are provided; you just need to create or import your customers, vendors, and the products or services that you sell. After that, you're ready to post invoices and use business intelligence tools to analyze your business. You can use your company for free for a 30-day trial period. If you subscribe to Business Central during that time, you're already up and running. You can continue with the work you did during the trial.

To create a company to try things out, go to the **My Settings** menu in the top right corner, and change the company to **My Company**. Sign out of Business Central and then sign in again to apply the change. An assisted setup guide will help you provide basic information about your company. When that's done, explore the Role Center and find the **Assisted Setup** action.

You can also contact a Dynamics 365 reselling partner. For more information, see [How do I find a reselling partner?](#)

Getting answers to questions

If you are not sure how to do something in Business Central, you can hopefully find the answer either from reading the tooltip for the field that you are unsure of, or by reading the content by opening the *Learn more* link in a tooltip (use the keyboard shortcut Ctrl+F1). You can also get to the documentation by choosing the related link in the [Help and Support page](#).

All fields in Business Central are described in tooltips. You can access tooltips by choosing the name of the field. For example, in a page like the **Customer Card**, simply choose the name of the field to read the tooltip. In a list such as the **Customers** list, or the lines in a document such as a sales order, you have to choose the drop-down menu to the right of the name of the column and then choose the **What's this?** menu item.

If you have additional questions, we recommend that you ask the community or contact your reselling partner. For more information, see [Where do I go if I have questions?](#)

Ready to subscribe?

Each time you sign in during the trial period, a notification in a blue bar at the top displays the time remaining. If you decide to subscribe, you must contact a Dynamics 365 reselling partner. For more information, see [How do I find a reselling partner?](#) and [Dynamics 365 Business Central Trials and Subscriptions](#).

Other Dynamics 365 apps

Navigate to content about the other Dynamics 365 apps by choosing the [Dynamics 365](#) link in the black banner at the top of this page. You can also learn more at the [Dynamics 365 Business Central website](#).

See Related Training at [Microsoft Learn](#)

See Also

[Working with Business Central](#)

[Setting Up Business Central](#)

[Customizing Business Central Using Extensions](#)

[Using Business Central as my Business Inbox in Outlook](#)

[Getting Business Central on Your Mobile Device](#)

[Dynamics 365 Business Central Trials and Subscriptions](#)

[Resources for Help and Support](#)

[Dynamics 365 Business Central on Microsoft Learn](#)

[How do I find a reselling partner? Dynamics 365 Documentation](#)

[Microsoft Dynamics 365 Business Central Release Plan](#)

[Microsoft Dynamics 365 Business Central](#)

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Troubleshooting Self-Service Sign-Up

2/18/2021 • 4 minutes to read • [Edit Online](#)

Signing up for Business Central is easy and can be done very quickly. You can create a free account even if you are an existing organization. This article addresses issues that you may have during signup.

What email address can I use with Business Central?

Business Central requires that you use a work, or school, email address to sign up. Business Central does not support email addresses provided by consumer email services or telecommunication providers. This includes outlook.com, hotmail.com, gmail.com, and others.

If you try to sign up with a personal email address, you will get a message indicating to use a work or school email address.

Troubleshooting

In many cases, registering for Business Central can be achieved by following the sign-up process. However, there are several reasons why you may not be able to complete self-service signup. The table below summarizes some of the most common reasons you may not be able to complete signup and ways you can workaround these issues.

SYMPTOM/ERROR MESSAGE	CAUSE AND WORKAROUND
<p>For Microsoft 365 email addresses that are not registered in a supported country, you receive a message like the following during signup:</p> <p>That didn't work, we don't support your country or region yet.</p>	<p>Business Central currently only supports Microsoft 365 email accounts that are registered in a limited number of markets. For more information, see Regional Availability.</p>
<p>Personal email addresses such as nancy@gmail.com are not supported. You receive a message like the following during signup:</p> <p>You entered a personal email address: Please enter your work email address so we can securely store your company's data.</p> <p>or</p> <p>That looks like a personal email address. Enter your work address so we can connect you with others in your company. And don't worry. We won't share your address with anyone.</p>	<p>Business Central does not support email addresses provided by consumer email services or telecommunications providers. To complete signup, try again using an email address assigned by your work or school. If you still cannot sign up and are willing to complete a more advanced setup process, you can register for a new Microsoft 365 trial subscription and use that email address to sign up.</p>

SYMPTOM/ERROR MESSAGE	CAUSE AND WORKAROUND
<p>.gov or .mil email addresses You receive a message like the following during signup:</p> <p>Business Central unavailable: Business Central is not available for users with .gov or .mil email addresses at this time. Use another work email address or check back later.</p> <p>or</p> <p>We can't finish signing you up. It looks like Business Central isn't currently available for your work or school.</p>	<p>Business Central does not support .gov or .mil addresses at this time.</p>
<p>Self-service signup is not enabled. You receive a message like the following during signup:</p> <p>We can't finish signing you up. Your IT department has turned off signup for Business Central. Contact them to complete signup.</p> <p>or</p> <p>That looks like a personal email address. Enter your work address so we can connect you with others in your company. And don't worry. We won't share your address with anyone.</p>	<p>Your organization's IT administrator has disabled self-service signup for Business Central. To complete signup, contact your IT administrator and ask them to follow the instructions on this page to allow existing users to sign up for Business Central and to allow new users to join your existing tenant. You may also experience this problem if you signed up for Microsoft 365 through a partner.</p>
<p>Email address is not a Microsoft 365 ID. You receive a message like the following during signup:</p> <p>We can't find you at contoso.com. Do you use a different ID at work or school? Try signing in with that, and if it doesn't work, contact your IT department.</p>	<p>Your organization uses IDs to sign in to Microsoft 365 and other Microsoft services that are different than your email address. For example, your email address might be Nancy.Smith@contoso.com but your ID is nancys@contoso.com. To complete signup, use the ID that your organization has assigned to for signing in to Microsoft 365 or other Microsoft services. If you do not know what this is, contact your IT administrator. If you still cannot sign up and are able to complete a more advanced setup process, you can register for a new Microsoft 365 trial subscription and use that email address to sign up.</p>
<p>If your Microsoft 365 account is registered to a supported country, and you are signing up for Business Central while in a different country, you receive a message like the following during signup:</p> <p>That didn't work, we don't support your country or region yet.</p>	<p>Your organization's Microsoft 365 subscription is registered to a specific country in the Microsoft 365 administration portal. The signup experience for Business Central uses the language and locale that your current browser uses, and as a result, you can get the error message even though you are in a supported country. Ask your IT administrator to verify the country that is specified in the organization profile in the Microsoft 365 administration portal. You may have to use a different account for Business Central.</p>

Regional Availability

Business Central is available in a number of countries or regions with localization provided either by Microsoft or an approved localization partner. For a complete list of supported countries and regions, see [Country/Regional Availability and Supported Translations](#).

For an overview of currently supported markets across Dynamics 365, see the [International availability of Microsoft Dynamics 365](#) deck. For an overview of local functionality in Business Central, see the [Local Functionality](#) landing page.

See Also

Welcome to Dynamics 365 Business Central

Working with Business Central

Local Functionality

Country/Regional Availability and Supported Translations

International availability of Microsoft Dynamics 365

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Need More Time to Decide Whether to Subscribe?

2/18/2021 • 2 minutes to read • [Edit Online](#)

It's important to make the right decision when choosing a business application, and we know that it can take time to explore all of the corners in Business Central. If you need more time to finish your evaluation, you can extend the trial period yourself for another 30 days. When the expiration date for your trial period is approaching, we will display a notification to alert you when you sign in. The notification contains a link to the **Extend Trial Period** guide that you can use to extend your trial period. The extra 30 days start the moment you choose **Extend Trial** in the guide.

Extending the trial period yourself is a one time-thing though. You cannot extend it twice, at least not yourself. If you have already extended the period, your Microsoft partner can extend it for you again. That's also a one-time thing. If you are not already working with a partner, see [How do I find a reselling partner?](#)

To extend your trial period

1. Sign in to Business Central at <https://businesscentral.dynamics.com/>.

Sign in with the email account that you used when you signed up for the trial.

If you signed up with an email account from a [30-day trial of Microsoft 365](#), then you must first extend your Microsoft 365 trial, or buy a Microsoft 365 subscription. For more information, see [Extend your trial for Microsoft 365 for business](#).

2. In the notification at the top of the workspace, choose **Extend Trial**.

If you dismissed the notification, you must sign out and then sign in again.

TIP

If you cannot see the notification, you can force Business Central to run the **Extend Trial** assisted setup guide by adding the `?page=1828` parameter to the URL, such as in the following example: <https://businesscentral.dynamics.com/?page=1828>

What happens if my trial period is expired?

If your first 30-day trial period is expired, you can extend it yourself as described above, and things will be business as usual. Just sign in to the demonstration company and start the **Extend Trial Period** guide from the notification.

If you have created your own company, sign out and then sign in again with the credentials for that company.

If your organization has established a reseller relationship with a partner, they can sign in to your Business Central as a delegated administrator and run the same **Extend Trial Period** guide. For more information, see [Extending trials \(as an administrator\)](#).

However, after this second extension that has given your organization up to 90 days of trial, you must either subscribe to Business Central or abandon Business Central. If you decide to not continue, we recommend that you export any data that you rely on in your business.

When your extended trial period is expired, you can [subscribe](#) to Business Central within 90 days and continue working in the company you created. 90 days after the extended trial expires, we will delete your company and

data unless you subscribe.

See Also

[Creating New Companies](#)

[Trials and Subscriptions](#)

[How do I find a reselling partner?](#)

[Extending trials \(as an administrator\)](#)

[Get Started as a Reseller of Business Central Online](#)

NOTE

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Unsubscribe or Remove Business Central

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If you want to stop using Business Central, you can close your account or get the license removed from your account. The steps to take are different if you are currently using the free trial, or if you have a subscription.

Closing your free trial of Business Central

If you signed up for the free trial and do not want to continue with Business Central, you can close your account at any time. We recommend that you export any data before you close your account.

You must ask your Microsoft 365 administrator to remove the trial subscription from your company's account in the [Microsoft 365 admin center](#).

If you signed up for Business Central using a non-Microsoft 365 business account, you do not have a Microsoft 365 administrator. Instead, you must unsubscribe by contacting the Business Central Cancellation team by sending an email message at cancelbusinesscentra@microsoft.com. You must include the name of your Business Central tenant in the message so that we can identify you. You can find this information in the [Help and Support](#) page. For more information, see [Resources for Help and Support](#).

Unsubscribing by removing Business Central from your Microsoft 365 experience

If your company subscribes to Business Central but you as a user no longer want access, you must ask your administrator or your Dynamics 365 reselling partner to remove the Business Central license from your Microsoft 365 user account. If Business Central is removed from your user account, and your company continues the subscription, your coworkers will still have access to your shared data in the Business Central company.

If your company wants to unsubscribe from Business Central, the Dynamics 365 reselling partner can remove the paid subscription from the company's account. For more information, see [Administration of Business Central Online](#) in the developer and IT-pro content.

User accounts and licenses are managed in the [Microsoft 365 admin center](#). Only administrators can remove Business Central licenses from user accounts or remove the subscription from your company's account.

Removing Business Central from your app launcher

If you want to hide Business Central from your app launcher, you can quite simply unpin it. This does not remove any data, and it does not cancel your subscription.

See Also

[Getting Started](#)

[Creating New Companies](#)

[Exporting Your Business Data to Excel](#)

[Microsoft 365 admin center](#)

[How long is the trial period and how do I cancel?](#)

NOTE


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Getting Ready for Doing Business


2/18/2021 • 3 minutes to read • [Edit Online](#)

Congratulations, you have just initiated your first company in Business Central.

To help you get ready for doing business, you can visit the **Assisted Setup** page where you can launch assisted setup guides, videos, or help topics for selected setup tasks. To access the page, simply choose the  icon, and then the **Assisted Setup** action.

Alternatively, to open the list of assisted setup guides for any role, choose the  icon, enter **Assisted Setup**, and then choose the related link.

Once you have migrated data, such as vendors, customers, and items from your existing financial system, you are ready to begin. But depending on your needs, consider if other assisted setup guides on the list can help you.

If an area is not covered by an assisted setup, choose the  icon, and then the **Advanced Settings** action. In **Advanced Settings**, the **Manual Setup** section provides access to setup pages where you can fill in setup fields for all areas manually. For more information, see also [Setting Up Business Central](#).

NOTE

The list of assisted setup guides, extensions, and services that are available differ depending on the user experience you choose for your company. The **Essential** experience gives access to fewer than the **Premium** experience does.

The first time you sign in, you use the **Essential** experience. For more information, see [Change Which Features are Displayed](#).

When you have run an assisted setup guide, it is marked as **Completed**. To run the assisted setup guide, you choose the three dots, and then choose the **Start Setup** action.

Role Center

On the Role Center, you have an overview of the business. At the top, you see a navigation bar that gives you easy access to customers, vendors, items, and so on. In the center you find the **Activities** tiles. **Activities** show current data and can be clicked or tapped for easy access to the selected document.

The **Key Performance Indicators** can be set up to display a selected chart for a visual representation of, for example, cash flow or income and expenses. You can also build up a list of **Favorite Customers** on the Role Center for accounts that you do business with often or need to pay special attention to.

Use the arrows to collapse a part of the page and make more room to show specific data. At the top of the Role Center you will find all of the actions that can be applied to the current content. This too can be collapsed and you only need to click or tap within the collapsed area to view it again.

TIP

You can get back to the Role Center by selecting the company name in the upper left corner.

Company Information

Under **Company Settings** you can view and edit setup information about the current company, much of this

was prefilled if you completed the **Set Up Company** assisted setup when signing up for Business Central. If you want to change the company logo, contact information, bank settings, or tax information, you can do it from this page.

Adding Users and Permissions

If you need to add more users, this is done from Microsoft 365 Admin Center. For more information, see [Create Users According to Licenses](#).

When users are created in Microsoft 365, they can be imported into the **Users** page by using the **Get Updates from Office 365** action. You can then proceed to assign permissions to users and to organize them in user groups. For more information, see [Assign Permissions to Users and Groups](#).

Getting Help

In Business Central you will find tooltips that can help guide you through the various business processes. For each tooltip, choose the **Learn more** link to open Help for the page in question. On all pages, use Ctrl+F1 on your keyboard to open Help for the page in question. The question mark in the upper right corner opens the **Help and Support** page, and you can get to product Help from there as well.

Next Steps

Based on your migrated data, you can now proceed to create new sales or purchase documents. Use the **Actions** section of your Role Center to quickly create a new sales quote, sales invoice, sales order, purchase invoice, or payment registration.

See Also

[Getting Started](#)

[Working with Business Central](#)

[Assign Permissions to Users and Groups](#)

[Dynamics 365 Business Central Trials and Subscriptions](#)

[Resources for Help and Support](#)

Start a **free trial!**

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Setting Up Business Central

2/18/2021 • 4 minutes to read • [Edit Online](#)

Business Central includes standard configurations for most business processes, but you can change the configuration to suit the needs of your organization.

For example, your chart of accounts is prefilled with a number of posting accounts ready for use. You can, of course, change the chart of accounts to suit your needs. For more information, see [Finance](#).

From the  menu, you can access assisted setup guides that help you configure certain scenarios and add features to Business Central. For information about how to access all assisted and manual setup pages, see [Getting Ready for Doing Business](#).

Some functionality, either general or for specific business processes, can be set up manually in addition to the assisted setup guide. The following lists some of functionality that can you can set up manually.

TO	SEE
Set up payment methods, currencies, and the chart of accounts, and define rules and defaults for managing financial transactions.	Setting Up Finance
Set up your own and your vendors' bank accounts and enable services for importing and exporting bank files.	Setting Up Banking
Configure the rules and values that define your company's sales policies, register new customers, and set up how you communicate with customers.	Setting Up Sales
Configure the rules and values that define your company's purchasing policies, register new vendors, and prioritize your vendors for payment processing.	Setting Up Purchasing
Configure the rules and values that define the company's inventory policies, set up locations if you keep inventory in multiple warehouses, and categorize your items to improve searching and sorting .	Setting Up Inventory
Specify default reports to be used for different document types.	Report Selection in Business Central
Set up resources, time sheets, and jobs to manage projects.	Setting Up Project Management
Configure how to insure, maintain, and depreciate fixed assets, and how you record the costs of fixed assets in your company books.	Setting Up Fixed Assets
Define the general rules and values for warehouse processes and the specific handling at each location.	Setting Up Warehouse Management
Prepare production BOMs and routings to define how end items are produced, and prepare machine or work centers to perform the required operations.	Setting Up Manufacturing

TO	SEE
Establish standard services, symptoms, and fault codes and set up the service items, resources, and documentation needed to provide service to your customers.	Setting Up Service Management
Read best practices for setting items up for up inventory costing and supply planning.	Setting Up Complex Application Areas Using Best Practices
Improve the quality of implementation and shorten deployment time by using a toolset for setting up a new company using wizards, templates, worksheets, and customer questionnaires.	Setting Up a Company With RapidStart Services
Transfer customers, vendors, inventory, and bank accounts information from another system into Business Central	Importing Business Data from Other Finance Systems.
Use Business Central Outlook add-ins to see financial data related to customers and vendors or create and send financial documents, such as quotes and invoices.	Using Business Central as Your Business Inbox in Outlook
Get insights into your Business Central data with Power BI and the Business Central content packs.	Enabling Your Business Data for Power BI
Use your Business Central data as part of a workflow in Power Automate.	Using Business Central in an Automated Workflow
Make your Business Central data available as a data source in Power Apps.	Connecting to Your Business Central Data to Build a Business App Using Power Apps
Use dedicated Quickbooks migration guides.	Changing from a QuickBooks App to Business Central
Access your Business Central data from your mobile device.	Getting Business Central on Your Mobile Device
Do bulk invoicing of appointments created in Bookings.	Bulk Invoicing for Microsoft Bookings
Set up an SMTP server to enable e-mail communication in and out of Business Central	Set Up Email Manually or Using the Assisted Setup
Set up unique identification codes for records, such as cards, documents, and journal lines, to track them in the system.	Create Number Series
Set up and assign a base calendar to your company and its business partners, such as customers, vendors, or locations. Delivery and receipt dates on future sales order, purchase order, transfer order, and production order lines are then calculated according to the calendar's specified working days.	Set Up Base Calendars

Some areas require you to be an administrator in your Business Central subscription. For more information, see [Administration](#).

NOTE

As an administrator, you can set up a new company in Business Central with RapidStart Services, which is a tool designed to shorten deployment times, improve quality of implementation, introduce a repeatable approach to implementations, and enhance productivity by automating and simplifying recurring tasks. For more information, see [Setting Up a Company With RapidStart Services](#).

See Also

[Administration](#)

[Finance](#)

[Sales](#)

[Purchasing](#)

[Inventory](#)

[Project Management](#)

[Fixed Assets](#)

[Assembly Management](#)

[Manufacturing](#)

[Warehouse Management](#)

[Working with Business Central](#)

[Creating New Companies in Business Central](#)

[Getting Started](#)

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Setting Up Finance

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Before you can begin to run your business, you must specify rules and defaults for how you want to manage finance processes for that company. You start by setting up the core of the company's accounting records - the chart of accounts. Then you set up posting groups, which makes the process of assigning default general ledger posting accounts to customers, vendors, and items more efficient.

Some finance setup can be done automatically with assisted setup guides, and some must be done manually. For more information, see [Getting Ready for Doing Business](#).

You can use dimensions to add different types of information to every transaction. You can set up your company's basic dimensions, such as Projects and Departments. Later, you can add more dimensions when you need them, and you can set up temporary dimensions for use during a limited time period, for example, in connection with a sales campaign. For more information, see [Working with Dimensions](#).

Many of the setup tasks must be completed before you can begin recording financial transactions, but most settings can be changed at a later date. Some of the set up tasks are optional, for example, you only set up Intercompany Postings and Consolidations if you are working with multiple companies. Some setup tasks, such as specifying the period during which posting is allowed, may have to be repeated periodically.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Specify how you want to be paid by customers, and how you want to pay your vendors.	Set Up Payment Methods
Specify payment terms to manage due dates and to calculate possible payment discounts.	Set Up Payment Terms
Specify the posting groups that map entities like customers, vendors, items, resources, and sales and purchase documents to general ledger accounts.	Setting Up Posting Groups
Create account schedules and define account categories to define the contents of financial charts and reports, such as the Balance Sheet and Income Statement reports.	Prepare Financial Reporting with Account Schedules and Account Categories
Set up a tolerance by which the system closes an invoice even though the payment, including any discount, does not fully cover the amount on the invoice.	Work with Payment Tolerances and Payment Discount Tolerances
Set up fiscal periods.	Work with Accounting Periods and Fiscal Years
Set up reminder terms to help you collect for overdue payments.	Set Up Reminder Terms and Levels
Define how you report value-added tax amounts that you have collected for sales to the tax authorities.	Set Up Value-Added Tax (VAT)

TO	SEE
Prepare to handle unrealized VAT in connection with cash-based accounting methods.	Set Up Unrealized VAT for Cash-Based Accounting
Set your Sales and Purchases features up to handle payments in foreign currencies.	Enable Application of Ledger Entries in Different Currencies
Define one or more additional currencies so that amounts are automatically reported in both LCY and an additional reporting currency on each G/L entry and on other entries.	Set Up an Additional Reporting Currency
Periodically adjust additional currency equivalents to make up for fluctuating exchange rates.	Update Currency Exchange Rates
Define multiple interest rates to be used for different periods for delayed payments in trade transactions.	Set Up Multiple Interest Rates
Prepare to round invoice amounts automatically when you create invoices.	Set Up Invoice Rounding
Add new accounts to the existing chart of accounts.	Setting Up the Chart of Accounts
Set up business intelligence (BI) charts to analyze cash flow.	Setting Up Cash Flow Analysis
Enable invoicing of a customer who is not set up in the system.	Set Up Cash Customers
Set up Intrastat reporting, and submit the report to an authority	Set Up and Report Intrastat
Make sure an entry in a general journal is allocated to several different accounts when you post the journal, either quantity, percentage, or amount.	Use Allocation Keys in General Journals
Set up source codes and reason codes that you can use to track audit trails	Setting Up Source Codes and Reason Codes for Audit Trails
Specify default reports to be used for different document types.	Report Selection in Business Central

TIP

Depending on your geographical location, some pages can contain fields that are not described in the articles that are listed here because they apply to local functionality or customizations. Hover over a field to read a short description.

See Related Training at [Microsoft Learn](#)

See Also

[Finance](#)

[Reconciling Bank Accounts](#)

[Working with Dimensions](#)

[Importing Business Data from Other Finance Systems](#)

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Set Up Payment Methods

2/18/2021 • 2 minutes to read • [Edit Online](#)

Payment methods define the way you prefer for customers to pay you, and how you like to pay your vendors. The method can vary for each customer or vendor. Examples of typical payment methods are **bank**, **cash**, **check**, or **account**.


You can assign a payment method to customers and vendors so that the same method is always used on the sales and purchase documents you create for them. If needed, you can change the method on the sales or purchase document. For example, if you want to pay a particular purchase invoice in cash rather than by check. This does not change the default payment method assigned to the vendor.

The same payment methods are used for sales and purchase documents. For example, a *cash* payment method is used both when you make payments and when you receive them. Business Central knows that when you are creating a sales invoice you expect to receive payment, and the opposite for purchase invoices.

Credit memos for returns, however, are exceptions because money is flowing in the opposite directions, from you to your customer and from your vendor to you. Therefore, a default payment method is not assigned to credit memos. There is, however, a workaround if you have specified terms of payment for the customer or vendor. Though the **Calc. Pmt. Disc. on Cr. Memos** field is not intended for this, if you choose the check box on the **Payment Terms** page a default payment method will be added when you create a credit memo.


To set up a payment method

Business Central provides a few payment methods that businesses often use. You can, however, add as many as you need.

1. Choose the  icon, enter **Payment Methods**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

Optionally, add payment terms to your payment method. For more information, see [Set Up Payment Terms](#).

To assign a payment method to a customer or vendor

1. Choose the  icon, enter **Customer** or **Vendor**, and then choose the related link.
2. In the **Payment Method Code** field, choose the method to use by default for the customer or vendor.

See Also

[Register New Customers](#)

[Set Up Payment Terms](#)

[Finance](#)

[Working with Business Central](#)

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Set Up Payment Terms

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Payment terms determine how you manage due dates and payment discounts. You can set up any number of payment term codes and use date formulas to define the payment terms. When you first sign up for Business Central, the demonstration company provides a few payment methods that businesses often use. You can, however, add as many as you need.


You can assign payment terms to customers and vendors so that the same terms are always used on the sales and purchase documents you create for them. If needed, you can change the terms on the sales or purchase document, such as if you want a particular customer to pay you within 7 days rather than the default 14 days. This does not change the default payment term assigned to the customer. The same payment terms are available for sales and purchase documents.

Then, when you post an invoice, Business Central calculates the payment discounts based on the payment terms. The payment discount date, that is, the latest date on which the customer can pay and receive a discount on the payment, will also be calculated at that time.

Similarly, when you post a credit memo, Business Central calculates possible payment discounts based on the payment terms. The discount on credit memos is calculated according to the same principles as payment discounts on invoices. Where a credit memo is applied to an invoice, the possible payment discount amount for the invoice will be reduced by the payment discount amount for the credit memo.

If you want to send your customers reminders of overdue payments, you must set up reminder levels and terms. For more information, see [Set Up Reminder Terms and Levels](#).

To set up payment terms

1. Choose the  icon, enter **Payment Terms**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

After you set up the payment terms, you assign them to customers and vendors. Optionally, assign payment terms to your payment methods.

TIP

In the base version of Business Central, payment terms with partial payments are not supported. Instead, you must use the prepayments functionality. For more information, see [Set Up Prepayments](#).

In certain countries, you *can* set up payment terms with partial payments. To learn if this capability is supported in your country, see the **Local Functionality** section in the navigation pane on the left side on the [Docs.microsoft.com](https://docs.microsoft.com) site.

See Also

[Set Up Payment Methods](#)

[Set Up Prepayments](#)

[Setting Up Finance](#)

[Register New Customers](#)

[Register New Vendors](#)

[Sales](#)

[Purchasing](#)

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Setting Up Posting Groups

2/18/2021 • 5 minutes to read • [Edit Online](#)

Posting groups map entities like customers, vendors, items, resources, and sales and purchase documents to general ledger accounts. They save time and help avoid mistakes when you post transactions. The transaction values go to the accounts specified in the posting group for that particular entity. The only requirement is that you have a chart of accounts. For more information, see [Set Up the Chart of Accounts](#).

Posting groups are covered under three umbrellas:

- **General** - Define who you sell to and buy from, and what you sell and what you buy. You can also combine groups to specify things like the income statement accounts to post to, or use groups to filter reports.
- **Specific** - Use sales documents, for example, instead of posting directly to the general ledger. When you create entries in the customer ledger, corresponding entries are made in the general ledger.
- **Tax** - Define the tax percentages and calculation types that apply to who you sell to and buy from, and what you sell and what you buy.

The following tables describe the posting groups under each umbrella.

GENERAL POSTING GROUPS	DESCRIPTION
General Business Posting Groups	Assign this group to customers and vendors to specify who you sell to, and who you buy from. Set these up on the Gen. Business Posting Groups page. When you do, think about how many groups you'll need to break down sales and purchases. For example, group customers and vendors by geographical area, or by the type of business.
General Product Posting Groups	Assign this group to items and resources to specify what you sell, and what you buy. Set these up on the Gen. Product Posting Groups page. When you do, consider the number of groups you'll need to break down sales by product (items and resources) and purchases by items. For example, divide these groups by raw materials, retail, resources, capacity, and so on.
General Posting Setups	Combine business and product posting groups and choose the accounts to post to. For each combination of business and product posting groups, you can assign a set of general ledger accounts. For example, this means you can post the sale of the same item to different sales accounts in the general ledger because customers are assigned to different business posting groups. Set these up on the General Posting Setup page.
SPECIFIC POSTING GROUPS	DESCRIPTION

SPECIFIC POSTING GROUPS	DESCRIPTION
Customer Posting Groups	Define the accounts to use when you post accounts receivable transactions. If you use inventory with receivables, the general business posting group assigned to your customer, and the general product posting group assigned to the inventory item determine the accounts that the sales order lines post to. See "General Business Posting Groups" and "General Product Posting Groups" under General Posting Groups above. Set these up on the Customer Posting Groups page.
Vendor Posting Groups	Define where to post transactions for payables accounts, service charge accounts, and payment discount accounts. This is similar to customer posting groups. Set these up on the Vendor Posting Groups page.
Inventory Posting Groups	Define inventory posting groups that you then assign to the relevant item accounts on the Inventory Posting Setup page. This way, when you post entries concerning an item, the system will post to the G/L account that is set up for the combination of inventory posting group and location that is linked to the item. Inventory posting groups also provide a good way to organize your inventory, so you can separate items by their posting group when you generate reports. Set these up on the Inventory Posting Groups page.
Bank Account Posting Groups	Define accounts for bank accounts. For example, this can simplify the processes of tracing transactions and reconciling bank accounts. Set these up on the Bank Account Posting Groups page.
Fixed Assets Posting Groups	Define accounts for different types of expenses and costs, such as acquisition costs, accumulated depreciation amounts, acquisition costs on disposal, accumulated depreciation on disposal, gains on disposal, losses on disposal, maintenance expenses, and depreciation expenses. Set these up on the FA Posting Groups page.
TAX POSTING GROUP	DESCRIPTION
Tax Business Posting Groups	Determine how to calculate and post sales tax for customers and vendors. Set these up on the Tax Business Posting Groups page. When you do, think about how many groups you need. For example, this can depend on factors like local legislation, and whether you trade both domestically and internationally.
Tax Product Posting Groups	Indicate the tax calculations needed for the types of items or resources you buy or sell.
Tax Posting Setup	Combine tax business posting groups and tax product posting groups. When you fill in a general journal line, purchase line, or sales line, we'll look at the combination to identify the accounts to use.

Example of linking posting groups

Here's a scenario.

These posting groups are chosen on the customer card:

- General business posting group
- Customer posting group

These posting groups are chosen on the item card:

- General product posting group
- Inventory posting group

When you create a sales document, the sales header uses the customer card information, and the sales lines use the item card information.

- The revenue posting (income statement) is determined by the combination of the general business posting group and the general product posting group.
- The accounts receivable posting (balance sheet) is determined by the customer posting group.
- The inventory posting (balance sheet) is determined by the inventory posting group.
- The cost of goods sold posting (income statement) is determined by the combination of general business posting group and general product posting group.

Your setup determines when posting happens. For example, the timing is affected by when you do periodic activities, such as posting inventory cost or adjusting cost item entries.

Copying posting setup lines

The more product and business posting groups you have, the more lines you see in the General Posting Setup page. This can mean a lot of data entry to set up the general posting setup for the company. While there may be many different combinations of business and product posting groups, different combinations may still post to the same general ledger accounts. To limit the amount of manual entry, copy the general ledger accounts from an existing line on the **General Posting Setup** page.

See also

[The General Ledger and the Chart of Accounts](#)

[Setting Up Finance](#)

[Working with Business Central](#)

NOTE

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Prepare Financial Reporting with Account Schedules and Account Categories

2/18/2021 • 10 minutes to read • [Edit Online](#)

Use account schedules to get insight into the financial data stored in your chart of accounts. Account schedules analyze figures in G/L accounts, and compare general ledger entries with general ledger budget entries. The results display in charts on your Role Center, such as the Cash Flow chart, and in reports, such as the Income Statement and the Balance Sheet reports.

You access these two reports, for example, with the **Financials Statements** action on the Business Manager and Accountant Role Centers.

Business Central provides a few sample account schedules that you can use right away, or you can set up your own rows and columns to specify the figures to compare. For example, you can create account schedules to calculate profit margins on dimensions like departments or customer groups. You can create as many customized financial statements as you want.

Setting up account schedules requires an understanding of the financial data in the chart of accounts. For example, you can view general ledger entries as percentages of budget entries. This requires that budgets are created. For more information, see [Create G/L Budgets](#).

Account Schedules

Account schedules are used to arrange accounts listed in the chart of accounts in ways suited for presentation of information about those accounts. You can set up various layouts to define the information that you want to extract from the chart of accounts. One of the main functions of account schedules is to provide a place for calculations that cannot be made directly in the chart of accounts, such as creating subtotals for groups of accounts, which can be included in new totals and can then be used in other totals. For example, users can create account schedules to calculate profit margins on such dimensions as departments or customer groups. In addition, general ledger entries and general ledger budget entries can be filtered, for example, by net change or debit amount.

You can also compare two or more account schedules and column layouts by using formulas. This kind of comparison provides the ability to:

- Create customized financial reports.
- Create as many account schedules as needed, each with a unique name.
- Set up various report layouts and print the reports with the current figures.

G/L Account Categories

You can use G/L account categories to change the layout of your financial statements. After you set up your account categories on the **G/L Account Categories** page, and you choose the **Generate Account Schedules** action, the underlying account schedules for the core financial reports are updated. The next time you run one of these reports, such as the **Balance Statement** report, new totals and subentries are added, based on your changes.

NOTE

The top-level account categories, such as the **Liabilities** node are fixed and you cannot add your own. However, you can delete and add account categories at lower levels and change their structure to define how the related account schedule appears in reports.


It is recommended to create and structure your own lower-level G/L account categories from scratch, in a hierarchy if needed, rather than try to rearrange the existing ones. For example, you can restructure the **Liabilities** node to contain a new **Equity** node followed by the **Current Liabilities** and **Long Term Liabilities** nodes.

To create a new account schedule

You use account schedules to analyze figures in general ledger accounts or to compare general ledger entries with general ledger budget entries. For example, you can view the general ledger entries as percentages of the budget entries.

The account schedules in the standard version of Business Central are the basis of the standard financial reports, which may not suit the needs of your business. To quickly create your own financial reports, you can start by copying an existing account schedule. See step 3 below.

The **Acc. Schedule Overview** page is where you preview the financial report that the account schedule defines. In the following, it is important to understand that what you set up as account schedule rows and columns can only be seen and validated on the **Acc. Schedule Overview** page, which you open from an account schedule by choosing the **Overview** action. The **Account Schedule** page itself is only a setup area.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedules** page, choose the **New** action to create a new account schedule name.
3. Alternatively, choose the **Copy Account Schedule** action, fill in the two fields, and then choose the **OK** button.
4. Fill in the fields as necessary. In the **Default Column Layout** field select an existing layout. You can edit it later if you want.

You use column layouts to define columns for different parameters by which the financial data on the rows are shown. For example, you can design a column layout to compare net change and balance for the same period this year and last year, with four columns. For more information, see [To edit a column layout](#).

5. Choose the **Edit Account Schedule** action.
6. Create a row for each financial element that you want to appear in the report, such as one row for current assets and another row for fixed assets. For inspiration, see existing account schedules in the CRONUS demonstration company.
7. Choose the **Overview** action to see the resulting financial report.
8. On the **Acc. Schedule Overview** page, in the **Column Layout Name** field, select another column layout to see the financial data by other parameters.
9. Choose the **OK** button.

You have now defined the basis of the account schedule, the rows of financial data to be displayed, and an existing layout of columns to show the data on the rows per different parameters. If the default column layout that you selected in step 4 does not suit your purpose, follow the next procedure.

To edit a column layout

You use column layouts to define what columns should be included in the resulting report. For example, you can

design a layout to compare net change and balance for the same period this year and last year.

NOTE

A printed/previewed/saved version of an account schedule can display a maximum of five columns. If the account schedule is only meant for analysis on the **Acc. Schedule Overview** page, you can create as many columns as you want.


1. On the **Account Schedules** page, select the relevant account schedule, and then choose the **Edit Column Layout Setup** action.
2. On the **Column Layouts** page, create a row for each column by which financial data is shown in the financial report. Hover over a field to read a short description.
3. Choose the **OK** button.
4. Open the **Acc. Schedule Overview** page from time to time to verify that the new column layout works as intended.

NOTE

The columns that you define on each row represent columns 3 and up on the **Acc. Schedule Overview** page. The first two columns, **Row No.** and **Description**, are fixed.


To create a column that calculates percentages

Sometimes you may want to include a column in an account schedule to calculate percentages of a total. For example, if you have a number of rows that break down sales by dimension, you may want a column to indicate the percentage of total sales that each row represents.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedule Names** page, select an account schedule.
3. Choose the **Edit Account Schedule** action to set up an account schedule row to calculate the total on which the percentages will be based.
4. Insert a line immediately above the first row for which you want to display a percentage.
5. Fill in the fields on the line as follows: In the **Totaling Type** field, enter **Set Base for Percent**. In the **Totaling** field, enter a formula for the total that the percentage will be based on. For example, if row 11 contains the total sales, enter **11**.
6. Choose the **Edit Column Layout Setup** action to set up a column.
7. Fill in the fields on the line as follows: In the **Column Type** field, select **Formula**. In the **Formula** field, enter a formula for the amount that you want to calculate a percentage for, followed by **%**. For example, if column number N contains the net change, enter **N%**.
8. Repeat steps 4 through 7 for each group of rows that you want to break down by percentage.

To set up account schedules with overviews

You can use an account schedule to create a statement comparing general ledger figures and general ledger budget figures.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedule Names** page, select an account schedule.
3. Choose the **Edit Account Schedule** action
4. On the **Account Schedule** page, in the **Name** field, select the default account schedule name.

5. Choose the **Insert Accounts** action.
6. Select the accounts that you want to include in your statement, and then choose the **OK** button.

The accounts are now inserted into your account schedule. If you want you can also change the column layout.
7. Choose the **Overview** action.
8. On the **Acc. Schedule Overview** page, on the **Dimension Filters** FastTab, set the budget filter to the desired filter name.
9. Choose the **OK** button.

Now you can copy and paste your budget statement into a spreadsheet.

Comparing Accounting Periods using Period Formulas

Your account schedule can compare the results of different accounting periods, such as this month versus same month last year. To do that, open the **Column Layout** page, and personalize it by adding the **Comparison Period Formula** field as a column. For more information, see [Personalize Your Workspace](#). You can then set that field to a period formula.

An accounting period does not have to match the calendar, but each fiscal year must have the same number of accounting periods, even though each period can be different in length.

Business Central uses the period formula to calculate the amount from the comparison period in relation to the period represented by the date filter on the report request. The comparison period is based on the period of the start date of the date filter. The abbreviations for period specifications are:

ABBREVIATION	DESCRIPTION
P	Period
LP	Last period of a fiscal year, half-year, or quarter.
CP	Current period of a fiscal year, half-year, or quarter. Use CP in formulas to set the period that starts or ends the formula. For example, FY[1..CP] denotes the time from the beginning of the current fiscal year to the current period.
FY	Fiscal year. For example, FY[1..3] denotes first quarter of the current fiscal year

Examples of formulas:

FORMULA	DESCRIPTION
<Blank>	Current period
-1P	Previous period
-1FY[1..LP]	Entire previous fiscal year
-1FY	Current period in previous fiscal year
-1FY[1..3]	First quarter of previous fiscal year

FORMULA	DESCRIPTION
-1FY[1..CP]	From the beginning of previous fiscal year to current period in previous fiscal year, including both periods
-1FY[CP.LP]	From current period in previous fiscal year to last period of previous fiscal year, including both periods

If you want to calculate by regular time periods, you must enter a formula in the **Comparison Date Formula** field instead. For example, if the field is set to -1Y, Business Central compares to the same period 1 year earlier.

NOTE

It is not always transparent which periods you are comparing because you can set a date filter on a report that spans different dates than the accounting periods that are reflected in the data in the chart of accounts. For example, you create an account schedule where you want to compare this period with the same period last year, so you set the **Comparison Date Formula** field to *-1FY*. Then, you run the report on February 28th and set the date filter to January and February. As a result, the account schedule compares January and February this year to January last year, which is the only completed accounting period of the two for last year.

For more information about date formulas, see [Working with Calendar Dates and Times](#).

See Related Training at [Microsoft Learn](#)

See Also

- [Business Intelligence](#)
- [Finance](#)
- [Setting Up Finance](#)
- [The General Ledger and the Chart of Accounts](#)
- [Working with Business Central](#)

NOTE

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Work with Payment Tolerances and Payment Discount Tolerances

2/18/2021 • 13 minutes to read • [Edit Online](#)

You can set up a payment tolerance to close an invoice when the payment does not fully cover the amount on the invoice. For example, payment tolerances are typically for small amounts that would cost more to correct than to just accept. You can set up a payment discount tolerance to grant a payment discount after the payment discount date has passed.

You can use payment tolerances so that every outstanding amount has a set maximum allowed payment tolerance. If the payment tolerance is met, then the payment amount is analyzed. If the payment amount is an underpayment, then the outstanding amount is fully closed by the underpayment. A detailed ledger entry is posted to the payment entry so that no remaining amount is left on the applied invoice entry. If the payment amount is an overpayment, then a new detailed ledger entry is posted to the payment entry so that no remaining amount is left on the payment entry.

You can use payment discount tolerances so that if you accept a payment discount after the payment discount date, then it is always posted to either the payment discount account or a payment tolerance account.

Applying Payment Tolerance to Multiple Documents

A single document has the same payment tolerance whether it is applied on its own or with other documents. Acceptance of a late payment discount when you are applying payment tolerance to multiple documents automatically occurs for each document where the following rule is true:

payment discount date < payment date on the selected entry <= payment tolerance date

This rule also applies to determine whether to display warnings when you apply payment tolerance to multiple documents. The payment discount tolerance warning is displayed for each entry that meets the date criteria. For more information, see [Example 2 - Tolerance Calculations for Multiple Documents](#).

You can choose to display a warning that is based on different tolerance situations.

- The first warning is for the payment discount tolerance. You are informed that you can accept a late payment discount. You can then choose whether to accept tolerance on the discount date.
- The second warning is for the payment tolerance. You are informed that all entries can be closed because the difference is in the sum of the maximum payment tolerance for the applied entries. You can then choose whether to accept tolerance on the payment amount.

NOTE

Enabling the warning message will let you choose how to process payments that are within tolerance. If you do not enable the message, and a tolerance level is specified, invoices with amounts that are within tolerance will be automatically closed and you cannot choose to leave the remaining amount.





For more information, see [To enable or disable payment tolerance warning](#).

To set up tolerances

Tolerance on days and amounts allows you to close an invoice even though the payment does not fully cover the

amount on the invoice, whether this is because the due date for the payment discount has been exceeded, goods have been deducted or because of a minor error. This also applies to refunds and credit memos.

To set up tolerance you have to set up various tolerance accounts, specify both payment discount tolerance and payment tolerance posting methods and then run the **Change Payment Tolerance** batch job.

1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. On the **General Posting Setup** page, set up a debit and a credit sales payment tolerance account and a debit and a credit purchase payment tolerance account.
3. Choose the  icon, enter **Customer Posting Groups**, and then choose the related link.
4. On the **Customer Posting Groups** page, set up a debit and a credit payment tolerance account. For more information, see [Setting Up Posting Groups](#).
5. Choose the  icon, enter **Vendor Posting Setup**, and then choose the related link.
6. On the **Vendor Posting Groups** page, set up a debit and a credit payment tolerance account.
7. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
8. Open the **General Ledger Setup** page.
9. On the **Application** FastTab, fill in the **Pmt. Disc. Tolerance Posting**, **Payment Discount Grace Period** and **Payment Tolerance Posting** fields.
10. Choose the **Change Payment Tolerance** action.
11. On the **Change Payment Tolerance** page, fill in the **Payment Tolerance %** and **Max Payment Tolerance Amount** fields, and then choose the **OK** button.

IMPORTANT

You have now set up tolerance for local currency only. If you want Business Central to handle tolerance on payments, credit memos, and refunds in a foreign currency, you must run the **Change Payment Tolerance** batch job with a value in the **Currency Code** field.

NOTE


If you want to get a payment tolerance warning every time that you post an application in the tolerance, you must activate the payment tolerance warning. For more information, see [To enable or disable payment tolerance warning](#) section.

To deactivate tolerance for a customer or vendor, you must block tolerances on the relevant customer or vendor card. For more information, see [To block payment tolerance for customers](#).

When you set up tolerance, Business Central also checks if there are any open entries and calculates the tolerance for these entries.

To enable or disable payment tolerance warnings

The payment tolerance warning appears when you post an application that has a balance in the allowed tolerance. You can then choose how you want to post and document the balance.


1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, on the **Application** FastTab, turn on the **Payment Tolerance Warning** toggle to activate the warning. To deactivate the warning, turn off the toggle.

NOTE

The default option for the **Payment Tolerance Warning** page is **Leave the Balance as Remaining Amount**. The default option for the **Pmt. Disc. Tolerance Warning** page the is **Do Not Accept the Late Payment Discount**.

To block payment tolerance for customers

The default setting for payment tolerance is allowed. To disallow a certain customer or vendor payment tolerance you need to block tolerance on the respective customer or vendor card. The following describes how to do it for a customer. The steps are similar for a vendor.

1. Choose the  icon, enter **Customer** or **Vendor**, and then choose the related link.
2. On the **Payments** FastTab, select the **Block Payment Tolerance** check box.

NOTE

If the customer or vendor has open entries, you must first remove payment tolerance from entries that are currently open.

Example 1 - Tolerance Calculations for a Single Document

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations.

The **G/L Setup** page contains the following setup:

- Payment Discount Grace Period: 5D
- Max Payment Tolerance: 5

Scenarios with alternative A or B represent the following:

- **A** In this case, the payment discount tolerance warning has been turned off OR the user has the warning on and has selected to allow the late payment discount (Post the Balance as Payment Tolerance).
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount (Leave the Balance as Remaining Amount).

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000	20	5	01/15/03	01/20/03	<=01/15/03	985	Pmt.Tol.	Yes	0	-5
2	1,000	20	5	01/15/03	01/20/03	<=01/15/03	980	None	Yes	0	0
3	1,000	20	5	01/15/03	c	<=01/15/03	975	Pmt.Tol.	Yes	0	5

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
4A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Disc.Tol.	No, 25 on the Pmt.	20/-20	0
5A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	Pmt.Disc.Tol.	No, 20 on the Pmt.	20/-20	0
6A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Disc.Tol.	No, 15 on the Pmt.	20/-20	0
4B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Tol.	Yes	0	-5
5B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	None	Yes	0	0
6B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Tol.	Yes	0	5
7	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	985	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	-5
8	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	980	Pmt.Disc.Tol.	Yes	20/-20	0
9	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	975	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	5
10	1,000	20	5	01/15/03	01/20/03	>01/20/03	1005	Pmt.Tol.	Yes	0	-5
11	1,000	20	5	01/15/03	01/20/03	>01/20/03	1000	None	Yes	0	0

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
12	1,000	20	5	01/15/03	01/20/03	>01/20/03	995	Pmt.Tol.	Yes	0	5
13	1,000	20	5	01/15/03	01/20/03	>01/20/03	985	None	No, 15 on the invoice	0	0
14	1,000	20	5	01/15/03	01/20/03	>01/20/03	980	None	No, 20 on the invoice	0	0
15	1,000	20	5	01/15/03	01/20/03	>01/20/03	975	None	No, 25 on the invoice	0	0

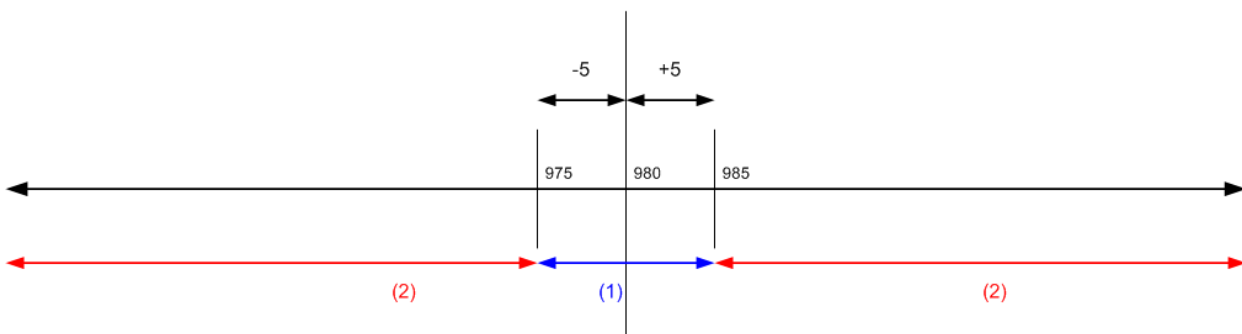
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



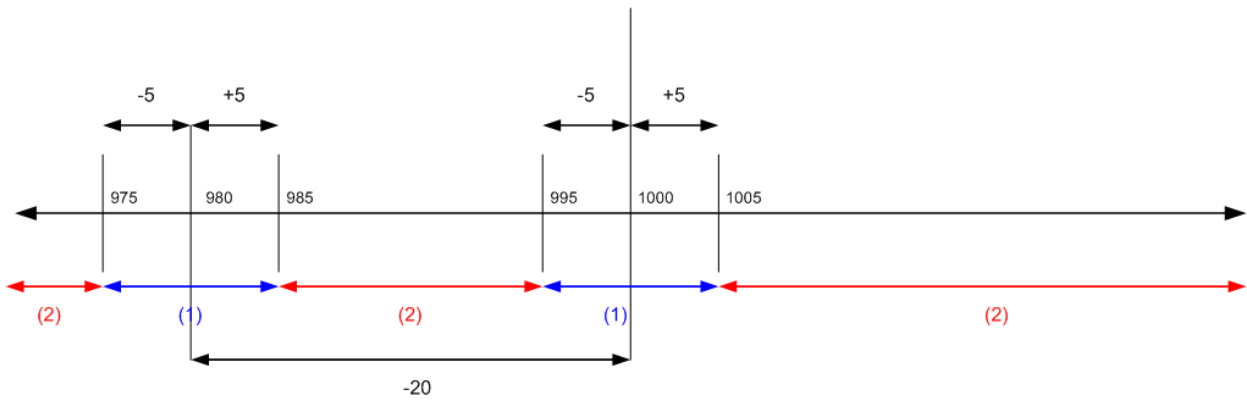
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/20/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



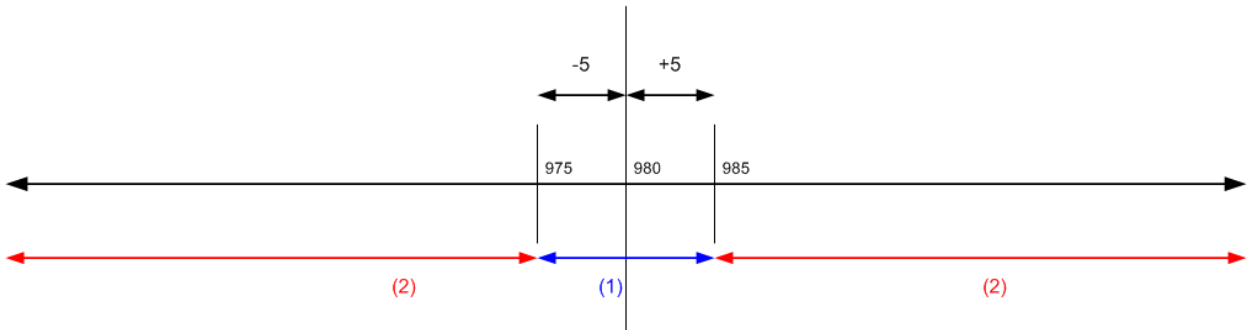
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is after 01/20/03 (Scenarios 10-15)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

Example 2 - Tolerance Calculations for Multiple Documents

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations. The examples are limited to being only those scenarios that result in all entries in the application being closed.

The **G/L Setup** page contains the following setup:

- Payment Discount Grace Period 5D
- Max Payment Tolerance 5

Scenarios with alternative A, B, C, or D represent the following:

- **A** In this case the payment discount tolerance warning has been turned off, OR the user has the warning on and has selected to allow the late payment discount (Post as Tolerance) in any invoice.
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount on any invoice.
- **C** - In this case, the user has the warning on and has selected to allow the late payment discount on the first invoice but not the second.
- **D** - In this case, the user has the warning on and has selected not to allow the late payment discount on the first invoice but allowed it on the second.

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1920	Pmt.Tol.	Yes	0 0	-5 -5
2	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1910	None	Yes	0 0	0 0
3	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1900	Pmt.Tol.	Yes	0 0	5 5
4B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1980	Pmt.Tol.	Yes	0 0	-5 -5
5B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1970	None	Yes	0 0	0 0
6B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1960	Pmt.Tol.	Yes	0 0	5 5
7A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1920	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/60 0/0	-5 -5
8A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1910	Pmt.Disc.Tol.	Yes	60/60 0/0	0 0
9A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1900	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/60	5 5
10B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	2010	Pmt.Tol.	Yes	0 0	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
11B	1,000 0 1,000 0	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	2000	None	Yes	0 0	0 0
12B	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1990	Pmt.Tol.	Yes	0 0	5 5
13D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1980	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/-30	-5 -5
14D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1970	Pmt.Disc.Tol.	Yes	0/0 30/-30	0 0
15D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1960	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/-30	5 5
16D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1950	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 0/0	-5 -5
17D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1940	Pmt.Disc.Tol.	Yes	60/-60 0/0	0 0
18D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1930	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 0/0	5 5
19A	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1920	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 30/-30	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
20A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1910	Pmt.D isc.Tol.	Yes	60/- 60 30/- 30	0 0
21A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1900	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/- 60 30/- 30	5 5
22B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2010	Pmt.T ol.	Yes	0 0	-5 -5
23B	1,000 0 1,000 0	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2000	None	Yes	0 0	0 0
24B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1990	Pmt.T ol.	Yes	0 0	5 5
25A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1980	Pmt.D isc.Tol. & Pmt.T ol.	Yes	0/0 30/30	-5 -5
26A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1970	Pmt.D isc.Tol.	Yes	0/0 30/30	0 0
27A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1960	Pmt.D isc.Tol. & Pmt.T ol.	Yes	0/0 30/30	5 5
28	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	2010	Pmt.T ol.	Yes	0	-5
29	1,000 0 1,000 0	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/22/03	2000	None	Yes	0	0

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
30	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	1990	Pmt.Tol.	Yes	0	5

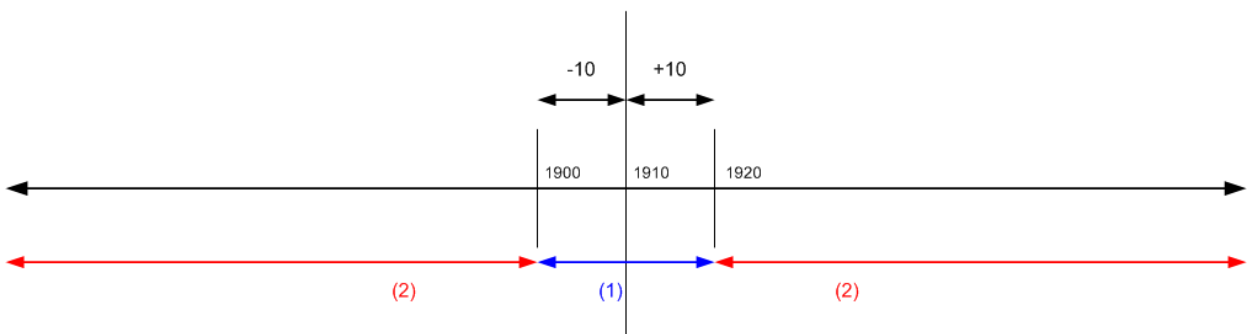
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



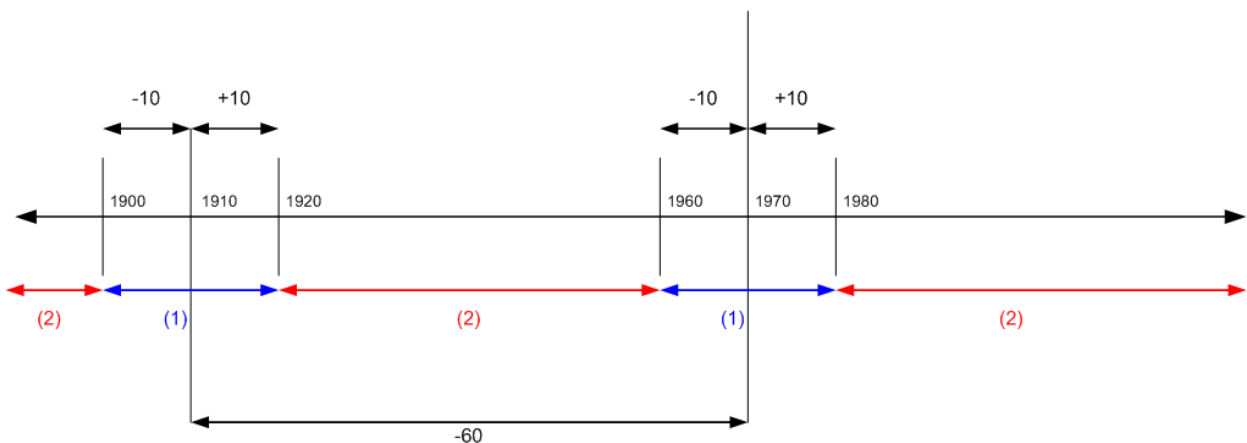
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/17/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



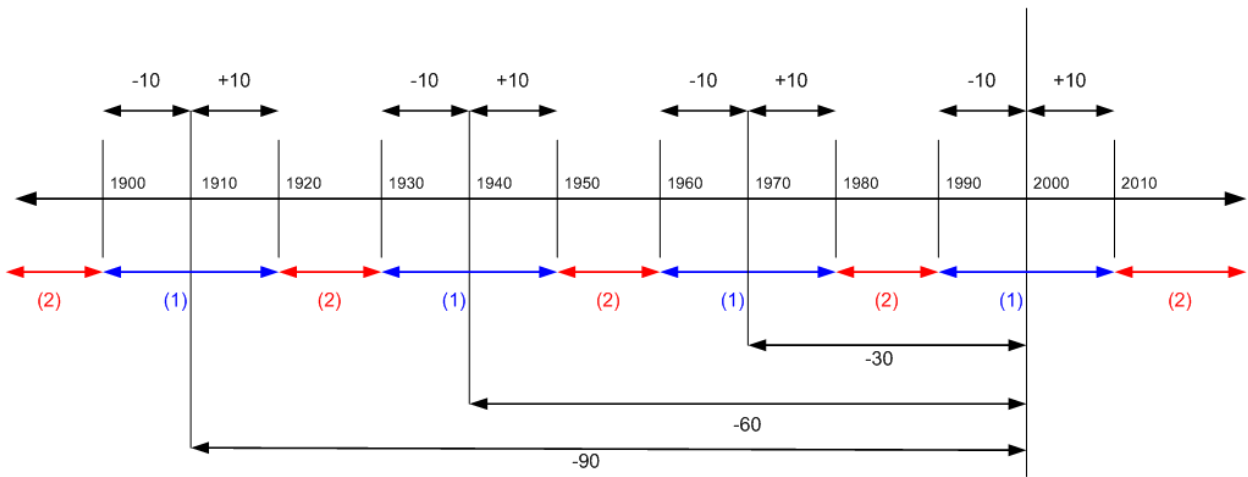
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is between 01/18/03 and 01/20/03 (Scenarios 10-21)

Remaining Amount per

Normal Application Rules



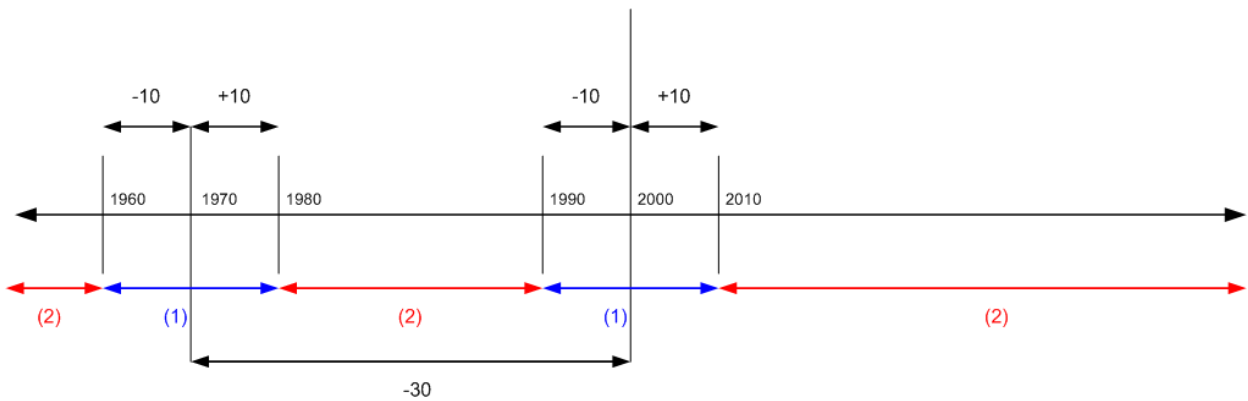
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(4) Payment Date is between 01/21/03 and 01/22/03 (Scenarios 22-27)

Remaining Amount per

Normal Application Rules



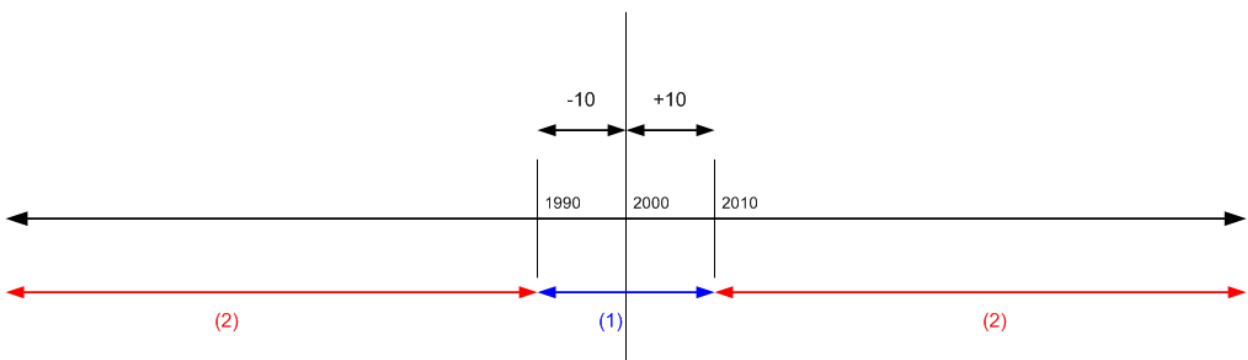
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(5) Payment Date is after 01/22/03 (Scenarios 28-30)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

See Also

Finance

Setting Up Finance

Managing Receivables

Working with Business Central

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Working with Accounting Periods and Fiscal Years

2/18/2021 • 3 minutes to read • [Edit Online](#)

Accounting periods, which are also known as reporting periods, are periods of time for which a company or organization reports financial performance, for example, by generating their income statement or balance sheet. Typically, accounting periods refer to the company's fiscal year, which can contain several accounting periods, such as months or quarters.

For many companies the fiscal year does not align with the calendar year. For example, the fiscal year might end on June 30th rather than December 31st. For newly created companies, the fiscal might actually be longer than 12 months.

Business Central only requires accounting periods only if you want to close an income statement, or run data compression tasks.


You can use accounting periods in reporting. For example, when you are reviewing posted entries on the **Balance/Budget** page where the reporting interval can be specified. One of the options you may specify to report by accounting period. You can also build an account schedule that compares results for different accounting periods.

Creating a new fiscal year

You can create accounting periods in bulk, by using the **Create Fiscal Year** batch job, or manually.


How to create accounting periods in-bulk

Use the **Create Fiscal Year** batch job to divide a fiscal year into periods of equal length.

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. Choose the **Create Year** action.
3. In the **Starting Date** field, enter the date on which the fiscal year starts.
4. In the **No. of Periods** field, enter the number of accounting periods to divide the fiscal year into. There can be up to 365 periods in a year.
5. In the **Period Length** field, enter a duration for each period. For example, 1M for one month, 1Q for one quarter, and 1Y for one year.
6. Choose **OK**.

How to create accounting periods manually

If the accounting periods in your fiscal year have different durations, like the 4-4-5 calendar used in retail, you can manually set it up.

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. In the **Starting Date** field, enter the date on which the fiscal year starts. The **Name** field will show the name of the month.
3. Choose the **New Fiscal Year** check box to indicate that this is the first period in the year. Business Central will use this period to determine which periods to close at year-end.
4. Repeat steps 2 and 3 for each remaining period.


Closing a Fiscal Year

Closing the fiscal year is one of the tasks for closing the books. After you close a fiscal year, the **Closed** and **Date Locked** check boxes are selected for all periods in the year. You cannot reopen a year or clear the check

boxes.

NOTE

You must always have at least one open fiscal year. When closing a year, ensure that a new year has been created. Also, note that after you close one year, you cannot change the starting date of the following year.

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. Choose the **Close Year** action.

Posting Entries to a Closed Fiscal Year

Although a fiscal year is closed, you can still post general ledger entries to it. When you do, the entries are marked as posted to a closed fiscal year and the **Prior Year Entry** check box is selected. By default, the check box is not displayed on the page, but you can add it. The next steps are to close the income statement accounts and transfer the year's results to an account in the balance sheet. Repeat these steps each time you post entries to a closed fiscal year.

See Also

[Closing the Books](#)

[Closing Years and Periods](#)

[How to Work with Account Schedules](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Reminder Terms and Levels

2/18/2021 • 4 minutes to read • [Edit Online](#)

You can use reminders to remind customers about overdue amounts. You can set up an unlimited number of reminder terms. Each set of terms is identified by a code. Each reminder term has predefined reminder levels. Each reminder level includes rules about when the reminder will be issued, for example, how many days after the invoice due date or the date of the previous reminder.


Reminder terms

If customers have overdue payments, you must decide when and how to send them a reminder. In addition, you may want to debit their accounts for interest or fees. You can set up any number of reminder terms.

NOTE

If you want to calculate interest on overdue payments, you can do so when you create reminders. If, however, you just want to calculate interest and inform your customers about this without sending reminders, you should use [finance charge memos](#). For more information, see [Reminders](#) or [Finance Charges](#), respectively.

To set up reminder terms


1. Choose the  icon, enter **Reminder Terms**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. To use more than one combination of reminder terms, set up a code for each one.

Reminder levels

For each reminder terms code, you can define an unlimited number of reminder levels. The first time a reminder is created for a customer, the setting from level 1 is used. When the reminder is issued, the level number is registered on the reminder entries that are created and linked to the individual customer ledger entries. If it is necessary to remind the customer again, all reminder entries linked to open customer ledger entries are checked to locate the highest level number. The conditions from the next level number will then be used for the new reminder.

If you create more reminders than you have defined levels for, the conditions for the highest level will be used. You can create as many reminders as are allowed by the **Max. No of Reminders** field in the reminder terms.

To set up reminder levels

1. Choose the  icon, enter **Reminder Terms**, and then choose the related link.
2. On the **Reminder Terms** page, select the line with the terms you want to set up levels for, and then choose **Levels** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

TIP

The setting of the **Calculate Interest** field determines if interest will appear on the reminder when the reminder is issued. However, the **Post Interest** field in the **Reminder Terms** page determines if the calculated interest must be posted to G/L and customer accounts.

To indicate that interest should be calculated, choose the **Calculate Interest** field.

Optionally, for each reminder level, specify additional fees in both LCY and in foreign currency. You can define many additional fees in foreign currencies for each code on the **Reminder Levels** page.

The additional fees can be calculated in three different ways that are defined by the value of the **Add. Fee Calculation Type** field.

- **Fixed**

Fees are calculated based on the values of the **Additional Fee** fields on the line for the reminder level itself.

- **Single Dynamic**

Fees are calculated based on the values of the fields on the relevant line in the **Additional Fee Setup** page for that reminder level.

- **Accumulated Dynamic**

Fees are calculated based on the values of the fields on the combined lines in the **Additional Fee Setup** page for that reminder level.

4. Choose the **Currencies** action.

5. On the **Currencies for Reminder Levels** page, define for each reminder level code and corresponding reminder level number a currency code and an additional fee.

NOTE

When you create reminders in a foreign currency, the foreign currency conditions that you set up here will be used to create reminders. If there are no foreign currency reminder conditions set up, the LCY reminder conditions that are set up on the **Reminder Levels** page will be used and then converted to the relevant currency.

For each reminder level, you can specify text that will be printed before (**Beginning Text**) or after (**Ending Text**) on the entries on the reminder.

6. Choose the **Beginning Text** or **Ending Text** actions respectively, and fill in the **Reminder Text** page.

7. To automatically insert related values in the resulting reminder text, enter the following placeholders in the **Text** field .

PLACEHOLDER	VALUE
%1	Content of the Document Date field on the reminder header
%2	Content of the Due Date field on the reminder header
%3	Content of the Interest Rate field on the related finance charge terms

PLACEHOLDER	VALUE
%4	Content of the Remaining Amount field on the reminder header
%5	Content of the Interest Amount field on the reminder header
%6	Content of the Additional Fee field on the reminder header
%7	The total amount of the reminder
%8	Content of the Reminder Level field on the reminder header
%9	Content of the Currency Code field on the reminder header
%10	Content of the Posting Date field on the reminder header
%11	The company name
%12	Content of the Add. Fee per Line field on the reminder header

For example, if you write **You owe %9 %7 due on %2.**, then the resulting reminder will contain the following text: **You owe USD 1.200,50 due on 02-02-2014.**

NOTE

The due date is calculated according to the date formula that you enter. For more information, see [Using Date Formulas](#).

After you have set up the reminder terms, with additional levels and text, enter one of the codes on each of the customer cards. For more information, see [Register New Customers](#).

See also

[Collect Outstanding Balances](#)

[Set Up Finance Charge Terms](#)

[Setting Up Finance](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Finance Charge Terms

2/18/2021 • 3 minutes to read • [Edit Online](#)

When a customer does not pay by the due date, you can have finance charges calculated automatically and add them to the overdue amounts on the customer's account. You can inform customers of the added charges by sending finance charge memos. But first, you must set up a code that represents each finance charge calculation. Then you can enter this code in the Fin. Charge Terms Code field on customer cards.

Finance charge terms

You must set up finance charge terms for each finance charge calculation, and then assign the terms to the customer in the **Fin. Charge Terms Code** field on the **Customer** page.

Finance charges can be calculated using either the average daily balance or the balance due methods.

- Average daily balance

The number of days the payment is overdue is taken into account:

Average Daily Balance method - Finance Charge = Overdue Amount x (Days Overdue / Interest Period) x (Interest Rate/100)


- Balance due

The finance charge is a percentage of the overdue amount:

Balance Due method - Finance Charge = Overdue Amount x (Interest Rate / 100)

Additionally, each term in the Finance Charge Terms table is linked to a subtable, the Finance Charge Text table. For each set of finance charge terms, you can define a beginning and/or an ending text to include on the finance charge memo.

To set up finance charge terms

1. Choose the  icon, enter **Finance Charge Terms**, and then choose the related link.
2. Fill in the fields as necessary.
3. To use more than one combination of finance charge terms, set up a code for each one.

For each finance charge term, you can specify individual conditions that can include additional fees in both LCY and in foreign currency. You can define additional fees in foreign currencies for each term on the **Finance Charge Terms** page.

4. Choose the **Currencies** action.
5. On the **Currencies for Fin. Chrg. Terms** page, define for each term a currency code and an additional fee.

NOTE

When you create finance charges in a foreign currency, the foreign currency conditions that you set up here will be used to create finance charge memos. If there are no foreign currency finance charge conditions set up, the LCY finance charge conditions specified on the **Finance Charge Terms** page will be used and then converted to the relevant currency.

For each finance charge term, you can specify text that will be printed before (**Beginning Text**) or after

(Ending Text) on the entries on the finance charge memo.

- Choose the **Beginning Text** or **Ending Text** actions respectively, and fill on the **Finance Charge Text** page.
- To automatically insert related values in the resulting finance charge text, enter the following placeholders in the **Text** field.

PLACEHOLDER	VALUE
%1	Content of the Document Date field on the finance charge memo header
%2	Content of the Due Date field on the finance charge memo header
%3	Content of the Interest Rate field on the related finance charge terms
%4	Content of the Remaining Amount field on the finance charge memo header
%5	Content of the Interest Amount field on the finance charge memo header
%6	Content of the Additional Fee field on the finance charge memo header
%7	The total amount of the reminder
%8	Content of the Currency Code field on the finance charge memo header
%9	Content of the Posting Date field on the finance charge memo header

See also

[Collect Outstanding Balances](#)

[Set Up Reminder Terms and Levels](#)

[Setting Up Finance](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Value-Added Tax

2/18/2021 • 11 minutes to read • [Edit Online](#)

Consumers and businesses pay value-added tax (VAT) when they purchase goods or services. The amount of VAT to pay can vary, depending on several factors. In Business Central, you set up VAT to specify the rates to use to calculate tax amounts based on the following:

- Who you sell to
- Who you buy from
- What you sell
- What you buy

You can set up VAT calculations manually, but that can be tricky and time consuming. To make it easy, we provide an assisted setup guide named **VAT Setup** that will help you with the steps. We recommend that you use the assisted setup guide to set up VAT.

NOTE


You can use the guide only if you have created a My Company, and have not posted transactions that include VAT. Otherwise, it would be very easy to use different VAT rates by mistake, and make VAT-related reports inaccurate.

If you want to set up VAT calculations yourself, or just want to learn about each step, this topic contains descriptions of each step.

To use the VAT Setup assisted setup guide to set up VAT (recommended)

We recommend that you use the VAT Setup assisted setup guide to set up VAT in Business Central.


To start the assisted setup guide, follow these steps:

1. Choose the  icon, enter **Assisted Setup**.
2. Choose **Set up VAT** and complete the steps.
3. When you have completed the assisted setup, visit the **Vat Posting Setup** page and check if you have to fill in additional fields according to the local requirements in your version of Business Central. For more information, see [Local functionality in Business Central](#)

To set up VAT registration numbers for your country or region

To help ensure that people enter valid VAT registration numbers, you can define formats for the VAT registration numbers that are used in the countries or regions in which you do business. Business Central will display an error message when someone makes a mistake or uses a format that is incorrect for the country or region.

To setup VAT registration numbers, follow these steps:

1. Choose the  icon, enter **Countries/Regions**.
2. Choose the country or region, and then choose the **VAT Reg. No. Formats** action.
3. In the **Formats** field, define the format by entering one or more of the following characters:
 - # Requires a single-digit number.

- @ Requires a letter. This is not case-sensitive.
- ? Allows any character.

TIP


You can use other characters as long as they are always present in the country or region format. For example, if you need to include a period or a hyphen between sets of numbers, you can define the format as ##.####.### or @@-###-###.

To set up VAT business posting groups

VAT business posting groups should represent the markets in which you do business with customers and vendors, and define how to calculate and post VAT in each market. Examples of VAT business posting groups are **Domestic** and **European Union (EU)**.

Use codes that are easy to remember and describe the business posting group, such as **EU**, **Non-EU**, or **Domestic**. The code must be unique. You can set up as many codes as you need, but you cannot have the same code more than once in a table.

To set up a VAT business posting group, follow these steps:

1. Choose the  icon, enter **VAT Business Posting Group**, and then choose the related link.
2. Fill in the fields as necessary.


You set up default VAT business posting groups by linking them to general business posting groups. Business Central automatically assigns the VAT business posting group when you assign the business posting group to a customer, vendor, or general ledger account.

To set up VAT product posting groups

VAT product posting groups represent the items and resources you buy or sell, and determine how to calculate and post VAT according to the type of item or resource that is being bought or sold.

It is a good idea to use codes that are easy to remember and describe the rate, such as **NO-VAT** or **Zero**, **VAT10** or **Reduced** for 10% VAT, and **VAT25** or **Standard** for 25%.

To set up a VAT business posting group, follow these steps:


1. Choose the  icon, enter **VAT Product Posting Groups**, and then choose the related link.
2. Fill in the fields as necessary.

To combine VAT posting groups in VAT posting setups

Business Central calculates VAT amounts on sales and purchases based on VAT posting setups, which are combinations of VAT business and product posting groups. For each combination, you can specify the VAT percent, VAT calculation type, and general ledger accounts for posting VAT for sales, purchases, and reverse charges. You can also specify whether to recalculate VAT when a payment discount is applied or received.

Set up as many combinations as you need. If you want to group VAT posting setup combinations with similar attributes, you can define a **VAT Identifier** for each group, and assign the identifier to the group members.

To combine VAT posting setups, follow these steps:

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. Fill in the fields as necessary.

To assign VAT posting groups by default to multiple entities

If you want to apply the same VAT posting groups to multiple entities, you can set up Business Central to do so by default. There are a couple of ways to do this:


- You can assign VAT business posting groups to general business posting groups, or customer or vendor templates
- You can assign VAT product posting groups on general product posting groups

The VAT business or product posting group is assigned when you choose a business or product posting group for a customer, vendor, item, or resource.


Assigning VAT Posting Groups to Accounts, Customers, Vendors, Items, and Resources

The following sections describe how to assign VAT posting groups to individual entities.


To assign VAT posting groups to individual general ledger accounts

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Open the **G/L Account** card for the account.
3. On the **Posting** FastTab, in the **Gen. Posting Type** field, choose either **Sale** or **Purchase**.
4. Choose the VAT posting groups to use for the sales or purchase account.

To assign VAT business posting groups to customers and vendors

1. Choose the  icon, enter **Customer** or **Vendor**, and then choose the related link.
2. On the **Customer** or **Vendor** card, expand the **Invoicing** FastTab.
3. Choose the VAT business posting group.

To assign VAT product posting groups to individual items and resources

1. Choose the  icon, enter **Item** or **Resource**, and then choose the related link.
2. Do one of the following:
 - On the **Item** card, expand the **Price & Posting** FastTab, and then choose **Show more** to display the **VAT Product Posting Group** field.
 - On the **Resource** card, expand the **Invoicing** FastTab.
3. Choose the VAT product posting group.

Setting Up Clauses to Explain VAT Exemption or Non-Standard VAT Rates


You set up a VAT clause to describe information about the type of VAT that is being applied. The information may be required by government regulation. After you set up a VAT clause, and associate it with a VAT posting setup, the VAT clause is displayed on printed sales documents that use the VAT posting setup group.

If needed, you can also specify how to translate VAT clauses to other languages. Then, when you create and print a sales document that contains a VAT identifier, the document will include the translated VAT clause. The language code specified on the customer card determines the language.


When non-standard VAT rates are used in different types of documents, such as invoices or credit memos, companies are usually required to include an exemption text (VAT clause) stating why a reduced VAT or zero VAT rate has been calculated. You can define different VAT clauses to be included on business documents per the type of document, such as invoice or credit memo. You do this on the **VAT Clauses by Doc. Type** page.

You can modify or delete a VAT clause, and your modifications will be reflected in a generated report. However, Business Central does not keep a history of the change. On the report, the VAT clause descriptions are printed and displayed for all lines in the report alongside the VAT amount and the VAT base amount. If a VAT clause has not been defined for any lines on the sales document, then the whole section is omitted when the report is printed.


To set up VAT clauses

1. Choose the  icon, enter **VAT Clauses**, and then choose the related link.
2. On the **VAT Clauses** page, create a new line.
3. In the **Code** field, enter an identifier for the clause. You use this code to assign the clause to VAT posting groups.
4. In the **Description** field, enter the VAT exemption text that you want to display on documents that can include VAT. In the **Description 2** field, enter additional text, if needed. The text will be displayed on new document lines.
5. Choose the **Description by Document Type** action.
6. On the **VAT Clauses by Doc. Type** page, fill in the fields to set up which VAT exemption text to display for which document type.
7. Optional: To assign the VAT clause to a VAT posting setup right away, choose **Setup**, and then choose the clause. If you want to wait, you can assign the clause later on the **VAT Posting Setup** page.
8. Optional: To specify how to translate the VAT clause, choose the **Translations** action.

To assign a VAT clause to a VAT posting setup

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. In the **VAT Clause** column, choose the clause to use for each VAT posting setup it applies to.



To specify translations for VAT clauses

1. Choose the  icon, enter **VAT Clauses**, and then choose the related link.
2. Choose the **Translations** action.
3. In the **Language Code** field, choose the language you are translating to.
4. In the **Description** and **Description 2** fields, enter the translations of the descriptions. This text displays in the translated VAT report documents.

To create a VAT posting setup to handle Import VAT

You use the Import VAT feature when you need to post a document where the entire amount is VAT. You will use this if you receive an invoice from the tax authorities for VAT for imported goods.

To set up codes for import VAT, follow these steps:

1. Choose the  icon, enter **VAT Product Posting Groups**, and then choose the related link.
2. On the VAT Product Posting Groups page, set up a new VAT product posting group for import VAT.
3. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
4. On the VAT Posting Setup page, create a new line, or use an existing VAT business posting groups in combination with the new VAT product posting group for import VAT.
5. In the **VAT Calculation Type** field, choose **Full VAT**.
6. In the **Purchase VAT Account** field, enter the general ledger account to use for posting import VAT. All other accounts are optional.

Using Reverse Charge VAT for Trade between EU Countries or Regions

Some companies must use reverse charge VAT when trading with other companies. For example this rule applies to purchases from EU countries/regions and sales to EU countries/regions.

NOTE

This rule applies when trading with companies that are registered as VAT liable in another EU country/region. If you do business directly with consumers in other EU countries/regions, then you should contact your tax authority for applicable VAT rules.

TIP

You can verify that a company is registered as VAT liable in another EU country by using the EU VAT Registration Number Validation service. The service is available for free in Business Central. For more information, see the section titled *Verify VAT registration numbers* in this topic.

Sales to EU Countries or Regions

VAT is not calculated on sales to VAT-liable companies in other EU countries/regions. You must report the value of these sales to EU countries/regions separately on your VAT statement.

To correctly calculate VAT on sales to EU countries/regions, you should:

- Set up a line for sales with the same information for purchases. If you have already set up lines on the VAT Posting Setup page for purchases from EU countries/regions, then you can also use these lines for sales.
- Assign the VAT business posting groups in the **VAT Bus. Posting Group** field on the **Invoicing** FastTab of the customer card of each EU customer. You should also enter the customer's VAT registration number in the **VAT Registration No.** field on the **Foreign Trade** FastTab.

When you post a sale to a customer in another EU country/region, the VAT amount is calculated, and a VAT entry is created by using the information about the reverse charge VAT and the VAT base, which is the amount that is used to calculate the VAT amount. No entries are posted to the VAT accounts in the general ledger.

Understanding VAT Rounding for Documents

Amounts in documents that are not yet posted are rounded and displayed to correspond with the final rounding of amounts that are actually posted. VAT is calculated for a complete document, which means that VAT is calculated based on the sum of all lines with the same VAT identifier in the document.

See Also

[Setting up VAT Statement Templates and VAT Statement Names](#)

[Setting Up Unrealized Value Added Tax](#)

[Report VAT to a Tax Authority](#)

[Work with VAT on Sales and Purchases](#)

[Work with the VAT Rate Change Tool](#)

[Verify VAT registration numbers](#)

[Local functionality in Business Central](#)

See Related Training at [Microsoft Learn](#)

NOTE

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Set Up Unrealized VAT for Cash-Based Accounting



2/18/2021 • 2 minutes to read • [Edit Online](#)

If you are using cash-based accounting methods, you can set up Business Central to handle unrealized VAT.

To use general ledger accounts for unrealized VAT

You can choose to have VAT amounts calculated and posted to a temporary general ledger account when an invoice is posted, and then posted to the correct general ledger account and included in VAT statements when the actual payment of the invoice is posted. Before you can do this, you must complete the VAT posting setup.

To use accounts for unrealized VAT, follow these steps:

1. Choose the  icon, and enter **General Ledger Setup**.
2. On the **General Ledger Setup** page, select the **Unrealized VAT** check box.
3. Choose the **Search for Page or Report** icon , and enter **VAT Posting Setup**.
4. On the **VAT Posting Setup** page, choose the VAT posting group, and then choose the **Edit** action.
5. In the **Unrealized VAT Type** field, choose an option to specify how to allocate payments to the invoice amount (excluding VAT) and the VAT amount itself, and how to transfer VAT amounts from the unrealized VAT account to the realized account. The following table describes the options.

OPTION	DESCRIPTION
Blank	Choose this option if you don't want to use the unrealized VAT feature.
Percentage	Payments covers both VAT and the invoice amount in proportion to the payment's percentage of the remaining invoice amount. The paid VAT amount is transferred from the unrealized VAT account to the realized VAT account.
First	Payments cover VAT first and then invoice amounts. In this case, the amount transferred from the unrealized VAT account to the VAT account will equal the amount of the payment until the total VAT has been paid.
Last	Payments cover the invoice amount first and then VAT. In this case, no amount will be transferred from the unrealized VAT account to the VAT account until the total amount of the invoice, excluding VAT, has been paid.
First (Fully Paid)	Payments will cover VAT first (like the <i>First</i> option), but no amount will be transferred to the VAT account until the full amount of VAT has been paid.
Last (Fully Paid)	Payments will cover invoice amount first (like the <i>Last</i> option), but no amount will be transferred to the VAT account until the full amount of VAT has been paid.

6. In the **Sales VAT Unreal. Account** field, choose the account for unrealized sales VAT.

NOTE

The VAT amount will be posted to this account, and stay there until the customer payment is posted. The amount is then transferred to the account for sales VAT.

7. In the **Purch. VAT Unreal. Account** field, enter the general ledger account for unrealized purchase VAT.

NOTE

The VAT amount will be posted to this account, and stay there until the customer payment is posted. The amount is then transferred to the account for purchase VAT.

See Also

[Setting Up Value Added Tax](#)

NOTE

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Validate VAT Registration Numbers

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It is important that the VAT registration numbers you have for customers, vendors, and contacts are valid. For example, companies sometimes change their tax liability status, and in some countries tax authorities might ask you to provide reports, such as the EC Sales List report, that list the VAT registration numbers you use when you do business.

The European Commission provides the VIES VAT Number Validation service on its website, which is public and free. Business Central can save you a step and let you use the VIES service to validate and track VAT numbers for customers, vendors, and contacts straight from the customer, vendor, and contact cards. The service in Business Central is named **EU VAT Reg. No. Validation Service**. The service is available on the **Service Connections** page, and you can start using it right away. The service connection is free, and sign-up is not required.

To verify VAT registration numbers

In order to enable the **EU VAT Reg. No. Validation Service** open the entry in the **Service Connection** page. The **Service Endpoint** field should already be populated. If not, you can use the **Set Default Endpoint** action. Then set the **Enabled** field and you are good to go.

NOTE

To enable the EU VAT Reg. No. Validation Service, you must have administrator permissions.

When you use our service connection, we record a history of VAT numbers and verifications for each customer, vendor, or contact, in the **VAT Registration Log**, so you can easily track them. The log is specific to each customer. For example, the log is useful for proving that you have verified that the current VAT number is correct. When you verify a VAT number, the **Request Identifier** column in the log will reflect that you have taken action.

You can view the VAT Registration log on the Customer, Vendor, or Contact cards, on the **Invoicing** FastTab, by choosing the lookup button in the **VAT Registration No.** field.

There are a couple of things to note about the VIES VAT Number Validation service:

- The service uses the http protocol, which means that data transferred through the service is not encrypted.
- You may experience downtime for this service for which Microsoft is not responsible. The service is part of a broad EU network of national VAT registers.

IMPORTANT

It is your responsibility to check that the data is valid. On occasion, data with errors is returned by the VIES VAT Number Validation service. If validation fails, validate the VAT registration numbers on the [web site](#), print the result or save it to a shared location, and then add the link to the record for your customer, vendor, or contact. For more information, see [Manage Attachments, Links, and Notes on Cards and Documents](#).

See Also

[Set Up Value-Added Tax](#)

[Setting Up Unrealized Value Added Tax](#)

Report VAT to a Tax Authority
Work with VAT on Sales and Purchases
Local functionality in Business Central

NOTE

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Setting Up Source Codes and Reason Codes for Audit Trails

2/18/2021 • 3 minutes to read • [Edit Online](#)

All posted entries are automatically assigned a source code so that transactions can be traced to their origin. If you want to give entries a supplementary source code, you can use reason codes. Reason codes are used to indicate why an entry was created. When you set up reason codes, you can assign them to entire journal templates and journal batches, and you can assign them to individual journal lines and documents.

For both source codes and reason codes, use codes that are easy to remember and descriptive. The code must be unique, and you can set up as many codes as you like.


Define source codes

Sometimes, you want see how a particular entry arose, such as whether it came from posting a general journal or a purchase invoice. A source code indicates where an entry was created. Entries are created when journals and invoices are posted and when certain batch jobs are executed. Each posting type has a specific source code that is assigned when individual entries are created.

Posting journals, orders, invoices, or credit memos, and running various batch jobs, creates entries in the financial statements. The **Source Code Setup** page contains several FastTabs, one for each application area. Each FastTab contains the source codes that are applicable for that application area.

When you post or run a batch job, the correct source code is automatically attached to the entry. For example, when you post from the general journal, the entry is coded as *GENJNL*. You can then filter the **General Ledger Entries** page to show which entries were posted from the general journal or from sales documents, for example

To define source codes


1. Choose the , enter **Source Code Setup**, and then choose the related link.
2. In the **Source Code Setup** window, for each each posting type and batch job, specify the relevant source code.

You can change the contents of a field later, and that change will then impact future postings.

Change source codes

You may want to change a source code. For example, you want to change the source code *GENJNL* to *GNJ*.

To change source codes

1. Choose the , enter **Source Codes**, and then choose the related link.
2. On the line with the code to be changed, select the code in the **Code** field.
3. Enter the new code, and then choose the **Yes** button. You can also change the contents of the **Description** field.


All new entries that are posted from the general journal will have the new source code.

Define reason codes

Reason codes supplement the source codes and are used to indicate why an entry was created. You can assign

reason codes on individual entries, and you can assign permanent codes to specific journal templates and journal batches. When a reason code is linked to a journal line or a sales or purchase header, all entries are marked with the reason code when they are posted.


To set up reason codes

1. Choose the  icon, enter **Reason Codes**, and then choose the related link.
2. In the **Reason Codes** window, enter the first code in the **Code** field. In the **Description** field, enter an explanatory text.

Repeat the procedure for each code you want to use. You can set up any number of codes.

The following procedure describes how to add a reason code to a journal template, but similar steps apply to adding a reason code to a journal line or journal batch.

To assign reason codes to journal templates

1. Choose the  icon, enter **General Journal Templates**, and then choose the related link.
2. On the line with the selected journal template, in the **Reason Code** field, specify the relevant code.
3. Close the journal template.

The selected reason code will be copied to new journal batches created under this journal template. You assign reason codes to journal templates in the other application areas in the same way.

To use reason codes on sales and purchase documents

1. Open the relevant sales or purchase document.
2. On the sales or purchase header, enter the code in the **Reason Code** field.

When the invoice is posted, the reason code is copied to each general ledger, customer, and vendor entry. You cannot assign different reason codes to the individual purchase and sales lines because all lines are posted as one entry.

See Related Training at [Microsoft Learn](#)

See Also

[Finance](#)

[Reconciling Bank Accounts](#)

[Working with Dimensions](#)

[Importing Business Data from Other Finance Systems](#)

[Analyzing Cash Flow in Your Company](#)

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NOTE

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Enable Application of Ledger Entries in Different Currencies


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If you purchase from a vendor in one currency and submit payment in another currency, you can apply the payment to the purchase.

Likewise, if you sell to a customer in one currency and receive payment in another currency, you can apply the payment to the sales invoice.

The following procedure describes how to set this up for vendor ledger entries on the **Purchases & Payables Setup** page. The setup is similar for customer ledger entries on the **Sales & Receivables Setup** page.

To enable application of vendor ledger entries in different currencies

1. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
2. In the **Appln. between Currencies** field, select one of the following options.



OPTION	DESCRIPTION
None	Application between currencies is not allowed.
EMU	Application between EMU currencies is allowed.
All	Application between all currencies is allowed.

To set up G/L accounts for currency application rounding differences

If you apply entries in different currencies, you must set up the general ledger accounts to which you want to post rounding differences.

NOTE

You must set up the general ledger accounts before you complete the task. For more information, see [Understanding the General Ledger and the Chart of Accounts](#).

1. Choose the  icon, enter **Customer Posting Groups**, and then choose the related link.
2. In the **Debit Curr. Appln. Rndg. Acc.** and **Credit Curr. Appln. Rndg. Acc.** fields, enter the relevant general ledger accounts to post rounding differences.
3. Choose the  icon, enter **Vendor Posting Groups**, and then choose the related link.
4. In the **Debit Curr. Appln. Rndg. Acc.** and **Credit Curr. Appln. Rndg. Acc.** fields, enter the relevant general ledger accounts to post rounding differences.

See Also

[Managing Payables](#)

[Managing Receivables](#)

[Working with Business Central](#)

NOTE

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Set Up an Additional Reporting Currency

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As companies operate in increasingly more countries/regions, it becomes more important that they are able to review and report financial data in more than one currency.

Your general ledger is set up to use your local currency (LCY), but you can set it up to also use another currency with a current exchange rate assigned. By designating a second currency as a so-called additional reporting currency, Business Central will automatically record amounts in both LCY and this additional reporting currency on each G/L entry and other entries, such as VAT entries.

WARNING

The Additional Reporting Currency functionality should not be used as a basis for financial statement translation. It is not a tool that can perform translation of foreign subsidiary financial statements as part of a company consolidation. The additional reporting currency can only be used to prepare reports in another currency, as if that currency was the company's local currency.

Displaying Reports and Amounts in the Additional Reporting Currency

Using an additional reporting currency can assist the reporting process for a company in the following cases:

- Companies in non-EU countries/regions that have a high proportion of transactions with EU country/region companies. In this case, the non-EU company may also wish to report in euro to make its financial reports more usable for EU trade partners.
- Companies that also wish to display reports in a more internationally traded currency than their own local currency.

Several financial reports are based on G/L entries. To display report data in the additional reporting currency, you simply place a check mark in the **Show Amounts in Add. Reporting Currency** field on the **Options** FastTab for the relevant G/L report.

Adjusting Exchange Rates

Because exchange rates fluctuate constantly, additional currency equivalents in your system must be adjusted periodically. If these adjustments are not done, amounts that have been converted from foreign (or additional) currencies and posted to the general ledger in LCY may be misleading. In addition, daily entries posted before a daily exchange rate is entered into application must be updated after the daily exchange rate information is entered. The **Adjust Exchange Rates** batch job is used to adjust the exchange rates of posted customer, vendor and bank account entries. It can also update additional reporting currency amounts on G/L entries. For more information, see [Update Currency Exchange Rates](#).


Setting Up an Additional Reporting Currency

To set up an additional reporting currency, you must follow these steps:

- Specify general ledger accounts for posting exchange rate adjustments.
- Specify the exchange rate adjustment method for all general ledger accounts.
- Specify the exchange rate adjustment method for VAT entries.

- Activate the additional reporting currency.

To specify general ledger accounts for posting exchange rate adjustments

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. On the **Currencies** page, fill in the following fields for the additional reporting currency.


FIELD	DESCRIPTION
Realized GL Gains Account	The general ledger account to which exchange rate gains for currency adjustments between LCY and the additional reporting currency will be posted.
Realized GL Losses Account	The general ledger account to which exchange rate losses for currency adjustments between LCY and the additional reporting currency will be posted.
Residual Gains Account	The general ledger account to which residual amounts that are gains are posted if you post in the general ledger application area in both LCY and an additional reporting currency.
Residual Losses Account	The general ledger account to which residual amounts that are losses are posted if you post in the general ledger application area in both LCY and an additional reporting currency.

NOTE

Residual amounts can occur when Business Central rounds debit and credit amounts that have been converted from LCY to an additional reporting currency.

For each general ledger account, you must specify how general ledger amounts for that account will be adjusted for exchange rate fluctuations between LCY and the additional reporting currency.

To specify the exchange rate adjustment method for all general ledger accounts

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the **Chart of Accounts** page, select the relevant account, and then choose the **Edit** action.
3. On the **GL Account Card** page, select the relevant method in the **Exchange Rate Adjustment** field.

If you post in an additional reporting currency, specify in the **Exchange Rate Adjustment** field how this general ledger account will be adjusted for exchange-rate fluctuations between LCY and the additional reporting currency. The following table shows the options to choose from.


FIELD	DESCRIPTION
No Adjustment	<p>No exchange rate adjustment is made to the general ledger account. This is the default option.</p> <p>NOTE: This option should be selected if the exchange rate between the LCY and additional reporting currency is always fixed.</p>

FIELD	DESCRIPTION
Adjust Amount	The LCY amount is adjusted for any exchange rate gains or losses. Exchange rate gains or losses are posted to the general ledger account in the Amount field and to the accounts you specified for gains or losses in the Realized G/L Gains Account and Realized G/L Losses Account fields on the Currencies page.
Adjust Additional-Currency Amount	The additional reporting currency is adjusted for any exchange rate gains or losses. Exchange rate gains or losses are posted to the general ledger account in the Additional-Currency Amount field and to the accounts you specified for gains or losses in the Realized G/L Gains Account and Realized G/L Losses Account fields on the Currencies page.

Exchange rate gains and losses are posted when you run the **Adjust Exchange Rates** batch job. In that batch job, the adjustment exchange rate is identified on the **Currency Exchange Rates** page, and then the amounts in the **Amount** and **Additional-Currency Amount** fields on the general ledger entry are compared to determine whether there is an exchange rate gain or loss. The batch job uses the option that you select in the **Exchange Rate Adjustment** field to determine how to calculate and post exchange rate gains or losses for general ledger accounts.

4. Close the **G/L Account Card** page.

To specify exchange rate adjustment method for VAT entries

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, select the relevant method in the **VAT Exchange Rate Adjustment** field.
3. If you post in an additional reporting currency, you can specify in the **VAT Exchange Rate Adjustment** field how the accounts set up for VAT posting on the **VAT Posting Setup** page will be adjusted for exchange-rate fluctuations between LCY and the additional reporting currency.


When you run the **Adjust Exchange Rates** batch job, the adjustment exchange rate is identified on the **Currency Exchange Rate** page and then the amounts in the **Amount** and **Additional-Currency Amount** fields on the VAT entry are compared to determine if there is an exchange rate gain or loss. The batch job uses the option that you select in this field to determine how to post exchange rate gains or losses for VAT accounts.

You have the same options as with general ledger entries but in this case the entries adjusted will be the VAT entries. The following table shows the options to choose from.

FIELD	DESCRIPTION
No Adjustment	No exchange rate adjustment is made to the general ledger account. This is the default option.
Adjust Amount	The LCY amount is adjusted for any exchange rate gains or losses. Exchange rate gains or losses are posted to the general ledger account in the Amount field and to the accounts you specified for gains or losses in the Realized G/L Gains Account and Realized G/L Losses Account fields on the Currencies page.

FIELD	DESCRIPTION
Adjust Additional-Currency Amount	The additional reporting currency is adjusted for any exchange rate gains or losses. Exchange rate gains or losses are posted to the general ledger account in the Additional-Currency Amount field and to the accounts you specified for gains or losses in the Realized G/L Gains Account and Realized G/L Losses Account fields on the Currencies page.

To activate the additional reporting currency

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, choose the **Additional Reporting Currency** field to select the additional currency that you want to report in.
3. When you leave the field, Business Central displays a confirmation message describing the effects of activating the additional reporting currency.
4. Choose the **Yes** button to confirm that you want to activate the currency.
5. The **Adjust Add. Reporting Currency** batch job opens.

This batch job converts LCY amounts on existing entries to the additional reporting currency. The batch job uses a default exchange rate copied from the exchange rate that is valid on the work date on the **Currency Exchange Rates** page. Residual amounts that occur on conversion of LCY to additional reporting currency are posted to the residual gains and losses accounts specified on the **Currencies** page. The posting date and document number for these entries are the same as for the original general ledger entry. After all these residual entries are posted, the batch job posts a rounding entry on the closing date of each closed year to the retained earnings account. This is to make sure that the ending balance of the income accounts for each closed years is 0 in both LCY and the additional reporting currency.

6. Fill in the fields as necessary. Hover over a field to read a short description.
7. Choose the **OK** button to run the batch job.

After running the batch job, amounts on the following existing entries will be in both LCY and in the additional reporting currency:

- General ledger entries
- Item application entries
- VAT entries
- Job ledger entries
- Value entries
- Production order lines
- Production order ledger entries

In addition, all future entries of the same type will have amounts recorded in both LCY and the additional reporting currency.

NOTE

The **Add. Reporting Currency** field will only be activated after you choose the **OK** button in the **Adjust Add. Reporting Currency** batch job.

See Related Training at [Microsoft Learn](#)

See Also

[Update Currency Exchange Rates](#)

[Closing Years and Periods](#)

[Working with Business Central](#)

NOTE

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Update Currency Exchange Rates

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As companies operate in increasingly more countries/regions, it becomes more important that they be able to trade and report financials in more than one currency. You must set up a code for each currency you use if you buy or sell in currencies other than your local currency, have receivables or payables in other currencies, or record G/L transactions in different currencies.

Your general ledger is set up to use your local currency (LCY), but you can set it up to also use another currency with a current exchange rate assigned. By designating a second currency as a so-called additional reporting currency, Business Central will automatically record amounts in both LCY and this additional reporting currency on each G/L entry and other entries, such as VAT entries. For more information, see [Set Up an Additional Reporting Currency](#).

Adjusting Exchange Rates

Because exchange rates fluctuate constantly, additional currency equivalents in your system must be adjusted periodically. If these adjustments are not done, amounts that have been converted from foreign (or additional) currencies and posted to the general ledger in LCY may be misleading. In addition, daily entries posted before a daily exchange rate is entered into application must be updated after the daily exchange rate information is entered.

The **Adjust Exchange Rates** batch job is used to manually adjust the exchange rates of posted customer, vendor and bank account entries. It can also update additional reporting currency amounts on G/L entries.

TIP

You can use a service to update exchange rates in the system automatically. For more information, see [To set up a currency exchange rate service](#). However, this does not adjust exchange rates on already posted transactions. To update exchange rates on posted entries, use the **Adjust Exchange Rates** batch job.

Effect on Customers and Vendors

For customer and vendor accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date that is specified in the batch job. The batch job calculates the differences for the individual currency balances and posts the amounts to the general ledger account that is specified in the **Unrealized Gains Acc.** field or the **Unrealized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the receivables/payables account in the general ledger.

The batch job processes all open customer ledger entries and vendor ledger entries. If there is an exchange rate difference for an entry, the batch job creates a new detailed customer or vendor ledger entry which reflects the adjusted amount on the customer or vendor ledger entry.

Dimensions on Customer and Vendor Ledger Entries

The adjustment entries are assigned the dimensions from the customer/vendor ledger entries, and the adjustments are posted per combination of dimension values.

Effect on Bank Accounts

For bank accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date specified in the batch job. The batch job calculates the differences for each bank account that has a currency code and posts the amounts to the general ledger account that is specified in the **Realized Gains Acc.** field or the **Realized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the

general ledger bank accounts that are specified in the bank account posting groups. The batch job calculates one entry per currency per posting group.

Dimensions on Bank Account Entries

The adjustment entries for the bank account's general ledger account and for the gain/loss account are assigned the bank account's default dimensions.

Effect on G/L Accounts

If you post in an additional reporting currency, you can have the batch job create new general ledger entries for currency adjustments between LCY and the additional reporting currency. The batch job calculates the differences for each general ledger entry and adjusts the general ledger entry depending on the contents of the **Exchange Rate Adjustment** field for each general ledger account.

Dimensions on G/L Account Entries


The adjustment entries are assigned the default dimensions from the accounts they are posted to.

IMPORTANT


Before you can use the batch job, you must enter the adjustment exchange rates that are used to adjust the foreign currency balances. You do so on the **Currency Exchange Rates** page.

To set up a currency exchange rate service

You can use an external service to keep your currency exchange rates up to date, such as FloatRates.

1. Choose the  icon, enter **Currency Exchange Rate Services**, and then choose the related link.
2. Choose the **New** action.
3. On the **Currency Exchange Rate Service** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **Enabled** check box to enable the service.

To update currency exchange rates through a service

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. Choose the **Update Exchange Rates** action.

The value in the **Exchange Rate** field on the **Currencies** page is updated with the latest currency exchange rate.

See Related Training at [Microsoft Learn](#)

See Also

[Set Up an Additional Reporting Currency Closing Years and Periods](#)
[Working with Business Central](#)

NOTE

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Set Up Multiple Interest Rates

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Multiple interest rates are used for different periods for delayed payments in trade transactions. For example, a government specifies the maximum interest to be levied for a consumer. This interest rate can be changed twice a year on 01 January and 01 July. The interest rate between businesses (B2B) is agreed by the parties and there is no limit to that customer group. The announced rate is usually four percent more than the normal bank interest.

When you create finance charge terms and reminder terms, for delayed payment penalty, you can specify multiple interest rates so that the penalty fee is calculated from different interest rates in different periods. For more information, see [Collect Outstanding Balances](#).

To set up multiple interest rates

1. Choose the  icon, enter **Finance Charge Terms**, and then choose the related link.
2. On the **Finance Charge Terms** page, select the required finance term, and then choose the **Interest Rates** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **OK** button.
5. Choose the  icon, enter **Reminder Terms**, and then choose the related link.
6. On the **Reminder Terms** page, select the required reminder term, and then choose the **Levels** action.
7. On the **Reminder Levels** page, select the **Calculate Interest** field.

When you issue a finance charge memo, the memo shows the finance charges with multiple interest rates for a specific time period. The memo also contains the contact details of the customer, the company issuing the memo, the additional amount, and the total amount. The opening entry on the memo is displayed in bold. The finance charges are calculated with multiple interest rates for a specific time period and are printed after the opening entry of the memo.

See Also

[Collect Outstanding Balances](#)

[Setting Up Finance](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Invoice Rounding

2/18/2021 • 2 minutes to read • [Edit Online](#)

If you need to round invoice amounts when you create invoices, you can use the automatic rounding function. When an invoice is rounded, an extra line is added with the rounding amount and posted with the other invoice lines.

NOTE

Local regulations or local custom may require the invoice to be rounded in a specific way, for example, to an amount divisible by 0.05.

To use automatic invoice rounding, you must:

- Specify the general ledger accounts to which rounding differences will be posted.
- Set up rules for rounding invoices in local currency and in foreign currency.
- Activate the function.


NOTE

In addition to the invoice rounding features, you can round amounts on invoices by the unit-amount rounding feature and the amount rounding feature.

Set up general ledger accounts for invoice rounding differences

To use the automatic invoice rounding function, you must set up the general ledger account or accounts where rounding differences will be posted. Before you can do this, you must set up VAT product posting groups. For more information, see [Set up VAT](#).

To set up general ledger accounts for invoice rounding differences


1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the **Chart of Accounts** page, set up the account and name it **Invoice Rounding** or something similar. Business Central will use the account name as text for invoices that are rounded.
3. Depending on whether you use VAT or sales tax, in the **Tax Prod. Posting Group** or **VAT Prod. Posting Group** fields, choose a posting group for rounded amounts. You may want to set up a new group code to use for invoice rounding.
4. Leave the **Gen. Posting Type**, and either the **Tax Bus. Posting Group** or **VAT Bus. Posting Group** fields blank.

Now you can assign the invoice rounding account to posting groups on the **Vendor Posting Groups** page.

Set up rounding for foreign and local currencies


Before you can use the automatic invoice rounding function, you must set up rounding rules for foreign and local currencies.

To set up rounding for foreign currencies

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. On the **Currencies** page, choose the foreign currency to open the **Currency Card**, and then fill in the


Amount Rounding Precision, Unit-Amount Rounding Precision, Invoice Rounding Precision and Invoice Rounding Type fields.

To set up rounding for your local currency

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, on the **General** FastTab, fill in the **Inv. Rounding Precision** and **Inv. Rounding Type** fields.

Activate the invoice rounding function

To ensure that sales and purchase invoices are rounded automatically, you must activate the invoice rounding function. You activate invoice rounding separately for sales and purchase invoices.

1. Choose the  icon, enter **Sales & Receivables Setup** or **Purchases & Payables Setup**, and then choose the related link.
2. On the **General** FastTab, choose the **Invoice Rounding** check box.

See Also

[Invoice Sales](#)

[Record Purchases](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Setting Up or Changing the Chart of Accounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

The chart of accounts shows the ledger accounts that store your financial data. Business Central includes a standard chart of accounts that is ready to support your business. However, you can change the default accounts, and you can add new accounts.

Adding or Changing Accounts

From the chart of accounts, you can open each G/L account and add or change settings.

NOTE

You can delete a general ledger account. However, before you delete it, the following must be true:

- The balance on the account must be zero.
- The **Allow G/L Acc. Deletion Before** field must be set on the **General Ledger Setup** page, and the account must not have ledger entries on or after that date.
- If the **Check G/L Account Usage** field on the **General Ledger Setup** page is selected, then the account must not be used in any posting groups or posting setup.

Business Central will prevent you from deleting a general ledger account that stores data that is needed in the chart of accounts.

See Related Training at [Microsoft Learn](#)

See Also

[The General Ledger and the Chart of Accounts](#)

[Reconciling Bank Accounts](#)

[Working with Dimensions](#)

[Importing Data from Other Finance Systems](#)

[Work with Account Schedules](#)

[Working with Business Central](#)

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NOTE

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Setting Up Cash Flow Analysis

2/18/2021 • 6 minutes to read • [Edit Online](#)

If you want some help to decide what to do with your cash, have a look at the charts on the Accountant Role Center:

- Cash Cycle
- Income & Expense
- Cash Flow
- Cash Flow Forecasts

This topic describes where the data in the charts comes from and, if necessary, what to do to start using the charts.

The Cash Cycle and Income & Expense charts

The **Cash Cycle** and **Income & Expense** charts are ready to go, based on the Chart of Accounts and account schedules. The accounts are where the data comes from, and account schedules calculate the relationship between sales and receivables. Some accounts and account schedules are provided. You can use them as-is, change them, and add new ones. If you add G/L accounts to your chart of accounts, for example, by importing them from QuickBooks, you'll need to map to the accounts on the **Account Schedules** page for the following account schedule names:

ACCOUNT SCHEDULE NAME	WHERE IT'S USED
I_CACYCLE	Cash Cycle
I_CASHFLOW	Cash Flow
I_INCEXP	Income & Expense
I_MINTRIAL	As an income statement if you don't use the chart of accounts

Note It's a good idea to keep the calculations that are provided for the account schedule.

Enter accounts in the **Totaling** field for **Total Revenue**, **Total Receivables**, **Total Payables**, and **Total Inventory**. To map to a range of accounts, or more than one specific account, enter the account numbers separated by "." or by a vertical bar, respectively. For example, 1111..4444 or 2222|3333|5555.

Tip Verify your mapping by choosing the **Overview** action.

Set up the Cash Flow chart

The Cash Flow chart is based on the following:

- A chart of cash flow accounts.

- One or more cash flow setups. These specify the accounts to use for general ledger, purchases, sales, services, and fixed assets.

To help you get going, some accounts and cash flow setups are provided. You can add, change, or remove them.

To set these up, search for **cash flow accounts**, choose the link, and then fill in the fields. Hover over a field to read a short description. Repeat these steps for **cash flow setup**.

Set up cash flow forecasts


The **Cash Flow Forecast** chart uses cash flow accounts, cash flow setups, and cash flow forecasts. Some are provided, however, you can set up your own by using an assisted setup guide. The guide helps you specify things like how often to update the forecast, the accounts to base it on, information about when you pay taxes, and whether to turn on [Azure AI](#).

Cash flow forecasts can use Azure AI to predict future documents. The result is a more comprehensive forecast. The connection to Azure AI is already set up for you. You just need to turn it on. When you sign in to Business Central, a notification displays in a blue bar, and provides a link to the default cash flow setup. The notification displays only once. If you close it, but decide to turn on Azure AI, you can use the assisted setup guide, or a manual process.


NOTE

Alternatively, you can use your own predictive web service. For more information, see [Create and use your own predictive web service for cash flow forecasts](#).

To use the assisted setup guide:

1. In the Accountant Role Center, under the **Cash Flow Forecast** chart, choose the **Open Assisted Setup** action.
2. Fill in the fields in each step of the guide.
3. Choose the  icon, enter **Cash Flow Forecast**, and then choose the related link.
4. On the **Cash Flow Forecast** page, choose the **Recalculate Forecast** action.

To use a manual process:

1. In the Accountant Role Center, search for **Cash Flow Setup**, and then choose the related link.
2. Expand the **Azure AI** FastTab, and then choose the **Azure AI Enabled** check box.
3. Choose the  icon, enter **Cash Flow Forecast**, and then choose the related link.
4. On the **Cash Flow Forecast** page, choose the **Recalculate Forecast** action.

TIP

Consider the length of the periods that the service will use in its calculations. The more data you provide, the more accurate the predictions will be. Also, watch out for large variances in periods. They will also impact predictions. If Azure AI does not find enough data, or the data varies a lot, the service will not make a prediction.

Design details

Subscriptions for Business Central come with access to several predictive web services in all regions where Business Central is available. For more information, see the Microsoft Dynamics 365 Business Central Licensing Guide. The guide is available for download on the [Business Central](#) website.

These web services are stateless, meaning they use data only to calculate predictions on demand. They do not

store data.

NOTE

You can use your own predictive web service instead of ours. For more information, see [Create and use your own predictive web service for cash flow forecasts](#).

Data required for forecast

To make predictions about future revenue and expenses, web services require historical data from receivables, payables, and taxes.

Receivables:

Due Date, Amount (LCY) fields of the **Customer Ledger Entries** page, where:

- The document type is Invoice or Credit Memo.
- The due date is between date that is calculated based on the values in the **Historical Periods** and **Period Type** fields on the **Cash Flow Setup** page and the work date.

Before using the predictive web-service Business Central compresses transactions by **Due Date** based on the value in the **Period Type** field on the **Cash Flow Setup** page.

Payables:

Due Date, Amount (LCY) fields on the **Vendor Ledger Entries** page, where:

- The document type is "Invoice" or "Credit Memo."
- The due date is between date that is calculated based on values in the **Historical Periods** and **Period Type** fields on the **Cash Flow Setup** page and the work date.

Before using the predictive web-service Business Central compresses transactions by **Due Date** based on the value in the **Period Type** field on the **Cash Flow Setup** page.

Tax:


Document Date, Amount fields on the **VAT (Tax) Ledger Entries** page, where:

- The document type is "sales."
- The document date is between the date that is calculated based on values in the **Historical Periods** and **Period Type** fields on the **Cash Flow Setup** page and the work date.

Before using the predictive web-service Business Central compresses transactions by **Document Date** based on value in the **Period Type** field in the **Cash Flow Setup** page.

Create and use your own predictive web service for cash flow forecasts

You can also create your own predictive web service based on a public model named **Forecasting model for Microsoft Business Central**. This predictive model is available online in the Azure AI Gallery. To use the model, follow these steps:

1. Open a browser and go to the [Azure AI Gallery](#).
2. Search for **Forecasting Model for Microsoft Business Central**, and then open the model in Azure Machine Learning Studio.
3. Use your Microsoft account to sign up for a workspace, and then copy the model.
4. Run the model, and publish it as a web service.
5. Make a note of the API URL and API key. You will use these credentials for a cash flow setup.
6. Choose the  icon, enter **Cash Flow Setup**, and then choose the related link.

7. Expand the **Azure AI FastTab**, and then fill in the fields.

See Related Training at [Microsoft Learn](#)

See Also

[Analyzing Cash Flow in Your Company](#)

[Setting Up Finance](#)

[Working with Business Central](#)

NOTE

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Set Up Cash Customers

2/18/2021 • 2 minutes to read • [Edit Online](#)

You cannot create an invoice without a customer number. This is true, even if you make a cash sale and do not have anything to record in a customer account.

To set up a cash customer

1. Choose the  icon, enter **Customer**, and then choose the related link.
2. Create a new **Customer** card. For more information, see [Register New Customers](#).
3. In the **No.** field, enter **Cash**, for example.
4. In the **Name** field, enter **Cash Sale**, for example.
5. On the **Invoicing** FastTab, fill in the **Customer Posting Group** and the **Gen. Bus. Posting Group** fields.

Now you have set up a customer that contains sufficient information for invoicing.

NOTE

You may have chosen a posting group that is also used for domestic credit sales. If you want to maintain separate data on cash sales, for example, with a special sales or receivables account, you can set up an extra posting group for this purpose.

You must enter a number for a receivables account for the posting group, even though the balance in this account will always be 0 after you post an invoice.

See Also

[Managing Receivables](#)

[Register New Customers](#)

[Finance](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up and Report Intrastat

2/18/2021 • 8 minutes to read • [Edit Online](#)

All companies in the European Union must report their trade with other EU countries/regions. You must report the movement of goods to the statistics authorities in your country/region every month, and the report must be delivered to the tax authorities. This is referred to as Intrastat Reporting. You use the **Intrastat Journal** page to complete periodic Intrastat reports.

Required and Optional Setups

Before you can use the Intrastat journal to report Intrastat information, there are several things you must set up:

- **Intrastat Setup:** Intrastat Setup page is used to enable intrastat reporting and set defaults for it. You can specify whether you need to report Intrastat from shipments (dispatches), receipts (arrivals) or both depending on thresholds set by your local regulations. You can also set default transaction types for regular and return documents, used for nature of transaction reporting.
- **Intrastat journal templates:** You must set up the Intrastat journal templates and batches you will use. Because Intrastat is reported monthly, you must create 12 Intrastat journal batches based on the same template.
- **Commodity codes:** Customs and tax authorities have established numerical codes that classify items and services. You specify these codes on items.
- **Transaction nature codes:** Countries and regions have different codes for types of Intrastat transactions, such as ordinary purchase and sale, exchange of returned goods, and exchange of non-returned goods. Set up all of the codes that apply to your country/region. You use these codes on sales and purchase documents, and when you process returns.
- **Transport methods:** There are seven, one-digit codes for Intrastat transport methods. 1 for sea, 2 for rail, 3 for road, 4 for air, 5 for post, 7 for fixed installations, and 9 for own propulsion (for example, transporting a car by driving it). Business Central does not require these codes, however, we recommend that the descriptions provide a similar meaning.

Optionally, you can also set up:

- **Transaction specifications:** Use these to supplement the descriptions from the transaction types.
- **Areas:** Use these to supplement information about countries and regions.
- **Entry/exit points:** Use these to specify the locations where you ship or receive items to or from other countries. Heathrow Airport is an example of an entry or exit point. You enter entry or exit points on sales and purchase documents on the **Foreign Trade** FastTab. This information will also be copied from the item entries when you create the Intrastat journal.


To set up Intrastat templates and batches

The Intrastat batch jobs include only item entries, and not general ledger entries. If you have general ledger entries that qualify for Intrastat reporting, you must enter them manually. For example, if you purchase a computer from another EU country or region, the computer is not placed in inventory, but is posted to a general ledger account. You must manually enter this type of entry in the Intrastat journal.

You can export the entries to a file that you can send to your Intrastat authorities. You can also print a report, manually enter the information on the forms from your authorities, and then submit the information.

NOTE

We recommended that you set up an Intrastat journal batch for each month.


1. Choose the  icon, enter **Intrastat Journal Templates**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.. Create a template for each Intrastat form you use.
3. To create batches, choose the **Batches** action.
4. Fill in the fields as necessary. Hover over a field to read a short description.. Create a template for each Intrastat form you use.

NOTE


In the **Statistics Period** field, enter the statistics period as a four-digit number, where the first two digits represent the year and the next two digits represent the month. For example, enter 1706 for June, 2017.

To set up commodity codes

All items that you buy or sell must have a commodity code.

1. Choose the  icon, enter **Commodity Codes**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. To assign a commodity code to an item, go to the **Item Card** page, expand the **Costs & Posting** FastTab, and then enter the code in the **Commodity Code** field.


To set up transaction nature codes

1. Choose the  icon, enter **Transaction Nature Codes**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

TIP


If you frequently use a particular transaction nature code, you can make it the default. To do this, go to the **Intrastat Setup** page, and choose the code.

To set up transport methods

1. Choose the  icon, enter **Transport Methods**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

To set up which Intrastat report fields are mandatory

In some countries, such as Spain and UK, the authorities require that Intrastat reports include, for example, the shipment method for purchases or some other values when sales is over a certain threshold. On the **Intrastat Setup** page, you can select to make **Intrastat Checklist Setup** to set mandatory fields on the **Intrastat Journal** page.


1. Choose the  icon, enter **Intrastat Setup**, and then choose the related link.
2. Chooses the **Intrastat Checklist Setup** action.
3. On the **Intrastat Checklist Setup** page, click in the **Field Name** to pick Intrastat report field you want to make mandatory.

To Report Intrastat

After you fill in the Intrastat journal, you can run the **Checklist report** action to make sure that that all

information in the journal is correct. Mandatory fields you have set in **Intrastat Checklist Setup** page that are missing values, will be shown in Errors and warning factbox on **Intrastat Journal** page. Afterward, you can print an Intrastat report as a form, or create a file to submit to the tax authority in your country/region.

To fill in Intrastat journals

1. Choose the  icon, enter **Intrastat Journal** and then choose the related link.
2. On the **Intrastat Journal** page, in the **Batch Name** field, choose the relevant journal batch, and then choose **OK**.
3. Choose the **Suggest Lines** action. The **Starting Date** and **Ending Date** fields will already contain the dates specified for the statistics period on the journal batch.
4. In the **Cost Regulation %** field, you can enter a percentage to cover transport and insurance. If you enter a percentage, the content of the **Statistical Value** field in the journal is proportionally higher.
5. Choose **OK** to start the batch job.


The batch job retrieves all the item entries in the statistics period and inserts them as lines in the Intrastat journal. You can edit the lines if needed.

IMPORTANT

The batch job retrieves only the entries that contain a country/region code for which an Intrastat code has been entered on the **Countries/Regions** page. Therefore, you must enter Intrastat codes for the country/region codes for which you will run the batch job.


Report Intrastat on a form or a file

To get the information that is required on the Intrastat form from the statistical authorities, you must print the **Intrastat – Form** report. Before you can do this, you must prepare the Intrastat journal and fill it in. If you have both sales and purchase transactions, you must complete a separate form for each type, so that you must print the report two times.

1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. On the **Intrastat Journal** page, choose the relevant journal batch in the **Batch Name** field.
3. If you have not already done this, fill in the journal manually or choose **Suggest Lines** action.
4. Choose the **Prints Intrastat Journal** action.
5. On the **Intrastat Jnl. Line** FastTab, add a **Type** filter and then specify whether this is a **Receipt** or a **Shipment**.
6. Choose **Send** to print the report.

Report Intrastat in a file


You can submit the Intrastat report as a file. Before creating the file, you can print a checklist that contains the same information that will be in the file.

1. Choose the  icon, enter **Intrastat Journal**, and then choose the related link.
2. On the **Intrastat Journal** page, select the relevant journal batch in the **Batch Name** field.
3. If you have not already done this, fill in the journal manually or by choosing the **Suggest Lines** action.
4. Choose the **Create File** action.
5. On the batch job page, choose the **OK** button.
6. Choose **Save**.
7. Browse to the location where you want to save the file, enter the file name, and then choose **Save**.

Reorganize Intrastat Journals

Because you must submit an Intrastat report every month, and you create a new journal batch for each report,

you will eventually have many journal batches. The journal lines are not deleted automatically. You may want to reorganize the journal batch names periodically. You do this by deleting the journal batches that you no longer need. The journal lines in these batches are also deleted.

1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. To view the options, choose the **Batch Name** field.
3. Choose the journal batches to be deleted, and then choose the **Delete** button.

Tariff numbers

In many countries, the customs and tax authorities establish 8-digit item codes for various items. In order for item entries to contain the necessary information when the program imports them to the Intrastat journal line, you must have entered the information about the tariff number in the **Tariff Numbers** page. Find the codes for the items that your company deals with and enter them in the **Tariff Numbers** page.

In the **Tariff Numbers** page, add all the codes that you use. You must enter the codes on the item card before you begin to post. When you have set up the codes, enter them in the **Tariff No.** field on the item card. You must also fill in the **Net Weight** field on the item card.

See Related Training at [Microsoft Learn](#)

See Also

[Financial Management](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Use Allocation Keys in General Journals


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can allocate an entry in a general journal to several different accounts when you post the journal. The allocation can be made by quantity, percentage, or amount.

To set up allocation keys

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. Choose the **Batch Name** field to open the **General Journal Batches** page.
3. You can either modify allocations on an existing batch in the list or create a new batch with allocations.
 - To create a new batch, choose the **New** action, and go to the next step.
 - To change the allocations of an existing journal, select the journal and go to step 7.
4. In the **Name** field, enter a name for the batch, such as CLEANING. In the **Description** field, enter a description, such as Cleaning Expenses Journal.
5. When you are done, close the page. A new, empty recurring journal opens.
6. Fill in the fields on the line.
7. Choose the **Allocations** action.
8. Add a line for each allocation. You must fill in either the **Allocation %**, **Allocation Quantity**, or **Amount** field. You must also fill in the **Account No.** field and, if you are allocating the transaction among global dimensions, the global dimension fields.
9. If you enter a percentage on a line, the amount in the **Amount** field is calculated automatically. These amounts have the opposite sign from the total amount in the **Amount** field in the recurring journal.
10. After entering the allocations lines, choose **OK** to return to the **Recurring General Journal** page. The **Allocated Amt. (USD)** field is filled in and matches the **Amount** field.
11. Post the journal.

To change an allocation key that has already been set up

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. On the **Recurring General Journal** page, select the journal with the allocation.
3. Choose the line with the allocation, and then choose **Allocations** action.
4. Change the relevant fields, and then choose the **OK** button.

See Also

[Working with General Journals](#)

[Posting Documents and Journals](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Setting Up Banking

2/18/2021 • 2 minutes to read • [Edit Online](#)

Using bank account cards, you can keep track of all your bank accounts, in any currency. After you have set up the bank accounts, you can also use the check printing option.

To use electronic banking services to import bank statements and export payments, you must set up and enable the involved services.

TO	SEE
Set up bank account cards for each of your bank accounts, so you can keep track of banking transactions.	Set Up Bank Accounts
Set up an external service that enables you to import bank statements as bank feeds for payment application and bank reconciliation.	Set Up the Envestnet Yodlee Bank Feeds Service
Set up an external service that enables you to export your payments to the bank for processing and import bank statements as bank files for payment application and bank reconciliation.	Using the AMC Banking 365 Fundamentals extension

See Also

[Reconciling Bank Accounts](#)

[Managing Receivables](#)

[Managing Payables](#)

[Working with Business Central](#)

NOTE

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Set Up Bank Accounts

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You use bank accounts in the Business Central to keep track of your banking transactions. Accounts can be denominated in your local currency or in a foreign currency. After you have set up bank accounts, you can also use the check printing option.

To set up bank accounts


1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. On the **Bank Accounts** page, choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

NOTE

To fill in the **Balance** field with an opening balance, you must post a bank account ledger entry with the amount in question. You can do this by performing a bank account reconciliation. For more information, see [Reconcile Bank Accounts](#). Alternatively, you can implement the opening balance as a part of general data creation in new companies by using the **Migrate Business Data** assisted setup guide. For more information, see [Getting Started](#).

To set up your bank account for import or export of bank files

Fields on the **Transfer** FastTab on the **Bank Account Card** page are related to import and export of bank feeds and files. For more information, see [Using the AMC Banking 365 Fundamentals extension](#) and [Set Up the Investnet Yodlee Bank Feeds Service](#).


1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for a bank account that you will export or import bank files for.
3. On the **Transfer** FastTab, fill in the fields as necessary. Hover over a field to read a short description.

NOTE

Different file export services and their formats require different setup values on the **Bank Account Card** page. You will be informed about wrong or missing setup values as you try to export the file. So read the short descriptions of the fields carefully or refer to the related procedure topics. For example, exporting a payment file for North American electronic funds transfer (EFT) requires that both the **Last Remittance Advice No.** field and the **Transit No.** field are filled in. For more information, see [Export Payments to a Bank File](#).

To set up vendor bank accounts for export of bank files

Fields on the **Transfer** FastTab on the **Vendor Bank Account Card** page are related to export of bank feeds and files. For more information, see [Using the AMC Banking 365 Fundamentals extension](#) and [Export Payments to a Bank File](#).

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the card for a vendor whose bank account you will export payment bank files to.

3. Choose the **Bank Accounts** action.
4. From the **Vendor Bank Accounts List**, choose the relevant bank account, or add a new bank account.
5. On the **Vendor Bank Account Card** page, on the **Transfer** FastTab, fill in the fields as necessary. Hover over a field to read a short description.

See Also

[Setting Up Banking](#)

[Setting Up Posting Groups](#)

[Reconciling Bank Accounts](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up the Envestnet Yodlee Bank Feeds Service

2/18/2021 • 7 minutes to read • [Edit Online](#)

You can import electronic bank statements from your bank to quickly fill on the **Payment Reconciliation Journal** page so you can apply payments and reconcile the bank account. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

IMPORTANT

Due to the Payment Services Directive in Europe (PSD2), after September 14, 2019, you will no longer be able to automatically import bank statements from banks in the United Kingdom into Business Central. We are looking into the possibility of offering this feature again in the future.

NOTE

The Envestnet Yodlee Bank Feeds service is only supported in the online version of Business Central. To use this functionality on-premises, you must obtain a cobrand account from Envestnet, and you must add code to integrate with the Yodlee API.

The Envestnet Yodlee Bank Feeds service is only supported in the United States and Canada. Only banks residing in these countries are supported, even though banks from other countries may appear in the Envestnet Yodlee Bank Feeds bank selection window in Business Central.

IMPORTANT

For technical assistance with the Envestnet Yodlee functionality, contact Microsoft Support. Do not contact Envestnet Yodlee. For more information, see [Configuring Technical Support for Dynamics 365 Business Central](#).

The Envestnet Yodlee Bank Feeds service is installed as an extension to Business Central online and is ready to be enabled in the supported countries. For more information, see [Customizing Business Central Using Extensions](#).

After you enable the bank feed service, you must link a bank account to the online bank account that the feed will come from. You link bank accounts to online bank accounts in the following different scenarios:


- A bank account does not exist in Business Central for your online bank account. Therefore, you create the bank account by linking from the online bank account.
- A bank account exists in Business Central, which you want to link to an online bank account.
- A linked bank account must be unlinked because you want to stop using the bank feed service for the account.
- Online bank accounts have changed and you want to update the information on bank accounts in Business Central.

When the bank feed service is enabled, you can set a bank account up to automatically import new bank statements into the **Payment Reconciliation Journal** page every two hour. Transactions for payments that have already been posted as applied and/or reconciled on the **Payment Reconciliation Journal** page will not be imported. For more information, see the "To enable automatic import of bank statements" section.

NOTE

If you use the Set Up Company assisted setup guide, some of the steps in the following procedures happen automatically when you get to the company bank account setup. For more information, see [Getting Started](#).

To enable the bank feed service


1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the bank account that you will use for the bank feed service.
3. On the **Bank Account** page, in the **Bank Statement Import Format** field, select YODLEEBANKFEED.

The bank feed service will be enabled when you link a bank account to its related online bank account. See the next procedure.

NOTE

If you use the **Company Setup** assisted setup guide, then you enable the service by selecting the **Use a bank feed service** check box. For more information, see [Creating New Companies in Business Central](#).

To create a new linked bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the relevant bank account, and then choose the **Create New Linked Bank Account**. The **Bank Account Linking** page opens after a few moments.

NOTE

This page shows the actual web page of the Envestnet Yodlee Bank Feeds service. Terminology and functionality on the page may not match instructions provided in this topic.

3. On the **Online Bank Account Linking** page, in the **Link Account** pane, use the Search function to find the bank where you have one or more online bank accounts.
4. Choose the bank name. The **Log In** pane opens.
5. Enter the username and password that you use to log on to the online bank, and then choose the **Next** button.
6. The bank feed service prepares to link the first online bank account at the specified bank to a new bank account in Business Central.

NOTE

If you have more than one online bank account at the bank, you must create additional bank accounts in Business Central for them. See steps 8 through 10.

After the process completes, the bank name will appear in the **My Accounts** pane on the **Linked** tab. The number in brackets indicates how many online bank accounts were linked.

7. Choose the **OK** button.

If you are only linking one online bank account, the **Bank Account Card** page opens and displays the name of the online bank account. In this case, the bank account linking task is completed. All that's left to

do is to set up the bank account. For more information, see [Set Up Bank Accounts](#).

If you are linking more than one online bank accounts, the **Bank Account Linking** page opens and lists the online bank accounts that are not yet linked to bank accounts in Business Central. In that case, follow the next step.


8. On the **Bank Account Linking** page, select the line for an online bank account, and then choose the **Link to New Bank Account** action.

The **Bank Account Card** page for a new bank account opens and displays the name of the online bank account.

If a bank account already exists in Business Central that you want to link the additional online bank account to, follow the next step.

9. On the **Bank Account Linking** page, select the line for an online bank account, and then choose the **Link to Existing Bank Account** action.
10. On the **Bank Account List** page, select the bank account that you want to link to, and then choose the **OK** button.

To link a bank account to an online bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the line for a bank account that is not linked to an online bank account, and then choose the **Link to Online Bank Account** action. The **Online Bank Account Linking** page opens with the name of the bank prefilled in the **Link Account** pane.
3. Choose the bank name. The **Log In** pane opens.
4. Enter the username and password that you use to log on to the online bank, and then choose the **Next** button.


The bank feed service prepares to link your bank account in Business Central to the related online bank account.

When the process has completed successfully, the bank name will appear in the **My Accounts** pane on the **Linked** tab. If the bank has more than one bank account, only the bank account that you selected in step 2 is linked.

5. Choose the **OK** button.

On the **Bank Account List** page, the **Linked** check box is selected.


To unlink a bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the line for a linked bank account that you want to unlink from its related online bank account, and then choose the **Unlink Online Bank Account** action.

NOTE


If you choose **Yes** on the confirmation dialog, the link to the online bank account is removed, and the log-in details are cleared. To link the bank account to the online bank account again, you must log on to the bank again. For more information, see the "To link a bank account to an online bank account" section.

To update bank account linking

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the relevant bank account, and then choose the **Update Bank Account Linking** action.

If issues exist for any of the linked bank accounts on the **Bank Account List** page, the **Bank Account Linking** page opens specifying which bank accounts have issues. Issues can best be resolved by unlinking the online bank account and then re-creating the link. For more information, see the "To link a bank account to an online bank account" section.

To enable automatic import of bank statements

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the line for a linked bank account, and then choose the **Automatic Bank Statement Import Setup** action.
3. On the **Automatic Bank Statement Import Setup** page, in the **Number of Days Included** field, specify how far back in time to get new bank transactions for.

NOTE

It is recommended that you set this value to 7 days or more.

4. Select the **Enabled** check box.

Every hour, the **Payment Reconciliation Journal** page will display new payments that are made on the online bank account.

NOTE

Transactions for payments that have already been posted as applied and/or reconciled on the **Payment Reconciliation Journal** page will not be imported.

See Also

[Setting Up Banking](#)

[Reconciling Bank Accounts](#)

[Applying Payments Automatically and Reconciling Bank Accounts](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Using the AMC Banking 365 Fundamentals Extension

2/18/2021 • 4 minutes to read • [Edit Online](#)

The AMC Banking 365 Fundamentals extension makes it easier, and more accurate, to send data to your banks. The extension connects Business Central with the AMC Banking 365 Fundamentals for Microsoft Dynamics 365 Business Central service, which can convert bank data from Business Central into formats that are required by over 600 banks around the world. For example, this makes it easier to transfer payments and credits to vendors by entering the payments in Business Central, and then uploading them to your bank. The formats can also smooth out bank reconciliation processes. For more information, see [AMC Banking for Microsoft Dynamics 365 Business Central](#).

NOTE

AMC Banking has built additional extensions that work with Business Central. This topic describes only the Fundamental extension.

Using Our Demonstration Account

Business Central comes with a demonstration account that lets you try out the AMC Banking 365 Fundamentals extension. We provide default settings for connecting to AMC Banking, specifying the bank accounts to get data from in Business Central, plus a few data exchange definitions. You can view the connection settings on the **AMC Banking Setup** page. For bank accounts, the extension applies values in the **Bank Name**, **Credit Transfer Msg. Nos.**, **Bank Statement Import Format**, and **Payment Export Format** fields on bank account cards.

We provide the settings, but to try out the extension you must run the assisted setup guide to apply them. To run the guide, on the **AMC Banking Setup** page, choose the **Assisted Setup** action.

NOTE

There are some limitations on the demo account. For example, when you convert payments, the amount in the converted file will not match the actual amount. Instead, the amount will always be five units of the currency that you use for payments.

Setting Up the Extension

Getting started with the extension involves just a few easy steps, and an assisted setup guide will make the connection and turn on the extension. The guide will do things like install the data exchange definitions for bank statement export/import setups and initiate the number series used for credit transfer messages.

To set up the required permission sets


Before people can use this extension, your administrator must copy the following permission sets, edit them, and then assign the new permission sets to users instead of original:

- D365 Basic
- D365 Team Member
- D365 Read
- IntelligentCloudBC


For more information, see [To copy a permission set](#).

For each new permission set, grant only the **Read** permission for the **AMC Banking Setup table (20101)**. For more information, see [To create or modify permissions manually](#).

To connect the extension to AMC Banking

1. Get a module and a service plan for AMC Banking. To do that, visit the [AMC License](#) page.
2. In Business Central, choose the  icon, enter **AMC Banking Setup**, and then choose the related link.
3. On the **AMC Banking Setup** page, choose the **Assisted Setup** action.
4. Complete the steps in the assisted setup guide.

To connect bank accounts to the extension

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for the bank account that you want to connect to the service.
3. In the **Bank Name** field, choose the format that your bank requires.

The formats are filtered to show only those that are relevant for the country/region that is specified for the bank account.

4. In the **Credit Transfer Msg. Nos.** field, choose the number series to use for messages that accompany payments.
5. In the **Bank Statement Import Format** and **Payment Export Format** fields, choose the data exchange definitions that your bank requires.

Using the Extension

Using this extension is just a matter of exporting data on the **Payment Journals** page, and then uploading it to your bank's web service. For more information, see [Making Payments with Bank Data Conversion or SEPA Credit Transfer](#).


NOTE

You must fill in the **SWIFT Code** and **IBAN** fields for each bank account.

To export data and submit it to your bank

Caution

When you export data by using the AMC Banking 365 Fundamentals extension, some of your business data will be exposed to the provider of the service. The service provider, AMC Consult A/S, is responsible for the privacy of this data. For more information, see [AMC Privacy Policy](#).

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Create the journal lines that you want to export.

NOTE

For each line, remember to choose **Electronic Payment** in the **Bank Payment Type** field.

3. Choose the **Export** action.

To import and apply the converted file

1. Choose the  icon, enter **Payment Reconciliation Journal**, and then choose the related link.

2. Choose the **Import Bank Transaction** action, and then choose the converted file.

Business Central will create a new payment reconciliation journal that contains the data in the file. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

See Also

[Customizing Business Central Using Extensions](#)

[Getting Started](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Select a Check Layout

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can design your checks to conform with the standards set by the local authorities. Check images can be printed in English, French, or Spanish.

Checks are designed to print in both the United States and Canadian check image formats in either a check-stub-check format or a stub-stub-check format.

To select a check layout

1. Choose the  icon, enter **Report Selections Bank Account**, and then choose the related link.
2. On the **Report Selection - Bank Acc.** page, in the **Usage** field, select **Check**.
3. Select one of the following report IDs.

REPORT ID	REPORT NAME	DESCRIPTION
1401	Check	This is the default report.
10411	Check (Stub/Stub/Check)	This report is designed to print checks in a stub/stub/check format.
10412	Check (Stub/Check/Stub)	This report is designed to print checks in a stub/check/stub format.
10413	Three Checks per Page	This report is designed to print three checks on each page.

When you have set up check layouts, you can print checks from the **Payment Journal** page. For more information, see [Work with Checks](#).

To change one of these default check layouts, use either the Word or the RDLC integration to do so. For more information, see [Create and Modify Custom Report Layouts](#).

Using MICR and Security Fonts

The online version of Business Central contains pre-installed fonts on the servers that can be used when defining check layouts. The following outlines which fonts are available and has links to detailed information by the 3rd-party suppliers of the fonts.

IMPORTANT

MICR and check security fonts in Microsoft Dynamics Business Central are licensed in a font package from IDAutomation.com, Inc. These products may only be used as part of and in connection with Microsoft Dynamics Business Central.

In update 15.3 and newer, Magnetic Ink Character Recognition (MICR) fonts are installed and available to use. Both the E-13B and the CMC-7 standards are supported. In addition to MICR fonts, special security fonts are available to generate text, names, amounts, and the currency symbols Dollar, Euro, Pound, and Yen, which are hard to tamper with once a check has been printed.

NOTE

For security and legal reasons, you cannot upload custom fonts to the Business Central environment.

MICR E-13B Specifications

The following summarizes specifications for the MICR E-13B fonts that may be useful when calibrating fonts to be on check layouts with specific MICR printers.

Industry Standard Support:

- **ANSI and ISO Compliant:**
 - IDAutomation's MICR E13B fonts were created according to ISO 1004:1995 and meet the ANSI X9.27-1995 specification for MICR E13B characters.
 - Because they were created from the ISO spec, the fonts meet the E13B specification for other countries as well. Examples include:
 - Australian APCA Pub 3.3
 - Canadian Payments Association Standard 006 Specification for MICR-Encoded Cheques.
 - These fonts have been proven to pass the ABA banking standards in the USA for bank checks and paper-based drafts.
 - IDAutomation MICR fonts have also been tested on several MICR readers and sorters including the UNISYS DP500 and the IBM 3890.
 - **MICR Print Specifications:** These specifications are a summary of the placement requirements obtained from the ABA (American Banker's Association).

Multiple Versions Provided:

The *IDAutomationMICR* font was created to precisely match each of the printer's pixels when printing at 300 dpi or multiples of 300 dpi above. This MICR font eliminates the need to calibrate the font to the printer, or to use different fonts on different printers, unless the printer is out of alignment. For printers that are out of alignment, additional fonts are provided with a calibration tool.

- **24 Additional Fonts:** Additional MICR fonts are provided for printers that are out of alignment. The following fonts are provided in the package; all font names begin with IDAutomationMICR.

Intensity	Narrow 2	Narrow 1	Standard Width	Wide 1	Wide 2
Extra Light	N2XL	N1XL	XL	W1XL	W2XL
Light	N2L	N1L	L	W1L	W2L
Normal	N2	N1	IDAutomationMICR	W1	W2
Bold	N2B	N1B	B	W1B	W2B
Extra Bold	N2XB	N1XB	XB	W1XB	W2XB

* Differences in intensities and widths may be noticed only on printers with 600 dpi or greater resolution.

** Fonts named MICR and E13B are the same as IDAutomationMICR and support applications that require these specific names.

Delimiter characters

Letter to Type: 0 1 2 3 4 5 6 7 8 9 A B C D

MICR Output: 0 1 2 3 4 5 6 7 8 9 | : ' | " | "

The full specification of MICR E-13B fonts can be found in the supplier's documentation here:

(<https://www.idautomation.com/micr-fonts/e13b/>).

MICR CMC-7 Specifications

The following CMC-7 fonts are available in Business Central online:

- IDAutomationCMC7
- IDAutomationCMC7n10
- IDAutomationCMC7n25
- IDAutomationCMC7n40

The following summarizes specifications for the MICR CMC-7 fonts that may be useful when calibrating fonts to be on check layouts with specific MICR printers.

Industry Standard Support:

These MICR CMC7 fonts were created according to ISO (International Standards Organization) 1004:1995 (E) specifications for MICR printing.

Multiple Versions Provided:

In addition to the normal CMC7 fonts in the package, three narrow versions are provided to support printers that print slightly darker than normal.

- The narrow versions have a font name ending in **n??** where **??** is a two-digit number that represents the percentage the vertical bars were decreased. For example, IDAutomationCMC7n10 is a font that is narrow by 10%.
- Although these CMC-7 fonts are scalable, using a 12-point font size is preferred for printing. Choosing the 12 point font size sets the CMC7 font height to 3.2 mm which is the standard for France and most other countries. The CMC-7 font size can be adjusted accordingly to meet additional requirements.

Delimiter characters

Letter To Type: 0 1 2 3 4 5 6 7 8 9 A B C D E
CMC-7 Output: 

The full specification of MICR CMC-7 fonts can be found in the supplier's documentation here: (<http://www.idautomation.com/micr-fonts/cmc7/>).

Secure Font Specifications

The following summarizes specifications for check security fonts that may be useful when calibrating fonts to be on check layouts with specific MICR printers.

Secure Font Specifications

Several font names are provided to support different print environments. The following fonts are provided in the package:

Secure Font Name	Description and Appearance
IDAutomationSec1B	Black letters
IDAutomationSec1W	White letters
IDAutomationHSec1B	Black letters and human readable characters below
IDAutomationHSec1W	White letters and human readable characters below
IDAutomationSecurityBlock	White letters inside black block and human readable characters embedded



- To help prevent forgery, consider utilizing the start and stop characters with security fonts. These characters will combine the ends of the lines together. The { } brackets are the "rounded" start and stop characters. The [] brackets are the "square" start and stop characters. For example, to securely print a name on a bank check with square ends, print [Jon_Doe] with IDAutomation's security fonts selected. The *IDAutomationSecurityBlock* font does not require a start and stop character.
- The space character has been moved to the underscore "_" location because the space character (ASCII 32) simply prints a space.
- The following chart shows the ASCII locations for specific characters:

ASCII Location	Character	Description
128	â,¬	Euro
162	Â¢	Cent
163	Â£	Sterling Pound
164	Â×	Currency
165	Â¥	Yen

At certain point sizes, security fonts may appear distorted on the screen because the screen resolutions are low. Fonts are represented by the dots of the output device, whether it is screen pixels or the dots of a laser printer. IDAutomation security fonts are created for printing on high resolution printers at 300 dpi or greater.

The full specification of check security fonts can be found in the supplier's documentation here: (<https://www.idautomation.com/security-fonts/>).

Fonts for other purposes are also available in Business Central. For more information, see [Available Fonts](#)

See Also

[Create and Modify Custom Report Layouts
Fonts in Business Central](#)

Managing Payables

Reconciling Bank Accounts

Completing Period-End Processes

Working with Business Central

General Business Functionality

NOTE

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Setting Up Sales

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can manage sales processes, you must configure the rules and values that define the company's sales policies.

You must define the general setup, such as which sales documents are required and how their values are posted. This general setup is typically performed once during the initial implementation.

A separate series of tasks related to registering new customers is to record any special price or discount agreements that you have with each customer.

Finance-related sales setup, such as payment methods and currencies, are covered in the Finance Setup section. For more information, see [Setting Up Finance](#).

TO	SEE
Create a customer card for each customer that you sell to.	Register New Customers
Enable customers to pay through PayPal by choosing the PayPal logo on sales documents.	Enable Customer Payment Through PayPal
Enter the different discounts and special prices that you grant to customers depending on item, quantities, and/or date.	Record Sales Price, Discount, and Payment Agreements
Set up salespeople so that you can assign them to customer contacts or measure salespeople's performance as a basis for calculating the sales commission or bonus.	Set Up Salespeople
Specify for individual customers or for all customers how sales documents are sent by default when you choose the Post and Send action.	Set Up Document Sending Profiles
Set your email up to contain a summary of information in the sales document that is being sent.	Send Documents by Email.
Use an EU web service to verify a customer's VAT registration number.	Verify VAT Registration Numbers
Define the different incoterms that you offer to customers or that your vendors offer you.	Set Up Shipment Methods
Enter information about the different transportation vendors you use, including a link to their package tracking service.	Set Up Shipping Agents
Specify default reports to be used for different document types.	Report Selection in Business Central

See Related Training at [Microsoft Learn](#)

See Also

[Sales](#)

[Working with Business Central](#)

NOTE

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Register New Customers

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Customers are the source of your income. You must register each customer you sell to as a customer card. Customer cards hold the information that is required to sell products to the customer. For more information, see [Invoice Sales](#) and [Register New Items](#).

Before you can register new customers, you must set up various sales codes that you can select from when you fill in customer cards. For more information, see [Setting Up Sales](#).


Adding new customers

To register a new customer, you must fill in a customer card. You can establish templates for different customer profiles, or you can add customers without templates.

NOTE

If customer templates exist for different customer types, then a page appears when you create a new customer card from where you can select an appropriate template. If only one customer template exists, then new customer cards always use that template.

To create a new customer card

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. On the **Customers** page, choose the **New** action.

If only one customer template exists, then a new customer card opens with some fields filled with information from the template.

If more than one customer template exists, then a page opens from which you can select a customer template. In that case, follow the next two steps.

3. On the **Select a template for a new customer** page, choose the template that you want to use for the new customer card.
4. Choose the **OK** button. A new customer card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the customer card as necessary. Hover over a field to read a short description.

On the **Sales Prices** FastTab, you can view special prices or discounts that you grant for the customer if certain criteria are met, such as item, minimum order quantity, or ending date. Each row represents a special price or line discount. Each column represents a criterion that must apply to warrant the special price that you enter in the **Unit Price** field, or the line discount that you enter in the **Line Discount %** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

The customer is now registered, and the customer card is ready to be used on sales documents.

If you want to use this customer card as a template when you create new customer cards, you can save it as a template. For more information, see the following section.

To save the customer card as a template

1. On the **Customer Card** page, choose the **Save as Template** action. The **Customer Template** page opens showing the customer card as a template.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** page opens showing any dimension codes that are set up for the customer.
4. Edit or enter dimension codes that will apply to new customer cards created by using the template.
5. When you have completed the new customer template, choose the **OK** button.

The customer template is added to the list of customer templates, so that you can use it to create new customer cards.

Deleting customer cards

If you have posted a transaction for a customer, you cannot delete the card because the ledger entries may be needed for auditing. To delete customer cards with ledger entries, contact your Microsoft partner to do so through code.

See Also

[Defining Payment Methods](#)

[Merge Duplicate Records](#)

[Create Number Series](#)

[Sales](#)

[Setting Up Sales](#)

[Working with Business Central](#)

NOTE

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Enable Customer Payments Through Payment Services


2/18/2021 • 2 minutes to read • [Edit Online](#)

As an alternative to collecting payments through bank transfer or credit cards, your customers can pay you through their account with payment services, such as Microsoft Pay, PayPal, or WorldPay.


After you enable a payment service in Business Central, a link to the service is available on sales documents that you send by email to your customers. Customers can use the link to go to the payment service and pay the bill, directly from the sales document. If you don't want to include the link, for example, if a customer will pay with cash, you can remove the payment service from the invoice before posting.

The Microsoft Pay, PayPal Payments Standard, and WorldPay Payments Standard extensions are installed in Business Central, and are ready for you to enable.

To enable a payment service in Business Central

1. Choose the  icon, enter **Payment Services**, and then choose the related link.
2. On the **Payment Services** page, choose the **New** action.
3. Select the payment service, and then close the page.
4. On the **Payment Services** page, choose the **Setup** action.
5. Fill in the fields as necessary. Hover over a field to read a short description.
6. Close the page.

To select a payment service on a sales invoice

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Open the sales invoice that you want to pay by using the payment service.
3. In the **Payment Service** field, choose the payment service.

NOTE

The **Payment Service** field is available only if you've enabled the payment service.

See Also

[Setting Up Sales](#)

[Sales](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Record Special Sales Prices and Discounts

2/18/2021 • 15 minutes to read • [Edit Online](#)

NOTE

In 2020 release wave 2 we released streamlined processes for setting up and managing prices and discounts. If you're a new customer using that version, you're using the new experience. If you're an existing customer, whether you are using the new experience depends on whether your administrator has enabled the **New sales pricing experience** feature update in **Feature Management**. For more information, see [Enabling Upcoming Features Ahead of Time](#).

The price and discount agreements that apply when selling to customers must be defined so that the agreed rules and values are applied to sales documents.

When you have recorded special prices and line discounts for sales and purchases, Business Central ensures that your profit on item trade is always optimal by automatically calculating the best price on sales and purchase documents and on job and item journal lines. For more information, see [Best Price Calculation](#).

Concerning prices, you can have a special sales price inserted on sales lines if a certain combination of customer, item, minimum quantity, unit of measure, or starting/ending date exists. For more information, see the [To set up a sales price for a customer](#) and [Best Price Calculation](#) sections.

Concerning discounts, you can set up and use two types of sales discounts:

DISCOUNT TYPE	DESCRIPTION
Sales Line Discount	An amount discount that is inserted on sales lines if a certain combination of customer, item, minimum quantity, unit of measure, or starting/ending date exists. This works in the same way as for sales prices.
Invoice Discount	A discount percentage that is subtracted from the sales document total if the sum of all lines on the document exceeds a certain minimum.

Because sales prices and sales line discounts are based on a combination of item and customer, you can also perform this configuration from the item page of the item where the rules and values apply.

TIP

If an item should never be sold with a discount, leave the discount fields on the item page empty, and do not include the item in any line discount setups.

The **Applies-to Type** and **Applies-to No.** fields let you choose what this price list will apply to, such as customer or customer price group. Using **View Columns for**, you can show or hide columns relevant for setting prices, discounts or prices and discounts.

You can set up price list lines manually or you can use, for example, the **Suggest Lines** action to create new prices for selected items, item discount groups, resources, and other product types. If you choose Suggest Lines, the Price Lines - Create New page allows you to set filters to select products for which you want to create new price list lines. You can also specify whether to consider a minimum quantity when calculating prices, the adjustment factor to apply for new price list lines, and the rounding method to apply for prices. The **Copy Lines**

action allows you to copy existing price list lines between price lists.


By default, the status of new price lists is Draft. When you're done adding lines and want the price calculation engine to include it, you can change the status to Active.

To review price lists and prices that apply for specific customers or vendors, on the **Customer** page, choose **Sales Price Lists** or, on the **Vendor** page, choose **Purchase Price Lists**. You can view price list lines in various price lists by choosing **Sales Prices** or **Purchase Prices** from the **Item** and **Resource** pages.

To set up a sales price for a customer

These steps differ, depending on whether your administrator has turned on the **New sales pricing experience** feature update.

- [Current Experience](#)
- [New Experience](#)

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Choose the customer, and then choose the **Prices** action.
3. Fill in the fields on the line as necessary. Hover over a field to read a short description. Fill a line for each combination that will grant a special sales price to the customer.

Sales Invoice Discounts and Service Charges

When you use invoice discounts the total amount on the invoice determines the size of the discount that is granted. On the **Cust. Invoice Discounts** page, you can also add a service charge to invoices over a certain amount.

Before you can use invoice discounts with sales, you must specify certain information. You must decide the following:

- Which customers will be granted this type of discount
- Which discount percentages you will use

If you want invoice discounts to be calculated automatically, you can specify this on the **Sales & Receivables Setup** page.

For each customer, you can specify whether you will grant invoice discounts if the requirement is satisfied (that is, if the invoice amount is large enough). You can define the terms of the invoice discount in local currency for domestic customers and in foreign currency for foreign customers.

You link discount percentages to specific invoice amounts in the **Cust. Invoice Discounts** page for each customer. You can enter any number of percentages. Each customer can have its own page, or you can link several customers to the same page.

In addition to (or instead of) a discount percentage, you can link a service charge amount to a specific invoice amount.

TIP

Before you start entering this information, it is a good idea to prepare an outline of the discount structure that you want to use. This makes it easier to see which customers can be linked to the same invoice discount page. The fewer pages you have to set up, the faster you can enter the basic information.

For training in discounts in sales, see [Set up discounts for your customers](#) at Microsoft Learn.

Calculating Invoice Discounts on Sales

When all the items have been entered on the sales lines, you can calculate the invoice discount for the entire document by choosing the **Calculate Invoice Discount** action.

The discount is calculated based on all the lines in the sales document for items where the **Allow Invoice Disc.** field on the sales order line contains **Yes**. This is the default setting for items. Lines with item charges, for example, are not included in the calculation of the invoice discount. If you want to apply a discount to such lines, you must set the **Line Discount %** field on the relevant lines.

TIP

If the **Calc. Inv. Discount** field is selected in the **Sales and Receivables Setup** page, then the invoice discount is calculated automatically when you do either of the following on a sales document:

- View statistics
- View a test report
- Print
- Post


The invoice discount terms for a customer are defined in the **Cust. Invoice Discounts** page for the customer. The currency code on the sales document is used to find the invoice discount terms in the corresponding currency.

If invoice discounts have not been defined for foreign currencies, then the invoice discount terms defined in the **Cust. Invoice Discounts** page with amounts in your local currency and the exchange rate on the posting date on the sales document are used to calculate the invoice discount in the foreign currency.

To set up a sales line discount for a customer

These steps differ, depending on whether your administrator has turned on the **New sales pricing experience** feature update.

- [Current Experience](#)
- [New Experience](#)

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the relevant customer card, and then choose the **Line Discounts** action.
3. Fill in the fields on the line as necessary. Hover over a field to read a short description. Fill a line for each combination that will grant a sales line discount to the customer.


NOTE

When you open the **Sales Prices** and **Sales Line Discounts** pages from a specific customer, the **Sales Type Filter** and **Sales Code Filter** fields are set for the customer and cannot be changed or removed.

To set up prices or line discounts for all customers, a customer price group, or a campaign, you must open the pages from an item card. Alternatively, for sales prices, use the **Sales Price Worksheet** page. For more information, see [To bulk update item prices](#).

To set up an invoice discount for a customer

When you have decided which customers are eligible for invoice discounts, enter the invoice discount code on the customer cards and set up the terms for each code.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the customer page for a customer that will be eligible for invoice discounts.

3. In the **Invoice Disc. Code** field, select a code for the relevant invoice discount terms to use to calculate invoice discounts for the customer.

NOTE

Invoice discount codes are represented by existing customer cards. This enables you to quickly assign invoice discount terms to customers by picking the name of another customer who will have the same terms.

Proceed to set up new the sales invoice discount terms.


1. On the **Customers** page, choose the **Invoice Discounts** action. The **Cust. Invoice Discounts** page opens.
2. In the **Currency Code** field, enter the code for a currency that the invoice discount terms on the line applies to. Leave the field blank to set up invoice discount terms in USD.
3. In the **Minimum Amount** field, enter the minimum amount that an invoice must have to be eligible for the discount.
4. In the **Discount %** field, enter the invoice discount as a percentage of the invoice amount.
5. Repeat steps 5 through 7 for each currency that the customer will receive a different invoice discount for.

To copy sales prices

These steps differ, depending on whether your administrator has turned on the **New sales pricing experience** feature update.

- [Current Experience](#)
- [New Experience](#)

If you want to copy sales prices, such as an individual customer's sales prices to use for a customer price group, you must run the **Suggest Sales Price on Wksh.** batch job on the **Sales Price Worksheet** page.

1. Choose the  icon, enter **Sales Price Worksheet**, and then choose the related link.
2. Choose the **Suggest Sales Price on Wksh.** action.
3. On the **Sales Prices** FastTab, fill in the **Sales Type** and **Sales Code** fields with the original sales prices you want to copy.
4. In the top section of the request page, fill in the **Sales Type** and **Sales Code** fields with the type and name you want the sales prices copied to.
5. If you want the batch job to create new prices, select the **Create New Prices** check box.
6. Choose the **OK** button to fill in the lines on the **Sales Price Worksheet** page with the suggested new prices, indicating that they are valid for the selected sales type.

NOTE

This batch job only creates suggestions and it does not implement the suggested changes. If you are satisfied with the suggestions and want to implement them, that is insert them on the **Sales Prices** page, choose the **Implement Price Changes** action on the **Sales Price Worksheet** page.


To bulk update item prices

These steps differ, depending on whether your administrator has turned on the **New sales pricing experience** feature update.

- [Current Experience](#)

- [New Experience](#)

If you want to bulk update item prices, such as increase all item prices by some percentage, you must run the **Suggest Item Price on Wksh.** batch job. You can find a link to the batch job on the **Sales Price Worksheet** page.

1. Choose the  icon, enter **Sales Price Worksheet**, and then choose the related link.
2. Choose the **Suggest Item Price on Wksh.** action.
3. On the **Item** FastTab, fill in the **No.** or **Inventory Posting Group** or other fields with the original item prices you want to update.
4. In the top section of the request page, fill in the **Sales Type** and **Sales Code** with the type and name you want the sales prices copied to.
5. If you want the batch job to automatically adjust suggested item prices, enter adjustment in **Adjustment Factor** field. For example, you would enter 1.15 in **Adjustment Factor** for 15% increase in item price.
6. If you want the batch job to create new prices, select the **Create New Prices** field.
7. Choose the **OK** button to fill in the lines on the **Sales Price Worksheet** page with the suggested new prices, indicating that they are valid for the selected **Item**.

NOTE

This batch job only creates suggestions and it does not implement the suggested changes. If you are satisfied with the suggestions and want to implement them, that is insert them in the **Sales Prices** table, you can use the **Implement Price Changes** batch job, which is found on the **Actions** tab, in the **Functions** group, on the **Sales Price Worksheet** page.

Best Price Calculation

When you have recorded special prices and line discounts for sales and purchases, Business Central ensures that your profit on item trade is always optimal by automatically calculating the best price on sales and purchase documents and on job and item journal lines.

The best price is the lowest permissible price with the highest permissible line discount on a given date. Business Central automatically calculates this when it inserts the unit price and the line discount percentage for items on new document and journal lines.

NOTE

The following describes how the best price is calculated for sales. The calculation is the same for purchases.

1. Business Central checks the combination of the bill-to customer and the item and then calculates the applicable unit price and line discount percentage, using the following criteria:
 - Does the customer have a price/discount agreement, or does the customer belong to a group that does?
 - Is the item or the item discount group on the line included in any of these price/discount agreements?
 - Is the order date (or the posting date for the invoice and credit memo) within the starting and ending date of the price/discount agreement?
 - Is a unit of measure code specified? If so, Business Central checks for prices/discounts with the same unit of measure code, and prices/discounts with no unit of measure code.
2. Business Central checks whether any price/discount agreements apply to information on the document or journal line, and then inserts the applicable unit price and line discount percentage using the following criteria:

- Is there a minimum quantity requirement in the price/discount agreement that is fulfilled?
- Is there a currency requirement in the price/discount agreement that is fulfilled? If so, the lowest price and the highest line discount for that currency are inserted, even if local currency would provide a better price. If there is no price/discount agreement for the specified currency code, Business Central inserts the lowest price and the highest line discount in your local currency.

If no special price can be calculated for the item on the line, then either the last direct cost or the unit price from the item card is inserted.

See Related Training at [Microsoft Learn](#)

See Also

[Setting Up Sales](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Set Up Salespeople

2/18/2021 • 2 minutes to read • [Edit Online](#)

Many companies want to follow an individual employee's performance as a basis for calculating the sales commission or bonus. See, for example, the **Salesperson Commissions** report. A company may also want to assign a salesperson to each of their contacts.

When you have set up a salesperson on the **Salespeople** page, you can select it in the **Salesperson Code** field on all relevant records, such as G/L account, customer, vendor, contacts, and campaign cards. Then, when you post or set up invoices, credit memos, journal lines, finance charge activities, and so on, the salesperson code is carried to the resulting ledger entries.

To set up a salesperson code

1. Choose the  icon, enter **Salespeople**, and then choose the related link.
2. On the **Salespeople** page, choose the **New** action.

You can use salespeople in various relationship management and marketing work. For example, you can assign tasks to salespeople, so that the tasks are incorporated in sales opportunities that the salesperson are assigned to. For more information, see [Set Up Opportunity Sales Cycles and Cycle Stages](#).

See Also

[Setting Up Sales](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Set Up Document Sending Profiles


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set each customer up with a preferred method of sending sales documents, so that you do not have to select a sending option every time you choose the **Post and Send** action.


On the **Document Sending Profiles** page, you set up different sending profiles that you can select from in the **Document Sending Profile** field on a customer card. You can select the **Default** check box to specify that the document sending profile is the default profile for all customers, except for customers where the **Document Sending Profile** field is filled with another sending profile.

When you choose the **Post and Send** action on a sales document, the **Post and Send Confirmation** dialog box shows the sending profile used, either the one set up for the customer or the default for all customers. In the dialog box, you can change the sending profile for the sales document. For more information, see [Invoice Sales](#).

To set up a document sending profile

1. Choose the  icon, enter **Document Sending Profiles**, and then choose the related link.
2. On the **Document Sending Profiles** page, choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

To specify a sending profile on a customer card

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card of the customer who you want to set up a sending profile for.
3. In the **Document Sending Profile** field, select a profile that you have set up as described in the previous procedure.

See Also

[Setting Up Sales](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Send Documents and Emails

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can easily share information and documents, such as sales and purchase orders and invoices, by email directly from Business Central], without having to open an email app.

You can send almost all types of documents as PDF attachments. Alternatively, you can set up a report layout that includes information from the document in the email text, along with text that makes the email more friendly, for example, a standard greeting. For more information, see [Managing Report and Document Layouts](#).

When you send invoices, you can make it easier for customers to make payments through a payment service, such as PayPal, by automatically adding information and a link to the service in the email. For more information, see [Enable Customer Payments Through Payment Services](#).


To enable emails from within Business Central, start the **Set Up Email** assisted setup guide. For more information, see [Set Up Email](#).

NOTE

Business Central] supports only outbound email communications. You cannot also receive replies from within the app.

To send documents by email

This procedure describes how attach a posted sales invoice to an email as a PDF file, and with document-specific email text.

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. Select the invoice, and then choose the **Print/Send** action.
3. In the **Email** field, choose **Yes (Prompt for Settings)**. For more information, see [Set Up Document Sending Profiles](#).

If the **Email** field on the **Send Document to** page is set to **Yes (Prompt for Settings)**, then the **Send Email** page opens pre-filled with the contact person in the **To:** field and the document attached as a PDF file. In the **Body** field, you can either enter text manually or you can have the field filled with a document-specific email body that you have set up.

4. Choose the **OK** button.
5. In the **To:** field, enter a valid email address. The default value is the customer email address.
6. In the **Subject** field, enter a descriptive subject text. The default value is the customer name and invoice number.
7. In the **Attachment** field, the generated invoice is attached by default as a PDF file.
8. In the **Body** field, enter a short message to the recipient.


If a document-specific email text is set up on the **Report Selection - Sales** page, then the **Body** field is filled in automatically. For more information, see [Set Up Reusable Email Texts and Layouts for Sales and Purchase Documents](#).

9. Choose the **OK** button to send the email message.

NOTE

If you do not want to specify email settings each time you email a document, you can select the **Yes (Use Default Settings)** option in the **Email** field on the **Send Document to** page. In that case, the **Send Email** page will not open. See Step 4. For more information, see [Set Up Document Sending Profiles](#).

To compose and send an email

1. Choose the  icon, enter **Email Accounts**, and then choose the related link.
2. Choose the account to send the email from, and then choose the **Compose Email** action.

Documents marked as printed when they are sent

Some documents in Business Central have a field that specifies how many times the document has been printed. The number in that field is also updated if you send the document by email because a PDF file is generated for it. The number is updated even if you don't send the email.

Sent Emails and Your Email Outbox

Business Central] stores the emails that you send on the **Sent Items** page. That's to let you resend emails, or forward them to someone else. If you can't find an email in your sent items, look for it on the **Email Outbox** page.

NOTE

Depending on the extension that your company uses for email, administrators can see a list of messages that everyone has sent, but not the content of the messages

The **Email Outbox** is where you'll find the emails that you saved as drafts, and emails that failed to send, for example, if the email address was invalid. For messages that failed to send, you can choose **Show Error** or **Investigate Error** to troubleshoot the problem.

See Also

[Managing Report and Document Layouts](#)

[Set up Email](#)

[Invoice Sales](#)

[Working with Business Central](#)

NOTE

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Set Up Shipment Methods

2/18/2021 • 2 minutes to read • [Edit Online](#)

Shipment methods, also called incoterms, often depend on the items, the customers, and the vendors. For example, if the customer lives on an island, they can choose to have items always shipped by air or always by sea. Some customers may require next day delivery. Some may want to pick up the order. On the customer and vendor cards, you can specify what sort of delivery is desired.

You set up the description and code for each shipment method on the **Shipment Methods** page. For example, you can set up the code FOB, and enter Free on Board in the **Description** field. You can then enter the code in **Shipment Method Code** fields elsewhere in the system, such as on a customer card. Then when you create new orders, invoices, credit memos, and so on, the system will enter the description represented by the code. You can change it on the document as needed.

To set up a shipment method

1. Choose the  icon, enter **Shipment Methods**, and then choose the related link.
2. On the **Shipment Methods** page, choose the **New** action.
3. On the new line, specify a code and description for the shipment method.

See Also

[Set Up Shipping Agents](#)

[Track Packages](#)

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

[Incoterms on iccwbo.org](#)

NOTE

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Set Up Shipping Agents

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set up a code for each of your shipping agents and enter information about them.


If you enter an Internet address for the shipping agent, and the agent provides package tracking services on the Internet, you can use the automatic package tracking feature. For more information, see [Track Packages](#).

When you set up shipping agents on your sales orders, you can also specify the services that each shipping agent offers.

For each shipping agent, you can set up an unlimited number of services, and you can specify a shipping time for each service.

When you have assigned a shipping agent service to a sales order line, the shipping time of the service will be included in the order promising calculation, for that line. For more information, see [Calculate Order Promising Dates](#).

To set up a shipping agent

1. Choose the  icon, enter **Shipping Agents**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description..
3. Choose the **Shipping Agent Services** action.
4. In the **Shipping Agent Services**, fill in the fields as necessary.

NOTE

If you delete the shipping agent on the order line, the shipping agent service code is also deleted. The contents of fields that were based in part on the shipping agent service are recalculated.

See Also

[Set Up Shipment Methods](#)

[Track Packages](#)

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Setting Up Purchasing

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can manage purchase processes, you must configure the rules and values that define the company's purchase policies.

You must define the general setup, such as which purchase documents are required and how their values are posted. This general setup is typically performed once during the initial implementation.

A separate series of tasks related to registering new vendors is to record any special price or discount agreements that you have with each vendor.

Finance-related purchase setup, such as payment methods and currencies, are covered in the Finance Setup section. For more information, see [Setting Up Finance](#).

TO	SEE
Create a vendor card for each vendor that you purchase from	Register New Vendors
Enter the different discounts and special prices that vendors grant you depending on item, quantities, and/or date	Record Purchase Price, Discount, and Payment Agreements
Prioritize vendors	Prioritize Vendors
Set up purchasers	Set Up Purchasers
Specify default reports to be used for different document types.	Report Selection in Business Central

TIP

Depending on your geographical location, some pages can contain fields that are not described in the articles that are listed here because they apply to local functionality or customizations. Hover over a field to read a short description.

See Related Training at [Microsoft Learn](#)

See Also

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Register New Vendors

2/18/2021 • 2 minutes to read • [Edit Online](#)

Vendors provide the products that you sell. Each vendor that you purchase from must be registered as a vendor card.


Before you can register new vendors, you must set up various purchase codes that you can select from when you fill vendor cards. When all of the required master data is created, you can perform additional configuration of the vendor, such as prioritize the vendor for payment purposes and list items that the vendor and other vendors can supply. Another group of setup tasks for vendors is to record your agreements concerning discounts, prices, and payment methods. For more information, see [Setting Up Purchasing](#).

Vendor cards hold the information that is required to buy products from the vendor. For more information, see [Record Purchases](#) and [Register New Items](#).

NOTE

If vendor templates exist for different vendor types, then a page appears when you create a new vendor card from where you can select an appropriate template. If only one vendor template exists, then new vendor cards always use that template.

To create a new vendor card

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. On the **Vendors** page, Choose **New**.

If more than one vendor template exists, then a page opens from which you can select a vendor template. In that case, follow the next two steps.
3. On the **Select a template for a new vendor** page, choose the template that you want to use for the new vendor card.
4. Choose the **OK** button. A new vendor card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the vendor card as necessary. Hover over a field to read a short description.

NOTE

If you do not know the invoicing address that will be used for every invoice from a vendor, do not fill in the **Vendor No.** field. Instead, choose the pay-to vendor number after you have set up a purchase quote, order, or invoice header.

The vendor is now registered, and the vendor card is ready to be used on purchase documents.

If you want to use this vendor card as a template when you create new vendor cards, you can save it as a vendor template. For more information, see the following section.

Deleting Vendor Cards

If you have posted a transaction for a vendor, you cannot delete the card because the ledger entries may be needed for auditing. To delete vendor cards with ledger entries, contact to Microsoft partner to do so through code.

To save the vendor card as a template

1. On the **Vendor Card** page, choose the **Save as Template** action. The **Vendor Template** page opens showing the vendor card as a template.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** page opens showing any dimension codes that are set up for the vendor.
4. Edit or enter dimension codes that will apply to new vendor cards created by using the template.
5. When you have completed the new vendor template, choose the **OK** button.
The vendor template is added to the list of vendor templates, so that you can use it to create new vendor cards.

See Also

[Merge Duplicate Records](#)

[Create Number Series](#)

[Purchasing](#)

[Record Purchases](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Record Special Purchase Prices and Discounts

2/18/2021 • 8 minutes to read • [Edit Online](#)

NOTE

In 2020 release wave 2 we released streamlined processes for setting up and managing prices and discounts. If you're a new customer using that version, you're using the new experience. If you're an existing customer, whether you are using the new experience depends on whether your administrator has enabled the **New sales pricing experience** feature update in **Feature Management**. For more information, see [Enabling Upcoming Features Ahead of Time](#).

The different price and discount agreements that apply when you buy from different vendors must be defined so that the agreed rules and values are applied to purchase documents that you create for the vendors.

When you have recorded special prices and line discounts for sales and purchases, Business Central ensures that your profit on item trade is always optimal by automatically calculating the best price on sales and purchase documents and on job and item journal lines. For more information, see [Best Price Calculation](#).

Concerning prices, you can have a special purchase price inserted on purchase lines if a certain combination of vendor, item, minimum quantity, unit of measure, or starting/ending date exists.


Concerning discounts, you can set up and use two types of purchase discounts:

DISCOUNT TYPE	DESCRIPTION
Purchase Line Discount	An amount discount that is inserted on purchase lines if a certain combination of vendor, item, minimum quantity, unit of measure, or starting/ending date exists. This works in the same way as for purchase prices.
Invoice Discount	A percentage discount that is subtracted from the document total if the value amount of all lines on a purchase document exceeds a certain minimum.

Because purchase line discounts and purchase prices are based on a combination of item and vendor, you can also enter this configuration from the item card, where the rules and values are defined. For more information, see [Register New Items](#).

To set up a special purchase price for a vendor

- [Current Experience](#)
- [New Experience](#)

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor card, and then choose the **Prices** action.
3. Fill in the fields on the line as necessary. Hover over a field to read a short description.
4. Fill a line for each combination for which the vendor grants you a purchase line discount.

To set up a line discount for a vendor

1. Choose the  icon, enter **Vendors**, and then choose the related link.


2. Open the relevant vendor card, and then choose the **Line Discounts** action.

The **Purchase Type** field is prefilled with **Vendor**, and the **Purchase Code** field is prefilled with the vendor number.

3. Fill in the fields on the line as necessary. Hover over a field to read a short description.
4. Fill a line for each combination for which the vendor grants you a purchase line discount.

To set up an invoice discount for a vendor

When your vendors have informed you which invoice discounts they grant, enter the invoice discount code on the vendor cards and set up the terms for each code.

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the vendor card for a vendor that will be eligible for invoice discounts.
3. In the **Invoice Disc. Code** field, select a code for the relevant invoice discount terms to use to calculate invoice discounts for the vendor.

NOTE

Invoice discount codes are represented by existing vendor cards. This enables you to quickly assign invoice discount terms to vendors by picking the name of another vendors who will have the same terms.

Proceed to set up new the purchase invoice discount terms.


4. On the **Vendor Card** page, choose the **Invoice Discounts** action. The **Vend. Invoice Discounts** page opens.
5. In the **Currency Code** field, enter the code for a currency that the invoice discount terms on the line applies to. Leave the field blank to set up invoice discount terms in USD.
6. In the **Minimum Amount** field, enter the minimum amount that an invoice must have to be eligible for the discount.
7. In the **Discount %** field, enter the invoice discount as a percentage of the invoice amount.
8. Repeat steps 5 through 7 for each currency that the vendor will receive a different invoice discount for.

The invoice discount is now set up and assigned to the vendor in question. When you select the vendor code in the **Invoice Disc. Code** field on other vendor cards, the same invoice discount is assigned to those vendor.

To choose a principle for posting purchase discounts

When you post a purchase invoice that includes one or more discounts, you can choose between two principles for posting discount amounts. You can post discounts separately or you can subtract discounts from invoice discounts.

Before you can do this, you must have already set up the necessary accounts for posting discount amounts in the chart of accounts. You must also check that you have entered the correct account numbers in the general posting setup in the **Purch. Line Disc. Account** and **Purch. Inv. Disc. Account** fields.

1. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
2. In the **Discount Posting** field, choose one of the following principles for posting discounts.

DISCOUNT POSTING PRINCIPLE	INVOICE DISCOUNT	LINE DISCOUNT
All Discounts	Posted separately	Posted separately
Invoice Discounts	Posted separately	Subtracted
Line Discounts	Subtracted	Posted separately
No Discounts	Subtracted	Subtracted

Purchase Invoice Discounts and Service Charges

If you have fixed terms for invoice discounts with any vendors, you can enter them for those vendors. Then the discount will be calculated when you fill in a purchase invoice.

Before you can use invoice discounts with purchases, you must specify the vendors that offer you the discounts.

You link discount percentages to specific invoice amounts in **Vend. Invoice Discounts** pages. You can enter any number of percentages in each page. Each vendor can have its own page, or you can link several vendors to the same page.

In addition to a discount percentage, you can link a service charge amount to a specific invoice amount.

You can define the terms of the invoice discount in LCY for domestic vendors and in foreign currency for foreign vendors.

You can choose to have Business Central automatically calculate the invoice discounts for quotes, blanket orders, orders, invoices, or credit memos.

TIP

Before you enter this information, it is a good idea to prepare an outline of the discount structure that you want to use. This makes it easier to see which vendors can be linked to the same invoice discount page. The fewer pages that you have to set up, the faster that you can enter the basic information.

Best Price Calculation

When you have recorded special prices and line discounts for sales and purchases, Business Central ensures that your profit on item trade is always optimal by automatically calculating the best price on sales and purchase documents and on job and item journal lines.

The best price is the lowest permissible price with the highest permissible line discount on a given date. Business Central automatically calculates this when it inserts the unit price and the line discount percentage for items on new document and journal lines.

NOTE

The following describes how the best price is calculated for sales. The calculation is the same for purchases.

1. Business Central checks the combination of the bill-to customer and the item and then calculates the applicable unit price and line discount percentage, using the following criteria:
 - Does the customer have a price/discount agreement, or does the customer belong to a group that does?

- Is the item or the item discount group on the line included in any of these price/discount agreements?
 - Is the order date (or the posting date for the invoice and credit memo) within the starting and ending date of the price/discount agreement?
 - Is a unit of measure code specified? If so, Business Central checks for prices/discounts with the same unit of measure code, and prices/discounts with no unit of measure code.
2. Business Central checks if any price/discount agreements apply to information on the document or journal line, and then inserts the applicable unit price and line discount percentage, using the following criteria:
- Is there a minimum quantity requirement in the price/discount agreement that is fulfilled?
 - Is there a currency requirement in the price/discount agreement that is fulfilled? If so, the lowest price and the highest line discount for that currency are inserted, even if LCY would provide a better price. If there is no price/discount agreement for the specified currency code, Business Central inserts the lowest price and the highest line discount in LCY.

If no special price can be calculated for the item on the line, then either the last direct cost or the unit price from the item card is inserted.

See Related Training at [Microsoft Learn](#)

See Also

[Setting Up Purchasing](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Prioritize Vendors

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central can suggest various payments to vendors, for example, payments that will be due soon or payments where a discount is available. For more information, see [Suggest Vendor Payments](#).

First, you must prioritize your vendors by assigning numbers to them.

To prioritize vendors

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the relevant vendor, and then choose **Edit**.
3. In the **Priority** field, enter a number.

Business Central considers the lowest number, except 0, to have the highest priority. So, for example, if you use 1, 2, and 3, then 1 will have the highest priority.

If you do not want to prioritize a vendor, leave the **Priority** field blank. Then, if you use the payment suggestion feature, the vendor will be listed after all the vendors that have a priority number. You can enter as many priority levels as necessary.

See Also

[Setting Up Purchasing](#)

[Managing Payables](#)

[Working with Business Central](#)

NOTE

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Set Up Purchasers


2/18/2021 • 2 minutes to read • [Edit Online](#)

If several purchasers work at your company, you can set them up in a page and assign them each a code. You can then use the codes to prepare statistics and to filter information in printed reports.

To set up purchasers

1. Choose the  icon, enter **Salespeople/Purchasers**, and then choose the related link.
2. On the **Salespeople/Purchasers** page, choose **New**.
3. On the **Salesperson/Purchaser Card** page, fill in the fields as necessary. Hover over a field to read a short description.

To assign purchasers to vendors

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor card for the vendor that will be assigned a purchaser.
3. In the **Purchaser Code** field, select the applicable purchaser code and then close the page.

See Also

[Setting Up Purchasing](#)

[Managing Payables](#)

[Working with Business Central](#)

NOTE

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Setting Up Inventory

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can manage warehouse activities and inventory costing, you must configure the rules and values that define the company's inventory policies.

You can provide better customer service and optimize your supply chain by organizing your inventory at different addresses. You can then buy, store, or sell items at different locations and transfer inventory between them.

When you have set up your inventory, you can manage various processes related to item transactions. For more information, see [Manage Inventory](#) and [Warehouse Management](#).

TO	SEE
Define the general inventory setup, such as number series and how to use locations.	Set Up General Inventory Information
Configure an efficient distribution model with a combination of different locations and responsibility centers assigned to business partners or employees.	Work with Responsibility Centers
Organize your inventory at multiple locations, including transfer routes.	Set Up Locations
Create item cards for inventory, non-inventory, or service items that you trade in.	Register New Items
Use the Copy Item function to quickly create a new item card based on an existing one.	Copy Existing Items to Create New Items
Learn how to fill in the Type field on item cards according to the business purpose.	About Item Types
Set up multiple units of measure for an item that you can use as alternate UOMs, for example on sales, purchasing, or production transactions.	Set Up Item Units of Measure
As a supplement to item cards, record information about your items in a specific location or of a specific variant.	Set Up Stockkeeping Units
Assign items to categories and give them attributes to help you and customers find items.	Categorize Items
Import multiple item pictures in one go from a zip file where the files are named according to item numbers.	Import Multiple Item Pictures
Specify default reports to be used for different document types.	Report Selection in Business Central

See Related Training at [Microsoft Learn](#)

See Also

[Managing Inventory](#)

[Managing Purchasing](#)

[Managing Sales](#)

[Working with Business Central](#)

[General Business Functionality](#)

NOTE

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Set Up General Inventory Information

2/18/2021 • 2 minutes to read • [Edit Online](#)

You specify your general inventory setup on the **Inventory Setup** page.

To set up general inventory information

1. Choose the  icon, enter **Inventory Setup**, and then choose the related link.
2. On the **Inventory Setup** page, fill in the fields as necessary. Hover over a field to read a short description.

For detailed information about the costing fields, **Automatic Cost Posting**, **Expected Cost Posting to G/L**, and **Default Costing Method**, see [Reconcile Inventory Costs with the General Ledger, Design Details: Inventory Costing](#), and [Design Details: Expected Cost Posting](#). For more information about costing in general, see [Managing Inventory Costs](#).

If you want to include warehouse handling time in the order promising calculation on the purchase line, you can set it up as a default for the inventory, on the **Inventory Setup** page, and for your location. For more information, see [Calculate Order Promising Dates](#).

NOTE

The **Automatic Cost Adjustment** toggle is turned on by default to ensure that inventory values are always correct in the general ledger, which in turn keeps your sales and profit statistics up to date. Cost changes from inbound entries, such as those for purchases or production output, are assigned to the related outbound entries, such as sales or transfers. This is helpful for new Business Central customers and small businesses with relatively low inventory transaction levels. However, as a business grows and inventory levels increase, this can slow down system performance. To minimize reduced performance during posting, select a time option to define how far back in time from the work date an inbound transaction can occur to potentially trigger adjustment of related outbound value entries. Alternatively, you can manually adjust costs at regular intervals with the Adjust Cost - Item Entries batch job.

See Also

[Set Up Inventory](#)

[Design Details: Costing Methods](#)

[Manage Inventory](#)

[Working with Business Central](#)

[Change Which Features are Displayed](#)

[General Business Functionality](#)

NOTE

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Work with Responsibility Centers


2/18/2021 • 3 minutes to read • [Edit Online](#)

Responsibility centers provide the ability to handle administrative centers. A responsibility center can be a cost center, a profit center, an investment center, or other company-defined administrative center. Examples of responsibility centers are a sales office, a purchasing department for several locations, and a plant planning office. Using this functionality, for example, companies can set up user-specific views of sales and purchase documents related exclusively to a particular responsibility center.


Using multiple locations together with responsibility centers provides the ability to manage business operations in the most flexible, yet optimal way.

Multiple locations allows companies to manage their inventory in multiple locations using one database. Two concepts, locations and stockkeeping units, are the cornerstones of this granule. A location is defined as a place that handles physical placement and quantities of items. The concept is broad enough to include locations such as plants or production facilities as well as distribution centers, warehouses, showrooms and service vehicles. A stockkeeping unit is defined as an item at a specific location and/or as a variant. Using stockkeeping units, companies with multiple locations are able to add replenishment information, addresses, and some financial posting information at the location level. As a result, they have the ability to replenish variants of the same item for each location as well as to order items for each location on the basis of location-specific replenishment information.

To set up a responsibility center

1. Choose the  icon, enter **Responsibility Centers**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

If you are using responsibility centers to administer your company, it can be useful to have a default responsibility center for your company.

4. Choose the  icon, enter **Company Information**, and then choose the related link.
5. In the **Responsibility Center** field, enter a responsibility center code.

This code will be used on all purchase, sales, or service documents, if the user, customer, or vendor has no default responsibility center. On any sales, purchase, or service document, you can enter another responsibility center than the default.


NOTE

When you enter a responsibility center code on a document, it affects the address, dimensions, and prices on the document.

To assign responsibility centers to users

You can set up users so that in their daily routines application retrieves only the documents relevant for their particular work areas. Users are usually associated with one responsibility center and work only with documents related to specific application areas at that particular center.

To set this up, you assign responsibility centers to users in three functional areas: Purchases, Sales, and Service Management.

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. On the **User Setup** page, select the user you want to assign a responsibility center to. If the user not is on the list, you must enter a user ID in the **User ID** field.
3. In the **Sales Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to sales.
4. In the **Purchase Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to purchasing.
5. In the **Service Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to service management.

NOTE

Users can view only those posted documents that related to their own responsibility center. However, they can view all ledger entries and navigate to other posted documents from the ledger entries.

See Also

[Setting Up Inventory](#)

[Setting Up Warehouse Management Inventory](#)[Warehouse Management](#)

[Warehouse Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Set Up Locations

2/18/2021 • 2 minutes to read • [Edit Online](#)

If you buy, store, or sell items at more than one place or warehouse, you must set each location up with a location card and define transfer routes.

You can then create document lines for a specific location, view availability by location, and transfer inventory between locations. For more information, see [Manage Inventory](#).


To create a location card

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Choose the **New** action.
3. On the **Location Card** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Repeat steps 2 and 3 for every location where you want to keep inventory.

NOTE

Many fields on the location card refer to the handling of items in inbound and outbound warehouse processes. For more information, see [Setting Up Warehouse Management](#).

To create a transfer route

1. Choose the  icon, enter **Transfer Routes**, and then choose the related link.
2. Alternatively, from any **Location Card** page, choose the **Transfer Routes** action.
3. Choose the **New** action.
4. On the **Location Card** page, fill in the fields as necessary. Hover over a field to read a short description.

You can now transfer inventory items between two locations. For more information, see [Transfer Inventory Between Locations](#).

See Also

[Manage Inventory](#)

[Transfer Inventory Between Locations](#)

[Working with Business Central](#)

[Change Which Features are Displayed](#)

[General Business Functionality](#)

NOTE

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Register New Items

2/18/2021 • 6 minutes to read • [Edit Online](#)

Items, among other products, are the basis of your business, the goods or services that you trade in. Each item must be registered as an item card.

Item cards hold the information that is required to buy, store, sell, deliver, and account for items.

The item card can be of type **Inventory**, **Service**, or **Non-Inventory** to specify if the item is a physical inventory unit, a labor time unit, or a physical unit that is not tracked in inventory. For more information, see [About Item Types](#).

An item can be structured as a parent item with underlying child items in a bill of materials (BOM). In Business Central, a bill of material can be either an assembly BOM or a production BOM, depending on its use. For more information, see [Work with Bills of Material](#).

If you purchase the same item from more than one vendor, you can connect those vendors to the item card. The vendors will then appear on the **Item Vendor Catalog** page, so that you can easily select an alternate vendor.


Items that you offer to your customers but you do not want manage in your system until you start selling them can be set up as catalog items. Catalog items are not to be mistaken with regular items of type **Non-Inventory**. For more information, see [Work with Catalog Items](#).

NOTE

If item templates exist for different item types, then a page appears when you create a new item card from where you can select an appropriate template. If only one item template exists, then new item cards always use that template.

The following procedure explains how to create an item card from scratch. You can also create new item cards by copying existing ones. For more information, see [Copy Existing Items to Create New Items](#).

To create a new item card

1. Choose the  icon, enter **Items**, and then choose the related link.
2. On the **Items** page, choose the **New** action.

If only one item template exists, then a new item card opens with some fields filled with information from the template.

3. On the **Select a template for a new item** page, choose the template that you want to use for the new item card.
4. Choose the **OK** button. A new item card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the item card as necessary. Hover over a field to read a short description.

NOTE

In the **Costing Method** field, you set up how the item's unit cost is calculated by making assumptions about the flow of physical items through your company. Five costing methods are available, depending on the type of item. For more information, see [Design Details: Costing Methods](#).

If you select **Average**, then the item's unit cost is calculated as the average unit cost at each point in time after a purchase. Inventory is valued with the assumption that all inventories are sold simultaneously. With this setting, you can choose the **Unit Cost** field to view, on the **Average Cost Calc. Overview** page, the history of transactions that the average cost is calculated from.

You can view or edit special prices or discounts that you grant, or that your vendor grants you, for the item if certain criteria are met, such as customer, minimum order quantity, or ending date. You do this by choosing the **Set Special Prices** or **Set Special Discounts** actions. Each row on, for example, the **Sales Prices** page represents a special price. Each column represents a criterion that must apply to grant a customer the special price that you enter in the **Unit Price** field on the **Sales Prices** page. For more information, see [Record Sales Price, Discount, and Payment Agreements](#) or [Record Special Purchase Prices and Discounts](#).

The item is now registered, and the item card is ready to be used on purchase and sales documents.

If you want to use this item card as a template when you create new item cards, you can save it as a template. For more information, see the following section.

To save the item card as a template

1. On the **Item Card** page, choose the **Save as Template** action. The **Item Template** page opens showing the item card as a template.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** page opens showing any dimension codes that are set up for the item.
4. Edit or enter dimension codes that will apply to new item cards created by using the template.
5. When you have completed the new item template, choose the **OK** button.


The item template is added to the list of item templates, so that you can use it to create new item cards.

Items used in production orders

If you want to register items that are then used in production orders, you specify the replenishment system as *Prod. order* on the **Replenishment** FastTab. For more information, see [About Production Orders](#).

To set up multiple vendors for an item

If you purchase the same item from more than one vendor, you must enter information about each vendor of the item, such as prices, lead time, discounts, and so on.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the relevant item, and then choose the **Edit** action.
3. Choose the **Vendors** action.
4. Choose the **Vendor No.** field, and then select the vendor that you want to set up for the item.
5. Optionally, fill in the remaining fields.
6. Repeat steps 2 through 5 for each vendor that you want to buy the item from.

The vendors will now appear on the **Item Vendor Catalog** page, which you open from the item card, so that you can easily select an alternate vendor.

Categories, attributes, and variants

Categories and attributes are two different ways of grouping inventory items. Item variant is a way to indicate that a specific item is available in different colors or sizes, for example. Depending on how you set up your inventory, you can use categories to group chairs versus desks, and then use attributes to group green items versus blue items, for example. You can then supplement this setup by adding variants to each type of chair and desk. By adding variants, you can run reports such as **Item Availability by Variant** to identify differences between the blue chairs versus the green chairs, for example.

Deleting item cards

If you have posted a transaction for an item, you cannot delete the card because the ledger entries may be needed for inventory valuation or auditing. To delete item cards with ledger entries, contact to Microsoft partner to do so through code.

Manage inventory in warehouses

When you register a new item, you will see fields that are related to warehouse management, especially on the **Warehouse** FastTab. If your organization does not use the warehouse management capabilities in Business Central, then you can ignore those fields.

If your organization later sets up warehouse management, in most cases, you must then go back to each existing item to make sure that it has the right information in the various fields, so that the warehouse processes can run as expected. This information can includes fields such as **Warehouse Class Code** or **Put-away Template Code**. For more information, see [Design Details: Warehouse Setup](#).

See Also

[Inventory](#)

[Set Up Units of Measure](#)

[Tariff numbers](#)

[Reconcile Inventory Costs with the General Ledger](#)

[Create Number Series](#)

[Setting Up Posting Groups](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Copy Existing Items to Create New Items

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you add a new item, to save time, you can use the **Copy Item** function to copy an existing item to use as a template for a new item.

To copy an existing item to a new item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item that you want to copy, and then choose the **Copy Item** action.

If you cannot find the **Copy Item** action, choose to view more options, and then find it under **Actions, Functions**.

3. On the **Copy Item** page, fill in the fields. Hover over a field to read a short description.

NOTE

You can enter a specific item number in the **Target Item No.** field that you want the new item to get. Alternatively, you can select an existing number series in the **Target No. Series** field. The new item will then be assigned the next available number in that number series.

4. To copy your selections to the new item, choose the **OK** button.

See Also

[Register New Items](#)

[Setting Up Inventory](#)

NOTE

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About Item Types

2/18/2021 • 2 minutes to read • [Edit Online](#)

In the **Type** field on the **Item Card** page, you can select what the item is used for in your business and therefore how it is managed in the system. Three options exist:

OPTION	TYPICAL PURPOSE
Inventory	A physical unit, such as a bicycle, for full business support.
Non-Inventory	A physical unit, such as a bolt, for limited business support, for example, because the item is only used internally and has a low cost.
Service	A labor time unit, such as a consultancy hour, for limited business support.

The **Inventory** type involves full tracking of inventory quantity and value. Therefore, all item transaction types are supported, and items of type Inventory can be used with all item-handling features.

The **Service** and **Non-Inventory** types do not involve tracking of inventory quantity and value. Therefore, only selected item transaction types and features are supported.

The three item types support the following features respectively.

ITEM TYPE	SALES	PURCHASING	JOBS	SEVICING	ASSEMBLY	PRODUCTION	ASSEMBLY	PRICING	LOANS	PHYSICAL	INVENTORY	INVENTORY	ITEMS	RESERVE	WAREHOUSE	PLANNING
Inventory	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Non-Inventory	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No
Service	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No

Costing Methods for Types of Items

When you post inventory transactions, the quantity and value changes to the inventory are recorded in the item ledger entries and the value entries, respectively.

For inventory items, the cost is recorded in the **Cost Amount (Actual)** field on the **Value Entries** page, and when it is reconciled to the general ledger the cost will be shown in the **Cost Posted to G/L** field. For more information, see [Design Details: Inventory Costing](#).

For non-inventory and service items the cost is recorded in the **Cost Amount (Non-Invtbl.)** field on the **Value Entries** page. For non-inventory and service items the cost is specified on the sales, assembly, and production documents and journals. The default cost can be specified in the **Unit Cost** field on the **Item Card** and **Stockkeeping Unit** pages. Costs for these types of items are not reconciled to the general ledger.

Catalog and Service Items

Items that you offer to your customers but you do not want manage in your system until you start selling them can be set up as catalog items. Catalog items are not to be mistaken with regular items of type Non-Inventory. For more information, see [Work with Catalog Items](#).

Customers' items that you perform service on, such as a printer, are called service items. Service items have nothing to do with regular or catalog items. However, service components can be regular items. For more information, see [Set Up Service Items and Service Item Components](#).

See Also

[Register New Items](#)

[Setting Up Inventory](#)

[Managing Inventory Costs](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Set Up Units of Measure

2/18/2021 • 5 minutes to read • [Edit Online](#)


As part of setting up your Business Central, you set up general units of measure in the **Units of Measure** page. Then, when you register new items, you specify the base unit of measure on the **Item Card**. But you can also add units of measure later.

You can set up multiple units of measure for an item so that you can assign units of measure to the item for the following purposes:

- Assign a base unit of measure on the item's item card to define how it is stored in inventory and to serve as the conversion basis for alternate units of measure.
- Assign alternate units of measure to purchase, production, or sales documents to specify how many units of the base unit of measure you handle at a time in those processes. For example, you may buy the item on pallets and only use single pieces in your production.


If an item is stocked in one unit of measure but produced in another, a production order is created that uses a manufacturing batch unit of measure to calculate the correct quantity of the components during the **Refresh Production Order** batch job. An example of a manufacturing batch unit of measure calculation is when a manufactured item is stocked in pieces but produced in tons. For more information, see [Work with Manufacturing Batch Units of Measure](#).

To set up units of measure

1. Choose the  icon, enter **Units of Measure**, and then choose the related link.
2. Choose the **New** action. A new empty line is inserted.
3. Fill in the fields. Hover over a field to read a short description.
4. If you know that your organization will sell items with this unit of measure to customers in other countries, you can add translations.
 - a. Select the code for which you want to set up translations, and then choose the **Translations** action.
 - b. In the **Language Code** field, select the drop-down arrow to see a list of available language codes. Select the language code for which you want to enter a translation, and then choose the OK button to copy the code to the field.
 - c. In the **Description** field, enter the appropriate text.
5. Repeat the previous steps for any additional units of measure that you want to add.

When you register a new item, you can choose the base unit of measure from the list of units of measure that you have now set up. You can also set up multiple units of measure for an item.

To set up multiple item units of measure

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card of the item for which you want to set up alternate units of measure.
3. Choose the **Units of Measure** action. The **Item Units of Measure** page opens.
4. If the **Base Unit of Measure** field on the item card is filled, then that unit of measure is already set up.
5. Choose the **New** action. A new empty line is inserted.
6. In the **Code** field, enter the name of the unit of measure. Alternatively, choose the field to select from the

unit of measure codes that are in the database.

7. In the **Qty. per Unit of Measure** field, enter how many units of the base unit of measure the new unit of measure contains.
8. Optionally, in the **Height, Width, Length,** and **Weight** fields, specify precise information about the size of one unit of measure so that the Business Central can calculate how many of each item unit can be placed in any given bin. The **Cubage** field is calculated automatically based on **Height, Width,** and **Length**.

If any of these fields contain a value other than 0, then that measure is used during all processes that involve placing items in a bin: put-away, movements, receipts, shipments, picks, and adjustments.

Business Central checks the sum of each physical measure of the items being put away and the items already in the bin against the maximum size or other measure that can fit into a bin, according to the bin capacity policy on the location card for this item. In other words, you must use the same unit measure for each dimension across all item units of measure - use kilograms or pounds for weight, for example, but be consistent.


9. Repeat steps 5 through 7 to set up all the alternate units of measure that you want to use in different processes for this item.

In the **Base Unit of Measure** field at the bottom of the window, you can view or change the item's base unit of measure. You can also change the base unit of measure in the **Base Unit of Measure** field on the item card. In the **Item Units of Measure** page, the base unit of measure must have the value **1** in the **Qty. per Unit of Measure** field.

You can now use the alternate units of measure on purchase, production, and sales documents as described in the [To enter a default unit of measure code for sales and purchasing transactions](#) section.


To set up unit of measure translations

When you sell items to foreign customers, you may want to specify the unit of measure in the customer's language. You can do this after you have set up the necessary unit of measure translations.

1. Choose the  icon, enter **Units of Measure**, and then choose the related link.
2. Select the code for which you want to set up translations, and then choose the **Translations** action.
3. In the **Language Code** field, select the drop-down arrow to see a list of available language codes. Select the language code for which you want to enter a translation, and then choose the OK button to copy the code to the field.
4. In the **Description** field, enter the appropriate text.
5. Repeat steps 2 through 4 for the unit of measure codes and the languages for which you want to enter translations.

To enter a default unit of measure code for sales and purchasing transactions

If you usually buy or sell in units different from the base unit of measure, you can specify separate units of measure for purchases and sales. To do this, the units of measure must be set up on the **Item Units of Measure** page.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the relevant item card for which you want to specify a default sales or purchase unit of measure code.
3. For sales, on the **Invoicing** FastTab, in the **Sales Unit of Measure** field, open the **Item Units of Measure** page.
4. For purchasing, on the **Replenishment** FastTab, in the **Purch. Unit of Measure** field, open the **Item Units**

of Measure page.

5. Select the code you want to set up as the default unit of measure for sales or purchasing respectively, and then choose the **OK** button.

See Also

[Work with Manufacturing Batch Units of Measure](#)

[Register New Items](#)

[Managing Inventory](#)

[Managing Purchasing](#)

[Managing Sales](#)

[Working with Business Central](#)

NOTE

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Set Up Stockkeeping Units

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use stockkeeping units to record information about your items for a specific location or a specific variant code.

Stockkeeping units are a supplement to item cards. They do not replace them, although they are related to them. Stockkeeping units allow you to differentiate information about an item for a specific location, such as a warehouse or distribution center, or a specific variant, such as different shelf numbers and different replenishment information, for the same item.

To set up a stockkeeping unit

1. Choose the  icon, enter **Stockkeeping Units**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields on the card. The following fields are required: **Item No.**, **Location Code**, and/or **Variant Code**. Hover over a field to read a short description.

When you have set up the first stockkeeping unit for an item, the **Stockkeeping Unit Exists** check box on the **Item** card is selected.

To create several stockkeeping units for an item, use the **Create Stockkeeping Unit** batch job.

NOTE

The information on the **Stockkeeping Unit** card has priority over the **Item** card.

WARNING

If the SKU is supplied through production, then the **Standard Cost** field is not used when invoicing and adjusting the actual cost of the produced item. Instead, the **Standard Cost** field on the underlying item card is used, and any variances are calculated against the cost shares of that item.

Because production BOMs and routing cannot be assigned to SKUs, then the unit cost roll-up and the related calculation of cost shares are also not available on SKUs. For more information, see [About Calculating Standard Cost](#)

See Also

[Register New Items](#)

[Setting Up Warehouse Management](#)

[Warehouse Management](#)

[Inventory](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Categorize Items

2/18/2021 • 2 minutes to read • [Edit Online](#)

To maintain an overview of your items and to help you sort and find items, it is useful to organize your items in item categories.

To find items by characteristics, you can assign item attributes to items and also to item categories. For more information, see [Work with Item Attributes](#).

To create an item category

1. Choose the  icon, enter **Item Categories**, and then choose the related link.
2. On the **Item Categories** page, choose the **New** action.
3. On the **Item Category Card** page, on the **General** FastTab, fill in the fields as necessary. Hover over a field to read a short description.
4. On the **Attributes** FastTab, specify any item attributes for the item category. For more information, see [To assign item attributes to item categories](#).

NOTE


If the item category has a parent item category, as indicated by the **Parent Category** field, then any item attributes that are assigned to that parent item category are prefilled on the **Attributes** FastTab.

NOTE

Item attributes that you assign to an item category will automatically apply to the item that the item category is assigned to.

If you change your mind about an item category, you can delete it. However, if it has already been assigned to an item, you must remove that assignment before you can delete the item category.

To assign an item category to an item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for the item that you want to assign to an item category.
3. Choose the lookup button in the **Item Category Code** field and select an existing item category.
Alternatively, choose the **New** action to first create a new item category as explained in [To create an item category](#).

Categories, attributes, and variants

Categories and attributes are two different ways of grouping inventory items. Item variant is a way to indicate that a specific item is available in different colors or sizes, for example. Depending on how you set up your inventory, you can use categories to group chairs versus desks, and then use attributes to group green items versus blue items, for example. You can then supplement this setup by adding variants to each type of chair and desk. By adding variants, you can run reports such as **Item Availability by Variant** to identify differences

between the blue chairs versus the green chairs, for example.

See Also

[Work with Item Attributes](#)

[Register New Items](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Import Multiple Item Pictures

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can import multiple item pictures in one go. Simply name your picture files with names corresponding to your item numbers, compress them to a ZIP file, and then use the **Import Item Pictures** page to manage which item pictures to import.

All common file formats are supported.


To name picture files by the item names and prepare the ZIP file

1. At the location where your item pictures are stored, name each files according to the number of the related item. For example:

ITEM NO.	FILE NAME
1000	1000.bmp
1001	1001.bmp
1002	1002.bmp

2. Collect all the files in a ZIP file. For example, in Windows Explorer, select the files, and then choose **Send to, Compressed (zipped) folder**.

To import item pictures

1. Choose the  icon, enter **Inventory Setup**, and then choose the related link.
2. Choose the **Import Item Pictures** action.
3. In the **Select a ZIP file** field, select the relevant ZIP folder, and then choose the **Open** button.

A line for each item and picture is created on the **Import Item Pictures** page.

NOTE

For item cards that already have a picture, the **Picture Already Exists** check box is selected. If you do not want any existing pictures to be replaced, deselect the **Replace Pictures** check box. If you do not want individual existing pictures to be replaced, delete the lines in question.

4. Choose the **Import Pictures** action.

The **Import Status** field is updated to show if the picture import was skipped or completed.

See Also

[Register New Items](#)
[Create Number Series](#)
[Inventory](#)
[Purchasing](#)

NOTE

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Setting Up Project Management

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can use Business Central to manage projects, you must set up resources, time sheets, and jobs.

Then you can create jobs and schedule resources for projects as well as manage budgets and track machine and employee hours with time sheets. For more information, see [Managing Projects](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up project management.	Set general information for jobs
Set up your resources and the related costs and prices, either for individual resources, resource groups, or for all available resources of the company.	Set Up Resources
Enable resources to report time usage for an individual or a machine and enable a manager to review the usage and its allocation.	Set Up Time Sheets
Create job cards and prepare job tasks. Set up prices for job items and job resources and define job posting groups.	Set Up Jobs

See Also

[Managing Projects](#)

[Video: How to create a job in Dynamics 365 Business Central](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Set Up Resources

2/18/2021 • 3 minutes to read • [Edit Online](#)

To correctly manage resource activities, you must set up your resources and the related costs and prices. The job-related prices, discounts, and cost factor rules are set up on the job card. You can specify the costs and prices for individual resources, resource groups, or all available resources of the company.

When resources are used or sold in a job, the prices and costs associated with them are retrieved from the information that you set up.

You specify the default amount per hour when the resource is created. For example, if you use a specific machine on a job for five hours, the job would be calculated based on the amount per hour.


NOTE

You can purchase external resources, for example to invoice a vendor for work delivered. For more information, see [Record Purchases](#).

In that case, it is recommended that you name or group such external resources to indicate their purpose so they are not confused with your internal resources.


To set up a resource

Create a card for each resource that you want to use in projects.

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.


To set up a resource group

You can combine several resources in one resource group. All capacities and budgets of resource groups are accumulated from the individual resources. It is also possible to enter capacities for resource groups either independently of the accumulated values or in addition to them.

1. Choose the  icon, enter **Resource groups**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary.

To set capacity for a resource

To calculate how much time a resource can spend on jobs, their capacity must first be set up as available time per period on the work calendar. This setup is used when you fill in job planning lines that contain the resource. For more information, see [Create Jobs](#).


1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Open the relevant resource card, and then choose the **Resource Capacity** action.
3. On the **Resource Capacity** page, in the **View By** field, specify the length of the period, such as **Day**, that is shown on columns on the **Resource Capacity Matrix** FastTab.
4. For each resource on a line, specify for each period on the columns the number of hours that the resource is

available.

5. Alternatively, to detail the resource's weekly capacity within a starting and ending date, choose the **Set Capacity** action.
6. On the **Resource Capacity Settings** page, fill in the fields as necessary.
7. Choose the **Update Capacity** action. The **Resource Capacity** page is updated with the entered capacity.
8. Close the page.

To set up alternate resource costs


In addition to the cost specified on the resource card, you can set up alternate costs for each resource. For example, if you pay an employee a higher hourly rate for overtime, you can set up a resource cost for the overtime rate. The alternate cost that you set up for the resource will override the cost on the resource card when you use the resource in the resource journal.

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Select the resource for that you want to set up one or more alternate costs for, and then choose the **Costs** action.
3. On the **Resource Costs** page, fill in the fields on a line as necessary.
4. Repeat step 3 for each alternate resource cost that you want to set up.

Note. To set up resource costs that will apply to all resources and resource groups, open the **Resource Costs** page and fill in the fields.

To set up alternate resource prices

In addition to price specified on the resource card, you can set up alternate prices for each resource. These alternate prices can be conditional. They can depend on whether the resource is used with a specific job or work type.

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Select the resource for that you want to set up one or more alternate prices for, and then choose the **Prices** action.
3. On the **Resource Prices** page, fill in the fields on a line as necessary.
4. Repeat step 3 for each alternate resource price that you want to set up.

See Also

[Setting Up Project Management](#)

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Set Up Time Sheets

2/18/2021 • 2 minutes to read • [Edit Online](#)


Time sheets in Business Central handle time registration in weekly increments of seven days. You use them to track the time used on jobs, and you can use them to record simple resource time registration. Before you can use time sheets, you must specify how you want them to be set up and configured.

After you have set up how your organization will use time sheets, you can specify if and how time sheets are approved. Depending on the needs of your organization, you can designate:

- One or more users as the time sheet administrator and approver for all time sheets.
- A time sheet approver for each resource.


When you have set up time sheets, you can create time sheets for resources, assign them to job planning lines, and post time sheet lines. For more information, see [Use Time Sheets](#).

To set up general information for time sheets

1. Choose the  icon, enter **Resources Setup**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. For the **Time Sheet by Job Approval** field, select one of the following options.

OPTION	DESCRIPTION
Never	The user in the Time Sheet Approver User ID field on the resource card approves the time sheet.
Always	The user in the Person Responsible field on the job card approves the time sheet.
Machine Only	If the machine time sheet is linked with a job, then the user in the Person Responsible field on the job card approves the time sheet. If the machine time sheet is linked with a resource, then the user in the Time Sheet Approver User ID field on the resource card approves the time sheet.


To assign a time sheet administrator

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. Add a new user if the user list does not include the person who you want to be the time sheet administrator.
For more information, see [Assign Permissions to Users and Groups](#).
3. Select a user to be a time sheet administrator, and then select the **Time Sheet Admin.** check box.

TIP

It is recommended that you designate only one user to be the time sheet administrator for a company. In the following procedure, you set up a time sheet owner and approver where the time sheet approver is assigned for each resource.

To assign a time sheets owner and approver

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Select the resource for which you want to set up the ability to use time sheets, and then select the **Use Time Sheet** check box.
3. In the **Time Sheet Owner User ID** field, enter the ID of the owner of the time sheet. The owner can enter time usage on a time sheet and submit it for approval. In general, when the resource is a person, that person is also the owner.
4. In the **Time Sheet Approver User ID** field, enter the ID of the approver of the time sheet. The approver can approve, reject, or reopen a time sheet.

NOTE

You cannot change the ID of the time sheet approver if there are time sheets that have not yet been processed and have the status of **Submitted** or **Open**.

See Also

[Setting Up Project Management](#)

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Set Up Jobs

2/18/2021 • 7 minutes to read • [Edit Online](#)

As a project manager, you can set up jobs that define each of the projects that you manage in Business Central. On the **Jobs Setup** page, you must specify how you want to use certain job features.

For each job, you then specify individual job cards with information about prices for job items, job resources, and job G/L accounts, and you must set up job posting groups.

To set general information for jobs

1. Choose the  icon, enter **Jobs Setup**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

NOTE

The impact of the **Apply Usage Link by Default** field is rather complex and is therefore explained in the following section.

To set up job usage tracking

When you are executing a job, you might want to know how your usage is tracking against your plan. To easily do this, you can create a link between your job planning lines and the actual usage. This lets you track your costs and to easily see at how much work remains to be done. By default, the job planning line type is **Budget**, but using the line type **Both Budget and Billable** has similar effects.

If you select the **Apply Usage Link by Default** field, then you can review information on the job planning line. You can set the quantity of the resource, item, or general ledger account and then indicate what quantity you want to transfer to the job journal. The **Remaining Quantity** field on the job planning line will tell you what remains to be transferred and posted to the job journal.

TIP


You can enable or disable job usage tracking for a specific job. The value of the **Apply Usage Link** field on the individual job card overrides the setting in the **Jobs Setup** page.

When the **Apply Usage Link by Default** check box is selected, and the job planning line type is **Billable**, a job planning line of type **Budget** is created after you post a job journal line.

IMPORTANT

If job usage tracking is enabled, either in the **Jobs Setup** page or on the individual job, and the **Line Type** field on the job journal line is blank, then new job planning lines of line type **Budget** are created when you post job journal lines.

If job usage tracking is *not* enabled, either in the **Jobs Setup** page or on the individual job, and the **Line Type** field on the job journal line is blank, then no job planning lines are created when you post job journal lines. For more information, see [Record Usage for Jobs](#).

1. Choose the  icon, enter **Jobs Setup**, and then choose the related link.
2. Select the **Apply Usage Link by Default** check box.


To set up prices for resources, items, and general ledger accounts for jobs

NOTE

In 2020 release wave 2 we released new processes for setting up and managing prices and discounts. If you're a new customer, you're using the new experience. If you're an existing customer, whether you are using the new experience depends on whether your administrator has enabled the **New sales pricing experience** feature update in **Feature Management**. For more information, see [Enabling Upcoming Features Ahead of Time](#).

You can set up prices for the items, resources, and general ledger accounts related to a job.


- [Current Experience](#)

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the job, and then choose the **Resource**, **Item**, or **G/L Account** action.
3. On the **Job Resource Prices**, **Job Item Prices**, or **Job G/L Account Prices** pages, fill in the fields as necessary.

The following table shows how the information in the optional fields will be used on job planning lines and journals when the resource, item, or general ledger account are chosen for the job.

COLUMN1	COLUMN2
Job Resources	The Job Task No. , Work Type , Currency Code , Line Discount % , and Unit Cost Factor fields. The value in the Unit Price field for the resource will be used on the job planning lines and job journals when this resource, a resource assigned to the resource group, or any resource is entered. Note that this price will always override any prices set up in the existing Resource Price/Resource Group Prices page.
Job Items	The Job Task No. , Currency Code , and Line Discount % fields. The value in the Unit Price field for the item will be used on the job planning lines and job journals when this item is entered. Note that this price will always override the regular customer price (the "best price" mechanism) for items. If you want to use the regular customer price mechanisms, then you should not create any job item prices for the job.
General Ledger Accounts	The information in the Job Task No. , Currency Code , Line Discount % , Unit Cost Factor , and Unit Cost fields will be used on the job planning lines and job journals when this general ledger account is entered and added to a job. The value in the Unit Price field for the general ledger job expense will be used on the job planning lines and job journals when this general ledger account is entered.

- [New Experience](#)


1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the relevant job, and then choose the **Sales Price Lists** action.

To set up job posting groups

One aspect of planning jobs is deciding which posting accounts to use for job costing. To be able to post jobs, you set up accounts for posting for each job posting group. A posting group represents a link between the job and how it should be treated in the general ledger. When you create a job, you specify a posting group, and by default, each task you create for the job is associated with that posting group. However, as you create tasks, you can override the default and select a posting group that is more appropriate.

NOTE

The necessary accounts in the chart of accounts must be set up before you set up posting groups. For more information, see [Set Up or Change the Chart of Accounts](#).

1. Choose the  icon, enter **Job Posting Groups**, and then choose the related link.
2. Choose the **New** action, and then fill in the account fields as described in the following table.

ACCOUNT FIELD	DESCRIPTION
Code	A code for the posting group. You can enter up to 10 characters, including spaces.
WIP Costs Account	The WIP account for the calculated cost of the job WIP, which is a balance sheet capital asset account.
WIP Accrued Costs Account	An account for the Cost Value or Cost of Sales method of WIP calculation, which is a balance sheet accrued expense liability account. This will be posted to when the WIP adjustment requires that usage costs posted to the income statement be increased.
Job Costs Applied Account	A balancing account to the WIP Costs Account, which is a contra for a negative expense account.
Item Costs Applied Account	A balancing account to the WIP Costs Account, which is a contra for a negative expense account.
Resource Costs Applied Account	A balancing account to the WIP Costs Account, which is a contra for a negative expense account.
Costs Applied Account	A balancing account to the WIP Costs Account, which is a contra for a negative expense account.
Job Costs Adjustment Account	The balancing account to the WIP Accrued Costs account, which is an expense account.
G/L Expense Acc. (Budget)	The sales account that will be used for general ledger expenses in job tasks with this posting group. If left empty, the general ledger account entered on the job planning line is used.
WIP Accrued Sales Account	The WIP account for the calculated sales value of the WIP, which is a balance sheet Accrued Revenue account. This is posted to when the WIP adjustment requires the recognized revenue to be increased.

ACCOUNT FIELD	DESCRIPTION
WIP Invoiced Sales Account	The account for the invoiced sales value of the WIP that is not able to be recognized. It is a balance sheet Unearned Revenue account.
Job Sales Applied Account	The balancing account to the WIP Invoiced Sales account, which is a contra income account.
Job Sales Adjustment Account	The balancing account to the WIP Job Sales Account, which is an income account.
Recognized Costs Account	The expense account that contains the recognized costs for the job. It is a debit expense account ordinarily.
Recognized Sales Account	The income account that contains the recognized income for the job. It is a credit income account ordinarily.

See Also

[Set Up Project Management](#)

[Video: How to create a job in Dynamics 365 Business Central](#)

[Managing Projects](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Setting Up Fixed Assets

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can work with Fixed Assets, you need to define a few things:

- How you insure, maintain, and depreciate fixed assets.
- How you record costs and other values in the general ledger.

The table below has links to more information. After you set those things up, you can start various activities. For more information, see [Fixed Assets](#).

NOTE

You can record fixed asset transactions in the **Fixed Asset G/L Journal** or **Fixed Asset Journal** pages, depending on whether the transactions are for financial reporting or for internal management. Help for Fixed Assets only describes how to use the **Fixed Asset G/L Journal** page.

When you enable a fixed asset activity in the **G/L Integration** section on the **Depreciation Book Card** page, the **Fixed Asset G/L Journal** page is used to post transactions for the activity.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up default G/L accounts, allocation keys, journal templates and batches for fixed asset posting, and set up fixed asset classes and subclasses, such as Tangible and Intangible.	Set Up General Fixed Assets Information
Create depreciation books, define various depreciation methods, integrate with the general ledger, and enable duplication of entries in several depreciation books.	Set Up Fixed Asset Depreciation
Enable insurance of fixed assets, set up general insurance information, an insurance card per policy, and prepare journals to post insurance costs.	Set Up Fixed Asset Insurance
Enable maintenance of fixed assets, set up general maintenance information, set up maintenance posting accounts, and define types of maintenance work.	Set Up Fixed Asset Maintenance
Learn about different fixed asset depreciation methods.	Depreciation Methods

See Also

[Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

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Set Up General Fixed Assets Information

2/18/2021 • 6 minutes to read • [Edit Online](#)

Before you can manage fixed assets, you must set up default G/L accounts, allocation keys, journal templates and batches for fixed asset posting and reclassification, and you can classify fixed assets in classes, such as Tangible and Intangible.


To set up general default values for fixed assets

You define the general behavior or the fixed asset functionality and set up document number series in the on the **Fixed Assets Setup** page.

1. Choose the  icon, enter **Fixed Assets Setup**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

To set up fixed asset posting groups

You use posting groups to define groups of fixed assets. Entries for these posting groups are posted to the same general ledger accounts.

1. Choose the  icon, enter **FA Posting Groups**, and then choose the related link.
2. Choose the **New** action.
3. On the **FA Posting Group Card** page, fill in the fields as necessary.

NOTE

To make sure that balancing accounts for different fixed assets postings are automatically inserted when you choose the **Insert FA Bal. Account** action on journal lines, follow the next step, based on appreciation posting.


4. On the **Balancing Account** FastTab, in the **Appreciation Bal. Account** field, select the general ledger account to which you want to post balancing entries for appreciation.

For more information about using the **Insert FA Bal. Account** action on fixed asset G/L journal lines, see, for example, [Revalue Fixed Assets](#).

To set up fixed asset allocation keys

Transactions can be allocated to various departments or projects, according to user-defined allocation keys. For example, you could set up an allocation key to allocate depreciation costs on cars with 35 percent to the administration department and 65 percent to the sales department. For more information, see [Allocate Costs and Income](#).


Allocation keys apply to fixed asset classes, not to individual assets.

1. Choose the  icon, enter **FA Posting Groups**, and then choose the related link.
2. On the **FA Posting Groups** page, choose the **Allocations** action, and then choose a posting type.
3. On the **FA Allocations** page, fill in the fields as necessary.
4. Repeat steps 2 and 3 for each posting type that you want to define allocation keys for.

To set up fixed asset journal templates


A template is a predefined layout for a journal. The template contains information about trace codes, reports, and number series. For more information, see [Working with General Journals](#).

Business Central automatically creates a fixed asset journal template the first time that you open the **Fixed Asset Journal** page, but you can set up additional journal templates.

1. Choose the  icon, enter **FA Journal Templates**, and then choose the related link.
2. Fill in the fields as necessary.

To set up fixed asset journal batches

You can set up multiple journal batches, which are individual journals for each journal template. For example, employees can have their own journal batch that uses the employee's initials as the journal batch name. For more information, see [Work with General Journals](#).

1. Choose the  icon, enter **FA Journal Templates**, and then choose the related link.
2. Select the relevant journal template, and then choose the **Batches** action.
3. On the **FA Journal Batches** page, fill in the fields as necessary.


To set up fixed asset reclassification journal templates

You use dedicated reclassification journals when you need to transfer, split, or combine fixed assets. Business Central automatically creates a fixed asset reclassification journal template the first time that you open the **FA Reclass. Journal** page, but you can set up additional reclassification journal templates. For more information, see [Work with General Journals](#).

1. Choose the  icon, enter **FA Reclass. Journal Templates**, and then choose the related link.
2. Fill in the fields as necessary.


To set up fixed asset reclassification journal batches

You can set up multiple journal batches, which are individual journals for each reclassification journal template. For example, employees can have their own reclassification journal batch that uses the employee's initials as the reclassification journal batch name. For more information, see [Work with General Journals](#).

1. Choose the  icon, enter **FA Reclass. Journal Templates**, and then choose the related link.
2. Select the relevant journal template, and then choose the **Batches** action.
3. On the **FA Reclass. Journal Batches** page, fill in the fields as necessary.


To set up fixed asset class codes

Fixed asset class codes can be used to group fixed assets, for example, in tangible and intangible assets.

1. Choose the  icon, enter **FA Classes**, and then choose the related link.
2. Enter codes and names for the classes that you want to create.


To set up fixed asset subclass codes

You use fixed asset subclass codes to group your fixed assets into categories, such as buildings, vehicles, furniture, or machinery.

1. Choose the  icon, enter **FA Subclasses**, and then choose the related link.
2. Enter codes and names for the classes that you want to create.

To set up fixed asset location codes

You use fixed asset location codes to register the location of the fixed asset, such as sales department, reception, administration, production, or warehouse. This information is useful for insurance and inventory purposes.

1. Choose the  icon, enter **FA locations**, and then choose the related link.
2. Enter codes and names for the fixed asset locations that you want to create.


To register opening entries

If you are using the fixed assets in Business Central for the first time, you must set up the general ledger application area before you set up fixed assets. How you do this depends on whether fixed assets is integrated with general ledger.

The following procedure is used if fixed asset transactions are to be posted to the general ledger.

1. Make sure that you have completed the basic setup procedures for fixed assets.
2. Create a fixed asset card for each existing asset.
3. Create a fixed asset depreciation book for each depreciation purpose (such as tax and financial statements). For each depreciation book, you must define the terms and conditions, such as integration with general ledger.

Enable general ledger integration by following the next steps. First, make sure that general ledger integration is disabled for all depreciation books, then post the opening entries, and finally, turn on general ledger integration.

4. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
5. Select the relevant depreciation book, and then choose the **Edit** action to open the **Depreciation Book Card** page.
6. On the **Integration** FastTab, make sure all fields are blank by clearing all check marks. If you have more than one depreciation book, turn off general ledger integration for each one.
7. In the fixed asset journal, enter the following lines for each asset:
 - A line with the acquisition cost.
 - A line with the accumulated depreciation to the end of the previous fiscal year.
 - A line with the accumulated depreciation from the start of the current fiscal year to the date that Business Central is set to start calculating the depreciation.

If you have other opening balances you can also enter them now, such as write-down and appreciation.

8. After you have entered and posted the journal lines for each asset, turn on general ledger integration in the depreciation books.

If the fixed assets are not integrated with the general ledger, skip step 6 and 8.

See Also

[Setting Up Fixed Assets](#)

[Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

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Set Up Fixed Asset Depreciation

2/18/2021 • 5 minutes to read • [Edit Online](#)


You can use various methods of depreciation for preparing financial statements and income tax returns. Many large corporations use straight-line depreciation in their financial statements because this generally permits reporting higher earnings. For income tax purposes, however, many businesses use an accelerated depreciation method, such as declining-balance depreciation. You define an asset's depreciation method with the **Depreciation Method** field on the **Fixed Asset Card** page. For more information about what the different methods do, see [Depreciation Methods](#).

In depreciation books you define the different ways depreciation must be calculated for your different fixed assets. In each book, you can specify individual depreciation terms. For example, you can specify that a fixed asset should be depreciated over a period of three years in one book and over a period of five years in another book.

When you have created the relevant depreciation books, you must assign one or more depreciation books to each fixed asset. A depreciation book that is assigned to a fixed asset is referred to as a fixed asset depreciation book. You can set up an unlimited number of depreciation books for a fixed asset.

To create a depreciation book

In a fixed asset depreciation book, you specify how fixed assets are depreciated. To accommodate various methods of depreciation, you can set up multiple depreciation books.


1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. On the **Depreciation Books List** page, choose the **New** action.
3. On the **Depreciation Book Card** page, fill in the fields as necessary. Hover over a field to read a short description.

NOTE

You can record fixed asset transactions on the **Fixed Asset G/L Journal** page or on the **Fixed Asset Journal** page, depending on whether the transactions are for financial reporting or for internal management. Follow the next step to define which type of journal is used for the different fixed asset activities by default.

4. On the **Integration** FastTab, select the check box for each fixed asset activity whose transactions you want to post using the **Fixed Asset G/L Journal** page.
5. Repeat steps 2 through 4 for each depreciation method or posting method that you want to assign to fixed assets as a depreciation book.

To assign a depreciation book to a fixed asset

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to set up a fixed asset depreciation book for.
3. On the **Depreciation Book** FastTab, fill in the fields as necessary.
4. If you need to assign more than one depreciation book to the fixed asset, choose the **Add More Depreciation Books** action.


- Alternatively, choose the **Depreciation Books** action to specify one or more fixed asset depreciation books.

NOTE

When you use the manual depreciation method, you must enter depreciation manually in the fixed asset G/L journal. The **Calculate Depreciation** function omits fixed assets that use the manual depreciation method. You can use this method for assets that are not subject to depreciation, such as land.

To assign a depreciation book to multiple fixed assets with a batch job

If you want to assign a depreciation book to several fixed assets, you can use the **Create FA Depreciation Books** batch job to create fixed asset depreciation books.


- Choose the  icon, enter **Fixed Assets**, and then choose the related link.
- Select the fixed asset that you want to set up a assign a depreciation book to, and then choose the **Edit** action.
- On the **Depreciation Book Card** page, choose the **Create FA Depreciation Books** action.
- On the **Create FA Depreciation Books** page, fill in the **Depreciation Book** field.
- Choose the **Copy from FA No.** field, and then select the fixed asset number that you want to use as the basis for creating new fixed asset depreciation books.

If you fill in this field, the depreciation fields in the new fixed asset depreciation books will contain the same information as the corresponding fields in the fixed asset depreciation book that you copy from. Leave the field blank if you want to create new fixed asset depreciation books with empty depreciation fields.

- On the **Fixed Asset** FastTab, you can set a filter to select the assets that you want to create the fixed asset depreciation books for.
- Choose the **OK** button.

To set up depreciation posting types

For each depreciation book, you must set up how you want Business Central to handle various posting types. For example, whether posting should be debit or credit and whether the posting type should be included in the depreciable basis.

- Choose the  icon, enter **Depreciation Books**, and then choose the related link.
- Select the depreciation book that you want to set up, and then choose the **FA Posting Type Setup** action.
- On the **FA Posting Type Setup** page, fill in the fields as necessary.


NOTE

You cannot insert or delete lines on the **FA Posting Type Setup** page. You can only modify the existing lines.

We recommend that you do not change the setup for depreciation books for entries that have already been posted. Changes will not affect the entries that are already posted, which would make depreciation book statistics misleading.

To set up default templates and batches for fixed asset depreciation

For each depreciation book, you define a default setup of templates and batches. You use these defaults to duplicate lines from one journal to another, create journal lines using the **Calculate Depreciation** or **Index Fixed Assets** batch jobs, duplicate acquisition costs in the insurance journal.

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. Select the depreciation book that you want to define default journals for, and then choose the **FA Journal Setup** action.
3. If you want to have a default setup for each user, choose the **User ID** field to select from the **Users** page.
4. In the other fields, select the journal template or journal batch that must be used by default.

See Also

[Setting Up Fixed Assets](#)

[Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

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Depreciation Methods

2/18/2021 • 12 minutes to read • [Edit Online](#)

There are eight methods of depreciation available:

- Straight-Line
- Declining-Balance 1
- Declining-Balance 2
- DB1/SL
- DB2/SL
- User-defined
- Manual

NOTE

Use this method for assets that are not subject to depreciation, for example, land. You must enter depreciation in the fixed asset G/L journal. The **Calculate Depreciation** batch job omits fixed assets that use this depreciation method.

- Half-Year Convention

NOTE

When you use this method, a fixed asset is depreciated by the same amount each year.

Straight-Line Depreciation

When you use the straight-line method, you must specify one of the following options in the fixed asset depreciation book:

- The depreciation period (years or months) or a depreciation ending date
- A fixed yearly percentage
- A fixed yearly amount
- Depreciation period

Depreciation Period

If you enter the depreciation period (the number of depreciation years, the number of depreciation months, or the depreciation ending date), the following formula calculates the depreciation amount:

$$\text{Depreciation Amount} = ((\text{Book value} - \text{Salvage Value}) \times \text{Number of Depreciation Days}) / \text{Remaining Depreciation Days}$$

Remaining depreciation days are calculated as the number of depreciation days minus the number of days between the depreciation starting date and the last fixed asset entry date.

Book value may be reduced by posted appreciation, write-down, custom 1 or custom 2 amounts, depending on whether the **Include in Depr. Calculation** field is deactivated and whether the **Part of Book Value** field is

activated on the **FA Posting Type Setup** page. This calculation ensures that the fixed asset is fully depreciated at the depreciation ending date.

Fixed Yearly Percentage

If you enter a fixed yearly percentage, application uses the following formula to calculate the depreciation amount:

$$\text{Depreciation Amount} = (\text{Straight-Line \%} \times \text{Depreciable Basis} \times \text{Number of Depr. Days}) / (100 \times 360)$$

Fixed Yearly Amount

If you enter a fixed yearly amount, application uses this formula to calculate the depreciation amount:

$$\text{Depreciation Amount} = (\text{Fixed Depreciation Amount} \times \text{Number of Depreciation Days}) / 360$$

Example - Straight-Line Depreciation

A fixed asset has an acquisition cost of LCY 100,000. The estimated life is eight years. The **Calculate Depreciation** batch job is run biannually.

For this example, the fixed asset ledger entry looks like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Cost	*	100,000.00	100,000.00
06/30/10	Depreciation	180	-6,250.00	93,750.00
12/31/10	Depreciation	180	-6,250.00	87,500.00
06/30/11	Depreciation	180	-6,250.00	81,250.00
12/31/11	Depreciation	180	-6,250.00	75,000.00
06/30/17	Depreciation	180	-6,250.00	6,250.00
12/31/17	Depreciation	180	-6,250.00	0

- Depreciation starting date

Declining-Balance 1 Depreciation

This accelerated depreciation method allocates the largest portion of the cost of an asset to the early years of its useful lifetime. If you use this method, you must enter a fixed yearly percentage.

The following formula calculates depreciation amounts:

$$\text{Depreciation Amount} = (\text{Declining-Bal. \%} \times \text{Number of Depreciation Days} \times \text{Depr. Basis}) / (100 \times 360)$$

The depreciable basis is calculated as the book value less posted depreciation since the starting date of the current fiscal year.

The posted depreciation amount can contain entries with various posting types (write-down, custom1, and custom2) posted since the starting date of the current fiscal year. These posting types are included in the posted depreciation amount if there are check marks in the **Depreciation Type** and the **Part of Book Value** fields on the **FA Posting Type Setup** page.

Example - Declining-Balance 1 Depreciation

A fixed asset has an acquisition cost of LCY 100,000. The **Declining-Balance %** field is 25. The **Calculate**

Depreciation batch job is run biannually.

The following table shows how the fixed asset ledger entries look.

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Costs	*	100,000.00	100,000.00
06/30/10	Depreciation	180	-12,500.00	87,500.00
12/31/10	Depreciation	180	-12,500.00	75,000.00
06/30/11	Depreciation	180	-9,375.00	65,625.00
12/31/11	Depreciation	180	-9,375.00	56,250.00
06/30/12	Depreciation	180	-7,031.25	49,218.75
12/31/12	Depreciation	180	-7,031.25	42,187.50
06/30/13	Depreciation	180	-5,273.44	36,914.06
12/31/13	Depreciation	180	-5,273.44	31,640.62
06/30/14	Depreciation	180	-3,955.08	27,685.54
12/31/14	Depreciation	180	-3,955.08	23,730.46

- Depreciation starting date

Calculation Method:

1st Year: 25% of 100,000 = 25,000 = 12,500 + 12,500

2nd Year: 25% of 75,000 = 18,750 = 9,375 + 9,375

3rd Year: 25% of 56,250 = 14,062.50 = 7,031.25 + 7,031.25

The calculation continues until the book value equals the final rounding amount or the salvage value that you entered.

Declining-Balance 2 Depreciation

The Declining-Balance 1 and Declining-Balance 2 methods calculate the same total depreciation amount for each year. However, if you run the **Calculate Depreciation** batch job more than once a year, the Declining-Balance 1 method will result in equal depreciation amounts for each depreciation period. The Declining-Balance 2 method, on the other hand, will result in depreciation amounts that decline for each period.

Example - Declining-Balance 2 Depreciation

A fixed asset has an acquisition cost of LCY 100,000. The **Declining-Balance %** field is 25. The **Calculate Depreciation** batch job is run biannually. The fixed asset ledger entries look like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Costs	*	100,000.00	100,000.00

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
06/30/10	Depreciation	180	-13,397.46	86,602.54
12/31/10	Depreciation	180	-11,602.54	75,000.00
06/30/11	Depreciation	180	-10,048.09	64,951.91
12/31/11	Depreciation	180	-8,701.91	56,250.00

- Depreciation starting date

Calculation Method:

- BV = Book value
- ND = Number of depreciation days
- DBP = Declining-balance percent
- P = DBP/100
- D = ND/360

The formula for calculating the depreciation amounts is:

$$DA = BV \times (1 - (1 - P)^D)$$

The depreciation values are:

DATE	CALCULATION
06/30/10	$DA = 100,000.00 \times (1 - (1 - 0.25)^{0.5}) = 13,397.46$
12/31/10	$DA = 86,602.54 \times (1 - (1 - 0.25)^{0.5}) = 11,602.54$
06/30/11	$DA = 75,000.00 \times (1 - (1 - 0.25)^{0.5}) = 10,048.09$
12/31/11	$DA = 64,951.91 \times (1 - (1 - 0.25)^{0.5}) = 8,701.91$

DB1/SL Depreciation

DB1/SL is an abbreviated combination of Declining-Balance 1 and Straight-Line. The calculation continues until the book value equals the final rounding amount, or the salvage value that you entered.

The **Calculate Depreciation** batch job calculates a straight-line amount and a declining balance amount, but only the greater of the two amounts is transferred to the journal.

You can use various percentages to calculate declining-balance.

If you use this method, you must enter the estimated useful lifetime and a declining balance percentage on the **FA Depreciation Books** page.

Example - DB1-SL Depreciation

A fixed asset has an acquisition cost of LCY 100,000. On the **FA Depreciation Books** page, the **Declining-Balance %** field contains 25 and the **No. of Depreciation Years** field contains 8. The **Calculate Depreciation** batch job is run biannually.

The fixed asset ledger entries look like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Costs	*	100,000.00	100,000.00
06/30/10	Depreciation	180	-12,500.00	87,500.00
12/31/10	Depreciation	180	-12,500.00	75,000.00
06/30/11	Depreciation	180	-9,375.00	65,625.00
12/31/11	Depreciation	180	-9,375.00	56,250.00
06/30/12	Depreciation	180	-7,031.25	49,218.75
12/31/12	Depreciation	180	-7,031.25	42,187.50
06/30/13	Depreciation	180	-5,273.44	36,914.06
12/31/13	Depreciation	180	-5,273.44	31,640.62
06/30/14	Depreciation	180	-3,955.08	27,685.54
12/31/14	Depreciation	180	-3,955.08	23,730.46
06/30/15	Depreciation	180	-3,955.08	19,775.38 SL
12/31/15	Depreciation	180	-3,955.08	15,820.30 SL
06/30/16	Depreciation	180	-3,955.08	11,865.22 SL
12/31/16	Depreciation	180	-3,955.07	7,910.15 SL
06/30/17	Depreciation	180	-3,955.08	3,955.07 SL
12/31/17	Depreciation	180	-3,955.07	0.00 SL

- Depreciation starting date

"SL" after the book value means that the straight-line method has been used.

Calculation method:

1st year:

Declining-balance amount: 25% of 100,000 = 25,000 = 12,500 + 12,500

Straight-line amount = 100,000 / 8 = 12,500 = 6,250 + 6,250

The declining-balance amount is used because it is the greater amount.

6th year (2015):

Declining-balance amount: 25% of 23,730.46 = 4,943.85 = 2,471.92 + 2,471.92

Straight-line amount = 23,730.46/3 = 7,910.15 = 3,995.07 + 3,995.08

The straight-line amount is used because it is the greater amount.

User-defined Depreciation

The application has a facility that allows you to set up user-defined depreciation methods.

With a user-defined method, you use the **Depreciation Tables** page, where you must enter a depreciation percentage for each period (month, quarter, year, or accounting period).

The formula for calculating the depreciation amounts is:


$$\text{Depreciation Amount} = (\text{Depreciation \%} \times \text{Number of Depreciation Days} \times \text{Depr. Basis}) / (100 \times 360)$$

Depreciation Based on Number of Units

This user-defined method can also be used to depreciate based on number of units, for example, in the case of production machines with an established lifetime capacity. On the **Depreciation Tables** page, you can enter the number of units that can be produced in each period (month, quarter, year, or accounting period).

To set up user-defined depreciation methods

On the **Depreciation Table** page, you can set up user-defined depreciation methods. For example, you can set up depreciation based on number of units.

1. Choose the  icon, enter **Depreciation Tables**, and then choose the related link.
2. On the **Depreciation Table List** page, choose the **New** action.
3. **Depreciation Table Card** page, fill in the fields as necessary. Hover over a field to read a short description.

Example - User-defined Depreciation

You use a depreciation method that allows you to depreciate assets in an accelerated manner for income tax purposes.

You would use the following depreciation rates for a fixed asset with a three-year lifetime for tax purposes:

- year 1: 25%
- year 2: 38%
- year 3: 37%

The acquisition cost is LCY 100,000, and the depreciable lifetime is five years. Depreciation is calculated annually.

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Cost	*	100,000.00	100,000.00
12/31/10	Depreciation	360	-25,000.00	75,000.00
12/31/11	Depreciation	360	-38,000.00	37,000.00
12/31/12	Depreciation	360	-37,000.00	0
12/31/13	Depreciation	None	None	0
12/31/14	Depreciation	None	None	0

- Depreciation starting date

If you use a user-defined method, the **First User-Defined Depr. Date** and **Depreciation Starting Date** fields must be filled in on the **FA Depreciation Books** page. The **First User-Defined Depr. Date** field and the contents in the **Period Length** field on the **Depreciation Tables** page are used to determine the time intervals to be used for depreciation calculations. This ensures that application will start using the specified percentage on

the same day for all assets. The **Depreciation Starting Date** field is used to calculate the number of depreciation days.

In the previous example, both the **First User-Defined Depr. Date** and **Depreciation Starting Date** fields contain 01/01/01. If, however, the **First User-Defined Depr. Date** field contained 01/01/10 and the **Depreciation Starting Date** field contained 04/01/11, the result would be:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Cost	*	100,000.00	100,000.00
12/31/10	Depreciation	270	-18,750.00	81,250.00
12/31/11	Depreciation	360	-38,000.00	42,250.00
12/31/12	Depreciation	360	-37,000.00	6,250.00
12/31/13	Depreciation	90	-6,250.00	0
12/31/14	Depreciation	None	None	0

- Depreciation starting date

Half-Year Convention Depreciation

The Half-Year Convention method will only be applied if you have placed a check mark in the **Use Half-Year Convention** field in the fixed **FA Depreciation Book** page.

This depreciation method can be used in conjunction with the following depreciation methods in application:

- Straight-Line
- Declining-Balance 1
- DB1/SL

When you apply the Half-Year Convention, a fixed asset has six months of depreciation in the first fiscal year, regardless of the contents of the **Depreciation Starting Date** field.

NOTE

The estimated life of the fixed asset that is remaining after the first fiscal year will always contain a half-year using the Half-Year Convention Method. Thus, for the Half-Year Convention method to be applied correctly, the **Depreciation Ending Date** field on the **FA Depreciation Book** page must always contain a date which is exactly six months before the final date of the fiscal year in which the fixed asset will fully depreciate.

Example - Half-Year Convention Depreciation

A fixed asset has an acquisition cost of LCY 100,000. The **Depreciation Starting Date** is 03/01/10. The estimated life is five years, so the **Depreciation Ending Date** must be 06/30/15. The **Calculate Depreciation** batch job is run annually. This example is based on a calendar fiscal year.

The fixed asset ledger entries look like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
03/01/10	Acquisition Cost	*	100,000.00	100,000.00

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
12/31/10	Depreciation	270	-10,000.00	90,000.00
12/31/11	Depreciation	360	-20,000.00	70,000.00
12/31/12	Depreciation	360	-20,000.00	50,000.00
12/31/13	Depreciation	360	-20,000.00	30,000.00
12/31/14	Depreciation	360	-20,000.00	10,000.00
12/31/15	Depreciation	180	-10,000.00	0.00

- Depreciation starting date

Example - DB1/SL Depreciation Using Half-Year Convention

A fixed asset has an acquisition cost of LCY 100,000. The **Depreciation Starting Date** is 11/01/10. The estimated life is five years, so the **Depreciation Ending Date** must be 06/30/15. On the **FA Depreciation Books** page, the **Declining-Balance %** field contains 40. The **Calculate Depreciation** batch job is run annually. This example is based on a calendar fiscal year.

The fixed asset ledger entries look like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
11/01/10	Acquisition Cost	*	100,000.00	100,000.00
12/31/10	Depreciation	60	-20,000.00	80,000.00
12/31/11	Depreciation	360	-32,000.00	48,000.00
12/31/12	Depreciation	360	-19,200.00	28,800.00
12/31/13	Depreciation	360	-11,520.00	17,280.00
12/31/14	Depreciation	360	-11,520.00	5,760.00 SL
12/31/15	Depreciation	180	-5,760.00	0.00 SL

- Depreciation starting date

"SL" after the book value means that the straight-line method has been used.

Calculation method:

1st year:

Declining-balance amount = Full year amount = 40% of 100,000 = 40,000. Thus, for half a year $40,000 / 2 = 20,000$

Straight-line amount = Full year amount = $100,000 / 5 = 20,000$. Thus, for half a year $= 20,000 / 2 = 10,000$

The declining-balance amount is used because it is the greater amount.

5th year (2004):

Declining-balance amount = 40% of 17,280.00 = 6,912.00

Straight-line amount = 28,800 / 1.5 = 11,520.00

The straight-line amount is used because it is the greater amount.

Duplicating Entries to More Depreciation Books

If you have three depreciation books, B1, B2 and B3, and you want to duplicate entries from B1 to B2 and B3, you can place a check mark in the **Part of Duplication List** field on the depreciation book cards for B2 and B3. This can be useful if depreciation book B1 is integrated with the general ledger and uses the fixed asset G/L journal, and depreciation books B2 and B3 are not integrated with the general ledger and use the fixed asset journal.

When you enter an entry in B1 in the fixed asset G/L journal and place a check mark in the **Use Duplication List** field, application will duplicate the entry in book B2 and B3 in the fixed asset journal when the entry is posted.

NOTE

You cannot duplicate in the same journal and journal batch as you are duplicating from. If you post entries in the fixed asset G/L journal, you can duplicate them in the fixed asset journal or in the fixed asset G/L journal using another batch.

NOTE

You cannot use the same number series in the fixed asset G/L journal and the fixed asset journal. When you post entries in the fixed asset G/L journal, you must leave the **Document No.** field empty. If you enter a number in the field, the number is duplicated in the fixed asset journal. You'll have to manually change the document number before you can post the journal.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

NOTE

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Set Up Fixed Asset Insurance

2/18/2021 • 2 minutes to read • [Edit Online](#)

To manage fixed asset insurance coverage, you must first set up some general insurance information and an insurance card per policy.


To set up general insurance information

To use the insurance features in Business Central, you must set up some general insurance information.

1. Choose the  icon, enter **FA Setups**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.


To set up insurance types

You can group your insurance policies into categories, such as insurance against theft or fire insurance. The insurance types are used on the insurance card.

1. Choose the  icon, enter **Insurance Types**, and then choose the related link.
2. Fill in the fields as necessary.

To set up insurance cards

You may accumulate information about each insurance policy on the insurance card.

1. Choose the  icon, enter **Insurance**, and then choose the related link.
2. On the **Insurance** page, choose the **New** action to create a new insurance card.
3. Fill in the fields as necessary.


To set up insurance journal templates

Business Central automatically creates an insurance journal template the first time that you open the **Insurance Journal** page, but you can set up additional journal templates. For more information, see [Working with General Journals](#).

1. Choose the  icon, enter **Insurance Journal Templates**, and then choose the related link.
2. Fill in the fields as necessary.

To set up insurance journal batches

You can set up batches in an insurance journal template. The values in the journal batch are used as default values if the fields are not filled in on the journal lines. For more information, see [Work with General Journals](#)

1. Choose the  icon, enter **Insurance Journal Templates**, and then choose the related link.
2. Select an insurance journal template, and then choose the **Batches** action.
3. On the **Insurance Journal Batches** page, fill in the fields as necessary.

NOTE

Numbers have a special function in journal names. If a journal template name or journal batch name contains a number, the number automatically advances by one every time that the journal is posted. For example, if HH1 is entered in the **Name** field, the journal name will change to HH2 after the journal named HH1 has been posted.

See Also

[Setting Up Fixed Assets](#)

[Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

NOTE

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Set Up Fixed Asset Maintenance

2/18/2021 • 2 minutes to read • [Edit Online](#)

To manage fixed asset maintenance, you must first set up some general maintenance information, a posting account for maintenance costs, and maintenance codes for types of work, such as Routine Service or Repair.


To set up general maintenance information

If you set up the fields for maintenance, you can post maintenance expenses from the fixed asset journal.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you to define insurance coverage for, and then choose the **Edit** action.
3. On the **Maintenance** FastTab, fill in the fields as necessary. Hover over a field to read a short description.


To set up maintenance codes

When you post maintenance costs from a general journal, you fill in the **Maintenance Code** field to record what kind of maintenance has been performed, such as routine service or repair.

1. Choose the  icon, enter **Maintenance**, and then choose the related link.
2. On the **Maintenance** page, set up codes for different types of maintenance work.

To set up maintenance expense accounts

To post maintenance costs, you must first enter an account number on the **FA Posting Groups** page.

1. Choose the  icon, enter **FA Posting Groups**, and then choose the related link.
2. Fill in the **Maintenance Expense Account** field for each posting group.

NOTE

To define that maintenance costs are allocated to departments or projects, set up an allocation keys. For more information, see [Set Up General Fixed Assets Features](#).

See Also

[Setting Up Fixed Assets](#)

[Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

NOTE

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Setting Up Warehouse Management

2/18/2021 • 2 minutes to read • [Edit Online](#)

A company's distribution strategy is reflected in the configuration of its warehouse processes. This includes defining how different items are handled in different warehouse locations, such as the degree of bin control and the extend of workflow required between warehouse activities.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Get an overview of the capabilities of basic versus advanced warehouse functionality.	Design Details: Warehouse Overview
Set up eight different bin types, such as Picking Bin, to define the flow activities that relate to each bin type.	Set Up Bin Types
Create bins, either manually or automatically, with information, such as name, number series, and category, according to a bin template.	Create Bins
Define which items you want to store in any given bin and set the rules that decide when to fill the bin with a particular item.	Create Bin Contents
Set an item up to always be placed in a specific bin.	Assign Default Bins to Items
Create templates to govern where and how items are put away during directed put-away.	Set Up Put-away Templates
Set users up as warehouse employees at specific locations.	Set Up Warehouse Employees
Define different types of bins across the warehouse to control where items are placed according to their type, rank, or handling level.	Set Up Locations to Use Bins
Make additional settings to an existing location to enable it for warehouse activities.	Convert Existing Locations to Warehouse Locations
Enable picking, moving, and putting away for assembly or production orders in basic warehouse configurations.	Set Up Basic Warehouses with Operations Areas
Set items and locations up for the most advanced scope of warehouse management where all activities must follow a strict workflow.	Set Up Items and Locations for Directed Put-away and Pick
Define when and how items in warehouse locations are counted for maintenance or financial reporting purposes.	Count, Adjust, or Reclassify Inventory
Enable warehouse workers to break a larger unit of measure into smaller units of measure to fulfill the needs of source documents.	Enable Automatic Breaking Bulk with Directed Put-away and Pick

TO	SEE
Set up the warehouse to automatically suggest items to be picked that expire first.	Enable Picking by FEFO
Get tips on how to reorganize locations, bins, or zones to obtain more efficient warehouse activities.	Restructure Warehouses
Integrate bar code readers to your warehouse management solution. Only for on-premise deployment.	Use Automated Data Capture Systems (ADCS)
Specify default reports to be used for different document types.	Report Selection in Business Central

See Also

[Warehouse Management](#)

[Inventory](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Design Details: Warehouse Overview

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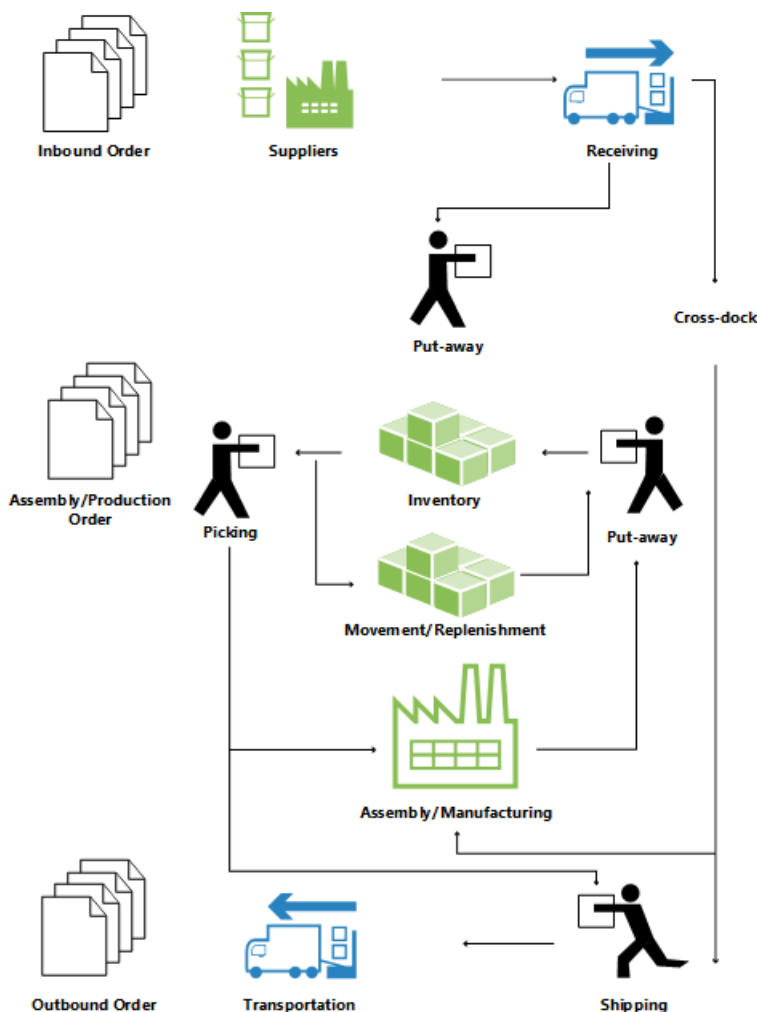
To support the physical handling of items on the zone and bin level, all information must be traced for each transaction or movement in the warehouse. This is managed in the **Warehouse Entry** table. Each transaction is stored in a warehouse register.

Warehouse documents and a warehouse journal are used to register item movements in the warehouse. Every time that an item in the warehouse is moved, received, put away, picked, shipped, or adjusted, warehouse entries are registered to store the physical information about zone, bin, and quantity.

The **Bin Content** table is used to handle all the different dimensions of the contents of a bin per item, such as unit of measure, maximum quantity, and minimum quantity. The **Bin Content** table also contains flow fields to the warehouse entries, warehouse instructions, and warehouse journal lines, which ensures that the availability of an item per bin and a bin for an item can be calculated quickly. For more information, see [Design Details: Availability in the Warehouse](#).

When item postings occur outside the warehouse module, a default adjustment bin per location is used to synchronize warehouse entries with inventory entries. During physical inventory of the warehouse, any differences between the calculated and counted quantities are recorded in the adjustment bin and then posted as correcting item ledger entries. For more information, see [Design Details: Integration with Inventory](#).

The following illustration outlines typical warehouse flows.



Basic or Advanced Warehousing

Warehouse functionality in Business Central can be implemented in different complexity levels, depending on a company's processes and order volume. The main difference is that activities are performed order-by-order in basic warehousing when they are consolidated for multiple orders in advanced warehousing.

To differentiate between the different complexity levels, this documentation refers to two general denominations, Basic and Advanced Warehousing. This simple differentiation covers several different complexity levels as defined by product granules and location setup, each supported by different UI documents. For more information, see [Design Details: Warehouse Setup](#).

NOTE

The most advanced level of warehousing is referred to as "WMS installations" in this documentation, since this level requires the most advanced granule, Warehouse Management Systems.

The following different UI documents are used in basic and advanced warehousing.

Basic UI Documents

- Inventory Put-away
- Inventory Pick
- Inventory Movement
- Item Journal
- Item Reclassification Journal
- (Various reports)

Advanced UI Documents

- Warehouse Receipt
- Put-away Worksheet
- Warehouse Put-away
- Pick Worksheet
- Warehouse Pick
- Movement Worksheet
- Warehouse Movement
- Internal Whse. Pick
- Internal Whse. Put-away
- Bin Creation Worksheet
- Bin Content Creation Worksheet
- Whse. Item Journal
- Whse. Item Reclass. Journal
- (Various reports)

For more information about each document, see the respective page topics.

Terminology

To align with the financial concepts of purchases and sales, Business Central warehouse documentation refers to the following terms for item flow in the warehouse.

TERM	DESCRIPTION
Inbound flow	Items moving into the warehouse location, such as purchases and inbound transfers.
Internal flow	Items moving inside the warehouse location, such as production components and output.
Outbound flow	Items moving out of the warehouse location, such as sales and outbound transfers.

See Also

[Design Details: Warehouse Management](#)

NOTE

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Set Up Bin Types

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can direct the flow of items through bins that you have defined for particular warehouse activities. You give each bin its basic flow activities, and thereby define the way the way a bin is used, by assigning it a bin type.

There are six types. You can operate your warehouse with all of the six possible bin types, or you can choose to operate with just the RECEIVE, PUTPICK, SHIP and QC bin types. These four bin types enable suggestions to be made that support the flow of items and allow you to record inventory discrepancies.

To set up the bin types you want to use

1. Choose the  icon, enter **Bin Types**, and then choose the related link.
2. On the **Bin Types** page, create a 10-character code for a bin type.
3. Select the activities that can be performed with each bin type.

NOTE

Bin types are only applicable if you are using directed put-away and pick for your location.

The bin type determines only how a bin is used when processing the flow of items through the warehouse. You can always override the suggestions for any warehouse document, and you can move items in or out of any bin by performing a warehouse movement.

The bin types that you can create are listed below.

BIN TYPE	DESCRIPTION
RECEIVE	Items registered as posted receipts but not yet put away.
SHIP	Items picked for warehouse shipment lines but not yet posted as shipped.
PUT AWAY	Typically, items to be stored in large units of measure but that you do not want to access for picking purposes. Because these bins are not used for picking, either for production orders or shipments, your use of a Put Away type bin might be limited, but this bin type could be useful if you have purchased a large quantity of items. Bins of this type should always have a low bin-ranking, so that when received items are put away, other higher-ranking PUTPICK bins fixed to the item are put away first. If you are using this type of bin, you must regularly perform bin replenishment so that the items stored in these bins are also available in PUTPICK or PICK type bins.
PICK	Items to be used only for picking, for example, for items with an approaching expiration date that you have moved into this type of bin. You would place a high bin ranking on these bins so they are suggested for picking first.

BIN TYPE	DESCRIPTION
PUTPICK	Items in bins that are suggested for both the put-away and pick functions. Bins of this type probably have different bin rankings. You can set up your bulk storage bins as this type of bin with low bin rankings compared to your ordinary pick bins or forward picking area bins.
QC	<p>This bin is used for inventory adjustments if you specify this bin on the location card in the Adjustment Bin Code field. You can also set up bins of this type for defective items and items being inspected. You can move items to this type of bin if you want to make them inaccessible to the usual item flow.</p> <p>NOTE: Unlike all other bin types, the QC bin type has none of the item handling check boxes selected by default. This indicates that any content you place in a QC bin is excluded from item flows.</p>

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Create Bins

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The most effective way to create the bins of your warehouse is to generate groups of similar bins in the bin creation worksheet, but you can also create your bins individually from the location card. You can also use a function on the **Bin Creation Worksheet** page to create bins automatically.

To create a bin from the location card

1. Choose the  icon, enter **Locations**, and choose the related link.
2. Select the location that you want to create a bin from, and then choose the **Bins** action.
3. Choose the **New** action.
4. Fill in the fields as necessary. Hover over a field to read a short description.

The Dedicated field

The **dedicated** field on the **Bins** page specifies that quantities in the bin are protected from being picked for other demands. However, quantities in dedicated bins can still be reserved. Accordingly, the quantities in dedicated bins are included in the **Total Available Quantity** field on the **Reservation** page.


Making a bin dedicated results in similar functionality in basic warehousing to using bin types, which is only available in advanced warehousing. For more information, see [Set Up Bin Types](#).

Example: A work center is set up with a bin code in the **To-Production Bin Code** field. Production order component lines with that bin code require that forward-flushed components are placed there. However, until the components are consumed from that bin, other component demands may pick or consume from that bin because they are still considered available bin contents. To make sure that bin content is only available to component demand that uses that to-production bin, you must select the **Dedicated** field on the line for that bin code.

Caution

Items in dedicated bins are not protected when they are picked and consumed as production or assembly components with the **Inventory Pick** page. For more information, see [Pick for Production or Assembly in Basic Warehouse Configurations](#).

To create bins individually in the bin creation worksheet

1. Choose the  icon, enter **Bin Creation Worksheet**, and choose the related link.
2. Fill in on each line the fields that are necessary to name and characterize the bins you are creating.
3. Choose the **Create Bins** action.


To make bins automatically in the bin creation worksheet

Before you start creating bins automatically, you should determine the kind of bins that are essential for your operations, as well as the most practical flow of items through the physical structure of your warehouse.

NOTE

As soon as you use a bin, you cannot delete it unless it is empty. But if you want to use another bin-naming system, you can use the reclassification journal to in effect move your items to a new bin system. This process is manual and takes time, however, so it is best to set up your bins correctly from the start.

To work with the **Bin Creation Worksheet** page, you must be set up as a warehouse employee at the location where the bins exist. For more information, see [Set Up Warehouse Employees](#).

1. Choose the  icon, enter **Bin Creation Worksheet**, and then choose the related link.
2. Choose the **Calculate Bins** action.
3. On the **Calculate Bins** page, in the **Bin Template Code** field, select the bin template that you want to use as the model for the bins you are creating.
4. Fill in a description for the bins you are in the process of creating.
5. To create the bin codes, fill in the **From No.** and **To No.** fields in the three categories shown on the page: **Rack**, **Section**, and **Level**. The bin code can contain up to 20 characters.

NOTE

The number of characters that you have entered in the three categories for either field, for example, the characters you have entered in the three **From No.** fields, plus the field separators, if any, must be 20 or less.

You can use letters in the code as an identifying combination, but the letter you use must be the same in the **From No.** and **To No.** fields. For example, you might define the Rack part of the code as **From No. A01** and **To No. A10**. The application is not set up to generate codes with letter sequences, for example, from A01 to F05.

6. If you want a character, such as a hyphen, to separate the category fields you have defined as part of the bin code, fill in the **Field Separator** field with this character.
7. If you want application not to create a line for a bin if it exists already, select the **Check on Existing Bin** field.
8. When you have finished filling in the fields, choose the **OK** Button.

The application creates a line for each bin in the worksheet. You can now delete some of the bins, for example, if you have a rack with a passageway through the first two levels of a couple of sections.

9. When you have deleted all unnecessary bins, choose the **Create Bins** action, and application will create bins for each line in the worksheet.

Repeat the process for another set of bins until you have created all the bins in your warehouse.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Create Bin Contents

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After you have set up your bins, you can set up the bin contents. In other words, you can set up the items you want to store in any given bin and set the rules that govern filling the bin with a particular item. You can do this manually on the **Bin Contents** page or automatically with the **Create Bin Content Worksheet** page.

To create bin content manually

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to set up bin contents, and then choose the **Bins** action.
3. Select the bin where you want to set up contents, and then choose the **Contents** action.
4. For each item that you want to store in the bin, fill in a line on the **Bin Contents** page with the appropriate information. Some of the fields are filled in already with information about the bin.
5. First fill in the **Item No.** field, and then, if you are using directed put-away and pick, fill in the other fields such as the **Unit of Measure Code**, **Max. Qty.**, and **Min. Qty.** fields.

Select the **Fixed** field if necessary. If the bin is to be used as the default bin for the item, select the **Default Bin** field.

If you are using directed put-away and pick, and if you have entered the correct dimensional information on the item card about each item's units of measure, the maximum quantity that you enter on the **Bin Contents** page is verified against the physical capabilities of the bin. The minimum and maximum quantities are used when calculating bin replenishment and suggested put-aways.


If you select the **Fixed** field, you are fixing the item to the bin, meaning that Business Central will try to put this item in the bin if there is space for it, and it will preserve the record fixing the item to the bin even when the quantity in the bin is 0. Other items can be put into the bin, even though a particular item has been fixed to the bin.

NOTE

You can set up several bin contents at the same time on the **Bin Content Creation Worksheet** page.

To create bin content with a worksheet

When you have created your bins, you can create the bin content that you want for each bin in the bin content creation worksheet.

1. Choose the  icon, enter **Bin Content Creation Worksheet**, and then choose the related link.
2. On the worksheet header, in the **Name** field, select the worksheet of the location where you want to create bin contents.
3. In the **Bin Code** field, select the code of the bin for which you want to define bin content.

If you are using directed put-away and pick in this location, the fields relating to that particular bin, such as **Bin Type**, **Warehouse Class Code**, and **Bin Ranking**, will be filled in automatically. This is information that you need to consider as you define the bin content.

4. Select the item that you want to assign to the bin, and fill in the fields related to the bin content. If you are

using directed put-away and pick, and you want to use the **Calculate Bin Replenishment** function, fill in the **Max. Qty.** and **Min. Qty.** fields.

To set this bin as the preferred bin for the item even if the bin quantity is **0** and all other put-away criteria equal, select the **Fixed** field.

5. Repeat steps 3 through 4 for each item you want to assign to a bin.
6. Choose the **Print** action to preview and print the bin content you have entered in the worksheet. Continue to revise the bin content until you are satisfied.
7. When you are ready, choose the **Create Bin Content** action.

In this worksheet, you can work with a number of bin content lines for a number of bins and thereby obtain a good overview of what you are putting into various bins in a given zone, aisle, or rack.

See Also

[Calculate Bin Replenishment](#)
[Warehouse Management](#)
[Inventory](#)
[Setting Up Warehouse Management](#)
[Assembly Management](#)
[Design Details: Warehouse Management](#)
[Design Details: Warehouse Setup](#)
[Working with Business Central](#)

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Assign Default Bins to Items

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If you are using bins at a location, assigning default bins to your items can make the process of shipping, receiving, and moving your items much easier. When a default bin is assigned to an item, this bin is suggested every time you initiate a transaction for this item. Default bins are defined on the **Bin Content** page.

To assign a default bin to an item


1. Choose the  icon, enter **Bin Content Creation Worksheet**, and choose the related link.
2. Fill in the bin code and item information for each bin that you would like to set up as a default for an item. Make sure to select the **Default** field.
3. Choose the **Create Bin Content** action. Default bins are now assigned for your item.

NOTE

When an item is put away, if the item does not have a default bin assigned, the bin where the item is put away is assigned as the default.

To change the default bin for an item

You may need to change the default bin assignment for an item or assign a default bin to a new item.

1. Choose the  icon, enter **Bin Contents**, and then choose the related link.
2. In the **Location Filter** field, select the appropriate location code.
3. Find the current default bin content entry for the item and clear the **Default Bin** check box.
4. Find the bin content line for the bin that you would like as the new default bin. Select the **Default Bin** check box.

NOTE

When an item is put away for the first time, and the item does not have a default bin assigned, the system will assign the bin where the item is put away as the default bin for the item.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Set Up Put-away Templates

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With directed put-away and pick functionality, the most appropriate bin for your items at any given time is suggested, according to the put-away template that you have set up for the warehouse, the bin rankings you have given to the bins, and the minimum and maximum quantities that you have set up for fixed bins.

You can set up a number of put-away templates and select one of them to govern put-aways in general in your warehouse. You can also select a put-away template for any item or stockkeeping unit that might have special put-away requirements.

To set up put-away templates

1. Choose the  icon, enter **Put-away Templates**, and then choose the related link.
2. Choose the **New** action.
3. Enter a code that is the unique identifier of the template you are about to create.
4. Enter a short description, if you wish.
5. Fill in the first line with the bin requirements that you want fulfilled first and foremost when suggesting a put-away.

For example, if you want the default put-away method to be based on fixed bins, then choose the **Find Fixed Bin** field. Hover over a field to read a short description.

6. Fill in the second line with the bin requirements that would be your second choice to fulfill in finding a bin for put-away. The second line is used only if a bin that meets the requirements of the first line cannot be found.
7. Continue to fill in the lines until you have described all the acceptable bin placements that you want to use in the put-away process.
8. On the last line in the put-away template, select the **Find Floating Bin** check box.

You can create various put-away templates and then apply them as you see fit. The put-away template that you selected for the item or stockkeeping unit, if any is used first. If these fields are not filled in, then the put-away template that you selected for the warehouse on the **Bin Policies** FastTab on the location card is used.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Set Up Warehouse Employees

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Each user who performs warehouse activities must be set up as a warehouse employee assigned to one default location and potentially more non-default locations. This user setup filters all warehouse activities across the database to the employee's location so that the employee can only perform the warehouse activities at the default location. A user can be assigned to additional non-default locations for which the employee can view activity lines but not perform the activities.

To set up warehouse employees

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. Choose the **New** action.
3. Select the **User ID** field, and then select the user to be added as a warehouse employee. Choose the **OK** button.
4. In the **Location Code** field, enter the code of the location where the user will be working.
5. Select the **Default** check box to define the location as the only location where the employee can perform warehouse activities.
6. Repeat these steps to assign other employees to locations or assign non-default locations to existing warehouse employees.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Set Up Locations to Use Bins

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Bins represent the basic warehouse structure and are used to make suggestions about the placement of items. When you have created your bins, you can define very specifically the contents that you want to place in each bin, or the bin can function as a floating bin without specified contents.

To use the bin functionality at a location, you first activate the functionality on the **Location** card. Then you design the item flow at the location by specifying bin codes in setup fields that represent the different flows.

NOTE

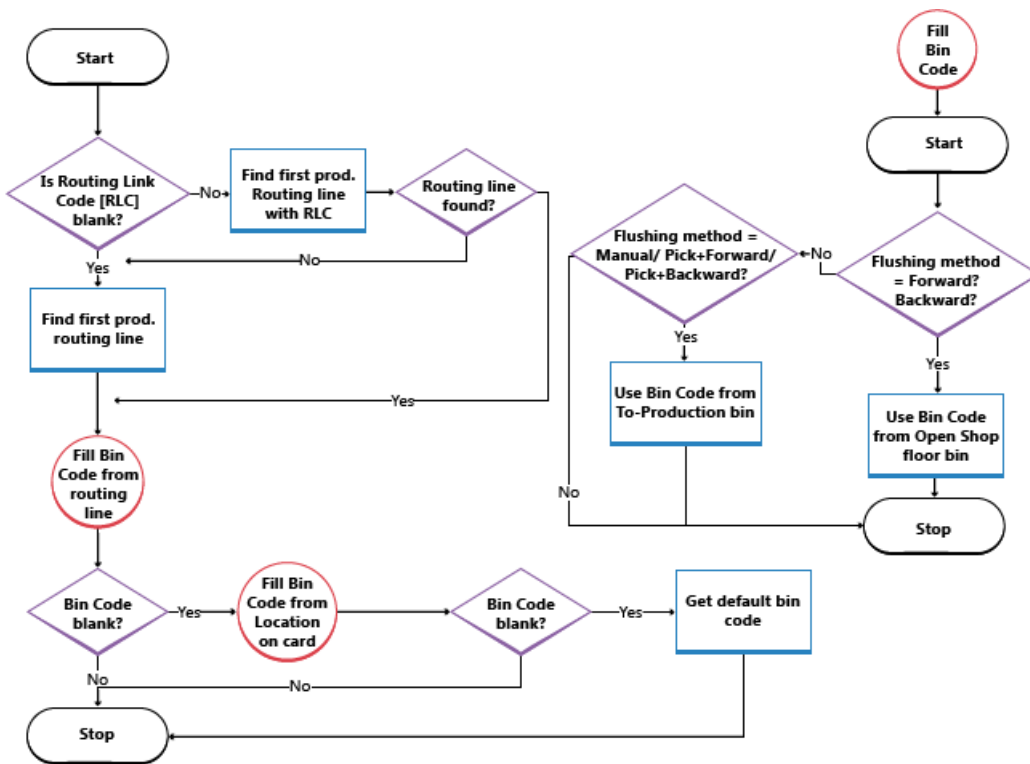
Before you can specify bin codes on the location card, the bin codes must be created. For more information, see [Create Bins](#).

To set up a location to use bins

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to use bins.
3. Choose the **Edit** action.
4. On the **Warehouse** FastTab, select the **Bin Mandatory** check box.
5. If you are not using directed put-away and pick for the location, fill in the **Default Bin Selection** field with the method the system should use when assigning a default bin to an item.
6. Open the card for the location that you want to set up bins for.
7. On the **Bins** FastTab, select the bins that you want to use as the default for receipts, shipments, inbound, outbound, and open shop floor bins.
8. The bin codes you fill in here will appear automatically on the headers and on the lines of various warehouse documents. The default bins define all starting or ending placements of items in the warehouse.
9. If you are using directed put-away and pick, select a bin for your warehouse adjustments. The bin code in the **Adjustment Bin Code** field defines the virtual bin in which to record discrepancies in inventory when you register either observed differences registered in the warehouse item journal, or differences calculated when you register a warehouse physical inventory.
10. Fill in the fields on the **Bin Policies** FastTab if they are relevant to your warehouse. The most important fields are **Bin Capacity Policy**, **Allow Breakbulk**, and **Put-away Template Code** fields.
11. On the **Warehouse** FastTab, fill in the **Outbound Whse. Handling Time**, **Inbound Whse. Handling Time**, and the **Base Calendar Code** fields. For more information, see [Set Up Base Calendars](#).

Filling the Consumption Bin

This flow chart shows how the **Bin Code** field on production order component lines is filled according to your location setup.



See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Convert Existing Locations to Warehouse Locations

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can enable an existing inventory location to use zones and bins and to operate as a warehouse location.


The batch job to enable a location for warehouse operation creates initial warehouse entries for the warehouse adjustment bin for all items that have inventory in the location. These initial entries will be balanced when warehouse physical inventory entries are entered after the batch job is run.

You can create zones and bins either before or after the conversion. The only bin that you must create before the conversion is the one that is to be used as the future adjustment bin.

IMPORTANT

To clear all negative inventory and any open warehouse documents before you convert the location for warehouse handling, run a report to identify the items with negative inventory and open warehouse documents for the location. For more information, see [Check on Negative Inventory](#).

To enable an existing location to operate as a warehouse location

1. Choose the  icon, enter **Create Warehouse Location**, and then choose the related link.
2. In the **Location Code** field, specify the location that you want to enable for warehouse processing.
3. In the **Adjustment Bin Code** field, specify the bin at the location where unsynchronized warehouse entries are stored. For more information, see the [To synchronize the adjusted warehouse entries with the related item ledger entries](#).

Using the open item ledger entries for the specified location, warehouse journal lines are created that sum up every combination of Item No., Variant Code, Unit of Measure Code, and, if necessary, Lot No. and Serial No. in the item ledger entries. The warehouse journal lines are then posted. This posting creates warehouse entries that place the inventory in the warehouse adjustment bin. The **Adjustment Bin Code** on the location card is also set.

4. To see which items were added to the adjustment bin during the batch job, run the **Warehouse Adjustment Bin** report.
5. When the **Create Warehouse Location** batch job has completed, perform and post a warehouse physical inventory. For more information, see [Count, Adjust, and Reclassify Inventory Using Journals](#).

NOTE

It is recommended that you run the **Create Warehouse Location** batch job at a time when it will not impact the daily work in the system. This job processes each entry in the **Item Ledger Entry** table, and if there are a large number of item ledger entries, the job can last several hours.

For those locations that did not use warehouse management documents before the conversion, you must re-open and release any source documents that were partially received or partially shipped before the conversion.

See Also

Warehouse Management

Inventory

Setting Up Warehouse Management

Assembly Management

Design Details: Warehouse Management

Working with Business Central

NOTE

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Set Up Basic Warehouses with Operations Areas

2/18/2021 • 8 minutes to read • [Edit Online](#)

If internal operation areas such as production or assembly exist in basic warehouse configurations where locations use the **Bin Mandatory** setup field and possibly the **Require Pick** and **Require Put-away** setup fields, then you can use the following basic warehouse documents to record your warehouse activities for internal operation areas:

- **Inventory Movement** page.
- **Inventory Pick** page.
- **Inventory Put-away** page.

NOTE

Even though the settings are called **Require Pick** and **Require Put-away**, you can still post receipts and shipments directly from the source business documents at locations where you select these check boxes.

To use these pages with internal operations, such as to pick and move components to production, you must make some or all the following setup steps depending on how much control you need:

- Enable the inventory pick, move, and put-away documents.
- Define default bin structures for components and end items flowing to and from operation resources.
- Make to- and from- bins that are dedicated to specific operation resources to prevent the items from being picked for outbound documents.


Bin codes that are set up on location cards define a default warehouse flow for certain activities, such as components in an assembly department. Additional functionality exists to make sure that when items are placed in a certain bin, they cannot be moved or picked to other activities. For more information, see [To create dedicated component bins](#).

The following procedures are based on setting up basic warehouse activities around a production area. The steps are similar for other operation areas, such as assembly, service management, and jobs.


NOTE

In the following procedure, the **Bin Mandatory** setup field on location cards is selected as a precondition because that is considered the foundation for any level of warehouse management.

To enable inventory documents for internal operation activities

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the location card you want to set up.
3. On the **Warehouse** FastTab, select the **Require Put-away** check box to indicate that, when an inbound or internal source document with a bin code is released, an inventory put-away or an inventory movement document can be created.
4. Select the **Require Pick** check box to indicate that when an outbound or internal source document with a bin code is created, an inventory pick or an inventory movement document must be created.

To define a default bin structure in the production area

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the Location you want to set up.
3. On the **Bins** FastTab, in the **Open Shop Floor Bin Code** field, enter the code of the bin in the production area with plenty of components that the machine operator can consume from without requesting a warehouse activity to bring them to the bin. Items that are placed in this bin are typically set up for automatic posting, or flushing. This means that the **Flushing Method** field contains **Forward** or **Backward**.
4. In the **To-Production Bin Code** field, enter the code of the bin in the production area where components that are picked for production at this location are placed by default before they can be consumed. Items that are placed in this bin are typically set up for manual consumption posting. This means that the **Flushing Method** field contains **Manual** or **Pick + Forward** or **Pick + Backward** for warehouse picks and inventory movements.

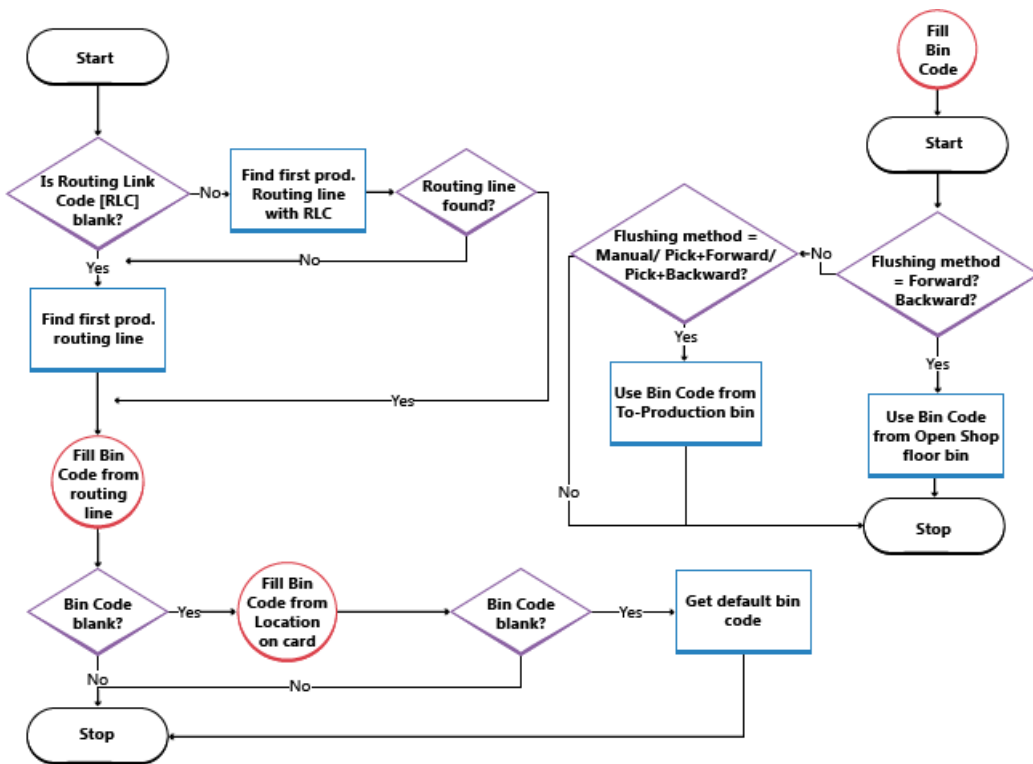
NOTE

When you use inventory picks, the **Bin Code** field on a production order component line defines the *take* bin from where components are decreased when posting consumption. When you use inventory movements, the **Bin Code** field on production order component lines defines the *place* bin in the operation area where the warehouse worker must place the components.

5. On the **Bins** FastTab, in the **From-Production Bin Code** field, enter the code of the bin in the production area where finished end items are taken from by default when the process involves a warehouse activity. In basic warehouse configurations, the activity is recorded as an inventory put-away or an inventory movement.

Now, production order component lines with the default bin code require that forward-flushed components are placed there. However, until the components are consumed from that bin, other component demands may pick or consume from that bin because they are still considered available bin contents. To make sure that bin content is only available to component demand that uses that to-production bin, you must select the **Dedicated** field on the line for that bin code on the **Bins** page that you open from the location card.

This flow chart shows how the **Bin Code** field on production order component lines is filled according to your setup.




To define a default bin structure in the assembly area

Components for assembly orders cannot be picked or posted with inventory picks. Instead, use the **Inventory Movement** page. For more information, see [Move Components to an Operation Area in Basic Warehousing](#).

When picking and shipping sales line quantities that are assembled to the order, you must follow certain rules when creating the inventory pick lines. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in [Pick Items with Inventory Picks](#).


For more information, see [Assembly Management](#).

To set up that an inventory movement is automatically created when the inventory pick for the assembly item is created

1. Choose the  icon, enter **Assembly Setup**, and then choose the related link.
2. Select the **Create Movements Automatically** check box.

To set up the bin in the assembly area where components are placed by default before they can be consumed in assembly

The value in this field is automatically inserted in the **Bin Code** field on assembly order lines when this location is entered in the **Location Code** field on the assembly order line.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the Location you want to set up.
3. Fill in the **To-Assembly Bin Code** field.


To set up the bin in the assembly area where finished assembly items are posted to when they are assembled to stock

The value in this field is automatically inserted in the **Bin Code** field on assembly order headers when this location code is filled into the **Location Code** field on the assembly order header.

Bin codes that are set up on location cards define a default warehouse flow for specific warehouse activities, such as consumption of components in an assembly area. Additional functionality exists to make sure that when items are placed in a default bin, they cannot be moved or picked to other activities.

NOTE

This setup is only possible for locations where the Bin Mandatory field is selected.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the Location you want to set up.
3. Fill in the **From-Assembly Bin Code** field.

To set up the bin where finished assembly items are posted to when they are assembled to a linked sales order

From this bin, the assembly items are shipped immediately, via an inventory pick, to fulfill the sales order.

NOTE

This field cannot be used if the location is set up to use directed pick and put-away.

The bin code is copied from the sales order line to the assembly order header to communicate to assembly workers where to place the output to ready it for shipping. It is also copied to the inventory pick line to communicate to warehouse workers where to take it from to ship it.


NOTE

The Assemble-to-Order Shipment bin is always empty. When you post an assemble-to-order sales line, then the bin content is first positively adjusted with the assembly output. Immediately after, it is negatively adjusted with the shipped quantity.

The value in this field is automatically inserted in the Bin Code field on sales order lines that contain a quantity in the **Qty. to Assemble to Order** field or if the item to be sold has **Assemble-to-Order** in the **Replenishment System** field.

If the **Asm.-to-Order Shpt. Bin Code** is blank, then the **From-Assembly Bin Code** field is used instead. If both setup fields are blank, then the last used bin with content is used in the **Bin Code** field on sales order lines.

The same bin code is in turn copied to the **Bin Code** field on the inventory pick line that manages the shipment of the assemble-to-order quantity. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in [Pick Items with Inventory Picks](#).

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the Location you want to set up.
3. Fill in the **Asm.-to-Order Shpt. Bin Code** field.

To create dedicated component bins

You can specify that quantities in a bin are protected from being picked for other demands than demand from their current purpose.

Quantities in dedicated bins can still be reserved. Accordingly, the quantities in dedicated bins are included in the **Total Available Quantity** field on the **Reservation** page.


For example, if a work center is set up with a bin code in the **To-Production Bin Code** field. Production order component lines with that bin code require that forward-flushed components are placed there. However, until the components are consumed from that bin, other component demands may pick or consume from that bin because they are still considered available bin contents. To make sure that bin content is only available to component demand that uses that to-production bin, you must select the **Dedicated** field on the line for that

bin code on the **Bins** page that you open from the location card.

Making a bin dedicated provides similar functionality to using bin types, which is only available in advanced warehousing. For more information, see [Set Up Bin Types](#).

Caution

Items in dedicated bins are not protected when they are picked and consumed as production components with the Inventory Pick page.

1. Choose the  icon, enter **Locations**, and then choose the related link. Select the location that you want to update.
2. Choose the **Bins** action.
3. Select the **Dedicated** field for each bin that you want to use exclusively for certain internal operations and where you want quantities to be reserved for that internal operation once placed there.

NOTE

The bin must be empty before you can select or clear the **Dedicated** field.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Set Up Items and Locations for Directed Put-away and Pick

2/18/2021 • 3 minutes to read • [Edit Online](#)

When you set up a warehouse location for directed put-away and pick, you have new functionality available to you to help run the warehouse in the most efficient way possible. In order to make full use of this functionality, you provide additional information about the items, which in turn helps to make the calculations necessary to suggest the most efficient and effective ways to conduct warehouse activities. For more information, see [Design Details: Warehouse Setup](#).


To set up an item for directed put-away and pick

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for the item that you want to set up for directed put-away and pick.
3. On the **Warehouse** FastTab of the item card, fill in the fields to define how the item should be handled in the warehouse.
4. Choose the **Units of Measure** action.
5. On the **Item Units of Measure** page, fill in the fields to define the different units of measure in which the item may be transacted, including the height, width, length, cubage, and weight for the unit of measure.
6. Choose the **Bin Contents** action.
7. On the **Bin Contents** page, define the location and bin to which the item should be associated. The **Default** field is not used when the location is set up for directed put-away and pick.

To activate directed put away and pick functionality

Directed put-away and pick gives you access to advanced warehouse configuration features that can greatly enhance your efficiency and data reliability. In order to use this functionality, you must first set up a number of parameters in your warehouse location.

To use the directed put-away and pick functionality, you must activate the functionality on the location card.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to use directed put-away and pick, and then choose the **Edit** action.
3. On the **Warehouse** FastTab, select the **Directed Put-away and Pick** check box.

You do not need to fill in any other fields on the location card until later in the setup process.

NOTE


You cannot set up the warehouse to use bins when the location has open item ledger entries.

The next step is to define the type of bins you want to operate. For more information, see [Set Up Bin Types](#). The bin type defines how to use a given bin when processing the flow of items through the warehouse. You can assign a bin type to both a zone and to a bin.

You can also define warehouse class codes, if the warehouse carries items that need various storage conditions. Warehouse class codes are used when suggesting item placement in bins. You assign the warehouse class codes to product groups, which are then assigned to items and SKUs, or to zones and bins that can accommodate the storage conditions required by the warehouse class codes.

You are now ready to set up zones, if you want to operate zones in your warehouse. Using zones reduces the number of fields you need to fill in when you set up your bins, because bins created within zones inherit several properties from the zone. Zones can also make it easier for new or temporary employees to orient themselves in your warehouse. Note that flow is controlled by bins, therefore it is possible to operate with bins and only one zone.

To set up a zone in your warehouse

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to set up zone and open the location card, and then choose the **Zones** action.
3. On the **Zones** page, fill in the fields as necessary. Hover over a field to read a short description.

When you change a zone parameter, all bins created thereafter in that zone will have the new characteristics, but the original bins will not be changed.

NOTE

If you want to operate without zones, you must still create one zone code that is undefined except for the code.

The next step in setting up the warehouse is to define bins. For more information, see [Set Up Locations to Use Bins](#).

In addition, you must create put-away templates and counting periods. For more information, see [Set Up Put-away Templates](#).

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Enable Automatic Breaking Bulk with Directed Put-away and Pick

2/18/2021 • 2 minutes to read • [Edit Online](#)

For locations that use directed put-away and pick, Business Central can, in various situations, automatically breakbulk, that is, break a larger unit of measure into smaller units of measure, when it creates warehouse instructions that fulfill the needs of source documents, production orders, or internal picks and put-aways. To breakbulk sometimes also means gathering smaller units of measure, if necessary, to meet outbound requests by breaking the larger unit of measure on the source document or production order into the smaller units of measure that are available in the warehouse.

Breakbulking in Picks

If you want to store items in several different units of measure and allow them to be automatically combined as needed in the picking process, select the **Allow Breakbulk** field on the location card.

To fulfill a task, application automatically looks for an item in the same unit of measure. But if it cannot find this form of the item, and this field is selected, application will suggest that you break a larger unit of measure into the unit of measure that is needed.

If the system can only find smaller units of measure, it will suggest that you gather items to fulfill the quantity on the shipment or production order. In effect, it breaks the larger unit of measure on the source document into smaller units for picking.

Breakbulking in Put-aways

In the warehouse put-away, application automatically suggests Place action lines in the put-away unit of measure, for example, pieces, even though the items arrive in a different unit of measure.

Breakbulking in Movements

The application also breakbulks automatically in replenishment movements, if the **Allow Breakbulk** field is selected on the **Option** FastTab on the **Calculate Bin Replenishment** page.

You can view the results of the conversion process from one unit of measure to another as intermediate breakbulk lines in the put-away, pick, or movement instructions.

NOTE

If you select the **Set Breakbulk Filter** field on the warehouse instruction header, application will hide the breakbulk lines whenever the larger unit of measure is going to be completely used. For example, if a pallet is 12 pieces and you are going to use all 12 pieces, the pick will then direct you to take 1 pallet and place 12 pieces. However, if you have to pick only 9 pieces, then the breakbulk lines will not be hidden, even if you have selected the **Breakbulk Filter** field, because you have to place the remaining three pieces somewhere in the warehouse.

NOTE

If you want your units of measure to perform optimally in the warehouse, also in connection with the breakbulk functionality, you should wherever possible try to:

- Set up the base unit of measure for an item as the smallest unit of measure that you expect to handle in your warehouse processes.
- Set up your alternative units of measure for the item as multiples of the base unit of measure.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Enable Picking Items by FEFO

2/18/2021 • 2 minutes to read • [Edit Online](#)

First-Expired-First-Out (FEFO) is a sorting method that ensures that the oldest items, those with the earliest expiration dates, are picked first.

This functionality only works when the following criteria are met:

- The item must have a serial/lot number.
- On the item's item tracking code setup, the **SN Warehouse Tracking** field or the **Lot Warehouse Tracking** field must be selected.
- The item must be posted to inventory with an expiration date.
- On the location card, the **Require Pick** check box must be selected.
- On the location card, the **Pick According to FEFO** check box must be selected.
- On the location card, the **Bin Mandatory** check box must be selected.

When all the criteria are met, then serial/lot-numbered items to be picked are sorted with the oldest first in all picks and movements, except for items that use SN-specific or lot-specific tracking.

NOTE

If some serial/lot-numbered items use specific tracking, then those are respected first and under them, the remaining, non-specific, serial/lot numbers are listed according to FEFO.

If two serial/lot-numbered items have the same expiration date, then application selects the item with the lowest serial or lot number.

When picking serial/lot-numbered items in locations set up for directed put-away and pick, only quantities on bins of type *Pick* are picked according to FEFO.

To enable movements according to FEFO, either on the **Inventory Movement** page or the **Movement Worksheet** page, you must leave the **From Bin** field empty.

If the **Strict Expiration Posting** field is selected, then only items that are not expired will be included in the pick. This applies even if you are not using Pick according to FEFO.

See Also

[Picking Items](#)

[Pick Items for Warehouse Shipment](#)

[Pick Items with Inventory Picks](#)

[Design Details: Warehouse Management](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Use Automated Data Capture Systems (ADCS)

2/18/2021 • 5 minutes to read • [Edit Online](#)

NOTE

The Automated Data Capture System (ADCS) solution provides a way for Business Central to communicate with handheld devices through web services. You must work with a Microsoft partner who can provide the link between the web service and the specific handheld device.

You can use your automatic data capture system (ADCS) to register the movement of items in the warehouse and to register some journal activities, such as quantity adjustments in the warehouse item journal and physical inventories. ADCS typically involves scanning a barcode.

To use ADCS, you must give each item stored in the warehouse an item identifier. You must also set up miniforms, handheld functions, data exchanges, and specify settings for fields that control ADCS. You specify whether to use ADCS on the location card of a warehouse.


Based on the needs of your warehouse, you define the amount of information displayed in the miniform setup for the particular handheld device. The following are examples of information that you can display:

- Data from tables within Business Central, such as a list of pick documents from which the user can select.
- Text information.
- Messages to show confirmations or errors about activities performed and registered by the handheld device user.

To enable Web Services for ADCS

To use Automated Data Capture System, you must enable the ADCS web service.

To enable and publish the ADCS web service

1. Choose the  icon, enter **Web Services**, and then choose the related link.
2. Choose the **New** action.
3. On the **Web Services** page, enter the following information on a new line:

FIELD	VALUE
Object Type	Codeunit
Object ID	7714
Service Name	ADCS Important: It is required that you name the service ADCS .


4. Select the **Published** check box.
5. Choose the **OK** button.

To set up a warehouse to use ADCS

To use ADCS, you must specify which warehouse locations use the technology.


NOTE

We recommend that you do not set up a warehouse to use ADCS if the warehouse also has a bin capacity policy.

1. Choose the  icon, enter **Locations**, and choose the related link.
2. Select a warehouse from the list for which you want to enable ADCS, and then choose the **Edit** action.
3. On the **Location Card** page, select the **Use ADCS** check box.

To specify an item to use ADCS

Each warehouse item that you want to use with ADCS must be assigned an identifier code to link it with its item number. For example, you can use the item's bar code as the identifier code. An item can also have multiple identifier codes. You may find this useful in the case where an item is available in various units of measures, such as pieces and pallets. In this case, assign an identifier code to each.


1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select an item from the list that is part of your ADCS solution, and then choose the **Edit** action.
3. On the **Item Card** page, choose the **Identifiers** action.
4. On the **Item Identifiers** page, choose the **New** action.
5. In the **Code** field, specify the identifier for the item. For example, the identifier could be the item's bar code number.

You can also enter a **Variant Code** and a **Unit of Measure** code.


6. If needed, enter multiple codes for each item.
7. Choose the **OK** button.
8. To review the information, choose the **Identifier Code** field to open the **Item Identifiers** page.

To add an ADCS user

You can add any user as a user of an Automated Data Capture System (ADCS). When you do this, the user must also provide a password. Optionally, you can also provide a connection that identifies the ADCS user as a warehouse employee. The ADCS user password can be different from the Windows logon password of the user. For more information, see [Assign Permissions to Users and Groups](#).

1. Choose the  icon, enter **ADCS Users**, and then choose the related link.
2. Choose the **New** action.
3. In the **Name** field, enter a name for the user. The name cannot contain more than 20 characters, including spaces.
4. In the **Password** field, enter a password. The password is masked.

To specify that a warehouse employee is an ADCS user

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. If needed, add a new warehouse employee. For more information, see [Set Up Warehouse Employees](#).
3. Choose the **Edit List** action.
4. Select a warehouse employee from the list. In the **ADCS User** field, choose the drop-down arrow, and then select the name of an ADCS user from the list.

NOTE

The default warehouse for the employee must be one that uses ADCS.


To create and customize miniforms

You use miniforms to describe the information that you want to present on a handheld device. For example, you can create miniforms to support the warehouse activity of picking items. After you create a miniform, you can add functions to it for the common actions that a user takes with handheld devices, such as moving up or down a line.

NOTE

To implement or change the functionality of a miniform function, you must create a new codeunit for the **Handling Codeunit** field to perform the required action or response. You can learn more about ADCS functionality by examining codeunits, such as 7705, 7706, 7712, and 7713.

To create a miniform for ADCS


1. Choose the  icon, enter **Miniforms**, and then choose the related link.
2. Choose the **New** action.
3. In the **Code** field, enter a code for the miniform. Optionally, enter values in all other fields.

Select the **Start Miniform** check box to indicate that the miniform is the first form that the user sees at logon.

4. On the **Lines** FastTab, define the fields that appear on the miniform. The order in which you enter lines is the order in which the lines appear on the handheld device.

When you have created a miniform, the next steps are to create functions and to associate functionality for various keyboard inputs.

To customize miniform functions

1. Choose the  icon, enter **Miniforms**, and then choose the related link.
2. Select a miniform from the list, and then choose the **Edit** action.
3. Choose the **Functions** action.
4. In the **Function Code** drop-down list, select a code to represent the function that you want to associate with the miniform. For example, you can select ESC, which associates functionality with the press of the ESC key.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Restructure Warehouses



2/18/2021 • 4 minutes to read • [Edit Online](#)

You may want to restructure your warehouse with new bin codes and new bin characteristics. You will not undertake this kind of activity very often, but situations can occur where a reclassification is necessary to achieve or maintain a more efficient operation. For example:

- You might want to switch to bin codes that support the use of automatic data capture, for example, with hand-held devices.
- The warehouse may have purchased a new rack system that gives new possibilities in item storage.
- The company may have altered its item assortment and moved the warehouse to a new physical location to accommodate this change.


If your warehouse is set up to use bins but not directed put-away and pick, restructure your warehouse by creating the new bins that you want to use in the future.


To restructure a basic warehouse that uses bins only

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. On the **Warehouse** FastTab, set the **Default Bin Selection** field to **Last-Used Bin**.
3. Move all the contents of your current bins to the new bins that you have just created.
 - a. Choose the  icon, enter **Item Reclassification Journal**, and then choose the related link.
 - b. Select a journal line, and then choose the **Get Bin Content** action.
 - c. On the **Bin Content** FastTab, set filters in the **Location Code**, **Bin Code**, and **Item No.** fields to specify the content that you want to move.
 - d. Choose the **OK** button to fill a journal line.
 - e. In the **New Bin Code** field, select the bin to which the items should be moved.
 - f. Repeat steps b through e for all bin content that you want to move.
 - g. Choose the **Post** action.

You have now emptied the bins where the items used to be. The default bins for your items have now been changed to the new bins.


To restructure an advanced warehouse that uses directed put-away and pick

1. Create the new bins that you want to use in the future. For more information, see [Create Bins](#).
2. Move all the contents of your current bins to the new bins that you just created.
 - a. Choose the  icon, enter **Warehouse Reclassification Journal**, and then choose the related link.
 - b. For the bins where no real movement of items is involved, create a line for each of your current bins in the **Warehouse Reclassification Journal** with the old bin code, **From Bin Code**, and the new bin code, **To Bin Code**.
 - c. If some of the movements involve actual physical movements that you want employees to perform, use **Movement Worksheets** to prepare movement instructions instead of using the warehouse reclassification journal. For more information, see [Move Items in Advanced Warehouse Configurations](#).

3. When the old bins are emptied, reclassify them as **QC** type bins to ensure that they are not included in item flows.
 - a. Choose the  icon, enter **Locations**, and then choose the related link.
 - b. Select the line with the location, and then choose the **Bins** action.
 - c. On the **Bins** page, in the **Bin Type Code** field, enter **QC** for each of the old bins that you emptied in step 3 in the previous procedure.

You have now removed the bins from the warehouse flow, and reclassified them as QC bins. QC bins have none of the activity fields on the **Bin Types** page selected and are therefore not considered by the item flow. For more information, see [Set Up Bin Types](#).


To delete a bin

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to delete bins. Choose the **Bins** action.
3. Select the lines for the bins that you want to delete.
4. Choose the **Delete** action.

If you choose the **Yes** button, the bin is deleted for use in the future, but the bin code in all warehouse entries remains the same.

If you want to rename a bin so that all records associated with the bin are also renamed, including bin contents, warehouse activity lines, registered warehouse activity lines, warehouse worksheet lines, warehouse receipt lines, posted warehouse receipt lines, warehouse shipment lines, posted warehouse shipment lines, and warehouse entries, you can do so on the **Bins** page.

To rename a bin and change the bin code in all records

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to rename a bin or change the bin code, and then choose the **Bins** action.
3. Select the bin that you want to change and enter a new bin code in the **Code** field.
4. Choose the **Yes** button.

NOTE

If you choose **Yes** and there are many entries concerning this bin, for example, because you have not deleted warehouse documents for some time, it may take some time to rename all the records. Therefore, if you use this method, consider running the batch job **Delete Registered Whse. Documents** before you start the renaming process. Also note that the only documents that are deleted in this batch job are put-aways, picks, and movements.

If you are renaming a receiving bin or a shipping bin, all the posted receipts or shipments that refer to the bin in question are renamed.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Setting Up Manufacturing

2/18/2021 • 2 minutes to read • [Edit Online](#)

To convert material into produced end items, production resources, such as bills of material, routings, machine operators, and machinery must be set up in the system.

Operators and machines are represented in the system as machine centers that may be organized in work centers and work center groups. When these resources are established, they can be loaded with operations according to the item's defined material (BOM) and process (routing) structure, and according to the capacity of the machine or work center. You can also set the production capacity of each resource. Capacity is defined by the work time available in the machine and work centers, and is governed by calendars for each level. A work center calendar specifies the working days or hours, shifts, holidays, and absence that determine the work center's gross available capacity (typically measured in minutes). All of this is determined by defined efficiency and capacity values.

When you have set up manufacturing, you can plan and execute production orders. For more information, see [Planning](#) and [Manufacturing](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Configure the manufacturing features, such as defining shop floor work hours and selecting planning parameters.	The Manufacturing Setup page.
On the Planning tab on the Manufacturing Setup page, set global planning parameters that override parameters set on individual item cards.	Design Details: Planning Parameters
Define a standard working week in the manufacturing department in terms of starting and ending times of each work day and related work shift.	Create Shop Calendars
Organize fixed values and requirements of production resources as work centers or machine centers to govern their output of production performed.	Set Up Work Centers and Machine Centers
Organize production operations in the required order and assign them to work or machine centers with the required work times.	Create Routings
Organize production components or subassemblies under a produced parent item and certify the BOM for execution at work centers.	Create Production BOMs
Make sure that the right component quantity is available when produced items are stocked in one unit of measure but produced in another.	Work With Manufacturing Batch Units of Measure

TO	SEE
Define families of production items with similar manufacturing processes to save consumption. For example, four pieces of the same item can be produced from one sheet and 10 pieces of another, different, item at the same time.	Work With Production Families
Use standard tasks to simplify the creation of routings by quickly attaching extra information to recurring operations.	Set Up Standard Routing Lines
Prepare work centers and routings to represent subcontracted production operations.	Subcontract Manufacturing

See Also

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Set Up Shop Calendars


2/18/2021 • 4 minutes to read • [Edit Online](#)

A work center or machine calendar specifies the working days and hours, shifts, holidays, and absences that determine the center's gross available capacity, measured in time, according to its defined efficiency and capacity values.

As a foundation for calculating a specific work or machine center calendar, you must first set up one or more general shop calendars. A shop calendar defines a standard work week according to start and end times of each working day and the work shift relation. In addition, the shop calendar defines the fixed holidays during a year.


The following describes how to set up work center calendars. The steps are similar when setting up machine center calendars.

To create work shifts

1. Choose the , enter **Work Shifts**, and then choose the related link.
2. On a blank line, enter a number in the **Code** field to identify the work shift, for example, 1.
3. Describe the work shift in the **Description** field, for example, **1st shift**.
4. Optionally, fill in lines for a second or third work shift.

Even if your work centers do not work in different work shifts, enter at least one work shift code.

To set up a shop calendar

1. Choose the , enter **Shop Calendars**, and then choose the related link.
2. On a blank line, enter a number in the **Code** field to identify the shop calendar.
3. Describe the shop calendar in the **Description** field.
4. Choose the **Working Days** action.
5. On the **Shop Calendar Working Days** page, define a complete work week, with the start and end times for each day.

In the **Work Shift Code** field, select one of the shifts that you previously defined. Add a line for every working day and every shift. For example:

Monday 07:00 15:00 1
Tuesday 07:00 15:00 1

If you need a shop calendar with two work shifts, you must fill it in in this manner:

Monday 07:00 15:00 1
Monday 15:00 23:00 2
Tuesday 07:00 15:00 1
Tuesday 15:00 23:00 2

Any week days that you do not define in the shop calendar, such as Saturday and Sunday, are considered non-working days and will have zero available capacity in a work center calendar.

When all the working days of a week are defined, you can close the **Shop Calendar Working Days** page and proceed to enter holidays.

6. On the **Shop Calendars** page, select the shop calendar, and then choose the **Holidays** action.
7. On the **Shop Calendar Holidays** page, define the holidays of the year by entering the start date and time, the end time, and description of each holiday on individual lines. For example:

04/07/14 0:00:00 23:59:00 Summer Holiday


05/07/14 0:00:00 23:59:00 Summer Holiday

06/07/14 0:00:00 23:59:00 Summer Holiday

The defined holidays will have zero available capacity in a work center calendar.

The shop calendar can now be assigned to a work center to calculate the work shop calendar that will govern all operation scheduling at that work center.

To calculate a work center calendar

1. Choose the  icon, enter **Work Centers**, and then choose the related link.
2. Open the work center that you want to update.
3. In the **Shop Calendar Code** field, select which shop calendar to use as the foundation for a work center calendar.
4. Choose the **Calendar** action.
5. On the **Work Center Calendar** page, choose the **Show Matrix** action.

The left side of the matrix page lists the work centers that are set up. The right side shows a calendar displaying the available capacity values for each working day in the defined unit of measure, for example, **480** minutes. Each line represents the calendar of one work center.

NOTE

You can also select to view the capacity values for each week or month by changing the selection in the **View By** field on the **Work Center Calendar** page.

To reflect the new shop calendar as a line on the selected work center, it must first be calculated.

6. Choose the **Calculate** action.
7. On the **Work Center** FastTab, you can set a filter to only calculate for one work center. If you do not set a filter, all existing work center calendars will be calculated.
8. Define the starting and ending dates of the calendar period that should be calculated, for example, one year from 01/01/14 to 31/12/14.
9. Choose the **OK** button to calculate capacity.

Calendar entries are now created or updated displaying the available capacity for each period according to the following three sets of master data:

- The working days and shift defined in the assigned shop calendar.
- The value in the **Capacity** field on the work center card.
- The value in the **Efficiency** field on the work center card.

The calculated work center calendar will now define when and how much capacity is available at this work center. This controls the detailed scheduling of operations performed at the work center.

To record work center absence

1. On the **Work Center Calendar** page, choose the **Show Matrix** action.
2. On the **Work Center Calendar Matrix** page, select the work center and calendar day when the absence time should be recorded, and then choose the **Absence** action.
3. On the **Absence** page, define the starting time, ending time, and description of that day's absence. For example:

25/01/01 08:00 10:00 Maintenance
4. Choose the **Update** action, and then close the **Absence** page.

The capacity of the selected day has now decreased by the recorded absence time.

See Also

[Set Up Base Calendars](#)

[Set Up Work Centers and Machine Centers](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Working with Business Central](#)

NOTE

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Set Up Work Centers and Machine Centers

2/18/2021 • 7 minutes to read • [Edit Online](#)

The application distinguishes between three types of capacities. These are arranged hierarchically. Each level contains the subordinate levels.

The top level is the work center group. Work centers are assigned to the work center groups. Every work center can only belong to one work center group.

You can assign various machine centers to every work center. A machine center may only belong to one work center.

The planned capacity of a work center consists of the availability of the corresponding machine centers and the additional planned availability of the work center. The planned availability of the work center group is, therefore, the sum of all corresponding availabilities of the machine centers and work centers.


The availability is stored in calendar entries.

IMPORTANT

Before you set up work or machine centers, you must set up shop calendars. For more information, see [Create Shop Calendars](#).

To set up a work center

The following primarily describes how to set up a work center. The steps to set up a machine center calendar are similar except for the **Routing Setup** FastTab.

1. Choose the  icon, enter **Work Centers**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. In the **Work Center Group** field, select the higher-level resource grouping that the work center is organized under, if relevant. Choose the **New** action in the drop-down list.
5. Select the **Blocked** field if you want to prevent the work center from being used in any processing. This means that output cannot be posted for an item that is produced at the work center. For more information, see [Post Production Output](#).
6. In the **Direct Unit Cost** field, enter the cost of producing one unit of measure at this work center, excluding any other cost elements. This cost is often referred to as the *direct labor rate*.
7. In the **Indirect Cost %** field, enter the general operation costs of using the work center as a percentage of the direct unit cost. This percentage amount is added to the direct cost in the calculation of the unit cost.
8. In the **Overhead Rate** field, enter any non-operational costs, for example maintenance expenses, of the work center as an absolute amount.

The **Unit Cost** field contains the calculated unit cost of producing one unit of measure at this work center, including all cost elements, as follows:

Unit Cost = Direct Unit Cost + (Direct Unit Cost x Indirect Cost %) + Overhead Rate.

9. In the **Unit Cost Calculation** field, define whether the above calculation should be based on the amount of time used: **Time**, or on the number of produced units: **Units**.
10. Select the **Specific Unit Cost** field if you want to define the work center's unit cost on the routing line where it is being used. This may be relevant for operations with dramatically different capacity costs than what would normally be processed at that work center.
11. In the **Flushing Method** field, select whether output posting at this work center should be calculated and posted manually or automatically, using either of the following methods.

OPTION	DESCRIPTION
Manual	Consumption is posted manually in the output journal or production journal.
Forward	Consumption is calculated and posted automatically when the production order is released.
Backward	Consumption is calculated and posted automatically when the production order is finished.

NOTE

If necessary, the flushing method selected here and on the **Item** card, can be overridden for individual operations by changing the setting on routing lines

12. In the **Unit of Measure Code** field, enter the time unit in which this work center's cost calculation and capacity planning are made. In order to be able to constantly monitor consumption, you must first set up a method of measure. The units you enter are basic units. For example, the processing time is measured in hours and minutes.

NOTE

If you select to use Days then remember that 1 day = 24 hours - and not 8 (working hours).

13. In the **Capacity** field, define whether the work center has more than one machine or person working at the same time. If your Business Central installation does not include the Machine Center functionality, then the value in this field must be 1.
14. In the **Efficiency** field, enter the percentage of the expected standard output that this work center actually outputs. If you enter **100**, it means that the work center has an actual output that is the same as the standard output.
15. Select the **Consolidated Calendar** check box if you are also using machine centers. This ensures that calendar entries are rolled up from machine center calendars.
16. In the **Shop Calendar Code** field, select a shop calendar. For more information, see [Create Shop Calendars](#).
17. In the **Queue Time** field, specify a fixed time span that must pass before assigned work can begin at this work center.

NOTE

Use queue times to provide a buffer between the time that a component arrives at a machine or work center and when the operation actually starts. For example, a part is delivered to a machine center at 10:00 but it takes an hour to mount it on the machine so the operation does not start until 11.00. To account for that hour, the queue time would be one hour. The value of the **Queue Time** field on a machine or work center card plus the sum of the values in the **Setup Time**, **Run Time**, **Wait Time**, and **Move Time** fields on the item routing line combine to give the production lead time of the item. This helps provide accurate overall production times.

Example - Different Machine Centers Assigned to a Work Center

It is important to plan which capacities are to make up the total capacity when setting up the machine centers and work centers.

If different machine centers (such as 210 Packing table 1, 310 Painting Cabin ...) are assigned to a work center, the consideration of the single capacities of the machine centers is significant because failure of one machine center can interrupt the entire process. The machine groups can be entered according to their capacity but may not be included in the planning. By deactivating the **Consolidated Calendar** field only the capacity of the work center but not the machine center is assigned in the planning.

If, however, identical machine centers (such as 210 Packing table 1 and 220 Packing table 2) are combined in a work center, the consideration of the work center as a sum of the assigned machine centers is of interest. Therefore, the work center would be listed with zero capacity. By activating the **Consolidated Calendar** field, the common capacity is assigned to the work center.

If capacities of work centers are to make no contribution to the total capacity, you can achieve this with efficiency = 0.


To set up a capacity constrained machine or work center

You must set up production resources that you regard as critical and mark them to accept a finite load instead of the default infinite load that other production resources accept. A capacity-constrained resource can be a work center or machine center that you have identified as a bottleneck and would like to establish a limited, finite load for.

Business Central does not support detailed shop floor control. It plans for a feasible utilization of resources by providing a rough-cut schedule, but it does not automatically create and maintain detailed schedules based on priorities or optimization rules.

On the **Capacity-Constrained Resources** page, you can make setup that avoids overload of specific resources and ensure that no capacity is left unallocated if it could increase the turn-around time of a production order. In the **Dampener (% of Total Capacity)** field, you can add dampener time to resources to minimize operation splitting. This enables the system to schedule load on the last possible day by exceeding the critical load percent slightly if this can reduce the number of operations that are split.

When planning with capacity-constrained resources, the system ensures that no resource is loaded above its defined capacity (critical load). This is done by assigning each operation to the nearest available time slot. If the time slot is not big enough to complete the entire operation, then the operation will be split into two or more parts placed in the nearest available time slots.

1. Choose the  icon, enter **Capacity Constrained Resources**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary.

NOTE

Operations on work centers or machine centers that are set up as constrained resources will always be planned serially. This means that if a constrained resource has multiple capacities, then those capacities can only be planned in sequence, not in parallel as they would be if the work or machine center was not set up as a constrained resource. In a constrained resource, the Capacity field on the work center or machine center is greater than 1.

In case of operation splitting, the setup time is only assigned once because it is assumed that some manual adjustment is done to optimize the schedule.

See Also

[Create Shop Calendars](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Create Routings

2/18/2021 • 6 minutes to read • [Edit Online](#)

Manufacturing companies use routings to visualize and direct the manufacturing process.


The routing is the basis of process scheduling, capacity scheduling, scheduled assignment of material needs, and manufacturing documents.

As for production BOMs, the routings are assigned to the manufacturing end item. A routing holds master data that captures the process requirements of a given produced item. Once a production order is created for that item, its routing will govern the scheduling of operations as represented on the **Prod. Order Routing** page under the production order.

Before you can set up a routing, the following must be in place:

- Item cards are created for parent items that take part in manufacturing. For more information, see [Register New Items](#).
- Production resources are set up. For more information, see [Set Up Work Centers and Machine Centers](#).

To create a routing

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. In the **Type** field, select **Serial** to calculate the production routing according to the value in the **Operation No.** field.
Select **Parallel** to calculate the operations according to the value in the **Next Operation No.** field.
5. To edit the routing, set the **Status** field to **New** or **Under Development**. To activate it, set the **Status** field to **Certified**.

Proceed to fill in the routing lines.
6. In the **Operation No.** field, enter the number of the first operation, for example, **10**.
7. In the **Type** field, specify which kind of resource is used, for example, **Work Center**.
8. In the **No.** field, select the resource to be used, or type it in the field.
9. In the **Routing Link Code** field, enter a code to connect the component to a specific operation. For more information, see [To create routing links](#).
10. In the **Run Time** and **Setup Time** fields, enter the process times needed to perform the operation.

NOTE

Setup time is calculated per production order, whereas run time is calculated per produced item.

11. In the **Concurrent Capacities** field, specify how many units of the selected resource are used to perform the operation. For example, two people allocated to one packing operation will halve the run time.

12. Continue to fill in lines for all operations involved in producing the item in question.
13. To copy lines from an existing routing, choose the **Copy Routing** action to select existing lines.
14. Certify the routing.
15. You can now attach the new routing to the card of the production item in question, by filling in the **Routing No.** field. For more information, see [Register New Items](#).


NOTE

Remember also to recalculate the item's standard cost from the **Item** card: Choose the **Manufacturing** action, select the **Calc. Standard Cost** action, and then select the **All Levels** action.

To create routing links

You can create routing links to connect components to specific operations in order to retain their relationship even though the production BOM or routing is modified. It also facilitates just-in-time flushing of components, namely when the specific linked operation starts, not when the complete production order is released. For more information see [Flush Components According to Operation Output](#).

Another important benefit is that linked components and operations are displayed in a logical process structure when you use the **Production Journal** page for output and consumption posting.

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Open the routing that contains the operations that you want to link.
Make sure the routing status is **Under Development**.
3. On the relevant routing line, in the **Routing Link Code** field, select a code.
4. Proceed to add different routing link codes to other operations in the routing, if relevant.

NOTE

You should not use the same routing link code in different operations on a routing because you may incorrectly link a component to two different operations, so that it is consumed two times.

It is a good idea to name the routing link code after the operation in order to ensure operation-specific routing links.

5. Set the routing status to **Certified**.
Routing link codes are now assigned to operations. Next, you must create the actual link by assigning the same codes to specific components in the relevant production BOM.
6. Open the **Production BOM** that contains the components that you want to link to the above operations. For more information, see [Create Production BOMs](#).
7. Make sure the BOM status is **Under Development**.
8. On the relevant production BOM line, in the **Routing Link Code** field, select the code that you have just assigned to the relevant operation.
9. Proceed to add routing link codes to other components according to the unique operations where they are used.
10. Set the production BOM status to **Certified**.


NOTE

To enable the routing links on an existing production order, you must refresh the production order. For more information, see [Create Production Orders](#).

The selected components will now be linked to the selected operations when you create or refresh a production order using the production BOM and routing in question. This is visible on the **Prod. Order Components** page under the production order, and here you can also remove and add the defined routing link codes at any time.


To assign personnel, tools, and quality measures to routing operations

If you require personnel with qualifications, special knowledge, or special authorization for an operation, you can assign these personnel to the operation. In addition, you can assign tools and quality requirements to the operation. This procedure describes how to assign personnel. The steps are similar for other types of operation information.

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Open the relevant routing.
3. On the **Lines** FastTab, select the line that you want to process, choose the **Operations** action, and then choose the **Personnel** action.
4. Fill in the fields on the **Routing Personnel** page.
5. Choose the **OK** button to exit the page. The entered values are copied and assigned to the operation.

To create a new versions of a routing

The version principle enables you to manage several versions of a routing. The structure of the routing version corresponds to the structure of the routing consisting of the routing version header and the routing version lines. The basic difference is defined by the starting date.

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Select the routing to be copied, and then choose the **Versions** action.
3. On the **Routing Versions** page, choose the **New** action.
4. Fill in the fields as necessary.
5. In the **Version Code** field, enter the unique identification of the version. Any combination of numbers and letters is permitted.

The newly created version is automatically assigned the status **New**.

6. To create operation lines, select the first blank line, and then fill in the **Operation No.** field according to the sequence of operations.

The operation lines are sorted in ascending order by operation numbers. To be able to make changes later, we recommend you to select adequate step widths. The **Next Operation No.** field refers to the following operation. The number of the operation can be entered directly.

7. When the routing version is completed, setting the **Status** field to **Certified**.

The time validity of the version is specified by the **Starting Date** field.

See Also

[Create Production BOMs](#)

Setting Up Manufacturing

Manufacturing

Planning

Inventory

Purchasing

Working with Business Central

NOTE

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Create Production BOMs

2/18/2021 • 5 minutes to read • [Edit Online](#)


A production bill of material (BOM) holds master data that describes the components and subassemblies used in the production of a parent item. Once a production order is created for that parent item, its production BOM will govern the calculation of material requirements as represented on the **Prod. Order Components** page.

Business Central also support assembly BOMs. You use assembly orders for making end items from components in a simple process that can be performed by one or more basic resources, which are not machine or work centers, or without any resources. For example, an assembly process could be to pick two wine bottles and one coffee sack and then pack them as a gift item. For more information, see [Assembly BOMs or Production BOMs](#).

Before you can set up a routing, the following must be in place:

- Item cards are created for parent items that take part in manufacturing. For more information, see [Register New Items](#).
- Production resources are set up. For more information, see [Set Up Work Centers and Machine Centers](#).

To create a production BOM

1. Choose the  icon, enter **Production BOM**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. To edit the BOM, set the **Status** field to **New** or **Under Development**. To activate it, set the **Status** field to **Certified**.

Proceed to fill in the production BOM lines.

5. In the **Type** field, select whether the item on this BOM line is an ordinary item or a production BOM. If the item on the line is a production BOM, then it must already exist as a certified production BOM.
6. In the **No.** field, look up and select the item or production BOM in question, or type it in the field.
7. In the **Quantity Per** field, enter how many units of the item go into the parent item, for example, 4 wheels for 1 car.
8. In the **Scrap %** field you can enter a fixed percentage of components that are scrapped during production. When the components are ready to be consumed in a released production order, this percentage will be added to the expected quantity in the **Consumption Quantity** field in a production journal. For more information, see [Register Consumption and Output](#).

NOTE

This scrap percentage represents components that are scrapped during production when picking from inventory, whereas the scrap percentage on routing lines represents scrapped output before putting on inventory.

9. In the **Routing Link Code** field, enter a code to connect the component to a specific operation. For more information, see [To create routing links](#).
10. To copy lines from an existing production BOM, choose the **Copy BOM** action to select existing lines.

11. Certify the production BOM.
12. You can now attach the new production BOM to the card of the parent item in question. For more information, see [Register New Items](#).


NOTE

To calculate the unit cost of an assembly or production BOM, the parent item and its component items must use the *Standard* costing method. Any resources in the BOM are rolled up if they have a unit cost that is defined on the resource card. To recalculate the item's standard cost from the item card, choose the **Manufacturing** action, and then choose the **Calc. Standard Cost** action.

To create a new versions of a production BOM

New versions of production BOMs are used when, for example, an item is replaced by another item, or when a customer requires a special version of a product. The version principle enables various versions of a production BOM to be managed. The structure of the production BOM version corresponds to the structure of the production BOM. The basic difference is in the time validity of the versions. The validity is defined by the starting date.

The starting date indicates the start of the period in which this version is valid. For all other considerations, the starting date is a filter criterion for calculations and evaluations. The BOM version is valid until the next version becomes valid for its starting date.

1. Choose the  icon, enter **Production BOM**, and then choose the related link.
2. Select the production BOM to be copied, and then choose the **Versions** action.
3. Choose the **New** action.
4. Fill in the fields as necessary.
5. In the **Version Code** field, enter the unique identification of the version. Any combination of numbers and letters is permitted.

The newly created version is automatically assigned the status **New**.

6. When the BOM version is completed, setting the **Status** field to **Certified**.

The time validity of the version is specified by the **Starting Date** field.

NOTE

Select the **Item** option in the **Type** field to use an item from your item master data in the production BOM. If the item also has a production BOM, whereby the **Production BOM No.** field is filled in on the item card, this production BOM is also considered.

Select the **Production BOM** option if you want to use a phantom production BOM on the line.

Phantom production BOMs serve for structuring products. This production BOM type never leads to a finished product, but is used exclusively for determining the dependent demand. Phantom production BOMs do not have their own item master data.

Quantity Calculation Formula on Production BOMs

The quantity is calculated taking into consideration different dimensions which are also entered on the production BOM lines. The dimensions refer to an order unit of the respective item. The length, width, depth and

weight can be entered as dimensions.

The Calculation Formula, Length, Width, Depth and Weight columns are not displayed, because they are only used by some users. If you wish to use the calculation of the quantity, you must first display these columns.

The relation of the individual components is defined by the calculation formula. The following possibilities are available as a calculation formula:

- **Empty** - No consideration of dimensions. (Quantity = Quantity per.)
- **Length** - Quantity = Quantity per * Length
- **Length x Width** - Quantity = Quantity per * Length x Width
- **Length x Width x Depth** - Quantity = Quantity per x Length x Width x Depth
- **Weight** - Quantity = Quantity per x Weight

Example

In a production BOM, seventy metal parts with the dimensions length = 0.20 m and width = 0.15 m are required. The values are entered as follows: Calculation Formula = Length x Width, Length = 20, Width = 15, Quantity per = 70. The quantity is given by the Quantity per x Length * Width, that is, Quantity = 70 x 0.20 m x 0.15 m = 2.1 m².

See Also

[Create Routings](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Flush Components According to Operation Output

2/18/2021 • 2 minutes to read • [Edit Online](#)

For items that are set up with backward flushing method, the default behavior is to calculate and post component consumption when you change the status of a released production order to **Finished**.

If you also define routing link codes, then calculation and posting occurs when each operation is finished, and the quantity that was actually consumed in the operation is posted. For more information, see [Create Routings](#).


For example, if a production order to produce 800 meters requires 8 kg of a component, then when you post 200 meters as output, 2 kg are automatically posted as consumption.

This functionality is useful for the following reasons:

- **Inventory Valuation** - Value entries for output and consumption are created in parallel as the production order progresses. Without routing link codes, the inventory value will increase as output is posted and then decrease at a later point in time when the value of component consumption is posted together with the finished production order.
- **Inventory Availability** - With gradual consumption posting, the availability of component items is more up-to-date, which is important to maintain the internal balance between demand and supply. Without routing link codes, other demands for the component may believe that it is available as long as it is pending a delayed consumption posting.
- **Just-in-Time** – With the ability to customize products to customer requests, you can minimize waste by making sure that work and system changes only occur when it is necessary.



The following procedure shows how to combine backward flushing and routing link codes so that the quantity that is flushed for each operation is proportional to the actual output of the finished operation.

To flush components according to operation output

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **Edit** action.
3. On the **Replenishment** FastTab, in the **Flushing Method** field, select **Forward**.

NOTE

Select **Pick+ Forward** if the component is used in a location that is set up for directed put-away and pick.

4. Choose the  icon, enter **Routings**, and then choose the related link.
5. Define routing link codes for every operation that consumes the component. For more information, see [Create Routings](#).
6. Choose the  icon, enter **Production BOM**, and then choose the related link.
7. Define routing link codes from each instance of the component to the operation where it is consumed.

IMPORTANT

The component must have a routing link to the last operation in the routing.

See Also

[Create Production BOMs](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

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Work with Manufacturing Batch Units of Measure

2/18/2021 • 2 minutes to read • [Edit Online](#)

If an item is stocked in one unit of measure but produced in another, a production order is created that uses a manufacturing batch unit of measure to calculate the correct quantity of the components during the **Refresh Production Order** batch job. An example of a manufacturing batch unit of measure calculation is when a manufactured item is stocked in pieces but produced in tons.

To create a production BOM using a batch unit of measure

1. The manufacturing batch unit of measure is set up as an alternative unit of measure on the **Item Units of Measure** page on the item to be produced. The batch unit of measure will not replace the base unit of measure on the item.
2. Create a production BOM for the item set up with the manufacturing batch unit of measure. For more information, see [Create Production BOMs](#).
3. In the **Unit of Measure Code** field, select the manufacturing batch unit of measure.
4. For each production BOM line, in the **Quantity Per** field, enter the quantity of this component item that is required to create this batch unit of measure.
5. Open the **Item Card** for the related item.

On the **Replenishment** FastTab, in the **Production BOM No.** field, select the production BOM created above.

6. Create a production order header using the item set up with the manufacturing batch unit of measure. For more information, see [Create Production Orders](#).
7. Choose the **Refresh** action, and then choose the **OK** button.

On the **Lines** FastTab, choose the **Line** action, and then choose the **Components** action to view the result. The application calculates the correct quantity of the components needed to satisfy the production BOM based on the manufacturing batch unit of measure.

To calculate a manufacturing batch unit of measure on a production order

1. Create a production order header using the item set up with the manufacturing batch unit of measure.
2. In the **Item No.** field in the Production Order line, type the same item number used in the header.
3. In the **Quantity** field, enter the same quantity used in the header.
4. In the **Unit of Measure Code** field, select the manufacturing batch unit of measure code.
5. Choose the **Refresh** action.
6. On the **Calculate** FastTab, clear the **Lines** check box.
7. Choose the **OK** button.
8. On the **Lines** FastTab, choose the **Line** action, and then choose the **Components** action to view the result. The correct quantity of the components needed to satisfy the production BOM is calculated based on the manufacturing batch unit of measure.

See Also

Create Routings
Create Production BOMs
Setting Up Manufacturing
Manufacturing
Planning
Inventory
Purchasing
Working with Business Central

NOTE

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Handling Lot Sizes in Production

2/18/2021 • 3 minutes to read • [Edit Online](#)

In terms of quantity, the number of items you produce in a production operation might not correlate to how sell them. For example, you might produce hundreds of items in a single lot, but sell each item individually. When you configure your production routes and bills of materials (BOMs), there are few nuances you should consider with regards to lot sizes. This topic describes how lot sizes impact cost calculations and resource planning.

Units of Measure in Production Bill of Materials

Although you specify the base unit of measure (UOM) for an item, your BOM might use a different UOM for the finished product. For example, the base UOM for an item might be PCS, but your BOM might call for pallet or ton. This comes in handy when your machines or raw components dictate the volume. For example, you probably wouldn't want to bake a single muffin because it is difficult to use a portion of an egg. Instead, you bake a batch of muffins to reduce waste. For more information, see [Create Production BOMs](#).

Lot size on routing lines

From a routing perspective, you can specify a lot size on routing lines to align with the capacity of the machines that produce the items. The run time on routing lines is reduced proportionally to the lot size.

This works well when the quantity on a production order is a factor of the lot size on the route. For example, if your baking sheet can hold 10 muffins, you should bake 10, 20, 30, and so on, and not 5 nor 15. This is much less of an issue if you are dealing with large quantities.

Lot size is also popular in manufacturing environments where output is measured as quantity you can make during fixed amount of time. Example, if Volume per 9 hour shift is 25000 cubic feet, you can set run time as 9 hours and lot size as 25000. The production order quantity becomes less important as on the production order the run time gets calculated as the Run time / Lot size to get the run time per piece.

NOTE

The value defined in Lot size doesn't have impact on time specified in **Setup Time** field of the routing line. The setup will happen only one time, even if there are several lots. For example, so that you don't need to warm the oven for the second lot of muffins. For more information, see [Create Routings](#).

Lot Sizes for Items and Stockkeeping Units

Lot sizes defined for routings are not the same as lot sizes for items or stockkeeping units. Those values are used for a different purpose, and do not affect production capacity.

Lot size on item and stockkeeping units

For items and stockkeeping units, lot sizes have the following effects on cost calculation and supply planning:

- For standard cost calculation, if you enable **Cost Incl Setup** on the **Manufacturing Setup** page, the cost for the setup is added to the standard cost. If you specify a lot size, the setup cost for routing operation will be reduced according to one lot size. For example, if your lot size defined on item card is 10, and it takes 15 minutes to heat the oven, the cost of the fuel will be allocated to the 10 muffins as roughly 1.5 minutes.

NOTE

Setup costs are handled differently from a standard cost and capacity allocation perspectives. If produced quantity doesn't match lot size defined in the item card that will lead to variation. For more information, see [Managing Inventory Costs](#).

For supply planning, the lot size setting on items works with the **Default Dampener %** on the **Manufacturing Setup** page. Business Central will ignore changes in demand that are below the dampener percentage and will not create planning suggestions. For example, 15 is specified in the Default Dampener % field, and we have a production order for 20 muffins to feed 20 guests, but one guest cannot attend. Business Central will ignore the single missing guest because it's only 10% of the lot size 10 defined on the item. However, if two guests cannot make it, Business Central will suggest that we reduce the order quantity because two is 20% of the lot size. For more information about planning, see [Planning](#).

See Also

[Create Production BOMs](#)

[Work with Manufacturing Batch Units of Measure Create Routings](#)

[Managing Inventory Costs](#)

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Work with Production Families

2/18/2021 • 2 minutes to read • [Edit Online](#)

A production family is a group of individual items whose relationship is based on the similarity of their manufacturing processes. By forming production families, some items can be manufactured twice or more in one production, which will optimize material consumption.


In the **Quantity** field on the **Family** page, you enter the quantity that will be produced when the whole family has been manufactured once.

Example


In punching processes, four pieces of the same item can be produced from one sheet and 10 pieces of another, different, item at the same time. The punching machine will punch all 14 pieces in one step.

Forming production families reduces the scrap quantity because what would normally be leftover scrap, when producing big pieces, will be used instead to produce small items.

To set up a production family

1. Choose the  icon, enter **Families**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

To produce based on a production family

1. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.
2. Create a new production order. For more information, see [Create Production orders](#).
3. In the **Source Type** field, select **Family**.
4. In the **Source No.** field, select the relevant production family.

See Also

[Create Production BOMs](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

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Set Up Standard Routing Lines


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The use of standard tasks simplifies the creation and maintenance of routings. They allow you to quickly attach extra information to recurring operations.

To set up a standard task

1. Choose the  icon, enter **Standard Tasks**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **Tools, Personnel, Description, or Tools** action, and then, on the page that opens, add the relevant entry.

To add a standard task to an operation

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Open the relevant routing.
3. Select a relevant routing line, choose the **Operations** action, and then choose the **Tools, Personnel, Description, or Tools** action.

When you print the routing sheeting, you can choose to include the elements from the standard task that you added to the routing lines.

See Also

[Create Routings](#)

[Create Production BOMs](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

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Subcontract Manufacturing

2/18/2021 • 5 minutes to read • [Edit Online](#)

Subcontracting selected operations to vendor is common in many manufacturing companies. Subcontracting can be a rare occurrence or can be an integral part of all production processes.

Business Central provides several tools for managing subcontract work:

- **Work Centers with assigned vendor:** This feature enables you to set up a work center that is associated with a vendor (subcontractor). This is called a subcontract work center. You can specify a subcontract work center on a routing operation, which allows you to easily process the subcontracted activity. In addition, the cost of the operation can be designated at the routing or the work center level.
- **Work Center cost based on units or time:** This feature enables you to specify whether costs associated with the work center are based on the production time or a flat charge per unit. Although subcontractors commonly use a flat charge per unit to charge for their services, the application can handle both options (production time and flat charge per unit).
- **Subcontracting Worksheet:** This feature allows you to find the production orders with material ready to send to a subcontractor and to automatically create purchase orders for subcontract operations from production order routings. The application automatically posts the purchase order charges to the production order during the posting of the purchase order. Only production orders with a status of released can be accessed and used from a subcontracting worksheet.

Subcontract Work Centers

Subcontract Work Centers are set up the same as regular work centers with additional information. They are assigned to routings in the same manner as other work centers.

Subcontract Work Center Fields

This **Subcontractor No.** field designates the work center as a subcontract work center. You can enter the number of a subcontractor who supplies the work center. This field can be used to administer work centers, which are not in-house but perform processing under contract.

If you subcontract with the vendor for a different rate for each process, then select the **Specific Unit Cost** field. This lets you set up a cost on each routing line and saves the time of re-entering each purchase order. The cost on the routing line is used in processing instead of the cost on the work center cost fields. Selecting the **Specific Unit Cost** field calculates costs for the vendor by the routing operation.

If you subcontract at a single rate per vendor, leave the **Specific Unit Cost** field blank. The costs will be set up by filling in **Direct Unit Cost**, **Indirect Cost %**, and **Overhead Rate** fields.

Routings that use Subcontract Work Centers

Subcontract work centers can be used for operations on routings in the same way as regular work centers.

You can set up a routing that uses an outside work center as a standard operational step. Alternatively, you can modify the routing for a particular production order to include an outside operation. This might be needed in an emergency such as a server not working correctly, or during a temporary period of higher demand, where the work generally performed in-house must be sent to a subcontractor.

For more information, see [Create Routings](#).

Calculate Subcontracting Worksheets and Create Subcontract

Purchase Orders


Once you have calculated the subcontracting worksheet, the relevant document, in this case a purchase order, is created.

The **Subcontracting Worksheet** page functions like the **Planning Worksheet** by calculating the needed supply, in this case purchase orders, which you review in the worksheet and then create with the **Carry Out Action Message** function.

NOTE


Only production orders with status **Released** can be accessed and used from a subcontracting worksheet.

To calculate the subcontracting worksheet

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. To calculate the worksheet, choose the **Calculate Subcontracts** action.
3. On the **Calculate Subcontracts** page, set filters for the subcontracted operations, or the work centers where they are performed, to calculate only the relevant production orders.
4. Choose the **OK** button.

Review the lines on the **Subcontracting Worksheet** page. The information in this worksheet comes from the production order and production order routing lines and flows to the purchase order when that document is created. You can delete a row from the worksheet without affecting the original information, just as you can with the other worksheets. The information will reappear the next time you run the **Calculate Subcontracts** function.

To create the subcontract purchase order

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. Choose the **Carry Out Action Message** action.
3. Select the **Print Orders** field to print the purchase order as it is created.
4. Choose the **OK** button.


If all subcontracted operations are sent to the same vendor location, then only one purchase order is created.

The worksheet line that was turned into a purchase order is deleted from the worksheet. Once a purchase order is created, it will not appear in the worksheet again.

Posting Subcontract Purchase Orders

Once the Subcontractor Purchase Orders have been created, they can be posted. Receiving the order posts a Capacity Ledger Entry to the production order and invoicing the order posts the direct cost of the purchase order to the production order.

To post a subcontract purchase order

1. Choose the  icon, enter **Purchase Orders**, and then select the related link.
2. Open a purchase order that is created from the subcontracting worksheet.

On the purchase order lines, you see the same information that was in the worksheet. The **Prod. Order No.**, **Prod. Order Line No.**, **Operation No.**, and **Work Center No.** fields are filled in with the information from the source production order.

3. Choose the **Post** action.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

When the purchase order is posted as invoiced, then the direct cost of the purchase order is posted to the production.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

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Setting Up Service Management

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can start using Service Management features in Business Central, there are a few things to set up. For example, you can establish coding for standard services, symptoms, and fault codes, and the service items and service item types that your company's customer service needs require.

When you set up Service Management, you must decide what services to offer customers and the schedule for those services. A service is a type of work performed by one or more resources and provided to a customer. For example, a service could be a type of computer repair. A service item is the equipment or item needing servicing, for example, the computer needing repair, installed at a specific customer. You can set up services as part of a group of related repair or maintenance items.

When you define a service, you can associate it with the skills required to perform the service. To help your service representatives be efficient, you can also set up real time troubleshooting guidelines and assign typical startup costs, such as travel costs or other fees.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up codes that automatically assign lines on service documents for services you deliver often.	Set Up Codes for Standard Services
Establish general settings that control aspects of Service Management Processes.	Configure Service Processes
Define how your organization works with fault reporting.	Set Up Fault Reporting
Set up the service offerings that your company delivers to customers.	Set Up Service Offerings
Provide troubleshooting guidelines that help service reps deliver faster service.	Set Up Troubleshooting
Set up resource allocation to make it easy to assign the right resource to a service task.	Set Up Resource Allocation
Define pricing for services, and set up additional service costs to assess on service orders.	Set Up Pricing and Additional Costs for Services
Set things up so you can track resource hours and service order status in order to forecast workloads and service needs.	Set Up Work Hours and Service Hours
Set up repair status options so that you can monitor progress on repairs.	Set Up Statuses for Service Orders and Repairs
Set up a loaner program, so you can lend a substitute while you work on a service item.	Set Up a Loaner Program
Set up service items and service item components.	Set Up Service Items

TO	SEE
Lay the groundwork for creating service contracts and contract quotes.	Set Up Service Contracts

See also

[Service Management](#)

[Getting Started](#)

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Create Service Items

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In Business Central, the term "service item" refers to equipment or items that require service. When you create a service order, you specify the items that need service. In the order, you can link a service item to an item in inventory or a service item group.


When you receive an item that needs service, you can register it as a service item. There are several ways to do so. For example, you can create a service item on the **Service Items** page, or as part of another process, such as when working with a service order.

To create a service item

1. Choose the  icon, enter **Service Items**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

To create service items within a service order

When you receive items for service that you want to register as service items, you can create them as service items in the **Service Order** or **Service Quote** pages.


1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **Create Service Item** action.

A number is assigned to the service item and a service item card is created. The **Service Item No.** field is filled in with the number of the new service item.

To create a service item when shipping items

When you ship items by posting either sales orders or sales invoices, the shipped items are automatically registered as service items if the following condition is met. The items must belong to a service item group with the **Create Service Item** check box selected. If the items have serial numbers registered in the **Item Tracking Lines** page, this information is copied automatically to the **Serial No.** field on the service item card when creating service items.

The following procedure shows how to create service items when you ship items on sales orders.


1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open the relevant sales order.
3. Choose the **Post** or **Post and Print** action.
4. Choose the **Ship** or **Ship and Invoice** action.
5. The service items are automatically created for the items on the order, provided these belong to a service item group that you have set up to create service items. If you registered specific serial numbers on the **Item Tracking Lines** page, they will be assigned to these service items.

NOTE

If an item is a BOM and you have exploded the BOM, the exploded BOM items are processed in the same way as regular items. Service items are created based on the service items group condition and, optionally, the serial numbers condition. Additionally, if a service item is created for an exploded BOM item that is made up of other BOM components, these items are created as service item components for the exploded BOM service item.

If an item is a BOM and you have not exploded the BOM, a service item is created for it based on the service item group condition and, optionally, the serial numbers condition.

To insert a starting fee for a service item

1. Choose the  icon, enter **Service Tasks**, and then choose the related link.
2. Choose the **Item Worksheet** action.
3. Choose the service line, and then choose **Actions**, choose **Functions**, and then choose **Insert Starting Fee** action.

A service line of type **Cost** is inserted with the starting fee. The starting fee applies to the selected service item.

See Also

[Set Up Service Items and Service Item Components](#)

[Setting Up Service Management](#)

[Service Management](#)

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Set Up Standard Service Codes


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When you perform typical service, you often have to create service documents that use service lines that contain similar information. To make it easy to create these lines, you can set up standard service codes that have a predefined set of service lines. When you choose the code on a service document, the lines are entered automatically. You can set up any number of standard service codes, and each code can have an unlimited number of service lines of different types, including item, resource, cost, or standard text linked to it. You create service lines of each standard service code on the **Standard Service Code** card. You then assign standard service codes to service item groups on the **Standard Serv. Item Gr. Codes** page. Later, when you create a service document, you can use the **Get Standard Service Codes** action to add service lines.


TIP

You can use the same concept to create lines on sales and purchase documents. For more information, see [Create Recurring Sales and Purchase Lines](#).

To set up a standard service code

1. Choose the  icon, enter **Standard Service Codes**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Fill in the service lines linked to this service code.

To assign a standard service code to a service item group

1. Choose the  icon, enter **Service item Groups**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Fill in the service lines linked to this service code.

See Also

[Service Management](#)

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Configure Service Processes

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The following are some examples of the settings that you can apply to service management processes:

- Some overall settings for various processes, such as warnings, next service calculations for service items, the starting fee to assess, the fault reporting level to use, and so on.
- The types of information that a technician must enter on service documents. For example, you can require them to specify the type of order, the start and/or end dates for the work, and the type of work that was done.
- Some default settings for response times and warranties. These include a default response time for starting service, warranty discount percentages for parts and labor, and how long warranties are valid for.
- Settings for contracts, such as the maximum number of days that you can use for contract service orders, whether to use reason codes when a contract is canceled, standard texts for contract descriptions, and contract values.
- The number sequences to use for service-related documents and items.

To enter general and mandatory settings

1. Choose the  icon, enter **Service Management Setup**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

See Also

[Set Up Fault Reporting](#)

[Set Up Resource Allocation](#)

[Set Up Codes for Standard Services](#)

[Set Up Additional Costs for Services](#)

[Set Up Troubleshooting](#)

[Service Management](#)

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Set Up Fault Reporting

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Fault reporting lets you establish standards for recording fault information for service items. For example, you can specify what the problem is, the symptoms you see, the reason for the problem, and how to resolve it.

Fault codes describe the typical service item faults or the actions taken on service items. Depending on the level of fault reporting in your company, you might need to set up fault area codes and symptom codes before you set up fault codes. Fault areas describe areas of service item faults. Fault reason codes describe the reason for service item faults and, if needed, whether to exclude warranty and contract discounts. For example, you might want to exclude warranty and contract discounts if the customer was somehow responsible for the fault in the service item. You assign fault reason codes to service orders. For more information, see [Work on Service Tasks](#).

To specify the overall level of fault reporting to use


1. Choose the  icon, enter **Service Setup**, and then choose the related link.
2. In the **Fault Reporting Level** field, choose one of the options described in the following table.

FAULT LEVEL	DESCRIPTION
None	No reporting codes are used.
Fault	Codes are listed in the Fault Codes table. These codes identify service item faults or actions to take on service items. You can cluster related codes into Fault Area Code groupings.
Fault + Symptom	You provide a combination of codes in the Fault Codes and Symptom Codes tables. Typical symptom codes include indicators that a customer might use to describe a problem, such as a noise or a quality.
Fault + Symptom + Area	You use fault, symptom, and fault area codes as an implementation of the International Repair Coding System (IRIS).

To complete the setup of fault reporting, you can also specify what repairs or resolutions are associated with a fault or defect. You set that up on the **Fault/Resolution Code Relationships** page, where you set up combinations of codes for the service item group of the service item from which you accessed the window and the number of occurrences for each one.

To create fault and resolution code relationships

To be able to see the most common methods of repair for particular item faults when you are servicing the items, you need to build up information on fault/resolution codes relationships. Use the **Insert Fault/Resol. Codes Relationships** batch job to find all the combination of fault and resolution codes in posted service orders and record them on the **Fault/Resol. Codes Relationships** page.

1. Choose the  icon, enter **Insert Fault/Resol. Codes Relationships**, and then choose the related link.
2. Enter dates to define the period you want to include in the batch job.
3. To group the relationships by service item group, choose the **Relation Based on Service Item Group**

check box.

4. To retain the records that you have already inserted manually on the **Fault/Resol. Codes Relationships** page, choose the **Retain Manually Inserted Rec.** check box.

See Also

[Setting Up Service Management](#)
[Service Management](#)

NOTE

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Set Up Service Offerings

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you set up service management, you must decide what services to offer customers and the schedule for those services. A service is a type of work performed by one or more resources and provided to a customer. For example, a service could be a type of computer repair. A service item is the equipment or item that needs servicing, for example, the computer that needs repair, installed at a specific customer. You can set up services as part of a group of related repair or maintenance items.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Enter information about the service items that your service organization is tracking.	Create Service Items
Establish a workflow for service when the service items consists of several components. The component list is always connected to a service item, but these components can also be based on bill of materials (BOMs).	Set Up Service Items and Service Item Components

See Also

[Setting Up Service Management](#)

NOTE

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Setting Up Troubleshooting for Service Items


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set up troubleshooting guidelines that help technicians solve problems when providing service. For example, guidelines might be a list of steps to perform a repair, or a series of questions to ask about the items. After you set up troubleshooting guidelines, you can assign them to service item groups, service items, and items. There is an inheritance hierarchy for guidelines. If you assign them to a service item group, the items included in the group will inherit the guidelines unless you specify them for the items. Similarly, service items will inherit guidelines from items.

To set up troubleshooting guidelines

1. Choose the  icon, enter **Troubleshooting**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

To assign troubleshooting guidelines to items, service items, or service item groups

1. Choose the  icon, enter **Items**, **Service Items**, or **Service Item Groups**, and then choose the related link.
2. Choose the relevant entity, and then choose the **Troubleshooting** action.

See Also

[Service Management](#)

NOTE

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Set Up Resource Allocation


2/18/2021 • 3 minutes to read • [Edit Online](#)

To ensure that a service task is performed well, it's important to find a resource who is qualified to do the work. You can set up Business Central so that it's easy to allocate someone who has the right skills for the job. In Business Central, we call this *resource allocation*. You can allocate resources based on their skill, availability, or whether they are in the same service zone as the customer.


To use resource allocation, you must set up:

- The skills required to repair and maintain service items. You assign these to service items and resources.
- Geographic regions, called zones, that you define for your market. For example, East, West, Central, and so on. You assign these to customers and resources.
- Whether to display resource skills and zones, and whether to display a warning if someone chooses unqualified resource, or a resource that is not in the customer zone.


To set up skills

1. Choose the  icon, enter **Skills**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.


To assign skills to service items and resources

1. Choose the  icon, enter **Service Items** or **Resources**, and then choose the related link.
2. Open the card for the service item or resource, and then choose one of the following:
 - For service items, choose **Resource Skills**.
 - For resources, choose **Skills**.


To set up zones

1. Choose the  icon, enter **Zones**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

To assign zones to customers and resources

1. Choose the  icon, enter **Customers** or **Resources**, and then choose the related link.
2. Open the card for the service item or resource, and then choose one of the following:
 - For customers, choose a zone in the **Service Zone Code** field.
 - For resources, choose the **Service Zones** action.


To specify what to show when a resource is chosen

1. Choose the  icon, enter **Service Management Setup**, and then choose the related link.
2. In the **Resource Skills Option** field, choose one of the options described in the following table.

OPTION	DESCRIPTION
Code Shown	Displays the code only.
Warning Displayed	Shows the information and displays a warning if you choose a resource that is not qualified.
Not Used	Does not show this information.


To update resource capacity

You may need to change the capacity of resources.

1. Choose the  icon, enter **Resource Capacity**, and then choose the related link.
2. Choose the resource, and then choose the **Set Capacity** action.
3. Make the changes, and then choose **Update Capacity**.

To update skills for items, service items, or service item groups

If you want to change the skill codes assigned to items, for example from **PC** to **PCS**, you can do so either for an item, service item, or for all items in a service item group.

1. Choose the  icon, enter **Items** or **Service Item**, or **Service Item Group**, and then choose the related link.
2. Choose the entity to update, and then choose the **Resource Skills** action.
3. On the line with the code to be changed, in the **Skill Code** field, choose the relevant skill code.
4. If the item has associated service items, a dialog box opens with the following two options:
 - Change the skill codes to the selected value: Select this option if you want to replace the old skill code with the new one on all the related service items.
 - Delete the skill codes or update their relation: Select this option if you want to change the skill code on this item only. The skill code on the related service items will be reassigned, that is, the **Assigned From** field will be updated.

See Also

[Allocate Resources](#)

[Set Up Work Hours and Service Hours](#)

[Set Up Fault Reporting](#)

[Set Up Codes for Standard Services](#)

NOTE

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Set Up Pricing and Additional Costs for Services


2/18/2021 • 3 minutes to read • [Edit Online](#)

You can use the Business Central pricing features to set up and customize your application so that you apply and adjust pricing on service items, repairs, and orders. These pricing decisions are then easily transmitted to the invoicing process.

As your implementation requires, you can set up pricing groups and map them to specific time periods, customers, or currency. You can set up fixed, minimum, or maximum pricing, depending on the service contracts that you have with customers. Finally, as you adjust your prices, you can view and approve the changes before committing them to the ledger.

To set up a service price group

You can set up groups containing service items that you want to receive the same special service pricing. You assign service price groups to service items on service item lines. You can also assign service price groups to service item groups.


1. Choose the  icon, enter **Service Price Groups**, and then choose the related link.
2. Create a new service price group.
3. Fill in the **Code** and **Description** fields.
4. Choose the **Setup** action.
5. Fill in the fields as necessary. Hover over a field to read a short description.

TIP

The **Adjustment Type** and **Amount** fields work together to specify whether an adjustment concerns a fixed amount, or applies only when the total service price exceeds or is lower than the amount in the **Amount** field.

To set up a service price adjustment group

You can set up price adjustment groups to adjust service pricing of service items. For example, you can set up price adjustment groups that adjust price of freight or spare parts.

1. Choose the  icon, enter **Service Price Adjustment Groups**, and then choose the related link.
2. Create a new service price adjustment group.
3. Fill in the **Code** and **Description** fields.
4. In the **Type** field, enter the type of the entry that you want to adjust.
 - To adjust only one specific entry, enter the number of this entry in the **No.** field. When you leave this field blank, your adjustment group will adjust all entries of the type defined in the **Type** field.
 - To adjust service prices related to only one specific service, fill in the **Work Type** field. When you leave this field blank, it will just be ignored.
5. In the **Description** field, enter a short description of the service price adjustment.
6. To adjust service prices related to only one specific general product posting group, fill in the **Gen. Prod. Posting Group** field.


TIP

You can choose **Details** to add additional information about the adjustment group. For example, you can specify which item belongs to the service price adjustment group, and whether this is an item, a resource, a resource group, or a service charge.


To set up additional costs for services

When you work with service items and service orders, you may need to register additional costs, such as travel costs to particular service zones or starting fees. When you create a service order, you can insert these costs and a line with the type **Cost** will be added to the order. Alternatively, if you want to apply the cost to all service orders, you can set up a default cost. For example, if you always want to apply a starting fee.

To set up service costs

1. Choose the  icon, enter **Service Costs**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

To specify a default cost for service orders

1. Choose the  icon, enter **Service Setup**, and then choose the related link.
2. In the **Service Order Starting Fee** field, choose the appropriate service cost.

See Also

[Setting Up Service Management](#)

[Service Management](#)

NOTE

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Set Up Service Items and Service Item Components

2/18/2021 • 2 minutes to read • [Edit Online](#)


To work with service items, you must set up the following

- Service item groups.
- Optional

To set up service item groups


You can set up groups of items that are related in terms of repair and maintenance. You can define default values for service items in a service item group, such as response time, contract discount percent, and service price group. For items in a service item group, you can select whether you want them to be automatically registered as service items when they are sold.

You assign service item groups to items on the **Item** card, and to service items on the **Service Item** card.


1. Choose the  icon, enter **Service Item Groups**, and then choose the related link.
2. Create a new service item group.
3. Fill in the **Code** and **Description** fields.
4. In the **Default Contract Discount %** field, enter the default contract discount percentage that you want the service items in the group to have.
5. In the **Default Serv. Price Group Code** field, enter the default service price group code that you want the service items in the group to have.
6. In the **Default Response Time (Hours)** field, enter the default response time in hours that you want the service items in the group to have.
7. If you want to register the items in the group as service items when they are sold, select the **Create Service Item** field.

To set up service item components

A service item can consist of several components, which can be replaced with spare parts when the item is serviced. These components are set up on the **Service Item Component List** page. Additionally, if you want to set up components for service items that are BOMs, you can copy the BOM items and create them as service item components.

1. Choose the  icon, enter **Service Items**, and then choose the related link.
2. Open the service item for which you want to set up components.
3. Choose the **Components** action. The **Service Item Component List** page opens.
4. Add a new component.
5. In the **Type** field, choose **Service Item** if the component itself is a registered service item. Otherwise, select **Item**.
6. In the **No.** field, choose the item or service item that is a component of the service item.

To set up service item components from a BOM

1. Choose the  icon, enter **Service Items**, and then choose the related link.
2. Open the service item for which you want to set up components from a BOM.

3. Choose the **Components** action. The **Service Item Component List** page opens.

4. Choose the **Copy from BOM** action.

If the item that the service item is linked to is a BOM, the components for all the items in the BOM are created automatically.

To set up a service shelf

You can set up service shelves that identify where you store your service items. You assign service shelves to service items on the **Service Order** and **Service Item Worksheet** pages.

1. Choose the  icon, enter **Service Shelves**, and then choose the related link.
2. Fill in the fields as necessary.

See Also

[Set Up Codes for Standard Services](#)

[Set Up Troubleshooting](#)

NOTE

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Set Up Work Hours and Service Hours

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Typically, a service management system tracks resource hours and service order status in order to forecast workloads and service needs. Business Central has built-in tools that you can customize to record this kind of information.

After you set the default service hours of your company, you can calculate response times for service orders or send warnings or alerts when service calls come in. The alert feature is implemented together with the job scheduler.

As you work on a service order, you will want to update it's status so that you can monitor progress. The service order status reflects the repair status of all the service items in the service order. For more information, see [Understanding Service Order and Repair Status](#).

To set up default service hours

You use the **Default Service Hours** page to set up the usual service working hours in your company. These service hours are used to calculate the response date and time for service orders and quotes and to send response time warnings. The default service hours are used for service contracts unless you specify special service hours for a contract.

1. Choose the , enter **Default Service Hours**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

IMPORTANT

If you leave the lines on the **Default Service Hours** page empty, the default value is 24 hours, valid only for calendar working days.

To set up work-hour templates

You can use the **Work-Hour Template** page to set up templates that contain the typical working hours in your company. For example, you can create templates for full time technicians and part time technicians. You can use work-hour templates when you add capacity to resources.

1. Choose the , enter **Work Hour Templates**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

NOTE


After you enter work hours for each day, the value in the **Total per Week** field is calculated automatically.

To set up contract specific service hours

You can use the **Service Hours** page to set up specific service hours for the customer that owns the service contract. Service hours are used to calculate the response date and time for service orders and quotes that belong to the service contract.

If you do not set up specific service hours for the service contract, the default service hours for service contracts

are used.

1. Choose the  icon, enter **Service Contracts**, and then choose the related link.
2. Open the service contract you want to set up specific service hours for, and choose **Service Hours**.
3. To set up service hours based on default service hours, choose the **Copy Default Service Hours** action.
4. Edit the fields in the service hours entries. Insert or delete entries to set up the service hours for the contract.
Note that the fields **Day**, **Starting Time** and **Ending Time** are required for each line.
5. If you want the service hours to be valid from a specific date, fill in the **Starting Date** field.
6. If you want the service hours to be valid on holidays, select the check box in the **Valid on Holidays** field.

See Also

[Understanding Allocation Status and Repair Status](#)

[Setting Up Service Management](#)

[Understanding Service Order and Repair Status](#)

NOTE

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Set Up Statuses for Service Orders and Repairs

2/18/2021 • 2 minutes to read • [Edit Online](#)


You must set up repair status options that identify the progress of repair and maintenance of service items in service orders. You must set up at least nine repair status options that identify situations or actions taken when servicing service items.

You can set the priority level for service order status options. The four priorities are **High**, **Medium High**, **Medium Low**, and **Low**.

When you change the repair status of a service item in a service order, the service order status is updated. The repair status of each service item is linked to the service order status. If the service items are linked to two or more service order status options, the service order status with the highest priority is selected.


Before you can set up a repair status, you must set up service status priorities.

To set up service status priorities

1. Choose the  icon, enter **Service Order Status**, and then choose the related link.
2. Select the service order status you want to set a priority for.
3. In the **Priority** field, choose the priority you want for this service order status.

Repeat steps 2 and 3 until you have set the priority for each of the four status options: **Pending**, **In Process**, **Finished**, and **On Hold**.

To set up a repair status

1. Choose the  icon, enter **Repair Status**, and then choose the related link.
2. Create a new repair status.
3. Fill in the **Code** and **Description** fields.
4. In the **Service Order Status** field, choose the order status to link the repair status to. The **Priority** field displays the priority of the service order status you have chosen.
5. Choose a repair status. You can choose only one. A repair status cannot be linked more than one repair status option.
6. To be able to post service orders, including service items, with this repair status, choose the **Posting Allowed** field.
7. To be able to manually change the service order status option to **Pending** in service orders including service items with this repair status, choose the **Pending Status Allowed** check box.
8. Choose the **In Process Status Allowed**, **Finished Status Allowed**, and **On Hold Status Allowed** check boxes in the same way.

Repeat these steps for each of the repair status options you want to create.

See Also

[Service Order Status and Repair Status](#)
[Setting Up Service Management](#)

NOTE

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Set Up a Loaner Program

2/18/2021 • 2 minutes to read • [Edit Online](#)

Sometimes you must provide a customer a loaner item for use when your customer service team makes a repair. In Business Central, you can set up a loaner program, loan items to your customers, and track receipts when customers return the items. Additionally, you can add comments about loaners in one of two ways:

- Enter a note or comment about the loaner itself.
- Enter a note on a service item about the need for a loaner.

To set up a loaner

1. Choose the  icon, enter **Loaners**, and then choose the related link.
2. Create a new loaner card.
3. In the **No.** field, enter a number for the loaner. Alternatively, if you have set up number series for loaners on the **Service Mgt. Setup** page, you can press the Enter key to enter the next available loaner number.
4. Fill in the **Description**, **Description 2**, and **Serial No.** fields.
5. In the **Unit of Measure Code** field, choose the relevant unit of measure.

See Also

[Lend and Receive Loaners](#)

[Setting Up Service Management](#)

[Delivering Service](#)

NOTE

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Set Up Service Contracts

2/18/2021 • 2 minutes to read • [Edit Online](#)


Before you can work with contracts, you must set up the following:

- **Service contract groups**, which gather service contracts that are related in some way.
- **Service contract account groups**, which are used to group the service contract accounts together for service invoices created for service contracts. You assign these groups to service contracts.
- **Contract templates** that define contract layouts of contracts that include the most commonly used service contract details. When you create service contract quotes, you can create them by using templates. When you create a contract quote, the fields automatically contain the contents of the template fields.
- **Customer templates** that let you create quotes for contacts or potential customers who are not registered as customers in Business Central.


To set up a service contract group

1. Choose the  icon, enter **Service Contract Groups**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **Disc. on Contr. Orders Only** check box if you want contract or service discounts to be valid only for contract service orders, such as maintenance.

To set up a service contract account group

1. Choose the  icon, enter **Serv. Contract Account Groups**, and then choose the related link.
2. Create a new service contract account group.
3. Fill in the **Code** and **Description** fields. These fields describe the service account group.
4. Fill in the **Non-Prepaid Contract Acc.** field, choose general ledger account number for the non-prepaid account.
5. In the **Prepaid Contract Acc.** field, choose the general ledger account number for the prepaid account.


To set up a contract template

1. Choose the  icon, enter **Service Contract Templates**, and then choose the related link.
2. Create a new service contract template.
3. In the **No.** field, enter a number for the contract template.

Alternatively, if you have set up number series for contract templates on the **Service Mgt. Setup** page, you can press the Enter key to enter the next available contract template number. Fill in the other fields if appropriate.

4. On the **Invoice** FastTab, fill in the **Serv. Contract Acc. Group Code** field, the **Invoice Period**, and so on. Fill in the other fields if appropriate.
5. Choose the **Service Discounts** action to add contract discounts.

To set up a customer template

1. Choose the  icon, enter **Customer Templates**, and then choose the related link.
2. Create a new customer template card.

3. On the **General** FastTab, enter a code and a description for the customer template in the **Code** and **Description** fields respectively.
4. To define search criteria, fill in the other fields, such as **Country/Region Code**, **Territory Code**, and **Language Code**.
5. Fill in the **Gen. Bus. Posting Group** and **Customer Posting Group** fields.

See Also

[Setting Up Service Management](#)

NOTE

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Set Up Complex Application Areas Using Best Practices

2/18/2021 • 2 minutes to read • [Edit Online](#)

Entering the correct setup values from the start is important to the success of any new business software.

Whether you use Rapid Start to implement setup values or you manually enter them in the new company, you can support your setup decisions with some general recommendations for selected setup fields that are known to potentially cause the solution to be inefficient if defined incorrectly.

Help in Business Central includes best-practice information about how to set up key fields in the following application areas:

- [Setup Best Practices: Supply Planning](#)
- [Setup Best Practices: Costing Method](#)

See Also

[Design Details: Supply Planning](#)

[Design Details: Costing Methods](#)

[Working with Business Central](#)

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Setup Best Practices: Supply Planning

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Supply planning is a critical business area. When set up and used correctly, supply planning helps a company avoid stock out and reduce both ordering costs and inventory costs.

It is not possible to prescribe one optimal setup of all planning fields as this varies from company to company because of business variables, such as market situation and business strategy. However, there are best practices for selecting options in items cards and global setup fields to help get the company started with timely and cost-effective inventory flows.

The following topics provide best-practice information about how to set up selected planning fields that are key to inventory and supply planning.

TO	SEE
Learn the best practices for selecting the best reordering policy to plan efficiently and economically for an item according to carrying costs and demand patterns.	Setup Best Practices: Reordering Policies
Learn the best practices for specifying selected planning parameters under the defined reordering policy to plan efficiently and economically for an item according to critical elements, such as lead time, carrying costs, and seasonality.	Setup Best Practices: Planning Parameters
Learn the best practices for applying a general supply strategy to all item cards, such as always receiving items one day before they are needed or dampening the system's reaction to small demand fluctuations.	Setup Best Practices: Global Planning Setup

See Also

[Design Details: Supply Planning](#)

[Design Details: Planning Parameters](#)

[Set Up Complex Application Areas Using Best Practices](#)

[Working with Business Central](#)

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Setup Best Practices: Planning Parameters

2/18/2021 • 4 minutes to read • [Edit Online](#)

The **Planning** FastTab on the item card is the center of a company's supply chain. Setting the correct planning parameters is very important for cost-effective inventory control and high customer service.

The following table provides best practices on how to set up selected planning parameter fields. For more information about a field, choose the link in the **Setup field** column.

SETUP FIELD	BEST PRACTICE	COMMENT
Reordering Policy		For more information, see Setup Best Practices: Reordering Policies .
Reserve	<p>Select Never when the item is planned using a reorder point.</p> <p>In manufacturing, select Never to allow the planning system to cover all demands.</p> <p>Select Optional for items that you may want to reserve for top-priority customers.</p> <p>Select Always for non-unique items, such as items of type miscellaneous that are inbound for specific demands.</p>	<p>Reservations generally counteract the purpose of planning, which is to balance demand and supply. Therefore, items that are set up for planning should generally not be reserved.</p> <p>If the user reserves an inventory quantity for future demand, then the planning foundation will be disturbed, and the reorder point may not work correctly. Even if the projected inventory level is acceptable with regard to the reorder point, the quantities may not be available because of the reservation.</p>
Dampener Period	<p>Set with regard to the supplier's flexibility.</p> <p>A shorter period enables you to reduce working capital by avoiding excessive stock, but will also cause more rescheduling actions.</p>	<p>If the supplier accepts last-minute changes to orders, then use a shorter period, but be prepared for more rescheduling actions. If the supplier requires firm planning, then extend the period as much as possible.</p> <p>For information about the Dampener Period field, see Design Details: Planning Parameters.</p>
Include Inventory	Always select when you are using the Lot-for-Lot reordering policy.	Do not select only in special situations, such as when inventory items are not sellable.

SETUP FIELD	BEST PRACTICE	COMMENT
Safety Lead Time	<p>Set between 1D and 6D.</p> <p>Set a safety lead time of at least one day to make sure that supplies are available on the day before they are needed.</p> <p>If using a new supplier, define a longer time until their delivery performance is known.</p> <p>In manufacturing, define longer safety lead times for critical components.</p>	<p>Supply that is planned by the system to avoid a stock-out will arrive on the same day that the stock-out occurs. This may be several hours too late if, for example, the demand is needed in the morning and the supply arrives in the afternoon. Note: The Safety Lead Time field uses the base calendar. Therefore, 14D is not necessarily two weeks.</p>
Safety Stock Quantity	<p>Use for items with large demand fluctuations.</p> <p>In manufacturing, use for critical components.</p> <p>Use for items that are subject to service agreements.</p>	<p>If the Reorder Point field is not filled, then the safety stock quantity also functions as a reorder point.</p>
Lot Accumulation Period	<p>If you want only few big orders and you accept to carry inventory, then set a long lot accumulation period.</p> <p>If you want multiple small orders and minimal inventory, then set a short lot accumulation period.</p>	<p>The lot accumulation period is generally the longest period that you will carry inventory.</p>
Reorder Point	<p>Base the reorder point on the item's demand profile.</p>	<p>If historical data shows that the item's average demand is 100 units during a lead time of seven days, then the reorder point can be set to 100 as a minimum.</p> <p>This means that when the inventory level falls below 100 units, then the planning system will suggest to replenish because it takes seven days to supply the item, and there must be enough to cover the demand within those seven days.</p>
Time Bucket	<p>Leave blank, meaning that the inventory level is checked every day.</p>	<p>Checking the inventory level every day ensures optimal reorder point planning. Note: A time bucket of 1W means that the inventory level may be below the reorder point for one week before a supply order is suggested.</p>
Rounding Precision	<p>In expensive manufacturing, set to 0.00001.</p>	<p>Large rounding quantities of scrap or material consumption can amount to very large inventory costs. It may therefore be relevant to set the smallest rounding precision to minimize this potential cost.</p>

NOTE

The best practices for planning parameters on item cards also apply to the same fields on SKU cards.

If companies plan for demand at different locations, then it is strongly advised to define SKUs for each location and that all demand is created by using a value in the **Location Code** field. For more information, see [Design Details: Demand at Blank Location](#).

See Also

[Setup Best Practices: Supply Planning](#)

[Design Details: Supply Planning](#)

[Set Up Complex Application Areas Using Best Practices](#)

[Design Details: Demand at Blank Location](#)

[Working with Business Central](#)

NOTE

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Setup Best Practices: Global Planning Setup

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The **Planning** FastTab on the **Manufacturing Setup** page contains several fields that define global rules for supply planning.

The following table provides best practices on how to set up selected global planning parameter fields. For more information about a field, choose the link in the **Setup field** column.

SETUP FIELD	BEST PRACTICE	COMMENT
Use Forecast on Locations	Select if you have forecasts for specific locations.	
Components at Location	If items are not defined as SKUs, select the location code of your main warehouse.	This also applies if you only use the requisition worksheet.
Blank Overflow Level	Select Allow Default Calculation if you are migrating from Microsoft Dynamics NAV 5.0 or earlier.	Use only if you want to allow all or some of your items to overflow the reorder point.
Default Dampener Period	Set between 1D and 5D. If new to planning in Business Central, then set a longer period.	When users are more familiar with the different reasons for action messages, then shorten the dampener period to allow more change suggestions.
Default Dampener Quantity %	Set between 5 and 20 percent of the item's lot size.	

See Also

[Setup Best Practices: Supply Planning](#)

[Design Details: Supply Planning](#)

[Set Up Complex Application Areas Using Best Practices](#)

[Working with Business Central](#)

NOTE

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Setup Best Practices: Reordering Policies

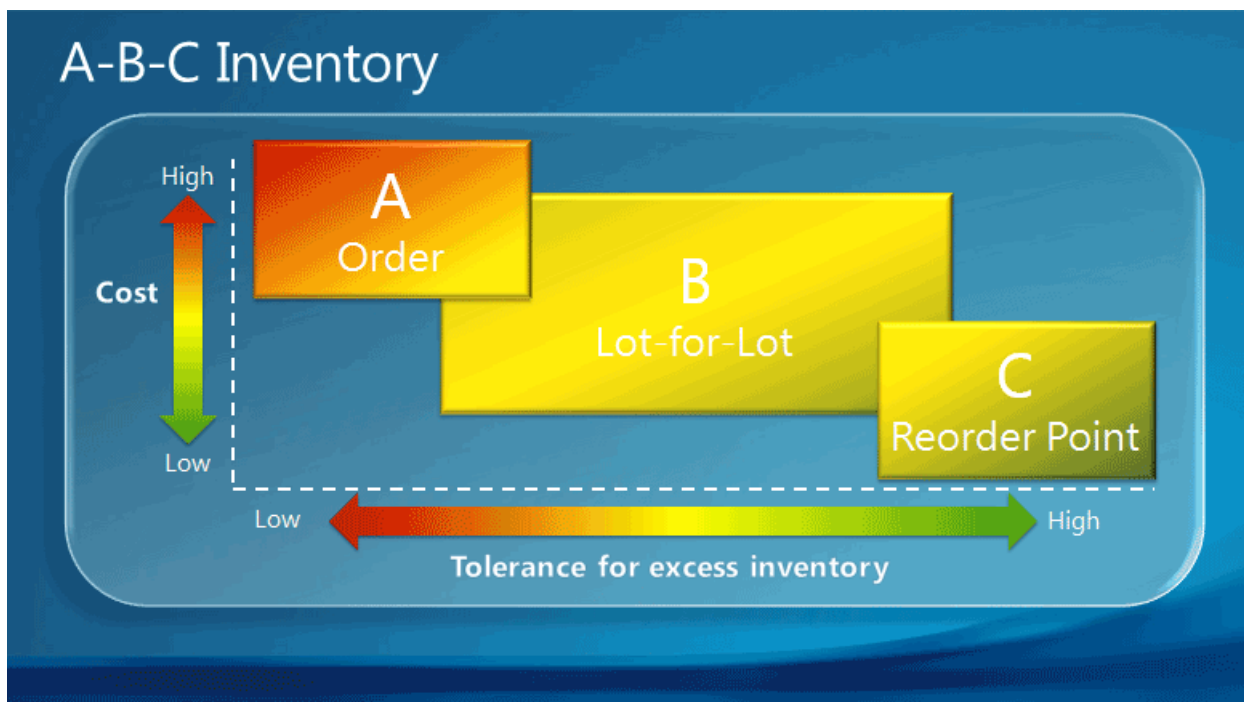
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The **Reordering Policy** field on item cards offers four different planning methods that determine how the individual planning parameters interact.

One best-practice foundation for selecting a reordering policy is the item's ABC classification. When you use ABC classification for inventory control and supply planning, items are managed according to three different classes depending on their value and volume relative to the total stock. The value-volume distribution of the three classes is shown in the following table.

CLASS	PERCENT OF TOTAL STOCK VOLUME	PERCENT OF TOTAL STOCK VALUE
A	10-20	50-70
B	20	20
C	60-70	10-30

The ABC classification states that effort and money can be saved by applying looser control to items of low value-volume than to items of high value-volume. The following illustration shows which reordering policy in Business Central is best suited for A, B, and C items respectively.



The following table provides best practices for selecting between the four policies.

SETUP OPTION	BEST PRACTICE	COMMENT
--------------	---------------	---------

SETUP OPTION	BEST PRACTICE	COMMENT
<p>Order</p>	<p>Use for A items.</p> <p>Use for make-to-order items.</p> <p>In manufacturing, use for top-level items and for expensive components and subassemblies.</p> <p>Use for items that are purchased as drop shipments and special orders.</p> <p>Do not use if you do not accept automatic reservation.</p>	<p>A items, such as leather couches in a furniture store, are high-value items with low and irregular order velocity where inventory is unacceptable, or the required attributes vary. The best reordering policy is therefore one that plans specifically for each demand.</p>
<p>Lot-for-Lot</p>	<p>Use for B items.</p> <p>In manufacturing, use for components that occur in multiple BOMs. This ensures that purchase orders are combined for the same vendor, so better prices can be negotiated.</p> <p>Use if you are not sure about which reordering policy to select.</p>	<p>B items, such as dining chairs, have a regular and fairly high order velocity, but also high carrying costs. The best reordering policy for B items is therefore one that is economical by bundling demand in the reorder cycle.</p> <p>80 percent of items can use this policy.</p> <p>Can be used successfully without planning parameters.</p>
<p>Fixed Reorder Qty.</p>	<p>Use for C items.</p> <p>Combine with reorder-point parameters.</p> <p>In manufacturing, use for lowest-level components.</p> <p>Do not use if the item is often reserved.</p>	<p>C items, such as tea cups, are low-value items with high and regular order velocity. The best reordering policy for C items is therefore one that guarantees constant availability by always staying above a reorder point.</p> <p>If the user reserves a quantity for some distant demand, then the planning foundation will be disturbed. Even if the projected inventory level is acceptable with regard to the reorder point, the quantities may not be available because of the reservation.</p>
<p>Maximum Qty.</p>	<p>Use for C items with high carrying costs or storing limitations.</p> <p>Combine with one or more order modifiers (Minimum/Maximum Order Quantity or Order Multiple).</p>	<p>C items, such as tea cups, are low-value items with high and regular order velocity. The best reordering policy for C items is therefore one that guarantees constant availability by always staying above a reorder point, but below a maximum inventory quantity.</p> <p>To modify the suggested order, you may want the order quantity to be decreased to a specified maximum order quantity, increased to a specified minimum order quantity, or rounded up to meet a specified order multiple.</p> <p>Note: If used with a reorder point, then inventory stays between the reorder point and the maximum quantity.</p>

See Also

[Setup Best Practices: Supply Planning](#)

[Design Details: Handling Reordering Policies](#)

[Set Up Complex Application Areas Using Best Practices](#)

[Working with Business Central](#)

NOTE

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Setup Best Practices: Costing Method

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The **Costing Method** on the item card defines item's cost flow is recorded and whether an actual or budgeted value is capitalized and used in the cost calculation.

Setting the correct costing method according to item type and business environment is important to ensure economical inventories.

The following table provides best practices on how to set up the **Costing Method** field. For more information, see [Design Details: Costing Methods](#).

SETUP OPTION	BEST PRACTICE	COMMENT
FIFO	<p>Use where the product cost is stable.</p> <p>Use for items with a limited shelf life, because the oldest goods need to be sold before they pass their sell-by date.</p>	<p>An item's unit cost is the actual value of any receipt of the item, selected by the FIFO rule.</p> <p>In inventory valuation, it is assumed that the first items placed in inventory are sold first. Note: When prices are rising, the balance sheet shows greater value. This means that tax liabilities increase, but credit scores and the ability to borrow cash improve.</p>
LIFO	<p>Use where levels of inventories are consistently maintained or increased over time.</p>	<p>An item's unit cost is the actual value of any receipt of the item, selected by the LIFO rule.</p> <p>In inventory valuation, it is assumed that the last items placed in inventory are sold first. Note: When prices are rising, the value on the income statement decreases. This means that tax liabilities decrease, but the ability to borrow cash deteriorates. Important: Disallowed in many countries/regions, as it can be used to depress profit.</p>
Average	<p>Use where the product cost is unstable.</p> <p>Use where inventories are piled or mixed together and cannot be differentiated, such as chemicals.</p>	<p>An item's unit cost is calculated as the average unit cost at each point in time after a purchase.</p> <p>For inventory valuation, it is assumed that all inventories are sold simultaneously.</p>
Specific	<p>Use in production or trade of easily identifiable items with fairly high unit costs.</p> <p>Use for items that are subject to regulation.</p> <p>Use for items with serial numbers.</p>	<p>An item's unit cost is the exact cost at which the particular unit was received.</p>

SETUP OPTION	BEST PRACTICE	COMMENT
Standard	<p>Use where cost control is critical.</p> <p>Use in repetitive manufacturing, to value the costs of direct material, direct labor, and manufacturing overhead.</p> <p>Use where there is discipline and staff to maintain standards.</p>	<p>An item's unit cost is preset based on estimated.</p> <p>When the actual cost is realized later, the standard cost must be adjusted to the actual cost through variance values.</p>

See Also

[Design Details: Costing Methods](#)

[Design Details: Inventory Costing](#)

[Set Up Complex Application Areas Using Best Practices](#)

[Working with Business Central](#)

NOTE

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Setting Up a Company With RapidStart Services

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You can set up a new company in Business Central with RapidStart Services, which is a tool designed to shorten deployment times, improve quality of implementation, introduce a repeatable approach to implementations, and enhance productivity by automating and simplifying recurring tasks.

RapidStart Services helps you gain an overview of the setup process of your new company by providing a worksheet in which you can set up the tables often involved in the configuration process of new companies. As you do this, you can create a questionnaire to guide your customers through the collection of setup information. Your customers have the option of using the questionnaire to set up application areas, or they can open the setup page directly and do the setup there. Most importantly, RapidStart Services helps you, as a customer, prepare the company with default setup data that you can fine-tune and customize. Lastly, when you use RapidStart Services, you can configure and migrate existing customer data, such as a list of customers or items, into the new company.

You can use the following components to speed up your company setup:

- Configuration wizard
- Configuration worksheet
- Configuration packages
- Configuration templates
- Configuration questionnaire

NOTE

There are areas of Business Central that you must set up manually. These include adding users, setting up accounting periods, and setting up dimensions for business intelligence. For more information, see [Setting Up Business Central](#).

The following table describes a sequence of tasks with links to topics that describe them.

TO	SEE
Create a new company and import basic setup data and templates.	Set Up Company Configuration
Deploy the configured package to your customer for implementation.	Apply Configurations to New Companies
Define and validate your customer's setup values for all core areas, such as company information, general ledger, inventory, sales, or manufacturing.	Gather Customer Setup Values
Configure core master data records using templates to prepare to migrate existing customer data.	Prepare to Migrate Customer Data
Define tables and fields, validate existing customer data, and migrate data into the Business Central database.	Migrate Customer Data

TO	SEE
Prepare to reuse company configurations in other companies.	Create Custom Company Configuration Packages
Find solutions to known issues in the RapidStart Services toolkit.	Tips and Tricks: RapidStart Services

See Also

[Administration](#)

[Setting Up Business Central](#)

[Set Up Complex Application Areas Using Best Practices](#)

NOTE

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Set Up Company Configuration

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The implementation process begins with the Microsoft partner. The partner is responsible for thinking through the configuration details and creating a package that a customer can easily apply. Before you create a new company, you should plan how it will be configured. You must consider basic setup data and the types of data that your Business Central solution will require. You bundle all of this information in configuration packages.

RapidStart Services also provides you with the tools that you will use to migrate your legacy data, such as customers and vendors.

We recommend that you create configuration packages with most of the setup tables already filled in, so that customers only have to change a few settings after the package is applied. For example, when you create a new company, the **No. Series** and the **No. Series Line** tables are filled in with a set of number series and starting numbers. The corresponding **No. Series** fields in the setup tables are also filled in automatically. You do not have to do the work of entering number series and other basic setup data. You can also manually change all default data that is used with RapidStart Services by using the configuration worksheet.

The configuration packages are built on a preconfigured company. After you have set up a company that meets your needs, you can create a configuration package that contains relevant data from this company. You can then use it when you create a new company that is to be configured in the same way.

To facilitate the import of master data, such as customer and vendor information, you can use configuration templates. Configuration templates contain a set of default settings that are automatically assigned to the records imported into Business Central.

The following table describes a sequence of tasks with links to topics that describe them.

TO	SEE
Plan a company configuration by filling in the configuration worksheet.	Manage Company Configuration in a Worksheet
Create a configuration package, customize a package, assign tables to a package, review or edit existing customer data, create the new company and then move test data to the production environment.	Prepare a Configuration Package

See Also

[Setting Up a Company With RapidStart Services Administration](#)

NOTE

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Manage Company Configuration in a Worksheet

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The configuration worksheet is the central location in which you can plan, track, and perform your configuration work. You can create a worksheet for each company that you are working with or create a standard configuration worksheet that can be used for configuring multiple identical companies.

The first step in preparing a configuration package is to select a company that you have already set up and modified to suit most of your solution needs. This company serves as the baseline for your configuration work on new companies. In the worksheet, you designate the tables that you want your configuration to control and handle. Since most tables in Business Central have relationships and dependencies to other tables, you should also include those related tables as necessary. Together, these tables will then serve as the structure around which you will build a new company. Subsequent steps help you package and then deploy your configuration.

To aid you in tracking and reviewing your work, use the **Config. Package Table** FactBox to see information about records. Use the **Config. Related Tables** FactBox to monitor table relationships.

The following procedures demonstrate how to add and customize table information for your configuration.

To open the configuration worksheet

1. In Business Central, open the company that is the baseline for configuration, and then open its RapidStart Services Implementer Role Center.
2. Choose the  icon, enter **Configuration Worksheet**, and then choose the related link.

To add a table to the worksheet

1. On the **Config. Worksheet** page, choose the **Edit List** action.
2. On the first line, in the **Line Type** field, select **Table**.
3. In the **Table ID** field, select the table that you want to add to your configuration.
4. In the **Page ID** field, enter the ID of the page that is associated with the table. For standard tables, this value is automatically filled in. For custom tables, you must provide the ID.
5. In the **Reference** field, enter the URL of a documentation page, for example in Help, that provides best-practice information or instructions on setting up the table.
6. To add related tables, choose the **Get Related Tables** action.

NOTE

Related tables will not be added with the **Get Related Tables** action if either of the following is true:

- The relation is conditional.
Example: If you get related tables for the **Customer** table, then the **Location** table will not be added, since it is only conditionally related to the **Customer** table, namely if the **Location Code** field in the **Customer** table is filled in.
- The related table is filtered.
Example: A field in the related table has a WHERE clause. The reason for this is that the involved relations information is stored in the **Field** system table, which is not fully accessible to the application.
You must add such types of tables manually by following step 4 in this procedure.

7. To modify the resulting list of tables, select a table that you want to remove, and then choose the **Delete** action.
8. Repeat the steps for each table that you want to add to the configuration.
9. To remove duplicate table information that can result from using the **Get Related Tables** action, choose the **Delete Duplicate Lines** action. This will remove duplicate tables that have the same package code.

To add multiple tables to the configuration worksheet

1. Choose the **Get Tables** action. The **Get Config. Tables** batch job page opens.
2. On the **Options** FastTab, specify the types of tables that you want to add to the configuration, as described in the following table.

OPTION	DESCRIPTION
Include with Data Only	Select the check box to include only those tables that contain data. For example, you may want to include a table that already defines the typical payment terms that your solution supports.
Include Related Tables	Select the check box to include all related tables. To add a subset of related tables, see step 3 in this procedure.
Include Dimension Tables	Select the check box to include dimension tables.
Include Licensed Tables Only	Select the check box to include only those tables for which the license under which you are creating the worksheet allows you access.

3. On the **Object** FastTab, set filters as appropriate to specify the types of tables you want to include or exclude.
4. Choose the **OK** button. Business Central tables are added to the worksheet. Each entry in the list has a line of type **Table**.
5. To remove duplicate table information that can result from using the **Get Tables** action, choose the **Delete Duplicate Lines** action. This will remove duplicate tables that have the same package code.
6. You can add tables to the worksheet that are related to a table you have selected. Review the information in the **Related Tables** FactBox to see whether there are missing tables. To add related tables for a specific table, select the table in the list, and then choose the **Get Related Tables** action.

NOTE

Related tables will not be added with the **Get Related Tables** action if either of the following is true:

- The relation is conditional.
Example: If you get related tables for the **Customer** table, then the **Location** table will not be added, since it is only conditionally related to the **Customer** table, namely if the **Location Code** field in the **Customer** table is filled in.
- The related table is filtered.
Example: A field in the related table has a WHERE clause. The reason for this is that the involved relations information is stored in the **Field** virtual table and is not available in pages such as the configuration worksheet for performance reasons.
You must add related tables with such complex relationships manually by following step 4 in [To add a table to the worksheet](#).

7. To delete tables in the resulting list of tables, select a table to remove, and then choose the **Delete** action.

Use the next procedure to specify which table fields to include. After you make this specification, you can export the table to Excel, and use the table structure as a template for gathering customer data. For more information, see [Prepare to Migrate Customer Data](#).

To specify a set of fields and records for a configuration table

1. Select a table in the list of configuration tables, and then chose the **Edit List** action.
2. Select a table for which you want to specify field information, and then choose the **Fields** action.
3. To select just the fields that you want to include, choose the **Clear Included** action. To add all fields, choose the **Set Included** action.
4. To specify that the field data should not be validated, clear the **Validate Field** check box for the field.
5. Choose the **OK** button.
6. To filter to a certain set of records to include in the configuration worksheet, choose the **Filters** action, and then specify the appropriate filter values.

You can create areas of functionality and groups of tables in the worksheet in order to put similar functionality together. For example, in setting up the chart of accounts for your configuration, you may decide to create a group of posting tables. Typically, areas are used to group a set of tables that correspond to a functional area. Each area can contain groups. A group can be used to arrange tables that have a common meaning together.

The following procedure describes how to add area and group designations, after you have created the initial list of tables. After you have added these categories, you can continue to add and modify your list of tables.

To categorize and group functionality in the worksheet

1. At the beginning of an area, insert a new line in the worksheet.
2. In the **Line Type** field, choose **Area**. In the **Name** field, enter a name for the area.
3. At the beginning of a grouping of tables, insert a new line in the worksheet.
4. In the **Line Type** field, choose **Group**. In the **Name** field, enter a name for the area. The group name is automatically indented.
5. To move tables to the appropriate category, select a table to move, and then choose the **Move Up** or **Move Down** action. Alternatively, you can delete a worksheet line and insert the table again in the required location.

Some Business Central tables are standard and the data in these is not likely to change from implementation to implementation. Consequently, to help your customer focus, you can remove these tables from the worksheet

after you have included them in the configuration package. Once added, the tables remain part of the configuration package.

To remove a standard table in the worksheet

After you have added all necessary tables to a configuration package, determine which tables will not require customer attention.

1. Select the tables, and then delete them by choosing the **Delete** action.

NOTE

The tables remain in the package even though they are deleted from the worksheet.

To review and customize existing database data

As you create a configuration package for a solution, you can view and customize the available database data to suit your customer needs. The database table has to have an associated page.

To customize data in the database

1. On the **Configuration Worksheet** page, identify the tables whose data that you want to view or customize.

NOTE

Make sure that each table has a page ID assigned to it. For standard Business Central tables, this value is automatically filled in. For custom tables, you have to provide the ID.

2. Choose the **Database Data** action.

The Business Central page for the page opens.

3. Review the available information. Modify it as necessary by deleting records that are not relevant or by adding new ones.

See Also

[Set Up Company Configuration](#)

[Setting Up a Company With RapidStart Services](#)

[Administration](#)

NOTE

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Prepare a Configuration Package

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When you configure a new company based on a configuration package, table relations are recognized and processed. Data is imported and applied in the correct order. Dimension tables are also imported if they are included in the configuration package. For more information, see [To import customer data](#).

To help your customer use the configuration package, you may want to add a questionnaire or a set of questionnaires to the package. The questionnaire can help the customer in understanding the various setup options. Typically, questionnaires are created for the major setup tables where a customer may require additional guidance about how to select an appropriate setting. For more information, see [Gather Customer Setup Values](#).

Before You Create a Configuration Package

There are some things to consider before you create a configuration package because they will impact you or your customer's ability to import it.

Tables That Contain Posted Entries

You cannot import data to tables that contain posted entries, such as the tables for customer, vendor, and item ledger entries, so you should not include this data in your configuration package. You can add entries to these tables after you import the configuration package by using journals to post the entries. For more information, see [Posting Documents and Journals](#).

Table Names That Contain Special Characters

Use caution if you have tables or fields that have the same temporal name but are differentiated by special characters, such as %, &, <, >, (, and). For example, table "XYZ" might contain the "Field 1" and "Field 1%" fields.

The XML processor accepts only some special characters, and will remove those it does not. If removing a special character, such as the % sign in "Field 1%," results in two or more tables or fields with the same name an error will occur when you export or import a configuration package.

Licensing

Your license must include the tables you are updating. If you are unsure, the **Configuration Worksheet** page can help. If your license includes the table, the **Licensed Table** check box is chosen.

Permissions

The process of creating and importing a configuration package involves the following effective permissions for all tables in the package:

- The user who exports data for the configuration package must have **Read** effective permissions.
- The user who imports the configuration package must have **Insert** and **Modify** effective permissions.


Database Schema

When exporting and importing configuration packages between two company databases, the databases should have the same schema to ensure that all data is transferred successfully. This means that the databases should have the same table and field structure, in which the tables have the same primary keys and fields have the same IDs and data types.

You can import a configuration package that has been exported from a database that has a different schema than that target database. However, any tables or fields in the configuration package that are missing in the

target database will not be imported. Tables with different primary keys and fields with different data types will also not successfully import. For example, if the configuration pack includes table **50000, Customer** that has primary key **Code20** and the database to which you import the pack includes table **50000, Customer Bank Account** that has the primary key **Code20 + Code 20**, then data will not be imported.

To create a configuration package

1. Choose the  icon, enter **Configuration Packages**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as appropriate. Hover over a field to read a short description.
4. To exclude the configuration questionnaires, configuration templates, and configuration worksheet tables from the package, select the **Exclude Configuration Tables** check box. Otherwise, these tables will be added to the list of package tables automatically when you export the package.
5. Choose the **Get Tables** action. The **Get Package Tables** batch job page opens.
6. Choose the **Select Tables** field. The **Config. Selection** page opens.
7. Choose the **Select All** action to add all tables to the package, or select the **Selected** check box for each table in the list that you want to add.
8. Choose the **OK** button. The count of tables that you have selected is indicated in the **Select Tables** field. Specify additional options, and then choose the **OK** button. Business Central tables are added to the lines of the **Config. Package** page.

NOTE

You can also do this in the configuration worksheet. Select the tables you want to include in the package, and then choose the **Assign Package** action.

9. To select the fields that you want to include from a table, select the table, and then, on the **Lines** tab, choose the **Fields** action. Specify which fields are included in the package. By default, all fields are included.
 - To select just the fields you want to include, choose the **Clear Included** action. To add all fields, choose the **Set Included** action.
 - To specify that the field data should not be validated, clear the **Validate Field** check box for the field.
10. Determine whether you have introduced potential errors, by choosing the **Validate Package** action. This can occur when you do not include tables that your configuration relies on.
11. Choose the **OK** button.

After you have refined the list of fields to include from a table, you can check your results in Excel.

To filter and review your dataset

1. To filter to a certain set of records to include in the package, on the **Lines** tab, choose the **Filters** action, and then specify the appropriate filter values.
2. On the package card, on the **Lines** tab, choose the **Export to Excel** action.
3. Confirm the messages that enable the export of data to Excel. The named .xlsx file opens. Review the records that have been exported.
4. Close Excel.

To include a template for application to a table

For certain tables, such as a table that will contain master data, you can specify a template to apply to the data. The template can include the required fields that you want to apply to all master data and that you never want to vary. For example, you can create a template that can be used with customer data. The template can contain all the required fields, which then enables consistent import of standardized information. Information that cannot be standardized, such as customer name, is then treated when you do an import of customer data. For more information, see [Prepare to Migrate Customer Data with Templates](#).

1. On the **Config. Package Card** page, select a table, and then choose the **Data Template** field. A list of templates based on the table is displayed.
2. Select a template, and then choose the **OK** button.

After the package is complete, follow the next procedure to save the package to a file. You can then give the package to a customer or partner to use.

To save and export a configuration package


- On the **Config. Package Card** page, choose the **Export Package** action.

The package is created in a .rapidstart file, which delivers the package contents in a compressed format. Configuration questionnaires, configuration templates, and the configuration worksheet are added to the package automatically unless you specifically decide to exclude them.

You can save the file with a name that is meaningful to you, but you cannot change the extension of the file. It must be .rapidstart.


To copy a configuration package

After you have created a package that meets most of your needs, you can use it as a basis for creating similar packages. This can speed up implementation time and enhances the repeatability of RapidStart Services.

1. Choose the  icon, enter **Configuration Packages**, and then choose the related link.
2. Select a package from the list, and then choose the **Copy Package** action.
3. In the **New Package Code** field, enter a code for the new package.
4. Select the **Copy Data** check box if you also want to copy database data from the existing package.
5. Choose the **OK** button.

To customize a configuration package

Use the configuration worksheet to gather and categorize the information that you want to use to configure a new company, and arrange tables in a logical way. Formatting in the worksheet is based on a simple hierarchy: Areas contain groups, which in turn contain tables. Areas and groups are optional, but are necessary to enable an overview of the configuration process on the RapidStart Services Role Center.

1. Choose the  icon, enter **Configuration Worksheet**, and then choose the related link.
2. In the **Line Type** field, choose **Area**. In the **Name** field, enter a descriptive name.
3. In the **Line Type** field, choose **Group**. In the **Name** field, enter a descriptive name.
4. In the **Line Type** field, choose **Table**. In the **Table ID** field, select the table you want to include in the worksheet.

You can now assign the tables to specific configuration packages that you have created or plan to create. For more information, see [To assign a table to a configuration package](#).

To work with promoted tables

1. Select the **Promoted Table** check box to indicate a table that is frequently used during the setup process by a typical customer, for example, the **G/L Account** table. When a table has this designation, a customer will be able to easily filter their worksheet to see just the list of promoted tables that require attention.


2. To see the filtered view, choose the **Promoted Only** action. The list of tables contains only those tables that have the check box selected.

To assign a table to a configuration package

After you have defined the tables that you want to treat as part of your configuration, you can easily assign the tables to configuration packages. You can assign a table to one package only. In the following procedure, you assign the package from within configuration worksheet.

NOTE

You can also create a package directly, and add tables to it. For more information, see [To create a configuration package](#).


1. Choose the  icon, enter **Configuration Worksheet**, and then choose the related link.
2. In the configuration worksheet, select a line or group of lines that you want to assign to a configuration package, and then choose the **Assign Package** action.
3. Select a package from the list, or choose the **New** action to create a new package, and then choose the **OK** button.

If a table is not already included in the package, it will now be added. The package code field on the worksheet line will be filled in with the code of the package that the table is assigned to.

4. If you choose an existing package, you can see how many tables are already in the package by reviewing the information in the **No. of Tables** field.

To review or customize existing database data

As you create a configuration package for a solution, you can view and customize the available database data to suit your customer needs. The database table must have an associated page.

1. Choose the  icon, enter **Configuration Worksheet**, and then choose the related link.
2. In the configuration worksheet, identify the tables whose data that you want to view or customize.


NOTE

Make sure that each table has a page ID assigned to it. For standard Business Central tables, this value is automatically filled in. For custom tables, you must provide the ID.

3. Choose the **Database Data** action. The page for the related page opens.
4. Review the available information. Modify it as necessary by deleting records that are not relevant or by adding new ones.

To copy data from a test environment to a production environment

After you have vetted and tested all your setup information, you can proceed to copy data to your production environment. You create a new company in the same database.

1. Open and initialize the new company.
2. Choose the  icon, enter **Configuration Worksheet**, and then choose the related link.
3. Choose the **Copy Data from the Company** action.
4. On the **Copy Company Data** page, choose the **Copy From** field. The **Companies** page opens.

5. Select the company from which you want to copy data, and then choose the **OK** button. A list of tables selected on the configuration worksheet opens. Only tables that contain records are included in this list.
6. Select the tables that you want to copy data from, and then choose the **Copy Data** action. On the **Copy Company Data** page, choose the **OK** button.

See Also

[Prepare to Migrate Customer Data with Templates](#)

[Gather Customer Setup Values](#)

[Set Up Company Configuration](#)

[Setting Up a Company With RapidStart Services](#)

[Administration](#)

[Analyzing Configuration Package Trace Telemetry](#)

NOTE

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Apply Configurations to New Companies

2/18/2021 • 2 minutes to read • [Edit Online](#)

After you have created a configuration package, the next step is to deploy the package to your customer for implementation. You work with the configuration package within a new empty company.

The following table describes a sequence of tasks with links to topics that describe them.

TO	SEE
Create a new company in which to perform a customer implementation.	Create a New Company
Import and apply a configuration package to a new company.	Configure New Companies
Use an assisted setup guide to easily complete a company configuration.	Configure a Company with the RapidStart Wizard
Copy commonly used values from an existing company to a new one, within the same database.	Copy Data to New Companies
Use a batch job to transfer legacy account balances to a newly configured company and then apply the resulting journal entries.	Create Journal Opening Balances

See Also

[Setting Up a Company With RapidStart Services Administration](#)

NOTE

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Create a New Company


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To use RapidStart Services for Business Central, you first create a new company for which you want to perform a customer implementation. When you create a new company, the standard Business Central tables and pages are created, but there is no data in them.

In addition, you can apply specific setup data to your company after you initialize it. The information is provided in a configuration package, a .rapidstart file, which delivers content in a compressed format.

Example configuration packages, including country/region-specific files, are included with the CRONUS demonstration company. Use the following procedures to use the example configuration package with a new company.

To use the sample BASICCONFIG configuration package

1. Open the CRONUS International Ltd. company. For more information, see [Change Basic Settings](#).
2. Choose the  icon, enter **Configuration Packages**, and then choose the related link.
3. Choose the BASICCONFIG package from the list, and then choose the **Export Package** action.

Use the following procedure to create a new company, and use the BASICCONFIG package as part of the process.

To create a new company

1. Create a new company. For more information, see [Creating New Companies in Business Central](#).
2. From the RapidStart Services Implementer Role Center, you can now import the configuration package that you exported from the CRONUS International Ltd. company.

After you create a new company, some tables are automatically filled in, even if no company template is applied. For example, you can review the standard codes for posting and batch transactions on the **Source Code** page. If you provide a local version of Business Central, you should review this table and consider any local language issues.

About Data Tables

Business Central, data tables come in two basic types: Master and Setup. When you are setting up a company configuration, you can use these types to focus your configuration strategy.

Master Data Tables

The following table lists some of the master data tables. When you initialize a new company, these tables are empty.

TABLE NO.	TABLE NAME
15	G/L Account
18	Customer
23	Vendor

TABLE NO.	TABLE NAME
27	Item
5050	Contact

Setup Data Tables

The following table lists some of the setup data tables, in which you capture setup information in the configuration questionnaire. These tables contain baseline information when the company is created.

TABLE NO.	TABLE NAME
98	General Ledger Setup
311	Sales & Receivables Setup
312	Purchases & Payables Setup
313	Inventory Setup

In addition to setup data tables, Business Central also has setup-type data tables that specify core information about the company and its business processes. The following table lists some of them.

TABLE NO.	TABLE NAME
3	Payment Terms
4	Currency
6	Customer Price Groups
5700	Stockkeeping Unit

See Also

[Apply Configurations to New Companies](#)

[Setting Up a Company With RapidStart Services](#)

[Administration](#)

NOTE

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Configure New Companies

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To configure a new company in your solution implementation, you typically follow three phases. In the first phase, you import the configuration package, a .rapidstart file with the configuration information. In the second phase, you modify the configuration information and then apply it to your new company. In the final phase, you review and fix any errors.

The following procedures assume that you have created and saved a configuration package. For more information, see [Prepare a Configuration Package](#).



The following procedures assume that you have initialized and opened your new company, and that you are using the Administration Role Center.

Before You Import a Configuration Package

Before you import a configuration package it is a good idea to verify that the following statements are true. Otherwise, you or your customer will not be able to import the configuration package.


- Your license includes the tables you are updating. If you are unsure, the **Configuration Worksheet** can help. If your license includes the tables, the **Licensed Table** check box is chosen.
- The user who imports the configuration package has Insert and Modify effective permissions to all of the tables that the package will update. For more information, see [Assign Permissions to Users and Groups](#)

To import a configuration package

1. Open the new company in the Business Central database.
2. Choose the  icon, enter **Configuration Packages**, and then select the related link.
3. Choose the **Import Package** action.
4. Navigate to the location where you have saved the .rapidstart configuration package file, and then choose the **Open** button.
5. Choose the  icon, enter **Company Information**, and then choose the related link. Enter information about the company in the company information card. Include information, such as bank details. You can also provide a logo for the company.

All the tables that you have designated for inclusion in the new company are imported. At this point, you can apply the package data to the database, or adjust and modify the table data to meet your customer specifications.


To apply package data

1. Choose the  icon, enter **Configuration Worksheet**, and then select the related link.
2. Select a table that you want to modify data for, and then choose the **Apply Data** action. Choose the **Yes** button to confirm the application.
3. To confirm that the data is now in the database and that the application has succeeded, return to the **Config. Worksheet** page and choose the **Database Data** action.

NOTE


After you apply data, you can only see it in the database. It is no longer in the package.

To modify and apply package data

1. Choose the  icon, enter **Configuration Worksheet**, and then select the related link.
2. Select a table that you want to modify data for, and then choose the **Package Data** action.
3. On the **Config. Package Records** page, make your modifications. For example, you can delete options that do not apply.
4. Choose the **Apply Data** action, and then choose the **OK** button.
5. To confirm that the data is now in the database and that the application has succeeded, return to the **Config. Worksheet** page and choose the **Database Data** action.

To locate and identify a configuration error


There are certain types of errors that may occur when you apply data to a database. The most common error is that required related tables were not included. You fix such errors in the configuration worksheet.

1. Choose the  icon, enter **Configuration Packages**, and then select the related link.
2. Select the package you want to review, and then choose the **Edit** action.

Any table that has errors is highlighted. The number of package errors is displayed in the **No. of Package Errors** field.

3. Choose the **No. of Package Errors** field to open the **Config. Package Records** page, which lists the records with errors.

To fix an error

1. Open the company that is based on your configuration package.
2. Choose the  icon, enter **Configuration Worksheet**, and then select the related link.
3. Fix errors, such as add missing related tables to the worksheet.
4. Add the tables to the existing configuration package, or create a new package that only contains the new tables. For more information, see [Prepare a Configuration Package](#).
5. Reopen the new company that you are implementing the configuration for.
6. Import the configuration package.

NOTE

If you import the same package again, you may overwrite any data modifications that you have already made. For that reason, you may want to add any new tables in a new package and import that instead.

7. Apply the data to the database, as described in [To modify and apply package data](#).

See Also

[Apply Configurations to New Companies](#)
[Setting Up a Company With RapidStart Services Administration](#)

NOTE

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Configure a Company with the RapidStart Wizard

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can quickly configure a new company that you have created by using the RapidStart Services configuration wizard.


In the following procedure, you have provided the customer with the configuration package, which is then installed on a computer. The customer opens the new company, which contains no customer data. You or the customer then follows the steps in the RapidStart Services wizard, which are described in this procedure, to provide basic information about the company. The wizard imports the configuration package and then applies the package to the company.

To configure a new company

1. On the RapidStart Services Implementer Role Center, choose the **RapidStart Wizard** action.
2. Expand the **Step 1** FastTab, which contains general information about the new company. Enter the appropriate information about the new company in the fields. There is one field that you are required to fill out, **Name**. The rest of the fields are optional.
3. Expand the **Step 2** FastTab, which contains communication and contact information for the new company. Enter the appropriate information about the new company in the fields.
4. Expand the **Step 3** FastTab, which contains bank account and payment information for the new company. Enter the appropriate information about the new company in the fields.
5. Expand the **Step 4** FastTab. Choose the **AssistEdit** button to select the configuration package you want to apply. The name of the configuration package is displayed. You can then perform the following actions, in the listed order:
 - a. Apply the configuration by choosing the **Apply Package** action. This imports the configuration package and applies the package database data all at the same time.
 - b. Review the configuration after it has been applied. This option lets you review configuration details and questionnaires provided by the partner and import some master data that is required for your company. Choose the **Configuration Worksheet** action. For more information, see [To complete the configuration questionnaire](#).
6. Expand the **Step 5** FastTab. Specify which Role Center that you want to be the default for the new company.

IMPORTANT

Only change your Role Center after you have completed configuration of the company. If you have more setup details to consider and modify, first use the configuration worksheet to continue your work. Then, return to the wizard to update your Role Center profile, or choose the **Complete Setup** action.

7. Choose the **OK** button.
8. To verify that the configuration information has been applied to the new company, Choose the  icon, enter **Company Information**, and then choose the related link.

The **Company Information** page contains information that you have specified.

You have now configured the company and applied data to it.

See Also

[Apply Configurations to New Companies](#)

[Setting Up a Company With RapidStart Services](#)

[Administration](#)

NOTE

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Copy Data to New Companies

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You can copy commonly used values from an existing company to a new one, as long as both companies are in the same database. For example, if you have a standard list of symptom codes that is common to all your service management implementations, you can copy the codes easily from one company to another.

To copy data to a new company using RapidStart Services

1. Open the new company.
2. Choose the  icon, enter **Configuration Worksheet**, and then choose the related link.
3. Choose the **Copy Data from Company**.
4. On the **Copy Company Data** page, choose a company to copy from in the **Copy From** field, and then choose the **OK** button.
5. Select a table from one of the configuration packages that you have imported, and then choose the **Copy Data** action.

See Also

[Apply Configurations to New Companies](#)

[Setting Up a Company With RapidStart Services](#)

[Administration](#)

NOTE

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Create Journal Opening Balances

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes several batch jobs that are provided to help in the transfer of legacy account balances to a newly configured company. You can easily transfer this data with the customer journal, the vendor journal, the item journal, or the G/L journal.

The first step is to create a configuration package that includes the setup tables for those journals. The following procedure assumes that this step is completed. For more information, see [Set Up Company Configuration](#). This procedure describes the subsequent steps, which include applying the package that is provided by a partner.

Before you start, make sure that you are using the Administration Role Center page because it provides the correct context for your configuration work. For more information, see [Change Basic Settings](#).

To apply the entries in a journal to a new company

1. Configure a new company and apply a configuration package to it. For more information, see [Configure a Company with the RapidStart Wizard](#).

The new company does not contain information about journal opening balances.

2. Open the configuration worksheet and import existing data about customers, items, vendors, and the general ledger. For more information, see [Migrate Customer Data](#).

Now you have master data in place. Next, you add the opening balances. The following steps describe how to create journal lines for G/L accounts, but the same apply to creating journal lines for customers, vendors, and items.

3. Choose the **Create G/L Acct. Journal Lines** action.
4. Fill in the **Options** FastTab as appropriate, and set filters as needed. For example, in the **Journal Template** field, enter a name.
5. Choose the **OK** button. The records are now in the journal, but the amounts are empty.
6. Export the journal table to Excel and manually enter the posting and balancing account information from the legacy data.
7. Import and apply the table information into the new company. The journal lines are ready for posting.
8. In the configuration worksheet, select the journal line table, and then choose the **Database Data** action.
9. Review the information, and then choose the **Post** action.
10. Repeat the steps to import and post any other opening balances.

TIP

You can use the same batch jobs to add opening balances whenever you register a new customer or vendor that you have done business with before but not registered in Business Central. Just search for the relevant task, and then choose the relevant link.

See Also

Apply Configurations to New Companies
Setting Up a Company With RapidStart Services
Administration

NOTE

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Gather Customer Setup Values

2/18/2021 • 5 minutes to read • [Edit Online](#)

You use the configuration questionnaire to help reduce your implementation workload by streamlining the task of setting up the new company. You can generate the configuration questionnaire in Business Central and then provide it to your customer as an Excel or XML file.

You can change all default values in a questionnaire to more closely match customer needs.

TIP

For more information about defining setup values in supply planning fields, see [Setup Best Practices: Supply Planning](#).

When your customer completes the questionnaire, you import the file into the customer's new Business Central company. You and your customer validate the questionnaire answers before you apply them to the company.


To create a configuration questionnaire


You can use a questionnaire to help you determine the scope and needs of configuration. You can create a new questionnaire, or modify an existing questionnaire by adding new questions or question areas.

You can create questionnaires for setup-type tables only. For example you can use the tool to provide information to the following pages:

- Company Information
- Fixed Asset Setup
- General Ledger Setup
- Inventory Setup
- Assembly setup
- Manufacturing Setup
- Purchases and Payables Setup
- Marketing Setup
- Service Setup
- Sales and Receivables Setup
- Warehouse Setup

NOTE

To see a complete list of setup tables, choose the  icon, enter **Setup**, and then choose the related link. To determine the scope of migration of records data, use migration functionality. For more information, see [Migrating Customer Data](#).

1. Choose the  icon, enter **Configuration Questionnaire**, and choose the related link.
2. Choose the **New** action.
3. On the **Configuration Questionnaire** page, in the **Code** field, enter...
3. Choose the **Questions Areas** action. The **Question Areas** page opens.
4. Choose the **New** action. The **Config. Question Area** page opens.
5. In the **Table ID** field, choose the ID of the table for which you want to collect information. The **Table Name**

field is automatically filled in.

6. Choose the **Update Questions** action. Each field in the table is added to the questionnaire with a question mark following its label.

You can rephrase the label to make it clear how the question should be answered. For example, if a field is called "Name," you could edit it to state "What is the name of ." You can also provide guidance in the **Reference** field, including a URL to a page that provides additional information.

You can also delete any questions that you do not want to include in the questionnaire.

NOTE

The **Answer Option** field describes the type and format of the answer of the data that is appropriate. The **Answer** field contains user-supplied information.


As needed, you can also define default answers in the **Answer** field. These values are used by default for custom setup. However, the person filling in the questionnaire can modify and update the answer.

To complete the configuration questionnaire

You use the configuration questionnaire to structure and document a detailed discussion about the customer's specific needs. You also use it to collect setup data from the customer to configure the relevant Business Central setup tables, such as the general ledger, inventory, and customers.

NOTE

You can also create your own configuration questionnaire to meet your needs.

1. Open the company that you want to complete the questionnaire for.
2. Choose the  icon, enter **Configuration Questionnaire**, and then choose the related link.
3. Select the questionnaire for the company, and then choose the **Export to Excel** action, optionally the **Export to XML** action.
4. Have the customer complete the configuration questionnaire by entering the answers in the Excel workbook. There are worksheets for each of the question areas that have been created for the questionnaire.
5. Save the Excel workbook as *XML Data*. Choose the **Import from XML** action, and select the .xml file with the customer's answers.
6. Choose the **Question Areas** action to begin the process of validating and applying the answers to the configuration questionnaire.

To complete a questionnaire from the configuration worksheet

The following procedure provides an alternative way of accessing configuration questionnaires. It assumes that the configuration package that you have been provided includes questionnaires.

1. After you import a configuration package, open the configuration worksheet.
2. For each table for which there is a question area, choose the **Questions** action. The questionnaire page opens.
3. Answer the questions, and then choose the **Apply Answers** action.
4. Choose the **OK** button to close the questionnaire.

To validate the configuration questionnaire

It is important to validate the configuration questionnaire before you apply it to the Business Central format. It is

also a way to make sure that data formatting is preserved during the import from Excel.

A common validation task is to check that text strings are not entered in date fields. This review process is necessary because the format of the answer in the questionnaire is not validated automatically when you run the **Apply Answers** function.

NOTE


In general, validation of the configuration questionnaire is a manual process. However, there are checks for regional formatting inconsistencies. In addition, you will get errors if the structure of your Business Central database does not match the structure of the migration database.

1. On the **Configuration Questionnaire** page, select the relevant questionnaire, and then choose the **Question Areas** action.
2. Open the relevant question area.
3. For each question, validate that the value in the **Answer** field corresponds to the format provided in the **Answer Option** field. For example, validate that the address of a company is in text format.
4. If you find errors, you can troubleshoot and make corrections in Excel by exporting the questionnaire, and then importing it again. Alternatively, you can correct errors directly in Business Central as you review the answers on the **Config. Question Area** page.
5. Repeat these steps for each question area.


When you have completed your validation, the data is ready to be applied to the database.

To apply answers from the configuration questionnaire

After you have imported and validated information from a configuration questionnaire, you can transfer, or apply the setup data to the corresponding tables in the Business Central database.

1. Choose the  icon, enter **Configuration Questionnaire**, and then choose the related link. The **Config. Questionnaire** page opens.
2. Select a configuration questionnaire from the list, and then choose the **Edit List** action.
3. You can apply answers in one of two ways.
 - To apply the whole questionnaire, choose the **Apply Answers** action.
 - To apply answers for a specific **Question Area** only, choose the **Question Areas** action, select a **Question Area** in the list, and then choose the **Apply Answers** action.

To verify that answers have been applied successfully

1. Check setup pages for the various functional areas of Business Central. To locate the page, choose the  icon, enter the name of the setup page, and then choose the related link.
2. Verify that the fields have been populated with the correct data from the various question areas in the configuration questionnaire.

You have now configured setup with the customer's business information and rules.

See Also

[Setting Up a Company With RapidStart Services Administration](#)

NOTE

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Prepare to Migrate Customer Data with Templates

2/18/2021 • 7 minutes to read • [Edit Online](#)

After you import and apply setup data in the new database, you can start migrating the customer's existing master data, such as item and customer numbers and names. To make sure that this data is created quickly and accurately in the new company, you should use templates to structure the data.

Typically, you create data templates for the following master data tables:

- **Contact**
- **Customer**
- **Item**
- **Vendor**

However, you can create a template structure for and apply it to any table in Business Central.

TIP

You can also use data templates for daily operations to create new records that are based on templates. These data templates only work for the supported master data tables. For more information, see, for example, [Register New Items](#).

When you import customer data, such as for items, from a file, the mandatory field data that you have specified is taken from the linked data template. When you create a new item, you only enter general information such as item name, description, and price and then collect the rest of the mandatory field data from a selected data template.

When you create a new master data record, such as a customer card, some fields are mandatory and must be filled in. You can group most mandatory fields, such as posting groups and payment terms, to make creating master data records easier and more stable. For example, you can group mandatory fields for table 18, **Customer**, as **Domestic**, **Foreign**, or **Export** types.

NOTE


Fields of type Blob cannot be exported/imported using Excel.

To select a data template

When you select an existing data template, you must evaluate if the templates that you created for the new company are sufficient for the customer. Review the provided fields and values to determine which templates are appropriate for a new company.

TIP

You can also use data templates to create new records quickly. Use them for faster and more accurate data creation. For more information, see [Register New Items](#).

1. Choose the  icon, enter **Configuration Templates**, and then choose the related link.
2. On the **Configuration Templates** page, select a data template from the list, and then choose the **Edit** action.

If the default templates do not meet your needs, you can create new templates or add fields to an existing template. If the default templates are sufficient, you can use them to create records based on master data templates.

To create a new data template

You can create a new data template if the default templates do not meet the needs of your new company.

TIP

If you are creating more than one, you may find it useful to adopt a naming convention for the **Code** field.

Each template consists of a header and a line for each field to include in the template. When you create a template, you can specify which fields to always apply to data of a certain type. For example, you can create different customer templates to apply to different customer types. When you create the customer using a template, you can use template data to prepopulate certain fields.

To copy an existing data template

You can quickly create a new data template by copying information from an existing data template, which you then edit.

1. Open the **Configuration Templates** page.
2. Choose the **New** action.
3. Fill in the **Code** field.
4. Choose the **Copy Config. Template** action.
5. On the **Configuration Templates** page, select an existing template to copy, and then choose the **OK** button.

The table ID, table name, and lines of the existing data template are inserted in the new template.

To create a data template header manually

1. Open the **Configuration Templates** page.
2. Choose the **New** action.
3. Fill in the **Code** field.
4. In the **Table ID** field, enter the table to which this template applies. The **Table Name** field is automatically filled in when the **Table ID** field is set.

To create a data template line manually

1. On the first line, select the **Field Name** field. The **Field List** page displays the list of fields in the table.
2. Select a field, and then choose the **OK** button. The **Field Caption** field is filled in with the field name.
3. In the **Default Value** field, enter an appropriate value. In some cases, you may want to use a value that is not a value that is available in the database. In that case, you can select the **Skip Relation Check** check box, to make it possible to apply data without error.

TIP

Since the **Default Value** field does not have a look up to the corresponding Business Central field options, you copy and paste the value that you want from the related page into the template.

4. Select the **Mandatory** check box if users must fill in the field in question.


NOTE

The check box is informational only. No business logic is enforced. For example, ushers cannot post an invoice if posting groups have not been set up. You can select the **Mandatory** check box for those fields to have the user fill them in and thereby avoid a posting error later.

5. In the **Reference** field, enter information about the field as needed.
6. Choose the **OK** button

To export to a template in Excel

You can create an Excel workbook to serve as a template that is based on the structure of an existing database table quickly. You can then use the template to gather together customer data in a consistent format for later import into Business Central.

1. Choose the  icon, enter **Configuration Worksheet**, and then choose the related link.
2. Add a table to the list, or select an existing table. For more information, see [Manage Company Configuration in a Worksheet](#).
3. Choose the **Shows Fields** action to define the fields from the table that you want to include in the template.
4. Choose the **Export to Template** action.
5. Name and save the Excel file. The Excel workbook is automatically opened.

You can now enter customer data in the Excel worksheet. If you have exported multiple tables, each table will be on its own worksheet. Save the workbook before you continue with the next procedure.

NOTE

You may encounter the following error when you run an English version of Excel, but have your regional settings configured for a non-English language: "Old format or invalid type library." To fix this error, make sure that the language pack for the non-English language is installed.

To import from a template in Excel

1. On the **Configuration Worksheet** page, and then choose the **Import from Template** action.
2. Navigate to the template worksheet that you have created, and then choose the **Open** action.
3. To add the collected customer data to the database, choose the **Apply Data** action.

When you apply data from a template in Excel to a table that also has a configuration template linked to it in the configuration package, the default field values from the configuration template are also applied.

Any record whose data is applied in this manner is complete, because it consists of data entered by a user in Excel, plus the default values specified by the configuration template.

NOTE



If the data in the tables in the configuration package contains dates, for example, posting dates on invoices, the dates are considered in the time zone specified in Business Central.

To create a record from a configuration template

You can use the structure of data that is contained in the data templates to convert your information into records in the database, one-by-one. To do so, you use the **Create Instance** function. This is a miniature version

of the data migration process and can be useful for prototyping or treating smaller data creation tasks.

The following steps illustrate how to create an item card from an item data template. You can create a record from any data template using the same procedure.

1. Choose the  icon, enter **Configuration Templates**, and then choose the related link.
2. Select the **Item** template, and then choose the **Edit** action. For more information, see [To create a data template](#).
3. Choose the **Create Instance** action. An item card is created.
4. Choose the **OK** button.
5. To review the new item card, choose the  icon, enter **Items**, and then choose the related link.
6. Open the new item card.
7. Expand various FastTabs, and verify that the information was created correctly on them.

To use a configuration template on a record

You can apply a data template to any record that is in Business Central and use this technique to change or modify a record. However, when you do this, you overwrite existing values in the record with those of the template. Consequently, you should be careful when you apply a template to existing records.

WARNING

The **Apply Template** function overwrites existing data in a record. If this function is used in master data migration, it will overwrite the imported data when you create records.

The following procedure is based on a new customer card.

1. Create a customer. For more information, see [Register New Customers](#).
2. On the **Customer Card** page, choose the **Apply Template** action.
3. On the **Customer Templates** page, select one of the templates, and then choose the **OK** button.

The default values from the chosen customer template are inserted on the customer card.

See Also

[Setting Up a Company With RapidStart Services](#)

[Administration](#)

[Register New Customers](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Migrate Customer Data

2/18/2021 • 12 minutes to read • [Edit Online](#)

You can migrate existing customer data from an existing ERP system to Business Central using the data migration tools of RapidStart Services. You can use Excel files as the data carrier. You can also manually move the data by entering it directly in the company.

NOTE

Fields of type Blob cannot be exported/imported using Excel.

The **Migration Overview** and **Config. Worksheet** pages provide access to the functions and views to perform all the tasks that relate to data migration. We recommend that you migrate one table at a time, to handle dependencies in your data. In migration, you will also touch the master data tables, which contain information about customers, vendors, items, contacts, and the general ledger.

To import configuration packages

When you create a new company, you can import company settings for the new company. You import the settings from a .rapidstart file, which delivers the package contents in a compressed format. A corresponding set of default data migration tables are imported. The data set contains master data tables and the setup data tables. Your first task in data migration is to evaluate if the default migration setup meets the needs of the new company.

NOTE

You cannot rename a file that is not already a RapidStart Services configuration package as a .rapidstart configuration package file and then try to import it. If you try to do so, you will receive an error message.

Before you start, you must make sure that you have permission to run the RapidStart Services objects. For example, you can have the SUPER or D365 RAPIDSTART permission sets. We also recommend that you are on a Role Center with links to RapidStart Services, such as the Administration Role Center. For more information, see [To change the role](#).


IMPORTANT

When exporting and importing configuration packages between two company databases, the databases should have the same schema to make sure that all data is transferred successfully. This means that the databases should have the same table and field structure, in which the tables have the same primary keys and fields have the same IDs and data types.

You can import a configuration package that has been exported from a database that has a different schema than that target database. However, any tables or fields in the configuration package that are missing in the target database will not be imported.

Tables that have different primary keys and fields that have different data types will also not be successfully imported. For example, if the configuration pack includes table **50000 Customer** that has primary key **Code20** and the database to which you import the pack includes table **50000 Customer Bank Account** that has the primary key **Code20 + Code 20**, data will not be imported.

1. Open the new company.

2. Choose the  icon, enter **Configuration Packages**, and then choose the related link.
3. Choose the **Import Package** action. Navigate to the .rapidstart package file that you want to import, and then choose the **Open** action. During import, the package contents are decompressed and the package record is created.

When the import is complete, you can see the number of configuration tables that have been imported in the **No. of Tables** field.

4. To review the list of configuration tables, choose the **View** action.
5. To apply the package, choose the **Apply Package** action.

NOTE

The data migration information is based on configuration templates, if you specify one. You must update the template first to change the list of fields.

6. To review the field selections, select a table, and then, on the **Lines** tab, choose the **Fields** action. Compare and review the number of fields that are available to the number of fields whose data has been applied.


If the selection of tables does not meet your needs, you can create one or more new data migration files. If the files are sufficient, you can continue with the data migration using Excel or XML files.

To create a data migration file

You can create new data migration files and customize them to support your business.

TIP

A file can only be used to migrate a field that has its **FieldClass** property set to **Normal**.

1. Choose the  icon, enter **Configuration Package**, and then choose the related link.
2. Select and open the package that you want to use to migrate data, and then choose the **Get Tables** action. The **Get Package Table** page opens.
3. In the **TableID** field, enter a table number or select a table from the list, for example, table 18, **Customer**. The **Table Name** field is automatically filled in.
4. Select the new migration table, and then, on the **Tables** tab, choose the **Fields** action. The **Migration Fields** page opens.
5. Clear the **Include Field** check box for any field that you do not want to import, and then choose the **Set Included** or the **Clear Included** action.

IMPORTANT


If the **Include Field** check box is selected by default, that field is part of the primary key. The selection should not be cleared, or errors will be introduced and the record cannot be imported.

If you include a field that has a relationship with another table, the **Validate Field** check box is automatically selected. Validation can result in the update of other fields in this and other tables and is executed in the order of the field number.

A new migration table is created.

To export data migration files

When you have determined the tables that you want to transfer customer data to, you export the files.

1. Choose the  icon, enter **Configuration Packages**, and then choose the related link.
2. Select and open the package that you want to use for export.
3. Select the table or tables that you want to export, and then choose the **Export to Excel** action.
4. Save the exported Excel file.
5. Repeat this procedure for all the relevant data migration tables. If you select multiple tables at the same time, the export of their data is into a common workbook.


If the table is empty, the resulting data migration file contains empty cells for the fields you selected when you chose or created migration tables for your new company. If the selected data migration table contains data, it will be exported.

To map values to be used during import

When you apply data that you have imported from Excel or from a RapidStart package, Business Central treats and handles the mapping based on table relations:

- If you define a mapping directly for a field in a table, then Business Central uses it.
- If the field has a relation to another table, Business Central searches for the mapping defined for the primary key field in the related table. The related table, however, must be part of the configuration package.
- If mapping information is defined in both places, for the field directly and for the primary key in the related table, then Business Central will search for the mapping in both places.
- If the same mappings are defined directly for a field and in the related table, but have different new values, the mapping that is defined directly for the field takes priority over the mapping that is defined for the table that the field is referencing.

In the following procedures, you should review in advance which values you want to retain during the migration process. To perform the following procedures, you need data migration files (.xlsx) that you have exported from Business Central. For more information, see [To export data migration files](#).

1. Choose the  icon, enter **Configuration Packages**, and then choose the related link.
2. Open the package for the company in question.
3. Select the table for which you want to map values, and then, on the **Tables** tab, choose the **Fields** action.
4. For each field that you want to map, choose the **Mapping** action.
5. In the **Old Value** field, enter the value that you want to change. In the **New Value** field, enter the value that you want the old value to be changed to. Choose the **OK** button.
6. Import the customer data. For more information, see [To import customer data](#).
7. In the **No. of Package Errors** field, see if there are any errors reported. If there are, drill down to see the errors. The **Config. Package Records** page opens.
8. Choose the **Show Error** action. You will receive the following error: **XX is not a valid option. Valid options are: XX**. Choose the **OK** button.
9. To apply the mapping that you have set up, choose the **Apply Data** action.


Mapping Example

The following example illustrates how Business Central implements mapping definitions.

1. Create a configuration table that has a **Salesperson/Purchaser** table. Define a mapping for the **Code** field.
2. Add additional tables to the package, for example, **Customer** and **Vendor**. These tables both reference the **Salesperson/Purchaser** table through the **Salesperson Code** and **Purchaser Code** fields respectively.

3. When you apply data, the mapping that you provided for the **Code** field in the the **Salesperson/Purchaser** table will also be considered during the processing of the **Salesperson Code** and **Purchaser Code** fields.

To add additional values to Business Central

1. Choose the  icon, enter **Configuration Packages**, and then choose the related link.
2. Select the table for which you want to add additional values, and then, on the **Tables** tab, choose the **Fields** action.
3. For the fields for which you want Business Central to permit additional values during migration, select the **Create Missing Codes** check box.
4. Import the customer data. For more information, see [To import customer data](#).

To clean up and process data before applying data

In some cases, you may want to clean up customer data and process it before you apply it to the database. To do that, you can use the **Config. Package - Process** batch job to fix issues, such as:

- Convert dates and decimals to the format required by the regional settings on a user's computer.
- Remove leading/trailing spaces or special characters.

When you have run the batch job, use the following procedure to process the data.

1. Open the configuration package for the company.
2. Choose the **Process Data** action.
3. To apply the mapping that you have set up, choose the **Apply Data** action.

To migrate customer data

When you have exported a migration table, your next step is to enter the customer's legacy data. To simplify your tasks, you can take advantage of the XML manipulation tools that are built into Excel. You can also use Excel built-in functions to help with data formatting and to put data in the correct cell.

For assistance with XML, enable the **Developer** tab of the Excel ribbon, and then choose the **Source** action to see the XML schema of your migration table as represented in Excel.

The following procedure is based on an Excel worksheet that you have created for migration. For more information, see [To export data migration files](#).

IMPORTANT

Do not change the columns in the Excel worksheets. If they are moved, changed, or deleted, the worksheet cannot be imported into Business Central.

1. In Excel, open the exported data file. There is a worksheet with the name of the table.
2. Rename Sheet1 to indicate that the worksheet will be used to transform the data. Copy the header row without its formatting from the exported table to the new worksheet.
3. On a third worksheet, copy all your customer data. Rename the sheet to be called e.g. Legacy Data.
4. Make an Excel formula to map data in the transformation worksheet between the fields in the exported worksheet and customer legacy data.
5. When you have mapped all of the data, copy the range of data onto the table worksheet.
6. Save the file and make sure that you do not change the file type.

You are now ready to import the data migration files that contain customer legacy data into Business Central.

To import customer data

When the customer data has been entered in the data migration files in Excel, you import the files into Business Central.

1. Open the **Config. Package Card** page.
2. Select the table for which you want to import data, and then, on the **Tables** tab, choose the **Import from Excel** action.
3. Locate and open the file that you want to import data from.
4. On the **Config. Package Import Preview** page, review the content that will be imported.

The **Config. Package Import Preview** page provides an overview of the Excel file content to be imported. It also indicates if a new configuration package is created or the existing one is updated, and if new configuration package lines (tables) are created or existing ones are updated.

5. Choose the **Import** action

Data from the file is imported into the configuration package tables. In the **No. of Package Records** field, you can see the number of records that have been imported. In addition, you can see the number of migration errors.

To validate customer data

Customer data must be validated before you apply the records to the Business Central database.

NOTE

In most cases, invalid data is not created in the database. However, the application can occasionally be blocked if an imported migration table contains errors.

1. On the **Migration Overview** page, review the **No. of Migration Errors** field to see whether any errors occurred during import.
2. If there are errors, select the migration table, and then, on the **Tables** tab, choose the **Errors** action. The **Invalid** check box is selected for each record that has an error.
3. To review errors, select a line, and then choose the **Show Error** action.

The **Error Text** field contains the reason for the error. The **Field Caption** field contains the caption of the field that contains the error.

4. To correct an error or otherwise make an update, on the **Migration Overview** page, choose the **Migration Record** action, and then, on the **Migration Record** page, correct the record with the error.

When you make a correction, the record is removed from the list of records on the **Migration Data Errors** page.

You are now ready to apply the customer's data to the database.

To apply customer data

When you have imported all data migration records that are valid and have no errors, you can apply the records to the Business Central database.

1. Open the **Configuration Packages** page.

2. Select the table for the data migration file that you want to apply, and then choose the **Apply Data** action.

You can see the number of database records that have been created in the **No. of Database Records** field. You can verify that the correct records have been created by choosing the link in the **No. of Database Records** field.

The customer's company database is now set up and basic data is imported. Your next steps in the implementation process are to train users, define processes, create additional data, customize reports, and so on.

See Also

[Setting Up a Company With RapidStart Services Administration](#)

NOTE

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Create Custom Company Configuration Packages


2/18/2021 • 2 minutes to read • [Edit Online](#)

As you grow your business, you will likely come to rely on a set of company types that you use with most of your customers. You can streamline your implementation process by turning these types into company configuration packages that are available for reuse.

In general, create a configuration package per functional area, for example, create a package for your manufacturing functionality. That lets you apply and set up new areas in a company as you need them

Another approach would be to create a package that includes the tables that define setup, such as the following:

- Fixed Asset Setup
- General Ledger Setup
- Inventory Setup
- Manufacturing Setup
- Purchases and Payables Setup
- Marketing Setup
- Service Setup
- Sales and Receivables Setup
- Warehouse Setup
- General Posting Setup
- VAT Posting Setup
- Inventory Posting Setup

To see a complete list of setup tables, Choose the  icon, enter **Manual Setup**, and then choose the related link.

IMPORTANT

Use caution if you choose tables or fields that have the same temporal name but are differentiated by special characters, such as %, &, <, >, (, and). For example, table "XYZ" might contain the "Field 1" and "Field 1%" fields.

The XML processor accepts only some special characters, and will remove those it does not. If removing a special character, such as the % sign in "Field 1%," results in two or more tables or fields with the same name an error will occur when you export or import a configuration package.

To create a custom company configuration package

1. Create a new company. For more information, see [Creating New Companies in Business Central](#).
2. Set up the new company in the way you need. Fill in all required setup tables.
3. Open the new company.
4. Open the **Configuration Worksheet** page.
5. Add the tables that you want to transfer to another company to the worksheet. Assign the worksheet lines to the package.
6. Create a questionnaire for the most frequently used setup tables.
7. Create configuration templates to make it easier to create master data, such as customers or items.
8. Export your package as a .rapidstart file.

See Also

[Setting Up a Company With RapidStart Services Administration](#)

NOTE

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Tips and Tricks: RapidStart Services

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you configure companies using RapidStart Services, there are some tips and tricks that you can take advantage of to help your implementation go smoothly.

Take advantage of configuration templates

Configuration templates can help you streamline your implementation process. By using them, you can include similar customers in segments and then develop an implementation protocol that treats all customers in a segment in a similar manner. In that way, you can apply a level of preconfiguration to each segment and continue with a rapid implementation.

Configuration questionnaires

To aid the process of filling out a configuration questionnaire, consider defining default answers to indicate best practices.

Batch creation of journal lines

We recommend that you use the data migration tools provided to migrate journal entries. Otherwise, if you use a batch job to create journal lines, that has a limited scope and only generates pre-default fields into a journal. The rest of the journal then has to be completed manually.

Migrating transactions

We recommend that you migrate opening balances in the following order.

1. Migrate general ledger opening balances without using the general ledger account subledgers. Use specific opening balance offsetting accounts, one set up for each subledger. Set up the offsetting accounts to enable direct postings.
2. Migrate open customer ledger entries.
3. Migrate open item ledger entries.
4. Migrate open fixed asset entries.

Make each package manageable

When you use configuration packages to migrate data, separate the data into separate packages for easier portability. For example, if you want to migrate 20 years of ledger entries, the import might take many hours and days. Instead, split the data up so that each package becomes more manageable. Currently, there are no firm rules for what makes a package performant, but if you see problems importing or exporting a package, try making it smaller and see if that helps.

See Also

[Setting Up a Company With RapidStart Services Administration](#)

NOTE

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Using Business Central as your Business Inbox in Outlook

2/18/2021 • 5 minutes to read • [Edit Online](#)

Business Central introduces the ability to manage business interactions with your customers and vendors, directly in Microsoft Outlook. With the Business Central Outlook add-ins, you can see financial data related to customers and vendors, as well as create and send financial documents, such as quotes and invoices.

Getting the Add-in

It is easy to get started with the Business Central add-in for Outlook. In the **Set up your Business Inbox in Outlook** assisted setup guide, you can set up the connection for yourself or for your organization if your organization uses Microsoft 365. Simply specify your Microsoft 365 user name and password, if you are prompted, and tell us if you want to receive a sample email message. The Business Central add-ins are then automatically added to your Outlook. For more information, see [Minimum Requirements for Outlook](#).

Then, when you open Outlook, you will see an email message from *Dynamics 365 Business Central Admin*. The new add-ins are added to the Outlook ribbon, and in the browser, you can see the Business Central add-ins immediately above or below the body of the email message. The add-ins are updated periodically, and you'll get notified that a new version is ready for you in Outlook.

TIP

If you use the new Outlook on the web, then the Business Central add-ins can be hidden under **More actions**. If you use the add-in often, you can pin it so that it is always immediately visible. For more information, see [Using add-ins in Outlook on the web](#).

If you work with more than one Business Central company, you can easily switch between companies in Outlook. In the add-in's action bar, choose **More Actions**, and then you can see the option for switching between companies.

NOTE

Switching between companies requires Business Central 2019 release wave 2 or later as announced in the [release plan](#).

Some companies using Microsoft 365 restrict users' permissions to deploy add-ins. So you must make sure that you have a Microsoft 365 subscription that includes email and allows you to deploy add-ins. If you want to try out the add-in anyway, you can [try Microsoft 365 for free](#).

Using the Contact Insights Add-in

Let's say that you get an email from a customer that wants to get a quote on some items. Directly in Outlook, you can open the Business Central add-in, which recognizes the sender as a customer, and opens the customer card for that company. From this dashboard, you can see overview information for the customer, as well as drill down for more detail on specific documents. You can also dig into the sales history for the customer. If it's a new contact, you can create them as a new customer in Business Central without leaving Outlook.

In the add-in, you can create a sales quote and send it back to this customer without leaving Outlook. All of the information that you need to send the sales quote is available in your business inbox in Outlook.

Once you have the data entered, you can post the quote. You can then send it by email. Business Central generates a .PDF file with the sales quote and attaches it to the email message that you draft in the add-in.

Similarly, if you get an email from a vendor, you can use the add-in to work with vendors and purchase invoices.

Sometimes you want to see more fields than you can see in the add-in, such as when you want to fill in lines in an invoice. To give you a bit more space to work with, you can pop out the add-in to a separate page. It's still part of Outlook, but you have more space. As you enter data for the document in the pop-out view, the changes are automatically saved. When you are done entering data for the document, you can choose the **OK** button. Choosing the add-in frame in Outlook automatically refreshes the document with the changes you made in the pop-out view.

Creating Invoices from Your Meeting Appointments

Some businesses record all billable appointments in the Outlook calendar. With Business Central, you can create the invoice for the customer right from the calendar item: Open the appointment, and then you can open the Business Central add-in, look up existing information or create an invoice or another sales document right there.

Doing Quick Document Lookup

The Business Central Document Links add-in gives you quick access to documents mentioned in email messages. The add-in is available for an email message if a document number is recognized in the body of the message. Opening the add-in provides quick access to the document.

For example, if you receive an email message that mentions the text *S-QUO100*, Business Central identifies that as a sales quote, and so you can open this document in Outlook. In Outlook, choose the **Document Links** button immediately above the body of the email message. In the Outlook Web App, choose the *S-QUO1001* text in the body of the email message.

In the Document Links add-in, you can modify and take actions with the document, just like you can in Business Central.

Adding the Add-ins Manually

In some cases, the add-ins do not get added automatically to Outlook. Even if you or a colleague ran the assisted setup guide on behalf of the company, Business Central might not show up in Outlook. If you experience this issue, you can add the Business Central add-ins manually.

First, you must verify that you have access to the add-ins in your Microsoft 365 account. Quite simply open your Outlook in a browser, open a message, select **More actions** (...) at the top of the message, and then, at the bottom of the list, choose **Get Add-ins**. This opens the **Add-ins for Outlook** page, where you can enable Business Central for your Outlook. Then, when you navigate back to Outlook, Business Central should be available.

Similarly in the Outlook desktop client, you can verify that Business Central is listed on the **Get Add-ins** page.

In both cases, if Business Central is still not available, you have to get the add-in manifest files. For more information, please contact your Microsoft 365 administrator.

Using Other Email Accounts

The add-ins are designed to be used with Microsoft 365. If you use Business Central on-premises, your administrator will know if you can use the Business Central add-ins in Outlook. For more information, see [What email address can I use with Business Central?](#), and the [Features that require specific circumstances](#) article and the [Why doesn't the Outlook add-in work for my users?](#) section in the general FAQ in the administration content.

See Related Training at [Microsoft Learn](#)

See Also

[Getting Started](#)

[Getting Business Central on my Mobile Device](#)

[Send Documents by Email](#)

[Finance](#)

[Sales](#)

[Purchasing](#)

[Minimum Requirements for Outlook](#)

[Using add-ins in Outlook on the web](#)

NOTE

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Synchronize Contacts in Business Central with Contacts in Microsoft Outlook

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can see the same contacts in Business Central as you see in Outlook if you set up contact synchronization. For example, if you are a sales person, you might do some of your work in Outlook and some of your work in Business Central. If the contacts are the same in both places, your work is more straightforward.

A dedicated folder in Outlook makes contacts easy to find, and you can set a filter to synchronize only the contacts from Business Central that you want to see in Outlook. Once the contact synchronization is set up, you can start synchronization manually or set up an automatic synchronization that will keep the contacts in sync on a scheduled basis.

Set Up Synchronization

You set up how you want to synchronize contacts with Outlook on the **Exchange Sync. Setup** page in Business Central. As a prerequisite, your user profile in Business Central must specify your Microsoft 365 email account. You can check this in the **Microsoft 365 Authentication** section of your user profile in the **Users** list.

Then, on the **Exchange Sync. Setup** page, you can validate that the connection to Exchange is working and then set up contact synchronization. Open the **Contact Sync. Setup** page and start the synchronization. Optionally, set a filter for which contacts to synchronize between Business Central and Outlook. For example, you can set a filter on name, type, company, or similar. You can also change the default name of the folder that the contacts will synchronize to in Outlook. The default name is *Business Central*.

Once this synchronization has been set up, any changes to that you make to the contact in either Outlook or in Business Central is synchronized to the other.

Each of your coworkers can also set up their own Exchange synchronization and set their own filter on which contacts to synchronize.

Synchronize Contacts

If you are used to working with contacts in Business Central, then you will find it easy to start the synchronization manually whenever it suits you from the **Contacts** list. Simply choose the **Sync with Office 365** action, and then decide if you want to change the filter that you have set up. When you choose the **OK** button, the synchronization starts immediately, and the latest changes are applied to your contacts in Outlook.

In the **Contacts** list, you can synchronize contacts in two ways:

- **Sync with Office 365**

This action synchronizes all changes from Business Central to Microsoft 365 since the previous synchronization, based on the last modified date. Any new contacts from Microsoft 365 will be synchronized back to Business Central as well. This is typically faster than doing a full sync.

- **Full Sync with Office 365**

This action synchronizes all contacts in both directions regardless of the last sync date and last modified date.

In both cases, contacts are only synchronized from Outlook if they have the required fields filled in. The required

fields to synchronize to Microsoft 365 are **Name**, **Email address** and they must be of type Person. Business Central is the master of the contact information, so the Business Central contact information will be saved in the event of duplicates.

In Outlook, the contacts from Business Central are shown in a folder under **Other contacts** in the **People** view. If you are not familiar with the People view in Outlook, then you can get to it from the navigation options in the bottom left corner of Outlook.

See Also

[Getting Started](#)

[Finance](#)

[Sales](#)

[Purchasing](#)

[Using contacts \(People\) in Outlook on the web](#)

NOTE

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Using Business Central without Outlook

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central has deep integration with Microsoft 365, and you can use Business Central as your business inbox in Outlook. But if you do not have Outlook, you can work with Business Central in the browser or on your mobile device.

Sending Email

You can send documents such as invoices as email using your business email address. From your Role Center, you can access an assisted setup guide that helps you set up email. If you do not use a Microsoft 365 email account, you must specify technical information about your mail server. If you do not have this information available, please contact your IT support staff.

See Also

[Getting Started](#)

[Using Business Central as your Business Inbox in Outlook](#)

[Getting Business Central on my Mobile Device](#)

[Send Documents by Email](#)

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Business Central and Microsoft Teams Integration

2/18/2021 • 2 minutes to read • [Edit Online](#)

APPLIES TO: Business Central online

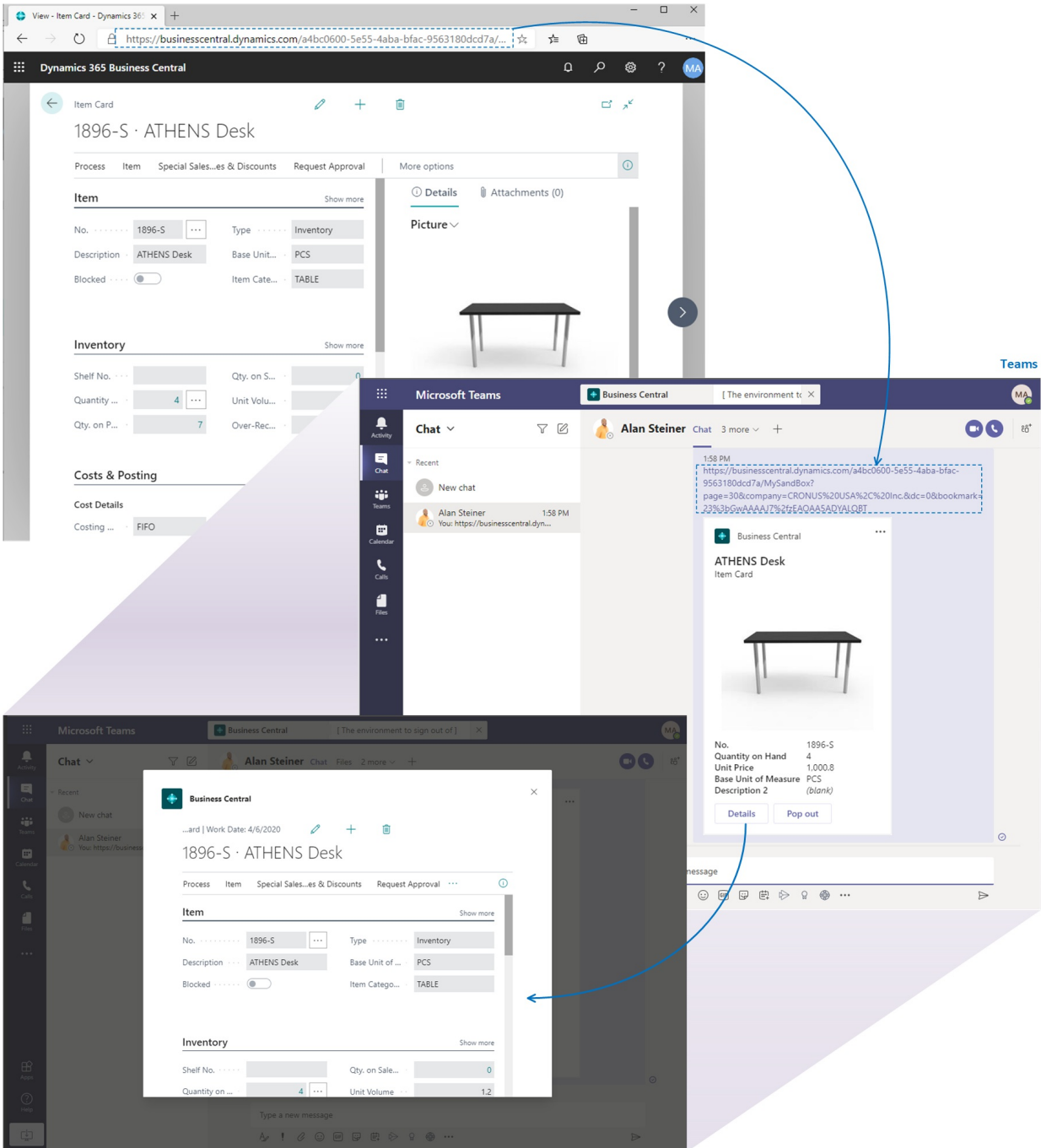
[Microsoft Teams](#) is a Microsoft 365 product that lets you connect with others, collaborate seamlessly, and simplify work. Business Central offers an app that connects Microsoft Teams to your business data in Business Central so you can quickly share details across team members and respond faster to inquiries.

Overview

The Business Central app lets you:

- Copy a link to any Business Central record and paste it into a Teams conversation to share with your coworkers. The app will then expand the link into a compact, interactive card that displays information about the record.
- Once in the conversation, you and coworkers can view more details about the record, edit data, and take action - without leaving Teams.

Business Central



The app is available on the Teams marketplace, and you can use it with the Teams web, desktop, or mobile app.

Get Started

1. As an administrator, see [Managing Microsoft Teams Integration with Business Central](#) for information about getting users set up to work with Business Central and Teams.
2. Install Business Central app in Teams. See [Install the Business Central App for Microsoft Teams](#).
3. Once the app is installed, you're ready to go. See [Working with Business Central Data in Teams](#).

See Also

[Teams FAQ](#)

[Troubleshooting Teams](#)

[Developing for Teams Integration](#)

Start a [free trial!](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Managing Microsoft Teams Integration with Business Central

2/18/2021 • 4 minutes to read • [Edit Online](#)

APPLIES TO: Business Central online

This article provides an overview of what you can do as an administrator to control Microsoft Teams integration with Business Central.

In Microsoft Teams

Minimum requirements

This section describes the minimum requirements for the Business Central app features to work in Teams.

- Required licenses

This table gives you an overview of the licenses needed for the Business Central app features to work in Teams.

WHAT	TEAMS LICENSE	BUSINESS CENTRAL LICENSE
Paste a link to a Business Central record into a conversation, and send it as a card.	✓	✓
View a card of a Business Central record in a conversation.	✓	
View more details of card for a Business Central record in a conversation.	✓	✓

- Allow URL previews

Allow URL previews policy setting must be turned on. Otherwise, a card can't be generated for Business Central links pasted into a Teams conversation. For more information about this setting, see [Manage messaging policies in Teams](#).

Managing the Business Central app (optional)

As a Teams administrator, you can manage all apps for your organization, including the Business Central app. You can approve or install the Business Central app for your organization, block user's from installing the app, and more.

For more information, see the following articles in the Microsoft Teams documentation:

- [Manage your apps in the Microsoft Teams admin center](#)
- [Manage app setup policies in Microsoft Teams](#)

In Business Central

Minimum requirements

- Business Central version:

Business Central 2020 release wave 2, update 17.3, or later. Teams integration is only supported for Business Central online; not on-premises.

- Codeunit 2718 **Page Summary Provider** is published as a web service:

This codeunit is published as a web service by default. The codeunit is part of the Business Central system application. It's used to get the field data for a Business Central page added to a Teams conversation. For information about publishing web services, see [Publish a Web Service](#).

- User permissions:

For the most part, the pages and data that users can view and edit in a Teams conversation is controlled by their permissions in Business Central.

- To paste a Business Central link into a Teams conversation and have it expand into a card, users must have at least read permission on the page and its data.
- Once a card is submitted into a conversation, any user in that conversation can view that card without permission to Business Central.
- To view more details for a card or open the record in Business Central, users must have read permission on the page and its data.
- To change data, user's need modify permissions.

For information about permissions, see [Assign Permissions to Users and Groups](#).

Managing privacy and compliance

Microsoft Teams provides extensive controls for compliance and management of sensitive or personally identifiable data—including data added to chats and channels by the Business Central app.

Understanding where Business Central cards are stored

After a card is sent to a chat, the card and the fields shown on the card are copied to Teams. This information is subject to the Teams policies for your organization, such as data retention policies. When displaying card details, none of the data in the details window is stored in Teams. The data remains stored in Business Central and will only be retrieved by Teams when the user chooses to view the details.

- To learn more about where Teams stores that data, see [Location of data in Microsoft Teams](#).
- To learn more about retention policies in Teams, see [Retention policies in Microsoft Teams](#).

Restricting sharing of cards

You prevent specific users or groups from sending cards to chats or channels by setting up messaging policies that turn off the **URL Previews** setting. For more information about this setting, see [Manage messaging policies in Teams](#).

You can also use information barriers to prevent individuals or groups from communicating with each other. To learn more, see [Information barriers in Microsoft Teams](#).

Data loss prevention features in the Microsoft 365 Security & Compliance Center can't be applied specifically to cards. But they can be applied to the chat messages that contain the cards. To track upcoming advanced features that include enabling DLP for cards, see <https://www.microsoft.com/en-us/microsoft-365/roadmap?featureid=67093>.

Responding to data requests

You allow team members and team owners to delete messages that contain sensitive cards by setting up messaging policies, like: **Owners can delete sent messages** and **Users can delete sent messages**. For more information, see [Manage messaging policies in Teams](#).

Content search and eDiscovery compliance features in the Microsoft 365 Security & Compliance Center can't be applied specifically to cards. But they can be applied to the chat messages that contain cards. To track upcoming compliance features for cards, see <https://www.microsoft.com/microsoft-365/roadmap?featureid=68875>.

Because card data in Teams is a copy of data in Business Central, you can also use Business Central features to export a customer's data if requested. For more information about privacy in Business Central, see [Privacy FAQ for Business Central Customers](#).

See Also

[Business Central and Microsoft Teams Integration Overview](#)

[Install the Business Central App for Microsoft Teams](#)

[Teams FAQ](#)

[Troubleshooting Teams](#)

[Developing for Teams Integration](#)

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Install the Business Central App for Microsoft Teams

2/18/2021 • 2 minutes to read • [Edit Online](#)

APPLIES TO: Business Central online

In this article, you learn how to install the Business Central App for [Microsoft Teams](#). The app is available on the Teams marketplace, and you can use it with the Teams web, desktop, or mobile app.

Prerequisites

- Access to the Teams desktop app or Teams in the browser. You can't install the Business Central by using Teams mobile app.
- Your organization's policies allow you to install apps in Microsoft Teams.

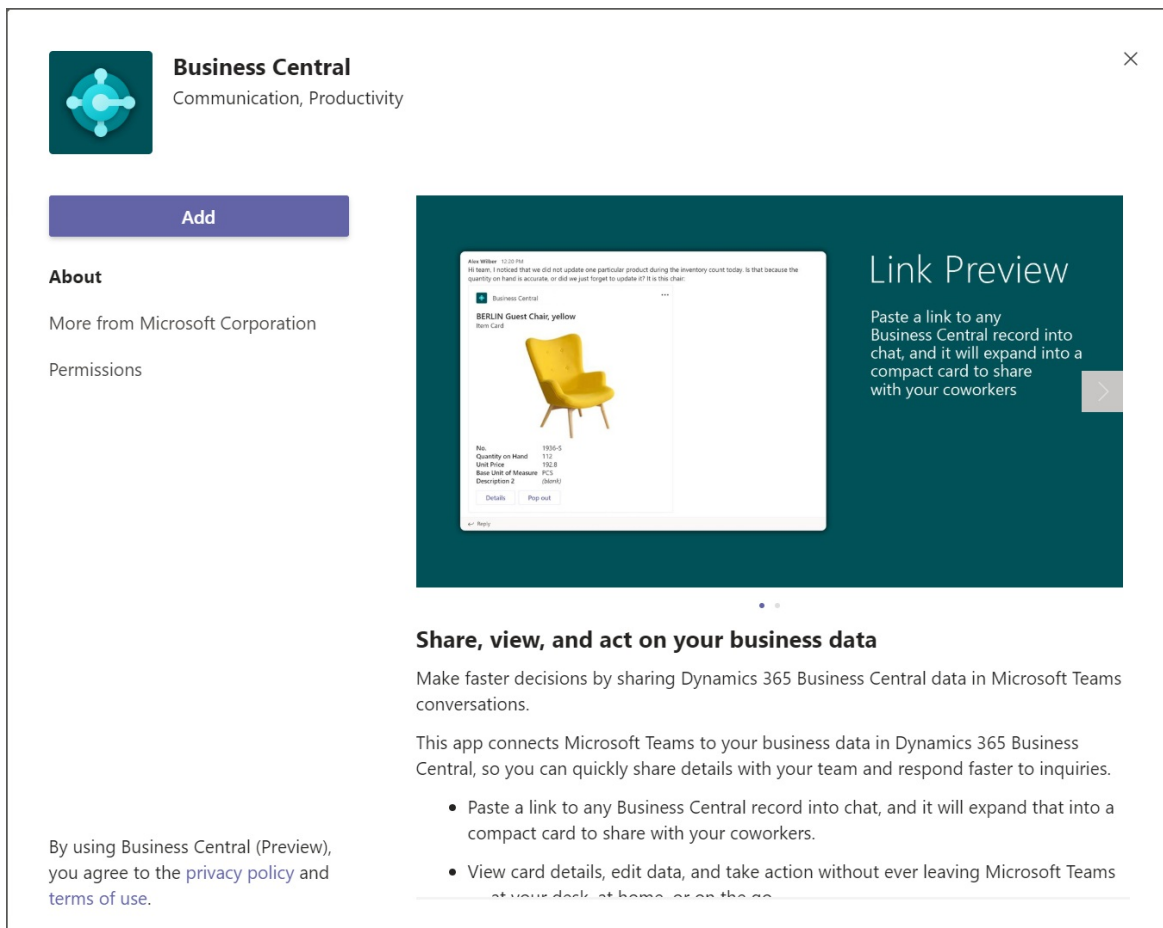
Add the Business Central app to Teams

There are two ways to install the Business Central app:

Option 1

This option is the quickest way to install the app.

1. Select this link: <https://teams.microsoft.com/l/app/84c2de91-84e8-4bbf-b15d-9ef33245ad29>.
2. Wait for the Business Central app to appear.



Business Central
Communication, Productivity

Add

About
More from Microsoft Corporation
Permissions

Link Preview
Paste a link to any Business Central record into chat, and it will expand into a compact card to share with your coworkers

Share, view, and act on your business data
Make faster decisions by sharing Dynamics 365 Business Central data in Microsoft Teams conversations.
This app connects Microsoft Teams to your business data in Dynamics 365 Business Central, so you can quickly share details with your team and respond faster to inquiries.

- Paste a link to any Business Central record into chat, and it will expand that into a compact card to share with your coworkers.
- View card details, edit data, and take action without ever leaving Microsoft Teams

By using Business Central (Preview), you agree to the [privacy policy](#) and terms of use.

3. Select **Add for me**.

Option 2

1. Open and sign in to Teams.
2. In the left side, select **Apps**.
3. Search for **Business Central**.
4. Select the app when you find it.
5. Select **Add for me**.

Next step

You're now ready to use the app in Teams to share Business Central data. For more information, see [Working with Business Central Data in Microsoft Teams](#).

See Also

[Business Central and Microsoft Teams Integration Overview](#)

[Teams FAQ](#)

[Troubleshooting Teams](#)

[Developing for Teams Integration](#)

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NOTE

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Working with Business Central Data in Microsoft Teams

2/18/2021 • 3 minutes to read • [Edit Online](#)

APPLIES TO: Business Central online

Business Central offers an app that connects Microsoft Teams to your business data in Business Central, so you can quickly share details across team members and respond faster to inquiries. In this article, you'll learn how to use the app to share Business Central data with coworkers in a Teams conversation.

Overview

The Business Central app lets you:

- Copy a link to any Business Central record and paste it into a Teams conversation to share with your coworkers. The app will then expand the link into a compact, interactive card that displays information about the record.
- Once in the conversation, you and coworkers can view more details about the record, edit data, and take action—without leaving Teams.

Business Central

The image illustrates the process of sharing Business Central data in a Teams chat. It shows a browser window with the Business Central 'Item Card' for '1896-S · ATHENS Desk'. The card displays various fields such as 'No.', 'Type', 'Description', 'Base Unit', 'Item Category', 'Inventory', and 'Costs & Posting'. A picture of the desk is also visible. The card is then shared in a Microsoft Teams chat window, where it appears as a Business Central card with a 'Details' button and a 'Pop out' button. The zoomed-in view shows the card's details and the 'Details' and 'Pop out' buttons.

Prerequisites

- You have access to Microsoft Teams.
- You've installed the Business Central app in Teams. For more information, see [Install the Business Central App for Microsoft Teams](#)

NOTE

All participants in a Teams conversation will be able to view cards for Business Central records that you submit to the conversation. But to view more details about records, by using the **Details** or **Pop out** buttons on a card, they'll need access to Business Central. For more information, see [Managing Microsoft Teams Integration](#).

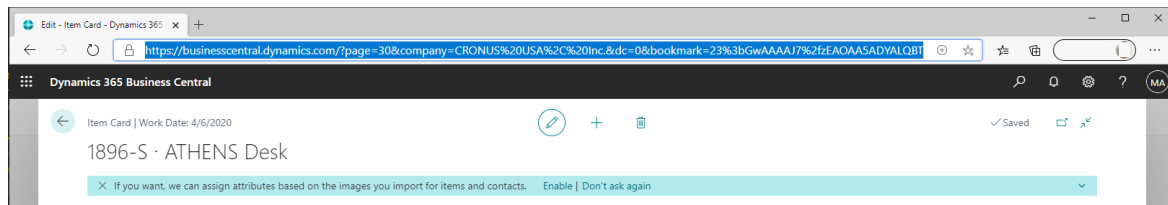
Include a Business Central card in a Teams conversation

1. Sign in to Business Central using your browser.

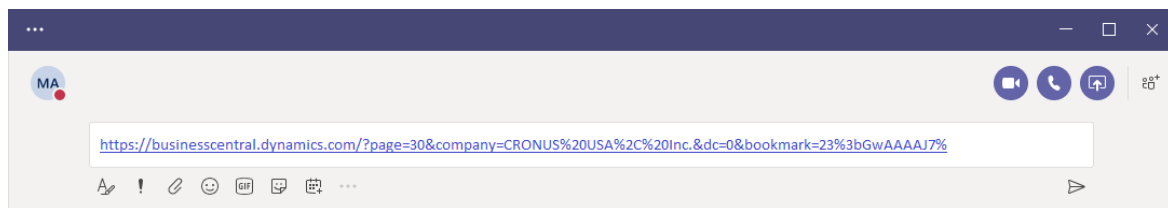
2. Open the record that you want to share.

The app is designed to display card type pages from Business Central. So open a page that displays a single record, like an item, customer, or sales order. You can't use it for role centers or pages that display several records in a list.

3. Copy the entire URL from the browser's address bar.



4. Go to Teams and start a conversation, which can be chat with a person, group of persons, or a team channel.
5. Paste the URL in the message box where you compose a message.



6. The first time you paste a link into a conversation, you'll be asked to sign in to Business Central and give consent for the app to retrieve data. Just follow the on-screen instructions.

NOTE

You'll only have to do this step once.

7. Wait a moment while a card is generated in the message box.
8. When the card appears, review the contents of the card carefully for any sensitive information before sending the message. This step is important because once you send the message, everyone in the conversation can see the card.
9. If the card looks good, select **Send** to submit it to the conversation.

TIP

After the card appears, and before you select **Send**, you can delete the pasted URL if you like.

10. To view more details or make changes to the record shown in the card, select **Details**. For more information, see the next section.

View card details

Once a card's been sent to a conversation, all participants with the [proper permissions](#) can select **Details** to open a window that displays more information about the record—and possibly make changes to the record. It doesn't matter if you're the one sending the card or the one receiving the card. The **Details** feature is especially useful to recipients, because it quickly provides them with concise, targeted information about the record, as opposed to having to scan the full record.

The details window is similar to what you'd see in Business Central the record. But it's slightly trimmed for

Teams. When you're finished viewing and making changes, close the window to return to the Teams conversation.

Here are a couple things to keep in mind when working with the card details:

- To open the card details, users must have permission on the page and its data in Business Central.
- Cards in Teams chats aren't automatically updated to changes. Any changes you save to a record in the details window are saved in Business Central. But the card in Teams won't show the changes in the conversation, until you paste the link again.

To learn more about working with cards and card details, see [Teams FAQ](#).

See Also

[Business Central and Microsoft Teams Integration Overview](#)

[Install the Business Central App for Microsoft Teams](#)

[Teams FAQ](#)

[Troubleshooting Teams](#)

[Developing for Teams Integration](#)

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Teams FAQ

2/18/2021 • 12 minutes to read • [Edit Online](#)

APPLIES TO: Business Central online

This article answers some of the questions you may have about working with Teams and Business Central.

- [General](#)
- [Working with cards](#)
- [Working with card details](#)
- [Collaborating with guests](#)

How do I sign in to the Business Central app in Teams?

After installing the app, you'll be asked to sign in the first time you paste a Business Central link into Teams chat or when you choose the **Details** action on a card in Teams. Depending on your Teams client, you may have to enter your credentials that you use to access Business Central.

How do I sign out of the Business Central app in Teams?

To sign out of your current user identity in Teams used to connect to Business Central, go to any chat compose box, and choose the Business Central icon underneath. When the window appears, check your currently signed in identity and then choose **Sign out**. If you're using Teams in the browser, you'll also be signed out of any Business Central web client in the same browser window.

Does the app for Teams connect to Business Central on premises?

No. The Business Central app for Teams only works with Business Central online. There are no plans to support Business Central deployment types—like on-premises, hybrid cloud, or private cloud—that Microsoft doesn't host or manage directly.

Does the app work with multiple companies and environments?

Yes. When the Business Central app expands a link into a card, the link must contain the environment and company names for the app to match the record in the right company. You can paste links to any companies and environments you have access to within your organization and from the Business Central account you used to sign in. Participants in the chat will see the card. But they can't view the card details unless they have permissions to the company or environment where that record is stored.

In which countries or regions is the Business Central app available?

The Business Central app for Teams isn't restricted by country or region. The app is available in all markets currently supported by the Teams marketplace.

Does the Business Central app work with any localization of Business Central?

Yes. The app is intended to work with any localization of Business Central, whether that localization is offered directly from Microsoft or through a partner. For more information, see [Country/regional availability and supported languages](#).

Which languages does the Business Central app support?

Two things determine the language used for cards and card details in Teams:

1. Your language in Teams, which you can see from your account settings in Teams.
2. Your language in Business Central, which you can see the Business Central Web client (see [Change Basic Setting - Language](#)).

The following table explains how the experience differs for message authors and recipients, depending on language settings and availability of languages.

WHO	CARD	CARD DETAILS
Message author	Displays in the language that's specified for you in Teams. If Business Central doesn't offer that same language, the card is displayed in English.	Displayed in the language that's specified for you in Business Central, which may include languages from language apps provided by partners.
Message recipient	Displays in the language of the message author.	Displays in the language that's specified for you in Business Central.

For the list of supported languages for Business Central, see [Supported languages](#).

Where can I find Teams integration inside the Business Central Web client?

There's currently no embedding of Teams controls or presence of Teams features inside the Business Central Web client or other clients.

Does Business Central work with the Teams mobile app?

Yes. The Business Central app can be installed from the Teams desktop app or browser, or by an administrator for all users. Once installed, the Business Central app is automatically available in Teams for iOS and Android. On mobile devices, you can view cards sent by others, access details, or pop out the card to the full experience in the Business Central mobile app. However, you can't paste links that expand into cards when composing messages. For minimum requirements for mobile, see [Minimum Requirements for Using Business Central](#).

Is the Business Central app for Teams the same as the Business Central app for iOS and Android?

No. The app for Teams is an add-in to Microsoft Teams and exclusively designed for collaborative experiences that light up within Teams. On the other hand, the Business Central mobile app delivers a rich experience for you to work with Business Central data on your mobile devices.

Mobile users are encouraged to install both the mobile app and the app for Teams to get the most out of Business Central. With both installed, you can choose the **Pop out** action on a card in Teams to open the card details in the Business Central mobile app. For information about installing the Business Central and Teams mobile apps, see:

- [Get Business Central on Your Mobile Device](#)
- [Get the Teams mobile app](#) on Microsoft Support

Does the Business Central app work in all Teams clients?

No. The Business Central app for Teams isn't supported when installed as a package for macOS or Linux. On these platforms, you can access Teams using a supported browser instead.

For minimum requirements in Business Central, see [Minimum Requirements for Using Business Central](#).

For information about the choice of Teams clients and how to install them, see [Get clients for Microsoft Teams](#) in the Teams documentation.

Which Teams client is best for Business Central?

There are only minor differences and limitations between Teams clients that may affect your experience with the Business Central app for Teams. When choosing a Teams client, consider:

- The camera and location can't be accessed from the details window in the Teams desktop app
- Using Microsoft Edge with the Teams in the browser let's you easily work across multiple identities and accounts by signing in to Teams from different profiles. To learn about using profiles in Microsoft Edge, see

[Sign in and create multiple profiles in Microsoft Edge](#) on Microsoft Support.

What is the best way for me to demonstrate Business Central and Microsoft Teams to prospective customers?

If you're a reselling partner, you might want to have an environment that you can show prospects as part of pre-sales demonstrations. To avoid affecting Microsoft Teams in your organization, you can get a Microsoft 365 demo account at <https://aka.ms/CDX>. This account gives you full control of an independent Azure organization that includes Microsoft Teams and Business Central. For more information, see [Preparing Demonstration Environments of Dynamics 365 Business Central](#).

Does the Business Central app for Teams cater for my customization and personalization?

The Business Central app for Teams can display cards for links to customer pages and tables in Business Central, such as those pages and tables originating from your own custom extensions or from AppSource.

The fields shown on a card in Teams can also be affected by Business Central customizations installed for your organization. Cards don't consider any role-specific customizations or user personalization. However, the card details window shows record details as you would see them in Business Central, including any extensions, role customizations, and user personalization.

Where can I learn about my privacy?

You can learn about how Microsoft handles your data in the [Microsoft Privacy Statement](#).

Contact your administrator to learn how your organization handles the privacy of your data.

How do I uninstall the Business Central app for Teams?

To remove the app that you installed for yourself, go to any chat compose box, find the Business Central icon underneath, right-click the icon and choose Uninstall.

Will Microsoft continue to improve the Business Central app for Teams?

At Microsoft, we're constantly listening to feedback from our diverse user community and acting upon the top suggestions. To learn about what is next for the Business Central app for Teams, see the [Dynamics 365 release plan](#).

If you want to participate in improving the app for Teams, or have a great idea that would help simplify your work or collaborative experiences in Teams, add an idea or vote for existing ideas at <https://aka.ms/BusinessCentralIdeas>.

See Also

[Business Central and Microsoft Teams Integration Overview](#)

[Install the Business Central App for Microsoft Teams](#)

[Troubleshooting Teams](#)

[Developing for Teams Integration](#)

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NOTE

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Troubleshooting Microsoft Teams Integration with Business Central

2/18/2021 • 6 minutes to read • [Edit Online](#)

APPLIES TO: Business Central online

This article provides information on how to identify and fix problems you may experience when using Microsoft Teams with Business Central, as a typical user or administrator.

None of my links expand into a card

If you're experiencing this problem, here are a few things to try:

1. First, make sure that the Business Central app for Teams is installed.

To check, sign in to the Teams desktop app or Teams in the browser. Then, on the left side, select **Apps**, and search for **Business Central**. When you find the **Business Central** app, select it to open the app details page. If the **Add for me** button is shown, then the Business Central app isn't installed. For more information about how to install the app, see [Install the Business Central App for Microsoft Teams](#).

NOTE

Guest users can't immediately install apps. For more information about guest users, see our FAQ about collaborating with guests.

2. Next, check that you've signed in with the correct identity.

In Teams, go to any chat, and under the message compose box, choose the Business Central icon. When the window appears, check whether the user it says that you're connected as matches what you use to connect to Business Central.

3. Make sure codeunit 2718 **Page Summary Provider** is published as a web service.

Teams connects to Business Central using an endpoint to this codeunit on the Business Central service. For information about publishing web services, see [Publish a Web Service](#).

4. Your organization may also restrict you from pasting links that expand into cards. Contact your administrator to understand the Teams organizational policies that may apply to you.

My link sometimes doesn't expand into a card

A link won't expand into a card in the following situations:

- The link targets a page of a type that doesn't represent a record. For example, it could be a link to Business Central's Role Center. You can check the page type using the page inspection pane in the Web client in Business Central. For more information about page inspection, see [Inspecting Pages](#).
- The link targets a page that (at a technical level) isn't connected to a source table in Business Central. You can check whether a page has a source table by using the page inspection pane in the Web client in Business Central. For more information about page inspection, see [Inspecting Pages](#).
- Teams doesn't support link previews in some features. For example, when you pop out a chat, you're in a

meeting, or you're a guest to another organization.

- Teams silently abandons trying to display the card after 15 seconds, for example, because of network issues.
- Teams may not expand the link if you've already pasted a link into the same message compose box and deleted the card.

The link must also contain all the necessary information to locate the record and display the corresponding card. This information includes:

- The environment name, by including it in the URL path. If you don't specify the environment name, Teams assumes you're attempting to reach the environment named "Production".
- The company name, by using the *company=* parameter
- The page identifier, by using the *page=* parameter
- The bookmark to the record, by using the *bookmark=* parameter

For example:

```
https://businesscentral.dynamics.com/?environmentname=Production&company=CRONUS%20USA%2C%20Inc.&page=21&dc=0&bookmark=21%3bEgAAAAJ7BTEAMAAwADAAMA%3d%3d
```

For technical details about Business Central URLs, see [Web Client URL](#) in the Business Central Developer and IT Pro Help.

The card is displayed in the message compose box, but selecting the Details button does nothing

After a link gets expanded into a card in the message compose box, you must send the message to the chat before you can use the **Details** button.

The details window opens, but shows an error before details are shown

This problem can be caused by a couple things: lack of permissions in Business Central or browser settings (when using Teams in the browser).

1. Verify your permissions in Business Central.

To view details for a card, Business Central checks your license and permissions to view that specific record and page in the specific company and environment. If you aren't authorized for any of these things, standard Business Central error messages about permissions appear in the details window.

For more information about permissions, see [Assign Permissions to Users and Groups](#)

2. Check your browser settings if using Teams in the browser.

- Your browser's pop-up blocker must be either turned off or set to allow pop-ups from the *businesscentral.dynamics.com* or *bc.dynamics.com* domains. For information about allowing pop-ups for Business Central, see [Setting Up Your Browser](#).
- Your browser must have access to local browser storage for cookies and preferences as you work.
- Avoid using guest or private browsing unless necessary, because they discard or block certain content in some browsers.

For more information about minimum browser requirements, see [Minimum Requirements for Using Business Central](#)

I'm having problems with the camera or location in Teams

When using Business Central features in the details window that require access to your location or device

camera, you must first give your consent for Teams to access these device capabilities.

- For Teams in the browser, make sure that your browser settings allow access to camera and location for <https://teams.microsoft.com>.
- For Teams for iOS or Android, make sure that your device settings allow access to camera and location for the Teams mobile app.

For help about changing these settings, see [My camera isn't working in Teams](#) on Microsoft Support.

The Business Central app doesn't support location in the Teams desktop app. For more information about location, see the [Teams FAQ](#).

Some browsers, such as the new Microsoft Edge, allow you to choose which device camera to use when your device supports multiple cameras.

Teams displays mixed languages for my cards and card details

For cards and card details to display consistently in the same language in Teams, the language of your Teams client and the language you use in Business Central Web client must match.

- To learn about changing the language in Teams, see [Change settings in Teams](#) on Microsoft Support.
- To learn about changing the language in Business Central, see [Change Basic Settings - Language](#).

For more information on how languages work between Teams and Business Central, see [Teams FAQ](#).

I edited a field in the details window, but my change wasn't saved

Changes you make to a field in the details windows are automatically saved when you leave the field. Before you close the window after changing a field, be sure to press the Tab key or click/tap outside the field.

A new tile appeared in the App Launcher. How do I remove it?

When you view your apps on the Office 365 home page (<https://home.office.com>) or in the app launcher, a new tile named "Business Central Teams Integration Service Connector" will appear after installing the Business Central app for Teams. This tile provides no value in itself and can be safely hidden.

As an administrator, who has Azure Active Directory admin permissions, you can hide the tile by doing the following steps:

1. Sign in to the [Azure Active Directory admin center](#).
2. Select **Enterprise apps**, then select **Business Central Teams Integration Service Connector**.
3. Select **Properties**, then set the **Visible To Users** switch to **No**.
4. Select **Save**.

NOTE

It will be a while before this change takes effect.

See Also

[Business Central and Microsoft Teams Integration Overview](#)

[Install the Business Central App for Microsoft Teams](#)

[Teams FAQ](#)

[Developing for Teams Integration](#)

Start a [free trial!](#)

NOTE

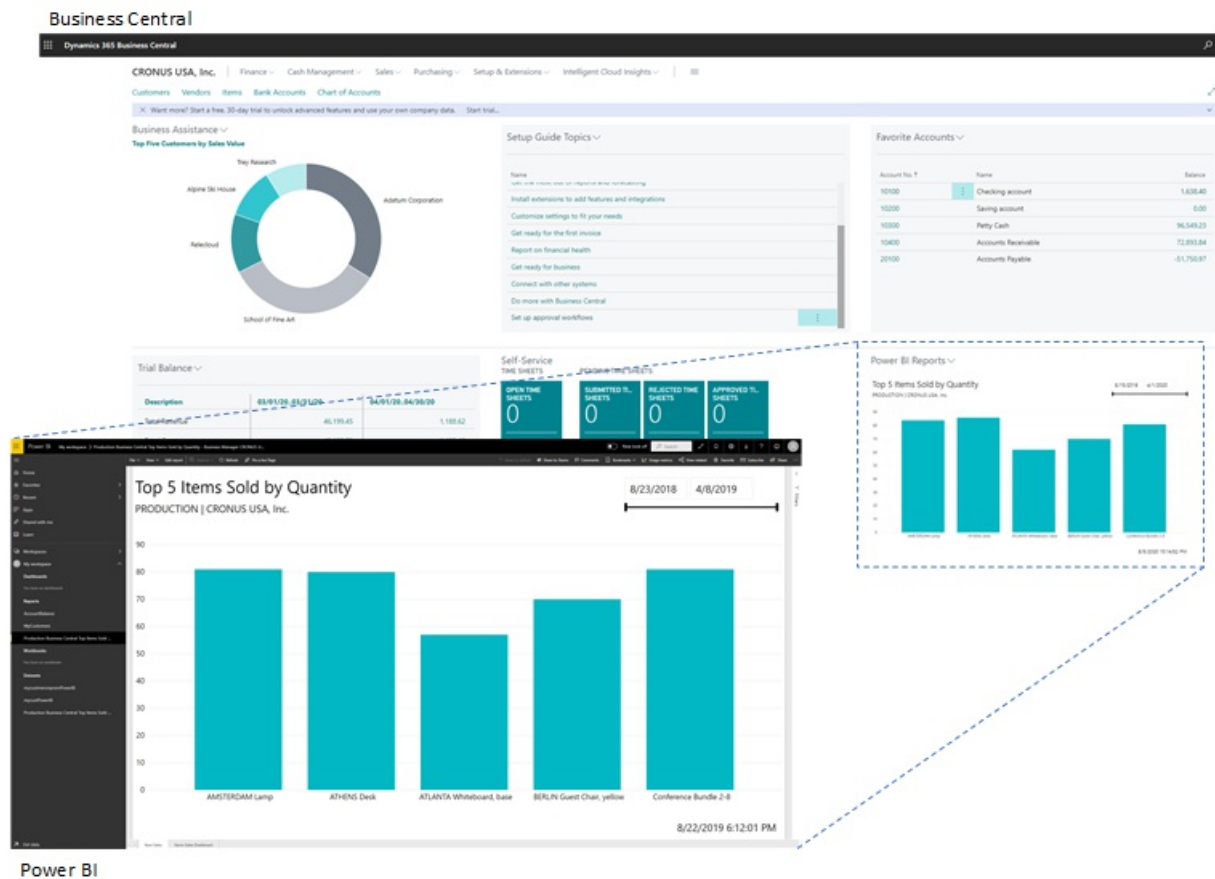
Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Business Central and Power BI

2/18/2021 • 3 minutes to read • [Edit Online](#)

Getting insights into your Business Central data is easy with [Power BI](#) - a data visualization system from Microsoft. Power BI retrieves Business Central data allowing you to build dashboards and reports based on that data. Power BI provides a flexible alternative to reports built in Business Central, enabling you drill down and customize the visualization, and even merge data from different companies in Business Central. Some Power BI reports can also be embedded in Business Central and viewed without leaving the system. More complex dashboards are better experienced from the Power BI web site.



What you can do with Power BI and Business Central

There are various features for working with Business Central and Power BI. Some things you can do from Power BI, while other things are done from Business Central. Also, some features are only available with Business Central online, not on-premises. The following table gives you an overview.

FEATURE	DESCRIPTION	ONLINE	ON-PREMISES	MORE INFORMATION
---------	-------------	--------	-------------	------------------

FEATURE	DESCRIPTION	ONLINE	ON-PREMISES	MORE INFORMATION
View Business Central data in Power BI	You can view your data from Business Central in reports in Power BI. Business Central online includes some predefined Power BI reports. Or your organization might have made some custom reports available to you.	✔	✔	See...
View Power BI reports in the Business Central client.	Power BI reports that display Business Central data can be embedded directly in parts Business Central pages. You can switch the part to display any report that is made available to you.	✔	✔*	See...
Create reports and dashboards in Power BI that display Business Central data.	Use Power BI Desktop to create your own reports and dashboards. You can publish the reports to your own Power BI Service or share them with others within your organization.	✔	✔	See...
Business Central apps in Power BI	Business Central publishes three apps for Power BI on Microsoft AppSource. These apps create detailed reports and dashboards in your Power BI service for viewing Business Central data. Available apps include: <ul style="list-style-type: none"> • Dynamics 365 Business Central - CRM • Dynamics 365 Business Central - Finance • Dynamics 365 Business Central - Sales 	✔		See...

* This feature requires a registered application for Business Central in Microsoft Azure. For more information, see [Registering Business Central On-Premises in Azure AD for Integrating with Other Services](#).

Getting ready to use Power BI

There are a few tasks that must be done before you can start using Power BI with Business Central. Some of the tasks are typically only done by administrators or super users.

1. If you're using Business Central on-premises, make sure your deployment meets the requirements outlined in [Set up Business Central on-premises for Power BI integration](#). This task is typically an administrative task.

2. Publish data as web services.

Codeunits, pages, and queries that you want to use as the data source in Power BI reports must be published as web services. There are many web services published by default. An easy way to find the web services is to search for *web services* in Business Central.

For more information about publishing web services, see [Publish a Web Service](#).

3. Get a Power BI account.

To do anything with Power BI and Business Central, whether you're an administrator or just a consumer, you'll need Power BI service account. To get an account, go to <https://powerbi.microsoft.com>. To sign up for an account, use your work email address and password. Sign-up requires that you have a license, but in most cases you should already have a free license. For more information, see [Power BI Licensing](#).

4. If you want to create your own Power BI reports, get Power BI Desktop.

You can download [Power BI Desktop](#). For more information, see [Get Power BI Desktop](#).

See Related Training at [Microsoft Learn](#)

See Also

[Power BI for consumers](#)

[The 'new look' of the Power BI service](#)

[Quickstart: Connect to data in Power BI Desktop](#)

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Power BI Integration Component and Architecture Overview for Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

In this article, you'll learn about the different aspects of Power BI integration with Business Central to help you understand its implementation and use.

Components

The following table describes the major components involved with Power BI integration.

COMPONENT	DESCRIPTION
Power BI	A cloud-based report hosting and management service.
Power BI Desktop	An authoring tool for building reports and dashboards, and allows you to run reports. It's available as a free download on Microsoft Store and is installed locally.
Business Central	Online or on-premises solution with connectors exposed to Power BI and the ability to embed a Power BI part.

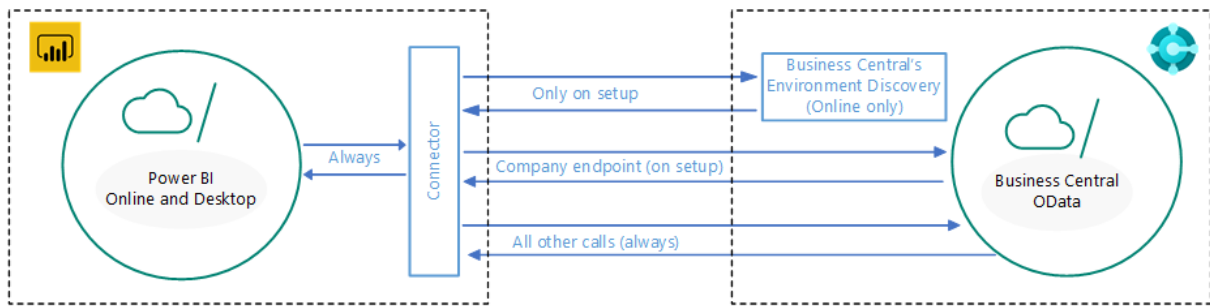
What's available from the start

The following table describes available features.

FEATURE	BUSINESS CENTRAL ONLINE OR ON-PREMISES SUPPORT
Power BI connectors	Both. Different connectors for online and on-premises. Same connector used for Power BI Desktop and Power BI Service
Embedded experience for viewing a given report inside a FactBox in Business Central	Both. Requires configuration to display reports for on-premises.
Power BI report management from Business Central	Online
Default Power BI reports on role centers deployed to Power BI	Online
Power BI Apps on Microsoft AppSource	Online.

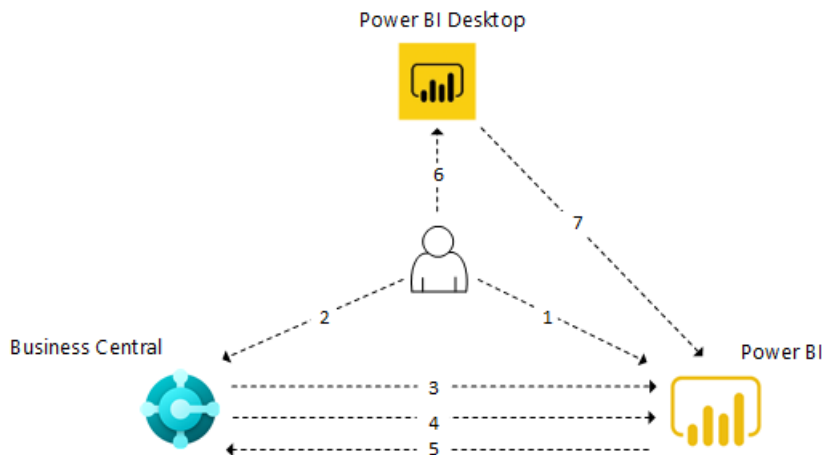
Architecture

Business Central integrates with Power BI through a connector using OData. The data source for Power BI reports is exposed as OData web services.



General Flow

The following diagram illustrates the basic workflow for users when connecting Business Central to Power BI.



1. User signs up for a Power BI account.
2. User connects to Power BI from Business Central.
3. Business Central verifies the license.
4. Business Central deploys default reports to the Power BI service. This step only happens for Business Central online.
5. Business Central makes reports in Power BI available for selection in Business Central. Default reports are automatically displayed in Power BI parts.
6. User creates a report in Power BI Desktop.
7. User publishes the report to the Power BI service. The reports are then available for selection in Business Central.

See Related Training at [Microsoft Learn](#)

See Also

- [Business Central and Power BI](#)
- [Power BI for consumers](#)
- [The 'new look' of the Power BI service](#)
- [Quickstart: Connect to data in Power BI Desktop](#)
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Enabling Power BI Integration With Business Central

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This article describes how to get Business Central ready for integration with Power BI. Business Central online is already enabled for integration, although there's some information about licensing that you might want to read. For Business Central on-premises, you'll have set up your environment to connect to Power BI before users can work with it.

Power BI Licensing

With Business Central, users get a free Power BI license that provides access to the most common features in Business Central and Power BI. You can also purchase a Power BI Pro license that provides access to additional features. The following table provides an overview of the features available with each license.

POWER LICENSE	VIEW REPORTS	CREATE REPORTS	SHARE REPORTS	REFRESH REPORTS	BUSINESS CENTRAL APPS
Power BI free	✓	✓	(limited)	(limited)	
Power BI Pro	✓	✓	✓	(extensive)	✓

For more information, see [Licensing the Power BI service for users in your organization](#) or [Sign up for the Power BI service as an individual](#).

Set up Business Central on-premises for Power BI integration

This section explains the requirements for a Business Central on-premises deployment to integrate with Power BI.

1. OData web services and the ODataV4 endpoint are enabled.

OData web service must be enabled on the Business Central Server, and OData port opened in firewall. For more information, see [Configuring Business Central Server - OData Web Services](#).

The local server must be accessible from the Internet.

2. Business Central user accounts have web service access key.

A web service access key is needed to view Business Central data in Power BI. You can assign a web service access key to each user account. Or instead, create a specific account with a web service access key for use by all users. For more information, see [Web Services Authentication](#).

3. NavUserPassword or Azure Active Directory Authentication is configured.

4. To view Power BI reports embedded in Business Central pages, an application must be registered for Business Central in Microsoft Azure.

The registered application needs permission to Power BI services. For more information, see [Registering Business Central On-Premises in Azure AD for Integrating with Other Services](#).

NOTE

If your deployment uses NavUserPassword authentication, Business Central connects to the same Power BI service for all users. You'll specify this service account as part of registering the application. With Azure AD authentication, Business Central connects to the Power BI service associated with the individual user accounts.

Publish data as web services

Codeunits, pages, and queries that you want to use as the data source in Power BI reports must be published as web services. There are many web services published by default. An easy way to find the web services is to search for *web services* in Business Central. In the **Web Services** page, make sure the **Publish** field is selected for the web services listed above. This task is typically an administrative task.

For more information about publishing web services, see [Publish a Web Service](#).

TIP

To learn about what you can do to ensure the best performance of web services, as seen from the Business Central server (the endpoint) and from the consumer (the client), read [Writing efficient Web Services](#).

See Related Training at [Microsoft Learn](#)

See Also

[Business Central and Power BI](#)

[Power BI Integration Component and Architecture Overview for Business Central](#)

[Power BI for consumers](#)

[The 'new look' of the Power BI service](#)

[Quickstart: Connect to data in Power BI Desktop](#)

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Building Power BI Reports to Display Dynamics 365 Business Central Data

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You can make your Dynamics 365 Business Central data available as a data source in Power BI Desktop and build powerful reports of the state of your business.

This article describes how to get started using Power BI Desktop to create reports that display Dynamics 365 Business Central data. After you create reports, you can publish them to your Power BI service, or share them with all users in your organization. Once these reports are in the Power BI service, users that are set up for it, can then view the reports in Dynamics 365 Business Central.

Get ready

- Sign up for the Power BI service.

If you haven't already signed up, go to <https://powerbi.microsoft.com>. When you sign up, use your work email address and password.

- Download [Power BI Desktop](#).

Power BI Desktop is a free application you install on your local computer. For more information, see [Quickstart: Connect to data in Power BI Desktop](#).

- Make sure the data you want in the report is published as a web service.

There are many web services published by default. An easy way to find the web services is to search for *web services* in Business Central. In the **Web Services** page, make sure the **Publish** field is selected. This task is typically an administrative task.

For more information about publishing web services, see [Publish a Web Service](#).

- For Business Central on-premises, get the following information:

- The OData URL for Business Central. Typically, this URL has the format

`http[s]://[computer]:[port]/[serverinstance]/ODataV4`, for example,

`https://localhost:7048/BC160/ODataV4`. If you have a multi-tenant deployment, include the tenant in the URL, for example, `https://localhost:7048/BC160/ODataV4?tenant=tenant1`.

- A user name and web service access key of a Business Central account.

To get data from Business Central, Power BI uses basic authentication. So, you'll need a user name and web service access key to connect. The account might be your own user account, or your organization may have specific account for this purpose.

- Download the Business Central report theme (optional).

For more information, see [Using the Business Central report theme](#) in this article.

Add Business Central as a data source in Power BI Desktop

The first task in creating reports is to add Business Central as a data source in Power BI Desktop. Once connected, you can start to build the report.

1. Start Power BI Desktop.

2. Select **Get Data**.

If you don't see **Get Data**, select the **File** menu, then **Get Data**.

3. On the **Get Data** page, select **Online Services**.

4. In the **Online Services** pane, do one of the following steps:

a. If you're connecting to Business Central online, choose **Dynamics 365 Business Central**, then **Connect**.

b. If you're connecting to Business Central on-premises, choose **Dynamics 365 Business Central (on-premises)**, then **Connect**.

5. Power BI displays a wizard that will guide you through the connection process, including signing into Business Central.

For online, choose **Sign in**, and then choose the relevant account. Use the same account that you use to sign into Business Central.

For on-premises, enter the OData URL for Business Central, and optionally the company name. Then, when prompted, enter the user name and password of the account to use for connecting to Business Central. In the **Password** box, enter the web service access key.

NOTE

Once you have successfully connected to Business Central, you won't be prompted again to sign in.

6. Choose **Connect** to continue.

The Power BI wizard shows a list of Microsoft Business Central environments, companies, and data sources. These data sources represent all the web services that you've published from Business Central.

7. Specify the data you want to add to your data model, and then choose the **Load** button.

8. Repeat the previous steps to add additional Business Central, or other data, to your Power BI data model.

Once the data is loaded, you can see it in the right navigation on the page. At this point, you've successfully connected to your Business Central data, and you can begin building your Power BI report.

TIP

For more information about using Power BI Desktop, see [Get started with Power BI Desktop](#).

Creating reports to display data associated with a list

You can create reports that display in a FactBox of a Business Central list page. The reports can contain data about the record selected in the list. Creating these reports is similar to other reports, except there are a few things you'll have to do to make sure the reports display as expected. For more information, see [Creating Power BI Reports for Displaying List Data in Business Central](#).

Using the Business Central report theme (optional)

Before building your report, we recommend that you download and import the Business Central theme file. The theme file creates a color palette so you can build reports with the same color styling as the Business Central apps, without requiring you to define custom colors for each visual.

NOTE

This task is optional. You can always create your reports, and then download and apply the style template later.

Download the theme

The theme file is available as a json file on Microsoft Power BI Community Themes Gallery. To download the theme file, do the following steps:

1. Go to [Microsoft Power BI Community Themes Gallery for Microsoft Dynamics 365 Business Central](#).
2. Select the download attachment **Microsoft Dynamics Business Central.json**.

Import the theme on a report

After you've downloaded the Business Central report theme, you can import it to your reports. To import the theme, Select the **View > Themes > Browse for themes**. For more information, see [Power BI Desktop - Import custom report themes](#).

Publish reports

After you've created or modified a report, you can publish the report to your Power BI service and also share it with others in your organization. Once published, you'll see the report in Power BI. The report also becomes available for selection in Business Central.

To publish a report, select **Publish** on the **Home** tab of the ribbon or from the **File** menu. If you're signed into Power BI service, the report is published to this service. Otherwise, you're prompted to sign in.

Distribute or share a report

There are a couple ways to get reports to your coworkers and others:

- Distribute reports as .pbix files.

Reports are stored on your computer as .pbix files. You can distribute the report .pbix file to users, like any other file. Then, users can upload the file to their Power BI Service. See [Upload reports from files](#).

NOTE

Distributing reports in this manner means that refreshing data for reports will be done individually by each user. This situation might impact Business Central performance.

- Share report from your Power BI service

If you have a Power BI Pro license, you can share the report to others, directly from your Power BI service. For more information, see [Power BI - Share a dashboard or report](#).

See Related Training at [Microsoft Learn](#)

See Also

[Enabling Your Business Data for Power BI](#)

[Business Intelligence](#)

[Getting Started](#)

[Importing Business Data from Other Finance Systems](#)

[Setting Up Business Central](#)

[Finance](#)

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Creating Power BI Reports for Displaying List Data in Business Central

2/18/2021 • 3 minutes to read • [Edit Online](#)

Dynamics 365 Business Central includes a FactBox control element on a number of key list pages that provide additional insight into the data in the list. As you move between rows in the list, the report is updated and filtered for the selected entry. You can create custom reports to display in this control. However, there are a few rules to follow to ensure that reports work as expected.

Prerequisites

- A Power BI account.
- Power BI Desktop.

For more information about getting started, see [Using Business Central as a Power BI Data Source](#).

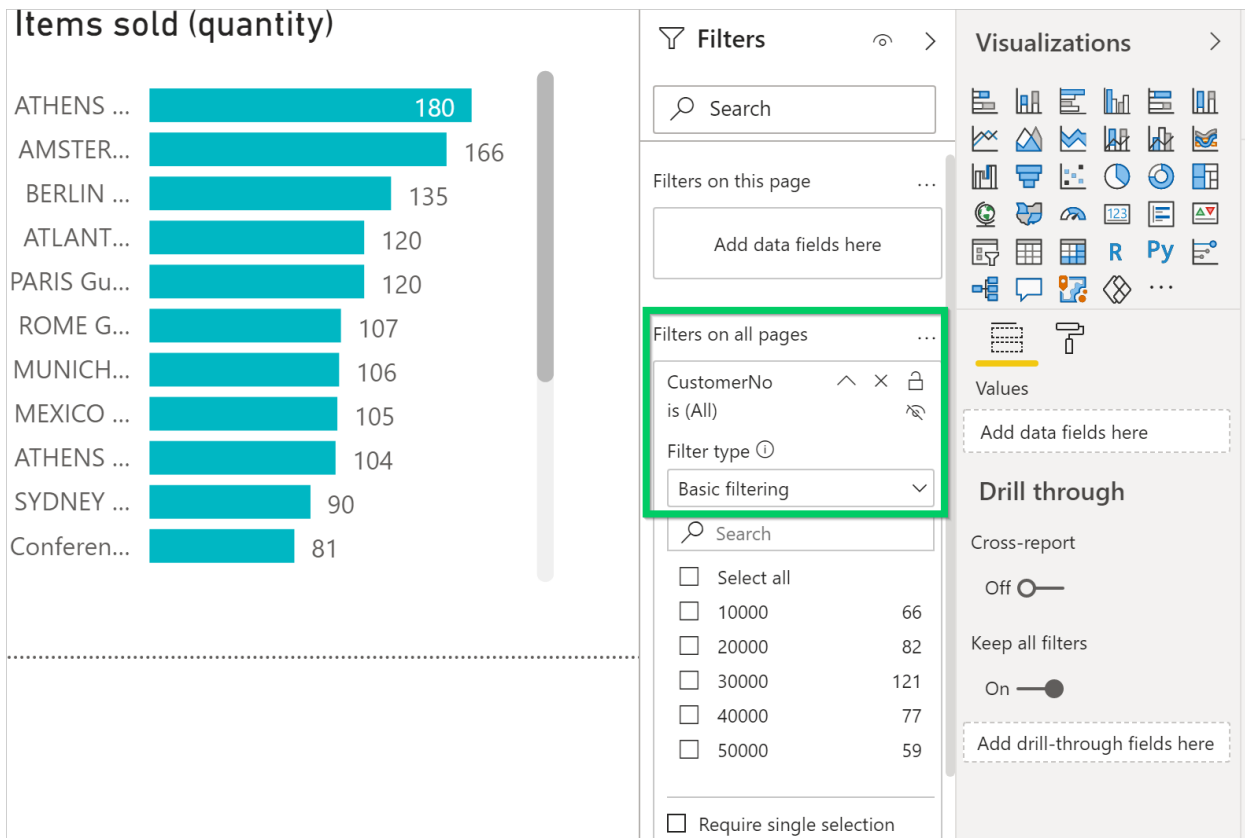
Defining the report data set

Specify the data source that contains the data related to the list. For example, to create a report for the Sales List, ensure the data set contains information related to sales.

Defining the report filter

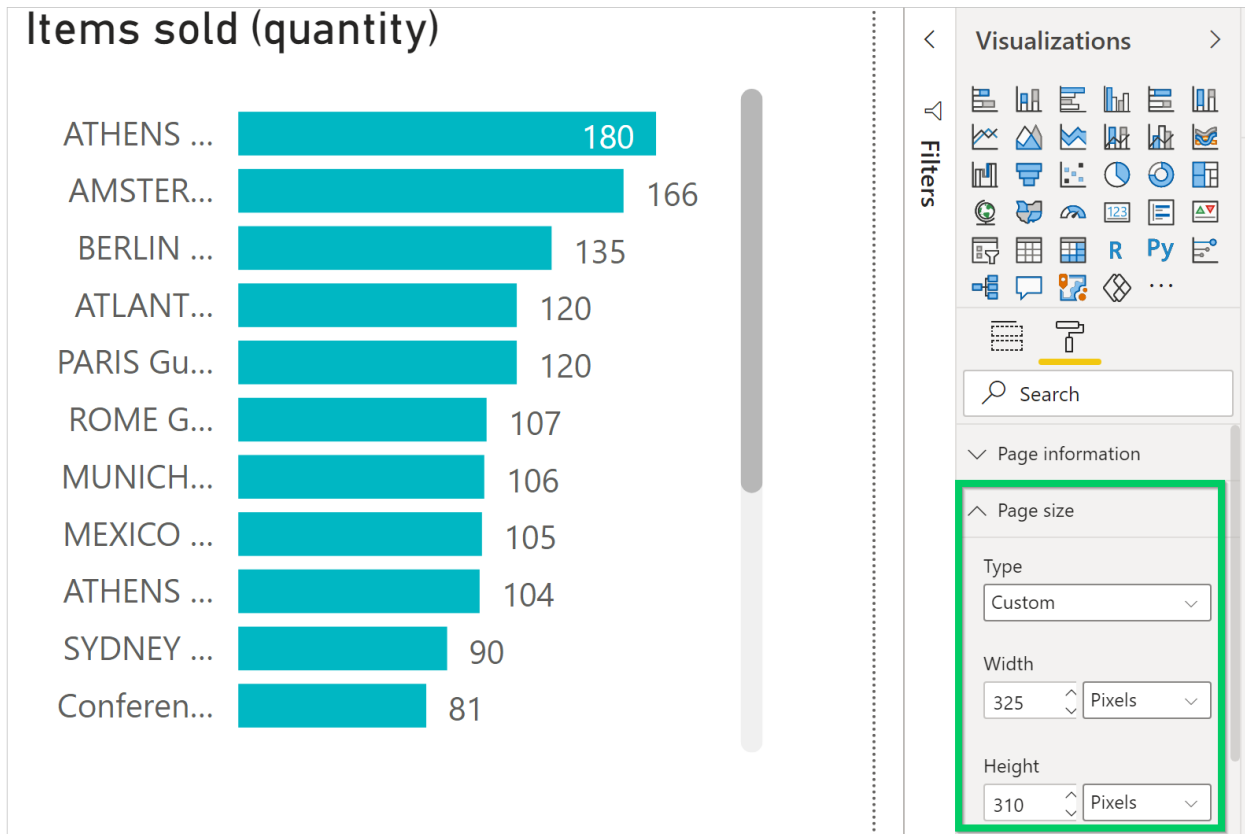
To make the data update to the selected record in the list, you add a filter to the report. The filter must include a field of the data source that's used as the *primary key*. In most cases, the primary key for a list is the **No.** field.

To define a filter for the report, select the primary key from the list of available fields, and then drag and drop that field into the **Report Filter** section. The filter must be a basic report filter that's defined for all pages. It can't be page, visual, or advanced filter.



Setting the report size and color

The size of the report must be set to 325 pixels by 310 pixels. This size provides the proper scaling of the report in the available space of the Power BI FactBox control in Business Central. To define the size of the report, place focus outside of the report layout area, and then choose the paint roller icon.



You can change the width and height of the report by choosing **Custom** in the **Type** field.

If you want the background of the report to blend with the background color of the Power BI FactBox control, set

report background color to #FFFFFF.

Using reports with multiple pages

With Power BI, you can create a single report with multiple pages. However, for reports that will display with list pages, we don't recommend that they have more than one page. The Power BI FactBox will only show the first page of your report.

Naming the report

Give the report a name that contains the name of the list page associated with the report. For example, if the report is for the **Vendor** list page, include the word *vendor* somewhere in the name.

This naming convention isn't a requirement. However, it makes selecting reports in Business Central quicker. When the report selection page opens from a list page, it's automatically filtered based on the page name. This filtering is done to limit the reports that are displayed. Users can clear the filter to get a full list of reports available in Power BI.

Fixing problems

This section provides a workaround for the most typical problems that can occur when you create the Power BI report.

You can't see a report on the Select Report page

It's probably because the report's name doesn't contain the name of the list page. Clear the filter to get a full list of Power BI reports available.

Report is loaded but blank, not filtered or filtered incorrectly

Verify that the report filter contains the right primary key. In most cases, this field is the **No.** field, but in the **G/L Entry** table, for example, you must use the **Entry No.** field.

Report is loaded, but it shows a page you didn't expect

Verify that the page you want displayed is the first page in your report.

Report appears with an unwanted gray border, or it's too small or too large

Verify that the report size is set to 325 pixels x 310 pixels. Save the report, and then refresh the list page.

See Related Training at [Microsoft Learn](#)

See Also

[Enabling Your Business Data for Power BI](#)

[Using Business Central as a Power BI Data Source](#)

[Getting Started](#)

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Working with Power BI Reports in Business Central

2/18/2021 • 6 minutes to read • [Edit Online](#)

In this article, you learn some of the basics about viewing Power BI reports in Business Central.

Overview

Power BI reports give you insight into your Business Central. Various pages in Business Central include a Power BI reports part that can display Power BI reports. The role center is a typical page where you'll see a Power BI reports part. Some list pages, like **Items**, also include a Power BI part.

Business Central works together with the Power BI service. Reports for displaying in Business Central are stored in a Power BI service. In Business Central, you can switch the report displayed in the Power BI part to any Power BI report available in your Power BI service. The first time you sign into Business Central, and until you connect to a Power BI service, parts will be empty, as shown here:

Power BI Reports ▾

Get started with Power BI

Prerequisites

If you're using Business Central on-premises, it must be enabled for Power BI integration. This task is typically done by an administrator. For more information, see [Set up Business Central on-premises for Power BI integration](#).

NOTE

Business Central online is already set up to integrate with Power BI.

Get ready

Sign up for the Power BI service. If you haven't already signed up, go to <https://powerbi.microsoft.com>. When you sign up, use your work email address and password.

Connect to Power BI - one time only

When you first sign into Business Central, you might see an empty Power BI part on some page, as shown in the previous figure. The first thing to do is to connect to your Power BI account. Once connected, you can see reports. You only have to do this step once.

To connect to Power BI, select the **Get Started with Power BI** link in the **Power BI Reports** part.

During the connecting process, Business Central communicates with the Power BI service to determine if you have a valid Power BI account and license. Once your license is verified, the default Power BI report displays on the page. If there a report isn't shown, you can select a report from the part.

TIP

With Business Central online, this step will automatically upload default Power BI reports used in Business Central to your Power BI workspace.

From Business Central on-premises

Connecting to Power BI from Business Central is similar to online. However, you'll be prompted on the **AZURE ACTIVE DIRECTORY SERVICE PERMISSIONS** page to grant access to Power BI Services. To grant access, select **Authorize Azure Services**, and then **Accept**.

Once connected, you can select a report from the Power BI part on pages.

Show Power BI reports on list pages

Dynamics 365 Business Central includes a Power BI FactBox on several key list pages. This FactBox provides additional insight into the data in the list. As you move between rows in the list, the report is updated and filtered for the selected entry. If you don't see this part, then from the action bar, select **Actions > Display > Show/Hide Power BI Reports**. For more information, see [Creating Power BI Reports for Displaying List Data in Business Central](#).

Select Power BI reports

A Power BI part on a page can display any Power BI report that's available to you. To switch to view another report, choose the **Select Report** action from the drop-down command list at the top of the part.

The **Power BI Reports Selection** page shows a list of all the Power BI reports that you have access to. This list is retrieved from your Power BI workspace. Select the **Enable** box for each report that you want to display on the page, and then choose **OK**. You'll return to the page, and the last report you enabled will appear. Using the drop-down command list, use the **Previous** and **Next** commands to navigate between reports.

Get reports

If you don't see any reports on the **Power BI Reports Selection** page, or don't see the report you want, choose **Get Reports**. This action lets you look for reports from two locations: *My Organization* or from *Services*.

- Choose **My Organization** to go to the Power BI services. From here, you can view the reports within your organization that you've been given rights to view. You can then add them to your workspace.
- Choose **Services** to go to Microsoft AppSource where you can install Power BI apps.

TIP

If you have Power BI Desktop, you can also create new Power BI reports. Then, once those reports are published to your Power BI workspace, they will appear on the **Power BI Reports Selection** page.

Manage and modify reports

You can make changes to a report in the Power BI part. The changes that you make will then be published to the Power BI service. If the report is shared with other users, they'll also see the changes, unless you save the changes to a new report.

To modify a report, choose the **Manage Report** action from the drop-down command list in the Power BI part. Then start making changes. Once you finish making changes, select **File > Save**. If it's a shared report, and you don't want to make the change for all users, select **Save As** to avoid making this change for all users.

When you return to the role center, the updated report will appear. If you used **Save As**, you'll have to choose **Select Report**, and then enable the new report to see it.

NOTE

This capability is not available with Business Central on-premises.

Upload reports

Power BI Reports can be distributed among users as .pbix files. If you have any .pbix files, you can upload and share them with all users of Business Central. The reports are shared within each company in Business Central.

To upload a report, select the **Upload Report** action from the drop-down command list on the **Power BI Reports** part. Then, locate the .pbix file that defines the reports that you want to share. You can change the default name of the file.

After the report uploads to your Power BI workspace, it automatically uploads to other users' Power BI workspaces.

NOTE

Uploading a report requires that you have SUPER user permissions in Business Central. Also, you can't upload reports with Business Central on-premises. With on-premises, you upload reports directly to your Power BI workspace. For more information, see [Working with Business Central Data In Power BI](#).

Fixing problems

However, if something goes wrong, this section provides a workaround for the most typical issues.

You don't have a Power BI account

A Power BI account hasn't been set up. To get a valid Power BI account, you must have a license, and you must have previously signed into Power BI to create a Power BI workspace.

Message: There are no enabled reports. Choose **Select Report** to see a list of reports that you can display.

This message appears if the default report failed to deploy to your Power BI workspace. Or it deployed but didn't refresh successfully. Navigate to the report in your Power BI workspace, select **Dataset**, **Settings**, and then manually update the credentials. Once the dataset successfully refreshes, navigate back to Business Central and manually select the report from the **Select Reports** page.

See Related Training at [Microsoft Learn](#)

See Also

[Business Central and Power BI](#)

[Building Power BI Reports to Display Dynamics 365 Business Central Data](#)

[Power BI Integration Component and Architecture Overview for Business Central](#)

[Working with Business Central Data in Power BI](#)

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Working with Business Central Data in Power BI

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In this article, you learn some of the basics about working with reports and dashboards in Power BI that use Business Central as a data source. The article discusses some aspects that will help you get started as a Business Central user. For general guidelines and instructions about using Power BI, see [Power BI documentation for consumers](#).

Get ready

Sign up for the Power BI service. If you haven't already signed up, go to <https://powerbi.microsoft.com>. When you sign up, use a work email address and password.

Get started

Once you have a Power BI account, you can sign in at <https://powerbi.microsoft.com/>.

The Power BI service hosts all the reports available to you. To see the report, select **My Workspace > Reports**. Then just select the report that you want to view.

With Business Central online, you'll automatically have a set of default reports on your workspace. If you want to create your own reports, you can use Power BI Desktop to create reports, and then publish them to your workspace. For more information, see [Getting Started Building Reports in Power BI Desktop to Display Dynamics 365 Business Central Data](#).

If you're using Business Central on-premises, you'll have to start from scratch by using Power BI Desktop. Optionally, Power BI reports can be distributed as files, that you can upload.

Get the latest data

Each Power BI report is based on a dataset that gets data from the Business Central sources. You want to make sure that the data in your Power BI reports is up to date with the data in Business Central. This concept is referred to as *refreshing*. Depending on how your organization has set up Power BI, refreshing might not happen automatically. There are two ways to refresh data: manually or by scheduling a refresh. Manual refreshing is done on-demand, as needed. Scheduled refreshing lets you refresh automatically at defined time intervals.

Refresh manually

In the navigation pane, under **Datasets**, select **More options (...)** next to the dataset, then select **Refresh now**.

Schedule a refresh

In the navigation pane, under **Datasets**, select **More options (...)** next to the dataset, then select **Schedule refresh**. Fill in the information under the **Schedule refresh** section, and select **Apply**.

For more information, see [Configure scheduled refresh](#)

Upload reports from files

Power BI Reports can be distributed among users as .pbix files. If you have a .pbix file, you can upload the file to a workspace. To upload a report, do the following steps:

1. In your new workspace, select **Get Data**.

2. In the Files box, select **Get**.
3. Select **Local File**, navigate to where you saved the file, and select **Open**.

For more information, see [Upload the report to the service](#).

NOTE

Uploading a report requires that you have a [Premium capacity](#) work space. For more information, see [Managing Premium capacities](#).

TIP

If you're using Business Central online, you can also upload a report from within Business Central. For more information, see [Working with Power BI Reports in Business Central - Upload Reports](#).

Share reports with others

Once a report is in your workspace, you can share it with others in your organization.

To share a report, in a list reports, or in an open report, select **Share**. In the **Share report** pane, enter the full email addresses for individuals or distribution groups you want to share with. Follow the instructions on screen to complete the sharing. For more information, see [Share a dashboard or report](#).

NOTE

You must have [Power BI Pro license](#), and the people you share with do too. The content must be in a workspace in a [Premium capacity](#). For more information, see [Ways to share your work in Power BI](#).

See Related Training at [Microsoft Learn](#)

See Also

- [Business Central and Power BI](#)
- [Building Power BI Reports to Display Dynamics 365 Business Central Data](#)
- [Power BI Integration Component and Architecture Overview for Business Central](#)
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Using the Business Central Apps in Power BI

2/18/2021 • 7 minutes to read • [Edit Online](#)

APPLIES TO: Dynamics 365 Business Central online

Dynamics 365 Business Central publishes the following Power BI apps, which provide detailed dashboards for viewing data:

- Dynamics 365 Business Central - CRM
- Dynamics 365 Business Central - Finance
- Dynamics 365 Business Central - Sales

Overview

Each app includes several reports that you can drill into for data, including the following features:

- Choose any visual on the dashboard to bring up one of the underlying reports.
- Filter the report or add fields that you want to monitor.
- Pin a customized view to the dashboard to continue tracking.
You can refresh data manually, and you can set up a refresh schedule. For more information, see [Configuring scheduled refresh](#).

The apps are designed to work with data from any company in Business Central. When you install the Power BI app, you specify one or more parameters to connect to your Business Central.

NOTE

You can also build your own reports and dashboards in Power BI based on your Business Central data. For more information, see [Connecting Your Business Data to Power BI](#).

Prerequisites

Power BI apps require permissions to the tables where data is retrieved from and the web services used to retrieve data. The following table lists the web services required for each Power BI app:

APP	WEB SERVICES
Business Central – CRM	<ul style="list-style-type: none">• Sales Opportunities• Excel Template View Company Information• Power BI Report Labels
Business Central – Finance	<ul style="list-style-type: none">• PowerBIFinance• Excel Template View Company Information• Power BI Report Labels

APP	WEB SERVICES
Business Central – Sales	<ul style="list-style-type: none"> • Item Sales by Customer • Sales Dashboard • Excel Template View Company Information • Power BI Report Labels

TIP

An easy way to find the web services is to search for *web services* in Business Central. In the **Web Services** page, make sure that the **Publish** field is selected for the web services listed above. For more information, see [Publishing a Web Service](#).

Get ready

Sign up for the Power BI service. If you haven't already signed up, go to <https://powerbi.microsoft.com>. When you sign up, use your work email address and password.

Install a Business Central app in Power BI

1. Open your browser, navigate to <https://powerbi.microsoft.com>, and sign into your account.
2. Select **Get Data** at the bottom of the left navigation pane.



You can also get starting from within Business Central. From your Home page, navigate to **Report Selection** in the Power BI section. Select either **Service** or **My Organization** from the ribbon. Either the Organization gallery in Power BI or Microsoft AppSource opens, filtered to only display apps related to Business Central.

3. In the **Services** box, select **Get**.

This step opens the **Power BI Apps** page, which lets you browse for Power BI app available in **AppSource**.

4. In the **Search** box, enter **Dynamics 365 Business Central**.
5. Select app that you want to use, select **Get it now**, and then **Install**.

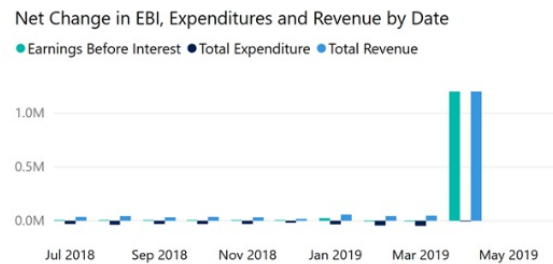
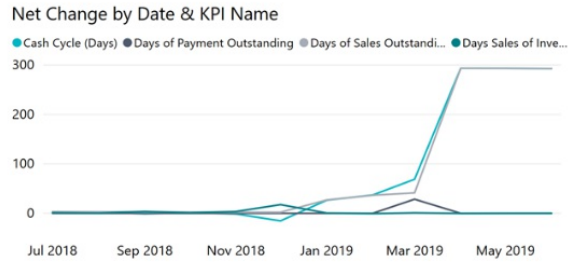
When completed, the app will be available from **Apps** on the navigation menu in Power BI.

Connect the Business Central app to your data

1. Under **Apps**, select the Business Central app, then **Connect**.
2. When prompted, fill in the **Company Name** and **Environment** with information about the Business Central instance that you want to connect to.
 - For **Company Name**, make sure to use the full name, not the display name. You can find the company name in the **Companies** page in Business Central.
 - For **Environment**, if you haven't created multiple environments, enter **Production**.
3. Select **Next**.
4. Select **Sign-in**.

- When prompted, enter the user name and password for signing into Business Central.
- Once connected, a dashboard and reports are added to your Power BI workspace. When completed, the tiles show data from your Business Central company.

Financial Dashboard



Mini Trial Balance

KPI_Code	KPI_Name	Net_Change_Actual
30	Gross Margin	1,235,026.30
40	Gross Margin %	280.71
90	Income before Interest and Tax	1,235,016.30
50	Operating Expenses	18,000.00
60	Operating Margin	1,235,026.30
70	Operating Margin %	230.17
80	Other Expenses	10.00
20	Total Cost	275,258.80
10	Total Revenue	1,548,285.10

Fixing problems

The Power BI dashboard relies on the published web services that are listed above. It shows data from the demonstration company or your own company if you import data from your current finance solution. However, if something goes wrong, this section provides a workaround for the most typical issues.

You don't have a Power BI account

A Power BI account hasn't been set up. You must have a license to get a valid Power BI account. Also, you must have previously signed into Power BI to create your Power BI workspace.

Message: There are no enabled reports. Choose Select Report to see a list of reports that you can display.

This message appears if the default report failed to deploy to your Power BI workspace. Or the report deployed but didn't successfully refresh. If this problem happens, navigate to the report in your Power BI workspace, select **Dataset, Settings**, and then manually update the credentials. Once the dataset successfully refreshes, navigate back to Business Central and manually select the report from the **Select Reports** page.

You need a Power BI Pro license to install the Business Central app in Power BI

You need a [Power BI Pro license](#) to share your content, and the people you share it with do too. The content must be in a workspace in a [Premium capacity](#). For more information, see [Ways to share your work in Power BI](#).

"Parameter validation failed, please make sure all parameters are valid"

This error indicates that one more of the parameters aren't valid.

- The specified environment parameter doesn't match any existing Business Central production or sandbox environment.
- The specified company parameter doesn't match any existing Business Central companies. Verify the company name in the **Companies** page in Business Central.
- If connecting to Business Central on-premises, you entered a URL that isn't valid. You can verify the URL in the **Web Services** page in Business Central
- A port isn't open to allow the request through your firewall.

Can't sign in

If you get a "login failed" error after using your Business Central user credentials to sign in, then you're probably experiencing one of the following issues:

- The account that you're using doesn't have permissions to retrieve the Business Central data from your account. Verify that you have permissions to the required data in Business Central and try again.
- You've selected an authentication type other than Basic, if connecting to Business Central on-premises.
- You haven't entered a valid user name or password.

Message: Your data source can't be refreshed because the credentials are invalid. Please update your credentials and try again

For Business Central on-premises, the problem might be that the OData URL is only exposed to the local network.

Incorrect company name

A common mistake is to enter the company display name instead of the company name. To find the company name search for **Companies**. Then use the **Name** field when entering your company name.

The key didn't match any rows in the table

If you enter a non-valid company name during the connection process, you may get the error message "The key didn't match any rows in the table". Provide the correct company name and try connecting again.

Historical data appears to be missing

Once the Power BI app installs and your data show in Power BI, you notice that not all your data displays. The datasets are filtered to only return the previous 365 days of data. This default is in place to help make the reports faster.

I only see data for a single company

The Power BI app will only display data from the Business Central company that was defined when the Power BI app was installed. Data from additional companies can be added to the reports by adding new queries that use different companies as the data source.

What Now?

- Try [asking a question in the Q&A box](#) at the top of the dashboard.
- [Change the tiles](#) in the dashboard.
- [Select a tile](#) to open the underlying report.
- By default, your dataset isn't scheduled to refresh. You can change the refresh schedule or try refreshing it on demand using **Refresh Now**. For more information, see [Configuring scheduled refresh](#).

See Related Training at [Microsoft Learn](#)

See Also

[Business Central and Power BI](#)

[Power BI Integration Component and Architecture Overview for Business Central](#)

[Working with Business Central Data in Power BI](#)

[Building Power BI Reports to Display Dynamics 365 Business Central Data](#)

[Power BI for consumers](#)

[The 'new look' of the Power BI service](#)

[Quickstart: Connect to data in Power BI Desktop](#)

[Power BI documentation](#)

[Business Intelligence](#)

[Getting Started](#)

[Importing Business Data from Other Finance Systems](#)

[Setting Up Business Central](#)

[Using Business Central as a Power BI Data Source](#)

[Using Business Central as a Power Apps Data Source](#)

[Using Business Central in Power Automate](#)

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Using Business Central in an Automated Workflow

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can use your Business Central data as part of a workflow in Microsoft Power Automate.

NOTE

In addition to Power Automate, you can use the Workflow functionality within Business Central. Note that although they are two separate workflow systems, any workflow template that you create with Power Automate is added to the list of workflows within Business Central. For more information, see [Workflow](#).

NOTE

You must have a valid account with Business Central and with Power Automate.

To add Business Central as a data source in Power Automate

1. In your browser, navigate to flow.microsoft.com, and then sign in.
2. Choose **My flows** from the ribbon at the top of the page.
3. There are 3 ways to create a flow; **Start from template**, **Start from blank**, and **Start from a connector**. A template is a predefined flow that has been created for you. To use a template, simply select it and create a connection for each service the template uses. With the **Start from blank** and **Start from a connector** options, you can create a new flow completely from scratch.
4. To create from blank, on the **My flows** page, choose the **Start from blank** and **Automated flow** options.
5. Search for **Microsoft Dynamics 365 Business Central** connector.
6. Define a name and choose the trigger you want to use for your flow.
7. From the list of available triggers, select one of the Business Central triggers available:

When a vendor approval is requested,
When a general journal line approval is requested,
When a record is deleted,
When a record is changed,
When a record is created,
When a record is modified,
When a general journal batch approval is requested,
When a customer approval is requested,
When an item approval is requested,
When a purchase document approval is requested, or
When a sales document approval is requested.

8. Power Automate will prompt you to select an environment and company within your Business Central tenant, as well as any conditions in your data that you want to listen for.

NOTE

The Business Central connector for Power Automate supports multiple production and sandbox environments. If you have not created multiple production or sandbox environments, **Production** is the only available option that you can choose.

At this point, you have successfully connected to your Business Central Business Central data and are ready to begin building your flow.

9. To create from a template, choose the **Start from template** option.
10. Search for **Microsoft Dynamics 365 Business Central** templates.
11. From the list of available templates, select one of the templates, and then choose **Create**.

*Request Approval for Microsoft Dynamics 365 Business Central sales order,
Request Approval for Microsoft Dynamics 365 Business Central sales quote,
Request Approval for Microsoft Dynamics 365 Business Central sales invoice,
Request Approval for Microsoft Dynamics 365 Business Central sales credit memo,
Request Approval for Microsoft Dynamics 365 Business Central customer,
Request Approval for Microsoft Dynamics 365 Business Central purchase order,
Request Approval for Microsoft Dynamics 365 Business Central purchase invoice,
Request Approval for Microsoft Dynamics 365 Business Central purchase credit memo,
Request Approval for Microsoft Dynamics 365 Business Central item,
Request Approval for Microsoft Dynamics 365 Business Central vendor,
Request Approval for Microsoft Dynamics 365 Business Central general journal batch, or
Request Approval for Microsoft Dynamics 365 Business Central general journal lines.*

12. Power Automate will display a list of services used in the flow template and will attempt to connect automatically to those services. If you have not previously connected to a service, you will be prompted to sign in to each of the services you need to connect to. A green checkmark will appear next to each service once a connection has been successfully made. Select **Continue**.
13. Power Automate will prompt you to select an environment and company within your Business Central tenant. Because each step in the flow is independent of the next, you may be required to define the environment and company multiple times when using a Business Central Power Automate template.

For more information, see the [Power Automate Documentation](#).

See Also

[Getting Started](#)

[Workflow](#)

[Importing Business Data from Other Finance Systems](#)

[Assign Permissions to Users and Groups](#)

[Manage Dynamics 365 Business Central Workflows](#)

[Approval User Setup](#)

[Setting Up Business Central](#)

[Finance](#)

NOTE

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Connecting to Your Business Central Data to Build a Business App Using Power Apps

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can make your Business Central data available as a data source in Power Apps.

NOTE

You must have a valid account with Business Central and with Power Apps.

To add Business Central as a data source in Power Apps

1. In your browser, navigate to powerapps.microsoft.com, and then sign in.
2. On the Home page, in the **Start from data** section, choose the **Other data sources** tile.
This opens Power Apps Studio. On first login, you must specify the country/region.
3. In the list of available connections, choose **Business Central**, and then choose the **Create** button.
Power Apps will connect to your Business Central using the credentials that you are signed in with. If you are not an administrator of your Business Central, you may have to sign in with another account.
4. Power Apps will display a list of *Environments and companies* that are available from Business Central. Choose the environment and company that contains the data you want to connect to, such as *PRODUCTION - My Company*.
5. Next, you will be presented with a list of tables that are exposed as part of the API for your environment. Select the table that you want to connect to, and then choose **Connect**.

These so-called tables are exposed as endpoints by the Business Central connector for Power Apps.

NOTE

If you want to include data from other tables in Business Central in your app, then you must work with a developer to define a custom API in Business Central and then consume that custom API through a custom connector in Power Apps. For more information, see [Create a custom connector from scratch](#).

At this point, you have successfully connected to your Business Central data and are ready to begin building your PowerApp. You can add additional screens and connect to additional data from your Business Central. For more information, see [Create a canvas app from a sample in Power Apps](#).

When you have designed and built your app, you can share it with your colleagues. For more information, see [Save and publish a canvas app in Power Apps](#).

NOTE

If you want to connect to Business Central on-premises, then you must choose the **Business Central (on-premises)** connector in step 3.

See Also

[Create a canvas app from a template in Power Apps](#)

[Importing Business Data from Other Finance Systems](#)

[Setting Up Business Central](#)

[Getting Started Developing Connect Apps for Dynamics 365 Business Central](#)

NOTE

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Changing from a QuickBooks App to Dynamics 365 Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

More and more growing businesses are changing from finance apps like QuickBooks Desktop and QuickBooks Online, which are designed for startups and other small businesses, to Business Central, which also supports larger, more complex organizations.


As they transition, companies typically want to bring their business data with them so they don't start from scratch. To help transfer data, Business Central offers built-in extensions that migrate data such as customers, vendors, inventory items, and general ledger accounts. The following extensions are installed and ready to go as an integrated part of the **Data Migration** assisted setup guide:

- QuickBooks Data Migration
- QuickBooks Online Data Migration

For more information, read about the extension that suits your QuickBooks app:

- [The QuickBooks Desktop Data Migration Extension](#)
- [The QuickBooks Online Data Migration Extension](#)

Ready now?

If you are ready to get started now, choose the  icon, enter **Assisted Setup**, and then choose the related link. Choose **Migrate business data**, and then follow the steps in the guide.

See Also

[Importing Business Data from Other Finance Systems](#)

[Customizing Business Central Using Extensions](#)

NOTE

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Getting Business Central on Your Mobile Device

2/18/2021 • 2 minutes to read • [Edit Online](#)

Access your Business Central data from your mobile device. You can navigate through your business data, use features such as send to Excel or Office 365, view up-to-date charts and KPIs, email sales quotes and invoices, and shoot and attach pictures with your camera. Follow the steps below to download the app and get started.

Get the app on my mobile device

1. Install the Business Central app on your mobile device by downloading the app from the Windows Store, App Store, or Google Play.
 - [Windows Store](#) (PC only)
 - [App Store](#)
 - [Google Play](#)
2. Launch the app from your mobile device.
3. Enter your user name and password that you created during sign-up for Business Central and follow the instructions on the screen.

If your Business Central has more than one production environment, then you will be asked to choose the environment that you want to access (requires Business Central 2020 release wave 2 and later).

You should now have access to Business Central and can view and edit data.

TIP

If you want to connect the app to a sandbox environment, choose the **Advanced options** button, and then choose the **Cloud sandbox** sign-in option. Then, if you have more than one sandbox environment, choose the relevant environment.

Using Business Central on-premises?

If you're using Business Central on-premises, you can also enjoy the benefits of the mobile app. The installation is similar, but with a couple exceptions.

1. Install the Business Central app on your mobile device by downloading the app from the Windows Store, App Store, or Google Play.
 - [Windows Store](#) (PC only)
 - [App Store](#)
 - [Google Play](#)
2. Launch the app from your mobile device.
3. Instead of entering an email address on the **Welcome** page, choose the **Advanced options** button, and then choose the **On-premises** sign-in option.
4. On the next page, in the **Service name** box, enter the web address that you use to open Business Central, such as *https://mybusinesscentral:443/BC170*. If you're not sure, ask your administrator.

5. Next, enter your user name and password for accessing Business Central.

When completed, the Business Central App will open.

NOTE

If you're having problems getting the app to work properly, talk with your administrator. It could be a missing prerequisite or an incomplete configuration. For more information, see [Preparing the environment for the mobile app](#) or [Troubleshooting the Business Central Mobile App On-Premises](#).

See Related Training at [Microsoft Learn](#)

See Also

[Mobile Apps FAQ](#)

[Getting Started](#)

[Working with Business Central](#)

NOTE

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Bulk Invoicing for Microsoft Bookings in Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

If your company uses the Bookings app in Microsoft 365, you can do bulk invoicing for appointments. The **Uninvoiced Bookings** page in Business Central provides a list of the company's completed bookings. In this page you can quickly select the appointments that you want to invoice and create draft invoices for the services provided.

Connect to Bookings

To connect your Business Central with Bookings, you must specify your Bookings company, what to synchronize with Bookings, how often to synchronize, and which templates to use. You set up this information on the **Booking Sync. Setup** page, which you can launch from the **Exchange Sync. Setup** page, which you can find through [Search](#).

For example, if you want to synchronize customers between Bookings and Business Central, you must specify the default template to use to add new customers in Business Central based on the customers in your Bookings company.

NOTE

The Bookings app is designed to book appointments for individual customers rather than companies. The synchronization with Business Central will, therefore, only synchronize customer contacts with a Type of "Person". An email address is also required for the contact to synchronize.

Similarly, if you want to synchronize service items between Bookings and Business Central, you must specify the default template to use to add new service items in Business Central based on the services in our Bookings company.

NOTE

Only items of type *Service* will synchronize between Bookings and Business Central. The template that you set up in the **Configuration Templates** page so it can be used for the item synchronization must define the type as *Service*.

Invoice Appointments

When it is time to send invoices for the completed bookings, you go to the **Uninvoiced Bookings** page. Depending on how often the information is synchronized, the list is long or short. You can create invoices for all bookings in the list or one booking at a time. You can select one or more entries in the list and invoice those only.

The support for invoicing appointments from Bookings is simpler than the fuller workflow of working with sales quotes, sales orders, and sales invoices. For more information, see [Invoice Sales](#). You can choose to sell your services using Business Central or choose to use Bookings, depending on your business needs.

See Also

[Finance](#)

NOTE

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Using the same Microsoft 365 Account in Dynamics 365 Business Central and Microsoft Invoicing

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you sign up for a trial with Business Central, you can move to a 30-day evaluation phase, you can start a subscription, or you can stop using Business Central. In all cases, you may at some point have seen something called **Microsoft Invoicing** and clicked it. This was an app that was part of what is now Microsoft 365 Business Standard and was formerly known as Microsoft 365 Business Premium subscription, so not everyone will have seen that tile in their Microsoft 365 experience.

Microsoft Invoicing is no longer available, but if you need to sign into Invoicing to retrieve your data, you might see a message that you cannot access Microsoft Invoicing because your account is used in Business Central.



You see a similar message if you install the mobile app for Invoicing.

Workaround

Invoicing and Business Central have a shared platform. That means that you are recognized as an existing user of Business Central when you click Invoicing in the Microsoft 365 admin center. The reason is that Invoicing cannot use the same company as Business Central.

So you will have to sign in to Business Central and rename your existing company, and then create a new company that you can then use in Invoicing. No data is moved or overwritten during this workaround.

To rename your company

1. Sign in to Business Central.
2. In the top right corner, choose the **Settings** icon , and then choose **My Settings**.
3. In the **Company** field, choose a different company.
4. Choose the  icon, enter **Companies**, and then choose the related link.
5. On the **Companies** page, choose **Edit List**.
6. Change the name of the *My Company* entry to something else.

Wait a number of minutes. We'll be making a number of changes in the underlying database, and that takes a while.
7. When the system is ready again, choose the **Create New Company** button.
8. In the dialog that appears, specify the name as *My Company*, and choose the **Production – Setup Data Only** option.

This again takes a number of minutes. When the process completes, you will be able to access Invoicing as part of your Microsoft 365 Business Standard experience. but only to export data since the Invoicing app is deprecated.

What about my data?

When you rename the original My Company, the database tables that store your existing Business Central data are renamed, but the data itself is not touched.

If you use both Invoicing and Business Central, the data is stored in two different containers (the two

companies). Nothing is shared, so you'll have to manage customers and items in both companies.

See Also

[Frequently Asked Questions](#)

[Administration](#)

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Importing Business Data from Other Finance Systems

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When you sign up for Business Central, you can choose to create an empty company so that you can upload your own data and to test your new Business Central company. Depending on the finance solution that your business uses today, you can transfer information about customers, vendors, inventory, and bank accounts.

From the Role Center, you can start an assisted setup guide that helps you transfer the business data from an Excel file or from other formats. The type of files you can upload depends on the extensions that are available. For example, you can migrate data from QuickBooks because Business Central includes an extension that handles the conversion from QuickBooks. If you want to migrate data from other finance solutions, you must either check if an extension is available for that solution or import from Excel.

Business Central includes templates for accounts, customers, vendors, and inventory items that you can choose to apply when you import your data.

You can import master data and some transactional data from other finance systems based on the default configuration package in Business Central. On the **Configuration Packages** page, you can work with the package to import and validate the data before you apply the package.

TIP

We recommend that you use data migration wizards to import data from Dynamics GP, Dynamics NAV, or QuickBooks. For more information, see [Migrating On-Premises Data to Business Central Online](#) in the administration content, or [QuickBooks Data Migration](#).

NOTE

For larger implementation work, you can use RapidStart Services for Business Central, which is an extensive toolkit for setting up new solutions based on customers' business requirements and setup data. RapidStart Services also offers functionality for import of business data. For more information, see [Setting Up a Company With RapidStart Services](#).

To import item pictures, you can use a dedicated function on the **Inventory Setup** page. For more information, see [Import Multiple Item Pictures](#).

Importing Data from Configuration Packages

Business Central includes a configuration package that you can export to Excel and set up your data there. Then, you can import the data from Excel again. The package consists of 27 tables, including master data such as customers, vendors, items, and accounts, other basic setup tables such as shipping methods, and transactions tables such as sales header and lines.

NOTE

Working with configuration packages is advanced functionality, and we recommend that you contact your administrator. For more information, see [Importing Data from Legacy Accounting Software using a Configuration Package](#).

Working with Data in Excel

When you export the default configuration package to Excel, the generated workbook contains a worksheet for each table in the package. To simplify your tasks, you can take advantage of the XML manipulation tools that are built into Excel. You can also use Excel built-in functions to help with data formatting and to put data in the correct cell. For example, add a blank worksheet and copy the legacy data to it. Then make an Excel formula to map data in the transformation worksheet between the fields in the exported worksheet and customer legacy data. After you have mapped all of the data, copy the range of data onto the table worksheet.

IMPORTANT

Do not change the columns in the worksheets. If they are moved, changed, or deleted, the worksheet cannot be imported into Business Central.

NOTE

Fields of type Blob cannot be exported/imported using Excel.

Tables in the Default Configuration Package

The default configuration package supports the following tables:

- Payment Terms
- Customer Price Group
- Shipment Method
- Salesperson/Purchaser
- Location
- GL Account
- Customer
- Vendor
- Item
- Sales Header
- Sales Line
- Purchase Header
- Purchase Line
- Gen. Journal Line
- Item Journal Line
- Customer Posting Group
- Vendor Posting Group
- Inventory Posting Group
- Unit of Measure
- Gen. Business Posting Group
- Gen. Product Posting Group
- General Posting Setup
- Territory
- Item Category
- Sales Price
- Purchase Price

See Also

[Setting Up a Company With RapidStart Services](#)

[Migrating On-Premises Data to Business Central Online](#)

[QuickBooks Data Migration](#)

[Import Multiple Item Pictures](#)

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Set Up Email

2/18/2021 • 13 minutes to read • [Edit Online](#)

People in businesses send information and documents, such as sales and purchase orders and invoices, by email every day. Administrators can make that easier to do by connecting one or more email accounts to Business Central, so you can send documents without having to open an email app. You can compose each message individually with basic formatting tools, such as fonts, styles, colors, and so on, and add attachments of up to 100MB. Administrators can also set up report layouts that include only the key information from documents. For more information, see [Send Documents by Email](#).

The email capabilities in Business Central are for outbound messages only. You cannot receive replies, that is, there is no inbox page in Business Central.

NOTE

If you are using Business Central on-premises, before you can set up email you must create an app registration for Business Central in Azure portal. The app registration will enable Business Central to authorize and authenticate with your email provider. For more information, see [Setting Up Email for Business Central On-Premises](#). In Business Central online, we handle this for you.

Required Permissions

To set up email, you must have the **EMAIL SETUP** permission set. For more information, see [Assign Permissions to Users and Groups](#).

Adding Email Accounts

You add email accounts through extensions that enable accounts from different providers to connect to Business Central. The standard extensions let you use accounts from Microsoft Exchange Online, but other extensions may be available that let you connect accounts from other providers, such as Gmail.

After you add an email account, you can specify predefined business scenarios in which to use the account to send emails. For example, you can specify that all users send sales documents from one account, and purchase documents from another. For more information, see [Assign Email Scenarios to Email Accounts](#).

The following table describes the email extensions that are available by default.

EXTENSION	DESCRIPTION	EXAMPLES OF WHEN TO USE
Microsoft 365	Everyone sends email from a shared mailbox in Exchange Online.	When all messages come from the same department, for example, your sales organization sends messages from a sales@cronus.com account. This requires that you set up a shared mailbox in the Office 365 admin center. For more information, see Shared mailboxes .
Current User	Everyone sends email from the account they used to sign in to Business Central.	Allow communications from individual accounts.

EXTENSION	DESCRIPTION	EXAMPLES OF WHEN TO USE
Other (SMTP)	Use SMTP protocol to send emails.	Allow communications through your SMTP mail server.

NOTE

The **Microsoft 365** and **Current User** extensions use the accounts you set up for users in the Microsoft 365 admin center for your Office 365 subscription. To send email using the extensions, users must have a valid license for Exchange Online.

Legacy SMTP Settings and the Email - SMTP Connector Extension

If you're already using Business Central and have configured email through the legacy SMTP setup, you can continue using your setup in parallel with the Email - SMTP Connector extension. When we update your Business Central to the next release version, we will copy your legacy SMTP settings to the Email - SMTP Connector extension. When ready, your administrator can turn on the enhanced email capabilities and you will start using the Email - SMTP Connector extension. For more information, see [About Feature Management](#). However, there is no synchronization between the SMTP Connector extension and the legacy settings. If you change the SMTP settings in the extension, you should make the same changes in the legacy SMTP setup, or vice versa.

NOTE


If you have customizations that rely on the legacy SMTP email setup, there is a chance that something will go wrong with your customizations if you start using email extensions. We recommend that you set up and test the extensions before you turn on the feature switch for enhanced email capabilities.

Add Email Accounts

The **Set Up Email** assisted setup guide can help you get started quickly with emails.

NOTE

You must have a default email account, even if you add only one account. The default account will be used for all email scenarios that are not assigned to an account. For more information, see [Assign Email Scenarios to Email Accounts](#).


1. Choose the  icon, enter **Set Up Email Accounts**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

Assign Email Scenarios to Email Accounts

Email scenarios are processes that involve sending a document, such as a sales or purchase order, or a notification, such as an invitation to an external accountant. You can use specific email accounts for specific scenarios. For example, you can specify that all users always send sales documents from one account, purchase documents from another, and warehouse or production documents from a third account. You can assign, reassign, and remove scenarios whenever you want, but you can only assign a scenario to one email account at a time. The default email account will be used for all scenarios that are not assigned to an account.

Set Up Reusable Email Texts and Layouts for Sales and Purchase Documents

You can use reports to include key information from sales and purchase documents in texts for emails. This procedure describes how to set up the **Sales - Invoice** report for posted sales invoices, but the process is similar for other reports.

1. Choose the  icon, enter **Report Selections Sales**, and then choose the related link.
2. On the **Report Selection - Sales** page, in the **Usage** field, select **Invoice**.
3. On a new line, in the **Report ID** field, select, for example, standard report 1306.
4. Select the **Use for Email Body** check box.
5. Choose the **Email Body Layout Code** field, and then select a layout from the drop-down list.

Report layouts define both the style and the content of the text in the email, including texts such as a greeting or instructions that precede the document information. You can see all available report layouts if you choose the **Select from full list**.

6. To view or edit the layout that the email text is based on, select the layout on the **Custom Report Layouts** page, and then choose the **Edit Layout** action.
7. If you want to offer customers to pay for sales electronically, you can set up the related payment service, such as PayPal, and then have the PayPal information and link inserted in the email text. For more information, see [Enable Customer Payments Through PayPal](#).
8. Choose the **OK** button.

Now, when you choose, for example, the **Send** action on the **Posted Sales Invoice** page, the email body will contain the document information of report 1306 preceded by styled standard text according to the report layout that you selected in step 5.

Using a Substitute Sender Address on Outbound Email Messages

If you are using the legacy SMTP settings, you can use the **Send As** or **Send on Behalf** capabilities from Microsoft Exchange to change the sender address on outbound messages. Business Central will use the SMTP account to authenticate to Exchange, but will either substitute the sender address with the one you specify, or amend it with "on behalf of."


The following are examples of how **Send As** and **Send on Behalf** are used in Business Central:

- When you send documents such as purchase or sales orders to vendors and customers, you might want them to appear to come from a *noreply@yourcompanyname.com* address.
- When your workflow sends an approval request by email using the email address of the requestor.

NOTE




You can only use one account to substitute sender addresses. That is, you cannot have one substitute address for purchasing processes, and another for sales processes.

To set up the substitute sender address for all outbound email messages

1. In the **Exchange admin center** for your Microsoft 365 account, find the mailbox to use as the substitute address, and then copy or make a note of the address. If you need a new address, go to your Microsoft 365 admin center to create a new user and set up their mailbox.
2. In Business Central choose the  icon, enter **SMTP Email Setup**, and then choose the related link.

3. In the **Send As** field, enter the substitute address.
4. Copy or make a note of the address in the **User ID** field.
5. In the **Exchange admin center**, find the mailbox to use as the substitute address, and then enter the address from the **User ID** field in the **Send As** field. For more information, see [Use the EAC to assign permissions to individual mailboxes](#).

To use the substitute address in approval workflows

1. In Business Central choose the  icon, enter **SMTP Email Setup**, and then choose the related link.
2. Copy or make a note of the address in the **User ID** field.
3. Choose the  icon, enter **Approval User Setup**, and then choose the related link.
4. In the **Exchange admin center**, find the mailboxes for each user listed in the **Approval User Setup** page, and in the **Send As** field enter the address from the **User ID** field of the **SMTP Email Setup** page in Business Central. For more information, see [Manage permissions for recipients](#).
5. In Business Central choose the  icon, enter **SMTP Email Setup**, and then choose the related link.
6. To enable substitution, turn on the **Allow Sender Substitution** toggle.

NOTE

Business Central will determine which address to display in the following order:

1. The address specified in the **E-Mail** field on the **Approval User Setup** page for messages in a workflow.
2. The address specified in the **Send As** field in the **SMTP Email Setup** page.
3. The address specified in the **User ID** field in the **SMTP Email Setup** page.

Set Up Document Sending Profiles

You can set up a preferred method of sending sales documents for each of your customers so that you do not have to select a sending option, such as whether to send the document by email or as an electronic document, every time you send a document. For more information, see [Set Up Document Sending Profiles](#).

Set Up Public Folders and Rules for Email Logging in Exchange Online

Get more out of the communications between salespeople and your existing or potential customers by tracking email exchanges, and then turning them into actionable opportunities. For more information, see [Track Email Message Exchanges Between Salespeople and Contacts](#).

Before you can set up email logging, you must prepare your Exchange Online with [public folders](#). You can do this in the [Exchange admin center](#), or you can use the [Exchange Management Shell](#).

TIP

If you want to use the [Exchange Management Shell](#), you can find inspiration for how to set up your script in a sample script that we published to [the BCTech repo](#).

The following list describes the main steps with links to learn more.

- Create an admin role for public folders based on the information in the following table:

PROPERTY	VALUE
Name	Public Folders Management

PROPERTY	VALUE
Selected roles	Public Folders
Selected members	The email of the user account that Business Central will use to run the email logging job

For more information, see [Manage role groups](#).

- Create a new public folder mailbox based on the information in the following table:

PROPERTY	VALUE
Name	Public MailBox

For more information, see [Create a public folder mailbox in Exchange Server](#).

- Create new public folders
 - Create a new public folder with the name *Email Logging* in the root so that the full path to the folder becomes `\Email Logging\`
 - Create two subfolders so that the the result is the following full paths to the folders:
 - `\Email Logging\Queue\`
 - `\Email Logging\Storage\`

For more information, see [Create a public folder](#).

- Mail-enable the *Queue* public folder

For more information, see [Mail-enable or mail-disable a public folder](#)

- Mail-enable sending emails to the *Queue* public folder using Outlook or the Exchange Management Shell

For more information, see [Allow anonymous users to send email to a mail-enabled public folder](#)

- Set the email logging user as an owner of both public folders, *Queue* and *Storage* public folders using Outlook or the Exchange Management Shell based on the information in the following table:

PROPERTY	VALUE
User	The email of the user account that Business Central will use to run the email logging job
Permission level	Owner

For more information, see [Assign permissions to the public folder](#).

- Create two mail flow rules based on the information in the following table

PURPOSE	NAME	CONDITIONS	ACTION
A rule for incoming email	Log Email Sent to This Organization	<i>The sender is located Outside the organization, and the recipient is located Inside the organization</i>	BCC the email account that is specified for the <i>Queue</i> public folder

PURPOSE	NAME	CONDITIONS	ACTION
A rule for outgoing email	Log Email Sent from This Organization	<i>The sender is located Inside the organization, and the recipient is located Outside the organization</i>	BCC the email account that is specified for the <i>Queue</i> public folder

For more information, see [Manage mail flow rules in Exchange Online](#) and [Mail flow rule actions in Exchange Online](#).

NOTE

If you make changes in the Exchange Management Shell, the changes become visible in the Exchange admin center after a delay. Also, the changes made in Exchange will be available in Business Central after a delay.

Next, you connect Business Central with Exchange Online. For more information, see [Track Email Message Exchanges Between Salespeople and Contacts](#).

Setting Up Email for Business Central On-Premises

Business Central on-premises can integrate with services that are based on Microsoft Azure. For example, you can use Cortana Intelligence for smarter cash flow forecasts, Power BI to visualize your business, and Exchange Online for sending email. Integration with these services is based on an app registration in Azure Active Directory. The app registration provides authentication and authorization services for communications. To use the email capabilities in Business Central on-premises, you must register Business Central as an app in the Azure portal, and then connect Business Central to the app registration. The following sections describe how.

Create an App Registration for Business Central in Azure Portal

The steps to register Business Central in Azure portal are described in [Register an application in Azure Active Directory](#). The settings that are specific to the email capabilities are the delegated permissions that you grant to your app registration. The following table lists the minimum permissions.

API / PERMISSION NAME	TYPE	DESCRIPTION
Microsoft Graph / User.Read	Delegated	Sign in and read user profile.
Microsoft Graph / Mail.ReadWrite	Delegated	Compose email messages.
Microsoft Graph / Mail.Send	Delegated	Send email messages.
Microsoft Graph / offline_access	Delegated	Maintain data access consent.

TIP

When you create your app registration, note the following information. You will need it to connect Business Central to your app registration.


- Application (client) ID
- Redirect URI (optional)
- Client secret

For general guidelines for registering an app, see [Quickstart: Register an application with the Microsoft identity](#)

[platform](#).

Connect Business Central to Your App Registration

After you register your application in Azure portal, in Business Central, use the **Email Application AAD Registration** assisted setup guide to connect Business Central to it.

1. In Business Central, choose the  icon, enter **Email Application AAD Registration**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

TIP

Alternatively, if you are connecting for the first time, you can run the **Set up email** assisted setup guide. The guide will require the information for connecting to your app registration.

See Also

[Shared mailboxes in Exchange Online](#)

[Working with Business Central](#)

[Setting Up Business Central](#)

[Send Documents by Email](#)

[Customizing Business Central Using Extensions](#)

[Using Business Central as Your Business Inbox in Outlook](#)

[Getting Business Central on My Mobile Device](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Number Series

2/18/2021 • 6 minutes to read • [Edit Online](#)

For each company that you set up, you need to assign unique identification codes to things such as general ledger accounts, customer and vendor accounts, invoices, and other documents. Numbering is important not only for identification. A well-designed numbering system also makes the company more manageable and easy to analyze, and can reduce the number of errors that occur in data entry.

IMPORTANT

By default, gaps are not allowed in number series because the exact history of financial transactions must be available for auditing, by law, and therefore must follow an unbroken sequence with no deleted numbers.

If you want to allow gaps in certain number series, then first consult with your auditor or accounting manager to ensure that you adhere to the legal requirements in your country/region. For more information, see [Gaps in Number Series](#).

NOTE

We recommend that you use the same number series codes as you see listed on the **No. Series List** page in the CRONUS demonstration company. Codes such as *P-INV+* might not make immediate sense to you, but Business Central has a number of default settings that depend on these number series codes.

You create a numbering system by setting up one or more codes for each type of master data or document. For example, you can set up one code for numbering customers, another code for numbering sales invoices, and another code for numbering documents in general journals. After you have set up a code, you must set up at least one number series line. The number series line contains information such as the first and last number in the series and the starting date. You can set up more than one number series line per number series code, with a different starting date for each line. The series will be used consecutively, starting each series on the respective starting date.

You typically set up your number series to automatically insert the next consecutive number on new cards or documents that you create. However, you can also set a number series up to allow that you manually enter the new number. You specify this with the **Manual Nos.** check box.

If you want to use more than one number series code for one type of master data - for example, if you want to use different number series for different categories of items - you can use number series relationships.

Gaps in Number Series

Not all records that you create in Business Central are financial transactions that must use sequential numbering. Customer cards, sales quotes, and warehouse activities are examples of records that are assigned a number from a number series, but are not subject to financial auditing and/or can be deleted. For such number series, you can select the **Allow Gaps in Nos.** check box on the **No. Series Lines** page. This setting can also be changed after creating the number series. For more information, see [To create a new number series](#).

Behavior of the No. field on Documents and Cards

On sales, purchase, and transfer documents and on all cards, the **No.** can be filled in automatically from a number series or manually, and it can be set up to be invisible.

The **No.** field can be filled in three ways:

1. If only one number series for the type of document or card exists where the **Default Nos.** check box is selected and the **Manual Nos.** check box is not selected, then the field is automatically filled with the next number in the series, and the **No.** field will not be visible.

NOTE

If the number series does not function, for example because it has run out of numbers, then the **No.** field will be visible and you can manually enter a number or resolve the issues on the **No. Series** page.


2. If more than one number series for the type of document or card exist, and the **Default Nos.** check box is not selected for the number series that is currently assigned, then the **No.** field is visible, and you can look up to the **No. Series** page and select the number series you want to use. The next number in the series is then inserted in the **No.** field.
3. If you have not set up a number series for the type of document or card, or if the **Manual Nos.** field is selected for the number series, then the **No.** field is visible and you must enter any number manually. You can enter a maximum of 20 characters, both numbers and letters.

When you open a new document or card that a number series exists for, then the relevant **No. Series Setup** page opens so that you can set up a number series for that type of document or card before you proceed with other data entry.

NOTE


If you need to enable manual numbering on, for example, new item cards that have been created with a data migration process that has hidden the **No.** by default, then go to the **Inventory Setup** page and choose the **Item Nos.** field to open and set the related number series to **Manual Nos.**

To create a new number series

1. Choose the  icon, enter **No. Series**, and then choose the related link.
2. Choose the **New** action.
3. On the new line, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **Lines** action.
5. On the **No. Series Lines** page, fill in the fields to define the actual use and content of the number series that you created in step 2.
6. Repeat step 5 for as many different uses of the number series that you need. The **Starting Date** field defines which number series line is active.

To set up where a number series is used


The following procedure shows how to set number series up for the Sales area. The steps are similar for other areas.

1. Choose the  icon, enter **Sales & Receivables**, and then choose the related link.
2. On the **Sales & Receivables** page, on the **Number Series** FastTab, select the desired number series for each sales card or document.

The selected number will now be used to fill in the **No.** field on the card or document in question, according to the settings you made on the number series line.

To create relationships between number series

If you have set up more than one number series code for the same kind of basic information or transactions, you can create relationships between the codes. This feature can assist you in deciding among the codes when you use a number.

1. Choose the  icon, enter **No. Series**, and then choose the related link.
2. Select the line with the number series you want to create relationships for and then choose **Relationships**.
3. In the **Series Code** field, enter the code for the number series that you want to relate to the series you selected in step 2.
4. Add a line for each code that you want to relate to the selected number series.
5. Close the page.

Now when you set up something that requires a number, you can use the relationships you created to select among the related number series.

See Related Training at [Microsoft Learn](#)

See Also

[Setting Up Business Central](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Report Selection in Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set up default reports that will be used to print the various documents for sales and purchases, such as orders, quotes, invoices, and credit memos. For example, if you have a specific layout for sales invoices, you can specify that report in the **Report Selections - Sales** page so that it will be used to send or print sales invoices.


The **Report Selections** pages specify which report will be printed in different situations. Business Central includes default configurations, but of course you can change these defaults. You can also add reports to the **Report Selection** pages if you want to print more than one report per document type, for example.

Available report selections

Business Central includes different **Report Selection** pages for different areas. The following tables describes where you can find information about the different pages.

AREA OR TASK	LEARN MORE
Example of how report selection works (Sales)	Report selection for sales documents
Default layout for emails with sales and purchase documents	Set Up Reusable Email Texts and Layouts for Sales and Purchase Documents
Define check layouts	Select a Check Layout
Define reports for VAT reporting (Germany)	Set Up Reports for VAT and Intrastat

TIP

Your Business Central can include additional **Report Selection** pages, depending on your location and industry, for example. You can always check your setup by choosing the  icon, entering **Report Selections**, and then choose the relevant link.

The default version of Business Central includes the following **Report Section** pages:

- **Report Selection - Sales**
- **Report Selection - Purchase**
- **Report Selection - Inventory**
- **Report Selection - Cash Flow**
- **Report Selection - Warehouse**
- **Report Selection - Bank Account**
- **Report Selections Reminder/Finance Charge**

Example: Report selection for sales documents

The **Report Selection - Sales** page defines the default reports to use in different scenarios for each related document type. Choose a document type in the **Usage** field, and then add or review the report selection. You can set up more than one report and the order of sequence that the reports must be sent or printed in.

Hover over a field to read a short description.

Some types of document can be sent as email attachments, and others cannot. Each **Report Selection** page shows additional fields if the type support email out of the box.

For example, in the **Report Selection - Sales** and **Report Selection - Purchase** pages, the following fields help you set up emailing:

FIELD NAME	DESCRIPTION
Use for Email Body	Specifies that summarized information, such as invoice number, due date, and payment service link, will be inserted in the body of the email that you send.
Use for Email Attachment	Specifies that the related document will be attached to the email.
Email Body Layout Description	Specifies the email body layout that is used, typically a custom report layout.

See also

[Set Up Reusable Email Texts and Layouts for Sales and Purchase Documents](#)

[Select a Check Layout](#)

[Set Up Reports for VAT and Intrastat \(Germany\)](#)

[Managing Report and Document Layouts](#)

[Define Document Layouts for Customers and Vendors](#)

[Set Up Printers](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Base Calendars

2/18/2021 • 6 minutes to read • [Edit Online](#)

You can assign a base calendar to your company and its business partners, such as customers, vendors, or locations. Delivery and receipt dates on future sales order, purchase order, transfer order, and production order lines are calculated according to the calendar's specified working days. The main task in setting up a new base calendar is to specify and define the non-working days that you want to apply.

To set up a base calendar

1. Choose the  icon, enter **Base Calendar**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the **Code** field.
4. Choose the **Maintain Base Calendar Changes** action.
5. On the **Base Calendar Changes** page, use the **Recurring System** field to mark a particular date or day as a recurring nonworking day. You can select either the **Annual Recurring** or **Weekly Recurring** option.

If you select **Annual Recurring**, you must also enter the relevant date in the **Date** field.

If you select **Weekly Recurring**, you must also select the relevant day of the week in the **Day** field. If you leave the field empty, you must fill in the **Date** field. The **Day** field is filled in automatically.

When you make an entry, the **Nonworking** field is selected. You can choose to clear the check mark to make it a working day.

When you return to the base calendar card, you will observe that the nonworking day entries that you made have been updated. These entries now appear in red and the **Nonworking** field is selected.

NOTE

When setting up a new base calendar, you can select and copy lines from an existing calendar. You do this in the relevant **Base Calendar Changes** page.

IMPORTANT

Any base calendar defined for the vendor or the location affects how the dates are calculated and rounded to working days. Specifies a date formula for the time that it takes to replenish the item. It is used to calculate the **Planned Receipt Date** field, if calculating forward, and **Order Date** field, if calculating backwards. See [Lead Time Calculation](#).

Lead Time Calculation

Any base calendar defined for the vendor or the location affects how the dates are calculated and rounded to working days. Accordingly, the two date fields on purchase order lines are calculated as follows under different conditions.

CALCULATION DIRECTION	VENDOR CALENDAR DEFINED	VENDOR CALENDAR NOT DEFINED
Forward	planned receipt date = order date + vendor lead time (per the vendor calendar and rounded to the next working day in first the vendor calendar and then the location calendar)	planned receipt date = order date + vendor lead time (per the location calendar)
Backward	order date = planned receipt date - vendor lead time (per the vendor calendar and rounded to the previous working day in first the vendor calendar and then the location calendar)	order date = planned receipt date - vendor lead time (per the location calendar)

NOTE

In addition to the lead time calculation that affects the planned receipt date and order date, as shown in the above table, warehouse handling time and safety lead time may be added to the formulas to make up the value in the **Expected Receipt Date** field, as follows: Planned Receipt Date + Safety Lead Time + Inbound Warehouse Handling Time = Expected Receipt Date.

IMPORTANT

If your location uses a significantly different calendar than your vendors do, then it is important that you set up specific calendars for those vendors, to calculate optimal vendor lead times. For information about how to set up vendor calendars, see [To assign a base calendar](#).


The contents of the **Lead Time Calculation** field is copied from either the item card or the SKU card, if the lead time is defined for the item, or on the **Item Vendor Catalog** page, if the lead time is defined for the vendor.

To customize a calendar

The main task in customizing a base calendar for your company, or one of its business partners, is to enter any changes to working and nonworking day status.

For example, while a base calendar would typically list all Saturdays as non-working days, the customized calendar for a particular location may list all Saturdays during the months of November and December, and leading up to the holiday season, as working days.

The following procedure uses the case of the location as an example. Note that at this point, you have already assigned a base calendar to the location.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the location that you want to update, and then select the **Customized Calendar** field. Note that a calendar must be selected in the **Base Calendar Code** field.
3. On the **Customized Calendar Entries** page opens, choose the **Maintain Customized Calendar Changes** action.
4. In the **Customized Calendar Changes**, add lines for customized calendar entries.

When you enter a line, the **Nonworking** check box is selected. You can clear the check box if you want to change the status to a working day.

You can use the **Recurring System** field to set a particular date or day as a recurring nonworking day. You can select either the **Annual Recurring** or **Weekly Recurring** option.

If you select **Annual Recurring**, you must also enter the relevant date in the **Date** field. If you select **Weekly Recurring**, you must also select the relevant day of the week in the **Day** field. If you leave the field empty, you must fill in the **Date** field. The **Day** field is then filled in automatically. This could be useful if you want to mark an individual date as a nonworking or working day.

5. Choose the **OK** button.

On the **Customized Calendar Entries** page, you will observe that the date entries are updated with the changes that you made.

On the Location card, you will observe that the **Customized Calendar** field contains **Yes**, indicating that a customized calendar has been set up.

IMPORTANT

If you do not fill in the **Location Code** field on an order line, your company's calendar is used.

If you do not fill in the **Shipping Agent Code** field on the order line, your company's calendar is used.

NOTE


If you make changes to a base calendar for which customized calendar changes exist, all existing customized calendars are updated automatically.

To assign a base calendar

The following procedure schedules delivery dates on sales order lines for a customer as an example.

Base calendars are assigned to your own company, customers, vendors, locations, and shipping agents as follows:

- On the **Company Information** and **Customer** cards, the base calendar is assigned on the **Shipping** FastTab.
- On the **Vendor** card, the base calendar is assigned on the **Receiving** FastTab.
- On the **Location** card, the base calendar is assigned on the **Warehouse** FastTab.
- On the **Shipping Agents** page, the base calendar is assigned on the **Shipping Agent Services** page.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the **Customer** card for whom you will assign a base calendar.
3. On the **Shipping** FastTab, in the **Base Calendar Code** field, select the base calendar that you want to assign.

IMPORTANT

- If you do not assign a base calendar to a company, all dates are calculated as working days.
- If you enter a blank location on an order line, all dates are calculated as working days.
- Any base calendar defined for the vendor or the location affects how the dates are calculated and rounded to working days.

NOTE

Before you can make customized calendar entries, you must first assign a base calendar to the company.

See Also

[Purchasing](#)

[Manufacturing](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Frequently Asked Questions about Using Business Central

2/18/2021 • 9 minutes to read • [Edit Online](#)

This section contains answers to frequently asked questions about signing up for a trial, buying a subscription, and using Business Central. You can also learn how to get technical support.

Is Business Central available in my country/region?

Business Central is available in a limited number of markets, but new countries are added through Microsoft-led localization or through partner-led localization on a quarterly basis. For more information, see [Country/Regional Availability and Supported Translations](#) (available in English only).

How do I get Business Central?

You can sign up for a free trial to explore Business Central. Start a [free trial!](#) If you want more time to explore, [you can extend your trial period.](#)

To help you get ready for doing business in Business Central, you can launch assisted setup guides, videos, or help topics for selected setup tasks. For more information, see [Getting Ready for Doing Business.](#)

When you are ready to buy Business Central, you can find a Business Central partner on the [I'm looking for a solution provider](#) page. For more information, see [How do I find a reselling partner?](#)

Where do I go if I have questions?

If you have questions about Business Central that you can't find an answer for in this documentation, you can ask the Business Central community. For more information, see [Dynamics 365 Business Central community.](#)

From the community home page, you can also find links to our blogs where you can also find tips and tricks. For more information, see [Microsoft Dynamics 365 Business Central on the Dynamics 365 blog](#) and the older [Dynamics 365 Business Central Blog.](#)

Finally, you can contact your Business Central reselling partner. For more information, see the [How do I get technical support?](#) and [How do I find a reselling partner?](#) sections.

Why can't I find that capability in my Business Central?

Did you read about a new capability in the release plan or on our blog recently? In that case, your Business Central might not have been upgraded to the latest version yet. You can check which version your Business Central is based on in the [Help and Support](#) page.

Also, if the capability is published as an extension in AppSource, then there is a delay between the extension being announced and its availability in AppSource.

Are there any differences between an on-premises deployment and the cloud version of Business Central?

Yes. Some Cloud-based features may run on premises in certain cases and others are not supported at all. For more information, see [Features not implemented in on-premises deployments of Dynamics 365 Business](#)

Central.

Can I get training in Business Central?

Yes, you can! You can find free eLearning content on the [Microsoft Learn site](#). You can also ask your reselling partner for additional training. If you don't know who that is, see the [How do I find a reselling partner?](#) section.

For more information about training across Dynamics 365 that is provided by Microsoft, see the [Microsoft Dynamics 365 training](#) page.

Additional content is provided by the Business Central community, such as the [Microsoft Dynamics 365 Business Central Field Guide](#) that is written by a partner.

How do I get technical support for Business Central?

Business Central is sold through partners, and you should contact your reselling partner to get help with technical problems. If your Business Central partner then cannot resolve the problem, they will raise a support ticket with Microsoft.

For more information, see [Help and Support](#) and the [How do I find a reselling partner?](#) section.

Why does Help describe functionality that I cannot access?

If your Experience setting on the **Company Information** page is set to **Essential**, then UI elements for the Manufacturing and Service Management features are not visible to you because they require the **Premium** experience. A text note is inserted in high-level help topics for these feature areas. For more information, see [Change Which Features are Displayed](#).

Where is the save button?

There is no *save* button on pages like in other programs that you might be familiar with. In Business Central, changes that you make to a field are automatically saved as soon as you move to the next field or close the page, as long as there are no errors. When you make changes to a field and move to another field, you will see the text **Saving** in the top-right corner of the page, which will quickly change to **Saved** if no errors occur. If an error occurs, the text will change to **Not Saved**.

What email address can I use with Business Central?

Business Central requires that you use a work, or school, email address to sign up. Business Central does not support email addresses provided by consumer email services or telecommunication providers. This includes outlook.com, hotmail.com, gmail.com, and others.

If you try to sign up with a personal email address, you will get a message indicating to use a work or school email address. For more information, see [Troubleshooting Self-Service Sign-Up](#).

If you want to deploy Business Central on-premises, then you can use other authentication methods. For more information, see [Deployment of Dynamics 365 Business Central](#).

Do I have to buy Microsoft 365?

No. But if you want to experience Business Central as fully integrated with Microsoft 365, you can sign up for a 1-month free trial of Microsoft 365 [here](#).

If the account you sign up with is a non-Microsoft 365 work account (such as joe@mysolution.com), and you have a Microsoft 365 subscription, then you can associate your domain (*mysolution.com*) with the Microsoft 365 subscription. For more information, see [What is a domain?](#) in the Microsoft 365 content.

If you do not have a Microsoft 365 subscription, and you do not want to buy one, then, when you sign up, we provision a new Azure Active Directory tenant for you so that you have access to the Azure portal where you have access to advanced administration tools.

What is the integration with Microsoft 365 about?

Business Central online is fully integrated with Microsoft 365 so that you can navigate freely between Microsoft 365 apps and Business Central using the app launcher. In Business Central, you can open data in Excel, print reports using Word, and you can work with your Business Central data in Outlook, for example. For more information, see [Using Business Central as your Business Inbox in Outlook](#).

Can I extend my 30-day "New Company" trial period?

Yes. When the expiration date for your trial period is approaching we will display a notification to alert you when you sign in. The notification contains a link to the **Extend Trial Period** guide that you can use to extend your trial period. The extra 30 days start the moment you choose **Extend Trial** in the guide. You can extend the trial period one time yourself. After that, a Microsoft partner can extend it for another 30 days. For more information, see [Extend Your Trial Version](#).

NOTE

It may take up to two business days to complete the trial extension process.

For more information about finding a partner, see [How do I find a reselling partner?](#).

What are the service level agreements for the cloud?

Business Central online is governed under the [Modern Lifecycle Policy](#). The service level agreement terms are described in the document that you can download from the **Service Level Agreements for Microsoft Online Services** section on the [Licensing terms](#) page.

Furthermore, as an administrator, you can monitor your tenant's health and specify upgrade windows in the [Business Central Administration Center](#).

Databases are protected by automatic backups that are retained for 30 days. As an administrator, you cannot access or manage these backups because they are managed automatically by Microsoft. For more information about the underlying technology, see [Automatic backups](#).

Our administrator has moved me to another plan to give me another role, but I still see the same Home screen in Business Central?

This is a bit complicated, but it looks like your administrator didn't change your assigned role and assign user groups that match the new license. Essentially, your access to Business Central is determined by the type of plan (license) that you have - this sets permissions, your assigned role and your default Home screen. You can change your current role manually in My Settings, but if you are moved to another plan, such as moving you from the Business plan to the Team Members plan, you might see the old Home screen because your permissions were not changed.

Can I cancel my subscription?

Yes, but depending on how you signed up to Business Central, your data can be deleted or preserved. For more information, see [Canceling Business Central](#).

Can I use multi-factor authentication?

Sure. If you do, you might need an app password in order to send email messages. App passwords give an app or a device access to your email account. The steps for getting an app password vary, depending on your email provider. For more information, see the help from your provider. For example, if you're using Outlook, see [Multi-factor authentication for Microsoft 365](#).

How do I find a reselling partner?

Business Central is sold and implemented through a global network of Dynamics 365 partners with industry expertise. Contact a partner for a detailed assessment, consulting services, and additional pricing. For more information, see the **Pricing** section on the [Dynamics 365 Business Central page on microsoft.com](#).

When you are ready to buy Business Central, you can find a Business Central partner on the [I'm looking for a solution provider](#) page. You can also find solutions and services from partners in [Microsoft AppSource](#).

If you want guidance from Microsoft, contact the [Microsoft Sales team](#).

Your reselling partner will also handle technical support for you. For more information, see [Resources for Help and Support](#).

Where do I find that line number?

Documents such as sales order or purchase invoices consist of headers and lines. Each line has a number that Business Central uses to identify this particular line. As a result, you might see a warning or an error message that something is wrong in line number 1000, for example. In the default version of Business Central, line numbers are hidden. If you want to see the line numbers, you must personalize the current page and add the **Line No.** field. For more information, see [Personalize Your Workspace](#).

Why is new information not available in my language?

On the docs.microsoft.com site, content about business functionality is published in a number of languages. The content is authored in English and published to URLs with *en-us* as the language code. When new information is published in English, it is then sent off for translation into the supported languages. This means that you will not be able to read this new content in your own language for up to 4 weeks.

We understand the problems this can cause, and we encourage users to search for what they are looking for in English if they cannot find it in their own language.

Is the Windows client supported?

The first releases of Business Central on premises included an installed client derived from Microsoft Dynamics NAV. Starting with 2019 release wave 2, this legacy component, referred to as "the Windows client", will no longer be available for Business Central. For more information, see [FAQ About the Windows Client and Business Central](#).

See Also

[Getting Started](#)

[Tell Me FAQ](#)

[Searching and Filtering FAQ](#)

[List Views FAQ](#)

[Changing Language and Locale](#)

[Using Business Central as Your Business Inbox in Outlook](#)

[Using Business Central without Outlook](#)

[Change Basic Settings](#)
[Working with Business Central](#)
[Getting answers to questions](#)
[Resources for Help and Support](#)
[Business Central Learning Catalog](#)
[Assign Permissions to Users and Groups](#)
[Country/Regional Availability and Supported Translations](#)
[Service Terms](#)
[FAQ About Developer and ITPro Experiences](#)

Start a **free trial!**

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Tell Me FAQ

2/18/2021 • 2 minutes to read • [Edit Online](#)

This topic answers questions that our advanced users often ask about the Tell Me feature.

Are all actions from my current page discoverable in Tell Me?

No. Actions in parts, such as the Sales Lines part or FactBoxes, are not displayed in Tell Me.

Are the results in Tell Me filtered by permissions?

If the user does not have AccessByPermissions then actions are not displayed. However, pages and reports appear in the results but require that the user has permission to access them. A message will display if the user does not have permission to view the object.

Does Tell Me display content from my customizations or installed third-party extensions?

Actions, pages, and reports that originate from extensions are picked up by Tell Me, but custom help documentation is not. For technical information about how to make custom pages and reports discoverable, see [Adding Pages and Reports to Search](#).

What makes this different from what was previously known as Page Search?

Page Search has evolved into Tell Me to help you get work done quickly. Page Search could only help you navigate to pages or reports. At a technical level, Tell Me is no longer based on the legacy MenuSuite concept.

I use on-premises Business Central. Does that include Tell Me?

You can use Tell Me in the on-premises Web Client to find actions, pages, and reports, but not documentation, or apps and consulting services on AppSource.

Is Tell Me available for all form factors?

Tell Me is only available in the Web Client or Windows desktop app.

Are the documentation results available in any language?

The help articles display in the language you have specified in **My Settings**, if help is available in that language.

Why don't I see a bookmark icon for my search results?

The bookmark icon is not displayed in the Tell Me window when personalization is disabled for a user role.

See Also

[Save and Personalize List Views](#)

[Finding Pages and Information with Tell Me](#)

[Finding Pages with the Role Explorer](#)

[Bookmark a Page or Report on Your Role Center](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Searching and Filtering FAQ

2/18/2021 • 4 minutes to read • [Edit Online](#)

This article answers common questions you might have about searching and filtering.

Is there a difference between searching and filtering?

Yes.

- Search is simple and broad: it matches records that contain the search text across any visible fields on the page, and is case insensitive.
- Filtering is highly flexible and can be applied to specific fields, including those not visible on the page: it displays records with exact, case-sensitive matches, but can be adjusted with powerful search symbols, tokens, and formulas. For more information on how to use these features, see [Sorting, Searching, and Filtering](#).

Exactly which fields are matched when searching?

Business Central applies the search criteria to all fields that are visible on the page. If a field has been hidden, such as by using personalization, search won't consider this field. Search criteria are applied to fields only if their data type matches that of the search criteria. For example, searching for the term *today* will search all text and code fields for the literal value "today", and also any date fields where *today* is evaluated as an expression for the current date, but won't search in any numeric fields. For more information on filter criteria, see [Sorting, Searching, and Filtering](#).


Is there a keyboard experience for search and filter?

Search and filter have been highly optimized for users who prefer mouse-free interaction to work efficiently with their data. There are a variety of shortcut keys that can be used in sequence to work at high speed. For more information see [Keyboard Shortcuts](#).

Is the filter pane available on all lists?

The filter pane is available on pages where the list is the primary content on the page, such as worksheets and list pages, including lists reachable from the navigation bar. The filter pane is not yet available for lists that are displayed as parts, such as FactBoxes or Role Center parts, or for lists that are shown as dialogs, such as in lookups. When a list is embedded on a page, such as sales lines on a sales order, the filter pane is available when focusing on that list using the focus mode button. For more information, see [Focusing on Line Items](#).

How can I save my filters?

Your filters and adjustments to predefined filters are remembered throughout the session (while you remain signed in), even if you navigate away from the page. You can permanently save filters as a named view of the list by choosing the  icon in the filter pane. For more information, see [List Views FAQ](#). Note that, unlike filters, search text is not remembered when you navigate away from a page and is not saved when you save a view.

On report request pages, you can also save filters or use predefined filters. For more information, see [Using Saved Settings](#).

Is this the same as Advanced Filters and Limit Totals in Microsoft

Dynamics NAV?

Business Central builds upon these popular features and delivers a modern and highly usable experience for finding and analyzing your data. With more keyboard shortcuts and the introduction of search, Business Central surpasses the functionality provided in Dynamics NAV.

Can I search and filter using the companion apps and add-ins for Microsoft 365?

On different display targets, such as mobile devices or in Outlook, you can search in lists but can't filter on individual fields in most cases. In the Business Central app for Microsoft Teams, both search and filter are available on lists.

How do I view how my search terms have been applied to fields in the list?

After entering search terms in the search box, you can view the exact search criteria and which fields they have been applied to by opening the page inspection pane (**Ctrl+Alt+F1**) and choosing the **Page Filters** tab.

Can I do anything about the "Searching for rows is taking too long" message?

There is a time-limit on how long a search operation can take. First, try changing the search criteria and search again. If you are using Business Central on-premises, contact your system administrator, because an administrator can increase the time-limit for searches.

As an on-premises administrator, you increase the time-limit on searches by changing the **Search Timeout** setting of Business Central server. For more information, see [Configuring Business Central Server](#) in the Business Central Developer and IT Pro Help.

Will Microsoft extend the filter pane experience?

At Microsoft, we're constantly listening to feedback from our diverse community of users and acting upon the top community suggestions. If you are interested in extending the filter pane to more form factors and more types of lists, or have a great idea on how to improve it, add an idea or vote for existing ideas at aka.ms/BusinessCentralIdeas.

See also

[Sorting, Searching, and Filtering](#)

[Finding Pages and Information with Tell Me](#)

[Finding Pages with the Role Explorer](#)

[Getting Started](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

List Views FAQ

2/18/2021 • 6 minutes to read • [Edit Online](#)

This article answers questions that our advanced users often ask about working with list views and saving filters.

How do views handle expressions?

When you save a view that includes filters with expressions (like date ranges, operators, keywords, or filter tokens), only the expression gets saved—not the resulting values. For example, saving a view that filters on the **Created Date** field with the expression `-1W..today` will always find records related to the current date, even when the view is accessed next month.

Where are list views saved?

Similarly to hiding a field or reordering your navigation menu, list views are a part of user personalization and are stored in the database. Clearing all personalization on a list will also permanently remove your personal views and clear other personalization such as reordering of views. For more information, see [Personalize your workspace](#).

Why don't I have a Save icon?

There's a couple reasons why you might not see the Save icon and options menu alongside views in the filter pane.

One reason could be that personalization isn't enabled for your user role. In this case, you still have access system views that are a standard part of the pages. You can modify these views, like changing or adding filters. You just can't save the changes. Another reason could be that the page you're looking at is a *worksheet* type page—not a list.

On which page types can I use list views?

Views are only available on list pages.

How do I know whether I'm on list type page

Use page inspection. To open page inspection, press Ctrl+Alt+F1. Then, in the **Page** field, look for the word **List** in the parenthesis at the end.

Are views also available on other form factors?

Yes. Any views you save on your desktop browser or desktop app will also be available on your tablet or smartphone. You can't modify or personalize views on mobile devices.

Are my personal views always accessible?

Your views are available on a list page whether you access it from the navigation menu, using the **Tell Me** window, or through a URL link. Views aren't available in list parts, lookups or whenever a list page is displayed as a dialog.

How do I return a view to its original filters after modifying them?

At the bottom of the filter pane, choose the **Reset filters** action to clear filter changes you have made to the view and return to its original filtered fields and filter criteria.

What is the difference between hiding and removing views?

Removing a view will permanently delete that view. Hiding a view allows you to temporarily hide it from the filter pane, but you can unhide it again later by choosing the **Show** action.

How can I share my views with others?


Business Central doesn't provide a way to share the precise list view. But you can share your current filters so that other users can see a similar list of records. In your desktop browser, just copy the URL and share it with your colleagues. Sharing filters isn't guaranteed to give the recipient an identical set of filters that you see in your browser.

Can I search for views in the Tell Me window?

No. The **Tell Me** window only displays search results for the page, but you're only a step away from getting to your favorite view once you navigate to the page.

What is shared layout?

All views on a list page share a common column layout. The layout includes which columns are displayed, their sequence, width, freeze pane, and quick entry settings. Personalizing any column layout will also affect other views sharing the same layout on the list page.

Some system views can have unique layouts of the columns in the list. For example, they could rearrange columns to display only the columns most relevant to that view. You can identify which views have unique layouts by choosing the  icon and observing that the **Shared layout** check box isn't selected. As a user, you can personalize the column layout for a view with unique layout without it affecting any of the other views on the list page. Only developers can define a unique column layout for a view that initially has a shared layout.

What does the Show System Filters link do?

On some list pages, the filter pane displays **Show system filters** at the bottom, specifically when the page includes filters specified by the system. These special filters are typically used to display records based on the current context. An example would be when an orders list has to be filtered for a specific customer.

System filters are set by application developers, which they set using filter group 0. For more information about system filters, see [FilterGroup Method](#).

I see multiple views on my page, but I didn't create them. Where did they come from?

The views you see on any list are a combination of your personal views together with system views. System views may originate from the business application, from extensions, or may be role-specific if the list was customized for your role.

Why do some views provide fewer options?

Some views only provide the option to save a copy of the view, while others don't allow saving changes to the view. How the view was created determines the options available to that view. Views can be created in multiple ways:

- Personal views that you saved
- System views that are a standard part of the business application, or added by extensions or role-specific views. Unlike personal views, you can't save changes to filters back to that system view.
- Legacy system views that are a standard part of the business application but were created using older versions of Business Central. These views offer fewer options. You can only save them as a new view and can't hide or reorder them either. Legacy system views will be discontinued in a future update to Business Central.

How do I convert legacy system views?

Legacy system views are list views that were created by developers in older versions of Business Central by placing them on the Role Center page. These views are now displayed directly on the list page but offer a degraded experience and fewer options. You can convert a legacy system view to a personal view that is fully customizable, simply by saving that legacy view as a new view. Similarly, administrators can choose to convert role-specific legacy system views by customizing the user role and saving the legacy view as a new role-specific view.

Legacy system views will be discontinued in a future update to Business Central.

Others in my organization need similar list views as standard. What can I do?

Working with personal views is quick and effective, but Business Central provides other tools to define list views needed by specific user roles or all users in the organization.

- Developers can customize the environment and create list views in extensions for all users in the organization.
- Non-coders such as administrators or department managers, can create role-specific list views when customizing a role from the **Profiles (Roles)** page.

I work with multiple languages: how do I translate the name of the view?

When saving a new view or renaming an existing view, you must enter a recognizable and meaningful name for that view. The name is saved for your current language and will be displayed also when you or other users work with Business Central in different languages. To provide translated view names, switch the language by using the **My Settings** page. Then rename the view, which will store the translated name in the new language.

Do views with expressions work in all languages?

Expressions that only use symbols, such as `|` or `..` are considered safe for users to access in any language. Any views with expressions that include letters, keywords, or filter tokens will only work for the language in which they were authored.

See Also

[Save and Personalize List Views](#)

[Finding Features and Information](#)

[Sorting, Searching, and Filtering](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Mobile Apps FAQ

2/18/2021 • 3 minutes to read • [Edit Online](#)

This article answers questions that our advanced users often ask about the mobile apps for Business Central.

Is there an app for my device?

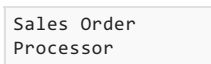
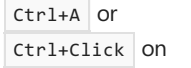
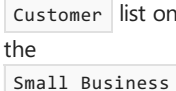
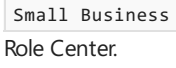
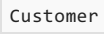
Probably! Install the Business Central app on your mobile device by downloading the app from the Windows Store, App Store, or Google Play.

- [Windows Store](#) (PC only)
- [App Store](#)
- [Google Play](#)

Is it the same experience in the apps as in the browser?

No, not exactly. For example, we show only the **Home** activity group due to the limited screen size on mobile devices. Similarly, the keyboard shortcuts are not available because you mainly use touch rather than a keyboard to navigate on mobile devices.

The following table describes some of the most common differences and limitations that you might experience when using Business Central on mobile devices, compared to the browser.

CONCEPT	ON TABLETS	ON PHONES	EXAMPLE FROM THE BROWSER	
Activity groups	Only the Home activity group is shown.	Only the Home activity group is shown.	Home and Posted Documents on the  Role Center.	
Selecting multiple records in lists	Not available.	Not available.	 rows in a list in the browser.	
Actions in the action bar	Only Promoted actions are shown.	Only Promoted actions are shown.		
FactBoxes	Not shown on List pages or Worksheet pages.	Not shown on List pages or Worksheet pages.	 list on the  Role Center.	
Advanced filters	No column-specific filtering is available.	No column-specific filtering is available.	On the  list page.	
Tell Me	Not available yet.	Not available yet.	See Finding Pages and Information with Tell Me .	

CONCEPT	ON TABLETS	ON PHONES	EXAMPLE FROM THE BROWSER	
Role Explorer	Not available yet.	Not available yet.	See Finding Pages with the Role Explorer .	
Fields in FastTabs	Fields in FastTabs on list pages are not shown. Only the repeater control is shown in the content area of the page.	Not available.		
Select from full list	Not available on lookups. Users are not able to run actions on a lookup page, and they cannot access the full set of records.	Not available on lookups. Users are not able to run actions on a lookup page, and they cannot access the full set of records.	On the Item Card when selecting the Base Units of Measure .	
Search across list columns	Partly supported. Search will not include FlowFields.	Partly supported. Search will not include FlowFields.	See examples on the Customers list page.	
Lookups	Available.	Available, with the difference that advanced and simple lookups behave similarly on the phone. The lookup will not bring up the card, show FactBoxes, or any field groups.	See examples on the Customer Card page.	
Matrix controls	Not available.	Not available.	See example in G/L Budget .	
File download	Available. Cannot download multiple files at the same time.	Available. Cannot download multiple files at the same time.	Trial Balance report in the Print to Excel check box.	
Worksheet pages	Available.	Not available; an error message is displayed.	Sales Price Worksheet or Cash Flow Worksheet.	
Lists	Available.	Available, with the difference that these are displayed in a brick layout.	Customers or Sales Orders pages.	
Indentation in repeater controls	Available.	Not available. The repeater control will be rendered as a regular flat brick layout.	Chart of Accounts and Contacts List pages.	

CONCEPT	ON TABLETS	ON PHONES	EXAMPLE FROM THE BROWSER
Automatic input focus on first editable field of a page	Not available.	Not available.	<p><input type="text" value="Customer Card"/> page.</p> <p>In the browser, focus will automatically be on the first editable field (such as the <input type="text" value="Name"/> field), enabling you to change the value right away.</p> <p>In the tablet and phone apps, this field will not be in focus; instead, you will have to manually select the field first in order to make changes.</p>

Is it the same experience on tables and phones?

Almost, but not quite. See the list in the [Is it the same experience in the apps as in the browser?](#) section.

Can I connect the app to our on-premises solution?

Yes, you can! It's a slightly different way to signing in, that's all. For more information, see [Using Business Central on-premises?](#)

See also

[Getting Business Central on Your Mobile Device](#)

[Install the Business Central App for Microsoft Teams](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Teams FAQ

2/18/2021 • 12 minutes to read • [Edit Online](#)

APPLIES TO: Business Central online

This article answers some of the questions you may have about working with Teams and Business Central.

- [General](#)
- [Working with cards](#)
- [Working with card details](#)
- [Collaborating with guests](#)

How do I sign in to the Business Central app in Teams?

After installing the app, you'll be asked to sign in the first time you paste a Business Central link into Teams chat or when you choose the **Details** action on a card in Teams. Depending on your Teams client, you may have to enter your credentials that you use to access Business Central.

How do I sign out of the Business Central app in Teams?

To sign out of your current user identity in Teams used to connect to Business Central, go to any chat compose box, and choose the Business Central icon underneath. When the window appears, check your currently signed in identity and then choose **Sign out**. If you're using Teams in the browser, you'll also be signed out of any Business Central web client in the same browser window.

Does the app for Teams connect to Business Central on premises?

No. The Business Central app for Teams only works with Business Central online. There are no plans to support Business Central deployment types—like on-premises, hybrid cloud, or private cloud—that Microsoft doesn't host or manage directly.

Does the app work with multiple companies and environments?

Yes. When the Business Central app expands a link into a card, the link must contain the environment and company names for the app to match the record in the right company. You can paste links to any companies and environments you have access to within your organization and from the Business Central account you used to sign in. Participants in the chat will see the card. But they can't view the card details unless they have permissions to the company or environment where that record is stored.

In which countries or regions is the Business Central app available?

The Business Central app for Teams isn't restricted by country or region. The app is available in all markets currently supported by the Teams marketplace.

Does the Business Central app work with any localization of Business Central?

Yes. The app is intended to work with any localization of Business Central, whether that localization is offered directly from Microsoft or through a partner. For more information, see [Country/regional availability and supported languages](#).

Which languages does the Business Central app support?

Two things determine the language used for cards and card details in Teams:

1. Your language in Teams, which you can see from your account settings in Teams.
2. Your language in Business Central, which you can see the Business Central Web client (see [Change Basic Setting - Language](#)).

The following table explains how the experience differs for message authors and recipients, depending on language settings and availability of languages.

WHO	CARD	CARD DETAILS
Message author	Displays in the language that's specified for you in Teams. If Business Central doesn't offer that same language, the card is displayed in English.	Displayed in the language that's specified for you in Business Central, which may include languages from language apps provided by partners.
Message recipient	Displays in the language of the message author.	Displays in the language that's specified for you in Business Central.

For the list of supported languages for Business Central, see [Supported languages](#).

Where can I find Teams integration inside the Business Central Web client?

There's currently no embedding of Teams controls or presence of Teams features inside the Business Central Web client or other clients.

Does Business Central work with the Teams mobile app?

Yes. The Business Central app can be installed from the Teams desktop app or browser, or by an administrator for all users. Once installed, the Business Central app is automatically available in Teams for iOS and Android. On mobile devices, you can view cards sent by others, access details, or pop out the card to the full experience in the Business Central mobile app. However, you can't paste links that expand into cards when composing messages. For minimum requirements for mobile, see [Minimum Requirements for Using Business Central](#).

Is the Business Central app for Teams the same as the Business Central app for iOS and Android?

No. The app for Teams is an add-in to Microsoft Teams and exclusively designed for collaborative experiences that light up within Teams. On the other hand, the Business Central mobile app delivers a rich experience for you to work with Business Central data on your mobile devices.

Mobile users are encouraged to install both the mobile app and the app for Teams to get the most out of Business Central. With both installed, you can choose the **Pop out** action on a card in Teams to open the card details in the Business Central mobile app. For information about installing the Business Central and Teams mobile apps, see:

- [Get Business Central on Your Mobile Device](#)
- [Get the Teams mobile app](#) on Microsoft Support

Does the Business Central app work in all Teams clients?

No. The Business Central app for Teams isn't supported when installed as a package for macOS or Linux. On these platforms, you can access Teams using a supported browser instead.

For minimum requirements in Business Central, see [Minimum Requirements for Using Business Central](#).

For information about the choice of Teams clients and how to install them, see [Get clients for Microsoft Teams](#) in the Teams documentation.

Which Teams client is best for Business Central?

There are only minor differences and limitations between Teams clients that may affect your experience with the Business Central app for Teams. When choosing a Teams client, consider:

- The camera and location can't be accessed from the details window in the Teams desktop app
- Using Microsoft Edge with the Teams in the browser let's you easily work across multiple identities and accounts by signing in to Teams from different profiles. To learn about using profiles in Microsoft Edge, see

[Sign in and create multiple profiles in Microsoft Edge](#) on Microsoft Support.

What is the best way for me to demonstrate Business Central and Microsoft Teams to prospective customers?

If you're a reselling partner, you might want to have an environment that you can show prospects as part of pre-sales demonstrations. To avoid affecting Microsoft Teams in your organization, you can get a Microsoft 365 demo account at <https://aka.ms/CDX>. This account gives you full control of an independent Azure organization that includes Microsoft Teams and Business Central. For more information, see [Preparing Demonstration Environments of Dynamics 365 Business Central](#).

Does the Business Central app for Teams cater for my customization and personalization?

The Business Central app for Teams can display cards for links to customer pages and tables in Business Central, such as those pages and tables originating from your own custom extensions or from AppSource.

The fields shown on a card in Teams can also be affected by Business Central customizations installed for your organization. Cards don't consider any role-specific customizations or user personalization. However, the card details window shows record details as you would see them in Business Central, including any extensions, role customizations, and user personalization.

Where can I learn about my privacy?

You can learn about how Microsoft handles your data in the [Microsoft Privacy Statement](#).

Contact your administrator to learn how your organization handles the privacy of your data.

How do I uninstall the Business Central app for Teams?

To remove the app that you installed for yourself, go to any chat compose box, find the Business Central icon underneath, right-click the icon and choose Uninstall.

Will Microsoft continue to improve the Business Central app for Teams?

At Microsoft, we're constantly listening to feedback from our diverse user community and acting upon the top suggestions. To learn about what is next for the Business Central app for Teams, see the [Dynamics 365 release plan](#).

If you want to participate in improving the app for Teams, or have a great idea that would help simplify your work or collaborative experiences in Teams, add an idea or vote for existing ideas at <https://aka.ms/BusinessCentralIdeas>.

See Also

[Business Central and Microsoft Teams Integration Overview](#)

[Install the Business Central App for Microsoft Teams](#)

[Troubleshooting Teams](#)

[Developing for Teams Integration](#)

Start a free trial!

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Minimum Requirements for Using Business Central

2/18/2021 • 3 minutes to read • [Edit Online](#)

Before you access Business Central online, we recommend that you verify that your computer or mobile device meets or exceeds the minimum system requirements for the product. This article lists the requirements.

Browsers

Recommended browsers

Microsoft Edge: Business Central is designed to work with the current version of the new Microsoft Edge.

Chrome for Windows and Firefox for Windows: Business Central is designed to work with the current version of these desktop browsers.

Safari: Business Central is designed to work with the current version of Safari on macOS.

Other supported browsers

Microsoft Edge Legacy: Business Central is designed to work with the legacy version of Microsoft Edge, but we recommend that you switch to the new Edge.

Internet Explorer: Business Central is designed to work with Internet Explorer 11 (build 11.0.9600.17239) for Windows 10 (32-bit and 64-bit versions). We recommend that you upgrade to the latest version of Internet Explorer supported for your version of Windows. You can also run the new Edge and still access other websites that require Internet Explorer. For more information, see [Microsoft Edge documentation](#).

IMPORTANT

Starting in April 2021, Internet Explorer 11 and Edge Legacy will no longer be supported. We recommend you switch to one of the recommended modern browsers as soon as possible.

Mobile devices

Windows: Business Central for Windows can be installed on devices with at least 1 GB of RAM and Windows 10 S, Home, Pro, Enterprise, or Education (32-bit and 64-bit editions).

iOS: Business Central for iPad and iPhone requires iOS 10.0 or later.

Android: Business Central for Android tablet and Android phone can be installed on devices with at least 1 GB of RAM and Android 6.0 or higher.

Device size: Business Central is supported on smart phones with a minimum screen size of 4" and tablets with a minimum screen size of 7".

Outlook

Outlook applications: To use Business Central online as your business inbox in Outlook, you'll need Outlook 2019 or later, Outlook on the web, Outlook for iPhone, Outlook for iPad, or Outlook for Android. Your organization must also use Microsoft 365. You can't use Business Central online as your business inbox in Outlook if your organization uses Exchange Server on-premises.

Browsers: When using Business Central as your business inbox in Outlook in a browser, the add-in requires that your computer is running one of the listed supported browsers that are listed earlier in this article.

Platforms: When using the Business Central Outlook Add-In in Outlook for iPhone, Outlook for iPad, or Outlook for Android, the add-in requires that your mobile device is running one of the listed supported mobile devices for Business Central.

Teams

Teams desktop applications: The Business Central app for Teams supports the latest version of the Teams Windows desktop client.

Browsers: When using the Business Central app for Teams in the browser (web client), the app requires that your computer is running one of the supported browsers listed earlier in this article.

Platforms: When using the Business Central app in Teams for iOS or Android, the app requires that your mobile device is running one of the supported mobile platforms, listed earlier in this article.

Excel

Edit in Excel: To use the Excel add-in to make changes in Excel and push the changes back into Business Central, you need Excel 2019 or later. For more information, see [Analyzing Financial Statements in Microsoft Excel](#).

Using the Business Central Administration Center

The administration center is designed to work with the current version of the following browsers:

- The new Microsoft Edge
- Chrome for Windows
- Firefox for Windows
- Safari for macOS

Using Business Central on-premises

If you want to deploy Business Central on-premises, you should check the system requirements. For more information, see [System Requirements for Dynamics 365 Business Central](#) and [Deployment Overview](#).

See Also

[Getting Started](#)

[System Requirements for Dynamics 365 Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Resources for Help and Support

2/18/2021 • 9 minutes to read • [Edit Online](#)

In Dynamics 365 Business Central, the Help menu item (the question mark in the top right corner) gives you access to the **Help & Support** page, where you can find links to resources that can help you find answers to your questions. You can also see how you can contact technical support for your Business Central.

This page outlines the resources available to you in the different sections of the **Help and Support** page.

Finding Answers

The **Find it** section provides links to the most common places to find answers to your questions. The links fall into four categories and are explained in the following subsections. Some of the links can be configured by your Business Central partner, and as a result the behavior can be slightly different.

Product Help

The **Find it** section includes two links to product Help:

- Help about the page you were just viewing in Business Central

This link is automatically generated. If Business Central cannot find the relevant link, the landing page on [Docs.microsoft.com](https://docs.microsoft.com) for the default version of Business Central is shown. For example, this can happen if the page was part of an app that did not add context-sensitive Help mapping to Business Central.

- Help landing page for Business Central

The functionality in the default version of Business Central is described on the [Docs.microsoft.com](https://docs.microsoft.com) site. For more information, see the [Using the docs.microsoft.com site to learn more](#) section. In addition to the default version, you can extend and customize Business Central with apps from AppSource. All apps provide links to the relevant product Help so that you can always find guidance for the different workflows in your version of Business Central.

Community

In the [Business Central Forum](#), you can submit a question and learn from other Business Central community members. Partners and Microsoft employees participate in the conversations.

If you are using a trial version of Business Central, and you do not yet have a partner, the Community can help you get unblocked if you have questions.

Blog

We talk about new capabilities on [the Dynamics 365 Blog](#), including when they are made available, and if there are special considerations.

Capabilities Coming Soon

Business Central is updated with major feature updates every 6 months, and with monthly service updates. Choose the link to view the latest release plan. You can also get an overview of upcoming and recently released capabilities in the release plan across Dynamics 365 at <https://aka.ms/businessappsreleasenotes>.

For the longer term overview, the Business Central [roadmap page](#) shows the general priorities for Business Central in the coming years.

Do More with Your Trial

This section gives you shortcuts to Microsoft AppSource where you can find solutions and services from Business Central partners. Use the links to explore the full capabilities of Business Central before you decide if you want to buy a subscription. You can also find a link to contact the sales team.

NOTE

This section is only available in trial experiences. If you already bought Business Central, the section is not longer visible.

Give Feedback

On the [Dynamics 365 Ideas site](#), you can provide suggestions for new feature and capabilities. Your input goes directly to Business Central's engineering backlog for investigation and prioritization.

Make sure that you search through the list of submitted suggestions. Chances are that someone already submitted something similar, and that entry might have already received votes. Vote if an idea already has been submitted to get it prioritized on the engineering backlog.

Troubleshooting

The **Troubleshooting** section shows technical information that your administrator or Business Central partner can use to unblock users. This includes information about the latest error message, the current version of your Business Central, and a link to go to the **Page Inspection** page. For more information, see [Inspecting Pages in Business Central](#).

As the internal administrator, you have access to the administration center where you can continue the troubleshooting. You can view telemetry, manage environments, and you can manage user sessions. For more information, see [Finding technical information](#) and [Managing Environments](#) in the administration content.

Report a Problem

Your Business Central reselling partner will help you with technical support. Business Central is sold through partners, and this section makes it easy for you to contact your reselling partner if they have submitted their support contact details. If your Business Central partner then cannot resolve the problem, they will raise a support ticket with Microsoft. For more information, see [Escalating support issues to Microsoft](#) in the administration content.

NOTE

This section is only available if you have paid for a Business Central subscription. If you have signed up for a trial and have not yet purchased Business Central, you do not have a reselling partner, and you cannot contact the Microsoft support team. You can find a Business Central partner on the [I'm looking for a solution provider](#) page. For more information, see [How do I find a reselling partner?](#).

Support contacts

The **Report a problem** section displays an email address or a hyperlink for you to get in contact with the customer support person or team. If you are the Business Central reselling partner for a tenant, you can set up your preferred support contact details in the admin center. For more information, see [Configuring the support experience](#) in the administration content for Business Central.

To alert your partner to a problem, choose the link to either send an email or open their support site in a new browser tab. You can then add the technical information about your Azure Active Directory tenant from the **Troubleshooting** section and any other information that you find relevant.

Using the docs.microsoft.com site to learn more

The docs.microsoft.com site is the default location for learning about capabilities of Business Central. The site hosts [conceptual content about business functionality](#), [documentation for developers](#), free [learning paths and e-learning modules](#) across multiple user profiles, and much more. In this section, you can learn about how to navigate the business functionality content.

Content on the site

The content that Microsoft publishes under the user assistance concept of *Learn more* is in part intended to answer those questions that the user interface cannot answer, such as where that page fits into the bigger workflow, or what comes next, or what would be the alternative, and so on. From inside the product, you can access this content either through the *Learn more* link in tooltips, or by using the *Ctrl+F1* keyboard shortcut.

The navigation panel to the left, the table of contents, groups articles by business area. For example, you read the article [Purchase Items for a Sale](#), and then the table of contents shows you that there is also an article called [Correct or Cancel Unpaid Purchase Invoices](#). Both articles are in the group called *Purchasing*, which bundles articles that are related to the Purchasing module in Business Central.

The table of contents includes a group of content that describes local functionality for the countries that Microsoft supports. If you do not see your country listed there, it is probably because your country is localized by a partner. For more information, see [Country/regional availability and supported languages](#).

The local functionality content describes the capabilities in Business Central that can help you be compliant in the supported markets, such as tax statements and other reports. In some cases, the difference between the default version and the country-specific version is invisible to users. In other cases, users must set up reporting or electronic invoicing in a specific way. If you cannot find a description of a certain button or action in the default section of the content on the docs.microsoft.com site, you can hopefully find it in the *Local Functionality* section.

Finding other content

If you land on an article that doesn't answer your question, you can find other content in two ways:

- Use the **Filter by title** field in the table of contents on the left side of the website

This way, you can filter by words used in the titles of the various articles. For example, type *invoice*, and then choose one of the offered links, such as [Set Up Invoice Rounding](#) or [Create Prepayment Invoices](#).

Underneath each link, you can see where that article is in the table of contents. That way, you can easily see if the article is in the Purchasing section or in the section for Australian local functionality, for example.

- Use the **Search** field in the top right corner of the website

This way, you can search for any term. The site will then search all the content for that term or expression. Search for *invoice* again, and scroll through the list of hundreds of articles in the Business Central content that uses that word somewhere in the text.

Languages

Content about business functionality is published in a number of languages. When you land on the docs.microsoft.com site from inside the product, you see the content in the same language as you have specified in Business Central, unless that language is not available on the docs.microsoft.co. site.

You can change the language by changing the URL, or you can use the language toggle in the bottom left corner of the website.

The content is authored in English and published to URLs with *en-us* as the language code. When new information is published in English, it is then sent off for translation into the supported languages. In some

cases, you will not be able to read this new content in your own language for up to 4 weeks, but in most cases it only takes a week or two. You can always view the latest information by switching the language to *en-us*.

For each language, the table of contents is translated, but the content in the *Local Functionality* section is in English except for the country that corresponds to the current language. For example, in the Danish version of the docs.microsoft.com site (<https://docs.microsoft.com/da-dk/dynamics365/business-central/>), you can see the entries for Australian local functionality in Danish in the table of contents, but the articles are in English. Only the articles for Danish local functionality are translated into Danish.

Providing feedback

On docs.microsoft.com, each article has two buttons at the end of the article. The *Product feedback* button sends you to the Ideas site, and the *Sign in to give documentation feedback* button lets you submit feedback about the content through GitHub. In both cases, you must create an account if you do not already have one. For *product feedback*, you must sign in with your work or organizational email account. For *access to GitHub*, you can use any email address when you create an account.

We welcome your contributions, both as pull requests with suggestions or corrections to the content, and as GitHub Issues with bugs or questions. But please be mindful that feedback and contributions to the *dynamics365smb-docs* repo is about the content, not about the product.

IMPORTANT

Microsoft accepts pull requests to the *dynamics365smb-docs* repo only, not the language-specific repos. If you have feedback about translations, you can report a GitHub issue in the relevant repo.

Navigating to other parts of the site

The docs.microsoft.com hosts content for other products as well as other types of content. Use the links at the top of the site to navigate to the [Learn](#) site or to the [Dynamics 365 release plans](#), for example. You can also find a link to the [Dynamics 365 Community](#) site, for example.

See Also

[Business Central Learning Catalog](#)

[How do I find a reselling partner?](#)

[Blog post: Find the right resources and provide feedback](#)

[Business Central developer and administration docs](#)

[Resources for Help and Support for Partners](#)

[Technical Support](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Visit Our Video Library

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We know that some people prefer to watch content rather than read it. To that end, we're producing short, easily digestible videos that either stand alone, or supplement our user assistance.

If you are new to Business Central, you can launch the introduction videos from the welcome page that displays. If you're already working in Business Central, you can get to the library from the **Business Manager** and **Accountant** Role Centers by choosing the **Product Videos** tile.

You can also view our "how to" videos, plus a lot of other content, on the YouTube playlist that we created for Business Central. To visit the videos now, [click here](#).

TIP

Videos in the library display in a frame that might seem a little small. To make the frame larger, choose the double-ended arrow icon in the upper-right corner. Afterward, videos will display in the larger frame until you make it small again.

See Also

[Getting Started](#)

[Dynamics 365 channel on YouTube](#)

NOTE

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Working with Business Central

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When performing business tasks, you interact with data in different ways, such as creating records and entering data, sorting and filtering data, writing notes, and outputting data to other applications.

For example, you can adjust the size and position of any page, expand the width of columns and increase the height of column headers, and change the sorting of data in columns. And if you want to use the horizontal scroll bar to view all columns on a list page or on document lines, you will see that there is a vertical freeze pane to restrict some columns from scrolling.

Tips and Tricks

TIP

For a print-friendly overview of the most used functions, choose the following image and download the PDF file.



Links to Learn More

The following table lists some of the general functionality with links to topics that describe them.

NOTE

In addition to the general UI functions described in this section, you can use other general functions that are more business-related. For more information, see [General Business Functionality](#).

TO	SEE
Find a specific page, report, action, help topic, or partner extension.	Finding Pages and Information with Tell Me
Get an overview of pages for your role and for other roles and navigate to pages.	Finding Pages with the Role Explorer
Filter data in views, reports, or functions by using special symbols and characters.	Sorting, Searching, and Filtering Lists
Learn the many general functions that help you enter data in a quick and easy way.	Entering Data
Learn how to quickly copy and paste data including by using keyboard shortcuts.	Copying and Pasting FAQ
View or process data in specific date ranges.	Working with Calendar Dates and Times

TO	SEE
See which fields must be filled in.	Detecting Mandatory Fields
Understand how the computer locale affects the user interface and the Help site and how to change the language.	Changing Language and Locale
Learn how to interact with Excel from practically anywhere in Business Central	Viewing and Editing in Excel
Attach files, add links, or write notes on cards and documents.	Manage Attachments, Links, and Notes on Cards and Documents
Change basic settings such as company, work date, and Role Center.	Change Basic Settings
Get notified about certain events or changes in status, such as when you are about to invoice a customer who has an overdue balance.	Manage Notifications
Change which and where UI elements are shown to fit your preferences.	Personalize Your Workspace
Define, preview, print, or save reports and define and run batch jobs.	Working with Reports, Batch Jobs, and XMLports
Manage the content and format of reports and documents, including which data fields of a report dataset appear on the report and how they are arranged, text style, images, and more.	Managing Report and Document Layouts
Learn about features and capabilities that make Business Central readily available to people with disabilities.	Accessibility and Keyboard Shortcuts

Getting Around in Business Central

Here's a short video about how to get around in Business Central.

Choosing a desktop browser

Business Central supports multiple browsers that each offer a variety of features and capabilities. The browser plays a significant role in the responsiveness and fluidity of the user interface. See the list of supported, recommended browsers for [Business Central online](#) and browsers for [Business Central on-premises](#).

- Where possible, avoid older browsers such as Internet Explorer, and switch to one of our recommended modern browsers, such as the [new Microsoft Edge](#).

Internet Explorer is still supported, but since the new Edge browser is available for Windows Server now, we see a declining rate of usage for Internet Explorer. You can also get [a pilot of Edge in IE mode](#). For more information, see [Microsoft Edge documentation](#).

- Keep your browser always updated to the latest version.

See Related Training at [Microsoft Learn](#)

See Also

[Getting Started](#)

[Setting Up Business Central](#)

[General Business Functionality](#)

[Performance Tips for Business Users](#)

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NOTE

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Working with Business Central

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TO	SEE
Find a specific page, report, action, help topic, or partner extension.	Finding Pages and Information with Tell Me
Get an overview of pages for your role and for other roles and navigate to pages.	Finding Pages with the Role Explorer
Filter data in views, reports, or functions by using special symbols and characters.	Sorting, Searching, and Filtering Lists
Learn the many general functions that help you enter data in a quick and easy way.	Entering Data
Learn how to quickly copy and paste data including by using keyboard shortcuts.	Copying and Pasting FAQ
View or process data in specific date ranges.	Working with Calendar Dates and Times
See which fields must be filled in.	Detecting Mandatory Fields
Understand how the computer locale affects the user interface and the Help site and how to change the language.	Changing Language and Locale
Learn how to interact with Excel from practically anywhere in Business Central	Viewing and Editing in Excel
Attach files, add links, or write notes on cards and documents.	Manage Attachments, Links, and Notes on Cards and Documents
Change basic settings such as company, work date, and Role Center.	Change Basic Settings
Get notified about certain events or changes in status, such as when you are about to invoice a customer who has an overdue balance.	Manage Notifications
Change which and where UI elements are shown to fit your preferences.	Personalize Your Workspace
Define, preview, print, or save reports and define and run batch jobs.	Working with Reports, Batch Jobs, and XMLports
Manage the content and format of reports and documents, including which data fields of a report dataset appear on the report and how they are arranged, text style, images, and more.	Managing Report and Document Layouts

TO	SEE
Learn about features and capabilities that make Business Central readily available to people with disabilities.	Accessibility and Keyboard Shortcuts

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See Also

[Getting Started](#)

[Setting Up Business Central](#)

[General Business Functionality](#)

[Performance Tips for Business Users](#)

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NOTE


Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Finding Pages and Information with Tell Me

2/18/2021 • 3 minutes to read • [Edit Online](#)

This topic describes how Tell Me can help you quickly go to things like actions, pages, or reports, find information about how to complete a particular task, and discover additional apps and consulting services for Business Central.

When you need help finding something, use the  **Tell me what you want to do** icon to search for it. You can also use ALT+Q to start using Tell Me.

When you start typing characters, Business Central immediately displays matches. Results in the list change as you type more characters. If you notice that when you enter the word "product" and the results include **Items** that's because Tell Me uses synonyms and alternate search terms to make it easier to find actions, pages, and reports.

The column to the right indicates the general category of the result. For example, whether it will open a list page or is an administrative task .

At the bottom of the **Tell Me** window is an action called **exploring**, which opens a feature overview that shows you all available features for your role or for all roles. For more information, see [Finding Pages with the Role Explorer](#).

NOTE

If you prefer to use your keyboard, use the Tab key and Arrow keys to choose an item in the results. If you press the Enter key on your keyboard without choosing a result, Business Central opens the result that is listed first.

Finding an Action on the Current Page

The **On Current Page** section lets you find and perform actions on the page you have open. For example, if the **Sales Quote** page is open and you type "customer," the section includes an action that opens the customer card for the customer chosen on the sales quote.

NOTE

The list includes only actions that are available on the navigation bar at the top of the page. Actions on FastTabs are not included.

Finding a Page or a Task

The results in the **Go to Pages and Tasks** section provide access to other pages and let you perform tasks or look up information. If you use these pages often, you can choose the bookmark icon to add a link to any page onto your Role Center. For more information, see [Add a Page Action to Your Role Center](#).

The pages and tasks that are listed depend on the user experience you chose for your company. The **Essential** experience gives access to fewer than the **Premium** experience does. The first time you sign in, you use the **Essential** experience. For more information, see [Customizing Your Business Central Experience](#).

Finding a Report or Archived Information

The **Go to Reports and Analysis** section offers access to reporting tools. For example, you can open the **Balance Sheet** report from the list, or access archived documents and other information.

Finding Information in the Help

Under **Documentation** you will see articles from the Business Central documentation that describe concepts and provide step-by-step guidance for completing tasks in the application.


NOTE

Documentation for third-party extensions is not included in the results.

Getting More Functionality by Finding an App on Microsoft AppSource

Our partner community is busily developing apps that add capabilities to Business Central. The **Get from Microsoft AppSource** section lists apps for Business Central that are available on Microsoft AppSource and are related to the keyword you searched for.

Searching for Data

The **Tell me what you want to do** function does not search for data, such as customer names, addresses, or transactions. Instead, you can search for data in list pages by choosing the  **Search** icon in the left corner of the list header. The search applies only to the list you are viewing. For more information, see [Sorting, Searching, and Filtering Lists](#).

Questions?

We have shown Tell Me to a range of stakeholders, noted the questions that they had in common, and turned our notes into a list frequently asked questions. If you are interested, see [Tell Me FAQ](#).

See Related Training at [Microsoft Learn](#)

See Also

[Working with Business Central](#)

[Add a Page Action to Your Role Center](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Finding Pages with the Role Explorer

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can get an overview of all the business features that are available for your role, and for other roles if you go a step further. In the following documentation, this feature overview is referred to as the *role explorer*.

Each element on the role explorer is an action that opens a page. Accordingly, you can also use the role explorer as a means to navigate in Business Central.

You can open the role explorer from the Role Center and all list pages and from the **Tell Me** window.

- On your Role Center or any list page, choose the  button to the right of the navigation bar, or press Shift+F12.
- In the **Tell Me** window, choose the **exploring** action at the bottom.

Choose the **Find** action at the top of the role explorer to quickly locate feature names that contain a certain term.

Choose the **Explore all** action at the top of the role explorer to get an overview of all business features that are available for all roles including your own.

NOTE

Only Role Center actions for profiles where the **Show in Role Explorer** check box is selected will appear on the extended version of the role explorer (shown with the **Explore all** action). For more information, see [Manage Profiles](#).

To expand/collapse nodes on the role explorer

The actions that open pages are organized under nodes named after the features or application areas. Each node can be collapsed or expanded individually and you can collapse/expand all nodes together.

- To expand/collapse a node, choose the node. This applies to top-level nodes and sub nodes.
- To expand/collapse all top-level nodes on the page, choose the **Expand** or **Collapse** action in the top-right corner.
- To expand/collapse all top-levels node and all sub nodes under it, do one of the following steps:
 - Press the Ctrl+Shift keys while you choose the **Expand** or **Collapse** action in the top-right corner.
 - Choose ... in the top-right corner, then choose the **Expand All** or **Collapse All** action.

See Also

[Finding Pages and Information with Tell Me](#)

[Manage Profiles](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Tell Me FAQ

2/18/2021 • 2 minutes to read • [Edit Online](#)

This topic answers questions that our advanced users often ask about the Tell Me feature.

Are all actions from my current page discoverable in Tell Me?

No. Actions in parts, such as the Sales Lines part or FactBoxes, are not displayed in Tell Me.

Are the results in Tell Me filtered by permissions?

If the user does not have AccessByPermissions then actions are not displayed. However, pages and reports appear in the results but require that the user has permission to access them. A message will display if the user does not have permission to view the object.

Does Tell Me display content from my customizations or installed third-party extensions?

Actions, pages, and reports that originate from extensions are picked up by Tell Me, but custom help documentation is not. For technical information about how to make custom pages and reports discoverable, see [Adding Pages and Reports to Search](#).

What makes this different from what was previously known as Page Search?

Page Search has evolved into Tell Me to help you get work done quickly. Page Search could only help you navigate to pages or reports. At a technical level, Tell Me is no longer based on the legacy MenuSuite concept.

I use on-premises Business Central. Does that include Tell Me?

You can use Tell Me in the on-premises Web Client to find actions, pages, and reports, but not documentation, or apps and consulting services on AppSource.

Is Tell Me available for all form factors?

Tell Me is only available in the Web Client or Windows desktop app.

Are the documentation results available in any language?

The help articles display in the language you have specified in **My Settings**, if help is available in that language.

Why don't I see a bookmark icon for my search results?

The bookmark icon is not displayed in the Tell Me window when personalization is disabled for a user role.

See Also

[Save and Personalize List Views](#)

[Finding Pages and Information with Tell Me](#)

[Finding Pages with the Role Explorer](#)

[Bookmark a Page or Report on Your Role Center](#)

NOTE

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Sorting, Searching, and Filtering

2/18/2021 • 12 minutes to read • [Edit Online](#)

There are a few things that you can do that will help you scan, find, and limit records on a list or in a report or XMLport. These include sorting, searching, and filtering. You can apply some or all of these simultaneously to quickly find or analyze your data.

For reports and XMLports, as on lists, you can set filters to delimit which data to include in the report or XMLport, but you can't sort and search.

TIP

When viewing your data as tiles, you can search and use filtering. To use the full set of powerful features for sorting, searching, and filtering, choose the  icon to view the records as a list.

Sorting

Sorting makes it easy for you to get a quick overview of your data. For example, if you have many customers, you could sort them by **Customer No.**, **Currency Code**, or **Country Region Code** to get the overview you need.


To sort a list, you can either:

- Choose a column heading text to toggle between ascending and descending order, or
- Choose the drop-down arrow in the column heading, then choose the **Ascending** or **Descending** action.

NOTE

Sorting isn't supported on images, BLOB fields, FlowFilters, and fields that do not belong to a table.

Searching

At the top of each list page, there's a  **Search** action that provides a quick and easy way to reduce the records in a list and display only those records that contain the data that you're interested in seeing.

To search, just choose the **Search** action, and then in the box, type the text that you're looking for. You can enter letters, numbers, and other symbols.

In general, search will attempt to match text across all fields. It doesn't distinguish between uppercase and lowercase characters (case insensitive) and will match text placed anywhere in the field, at the beginning, end, or in the middle.

TIP

You can press **F3** to activate and deactivate the search box. For more information, see [Keyboard Shortcuts](#).

NOTE

Search won't match values in images, BLOB fields, FlowFilters, FlowFields, and other fields that aren't part of a table.

Fine-tuning the Search with Filter criteria

You can make a more exact search by using filter operators, expressions, and filter tokens. Unlike filtering, these are applied across all fields when used in the search box, making them less efficient than filtering.

- To find only field values that match the entire text and case exactly, place the search text between single quotes `' '` (for example, `'man'`).
- To find field values that start with a certain text and match the case, place `*` after the search text (for example `man*`).
- To find field values that end with a certain text and match the case, place `*` before the search text (for example `*man`).
- When using `' '` or `*`, the search is case-sensitive. If you want to make the search case insensitive, place `@` before the search text (for example `@man*`).

The following table provides some examples to explain how you can use the search.

SEARCH CRITERIA	FINDS...
<code>man</code> or <code>Man</code>	All records with fields that contain the text man , regardless of the case. For example, Manchester , manual , or Sportsman .
<code>'Man'</code>	All records with fields that contain only Man , matching the case.
<code>Man*</code>	All records with fields that start with the text Man , matching the case. For example, Manchester but not manual or Sportsman .
<code>@Man*</code>	All records with fields that start with man , regardless of the case. For example, Manchester and manual , but not Sportsman .
<code>@*man</code>	All records that end with man , regardless of the case. For example Sportsman , but not Manchester or manual .

Filtering

Filtering provides a more advanced and versatile way to control which records are included in a list, report, or XMLport. There are two major differences between searching and filtering, as described in the table below.

	SEARCHING	FILTERING
Applicable Fields	Searches across all fields that are visible on the page.	Filters one or more fields individually, selecting from any field on the table, including fields that aren't visible on the page.
Matching	Displays records with fields that match the search text, no matter the text's case or placement in the field.	Displays records where the field exactly matches the filter, including the text's case, unless special filter symbols are entered.

Filtering enables you to display records for specific accounts or customers, dates, amounts, and other information by specifying filter criteria. Only records that match the criteria are displayed on the list or included

in the report, batch job, or XMLport. If you specify criteria for multiple fields, then only records that match all criteria will be displayed.

For lists, the filters are displayed on a filter pane that appears to the left of the list when you activate it. For reports, batch jobs, and XMLports, the filters are visible directly on the request page.

Filtering with Option Fields

For "ordinary" fields that hold data, setup date, or business data, you can set filters both by selecting data and by typing filter values, and you can use symbols to define advanced filter criteria. For more information, see [Entering Filter Criteria](#).

For fields of type **Option**, however, you can only set a filter by selecting one or more options from a drop-down list of the available options. An example of an option field is the **Status** field on the **Sales Orders** page.

NOTE

When you select multiple options as a filter value, the relationship between the options is defined as *OR*. For example, if you select both the **Open** and the **Released** check box in the **Status** filter field on the **Sales Orders** page, it means that sales orders that are either open or released are displayed.

Setting Filters on Lists

On lists, you set filters by using the filter pane. To display the filter pane for a list, choose the drop-down arrow next to the name of the page, and then choose the **Show filter pane** action. Alternatively, press **Shift+F3**.

To display the filter pane for a column on a list, choose the drop-down arrow, and then choose the **Filter** action. Alternatively, press **Shift+F3**. The filter pane opens with the selected column shown as a filter field in the **Filter list by** section.

The filter pane displays the current filters for a list, and enables you to set your own custom filters on one or more fields by choosing the **+ Filter** action.

A filter pane is divided in three sections: **Views**, **Filter list by**, and **Filter totals by**:

- **Views**

Some lists include the **Views** section. Views are variations of the list that have been preconfigured with filters. You can define and save as many views as you want per list. The views will be available to you on any device you sign into. For more information, see [Save and Personalize List Views](#).

- **Filter list by**

This section is where you add filters on specific fields to reduce the number of displayed records. To add a filter, choose the **+ Filter** action. Then, type the name of the field that you want to filter the list by or pick a field from the drop-down list.

- **Filter totals by**

Some lists that display calculated fields, such as amounts and quantities, will include the **Filter totals by** section where you can adjust various dimensions that influence calculations. To add a filter, choose the **+ Filter** action. Then, type the name of the field that you want to filter the list by or pick a field from the drop-down list.

NOTE

Filters in the **Filter totals by** section are controlled by FlowFilters on the page design. For technical information, see [FlowFilters](#).

You can set a simple filter directly on a list within using the filter pane, namely a filter that displays only records with the same value as in the selected cell. Select a cell on the list, choose the drop-down arrow, and then choose the **Filter to This Value** action. Alternatively, press **Alt+F3**.

Setting Filters in Reports, Batch Jobs, and XMLports

For reports and XMLports, the filters are visible directly on the request page. The request page displays the last used filters according to your selection in the **Use default values from** field. For more information, see [Using Saved Settings](#).


The main **Filter** section shows the default filter fields that you use to delimit which records to include in the report or XMLport. To add a filter, choose the **+ Filter** action. Then, type the name of the field that you want to filter by, or pick a field from the drop-down list.

In the **Filter totals by** section, you can adjust various dimensions that influence calculations in the report or XMLport. To add a filter, choose the **+ Filter** action. Then, type the name of the field that you want to filter by, or pick a field from the drop-down list.

Entering Filter Criteria

Both in the filter pane and on a request page, you enter your filter criteria in the box under the filter field.

The type of the filter field determines which criteria you can enter. For example, filtering a field that has fixed values will only let you choose from those values. For more information about special filter symbols, see [Filter criteria](#) and [Filter tokens](#).

Columns that already have filters are indicated by the  icon in the column heading. To remove a filter, choose the drop-down arrow, and then choose the **Clear Filter** action.

TIP

Accelerate finding and analyzing your data by using combinations of keyboard shortcuts. For example, select a field, use **Shift+Alt+F3** to add that field to the filter pane, type the filter criteria, use **Ctrl+Enter** to return to the rows, select another field, and use **Alt+F3** to filter to that value. For more information, see [Keyboard Shortcuts](#).

Filter Criteria and Operators

When you enter criteria, you can use all the numbers and letters that you normally use in the field. But there's also a set of special symbols that you can use as operators to further filter the results. The following sections describe these symbols and how to use them as operators in filters.

TIP

For more information about filtering dates and times, see [Working with Calendar Dates and Times](#).

IMPORTANT

- There may be situations where the value that you want to filter on contains a symbol that's an operator. For more information about handling these situations, see [Filtering on Values That Contain Symbols](#) for more instructions about handling this situation.
- If there are more than 200 operators in a single filter, the system will automatically group some expressions in parentheses for the purpose of processing. This has no effect on the filter or the results.

(.) Interval

SAMPLE EXPRESSION	RECORDS DISPLAYED
1100..2100	Numbers 1100 through 2100
..2500	Up to and including 2500
..12 31 00	Dates up to and including 12 31 00
P8..	Information for accounting period 8 and after
..23	From the beginning date until 23-current month-current year 23:59:59
23..	From 23-current month-current year 0:00:00 until the end of time
22..23	From 22-current month-current year 0:00:00 until 23-current month-current year 23:59:59

(|) Either/or

SAMPLE EXPRESSION	RECORDS DISPLAYED
1200 1300	Numbers with 1200 or 1300

(<>) Not equal to

SAMPLE EXPRESSION	RECORDS DISPLAYED
<>0	All numbers except 0 The SQL Server Option allows you to combine this symbol with a wild-card expression. For example, <>A* meaning not equal to any text that starts with A.

(>) Greater than

SAMPLE EXPRESSION	RECORDS DISPLAYED
>1200	Numbers greater than 1200

(>=) Greater than or equal to

SAMPLE EXPRESSION	RECORDS DISPLAYED
>=1200	Numbers greater than or equal to 1200

(<) Less than

SAMPLE EXPRESSION	RECORDS DISPLAYED
<1200	Numbers less than 1200

(<=) Less than or equal to

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code><=1200</code>	Numbers less than or equal to 1200

(&) And

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>>200&<1200</code>	Numbers greater than 200 and less than 1200

(') An exact character match

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>'man'</code>	Text that matches man exactly and is case-sensitive.

(@) Case insensitive

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>@man*</code>	Text that starts with man and is case insensitive.

(*) An indefinite number of unknown characters

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>*Co*</code>	Text that contains Co and is case-sensitive.
<code>*Co</code>	Text that ends with Co and is case-sensitive.
<code>Co*</code>	Text that begins with Co and is case-sensitive.

(?) One unknown character

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>Hans?n</code>	Text such as Hansen or Hanson

Combined Format Expressions

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>5999 8100..8490</code>	Include any records with the number 5999 or a number from the interval 8100 through 8490.
<code>..1299 1400..</code>	Include records with a number less than or equal to 1299 or a number equal to 1400 or greater (all numbers except 1300 through 1399).
<code>>50&<100</code>	Include records with numbers that are greater than 50 and less than 100 (numbers 51 through 99).

Filtering on Values That Contain Symbols

There may be cases where field values contain the one of the following symbols:

- &

- (
-)
- =
- |

If you want to filter on any of these symbols, place the filter expression in quotation marks (""). For example, if you wanted to filter on records that start with the text *J & V*, the filter expression would be `"J & V*"`.

This requirement isn't necessary for other symbols.

Filter Tokens

When entering filter criteria, you can also type words that have special meaning, called filter tokens. After entering the token word, the word is replaced by the value or values that it represents. Filter tokens make filtering easier by reducing the need to navigate to other pages to look up values you want to add to your filter. The tables below describe some of the tokens you can type as filter criteria.

TIP

Your organization may use custom tokens. To learn about the complete set of tokens available to you or to add more custom tokens, talk to your administrator. For technical information see [Adding Filter Tokens](#).

(%me or %userid) Records Assigned to You

Use `%me` or `%userid` when filtering fields that contain the user ID, such as **Assigned to User ID** field, to display all records that are assigned to you.

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>%me</code> OR <code>%userid</code>	Records that are assigned to your user account.

(%mycustomers) Customers in My Customers

Use `%mycustomers` in the customer **No** field to display all records for customers that are included in the **My Customers** list on your Role Center.

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>%mycustomers</code>	Customers in the My Customers on your Role Center.

(%myitems) Items in My Items

Use `%myitems` in the item **No** field to display all records for items that are included in the **My Items** list on your Role Center.

SAMPLE EXPRESSION	RECORDS DISPLAYED
<code>%myitems</code>	Items in the My Items on your Role Center.

(%myvendors) Vendors in My Vendors

Use `%myvendors` in the vendor **No** field to display all records for vendors that are included in the **My Vendors** list on your Role Center.

SAMPLE EXPRESSION	RECORDS DISPLAYED
<input data-bbox="199 174 327 206" type="text" value="%myvendors"/>	Vendors in the My Vendors on your Role Center.

See Also

[Searching and Filtering FAQ](#)

[Save and Personalize List Views](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Searching and Filtering FAQ

2/18/2021 • 4 minutes to read • [Edit Online](#)

This article answers common questions you might have about searching and filtering.

Is there a difference between searching and filtering?

Yes.

- Search is simple and broad: it matches records that contain the search text across any visible fields on the page, and is case insensitive.
- Filtering is highly flexible and can be applied to specific fields, including those not visible on the page: it displays records with exact, case-sensitive matches, but can be adjusted with powerful search symbols, tokens, and formulas. For more information on how to use these features, see [Sorting, Searching, and Filtering](#).

Exactly which fields are matched when searching?

Business Central applies the search criteria to all fields that are visible on the page. If a field has been hidden, such as by using personalization, search won't consider this field. Search criteria are applied to fields only if their data type matches that of the search criteria. For example, searching for the term *today* will search all text and code fields for the literal value "today", and also any date fields where *today* is evaluated as an expression for the current date, but won't search in any numeric fields. For more information on filter criteria, see [Sorting, Searching, and Filtering](#).


Is there a keyboard experience for search and filter?

Search and filter have been highly optimized for users who prefer mouse-free interaction to work efficiently with their data. There are a variety of shortcut keys that can be used in sequence to work at high speed. For more information see [Keyboard Shortcuts](#).

Is the filter pane available on all lists?

The filter pane is available on pages where the list is the primary content on the page, such as worksheets and list pages, including lists reachable from the navigation bar. The filter pane is not yet available for lists that are displayed as parts, such as FactBoxes or Role Center parts, or for lists that are shown as dialogs, such as in lookups. When a list is embedded on a page, such as sales lines on a sales order, the filter pane is available when focusing on that list using the focus mode button. For more information, see [Focusing on Line Items](#).

How can I save my filters?

Your filters and adjustments to predefined filters are remembered throughout the session (while you remain signed in), even if you navigate away from the page. You can permanently save filters as a named view of the list by choosing the  icon in the filter pane. For more information, see [List Views FAQ](#). Note that, unlike filters, search text is not remembered when you navigate away from a page and is not saved when you save a view.

On report request pages, you can also save filters or use predefined filters. For more information, see [Using Saved Settings](#).

Is this the same as Advanced Filters and Limit Totals in Microsoft

Dynamics NAV?

Business Central builds upon these popular features and delivers a modern and highly usable experience for finding and analyzing your data. With more keyboard shortcuts and the introduction of search, Business Central surpasses the functionality provided in Dynamics NAV.

Can I search and filter using the companion apps and add-ins for Microsoft 365?

On different display targets, such as mobile devices or in Outlook, you can search in lists but can't filter on individual fields in most cases. In the Business Central app for Microsoft Teams, both search and filter are available on lists.

How do I view how my search terms have been applied to fields in the list?

After entering search terms in the search box, you can view the exact search criteria and which fields they have been applied to by opening the page inspection pane (**Ctrl+Alt+F1**) and choosing the **Page Filters** tab.

Can I do anything about the "Searching for rows is taking too long" message?

There is a time-limit on how long a search operation can take. First, try changing the search criteria and search again. If you are using Business Central on-premises, contact your system administrator, because an administrator can increase the time-limit for searches.

As an on-premises administrator, you increase the time-limit on searches by changing the **Search Timeout** setting of Business Central server. For more information, see [Configuring Business Central Server](#) in the Business Central Developer and IT Pro Help.

Will Microsoft extend the filter pane experience?

At Microsoft, we're constantly listening to feedback from our diverse community of users and acting upon the top community suggestions. If you are interested in extending the filter pane to more form factors and more types of lists, or have a great idea on how to improve it, add an idea or vote for existing ideas at aka.ms/BusinessCentralIdeas.

See also

[Sorting, Searching, and Filtering](#)

[Finding Pages and Information with Tell Me](#)

[Finding Pages with the Role Explorer](#)

[Getting Started](#)

NOTE

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Entering Data

2/18/2021 • 13 minutes to read • [Edit Online](#)

There are many general features that help you enter data easier, faster, and more precise. The basic principles and advanced features for entering data are described in this article.

The examples in this article use the demonstration data.

Working with editable fields

Fields in Business Central may contain different editable data, such as text or currency amounts. Editable fields typically display an input box where you can type or choose a value. Non-editable fields are typically displayed with a gray background.

Some editable fields provide a picker to help you specify a value.

PICKER	HOW IT HELPS YOU SPECIFY A VALUE
Date picker	This picker displays a calendar that is based on your current regional settings. It helps you choose a single date.
Dropdown	Dropdowns provide a choice of fixed values or reference records from another table
Switch or Checkbox	Some fields provide a simple choice of <i>Yes</i> or <i>No</i> values. The switch is used to specify this value, and is always displayed as a checkbox in lists
Assist edit	Some fields provide custom pickers that are suited to looking up and choosing the best value for that field, such as popup window

Modifying a field value

To modify the value of a field, you must first set focus to that field. You set focus by doing the following actions:

- Use the **Tab** key. The action selects the entire value.
- Left-click your mouse or similar input device. This action will only select the entire field value if the field is in a list.

When you interact with fields in the user interface, Business Central typically favors selecting the entire field value to make it easier for you to replace that value.

When the entire field value is selected:

- Replace the value by just typing to specify a new value. If the field offers a picker, you can activate it using the **Alt+Arrow-down** keyboard shortcut.
- Use the **Delete** or **Backspace** key to clear the value.

Press the F2 key to toggle between selecting the entire field value or placing the cursor after the field's value. Placing the cursor at the end of the value makes it easier for you to append to the existing value.

When the cursor is shown at the end of the field value:

- Add to the value by just typing.
- Use the **Home**, **End**, **Left-arrow**, and **Right-arrow** keys to move the cursor within the value. If you're editing a field in a list, pressing the **Left-arrow** key again when the cursor is at the beginning of the value will set focus to the previous field. Similarly, pressing the **Right-arrow** key again when the cursor is at the end of the value will set focus to the next field.

NOTE

After you specify a value, Business Central will only check that it's valid after you click outside the field or set focus to another element, such as the next field.

Keyboard Shortcuts

There are several keyboard shortcuts that let you work "mouse-free" and speed up your data entry. These keyboard shortcuts are especially useful with large-scale entries and repetitive typing tasks.

For more information about shortcuts, see [Keyboard Shortcuts](#). A few of the keyboard shortcuts are discussed in this article.

Accelerating Data Entry Using Quick Entry

Quick Entry is a feature designed for data entry when using the keyboard. Quick Entry works on fields (like on card pages) and in lists (rows and columns). It's beneficial when doing repetitive typing tasks that require creating multiple records in sequence. Examples include a batch of sales orders or registering new items.

You can use the Tab key to navigate from one field on a page to the next editable field. A disadvantage of using Tab is that it always goes sequentially to the next field. Quick Entry lets you change this path. With Quick Entry, you use the Enter key to navigate through only those fields that you're interested in. Quick Entry skips non-editable fields and fields that you typically don't fill in. You might have already noticed this behavior on some pages. This behavior is because the fields to include when pressing Enter and which ones to skip have been predefined. You can customize Quick Entry by personalizing your workspace and optimizing how you enter data on each page.

How Quick Entry Works

Every field can be marked as either *included in Quick Entry* or *excluded from Quick Entry*. Fields that are included in Quick Entry will be included in the path when you press Enter. Fields that are excluded from Quick Entry won't.

When you're finished entering data in a field, you simply press Enter to confirm the changes and go to the next field. If you want to reverse direction, and go the previous field, press Shift+Enter. For more information about shortcuts, see [Quick Entry Shortcuts for Fields](#).

Tips and Tricks


The following list provides some useful information about using Quick Entry.

- It's available for any editable fields.
- It also works across columns and rows.
- It doesn't prevent accessing other elements of a page, such as actions. These elements are still accessible by using Tab and Shift+Tab.
- It's not required that FastTabs are expanded for Quick Entry to work. If the next Quick Entry field is located in a collapsed FastTab, that FastTab will automatically expand and focus on the chosen field. Business Central will remember that the FastTab should be expanded next time you visit the page.
- Quick Entry works no matter whether fields are mandatory. So it's a good idea to ensure that mandatory fields are included in Quick Entry.

- By default, most fields are automatically included in Quick Entry. So initially your task will most likely be excluding fields from Quick Entry.

To change Quick Entry fields

To set up Quick Entry on fields, you use personalization.

1. Start personalization by selecting the  icon, and then the **Personalize** action.
2. Select a field that you want change. In lists, select the corresponding column heading. Then, choose either **Include in Quick Entry** or **Exclude from Quick Entry**.

For more information about personalization, see [Personalize Your Workspace](#).

Mandatory Fields

When you enter data on pages, certain fields are marked with a red asterisk. The red asterisk means that the field must be filled to complete a certain process. An example is when you post a transaction that uses the value in the field.

Although a field is mandatory, you aren't forced to fill the field before you continue to other fields or close the page. The red asterisk only serves as a reminder that you'll be blocked from completing a certain process.

Finding Data As You Type

When you start to type characters in a field, a drop-down list is displayed and shows possible field values. The list changes as you type more characters, and you can select the correct value when it's displayed.

Many fields have a down arrow button that you can choose. You choose the arrow to get a list of data that is available to enter in the field. The button has two functions depending on the type of field:

- **Lookup** - Displays information from another table that you can enter in the field. You can select one piece of data at a time.
- **Drop-down** - Displays the set of options that exist for the field. You can select only one of the options.


Copying and Pasting FAQ Fields and Lines

You can copy one or more rows from a list or a single field on a page. Then paste what you copied into the same page, another page, or an external document. You could, for example, paste to Microsoft Excel or Outlook email. In short, to copy, press CTRL+C (cmd+C in macOS) on your keyboard. To paste, press CTRL+V or cmd+V in macOS.

In a list, to copy the field in the same column of the row above, and paste it into the current row, just press F8.

For more information, see [Copying and Pasting FAQ](#).

Filtering Line Items

To start filtering, select  at the top of the list or press Shift+F3 to open the filter pane. You work with the filter pane as you do on any other list. For more information, see [Filtering](#).

Filtering is especially helpful when viewing and analyzing longer documents. Imagine you open a posted sales invoice. Then, you filter the line items to display all line items that have an individual discount above 5%. Or, you filter to display only bike accessories with 'pro' in the name.


Focusing on Line Items

When working on documents that include a line items part, you can switch your view to focus only on the line

items. Example documents are sales order or invoice page. The line items part expands so that it occupies almost the entire workspace. It hides other parts of the page except the actions area at the top. This layout gives you a better overview of the lines items, and provides more room to work on them.

You'll benefit particularly when you work with large line item lists and you want to enter data fast. This feature also provides advanced filtering capability. Like on other lists, browsing and searching through line items becomes even easier.

Switching the Focus On and Off


To focus on lines items, select anywhere in the line item part, and then choose  in the upper right corner, or press Ctrl+Shift+F12.


To switch back to the normal view, choose  or press Ctrl+Shift+F12 again.

Multitasking Across Multiple Pages


You can open a card or document page in a new window. Opening a new window lets you:

- Work on multiple tasks at the same time
- Manage interruptions to the current task, such as taking an incoming call.
- Keep a window open for an ongoing task while you start or complete another task in windows.

To open the current card or document in a new window, choose  in the upper right corner, or press Alt+Shift+W.

To open the current card or document in a new window, choose  in the upper right corner, or press Alt+Shift+W.

NOTE

When you open other pages from a card or document that is opened in a new window, those pages will open in a new window even though you don't choose .

NOTE

If you work in the Safari browser, a pop-up blocker may cause the new window to not open. If this is the case, specify the product URL as an allowed website. For information see, [Change preferences in Safari](#).

The same may happen in other browsers, such as Firefox. For more information, see [Pop-up blocker settings in Firefox](#).

Another way to multitask, is to open Business Central on two or more browser tabs. When you do it this way, you should create a new tab and then copy/paste the URL of the original tab into the new tab. This way creates a new session.

NOTE

Don't use the **Duplicate** function of the browser to create the new tab as this may cause actions on one tab to block actions on other tabs because they are part of the same session.

Entering Quantities by Calculation

When entering numbers into quantity fields, such as the **Quantity** field on an item journal line, you can enter the formula instead of the sum quantity.

Examples

- If you enter 19+19, the field is calculated to 38.
- If you enter 41-9, the field is calculated to 32.
- If you enter 12*4, the field is calculated to 48.
- If you enter 12/4, the field is calculated to 3.

Entering Negative Numbers

You can enter negative numbers in two ways. The number -20.5 can be entered as:

- -20.5
- or
- 20.5-

In both cases, the amount will be recorded in as -20.5.

If the last character of the expression is a + or a -, the entire expression will be recorded with that sign. An example, 10-20+ will result in 10 and not -10.

Entering Dates and Times

You can enter dates and times in all the fields that are assigned to dates (date fields). You can enter dates with or without separators.

NOTE

How you enter dates and times depends on your **Region** settings. For more information, see [Change Basic Settings](#).

Entering Dates

You can either use the data picker to select a date from a calendar, or you can enter dates manually. This section provides a brief overview of how to enter dates. For more information, see [Working with Calendar Dates and Times](#).

For manually date entry, you can enter two, four, six, or eight digits:

- Two digits are interpreted as the day. It will add the month and the year of the work date.
- Four digits are interpreted as the day and the month. It will add the year of the work date.
- If the date you want is in the range 01/01/1930 through 12/31/2029, enter the year with two digits. Otherwise, enter the year with four digits.

You can also enter a date as a weekday followed by a week number. Or, you can enter a year. For example, Mon25 or mon25 means Monday in week 25.

Instead of entering a specific date, you can enter one of these codes.

CODE	RESULT
t	Specifies today's date (the system date for the computer).

CODE	RESULT
p	Specifies an accounting period, where p means the first accounting period, p2 means the second accounting period, and so on.
w	Specifies the work date that is set up in the application. To change the work date, see Changing Basic Settings . You may want to use a work date if you have many transactions with a date other than today's date.
c	Specifies that the date after c is a closing date, for example C123101.

Entering Times

When you enter times, you can insert any separator sign that you want between the units, but it isn't required. You don't have to write minutes, seconds, or AM/PM.

The following table lists the various ways in which times can be entered and how they're interpreted.

ENTRY	INTERPRETATION
5	05:00:00
5:30	05:30:00
0530	05:30:00
5:30:5	05:30:05
053005	05:30:05
5:30:5,50	05:30:05.5
053005050	05:30:05.05

You enter two digits for each unit of time if you don't enter a separator.

Entering Datetimes

When you enter datetimes, you must enter a space between the date and the time.

The following table lists the various ways in which you can enter datetimes and how they're interpreted.

ENTRY	INTERPRETATION
<input type="text" value="131202"/> 132455	13-12-02 13:24:55
1-12-02 10	01-12-02 10:00:00
1.12.02 5	01-12-02 05:00:00
1.12.02	01-12-02 00:00:00

ENTRY	INTERPRETATION
11 12	11-current month-current year 12:00:00
1112 12	11-12-current year 12:00:00
t or today	today's date 00:00:00
t time	today's date actual time
t 10:30	today's date 10:30:00
t 3:3:3	today's date 03:03:03
w or workdate	the working date 00:00:00
m or Monday	Monday of the current week 00:00:00
tu or Tuesday	Tuesday of the current week 00:00:00
we or Wednesday	Wednesday of the current week 00:00:00
th or Thursday	Thursday of the current week 00:00:00
f or Friday	Friday of the current week 00:00:00
s or Saturday	Saturday of the current week 00:00:00
su or Sunday	Sunday of the current week 00:00:00
tu 10:30	Tuesday of the current week 10:30:00
tu 3:3:3	Tuesday of the current week 03:03:03

Entering Duration

You enter a duration as a number followed by its unit of measure.

Here are some examples.

DURATION	UNIT OF MEASURE**
2h	2 hrs
6h 30 m	6 hrs 30 mins
6.5h	6 hrs 30 mins
90m	1 hr 30 mins
2d 6h 30m	2 days 6 hrs 30 mins

DURATION	UNIT OF MEASURE**
2d 6h 30m 56s 600ms	2 days 6 hrs 30 mins 56 secs 600 msecs

You can also enter a number and it's automatically converted to a duration. The number you enter is converted according to the default unit of measure that has been specified for the duration field.

To see the unit of measure used in a duration field, enter a number and see which unit of measure it's converted to.

The number 5 is converted to 5 hrs, if the unit of measure is hours.

See Also

[Sorting, Searching, and Filtering Lists](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Working with Calendar Dates and Times

2/18/2021 • 12 minutes to read • [Edit Online](#)

Dynamics 365 Business Central offers multiple ways to enter dates and times, including powerful features that accelerate data entry, or help you write complex calendar expressions. There are various places throughout the application where you can enter dates and times in fields. For example, on a sales order, you can set the shipment date. When filtering lists or report data, you can enter dates and times to pinpoint only the data that you are interested in.

Check your region and language settings

The **My Settings** page specifies the **Region** and **Language** that you are using in the application. These settings influence how you enter dates and times.

- The **Region** setting determines how dates, times, numbers, and currencies are shown or formatted.
- For date patterns that involve words, the language of the words that you use must correspond to the **Language** setting.

NOTE

Dynamics 365 Business Central uses the Gregorian calendar system.

Entering Dates


In a date field, you can enter a date using the standard format for your region setting. Different regions can use different separators between the days, months and years. For example, some regions use dashes (mm-dd-yyyy) and others use forward slashes (mm/dd/yyyy). However, you can use any separators, even a space, and the date will automatically be changed to use separators that match your region.

Note that the format in which dates are displayed on printed reports or emailed documents is not influenced by your personal choice of region setting.

To work more productively with dates and times, you can use any of the methods or formats that are described in the following sections.

Picking dates from the calendar

Any field displaying a calendar icon can be set using the calendar date picker. To display the calendar date picker, activate the calendar icon or press the Ctrl + Home keyboard shortcut in the field.

Due Date 4/16/2018 

See also [Keyboard Shortcuts in the calendar date picker](#).

Day-week-year pattern

You can enter a date as a weekday followed by a week number and, optionally, a year. For example, Mon25 or mon25 means Monday in week 25. If you do not enter a year, the year of the work date is used.

Instead of entering the entire word for the day of the week, you can enter part of the word, starting from the beginning. In case of conflicts (such as with s which could be Saturday or Sunday), the days are evaluated

according to the region setting. The input is first evaluated against workdate and today as well, so keep this in mind when abbreviating. For example, t already means today, so it cannot mean Tuesday or Thursday.

The week number scheme is always ISO 8601, where week 1 is the week with 4 January in it, or the week with the first Thursday of the year.

Digit patterns

In a date field you can enter two, four, six, or eight digits:

- If you enter only two digits, this is interpreted as the day, and it will add the month and the year of the work date.
- If you enter four digits, this is interpreted as the day and the month, and it will add the year of the work date. The order of the day and month is determined by your region settings. Even if your region settings have the year before the day and month, four digits are interpreted as the day and month.
- If the date you want to enter is in the range 01/01/1930 through 12/31/2029, you can enter the year with two digits; otherwise, enter the year with four digits.

Today

Enter the word for today, in the language set by **Language** setting, that will set the date to the current date. Instead of entering the entire word, you can enter part of the word, starting from the beginning, such as t or tod, as long as it is not also the start of another word.

Period

To filter on a specific accounting period, in a date field enter the letter p, or the word period, followed by a number that identifies the accounting period, like p2 or period4. The accounting period is relative to the fiscal year of the current work date that set in your Role Center. For example, if the work date is **03/21/20**, then p1, or just p, filters on the first accounting period of the fiscal year 2020 (such as 01/01/20..01/31/20). p15 filters on the fifteenth accounting period from the start of fiscal year 2020 (such as 03/01/21..03/31/21).

The accounting periods are defined on the **Accounting Periods** page. To view or change the accounting periods, open the page [here](#).

Current work date

The work date feature allows you to record transactions using a date that is different from the current date.

The word for 'workdate', in the language set by **Language** setting, will set the date to the currently set work date that is specified on the **My Settings** page. Instead of entering the entire word, you can enter part of the word, starting from the beginning, such as 'w' or 'work'.

If you have not defined a work date, the current date will be used as the work date. You may want to use a work date if you have many transactions with a date other than today's date.

See also [Change Basic Settings, such as the Work Date](#).

Closing Date

When you close a fiscal year, you can use closing dates to indicate that an entry is a closing entry. A closing date technically is between two dates, for example between Dec 31 and Jan 1.

To specify that a date is a closing date, put C just before the date, such as C123101. This can be used in combination with all the date patterns.

Examples

The following table contains examples of dates using all the formats. It assumes region settings that format dates according to: **year.month.day.**, a week starting on Monday, and the English language.

ENTRY	INTERPRETATION
2018.12.31.	2018.12.31.
181231	2018.12.31.
18.12.31.	2018.12.31.
18.12.31.	2018.12.31.
20181231	2018.12.31.
18/12,31	2018.12.31.
11	work date year.work date month.11.
1112	work date year.11.12.
t or today	today's date
p4	date range that includes the fourth accounting period, such as 04/01/20..04/30/20
w or workdate	the working date
m or Monday	Monday of the work date week
tu or Tuesday	Tuesday of the work date week
sa or Saturday	Saturday of the work date week
s or Sunday	Sunday of the work date week
t23	Tuesday of week 23 of the work date year
t 23	Tuesday of week 23 of the work date year
t-1	Tuesday of week 1 of the work date year

Setting Ranges

On lists, totals and reports, you can set filters on dates, times and datetimes containing a start value and optionally an end value to display only the data contained in that range. The standard rules apply to the way you set date ranges.

MEANING	SAMPLE EXPRESSION (DATE)	DATA INCLUDED IN THE FILTER
---------	--------------------------	-----------------------------

MEANING	SAMPLE EXPRESSION (DATE)	DATA INCLUDED IN THE FILTER
Interval	12 15 00..01 15 01 ..12 15 00 p1..p4	Records with dates between and including 12 15 00 and 01 15 01. Records with dates of 12 15 00 or earlier. Date range that includes the second, third, and fourth accounting periods, such as 01/01/20..04/30/20.
Either/or	12 15 00 12 16 00	Records with dates of either 12 15 00 or 12 16 00. If there are records with dates on both days, they will all be displayed.
Combination	12 15 00 12 01 00..12 10 00 ..12 14 00 12 30 00..	Records with dates of 12 15 00 or on dates between and including 12 01 00 and 12 10 00. Records with dates of 12 14 00 or earlier, or dates of 12 30 00 or later, that is, all records except those with dates between and including 12 15 00 and 12 29 00.

You can use any of the valid formats in date range filters. For example, mon14 3..t 4p applied on a datetime field results in a filter from 3 AM on Monday in week 14 of the current work date year, inclusive, until today at 4PM, inclusive.

Using Date Formulas

A date formula is a short, abbreviated combination of letters and numbers that specifies how to calculate dates. You can enter date formulas in various date calculation fields or filters.

NOTE

In all data formula fields, one day is automatically included to cover today as the day when the period starts. Accordingly, for example, if you enter 1W, then the period is actually eight days because today is included. To specify a period of seven days (one true week) including the period starting date, then you must enter 6D or 1W-1D.

Here are some examples of how date formulas can be used:

- The date formula in the recurring frequency field in recurring journals determines how often the entry on the journal line will be posted.
- The date formula in the **Grace Period** field for a specified reminder level determines the period of time that must pass from the due date (or from the date of the previous reminder) before a reminder will be created.
- The date formula in the **Due Date Calculation** field determines how to calculate the due date on the reminder.

The date formula can contain a maximum of 20 characters, both numbers and letters. You can use the following letters, which are abbreviations for calendar units.

LETTER	MEANING
C	Current
D	Day(s)
W	Week(s)
M	Month(s)
Q	Quarter(s)
Y	Year(s)

You can construct a date formula in three ways.

The following example shows how to use C, for current, and a time unit.

EXPRESSION	MEANING
CW	Current week
CM	Current month

The following example shows how to use a number and a time unit. A number cannot be larger than 9999.

EXPRESSION	MEANING
10D	10 days from today
2W	2 weeks from today

The following example shows how to use a time unit and a number.

EXPRESSION	MEANING
D10	The next 10th day of a month
WD4	The next 4th day of a week (Thursday)

The following example shows how you can combine these three forms as needed.

EXPRESSION	MEANING
CM+10D	Current month + 10 days

The following example shows how you can use a minus sign to indicate a date in the past.

EXPRESSION	MEANING
-1Y	1 year ago from today

IMPORTANT

If the location uses a base calendar, then the date formula that you enter in, for example, the **Shipping Time** field is interpreted according to the calendar working days. For example, 1W means seven working days.

Entering Times

When you enter times, you can insert any non-space separators that you want between the units, but if you use double digits for each unit up to milliseconds, then it is not required.

You only have to write the largest units that you require; the rest will be set to zero. You can also leave out any AM/PM indicator.

The following table lists the various ways in which times can be entered and how they are interpreted. It assumes region settings that format times according to: **Hours:Minutes:Seconds.Milliseconds.** and use the AM and PM indicators of 'AM' and 'PM', respectively.

ENTRY	INTERPRETATION
05:23:17	05:23:17
5	05:00:00
5AM	05:00:00
5P	17:00:00
12	12:00:00
12A	00:00:00
12P	12:00:00
17	17:00:00
5:30	05:30:00
0530	05:30:00
5:30:5	05:30:05
053005	05:30:05
5:30:5,50	05:30:05.5
053005050	05:30:05.05

You should be aware that milliseconds are interpreted as decimal notation. So, for example, 3, 30, and 300 all mean 300 milliseconds, while 03 means 30 and 003 means 3 milliseconds.

You cannot use 24:00 to mean midnight, or use any value greater than 24:00.

The word for 'time' in the language used by Dynamics 365 Business Central will be evaluated to the current time on your computer or mobile device. You can enter any part of the word, starting from the beginning, such as t or

TIM.

Entering combined Dates and Times

When you enter datetimes, which are a date and time combined into one field, you must enter a space between the date and the time. The date part can only contain spaces in the form of the official date separator of your region settings. The time can contain spaces around the AM/PM indicator.

It is also possible to enter only a date in a datetime field, but it is not possible to enter only a time.

The following table lists some examples of date/time combinations. The region settings in the examples displays dates in the day-month-year format, using AM/PM designators, English language, and Sunday as the start of the week.

ENTRY	INTERPRETATION
08-01-2016 05:48:12 PM	08-01-2016 05:48:12 PM
131202 132455	13-12-2002 13:24:55
1-12-02 10	01-12-2002 10:00:00
1.12.02 5	01-12-2002 05:00:00
1.12.02	01-12-2002 00:00:00
11 12	11-work date month-work date year 12:00:00
1112 12	11-12-work date year 12:00:00
t or today	today's date 00:00:00
t 10:30	today's date 10:30:00
t 3:3:3	today's date 03:03:03
w or workdate	the working date 00:00:00
m or Monday	Monday of the work date week 00:00:00
tu or Tuesday	Tuesday of the work date week 00:00:00
sa or Saturday	Saturday of the work date week 00:00:00
s or Sunday	Sunday of the work date week 00:00:00
tu 10:30	Tuesday of the work date week 10:30:00
tu 3:3:3	Tuesday of the work date week 03:03:03
t23 t	Tuesday of week 23 of the work date year, current time of day
t23	Tuesday of week 23 of the work date year

ENTRY	INTERPRETATION
t 23	Today 23:00:00
t-1	Tuesday of week 1 of the work date year

Entering Duration

Some fields in the application represent a duration, or amount of elapsed time, instead of a specific date or time. You enter a duration as a number followed by its unit of measure.

Here are some examples.

DURATION	UNIT OF MEASURE
2h	2 hrs
6h 30 m	6 hrs 30 mins
6.5h	6 hrs 30 mins
90m	1 hr 30 mins
2d 6h 30m	2 days 6 hrs 30 mins
2d 6h 30m 56s 600ms	2 days 6 hrs 30 mins 56 secs 600 msecs

You can also enter a number, which will be automatically converted to a duration. The number you enter is converted according to the default unit of measure that has been specified for the duration field.

To see what unit of measure is being used in a duration field, enter a number and see which unit of measure it is converted to.

For example, if the unit of measure is hours, the number 5 is converted to 5 hrs.

See Also

[Working with Dynamics 365 Business Central](#)

[Date Calculation for Purchases](#)

[Entering Criteria in Filters](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Detecting Mandatory Fields

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you enter data on pages in Business Central, certain fields are marked with a red asterisk. The red asterisk means that the field must be filled to complete a certain process that uses the field, such as posting a transaction that uses the value in the field.

Even though the field contains a red asterisk, you are not forced to fill in the field before you continue to other fields or close the page. The red asterisk only serves as a reminder that you will be blocked from completing a certain process.

Examples

On the **Customer Card** page, the red asterisk appears in the **Name** field, in the **Tax Area Code** field, and in the posting group fields to indicate that you cannot post a sales transaction for the customer unless the fields are filled.

On the **Item Card** page, the red asterisk appears in the **Description** field to indicate that you cannot enter the item on a document line, such as a sales order, unless this field is filled.

See Also

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Changing Language and Region

2/18/2021 • 3 minutes to read • [Edit Online](#)

Business Central is available in a number of markets and languages around the World. In the markets where Business Central is available, a set of regulatory features are available to assist companies with regulatory burdens. Business Central can present itself in different languages and you can change the language that is used to display texts, and the change is immediate, once you have been automatically signed out and in again. The setting applies to you and not to everyone else in your company.

For example, if you are using the Canadian version of Business Central, you can see the user interface in English, German, French, or another language, but it is still the Canadian version of Business Central in all other aspects. It is not the same as, say, Business Central in the United Kingdom where functionality has been adapted towards that market's requirements.

To change the language of the user interface, go to the **My Settings** page. For more information, see [Change Basic Settings](#).

NOTE

The choice of languages will be reset to your setting on your Microsoft 365 profile if your administrator synchronizes users from Microsoft 365 to Business Central.

Changing the texts that are stored as application data is not part of the multilanguage capability. This is an application design issue. Examples of such texts are the names of items in the inventory or the comments for a customer. In other words, these types of text are not translated.

NOTE

Business Central only supports a single character set for data. Therefore some characters may not be supported in your environment, and you may experience problems when retrieving data that was entered using a different character set. For instance, your environment may support only English and Russian characters and if you enter data in a different language, it may not be stored correctly. You should contact your system administrator to make sure you understand which languages are supported for your Business Central.

Changing the region

Region is different from both language and legal requirements in local markets. Region determines how your data presents itself in terms of comma separator, aligned to the left or to the right, and certain other settings. The region also determines some of the system elements in the browser, such as the action to create a new item in a list, for example.

You can change the region in the browser tab that you are using to work in Business Central. the change applies only to you and not to the other users in your company. Note, that the choice of region will be reset to your setting on your Microsoft 365 profile if your administrator synchronizes users from Microsoft 365 into Business Central.

IMPORTANT

When you change the region, you will see a long list of languages and regions. However, the language is not influenced by the choice of region.

To change the region, go to the **My Settings** page. For more information, see [Change Basic Settings](#).

Application Version

In the **Help and Support** page, you can see the version of Business Central that your company is based on. If you want to base a company on a different version, your administrator can create a new production environment. For more information, see [Create a new production environment](#) in the developer- and IT Pro content.

Languages of the Business Central Help

The Help content for the core functionality in Business Central publishes to the Microsoft Docs site and available in a number of different languages. If you access the docs from inside Business Central, the content will display in your language. If a particular page is not available in your language yet, it will be shown in English.

How Do I Change the Language?

It's simple - scroll to the bottom of the browser page and choose the globe symbol in the bottom left corner.

NOTE

The list shows all languages that are supported by the Microsoft Docs site. Business Central is available in a limited number of countries/regions, but the Help content is made available in more languages. However, the Help content is not available in all languages that the Microsoft Docs site supports.

See Also

[Resources for Help and Support](#)

[Change Basic Settings](#)

[Getting Started](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Viewing and Editing in Excel From Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

With pages that display a list of records in rows and columns, like a list of customers, sale orders, or invoices, you can also view the records using Microsoft Excel. To do this, you have two options. You can either select the **Open in Excel** action or the **Edit in Excel** action on the page. The differences between the two actions are as follows:


Open in Excel

- With this action, Excel respects any filters on the page that limit the records shown. The Excel workbook will contain the same rows and columns that appear on the page in Business Central.
- You can make changes to the records in Excel, but you cannot publish the changes back to Business Central. You can only save the changes to Excel file on your computer.
- This action works on both on Windows and macOS.

NOTE


For Business Central on-premises, the **Open in Excel** action is available by default. However, if you set up Business Central on-premises for editing data in Excel, then the **Open in Excel** action is replaced by the **Edit in Excel** action.

Edit in Excel

- With this action, Excel respects most filters on the page that limit the records shown, so the Excel workbook will contain almost the same records and columns.
- The advantage of the **Edit in Excel** action is that it lets you make changes to records in Excel and then publish the changes back to Business Central.
- It only works on Windows; not macOS.
- You can switch the company that you are working with. To switch company, select the **Options** icon  in the Excel Add-in pane, then select the company from the **Company** field.

IMPORTANT

When changing the company, make sure that the **Environment** field is not empty. If it is, then set it to one of the available options; otherwise, the add-in will not work correctly.

If you make changes to the add-in, you must reload it to update the connection. To reload, use the  menu in the top-right corner of the add-in. If you cannot load the add-in, talk to your administrator. If you are the administrator, see [Setting up the Excel Add-In for Editing Business Central Data](#).

NOTE

For Business Central on-premises, the **Edit in Excel** action is only available if the Excel add-in has been configured by your administrator, and only available for the Web client. For administrators, if you want to learn how to install the Excel add-in, see [Setting up the Excel Add-In for Editing Business Central Data](#).

See the differences between the options

See Related Training at [Microsoft Learn](#)

See Also

[Analyzing Financial Statements in Microsoft Excel](#)

[Working with Business Central](#)

[Enhancements to Excel integration in 2019 release wave 2](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Manage Attachments, Links, and Notes on Cards and Documents

2/18/2021 • 4 minutes to read • [Edit Online](#)

In the FactBox on most cards and documents, you can attach files, add links, and write notes. For links and notes, you can also do this on the list page by first selecting the related line.

To view or change any of these attached information types, you must first open the **Attachments** tab in the FactBox. The number behind the tab title indicates how many attached files, links, or notes exist for the card or document.

Attachments, links, and notes stay attached as the card or document is processed into other states, such as from an ongoing sales order to a posted sales invoice. However, none of the attachment types are output from the system, for example, when printing or when saving to a file.

NOTE

When you partially ship and invoice a sales order or purchase order, the attachment will only be attached to the final invoice of that order. Likewise, when you invoice using the Deferrals feature, the attachment is only attached to the G/L entries for the document but not for the deferral entries.


To attach a file to a purchase invoice

You can attach any type of file, containing text, image, or video, to a card or document. This is useful, for example, when you want to store a vendor's invoice as a PDF file on the related purchase invoice in Business Central.

NOTE

Files attached with the Incoming Documents feature are not included on the **Attachments** tab. For more information, see [Incoming Documents](#).

The following procedure is based on a purchase invoice. The steps are similar for all other supported documents and cards.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Open the sales order that you want to attach a file to.
3. In the FactBox, open the **Attachments** tab.
4. Choose the value behind the **Documents** field, such as "0".
5. On the **Attached Documents** page, in the **Attachment** field, choose the **Select File** action.
6. Select a file from any location, and then choose the **Open** button.

The file is now attached to the purchase invoice.

To view an attached file


1. In the FactBox, open the **Attachments** tab.
2. Choose the value behind the **Documents** field, such as "1".

3. On the **Attached Documents** page, choose the **Preview** action.
4. Open the downloaded file.

To save a document as a PDF attachment

Whenever you need to save a document as a file, you can use the **Attach as PDF** action to capture the current document content as a PDF file attached to the FactBox of the document. This is useful, for example, when documents follow multiple steps in a process, such as a sales process or an approval workflow, and you want to refer to a printout of the previous step.

The following procedure is based on a sales order. The steps are similar for all supported documents.


1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select a sales order, and then choose the **Attach as PDF** action.

A PDF file with the current content of the sales order is added to the **Attachments** tab in the FactBox.

To add a link from an item card

You can add a link from a card or document to any URL or path. This is useful, for example, when you want to link an item card with the supplier's item catalog.

The following procedure is based on an item card. The steps are similar for all other supported cards and documents.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item that you want to add a link from, and then choose the **Attachments** tab in the FactBox.
3. In the **Links**, choose the + icon.
4. In the **Link Address** field, enter the link.

The link must be a valid internet or intranet URL.

5. In the **Description** field, enter any information about the link.
6. Choose the **OK** button.

The link is now attached to the item card.


To write a note on a sales order

You can write a note on a document or card, for example, to communicate special instructions to other users of the document or card. You can include file links and URLs in notes.

NOTE

Notes on the **Attachments** tab are not related to internal notes functionality, which is mainly used to communicate between workflow users. For more information, see [Setting Up Workflow Notifications](#).

The following procedure is based on a sales order. The steps are similar for all other supported documents and cards.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select the sales order that you want to write a note on, and then choose the **Attachments** tab in the FactBox.
3. In the **Notes** section, choose the + icon.

4. In the **Note** field, write any text, such as "This is an urgent order."
5. Choose the **OK** button.

The note is now attached to the sales order.

See Also

[Working with Business Central](#)

[Incoming Documents](#)

[Setting Up Workflow Notifications](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Change Basic Settings

2/18/2021 • 5 minutes to read • [Edit Online](#)

On the **My Settings** page, you can see and change basic settings for Business Central. The changes that you make will only affect your workspace, not the workspaces of other users.


Role Center

The Role Center represents the home page, a starting screen that is designed for the needs of a specific role in an organization. Depending on your role, the Role Center gives you an overview of the business, your department, or your personal tasks. It also helps you navigate to your daily tasks and find work that is assigned to you.

- At the top, the navigation allows you to switch between customers, vendors, items, and other important lists of information. Similarly, actions allow you to initiate tasks, such as create a new sales invoice, directly from the Role Center.
- In the center, you find the **Activities** area, which shows current data and can be clicked or tapped to view more detailed information. Key performance indicators (KPIs) can be set up to display a selected chart for a visual representation of, for example, cash flow or income and expenses. You can also build up a list of favorite customers on the Role Center for business accounts that you do business with often or need to pay special attention to.

To change the role

The default role is **Business Manager**, but you can select another role to use a role center that fits your needs better.

1. In the top right corner, choose the **Settings** icon , and then choose the **My Settings** action.
2. On the **My Settings** page, in the **Role** field, select the role that you want to use by default. For example, select **Accountant**.
3. Choose the **OK** button.


Company

A company functions as a container for data in Business Central. There can be multiple companies in a database, but only one can be selected at a time.

The default company is called CRONUS and contains demonstration data only. You can create a new company with custom data. For more information, see [Creating New Companies](#).


To change the company name

The company name is always displayed at the top left corner and works as an action that you can choose to go back to the Role Center. You can change this name on the **Company Information** page.

1. Choose the  icon, and then choose the **Company Information** action.
2. In the **Name** field, enter the new company name.
3. Leave the page. The system restarts and displays the new company in the top left corner.

To display a company badge for quick access to company information

You can add a customized badge in the top right corner, which you can choose to quickly view company name and tenant information in a pop-up box.

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Company Badge** FastTab, fill in the fields as necessary. Hover over a field to read a short description..

NOTE

If a company badge is defined, then you cannot change the company name as described in [To change the company name](#)

Work Date

The most commonly used work date is today's date. You may have to temporarily change the work date to be able to perform tasks, such as completing transactions for a date that is not today's date.

TIP

In all date fields, type **t** to quickly enter today's date, and type **w** to quickly enter the work date, which is the value in the **Work Date** field on the **My Settings** page.

IMPORTANT

After you change the work date, if you sign out or switch to another company, the work data reverts to the default work date. So the next time you sign in or switch back to the original company, you may have to set the work date again.

Work Date Indication

Whenever the work date is not set to today's date, then two types of indicators will appear on pages that can be edited and where the work date is therefore critical:

- A reminder appears at the top of the page that tells you what the work date is set to. The reminder provides a direct link to the work date setting on the **My Settings** page so you change the date if you want. From the reminder, you can also choose to dismiss the reminder for the rest of your session. Unless you change the work date to "today", the reminder will appear the next time you sign in.
- If you dismiss the reminder, the work date will appear in the title of the page.

If the work date is not set to the current day (today), then on all pages where you can edit data, the current work date is shown in the upper-left corner of the page.

Region

The **Region** setting determines how dates, times, numbers, and currencies are shown or formatted.

Language

Changes the display language. This field appears only when there is more than one language to choose from.

The initial language is either determined by the administrator or by your browser settings when you sign up for Business Central. The language that you set will be used on all devices that you sign in from, such as a phone or tablet.

Additional languages for Business Central can be installed from AppSource. While all supported display languages are shown in the list, the administrator must install the relevant language app to the tenant before

users can switch to the new language in Business Central.

Changing When I Receive Notifications

Choose this link to view or change the notifications that you get about certain events or changes in status, such as when you are about to invoice a customer who has an overdue balance, or the available inventory is lower than the quantity you are about to sell. For more information, see [Managing Notifications](#).

See Related Training at [Microsoft Learn](#)

See Also

[Creating New Companies](#)

[Working with Business Central](#)

[Change Which Features are Displayed](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Switching to Another Company or Environment

2/18/2021 • 3 minutes to read • [Edit Online](#)

People sometimes support more than one company and need to easily switch from working in one company to another in Business Central. For example, a business might have sales offices in cities and multiple countries, so it has created a separate business unit for each office. The offices that are in the same country are set up as separate companies in a shared environment. Other offices are created as companies in separate environments because they are geographically based in other countries.


What's an environment? Companies in Business Central exist in what are referred to as *environments*. There are two types of environments, **Production** and **Sandbox**. In short, production environments contain live business data, and sandbox environments are used as a safe place to test things like new business processes or features. For more information, see [Types of environments](#). If you have access to a company, you have access to the environment it's in. If you have access to more than one company, and those companies are in different environments, when you sign in to Business Central you must specify the environment that you want to work in. Environments are particular to a given country, so if your organization works in multiple countries, you need separate environments for each country.

What's a company? Think of a *company* as a container that holds information about a legal entity. Using the example above, the business has a sales office in Seattle and another in New York, so it creates a company in Business Central for each office so that it can manage operations for each office separately. For more information, see [Creating New Companies in Business Central](#).

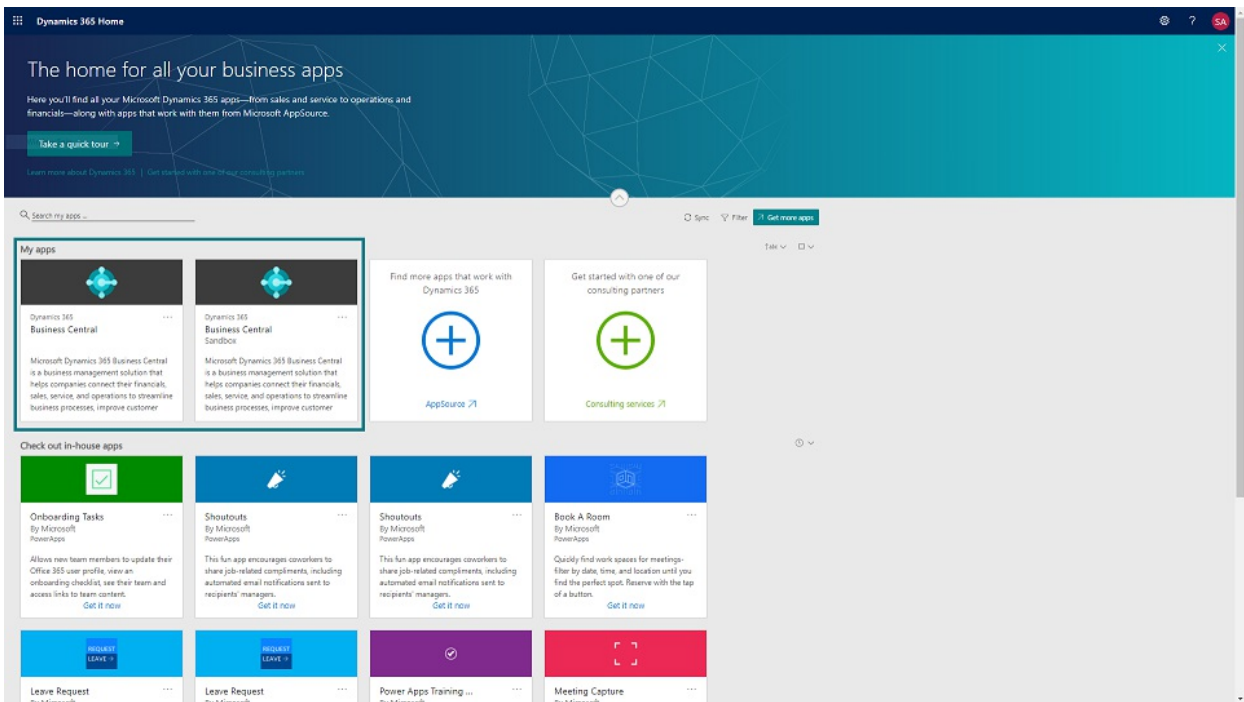
TIP

If you often switch between companies, it can be easy to lose track of where you are. To help you keeping track, you can add a badge that will display the company name, so you can quickly verify that you are in the right place. For more information, see [To display a company badge for quick access to company information](#).

Switch to Another Environment

When you are signed in to Business Central, the environments that you can access are available on the Dynamics 365 Home page. You can open the page by choosing the **App Launcher** icon  and choosing **Dynamics 365**. To go to your default company in that environment, choose the tile. There will be one tile for each type of environment. If you have more than one environment of a certain type, when you choose the tile you can choose the environment to access.

The following image shows tiles for accessing production and sandbox environments on the Dynamics 365 Home page.



Switch to Another Company

When you are signed in to Business Central, you can quickly switch to another company. After you make the switch, the company you choose becomes your default company and will display the next time you sign in.

1. In the top right corner, choose the **Settings** icon , and then choose the **My Settings** action.

TIP

You can also use the **Alt+T** keyboard shortcut to quickly open the My Settings page.

2. On the **My Settings** page, in the **Company** field, select the company.
3. Choose the **OK** button.

TIP

A good way to go directly to your default company when you sign in, and avoid having to specify an environment, is to add the the URL to your list of favorites after you sign in.

See Also

[The Business Central Administration Center](#)
[Change Basic Settings](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Manage Notifications

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central can help you work smarter by notifying you about certain events or changes in status, such as when you are about to invoice a customer who has an overdue balance, or the available inventory is lower than the quantity you are about to sell, for example. These notifications are shown as discreet tips in the context of the task you are doing, and you can choose to ignore the notification or to see details about the issue.

If you choose to see details for a notification, you can take action to resolve the issue, such as contacting the customer, buying more inventory, and so on. It's your choice what to do, and Business Central gives you advice and recommendations.


Notifications can help untrained users complete unfamiliar tasks, and do not reduce productivity for the more trained user.

To turn notifications on or off, and control when they are sent

When you first start with Business Central all notifications are turned on, but you can turn them on or off, for example, if you aren't interested in a certain event or status.

Additionally, some notifications let you specify the conditions under which they are sent. For example, if you want to be notified when inventory is running low, but only for items you buy from a certain vendor.

Turning notifications on or off, and specifying conditions, applies only to you.

1. In the top right corner, choose the **Settings** icon , and then choose the **My Settings** action.
2. On the **My Settings** page, in the **Notifications** field, choose the *Change when I receive notifications* link.
3. In the page that appears, turn on or turn off a notification by selecting or clearing the **Enabled** check box.
4. To specify conditions that trigger a notification, choose the **View filter details** link, and then fill in the fields.

See Also

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Warnings and Error Messages in Dynamics 365 Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

During your work day, you might see notifications in Business Central that something went wrong, or that it was not possible to post something, for example. In many cases, the notification makes it easy to resolve the matter, or to roll back any changes that you made. In other cases, you might not have the information that you need to get unblocked. This article provides tips on how to make progress.

In-product user assistance

The default version of Business Central includes descriptions for most fields, columns, and actions that can be accessed when you choose the name. In combination with descriptive captions and instructional text, these tooltips, or callouts, are our current implementation of *embedded user assistance*, which is an important principle in today's world of software design.

If you have a question about a field or another element of the user interface, choose the name, and a short description will appear. Choose the *Learn more* link if that is not enough.

For more information, see [Dynamics 365 Business Central User Assistance Model](#) in the administration content for Business Central.

Help and Support page

In Business Central, the Help menu item (the question mark in the top right corner) gives you access to the **Help and Support** page, where you can find links to resources that can help you find answers to your questions. For more information, see [Resources for Help and Support](#).

Help others

If you are an administrator or superuser, you can help others by looking up error messages in the **Error Message Register** page or in the administration center. In many cases, the warning or error message is about setup or lack of permission and similar issues that the superuser or administrator can easily help with. In other cases, you might have to inspect pages to identify the cause. For more information, see [Finding technical information](#) in the administration content for Business Central.

See Also

[Resources for Help and Support](#)

[Frequently Asked Questions](#)

[Tell Me FAQ](#)

[Searching and Filtering FAQ](#)

[Copy and Paste FAQ](#)

[Change Basic Settings](#)

[Getting Started](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Personalize Your Workspace

2/18/2021 • 11 minutes to read • [Edit Online](#)

You can personalize your workspace to suit your work and preferences by changing pages so that they display only the information you need, where you need it. The personalization changes that you make will only affect what you see, not what other users see.

You can personalize all types of pages, including the Role Center page. For more information about Role Centers, see [Role Center](#).

Depending on the type of page and what it includes, you can make various changes, such as move or hide fields, columns, actions, and entire parts, and add new fields. Most personalization must be done by first activating the **Personalizing** banner, but very simple adjustments, such as column width can be performed immediately on any list.

NOTE

Administrators can perform the same layout changes as users can by customizing the workspace for a profile that multiple users are assigned. For more information, see [Customize Pages for Roles](#)

Administrators can also override or disable users' personalization, and they can define which features are even available for users to see in all or specific companies. For more information, see [Customizing Business Central](#).

Video Overview

The following video shows some of the ways in which you can personalize your Role Center.


To change the width of a column

You can easily resize columns on any list by dragging the boundary between two columns to the left or the right.

1. In the header of a list, select and drag the boundary between two columns.
2. Alternatively, double-click the boundary between two columns to auto-fit the width of the column. This sets the width to the optimal size for readability.

As for other personalization, the changes you make to column width are stored on your account and follow you no matter which device you sign into.



To start personalizing a page through the **Personalizing** banner

1. Open any page that you want to personalize.
2. In the upper-right corner, select the  icon, and then choose the **Personalize** action.

The **Personalizing** banner appears at the top to indicate that you can start making changes.


NOTE

To navigate during personalization, use Ctrl + Click on an action if it is highlighted by the arrowhead.

If you see a  or  on the banner, you cannot personalize the page. For more details, see [Why a Page is Locked from Personalization](#).

3. To add a field, choose the **+ Field** action.
4. From the **Add Field to Page** pane, drag and drop a field into the desired position on the page.
5. To change a UI element, point to the element, such as an action, a field, or a part. The element is immediately highlighted with an arrowhead or border.
6. Choose the element, and then choose either **Move**, **Remove**, **Hide**, **Show**, **Show under "Show more"**, **Show when collapsed**, **Show always**, **Set/Clear Freeze Pane**, or **Include/Exclude from Quick Entry**, depending on the type and state of the UI element. For more information, see [What You Can Personalize](#).
7. When you have finished changing the layout of one or more pages, choose the **Done** button on the **Personalizing** banner.

What You Can Personalize

WHAT DO YOU WANT TO DO	HOW TO DO IT	REMARKS
Move something, like a field, column in list, tile, action, or part	Point anywhere on what you want to move, and drag it to its new position. The position is indicated by either a thick horizontal or vertical line.  indicates that you cannot move the element to the selected position.	Parts are subdivisions or areas on a page that contain things like multiple fields, another page, a chart, or tiles. For more details about action personalization, see Personalizing Actions .
Hide something, like a field, column in list, tile, action, or part.	Choose the arrowhead, choose Hide .	The element is grayed when you are in personalizing mode. If the field you hide is also shown on the FastTab heading when the FastTab is collapsed, the field will no longer appear there.
Show hidden actions and parts.	For a grayed (hidden) element, choose the arrowhead, and then choose Show .	The hidden element is visible again.
Add a field or column.	In the Personalizing banner, choose the + Field action. The Add Field to Page pane opens on the right. It lists the fields that you can add to the page. To add a field, drag it from the pane to the position that you want it. The position is indicated by either a thick horizontal or vertical line.	Each page includes a predefined set of fields that you can display. Use this procedure to add fields or columns that have not been previously displayed or to show fields that you have hidden.


WHAT DO YOU WANT TO DO	HOW TO DO IT	REMARKS
<p>Display a field in the heading of a FastTab when the FastTab is collapsed.</p>	<p>Choose the arrowhead, and then choose Show when collapsed.</p> <p>If you do not see this option, then it is already set. In this case, to stop displaying the field on the FastTab heading, choose Show always.</p>	<p><i>FastTab</i> is the term used for a group of fields that appear under a common heading. Use the Show when collapsed option to display the most important fields. If you select a field in the heading, the FastTab will open and focus on the selected field.</p> <p>This option is only applicable if a page has a more than one FastTab. If there is only one FastTab, it cannot be collapsed, so the Show when collapsed option is not available.</p>
<p>Make a field display only when you select Show more.</p>	<p>Choose the arrowhead, and then choose Show under "Show More".</p> <p>If you do not see the Show under "Show More" option, then it is already set. In this case, to make a field display always, not just when you select Show more, choose Show always.</p>	
<p>Change the freeze pane in a list to another column.</p>	<p>Choose the arrowhead of the column that you want as the last column of the freeze pane, and then choose Set Freeze Pane.</p> <p>If you want to set the freeze pane back to its original designed position, choose the arrowhead for the current freeze pane column, and choose Clear Freeze Pane. Note: You cannot remove this freeze pane.</p>	<p>The freeze pane specifies the columns that always appear on the left, even as you scroll horizontally.</p>
<p>Skip over a field when pressing Enter.</p>	<p>Choose the arrowhead next to the field, or column heading in a list, and choose Exclude from Quick Entry.</p> <p>If you do not see this option, then the field is already set to be skipped. In this case, to stop skipping the field, choose Include in Quick Entry.</p>	<p>See Accelerating Data Entry Using Quick Entry</p>
<p>Reorder and remove views representing filtered lists.</p>	<p>Choose the arrowhead next to a view, and then choose Move, Remove, or Hide.</p>	<p>See Save and Personalize List Views</p>
<p>Add a new action to a page or report on your Role Center.</p>	<p>From the target page, report request page, or Tell Me window, choose the bookmark icon.</p>	<p>See Bookmark a Page or Report on Your Role Center Role Center</p>
<p>Always start a list as expanded or collapsed</p>	<p>Choose the Expand All or Collapse All button in the top-left corner of the list, or choose the Expand All or Collapse All action in the menu of the first column.</p>	<p>Applies to collapsible hierarchy lists</p>

Personalizing Actions

Personalization lets you decide which actions to show on the navigation and action bars and on Role Centers and where to show them. You can show, hide, or move individual actions or action groups. Personalizing the navigation and action bars is done basically the same way as with other UI elements. However, what you can do with an action or group depends on where the action or group is located. The best way to find out is to enter personalizing mode and then let the arrowheads guide you.

There are a couple terms that you should be familiar with to better understand action personalization: *action group* and *promoted category*.

An *action group* is an element that expands to display other actions or groups. For example, on the **Sales Orders** page, the **Functions** action that appear when you choose the **Actions** action is an action groups.

A *promoted category* is an action group that appears before the vertical line  on the action bar. The categories typically include the most commonly used actions, so that you can quickly find them. For example, on the **Sales Orders** page, the **Order**, **Release**, and **Posting** actions are promoted categories.

NOTE

You cannot personalize the action bar that appears in parts on the page (for example, the sales lines part on the **Sales Order** page).

To remove, hide, and show actions and action groups

When you want to show or hide an action, the options under the arrowhead define what can do depending on the action's state.

1. Choose the arrowhead for an action or action group.
2. Choose from one of the following options:

OPTION	WHAT IT DOES
Remove	This option appears if the selected action is also shown somewhere else on the navigation bar or action bar. Choosing this option deletes the action from the selected location so that it no longer appears. The action or action group will remain in the other locations.
Hide	This option appears if the action or action group is not located anywhere else on the navigation bar or action bar. Like Remove , choosing this option will make the action or action group disappear from the navigation bar or action bar. However, in personalizing mode, the action or action group will still be shown in the current position, except that it appears dimmed.
Show	This option appears if the action or action group has been previously hidden (dimmed). Choosing this option will make the action or action group appear on the navigation bar or action bar.

To move actions and action groups

Where you can drop actions or actions groups is indicated by a horizontal line between two actions or a border around an action group. The following limitations exist:

- You can move individual actions into the promoted categories, but you cannot rearrange the order of the

actions in the category.

- You cannot move an action group into a promoted category.
1. To move an action or action group, drag and drop it to the desired position, like you do with fields and columns.
 2. To move an action or action group into another action group that is empty, drag the action or action group to the new group and drop it in the **Drop an action here** box.

Personalizing Parts

Parts are areas on a page that are typically composed of multiple fields, charts or other content, and can be identified by a colored border when setting focus to the part. For example, a Role Center home screen has multiple parts. Because of their well-defined boundary, you can personalize the entire part as well as its' contents.

- To move a part, drag and drop it to the desired position. A colored line indicates valid positions on the screen. For example, FactBoxes can only be moved next to other FactBoxes in the FactBox pane.
- You can hide a part by choosing the **Hide** option under the arrowhead.
- When you start personalizing or navigate to a new page, any parts that are currently hidden will appear on the page with distinctive visuals to indicate they are hidden. You can unhide that part by choosing the **Show** option under the arrowhead.

You can clear all personalization changes that you have made within a single part by choosing the **Clear personalization** option under the part's arrowhead. Clearing personalization of a part only affects changes to the contents of the part, not the placement or visibility of the part on the page.

To clear personalization

At some point, you might want to undo some or all of the personalization changes that you have made to a page over time.

1. On the **Personalizing** banner, choose the **Clear personalization** action.
2. Choose one of the following options. Be aware that clearing personalization cannot be undone.

OPTION	WHAT IT DOES
Only Navigation Menu	Clears any personalization changes that you have ever made to the navigation menu that is shared across the Role Center and other pages. This includes any new actions that were added as bookmarks, and any changes to links and groups in the menu.
Only Actions	Clears any personalization changes that you have ever made on the navigation or action bars on the page.
Only Fields, Columns, and Parts	Clears any personalization changes that you have ever made to the page except those on the navigation or action bar. This includes changes to fields, columns, parts, and tiles.
All	Clears all personalization changes that you have made to the page so it looks like it did originally. This includes changes to navigation and action bars, fields, columns, parts, and tiles.

Additional Points of Interest

To help you better understand personalization, here are some pointers.

- When you make changes to a card page that you open from a list, the changes will take effect on all records that you open from that list. For example, let's say you open a specific customer from the Customers list page, and then personalize the page by adding a field. When you open other customers from the list, the field that you added will also be shown.
- Changes that you make will take effect on all your Role Centers. For example, if you make a change to the Customer list when the Role Center is set to Business Manager, you will also see the change on the Customers page when the Role Center is set to Sales Order Processor.
- Changes to a page in a pane will take effect on the page where ever it is shown.
- You can only add fields and columns from a predefined list, which is based on the page. You cannot create new ones.

See Related Training at [Microsoft Learn](#)

See Also

[Customize Pages for Profiles](#)

[Working with Business Central](#)

[Change Basic Settings](#)

[Change Which Features are Displayed](#)



NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Why a Page is Locked from Personalization

2/18/2021 • 2 minutes to read • [Edit Online](#)

There are two conditions that prevent you from personalizing a page. Either the page is locked (as indicated by the ) icon or it is blocked (as indicated by the ) icon).


Locked from Personalizing

If there is a  icon in the **Personalizing** banner when you open a page, this means that you are currently prevented from making any more personalization changes to the page.

There can be two reasons for this:

1. You have personalized the page before, but it was done using an earlier version of the product. We changed the way personalization works behind the scenes since the last time that you personalized the page. Unfortunately, the old way and new way of doing things do not work together.
2. Until now, you have only used the Dynamics NAV Client connected to Business Central to personalize the page.


Unlocking the Page

If you want to unlock a page and continue personalizing it, choose the  icon, and then choose the **Unlock** action.

Before you unlock the page, be aware of the following:

- The current personalization of the page will be cleared. The page will go back to its original layout, and you will have to start from scratch.
- In the Dynamics NAV Client connected to Business Central, the page will remain as-is and will not be affected by the new personalization changes made in the Business Central client. Going forward, the personalization in the Dynamics NAV Client connected to Business Central and Business Central client will be completely separate from each other.

Blocked from Personalizing

If there is a  icon in the **Personalizing** banner, this means that you are blocked from doing any personalization to the page.

The reason for this is that the Role Center or role that is currently associated with your user account modifies this page specifically for your role. Contact your administrator for assistance. Alternatively, try switching to a Role Center that does include role-tailoring for this page. For more information, see [Change Basic Settings](#).

See Also

[Personalize Your Workspace](#)

[Customize Pages for Profiles](#)

[Change Basic Settings](#)

[Change Which Features are Displayed](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).



Save and Personalize List Views

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you have set a filter on a list and you want to keep the filter for later, you can save it as a view. For more information about filtering lists, see [Setting Filters on Lists](#).

If views exist, the **Views** group appears at the top of the filter pane. Views are variations of the list that have been preconfigured with filters. You can define and save as many views as you want per list. The views will be available the next time you open the list, from any device or browser.

To save a view

1. Open any list page.
2. Select  at the top of the list or press Shift+F3 to open the filter pane.
3. Set one or more new filters. For more information, see [Setting Filters on Lists](#).
4. When you have set the filters, choose the  icon.

If you set a filter for a list view that that is already saved as a view, the existing view will be updated when you save.


5. If you're saving a new view, enter a name for the view in the **All (Copy)** box, such as "Items I own".
6. Press the Enter key or move the cursor from the text box to accept the name.

If you don't give it a name, it will be named **All (Copy)**.

TIP

Not seeing the  icon? For more information, see [Why don't I have a Save icon](#).

To rename or remove a view

1. For the view that currently displays the list, choose the  icon to see which options are available.
2. Choose either the **Rename** or the **Remove** action.

Managing Many Views

As the number of views on a page grows, you may need more control over how views are presented in the filter pane. With the **Personalizing** banner, you can hide unwanted views or reorder your views to get the perfect sequence. For more information, see [Personalize Your Workspace](#).

See Also

[List Views FAQ](#)

[Personalize Your Workspace](#)

[Working with Business Central](#)

[Change Basic Settings](#)

[Change Which Features are Displayed](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

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Bookmark a Page or Report on Your Role Center

2/18/2021 • 4 minutes to read • [Edit Online](#)

Using the bookmark icon, you can add an action that opens a page or report from the navigation menu of your Role Center. This allows you to quickly reach your favorite content or business tasks. You add the bookmark from the target page or report, meaning the screen that you want the link on the Role Center to open.


The bookmark icon is shown in the top right corner of a page and also in the **Tell Me** window where you can efficiently bookmark multiple pages or reports. If a bookmark already exists for the page, then the icon is dark, and the tooltip says "Bookmarked".

To bookmark the target page

1. Open any page that you want a link for on your Role Center.
2. Choose the  icon.


An action named after the page is now added to the navigation menu on your Role Center.

To bookmark the target report

1. Open any report request page that you want a link for on your Role Center.
2. Choose the  icon.

An action named after the report is now added to the navigation menu on your Role Center.

To bookmark a page or report from the Tell Me window

1. Open the **Tell Me** window and enter, for example, **Sales Orders**.
2. Hover over the search result for the **Sales Orders** page or report, and then choose the  icon.

An action named after the page or report is now added to the navigation menu on your Role Center.

Frequently Asked Questions

- **Can I reorganize my bookmarks?**
Yes. You can personalize your Role Center and move actions into a more optimal sequence or move them into existing groups or subgroups.
Learn how to [Personalize Your Workspace](#).
- **How do I remove a bookmark?**
On the target page or report, choose the bookmark icon again to remove the involved action from your Role Center. You can also personalize your Role Center and temporarily hide actions without fully removing them.
- **Where do I find my bookmarks?**
When adding a bookmark to a page or report, the new action is added to the top navigation menu on your current home screen (Role Center). If you happen to have many actions, you may need to activate the **More** button to display all of them because the new action is always appended at the end of those actions.
- **I don't have a bookmark icon. Is something wrong?**

The ability to bookmark a page or report is one of many user personalization features in Business Central. If the bookmark icon is not displayed, it is likely that your administrator has disabled personalization.

- **Why can't I bookmark certain pages or reports?**

Not all pages and reports can be bookmarked. When a page or report is run within some special context governed by the business application, the bookmark icon is not displayed. For example, pages that cannot be found in the **Tell Me** window but are launched from elsewhere will not display a bookmark icon. Similarly, report request pages that are only used to collect filters without running the report will not display a bookmark icon.

See technical details about [RunRequestPage](#) and [FilterPageBuilder](#).

- **When clearing my personalization, will my bookmarks also be cleared?**

Yes. Bookmarks reside in the navigation menu. If you clear changes to the navigation menu from any page, or clear all personalization on the Role Center, all your new actions will be permanently removed.

- **Why does the bookmark icon continue to indicate it is still not bookmarked?**

When you add a bookmark, the new action is added to the navigation menu on the Role Center and subsequent visits to the page or report show a dark bookmark icon. If you personalize your Role Center and reorganize your actions by moving them into groups, the bookmark icon will no longer be dark and you can add another bookmark to that same page or report. This allows you add multiple actions to the same page or report and categorize them into different groups.

- **Why does my link to a report display a different report?**

Some reports may be substituted by other reports after applying an extension to Business Central. When substitution occurs, the text of the new action is not updated and will continue to display the name of the original report, but navigate to the newer report. To correct the text of the new action, you can remove the new action and add it again.

- **Is bookmarking available for XMLports?**

No. At this time, adding actions to open XMLports is not possible from the user interface.

- **Will my bookmarks be translated when I change my language in Business Central?**

When you add a new action, any translated text that was available at the time is used when bookmarking. If new translated text is added later, then the new action will not include the newer translations.

See Also

[Personalize Your Workspace](#)

[Working with Business Central](#)

[Change Basic Settings](#)

[Change Which Features are Displayed](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

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Displaying Lists in Different Ways

2/18/2021 • 2 minutes to read • [Edit Online](#)

In the right corner of any list in Business Central you will find icons that let you choose how the list of records is displayed. A list can be displayed as detailed rows, which is ideal when you need to work with many fields or edit fields in the list. But you can also switch to display records as tiles, which is more compact and shows less fields on the specific record. This is very useful to gain an overview of several entries and is in particular useful on smaller devices, because it is compact and easier to tap.

Item List

On the **Items** page, having pictures helps you get a quick overview of what you sell and switching to the tiles gives you an item catalogue to browse through. For lists that include pictures, such as the **Items** page, you have a third option to display as large tiles. This displays large pictures for each record but also shows few fields.

You can import item pictures, either one by one or for multiple items in one go. For more information, see [Import Multiple Item Pictures](#).

See Also

[Working with Business Central](#)

[Register New Items](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Working with Reports, Batch Jobs, and XMLports

2/18/2021 • 7 minutes to read • [Edit Online](#)

A report gathers information based on a specified set of criteria, and organizes and presents the information in an easy-to-read format that you can print or save as a file. There are many reports that you can access throughout the application. The reports typically provide information relative to the context of the page you are on. For example, the **Customer** page includes reports for the top 10 customers, sales statistics, and more.

Batch jobs and XMLports do more or less the same as reports, but for the purpose of performing a process or exporting data. For example, the **Create Reminders** batch job creates reminder documents for customers with overdue payments.

NOTE

This topic refers mainly to "report", but similar information applies to batch jobs and XMLports.

Getting started

You find reports in the **Reports** tab on selected pages, or you can use search  to find reports by name.

When you open a report, batch job, or XMLport, you are typically presented with a request page where you set various options and filters that determine what to include in the report. The following sections explain how to use the request page to build, preview, and print a report.

Using default values - predefined settings

Most request pages include the **Use default values from** field. This field lets you select predefined settings for the report, which automatically set options and filters for the report. Select an entry from the drop-down list, and you'll see the options and filters on the request page change accordingly.

The entry called **Last used options and filters** is always available. This entry sets the report to use options and filters that were used the last time you ran the report.

The **Use default values from** field provides a fast and reliable way to consistently generate reports that contain the correct data. After you select an entry, you can change any of the options and filters before previewing or printing the report. The changes that you make will not be saved to the predefined settings entry you selected, but they will be saved to the **Last used options and filters** entry.

NOTE

The predefined settings are typically set up and managed by an administrator. If you want to learn more, see [Manage Saved Settings for Reports and Batch Jobs](#).

Specifying the data to Include in reports

Use the fields under **Options** and **Filters** to change limit the information you want in the report. You set filters in a report in more or less the same way as you set filters on lists. For more information, see [Filtering](#).

Caution

The **Filter list by** section on a request page provides a generic filtering capability for reports. These filters are optional.

Some reports will ignore any such filters, meaning that no matter what filter is set in the **Filter list by** section, the output of the report is the same. It is not possible to provide a list of which fields are ignored in which reports, so you will have to experiment with the filters when using them.

Example: When you use the **Create Reminders** batch job, a filter for the **Customer Ledger Entries** field of **Last Issued Reminder Level** will be ignored because filters are fixed for that batch job.

Previewing a Report

Previewing a report lets you see what the report will look like before you print it. The preview will lay out the report based in the **printer** that is shown in the **Printer** field on the request page. After previewing, you can then go back to the request page and make changes to options and filters as needed.

To preview a report, choose the **Preview** or **Preview & Close** button on the report request page. The button that displays depends on the report, so some reports have **Preview** button, while others have a **Preview & Close** button. Both buttons will open a preview of the report. The difference is that **Preview** keeps the request page open, so you can go back to it, make changes, preview again, or print. With **Preview & Close**, the request page closes, so you'll have to open the report again to make changes or print.

NOTE

If you're using Business Central 2020 release wave 1 or earlier, there is only a **Preview** button, which closes the request page on preview, like described for **Preview & Close**.

Working with the preview

In the preview, use the menu bar on the report preview to:

- Move through pages
- Zoom in and out
- Resize to fit the page
- Select text

You can copy text from a report, and then paste it somewhere else, like a page in Business Central or Microsoft Word. Using a mouse, for example, you press and hold where you want to start, then move the mouse to select one or more words, sentences, or paragraphs. Press the right mouse button and select **Copy**. Then, paste the selected text where you want it.

- Pan the document

You can move the visible area of the report in any direction so you can view other areas of the report. Panning is helpful when you have zoomed in to see details. Using your mouse, for example, press and hold the mouse button anywhere in the report preview, and then move your mouse.

- Download to a PDF file on your computer or network.
- Print

Saving a Report

You can save a report to a PDF document, Microsoft Word document, or Microsoft Excel document by choosing the **Send to** button, and then making your selection.

Scheduling a Report to Run

You can schedule or batch job a report to run at a specific date and time. Scheduled reports and batch jobs are entered in the job queue and processed at the scheduled time, similar to other jobs. You choose the **Schedule** option after you choose the **Send to** button, and then you enter information such as printer, and time and date. The report is then added to the job queue and will be run at the specified time. When the report is processed, the item will be removed from the job queue. For more information, see [Use Job Queues to Schedule Tasks](#).

When you schedule a report to run, you can specify that it must run every Thursday by setting the **Next Run Date Formula** field to *D4*, for example. For more information, see [Using Date Formulas](#).

You can choose to save the report to a file, such as an Excel, Word, or PDF, print it to a selected printer, or only generate the report. If you choose to save the report to a file, then the processed report is sent to the **Report Inbox** area on your Role Center, where you can view it.

Printing a Report

To print a report, choose the **Print** button on the request page or on the menu bar of the **Preview** page.

Printer

The **Printer** field on the request page shows the name of printer that the report will be sent to. (**Handled by the browser**) indicates there is no designated printer for the report. In this case, the browser will handle the printout and display a standard experience, where you can choose a local printer connected to your device.

You can't change the printer using the **Printer** field. To change the printer, you'll have to go to the **Printer Selections** or **Printer Management** pages. Setting the printer is typically an administrator task. If you want to learn more, see [Set Up Printers](#).

Printing Reports in Thai

Specifically for the Thai version of Business Central, the **Print** button can't print reports correctly because of limitations in the service that generates the printable PDF file. Instead, you can open the report in Word and then save the report as a printable PDF.

Alternatively, you can ask your administrator to create a Word report layout for your most used reports. For more information, see [Managing Report and Document Layouts](#).

Changing Report Layouts

A report layout controls what is shown on a report, how it is arranged, and how it is styled. If you want to switch to a different layout, see [Change the Current Report Layout](#). Or, if you want to customize your own report layout, see [Create and Modify a Custom Report Layout](#).

Advanced options

The fields under **Advanced** set limitations on the generated report to control printer resources. You typically won't have to change these settings, unless you have a large report. If a report exceeds these limitations when you try to preview or print, a message appears telling you which limitation was exceeded. You can then change the settings to suit your report. Each field, however, has a maximum value that you should be aware of:

FIELD	MAXIMUM VALUE
Maximum rendering time	12:00:00
Maximum rows	1000000
Maximum documents	500

NOTE

The maximum values may be different for Business Central on-premises, and an administrator can change them. For more information, see [Configuring Business Central Server - Reports](#). For an overview of reports limitations Business Central online, see [Operational Limits](#).

See Also

[Set Up Printers](#)

[Working with Calendar Dates and Times](#)

[Managing Report and Document Layouts](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Printers

2/18/2021 • 4 minutes to read • [Edit Online](#)

Because Business Central is a cloud service, it cannot reach local printers connected to users' machines. However, it can connect to cloud-enabled printers. In the generic version of Business Central, a cloud printer named **Email Printer** is installed as an extension and is ready to use after initial setup.

If a cloud printer is not installed and set up, or if an installed printer fails, then printing will default to the printing options for the browser. This is indicated by this value in the **Printer** field on the report request page: (*none, handled by the browser*).

On the **Printer Management** page, you can see the printers that are set up. When you have set up one or more printers, you can open the **Printer Selections** page to set up for your user account which specific reports to print with which printer.

When a printer is set up and assigned to specific reports, you print a report by choosing the **Print** button on the report request page. For more information, see [Printing a Report](#).

Sizing Print Jobs

Cloud printing is designed for documents of a reasonable size. Most cloud services, including PrintNode and HP ePrint, have a limit of 10 MB per job. If you need to print larger reports, you may have to split them in multiple printouts.


To set up a printer

On the **Printer Management** page, you can see the printers that are set up and you can access the **Settings** page for each printer to edit an existing setup or set up a new printer.

The following procedure describes how to set up the existing **Email Printer** printer, which is a preinstalled extension.

NOTE

To use email printing, email functionality must be set up. For more information, see [Set Up Email](#).

1. Choose the  icon, enter **Printer Management**, and then select the related link.
2. Select the line for the **Email Printer** printer, and then choose the **Edit printer settings** action.
3. On the **Settings** page, fill in the fields as necessary. Hover over a field to read a short description.

NOTE

You must manually select the appropriate paper size for a printer as no local printer or user settings can be stored. Beware that the Email Printer extension is set to **A4** paper size by default, which is not suited in North America, for example.

4. To make a printer your default, On the **Printer Management** page, choose the **Set as my default printer**.

Privacy Notice

If you use the Email Printer extension, then all or some print jobs will be sent to the email address that you provided when configuring the printer. We strongly recommend that a unique email ID be tied to a printer device using only the official services provided by the hardware manufacturer, such as HP ePrint, KonicaMinolta EveryonePrint, or Epson Email Print.


You must take all necessary privacy precautions, including ensuring that the email printing solution has properly configured permissions, privacy settings, and retention policies. It is your responsibility to provide a correct, verified, and operational email address. For more information, see [Microsoft Privacy Statement](#).

To select which printers print which reports

On the **Printer Selections** page, you can set up for your user account which reports are printed by which printer. This is useful if you work with different reports that require different printers because of their placement in the company or their output capabilities.

IMPORTANT

For Business Central on-premises, the **Printer Selections** page can only be used for printers defined by printer extensions. It can't be used for local printers.

1. Choose the  icon, enter **Printer Selections**, and then select the related link. Alternatively, from the **Printer Management** page, select a printer, and then choose the **Printer Selections** action.
2. Choose the **New** action to add a printer selection for a specific report.
3. Fill in the fields as necessary.

The specified report is now set up to print to the selected printer by default.

NOTE

When you print the report in question, you can override this setup by selecting another printer on the **Print Settings** request page.

NOTE

If you do not set a report up for a specific printer on the **Printer Selections** page, then it will be printed to the default printer of the company, as defined from the **Printer Management** page.

You or the administrator can also use the **Printer Selections** page to define other variations of printing for users and reports. The following table describes the combination of values to specify different printing setup for a report.

TO	SET THE FOLLOWING VALUES
Print a report to a specific printer for all users	Specify values in the Report ID and Printer Name fields and leave the User ID field blank.
Print all reports to a specific printer for a specific user	Specify values in the User ID and Printer Name fields and leave the Report ID field blank.
Set the default printer for all reports	Specify a value in the Printer Name field and leave the User ID and Report ID fields blank.

TO	SET THE FOLLOWING VALUES
Print a specific report to the user's default printer	Specify a value in the Report ID field and leave the Printer Name and User ID fields blank.
Print a specific report to a specific printer for a specific user	Specify values in all three fields.

NOTE

More specific printer selections take precedence over a more general printer selections. For example, a printer selection that has values in the **User ID**, **Report ID**, and **Printer Name** fields takes precedence over a printer selection that has blank entries in the **User ID** or **Report ID** fields.

See Also

[Printing a Report](#)

[Working with Business Central](#)

[Run Batch Jobs](#)

[Send Documents by Email](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Working with Reports, Batch Jobs, and XMLports

2/18/2021 • 7 minutes to read • [Edit Online](#)

A report gathers information based on a specified set of criteria, and organizes and presents the information in an easy-to-read format that you can print or save as a file. There are many reports that you can access throughout the application. The reports typically provide information relative to the context of the page you are on. For example, the **Customer** page includes reports for the top 10 customers, sales statistics, and more.

Batch jobs and XMLports do more or less the same as reports, but for the purpose of performing a process or exporting data. For example, the **Create Reminders** batch job creates reminder documents for customers with overdue payments.

NOTE

This topic refers mainly to "report", but similar information applies to batch jobs and XMLports.

Getting started

You find reports in the **Reports** tab on selected pages, or you can use search  to find reports by name.

When you open a report, batch job, or XMLport, you are typically presented with a request page where you set various options and filters that determine what to include in the report. The following sections explain how to use the request page to build, preview, and print a report.

Using default values - predefined settings

Most request pages include the **Use default values from** field. This field lets you select predefined settings for the report, which automatically set options and filters for the report. Select an entry from the drop-down list, and you'll see the options and filters on the request page change accordingly.

The entry called **Last used options and filters** is always available. This entry sets the report to use options and filters that were used the last time you ran the report.

The **Use default values from** field provides a fast and reliable way to consistently generate reports that contain the correct data. After you select an entry, you can change any of the options and filters before previewing or printing the report. The changes that you make will not be saved to the predefined settings entry you selected, but they will be saved to the **Last used options and filters** entry.

NOTE

The predefined settings are typically set up and managed by an administrator. If you want to learn more, see [Manage Saved Settings for Reports and Batch Jobs](#).

Specifying the data to Include in reports

Use the fields under **Options** and **Filters** to change limit the information you want in the report. You set filters in a report in more or less the same way as you set filters on lists. For more information, see [Filtering](#).

Caution

The **Filter list by** section on a request page provides a generic filtering capability for reports. These filters are optional.

Some reports will ignore any such filters, meaning that no matter what filter is set in the **Filter list by** section, the output of the report is the same. It is not possible to provide a list of which fields are ignored in which reports, so you will have to experiment with the filters when using them.

Example: When you use the **Create Reminders** batch job, a filter for the **Customer Ledger Entries** field of **Last Issued Reminder Level** will be ignored because filters are fixed for that batch job.

Previewing a Report

Previewing a report lets you see what the report will look like before you print it. The preview will lay out the report based in the **printer** that is shown in the **Printer** field on the request page. After previewing, you can then go back to the request page and make changes to options and filters as needed.

To preview a report, choose the **Preview** or **Preview & Close** button on the report request page. The button that displays depends on the report, so some reports have **Preview** button, while others have a **Preview & Close** button. Both buttons will open a preview of the report. The difference is that **Preview** keeps the request page open, so you can go back to it, make changes, preview again, or print. With **Preview & Close**, the request page closes, so you'll have to open the report again to make changes or print.

NOTE

If you're using Business Central 2020 release wave 1 or earlier, there is only a **Preview** button, which closes the request page on preview, like described for **Preview & Close**.

Working with the preview

In the preview, use the menu bar on the report preview to:

- Move through pages
- Zoom in and out
- Resize to fit the page
- Select text

You can copy text from a report, and then paste it somewhere else, like a page in Business Central or Microsoft Word. Using a mouse, for example, you press and hold where you want to start, then move the mouse to select one or more words, sentences, or paragraphs. Press the right mouse button and select **Copy**. Then, paste the selected text where you want it.

- Pan the document

You can move the visible area of the report in any direction so you can view other areas of the report. Panning is helpful when you have zoomed in to see details. Using your mouse, for example, press and hold the mouse button anywhere in the report preview, and then move your mouse.

- Download to a PDF file on your computer or network.
- Print

Saving a Report

You can save a report to a PDF document, Microsoft Word document, or Microsoft Excel document by choosing the **Send to** button, and then making your selection.

Scheduling a Report to Run

You can schedule or batch job a report to run at a specific date and time. Scheduled reports and batch jobs are entered in the job queue and processed at the scheduled time, similar to other jobs. You choose the **Schedule** option after you choose the **Send to** button, and then you enter information such as printer, and time and date. The report is then added to the job queue and will be run at the specified time. When the report is processed, the item will be removed from the job queue. For more information, see [Use Job Queues to Schedule Tasks](#).

When you schedule a report to run, you can specify that it must run every Thursday by setting the **Next Run Date Formula** field to *D4*, for example. For more information, see [Using Date Formulas](#).

You can choose to save the report to a file, such as an Excel, Word, or PDF, print it to a selected printer, or only generate the report. If you choose to save the report to a file, then the processed report is sent to the **Report Inbox** area on your Role Center, where you can view it.

Printing a Report

To print a report, choose the **Print** button on the request page or on the menu bar of the **Preview** page.

Printer

The **Printer** field on the request page shows the name of printer that the report will be sent to. (**Handled by the browser**) indicates there is no designated printer for the report. In this case, the browser will handle the printout and display a standard experience, where you can choose a local printer connected to your device.

You can't change the printer using the **Printer** field. To change the printer, you'll have to go to the **Printer Selections** or **Printer Management** pages. Setting the printer is typically an administrator task. If you want to learn more, see [Set Up Printers](#).

Printing Reports in Thai

Specifically for the Thai version of Business Central, the **Print** button can't print reports correctly because of limitations in the service that generates the printable PDF file. Instead, you can open the report in Word and then save the report as a printable PDF.

Alternatively, you can ask your administrator to create a Word report layout for your most used reports. For more information, see [Managing Report and Document Layouts](#).

Changing Report Layouts

A report layout controls what is shown on a report, how it is arranged, and how it is styled. If you want to switch to a different layout, see [Change the Current Report Layout](#). Or, if you want to customize your own report layout, see [Create and Modify a Custom Report Layout](#).

Advanced options

The fields under **Advanced** set limitations on the generated report to control printer resources. You typically won't have to change these settings, unless you have a large report. If a report exceeds these limitations when you try to preview or print, a message appears telling you which limitation was exceeded. You can then change the settings to suit your report. Each field, however, has a maximum value that you should be aware of:

FIELD	MAXIMUM VALUE
Maximum rendering time	12:00:00
Maximum rows	1000000
Maximum documents	500

NOTE

The maximum values may be different for Business Central on-premises, and an administrator can change them. For more information, see [Configuring Business Central Server - Reports](#). For an overview of reports limitations Business Central online, see [Operational Limits](#).

See Also

[Set Up Printers](#)

[Working with Calendar Dates and Times](#)

[Managing Report and Document Layouts](#)

[Working with Business Central](#)

NOTE

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Manage Saved Settings for Reports and Batch jobs

2/18/2021 • 2 minutes to read • [Edit Online](#)

When running reports, users are typically presented with a page that lets them select options and set filters to change the data that is included in the generated report. This page is called the request page. A report can include one or more *saved settings* that users can apply to the report from the request page. *Saved settings* are basically predefined options and filters. Using saved settings is a fast and reliable way to consistently generate reports that contain the correct data. For more information, see [Using Saved Settings](#).


NOTE

This topic refers mainly to "report", but similar information applies to batch jobs.

If you have the proper permissions, you can view, create, and modify the saved settings for all reports for all users in a company. You can assign saved settings for a report to individual users or to all users in the company.

To create and modify saved settings for all users

You manage saved settings on the **Reports Settings** page. There are two ways to open this page:

- Choose the  icon, enter **Report Settings**, and then choose the related link.
- Open a report, choose the lookup in the **Use default values from** field, and then choose the **Select from full list** action.

The page displays all the existing saved settings entries for all users. If there is a user name in the **Assigned to** field, only that user can use the saved settings for the associated report. If there is a check mark in the **Share with all users** field, all users can use the saved settings for the report.

From the **Report Settings** page, you can:

- Choose the **New** action to create a new saved settings entry from scratch.
- Select a saved settings entry from the list, and choose the **Copy** action to create a copy.
- Select a saved settings entry from the list, and choose the **Edit** action to modify a saved settings entry.

IMPORTANT

Consider the name that you give a saved settings entry. If you create a saved settings entry for all users, and you give it the same name as an existing saved settings entry that is assigned to a specific user only, then that user will not be able to use the saved settings entry that is assigned to everyone. In the **Saved Settings** section on the request page, the user will see two saved settings entries with the same name. However, no matter which option they choose, the user-specific saved settings entry will be used.

NOTE

The Saved Settings feature is available only on reports where the [SaveValues property](#) of the report's request page is set to **Yes**. The **SaveValues** property is set in the development environment.

See Also

NOTE

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View Test Reports Before Posting


2/18/2021 • 2 minutes to read • [Edit Online](#)

When you are ready to post a document, such as an order, invoice, or a credit memo, you can test the document to ensure that no issues exist that will block the posting.

NOTE

The following procedure is about testing before posting a purchase document. The functionality works in the same way for sales documents.

To print a test report before posting a purchase invoice

1. Choose the  icon, enter **Purchase Invoices**, and then select the related link.
2. Open the purchase invoice that you want to test.
3. Choose the **Test Report** action.

All parts of the purchase invoice are tested, and the result is presented in a report. If the report indicates any errors or missing information, then you must correct the problem before posting the purchase invoice.

See Also

[Posting Documents and Journals](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Run Batch Jobs and XMLports


2/18/2021 • 2 minutes to read • [Edit Online](#)

A batch job is a routine that processes data in batches, for example the **Adjust Exchange Rates** batch job. There are batch jobs that perform periodic accounting activities, such as closing the income statement at the end of a fiscal year. Many batch jobs do calculation work, such as calculation of finance charges, exchange rate adjustment, and calculation of unit prices.

A batch job is like a report, except the batch job uses the result of its work to update information directly, instead of printing the results.

You can schedule when a batch job runs. For more information, see [Use Job Queues to Schedule Tasks](#).

To run a batch job

1. To open the request page for the relevant batch job, choose the  icon, enter the name of the batch job, and then choose the related link.
2. If there is an **Options** FastTab for the batch job, fill in the fields to determine what the batch job will do.
3. The page may contain one or more FastTab with filters, which you can use to limit the data included in the batch job. You can enter criteria in the suggested filters or add more filters.
4. Choose the **OK** button to start the batch job.

See Also

[Sorting, Searching, and Filtering Lists](#)

[Use Job Queues to Schedule Tasks](#)

[Working with Business Central](#)

NOTE

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Managing Report and Document Layouts

2/18/2021 • 3 minutes to read • [Edit Online](#)

A report layout controls content and format of the report, including which data fields of a report dataset appear on the report and how they are arranged, text style, images, and more. From Business Central, you can change which layout is used on a report, create new layout, or modify the existing layouts.

NOTE

In Business Central, the term "report" also covers externally-facing documents, such as sales invoices and order confirmations that you send to customers as PDF files.

In particular, a report layout sets up the following:

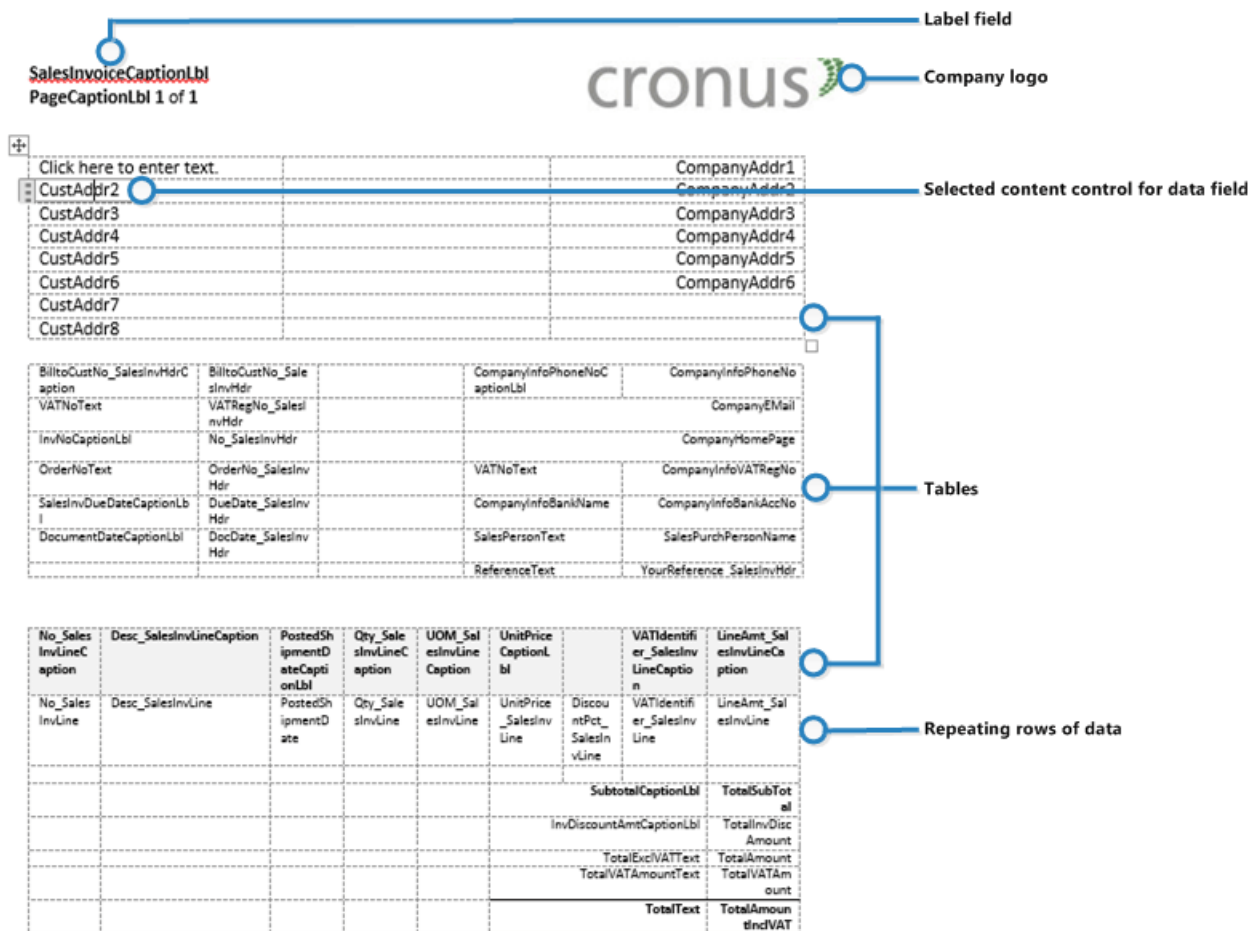
- The label and data fields to include from the dataset of the Business Central report.
- The text format, such as font type, size, and color.
- The company logo and its position.
- General page settings, such as margins and background images.

A report can be set up with multiple report layouts, which you can switch among as required. You can use one of the built-in report layouts or you can create custom report layouts and assign them to your reports as needed. For more information, see [Create a Custom Report or Document Layout](#).

There are two types of report layouts that you can use on reports; Word and RDLC.

Word report layout overview

A Word report layout is based on Word document (.docx file type). Word report layouts enable you to design report layouts by using Microsoft Word 2013 or later. A Word report layout determines the report's content - controlling how that content elements are arranged and how they look. A Word report layout document will typically use tables to arrange content, where the cells can contain data fields, text, or pictures.



RDLC layout overview

RDLC layouts are based on client report definition layouts (.rdlc or .rdl file types). These layouts are created and modified by using SQL Server Report Builder. The design concept for RDLC layouts is similar to Word layouts, where the layout defines the general format of the report and determines the fields from the dataset to include. Designing RDLC layouts is more advanced than Word layouts. For more information, see [Designing RDLC Report Layouts](#).

Built-in and custom report layouts

Business Central includes several built-in layouts. Built-in layouts are predefined layouts that are designed for specific reports. Business Central reports will have a built-in layout as either an RDLC report layout, Word report layout, or in some cases both. You cannot modify a built-in report layout from Business Central but you use them as a starting point for building your own custom report layouts.

Custom layouts are report layouts that you design to change the appearance of a report. You typically create a custom layout based on a built-in layout, but you can create them from scratch or from a copy of an existing custom layout. Custom layouts enable you to have multiple layouts for the same report, which you switch among as needed. For example, you can have different layouts for each Business Central company, or you can have different layouts for the same company for specific occasions or events, like a special campaign or holiday season.

Deciding whether to use a Word or RDLC report layout

A report layout can be based on either a Word document or RDLC file. Deciding on whether to use a Word report layout or RDLC report layout type will depend on how you want the generated report to look and your knowledge of Word and SQL Server Report Builder.

The general design concepts for Word and RDLC layouts are very similar. However each type has certain design

features that affect how the generated report appears in Business Central. This means that the same report might look different when using the Word report layout compared to the RDLC report layout.

The process for setting up Word report layouts and RDLC report layouts on reports is the same. The main difference is in the way you modify the layouts. Word report layouts are typically easier to create and modify than RDLC report layouts because you can use Word. RDLC report layouts are modified by using SQL Server Report builder which targets more advanced users.

For information on how to change which layout to use, see [Change the Current Report Layout](#).

See Related Training at [Microsoft Learn](#)

See Also

[Update Custom Report Layouts](#)

[Create and Modify Custom Report Layouts](#)

[Import and Export a Custom Report or Document Layout](#)

[Define Special Document Layouts for Customers and Vendors](#)

[Send Documents by Email](#)

[Working with Reports, Batch Jobs, and XMLports](#)

[Working with Business Central](#)

NOTE

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Change the Current Report Layout

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A report can be set up with more than one report layout, which you can then switch among as needed.


Depending on the layouts that are available for a report, you can choose to use a built-in RDLC report layout, a built-in Word report layout, or a custom layout. For more information about RDLC and Word report layouts, built-in and custom layouts, and more, see [Manage Report Layouts](#).

When custom report layouts are defined, you can select them from customer and vendor cards to specify that the selected layouts will be used for documents that you create for the customer or vendor in question. For more information, see [Define Document Layouts for Customers and Vendors](#).

TIP

Document reports (not lists) that use a Word report layout are typically faster than those that use an RDLC report layout. So if you have the option to choose between a Word or RDLC report layout for a document report, use the Word report layout for the best performance.

To change which report layout to use for a report or document

1. Choose the  icon, enter **Report Layout Selection**, and then choose the related link.
The **Report Layout Selection** page lists all the reports that are available for the company that is specified in the **Company** field at the top of the page. The **Selected Layout** field specifies the layout that is currently used on the report.
2. Set the **Company** field at the top of the page to the company that includes the report.
3. To change the layout that is used by a report, on the row for the report, set the **Selected Layout** field to one of the following options:
 - **RDLC (built-in)**, uses the built-in RDLC report layout on the report.
 - **Word (built-in)**, uses the built-in Word report layout on the report.
 - **Custom**, uses a custom layout on the report.

NOTE

If you choose a report layout of type **RDLC (built-in)** or **Word (built-in)** and you get an error message that the report does not have a layout of the specified type, then you must choose another layout option or create a custom report layout of the type that you want to use. See the next procedure.

If you selected a built-in RDLC or Word report layout, then no further action is required, and the layout will be used the next time the report is run.

To change the custom layout to use for a report layout

You may also want to change the currently used custom layout. For more information, see [Create and Modify Custom Report Layouts](#).

All custom report layouts that exist for report layouts in a company are listed on the **Custom Report Layouts** page. On the **Report Layout Selection** page, you can see which custom layouts are available for each report in the **Custom Layouts** FactBox.

1. On the **Report Layout Selection** page, on the line for the report layout that you want to change, choose the lookup button in the **Custom Layout Description** field.
2. On the **Custom Report Layouts** page, select the row for the custom layout that you want to use, and then choose the **OK** button.

The name of the selected custom layout is now shown in the **Custom Layout Description** field and will be used the next time the report or document is previewed, printed, or sent.

You can now go to your customer and vendor cards to specify which of the layouts to use for different documents that you create for the customer or vendor in question, such as order confirmations or payment reminders. For more information, see [Define Document Layouts for Customers and Vendors](#).

See Related Training at [Microsoft Learn](#)

See Also

[Managing Report Layouts](#)

[Working with Business Central](#)

NOTE

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Create and Modify Custom Report Layouts

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By default, a report will have a built-in report layout, which can be either an RDLC report layout or Word report layout, or both. You cannot modify built-in layouts. However, you can create your own custom layouts that enable you to change the appearance of report when it is viewed, printed or saved. You can create multiple custom report layouts for the same report, and then switch the layout that is used by a report as needed.

NOTE

In Business Central, the term "report" also covers externally-facing documents, such as sales invoices and order confirmations that you send to customers as PDF files.

To create a custom layout, you can either make a copy of an existing custom layout or add a new custom layout, which in most cases is based on a built-in layout. When you add a new custom layout, you can choose to add an RDLC report layout type, Word report layout type, or both. The new custom layout will automatically be based on the built-in layout for the report if one is available. If there is no built-in layout for the type, then a new blank layout is created, which you will have to modify and design from scratch. For more information about RDLC and Word report layouts, built-in and custom layouts, and more, see [Manage Report Layouts](#).

TIP

Use account schedules to get insight into the financial data stored in your chart of accounts. For more information, see [Prepare Financial Reporting with Account Schedules and Account Categories](#).

When custom report layouts are defined, you can select them from customer and vendor cards to specify that the selected layouts will be used for documents that you create for the customer or vendor in question. For more information, see [Define Document Layouts for Customers and Vendors](#).

To create a custom layout

1. Choose the  icon, enter **Report Layout Selection**, and then choose the related link.

The **Report Layout Selection** page lists all the reports that are available in the company that is specified in the **Company Name** field at the top of the page.

2. Set the **Company** field to the company in which you want to create the report layout.
3. Select the row for the report that you want to create the layout for, and then choose the **Custom Layouts** action.

The **Custom Report Layouts** page appears and lists all the custom layouts that are available for the selected report.

4. If you want to create a copy of an existing custom layout, select the existing custom layout in the list, and then choose the **Copy** action.

The copy of the custom layout appears on the **Custom Report Layouts** page and has the words *Copy of* in the **Description** field.

5. If you want to add a new custom layout that is based on a built-in layout, do the following:

- a. Choose the **New** action. The **Insert Built-in Layout for a Report** page appears. The **ID** and **Name** fields are automatically filled in.
- b. To add a custom Word report layout type, select the **Insert Word Layout** check box.
- c. To add a custom RDLC report layout type, select the **Insert RDLC Layout** check box.
- d. Choose the **OK** button.

The new custom layout now appear on the **Custom Report Layouts** page. If a new layout is based on a built-in layout, then it has the words **Copy of a Built-in Layout** in the **Description** field. If there was no built-in layout for the report, then the new layout has the words **New Layout** in the **Description** field, which indicates that custom layout is blank.

6. By default, the **Company Name** field is blank, which means that the custom layout will be available for the report in all companies. To make the custom layout available in a specific company only, choose **Edit**, and then set the **Company Name** field to the company that you want.

The custom layout has been created. You can now modify the custom layout as needed.

Modifying a custom layout

To modify a report layout, you must first export the report layout as a file to a location on your computer or network, and then open the exported document and make the changes. When you are finished making the changes, you import the report layout.

To modify a custom layout

1. You export a custom layout from the **Custom Report Layouts** page. If this page is not already open, search for and open the **Report Layout Selection** page, select the report that has the layout that you want to modify, and then choose the **Custom Layouts** action.
2. On the **Custom Report Layouts** page, select the layout that you want to modify, choose the **Export Layout** action, and then choose **Save** or **Save As** to save the report layout document to a location on your computer or network.
3. Open the report layout document that you just saved, and then make changes.

If you are changing a Word layout, open the layout document in Word. For editing details, see the next section [Making Changes to the Report Layout](#).

RDLC report layouts are more advanced than Word report layouts. For more information about modifying an RDLC report layout, see [Designing RDLC Report Layouts](#).

Remember to save you changes when done.

4. Return to the **Custom Report Layouts** page, select the report layout that you exported and modified, and then choose the **Import Layout** action.
5. In the **Import** dialog box, select **Choose** to find and select the report layout document, and then choose **Open**.

Create and Modify Custom Report Layouts

To make general formatting and layout changes, such as changing text font, adding and modifying a table, or removing a data field, just use the basic editing features of Word, like you do with any Word document.

If you are designing a Word report layout from scratch or adding new data fields, then start by adding a table that includes rows and columns that will eventually hold the data fields.

TIP

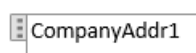
Show the table gridlines so that you see the boundaries of table cells. Remember to hide the gridlines when you are done editing. To show or hide table gridlines, select the table, and then under **Layout** on the **Table** tab, choose **View Gridlines**.

Embedding Fonts in Word Layouts for Consistency

To ensure that reports always display and print with the intended fonts, regardless of where users open or print the reports, you can embed the fonts in the Word document. However, be aware that embedding fonts can significantly increase the size of the Word files. For more information about embedding fonts in Word, see [Embed fonts in Word, PowerPoint, or Excel](#).

Removing Label and Data Fields in Word Layouts

Label and data fields of a report are contained in content controls in Word. The following figure illustrates a content control when it is selected in the Word document.



The name of the label or data field name displays in the content control. In the example, the field name is CompanyAddr1.

To remove a label or data field

1. Right-click the field that you want to delete, and then choose **Remove Content Control**.

The content control is removed, but the field name remains as text.

2. Delete the remaining text as needed.

Adding data fields

Adding data fields from a report dataset is a more advanced and requires some knowledge of the report dataset. For information about adding fields for data, labels, data, and images, see [Add Fields to a Word Report Layout](#).

See Related Training at [Microsoft Learn](#)

See Also

[Managing Report Layouts](#)

[Change the Current Report Layout](#)

[Import and Export a Custom Report or Document Layout](#)

[Working with Reports, Batch Jobs, and XMLports](#)

[Prepare Financial Reporting with Account Schedules and Account Categories Business Intelligence](#)

[Working with Business Central](#)

NOTE

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Import and Export Custom Report Layouts


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can import and export an existing custom report layout as a file to and from a location on your computer and network. For example, you can export a report layout, and then send the file to another person to modify. That person can then make the modifications to layout and return the file to you so that you can import it back.

IMPORTANT


You cannot import or export built-in report layouts.

To export a report layout to a file

1. Choose the  icon, enter **Report Layout Selection**, and then choose the related link.
2. Select the row for the report that contains the custom report layout that you want to export, and then choose the **Custom Layouts** action.
3. On the **Report Layouts** page, select the report layout that you want to export to a file, and then choose the **Export Layout** action.
4. In the **Export File** dialog box, choose the **Save** button, and then save the file to a location on your computer or network.

To import a report layout file

1. Make sure that the relevant file that defines the report layout is available on your computer or network.

A Word report layout file must have the .docx file type extension. An RDLC report layout file must have the .rdlc or .rdl file type extension.
2. Choose the  icon, enter **Report Layout Selection**, and then choose the related link.
3. Select the row for the report to which you want to import the report layout, and then choose the **Custom Layouts** action.
4. On the **Report Layouts** page, select the report layout to which you want to import the file, and then choose the **Import Layout** action.
5. In the **Import** dialog box, select the document that defines the report layout, and then choose the **Open** button.

The original custom report layout is replaced with the imported report layout.

See Related Training at [Microsoft Learn](#)

See Also

[Create and Modify a Custom Report Layout](#)

[Managing Report and Document Layouts](#)

[Working with Reports, Batch Jobs, and XMLports](#)

NOTE

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Update Custom Report Layouts

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Occasionally, you may need to update a custom report layout that is used on a report. This is required when there has been a design change to the report's data set, for example, a field that is used in the layout has been removed from the report data set. If a report layout requires updating, you will get an error message when you try to preview, print or save the report.

You can automatically update a report layout from the error message that appears when you run the report by choosing the **Yes** button on the error message. Or, in advance of running reports, you can update specific report layouts or all custom report layouts that might be affected by dataset changes.

You also have the option to test updates without applying the required changes to the custom report layouts. This enables you to see what changes will be applied to the report layout and identify possible issues in the process. From the test results, you can open the custom report layouts directly for editing to fix any issues. We recommend that you test the report layout update before you apply the updates.


Not all report dataset changes can be automatically updated in the report layouts. Some changes will require that you manually edit the report layout. For more information, see [Limitations of the Custom Report Layout Update](#).

To update one or more custom report layouts

1. Choose the  icon, enter **Report Layouts**, and then choose the related link.
2. On the **Report Layouts** page, if you want to update a specific report, select the layout from the list, and then choose the **Update Layout** action. Or, if you want to update all custom report layouts for the company, choose the **Update All Layouts** action.

If no errors occur, then the updates is applied to the report layouts. If errors occur, then a message that contains the errors appears. You will then have to manually edit the custom report layout to fix the error. For more information, see [Fixing Errors](#).

To test custom report layout updates

1. Choose the  icon, enter **Report Layout Selection**, and then choose the related link.
2. On the **Report Layout Selection** page, choose the **Test Layout Updates** action.

Changes to the report layouts are tested but not applied to the actual report layouts. A **Report Layout Update Log** page appears that provides the status a potential updates for each report layout. If there are errors for a report layout, you can access the report layout directly for editing from the message to fix any issues. For more information, see [Fixing Errors](#).

Limitations of the Custom Report Layout Update

There are several types of changes that the automatic update can apply to custom report layouts, for example, a field that is used in the layout has been removed from the report data set. However, the automatic update cannot handle the following changes to a report dataset.

1. Deleted fields, labels, or data items.
2. Duplicate field names in the report layout after a field has been renamed in the dataset. This should be

treated as a design error.

3. Upgrade scenarios where there are multiple iterations of a report layout that causes multiple rename actions on the same fields, labels or data items.

If the update process detects any one of these issues, the update cannot be applied. You will have to fix the issues manually, for example by editing the report layout in Word, or programmatically by using upgrade codeunits.

Fixing Errors

If you get an error message when you update or test report layout updates, you most likely will have to modify the report layout to fix the problem. Read the error message to help determine the cause of the problem.

The most typical problem occurs when a field that is used on the layout has been removed from the report dataset. In this case, you will see a line in the error message that states that an item has been removed. To fix this issue, you will have to modify the layout and remove the field in question.

For more information, see [Create and Modify a Custom Report Layout](#).

After you modify the layout, try to update the layout again.

See Related Training at [Microsoft Learn](#)

See Also

[Managing Report Layouts](#)

[Working with Reports, Batch Jobs, and XMLports](#)

NOTE

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Define Document Layouts for Customers and Vendors

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When custom report layouts are defined, you can select them from customer and vendor cards to specify which layouts will be used for different types of documents that you create for the customer or vendor in question. The value in the **Usage** field, defines which process the document layout will be used for, such as **Reminder**, **Shipment**, and **Confirmation**.


In addition to setting up which layouts to use for what document, you can save time when sending documents to different customer or vendor contacts by setting up specific contacts' email addresses to use with specific documents. For example, customer statements will be sent to accountant contacts, sales orders to your customers' purchasers, and purchase orders to vendors' salespeople or account managers.

When you define a document layout for a customer or vendor, you can also specify the email address of the contact person that must receive the document. You can quickly do this with the **Select Email from Contacts** function, which automatically filters to contact email addresses registered for the customer or vendor in question.

Before you can define which document layout to use for which processes, and which contact to send the document to, you must load all the available reports (documents) from the **Report Selections** page. You can quickly do this with the **Copy from Report Selection** function.

The following describes how to define sales document layouts from a customer card. The steps are the same for purchase document layouts from a vendor card.

To enable all available sales documents for a customer

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card of the customer for whom you want to define document layouts per business process.
3. On the **Customer Card** page, choose the **Document Layouts** page.
4. On the **Document Layouts** page, choose the **Copy from Report Selection** action.

The **Document Layouts** page for the customer in question is filled with all the report layouts for sales that exist in the system. For more information about they were created, see [Create and Modify Custom Report Layouts](#).

You can now proceed to adjust the list with any custom report layouts or email addresses for the contacts that the documents must be sent to.

To select a custom report layout to use for the sales document layout

If one or more of the report layouts that are defined in the **Document Layouts** page for the customer do not have a custom report layout defined, then you can quickly do that.

1. On the **Document Layouts** page, on the line for a report layout that you want to use a custom layout for, choose the **Custom Layout Description** field. The field is either filled if customer layout is already selected or blank.
2. On the **Custom Report Layouts** page, select the special document layout that you want to use for the sales document type in question. For more information, see [Create and Modify Custom Report Layouts](#).

To set up which contact receives which document layout for a customer

You can save time when sending documents to different customers or vendor contacts by specifying contact email addresses on the different lines on the **Document Layouts** page. For example, customer statements can be sent to accountant contacts, sales orders to your customers' purchasers, and purchase orders to vendors' salespeople or account managers.

1. On the **Document Layouts** page, on the line for a report layout that you want to send to a specific contact for the customer, choose the **Select Email from Contacts** action.
2. On the **Contacts** page, select the line for the relevant contact, and then choose the **OK** button.

The email address of the contact is now inserted on the document layout line so that the sales document in question, for example, reminders, is always sent to that contact at the customer's company.

See Also

[Update Custom Report Layouts](#)

[Create and Modify Custom Report Layouts](#)

[Import and Export a Custom Report or Document Layout](#)

[Send Documents by Email](#)

[Managing Report Layouts](#)

[Working with Reports, Batch Jobs, and XMLports](#)

[Working with Reports, Batch Jobs, and XMLports](#)

NOTE

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Add Fields to a Word Report Layout

2/18/2021 • 5 minutes to read • [Edit Online](#)

A report dataset can consist of fields that display labels, data, and images. This topic describes the procedure for adding fields of a report dataset to an existing Word report layout for a report. You add fields by using the Word custom XML part for the report and adding content controls that map to the fields of the report dataset. Adding fields requires that you have some knowledge of the report's dataset so that you can identify the fields that you want to add to the layout.

NOTE

You cannot modify built-in report layouts.

To open the Custom XML part for the Report in Word

1. If not already open, then open the Word report layout document in Word.

For more information, see [Create and Modify a Custom Report Layout](#).

2. Show the **Developer** tab in the ribbon of Microsoft Word.

By default, the **Developer** tab is not shown in the ribbon. For more information, see [Show the Developer Tab on the Ribbon](#).

3. On the **Developer** tab, choose **XML Mapping Pane**.
4. In the **XML Mapping** pane, in the **Custom XML Part** dropdown list, choose the custom XML part for ADD INCLUDE report, which is typically last in the list. The name of the custom XML part has the following format:

```
urn:microsoft-dynamics-nav/reports/report_name/ID
```

report_name is the name that is assigned to the report.

ID is the identification number of the report.

After you select the custom XML part, the XML Mapping pane displays the labels and field controls that are available for the report.

To add a label or data field

1. Place your cursor in the document where you want to add the control.
2. In the **XML Mapping** pane, right-click the control that you want to add, choose **Insert Content Control**, and then choose **Plain Text**.

NOTE

You cannot add a field by manually typing the dataset field name in the content control. You must use the **XML Mapping** pane to map the fields.

To add repeating rows of data fields to create a list

1. In a table, add a table row that includes a column for each field that you want repeated.

This row will act as a placeholder for the repeating fields.

2. Select the entire row.
3. In the **XML Mapping** pane, right-click the control that corresponds to the report data item that contains the fields that you want repeated, choose **Insert Content Control**, and then choose **Repeating**.
4. Add the repeating fields to the row as follows:
 - a. Place your pointer in a column.
 - b. In the **XML Mapping** pane, right-click the control that you want to add, choose **Insert Content Control**, and then choose **Plain Text**.
 - c. For each field, repeat steps a and b.

Adding Image Fields

A report dataset can include a field that contains an image, such as a company logo or a picture of an item. To add an image from the report dataset, you insert a **Picture** content control.

Images align in the top-left corner of the content control and resize automatically in proportion to fit the boundary of the content control.

IMPORTANT

You can only add images that have a format that is supported by Word, such as .bmp, .jpeg, and .png file types. If you add an image that has a format that is not supported by Word, you will get an error when you run the report from the ADD INCLUDE client.

To add an image

1. Place your pointer in the document where you want to add the control.
2. In the **XML Mapping** pane, right-click the control that you want to add, choose **Insert Content Control**, and then choose **Picture**.
3. To increase or decrease the image size, drag a sizing handle away from or towards the center of the content control.

Custom XML Part Overview

Word report layouts are built on *custom XML parts*. A custom XML part for a report consists of elements that correspond to the data items, columns, and labels that comprise the report's dataset. The custom XML part is used to map the data into a report when the report is run.

XML Structure of Custom XML Part

The following table provides a simplified overview of the XML of a custom XML part.

XML ELEMENTS	DESCRIPTION
<code><?xml version="1.0" encoding="utf-16"?></code>	Header
<code><WordReportXmlPart xmlns="urn:microsoft-dynamics-365/report/<reportname>/<id>/"</code>	XML namespace specification. <code><reportname></code> is the name that is assigned to the report. <code><id></code> is the ID that is assigned to the report.

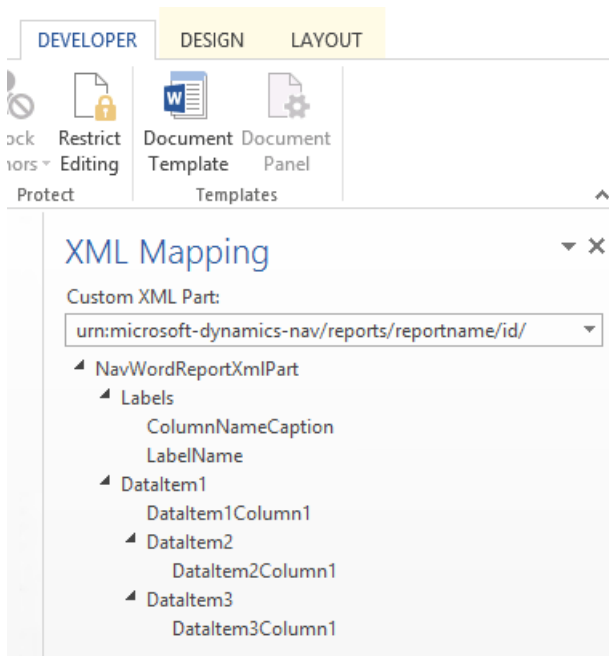
XML ELEMENTS	DESCRIPTION
<pre> ..<Labels> <ColumnNameCaption>ColumnNameCaption</ColumnNameCaption><LabelName>LabelCaption</LabelName> ..</Labels> </pre>	<p>Contains all the labels for the report.</p> <ul style="list-style-type: none"> - Label elements that are related to columns have the format <code><ColumnNameCaption>ColumnNameCaption</ColumnNameCaption></code> - Label elements have the format <code><LabelName>LabelName</LabelName></code> - Labels are listed in alphabetical order.
<pre> ..<DataItem1> <DataItem1Column1>DataItem1Column1</DataItem1Column1> </pre>	<p>Top-level data item and columns. Columns are listed in alphabetical order.</p>
<pre><DataItem2> <DataItem2Column1>DataItem2Column1</DataItem2Column1></DataItem2><DataItem3> <DataItem3Column1>DataItem3Column1</DataItem3Column1></DataItem3> </pre>	<p>Data items and columns that are nested in the top-level data item. Columns are listed in alphabetical order under the respective data item.</p>
<pre> ..</DataItem1> </WordReportXmlPart> </pre>	<p>Closing element.</p>

Custom XML Part in Word

In Word, you open the custom XML part in the **XML Mapping** pane, and then use the pane to map elements to content controls in the Word document. The **XML Mapping** pane is accessible from the **Developer** tab (for more information, see [Show the Developer Tab on the Ribbon](#)).

The elements in the **XML Mapping** pane appear in a structure that is similar to the XML source. Label fields are grouped under a common **Labels** element and data item and columns are arranged in a hierarchal structure that corresponds to the XML source, with columns listed in alphabetical order. Elements are identified by their name as defined by the Name property in Report Dataset Designer in ADD INCLUDE.

The following figure illustrates the simple custom XML part from the previous section in the **XML Mapping** pane of a Word document.



- To add a label or field to the layout, you insert a content control that maps to the element in the **XML Mapping** pane.
- To create repeating rows of columns, insert a **Repeating** content control for the parent data item element, and then add content control for the columns.
- For labels, the actual text that appears in the generated report is the value of the **Caption** property for the field in the data item table (if the label is related to the column in the report dataset) or a label in the Report Label Designer (if the label is not related to a column in the dataset).
- The language of the label that is displayed when you run the report depends on the language setting of the report object.

See Also

[Create and Modify a Custom Report Layout](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Available Fonts

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The online version of Business Central contains pre-installed fonts on the servers that can be used when generating reports. The following sections outline which fonts are available.

NOTE

For security and legal reasons, you cannot upload custom fonts to the Business Central environment.

Document Fonts

The following fonts are installed and available to use in Word and RDLC document reports:

- Arial
- Consolas
- Courier New
- Lucida Console
- Segoe Print
- Segoe Script
- Segoe UI
- Segoe UI Light
- Segoe UI Semilight
- Times New Roman

Fonts for Checks

Magnetic Ink Character Recognition (MICR) fonts are installed and available to use. Both the E-13B and the CMC-7 standards are supported.

In addition to MICR fonts, special security fonts are available to generate text, names, amounts, and the currency symbols Dollar, Euro, Pound, and Yen, which are hard to tamper with once a check has been printed.

For more information, see [Select a Check Layout](#).

See Also

[Managing Report Layouts](#)

[Select a Check Layout](#)

[Working with Business Central](#)

NOTE

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Accessibility and Keyboard Shortcuts

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This topic provides information about the features that make Business Central readily available to people with disabilities. Business Central supports the following accessibility features:

- Keyboard shortcuts

For more information, see [Keyboard Shortcuts](#)

- Navigation
- Headings
- Alternative text for images and links
- Support for common assistive technologies
- Use keyboard shortcuts to zoom in or out on any page

Navigation

You can navigate between the tabs and actions in the ribbon, elements in the navigation bar, and other controls on Business Central pages and reports using the keyboard. To move the focus from one tab, action, or control to another, press the Tab key to move forward. Press Shift+Tab to move backward.

By using the tab order, you can also switch between the main browser page and dialog boxes that request confirmation, for example, or the login page.

Headings in Content

The HTML source for Business Central content uses tags to help users of assistive technology to understand the structure and content of the page. For example, on list pages, the columns are defined in TH tags and the column headings are set with TITLE attribute inside the tag. Captions for elements, such as FastTabs, FactBoxes, and fields are included in heading tags (H1, H2, H3, and H4).

Image and Links

A descriptive text for images is set with the ALT attribute inside the IMG tag. A descriptive text for hyperlinks is set with the title attribute inside the A tag.

Assistive Technologies

Business Central supports various assistive technologies, such as high contrast, screen readers, and voice recognition software. Some assistive technologies may not work well with certain elements in Business Central pages.

Zoom

Most browsers use standard keyboard shortcuts to zoom in and out on the current page. These keyboard shortcuts are not specific to Business Central, but they work when you use Business Central in a browser. For a list of supported keyboard shortcuts, see [Keyboard Shortcuts for Zooming In and Out](#).

For more accessibility information

You can find additional information about accessibility with Microsoft products and assistive technologies on the [Microsoft Accessibility](#) site.

See Also

[Getting Started](#)

[Working with Business Central](#)

[Frequently Asked Questions](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Keyboard Shortcuts

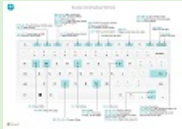
2/18/2021 • 14 minutes to read • [Edit Online](#)

This article provides an overview of some of the shortcut key combinations that you can use when you're working with Business Central.

For an overview of the most popular keyboard shortcuts, see [Keyboard Shortcuts \(PC only\)](#).

TIP

For a graphical view of the most used shortcuts, choose the following image and download the PDF file.



Overview

Keyboard shortcuts aid accessibility and can make it easier and more efficient to navigate to different areas and elements on a page. They're supported by most web browsers, however, the behavior may vary slightly.

NOTE

The keyboard shortcuts described here refer to the U.S. keyboard layout. The layout of the keys on other keyboards may not correspond exactly to the keys on a U.S. keyboard.

Most of the shortcuts are the same whether the operating system is Windows or macOS. However, some shortcuts differ for macOS. These shortcuts are indicated with brackets in the following sections.


NOTE

In addition to the global keyboard shortcuts described in this topic, a number of business-specific shortcuts are available. For example, in the generic version of Business Central, F9 posts a document and Ctrl+F7 shows the ledger entries for a record when you open the record in a card. (These may be different in your solution.) The keyboard shortcut is shown in the tooltip for the action in question.

General Keyboard Shortcuts

The following table describes keyboard shortcuts for navigating and accessing different elements of a page. Elements include things like actions, drop-down lists, lookups, and more. For details about keyboard shortcuts for navigating records once you get inside a list, see the next section.

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Alt+Down Arrow	Open a drop-down list or look up a value for a field.

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Alt+Up Arrow	Show tooltip for a field or a column header of a table. If the field has validation errors, press Alt+Up Arrow to show the validation error. Press Esc or Alt+Up Arrow to close the tooltip.
F2	Toggle between selecting the entire field value or placing the cursor at the end of the field value.
Alt+F2	Show and hide the FactBox pane.
Alt+Shift+F2	Shift between Details and Attachments in the FactBox pane.
Alt+O	Add a new note for the selected record, even if the FactBox pane isn't open.
Alt+Q (Ctrl+Option+Q)	Open the Tell Me window. For more information, see Finding Pages and Information with Tell Me .
Alt+N	Open a page to create a new record. (Similar to choosing the New and + actions.)
Alt+Shift+N	Close a newly created page and open a new one to create a new record. Similarly, Alt+F9 posts a document and creates a new one.
Alt+T	Open the My Settings page.
Alt+Right Arrow	Look up additional information or underlying values for a field that contains the  button. This is used when the usual drop-down button (Alt+Down Arrow) in the same field is used for another purpose.
Ctrl+Alt+Shift+C	Display information in the company badge.
Ctrl+Alt+F1	Open and close the page inspection pane. The page inspection pane shows information about the page, like its source table, fields, filters, extensions, and more. For more information, see Inspecting Pages .
Ctrl+C	Copy the value of field. If the field is in focus, and you haven't selected any text in the field, this will copy the entire value. If you've selected any text in the field, then it will copy the selected text only.
Ctrl+F1	Open the Business Central help for the page.
Ctrl+F12	Switch between wide and narrow layout view.
Ctrl+Click	Navigate during personalizing or customizing when the action is highlighted with an arrowhead. For more information, see Personalize Your Workspace .

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Ctrl+F5	Reload the Business Central application. (Similar to selecting refresh/reload in the browser.)
F5	Refresh the data on the current page. Use this key to ensure that the data on the page is up to date with any changes that others have made while you're working.
Enter	Enable or access the element or control that is in focus.
Esc	Close the current page or drop-down list.
Tab	Move focus to the next control or element on a page, such as actions, buttons, fields, or list headings.
Shift+Tab	Move focus to the previous control or element on a page, such as actions, buttons, fields, or list headings.
Y and N	Activate Yes and No buttons in dialog boxes. Actual keys will vary based on your current language specified in My Settings . For example, press J to activate the Ja button when using German language.

Keyboard Shortcuts in Lists

The following table describes the keyboard shortcuts that you can use on a list page. The shortcut action is slightly different depending on whether the page is shown in the list view or tile view.

General

PRESS THESE KEYS (IN MACOS)	TO DO THIS IN A LIST VIEW	TO DO THIS IN A TILE VIEW
Alt+F7	Sort the selected column in ascending or descending order.	Not applicable.
Alt+N	Insert a new line in an editable list, such as the G/L Budgets page.	Same.
Shift+F10	Open a menu of options that are available for the selected row.	Same.

Navigating Between Rows and Columns

Grids containing rows and columns exist on many page types in Business Central, such as list pages and **Lines** parts on documents. Moving from one cell to another across a grid is fully keyboard-enabled.

PRESS THESE KEYS (IN MACOS)	TO DO THIS IN A LIST VIEW	TO DO THIS IN A TILE VIEW
Ctrl+Home (Fn+Ctrl+Left Arrow)	Select the first row in the list; focus remains in the same column.	Move to the first tile in the first row.

PRESS THESE KEYS (IN MACOS)	TO DO THIS IN A LIST VIEW	TO DO THIS IN A TILE VIEW	
Ctrl+End (Fn+Ctrl+Right Arrow)	Select the last row in the list; focus remains in the same column.	Move to the last tile in the last row.	
Home (Fn+Left Arrow)	Move to the first field in the row.	Move to the first tile in the row.	
End (Fn+right Arrow)	Move to the last field in the row.	Move to the last tile in the row.	
Enter	Open the record that is associated with the field. Only relevant if a card page is associated with the record.	Opens the record. Only relevant if a card page is associated with the record.	
Ctrl+Enter	Move focus to the next element outside the list.	Move focus to the next element outside the list.	
Page Up (Fn+Up Arrow)	Scroll to display the set rows above the current rows in view.	Scrolls to display the set of tiles above the current tiles in view.	
Page Down (Fn+Down Arrow)	Scroll to display the set rows below the current rows in view.	Scroll to display the set of tiles below the current tiles in view.	
Down Arrow	Move in the same column to the field in the row below.	Move in the same column to the tile in the row below.	
Up Arrow	Move in the same column to the field in the row above.	Move in the same column to the tile in the row above.	
Right Arrow	In a view-only list, move in the same row to the next field to the right. In an editable list, move to the right within the current field.	Move in the same row to the next tile to the right.	
Left Arrow	In a view-only list, move in the same row to the previous field to the left. In an editable list, move to the left within the current field.	Move in the same row to the previous tile to the left.	
Tab	In editable list, move in the same row to the next field to the right.	Not applicable.	

PRESS THESE KEYS (IN MACOS)	TO DO THIS IN A LIST VIEW	TO DO THIS IN A TILE VIEW	
Shift+Tab	In editable list, move in the same row to the previous field to the left.	Not applicable.	

Selecting, Copying, and Pasting

PRESS THESE KEYS (IN MACOS)	TO DO THIS IN A LIST VIEW	TO DO THIS IN A TILE VIEW	
Ctrl+Click (Cmd+Click)	Extend the selection of rows to include the row that you click.	Not applicable.	
Shift+Click	Extend the selection of rows to include the row that you click and all the rows in between. You can use this after using Ctrl+Up Arrow or Ctrl+Up Down to expand your selection.	Not applicable.	
Ctrl+Up Arrow (Ctrl+Cmd+Up Arrow)	Move focus to the row above and keep the current row selected.	Not applicable.	
Ctrl+Down Arrow (Ctrl+Cmd+Down Arrow)	Move focus to the row below and keep the current row selected.	Not applicable.	
Ctrl+Space Bar (Ctrl+Cmd+Space)	Extend the selection of rows to include the focused row. You can use this after using Ctrl+Up Arrow or Ctrl+Down Arrow to expand your selection.	Not applicable.	
Ctrl+A	Select all rows.	Not applicable.	
Ctrl+C (Cmd+C)	Copy the selected rows to the Clipboard.	Yes, but only for a single selected tile.	
Ctrl+V (Cmd+V)	Paste the selected rows from the Clipboard into the current page or external document, like Microsoft Excel or Outlook email. You can only do this in editable lists.	Not applicable.	
Shift+Up Arrow	Extend the selection of rows to include the row above.	Not applicable.	
Shift+Down Arrow	Extend the selection of rows to include the row below.	Not applicable.	
Shift+Page Up (Shift+Fn+Up Arrow)	Extend the selection of rows to include all visible rows above the current selection of rows.	Not applicable.	

PRESS THESE KEYS (IN MACOS)	TO DO THIS IN A LIST VIEW	TO DO THIS IN A TILE VIEW
Shift+Page Down (Shift+Fn+Down Arrow)	Extend the selection of rows to include all visible rows below the current selection of rows.	Not applicable.
F8	Copy the field in the same column of the row above, and paste it into the current row. You can only do this in editable lists. Using this shortcut followed by a Tab lets you quickly fill out fields in line items that you want to have the same value as the row above.	Not applicable.

Searching and Filtering Lists

PRESS THESE KEYS (IN MACOS)	TO DO THIS
F3	<p>Toggles the search box.</p> <ul style="list-style-type: none"> • Activate the search box, so you can start typing your search text. • If the search box is already activated, F3 returns to the list without clearing the search text.
Shift+F3	<p>Open and close the filter pane.</p> <ul style="list-style-type: none"> • If the filter pane isn't open, Shift+F3 opens it and focuses on the + Filter action under Filter list by. You can then just hit Enter to start adding a field filter. • If the filter pane is already open, Shift+F3 closes it but doesn't clear any filters that you've added.
Ctrl+Shift+F3	<p>Open and close the filter pane.</p> <ul style="list-style-type: none"> • If the filter pane isn't open, Ctrl+Shift+F3 opens it and focuses on the + Filter action under Filter total by. You can then just hit Enter to start adding a totals filter. • If the filter pane is already open, Ctrl+Shift+F3 closes it but doesn't clear any filters that you've added.
Alt+F3	<p>Toggle filtering to the selected value.</p> <ul style="list-style-type: none"> • Applies a column filter on the selected field value in the list. This does the same as choosing Filter to this value from a column heading. It opens the filter pane, sets filter to the selected value, while focus remains on cell in the list. • If the column is already filtered, Alt+F3 clears the filter on that column.

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Shift+Alt+F3	<p>Open the filter pane and add a filter on the selected column in the list. Focus is on the new filter field, which lets you start typing the filter criteria right away.</p> <p>This does the same as selecting Filter from the column heading.</p> <p>If there is already a filter on the field, a new filter is added.</p>
Ctrl+Shift+Alt+F3	<p>Reset filters. This does the same as choosing Reset filters in the filter pane, and it applies to field and totals filters.</p> <p>Filters return to the default filters for the current view. If the current view is All, then this is the same as returning to an unfiltered view with all records.</p>
Ctrl+Enter	Change focus from the filter pane back to the list.

Keyboard Shortcuts in Cards and Documents

The following shortcuts are available on card pages, such as **Customer Card**, and document pages, such as **Sales Order**, to display and modify records.

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Alt+F6	Toggle collapse/expand for the current FastTab or part (subpage).
Alt+G	Open the Find Entries page for finding entries related to the posted document. Works on lists also.
Alt+N	Open a page to create a new record; the same way as choosing the New action.
Alt+Shift+N	Close a page and open a new one to create a new record; the same way as selecting the OK & New action.
Alt+Shift+W	Open the current card or document in a new window. For more information, see Multitasking Across Multiple Pages .
Ctrl+Enter	Save and close the page.
Ctrl+Down Arrow	Open the next record for an entity.
Ctrl+Up Arrow	Open the previous record for an entity.
Ctrl+Insert	Insert a new line in documents.
Ctrl+Delete	Delete the line, in documents, journals, and worksheets.

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Ctrl+Shift+F12	Maximize the line items part on a document page. Press the keys again to return to the normal display. For more information, see Focusing on Line Items .
F6	Move to the next FastTab or part (subpage).
Shift+F6	Move to previous FastTab or part (subpage).

Quick Entry Shortcuts for Fields

The following shortcuts pertain to the Quick Entry feature on cards, documents, and list pages. On lists, the shortcuts cannot be used when the list is in the tile view. For more information about Quick Entry, see [Accelerating Data Entry Using Quick Entry](#).

PRESS THESE KEYS (IN MACOS)	TO DO THIS	REMARKS
Enter	Confirm the value in the current field and go to the next Quick Entry field.	
Shift+Enter	Confirm the value in the current field and go to the previous Quick Entry field.	
Ctrl+Shift+Enter	Confirm the value in the current column and go to next Quick Entry field outside the list. This shortcut applies to embedded lists on a page, such as line items on a sales order. It enables you to quickly get out of the list and continue entering data in other fields on the page.	

Keyboard Shortcuts in the Calendar (Date Picker)

When setting a date field, you can either enter the date manually or open a calendar (date picker) that lets you select the date you want. The following table describes the keyboard shortcuts for the calendar.

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Ctrl+Home	Open the calendar if closed. Note: This doesn't work if the date field is in a grid, where Ctrl+Home jumps to the first row.
Ctrl+Home (Cmd+Home)	Move to the current month, current day.
Ctrl+Left Arrow (Cmd+Left Arrow)	Move to the previous day.

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Ctrl+Right Arrow (Cmd+Right Arrow)	Move to the next day.
Ctrl+Up Arrow (Cmd+Up Arrow)	Move to the previous week, same day of the week.
Ctrl+Down Arrow (Cmd+Down Arrow)	Move to the next week, same day of the week.
Enter	Select the focused date.
Ctrl+End (Cmd+End)	Close the calendar and delete the current date.
Esc	Close the calendar without a selection, keep the current date.
Page Down	Move to the next month.
Page Up	Move to the previous month.

Keyboard Shortcuts in Date Fields

PRESS THESE KEYS (IN MACOS)	TO DO THIS
t	Enter the current date. "T" stands for "today".
w	Enter the work date. For more information, see Work Date

Keyboard Shortcuts in the Report Preview

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Down Arrow	Scroll down the page.
Up Arrow	Scroll up the page.
Ctrl+0 (zero) (Cmd+0)	Fits the entire page on the page.
Ctrl+Home (Cmd+Home)	Go to the first page of the report.
Ctrl+End (Cmd+Home)	Go to the last page of the report.
Left Arrow	Scroll to the left when the page is zoomed in so that it isn't entirely in view.

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Right Arrow	Scroll to the right when the page is zoomed in so that it isn't entirely in view.
Page Down (Fn+Down Arrow)	Go to the next page of the report.
Page Up (Fn+Up Arrow)	Go to the previous page of the report.

Keyboard Shortcuts for Zooming In and Out

PRESS THESE KEYS	TO DO THIS
Ctrl+ +	Zoom in on the current page.
Ctrl+-	Zoom out on the current page.
Ctrl+0	Zoom in or out to 100% on the current page.

Keyboard Shortcuts for Role Explorer

Role explorer gives you an overview and quick access to all the business features that are available for your role. For more information, see [Finding Pages with the Role Explorer](#).

PRESS THESE KEYS (IN MACOS)	TO DO THIS
Shift+F12	Open the role explorer.
F3	Open the Find box in role explorer for finding features based on a given search word or term.
F3 or Ctrl+Down Arrow	Moves focus to the next found feature in role explorer. F3 will move focus to the Find box after the last found feature.
Shift F3 or Ctrl+Up Arrow	Move focus to the previous found feature in role explorer.
Ctrl+Shift	Expand or collapse all sub-nodes, in addition to top-level nodes, when you choose the Expand or Collapse action.

See also

[Keyboard Quick Reference - PC Only](#)

[Assistive Features](#)

[Getting Started](#)

[Working with Business Central](#)

[Frequently Asked Questions](#)

[Find Entries](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Keyboard Quick Reference - PC Only

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General

PRESS THESE KEYS	TO DO THIS
Alt+F2	Show and hide the FactBox pane
Alt+N	Create a new record
Alt+Shift+N	Close a newly created record and create a new one
Alt+O	Add a new note for the selected record
Alt+Q	Open Tell me
Alt+Up	Open tooltip or validation error
Alt+Down Arrow	Open a drop-down or look up
Alt+T	Open the My Settings page
Alt+Shift+W	Open the current card or document in a new window
Ctrl+Insert	Insert a new line on a document
Ctrl-Delete	Delete the line on a document, journal, or worksheet
Ctrl+Shift+F12	Maximize the line items part on a document page
Ctrl+F1	Open help for the page
Ctrl+Click	Navigate when personalizing and customizing
Shift+F12	Open the role explorer, a feature overview
F5/Ctrl+F5	Refresh/reload page
Tab/Shift+Tab	Move focus to the next/previous element
F6/Shift+F6	Move to next FastTab/part

Navigate & Select Rows

PRESS THESE KEYS	TO DO THIS
Home/End	Go to first/last field
Ctrl+Home/End	Go to first/last row
Ctrl+Up/Down	Navigate without losing selection
Ctrl+A	Select all
Ctrl+Space	Toggle row selection
Ctrl/Shift+Click	Add the row/rows to the selection
Shift+Up/Down	Add row above/below to selection
Shift+Page Up/Down	Select visible rows above/below
Ctrl+Enter	Focus out of the list

Copy & Paste

PRESS THESE KEYS	TO DO THIS
Ctrl+C/V	Copy/paste rows
F8	Copy field above into current row

Search, Filter, & Sort

PRESS THESE KEYS	TO DO THIS
Alt+F7 F3 Shift+F3 Ctrl+Shift+F3 Alt+F3 Shift+Alt+F3 Ctrl+Alt+Shift+F3	Sort column in ascending/descending order Toggle search Toggle filter pane; focus on field filters Toggle filter pane; focus on totals filters Filter on selected cell value Add filter on selected field Reset filters

Quick Entry

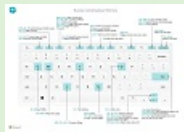
PRESS THESE KEYS	TO DO THIS
Ctrl+Shift+Enter Enter/Shift+Enter	Go to next Quick Entry field outside a list Go to next/previous Quick Entry field

Report Preview

PRESS THESE KEYS	TO DO THIS
Ctrl+Home/End	Go to the first/last page

TIP

For a graphical, print-friendly version, choose the following image and download the PDF file.



NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Troubleshooting: Accessing Camera and Location

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You might come across some issues when trying to access the camera and location information of a device from Business Central. You can find the possible causes behind these problems and how to work around them listed below.

Device must have Camera and Location Capabilities

In order to access the camera or a user's location from a device, the device must have a physical camera or the capability to retrieve location information, respectively.

If your device has camera and location capabilities but you still encounter problems, it is possible that some drivers need updating or reinstalling. Even if you are unsure, we always recommend you update your device operating system, drivers, and browser to the latest version for the best experience.

Access Permissions not Enabled

You must enable general access to camera and location from your device's privacy settings and explicitly give permission to Business Central to access them. For example, to see or change permissions for a device running on Windows, go to **Settings**, choose **Privacy**, and then **App permissions**.

For mobile devices, you must give camera and location access permissions to the Business Central Mobile App. To do so for an iOS device, go to **Settings**, choose **Privacy**, and then **Camera** or **Location**. For Android devices go to **Settings**, choose **Apps & Notifications, Advanced, Permission Manager**, and then **Camera** or **Location**.

In addition, if you are using Business Central in a browser, you must also grant the Business Central site permission to access the camera or location information. To see or change a site's permissions in the Microsoft Edge browser, go to **Settings**, choose **Site Permissions**, and then **Camera** or **Location**. Note that this might be different for other browsers.

By default, the device or browser will pop up a request to access these capabilities when the user activates them for the first time.

NOTE

Some old browsers do not grant access to camera and location. For example, camera is not available in Internet Explorer or the legacy Edge browser.

Web Client Connection not Secure

The camera and location capabilities are only available when accessing the Web Client through SSL secured HTTP connections, using the `https://` URI scheme.

The only exception is connecting to `http://localhost`, used for development and test purposes.

Working with Virtualization Technologies

When connecting to Business Central through Remote Desktop or another virtualization, the access to camera or location might not be available. If this is the case, use the physical system instead.

Antivirus Software

Some antivirus software block access to camera and location by default. Remember to check your antivirus software settings.

See Also

[Implementing the Camera in AL](#)

[Implementing the Location in AL](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Intelligent Insights with Business Central Online

2/18/2021 • 2 minutes to read • [Edit Online](#)

As a user of Business Central online, you have full access to scenarios that are based on the intelligent cloud, such as KPIs that are based on machine learning, or when you view your data in Power BI. However, while Business Central is a cloud-first service, also those customers who need to run their workloads fully on-premises or on the intelligent edge connected to the cloud can do so.

If you are interested in Business Central, you can sign up for a free trial online, or you can choose to work with a partner to deploy Business Central locally to your own choice of hardware. You can then decide to get intelligent insights by connecting to a tenant in the cloud. As a result, the data from your Business Central on-premises deployment replicates to the cloud for intelligent cloud scenarios.

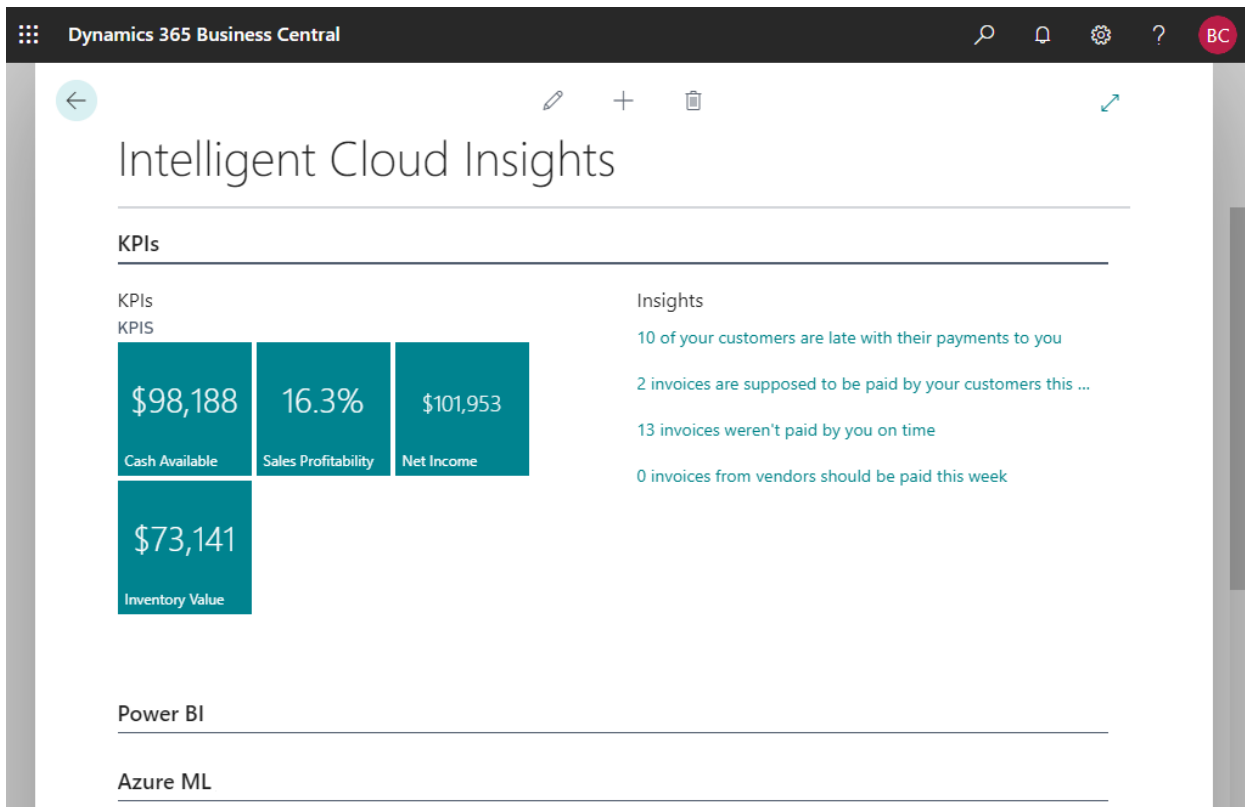
Connecting to the intelligent cloud from an on-premises solution requires your administrator to specify information about your database. The tools used to connect your on-premises deployment to Business Central online are the same that are also used to migration from on-premises to online. For more information, see [Migrating On-Premises Data to Business Central Online](#) in the administration content for Business Central.

Viewing Intelligent Cloud Insights in Business Central Online

In your Business Central online company, the **Intelligent Cloud Insights** page shows four key points of interest for most businesses:

- Cash availability
- Sales profitability
- Net income
- Inventory value

Next to the KPI charts, you get insights into potential areas of concern, including overdue payments. Choose each insight to drill into the data.



The page also connects to Power BI for even more insights.

Viewing Intelligent Insights On-Premises

When your Dynamics 365 reselling partner has acquired the right license for your on-premises solution to connect to the cloud through Business Central, your administrator can set up the connection. Once that is done, you can view the same insights from the cloud in your on-premises application. Depending on the on-premises solution, the **Intelligent Cloud Insights** page can be embedded in the Home page or be a separate page as in Business Central online and on-premises.

See Also

[Welcome to Business Central](#)

[Intelligent Cloud Extensions for Cloud Migration](#)

[Migrating On-Premises Data to Business Central Online](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Walkthrough: Tracing Serial/Lot Numbers

2/18/2021 • 13 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

When product defects occur, the errors must be identified and affected items must be prevented from leaving the company. If defective items have already been shipped, you must trace who received them and, if you need to, recall the items.

The first task of defects management is to investigate where the defective items came from and where they were used. This investigation is based on historic data and is made easier by searching through item tracking entries using the **Item Tracing** page.

The second task of defects management is to determine whether the traced items are planned for in open documents, such as non-posted sales orders or consumption journals. This work is performed on the **Find entries** page. You can use the Find Entries feature to search all kinds of database records.

About This Walkthrough

This walkthrough demonstrates how to identify which items are defective, which vendor supplied them, and where they are used so that those orders can be stopped or recalled.

This walkthrough illustrates the following tasks:

- Tracing usage to origin.
- Tracing origin to usage.
- Searching for all current records which hold the traced serial/lot number.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Quality Controller
- Warehouse Manager
- Order Processor
- Purchasing Agent

Prerequisites

To complete this walkthrough, you will need:

- The Business Central company.
- To create new items and several business transactions by following the [Prepare Sample Data..](#)

Story

Ricardo, the quality controller, is acting on a sales return of item 1002, Racing Bike. The customer, Selangorian Ltd., complained that the frame has cracked welding seams. Quality control engineers have confirmed that the

racing frame of the returned bike is defective. The quality controller must now determine:

- Which lot of racing frames was faulty.
- On which purchase order the faulty lot was received.

From the sales department, the quality controller knows that the returned racing bike, item 1002, had the serial number SN1. By using this basic information, he must determine where the finished racing bike was last used, and then he must trace backward to the earliest origin to establish which lot number the faulty component, the racing frame, came from.

The results of this first item tracking task identify which racing frames were defective and which vendor supplied them. Afterward, but in the same overall tracking process, the quality controller must find all the sold racing bikes that contain racing frames from the faulty lot so that those orders can be stopped or recalled. Lastly, the quality controller must find any open documents where the faulty lot is used so that no additional transactions are made.

The first two defects-management tasks are performed on the **Item Tracing** page. The last task is performed on the **Find entries** page in integration with the **Item Tracing** page.


Prepare Sample Data

You must create the following new items:

- 2000, Racing Frame: lot-specific tracking, component of 1002
- 1002, Racing Bike: serial number-specific tracking

Then you must create various purchase, production, and sales transactions with the two items.

To create the items

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **New** action.
3. In the **No.** field, enter **2000**, and then proceed to fill in the following fields.

DESCRIPTION	BASE UNIT OF MEASURE	GEN. PROD. POSTING GROUP	VAT PROD. POSTING GROUP	INVENTORY POSTING GROUP	ITEM TRACKING CODE
Racing Frame	PCS	RAW MAT	VAT25	RAW MAT	LOTALL

NOTE

To enter the base unit of measure, choose the **New** button, and then select **PSC** on the **Item Units of Measure** page.

4. All other fields have acceptable default data or do not have to be filled in.
5. Choose the **OK** button to create the first new item card, 2000.
6. Choose **New**.
7. In the **No.** field, enter **1002**, and then proceed to fill in the following fields.

DESCRIPTION	BASE UNIT OF MEASURE	GEN. PROD. POSTING GROUP	VAT PROD. POSTING GROUP	INVENTORY POSTING GROUP	REPLENISHMENT SYSTEM	ITEM TRACKING CODE
Racing Bike	PCS	RETAIL	VAT25	FINISHED	Prod. Order	SNALL

NOTE


To enter the base unit of measure, choose the **New** button, and then select **PSC** on the **Item Units of Measure** page.

Next, define the item's manufacturing setup.

- On the **Replenishment** FastTab, in the **Routing No.** field, enter **1000**.
- Choose the **Production BOM No.** field, and then choose **Advanced**.
- On the **Production BOM List** page, choose the first line, **1000**, and then choose the **Edit** action.
- On the **Production BOM** page, change the value in the **Status** field to **Under Development**.
- Go to an empty line, enter **2000** in the **No.** field, and then enter **1** in the **Quantity Per** field.
- Change the value in the **Status** field back to **Certified**.
- Choose the **OK** button to insert the production BOM on the item card and close the **Production BOM** page.

Next, purchase racing frames from Custom Metals Incorporated.


To purchase components

- Choose the  icon, enter **Purchase Orders**, and then choose the related link.
- Choose the **New** action.
- Create a purchase order for vendor, Custom Metals Incorporated, by filling in the following line fields.

ITEM	QUANTITY	LOT NO.
2000	10	LOT1

- To enter the lot number, choose the **Item Tracking Lines** action.
- On the **Item Tracking Lines** page, fill in the **Lot No.** and **Quantity (Base)** fields, and then close the page.
- In the **Vendor Invoice No.** field, enter any value.
- Choose the **Post** action, select the **Receive and Invoice** option, and then choose the **OK** button.

Next, purchase racing frames from Coolwood Technologies.


- Choose the  icon, enter **Purchase Orders**, and then choose the related link.
- Choose the **New** action.
- Create a purchase order for vendor, Coolwood Technologies, by filling in the following line fields.

ITEM	QUANTITY	LOT NO.
2000	11	LOT2

11. To enter the lot number, on the **Lines** FastTab, in the **Line** group, choose the **Item Tracking Lines** action.
12. On the **Item Tracking Lines** page, fill in the **Lot No.** and **Quantity (Base)** fields, and then close the page.
13. In the **Vendor Invoice No.** field, enter any value.
14. Choose the **Post** action, select the **Receive and Invoice** option, and then choose the **OK** button.

Next, produce two racing bikes, SN1 and SN2.


To produce end items

1. Choose the  icon, enter **Released Prod. Orders**, and then choose the related link.
2. Choose the **New** group.
3. Create a new released production order by filling in the following fields.

SOURCE NO.	QUANTITY	SERIAL NO.
1002	2	SN1
1002	2	SN2

4. Choose the **Refresh Production Order** action, and then choose the **OK** button to fill the line.
 5. To enter the serial numbers, choose the **Item Tracking Lines** action.
 6. On the **Item Tracking Lines** page, fill in the **Serial No.** and **Quantity (Base)** fields, and then close the page.
- Next, post consumption of racing frames from LOT1.
7. On the **Released Production Order** page, choose the **Production Journal** action.
 8. On the **Production Journal** page, select the consumption line for item 2000, choose the **Item Tracking Lines** action.
 9. On the **Item Tracking Lines** page, choose the **Lot No.** field, choose **LOT1**, and then choose the **OK** button.
 10. Leave all other defaults on the **Production Journal** page, and then choose the **Post** action.

Next, produce two more racing bikes, SN3 and SN4.

11. Choose the  icon, enter **Released Prod. Orders**, and then choose the related link.
12. Choose the **New** action.
13. Create a new released production order by filling in the following fields on the header.

SOURCE NO.	QUANTITY	SERIAL NO.
1002	2	SN3

SOURCE NO.	QUANTITY	SERIAL NO.
1002	2	SN4

- Choose the **Refresh Production Order** action to fill the line.
- To enter the serial numbers, choose the **Item Tracking Lines** action, and then the numbers on two lines in the **Serial No.** field on the **Item Tracking Lines** page.
Next, post more consumption of racing frames from LOT1.


- On the **Released Production Order** page, choose the **Production Journal** action.
- On the **Production Journal** page, select the consumption line for item 2000, choose the **Item Tracking Lines** action.
- On the **Item Tracking Lines** page, choose the **Lot No.** field, choose **LOT1**, and then choose the **OK** button.
- Leave all other defaults on the **Production Journal** page, and then choose the **Post** action.

You have produced four racing bikes, SN1 to SN4, and consumed four of the ten racing frames from LOT1, two frames in each production order.

- Close the production journal and the production orders.


Next, sell racing bikes. First sell the racing bike with SN1 to Selangorian Ltd..

To sell the end items

- Choose the  icon, enter **Sales Orders**, and then choose the related link.
- Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Selangorian Ltd.	1002	1	SN1

- To enter the serial number, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field on the **Item Tracking Lines** page.
- Choose the **Post** action, select the **Ship and Invoice** option, and then choose the **OK** button.
Next, sell the racing bike with SN2 to The Cannon Group PLC.

- Choose the  icon, enter **Sales Orders**, and then choose the related link.
- Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Cannon Group PLC.	1002	1	SN2

- To enter the serial number, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field on the **Item Tracking Lines** page.
- Choose the **Post** action, select the **Ship and Invoice** option, and then choose the **OK** button.

Finally, sell some racing frames separately. The Cannon Group PLC. also orders four separate racing frames for their own assembly line.

9. Choose the  icon, enter **Sales Orders**, and then choose the related link.

10. Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Cannon Group PLC.	2000	5	LOT1

11. To enter the serial number, on the **Lines** FastTab, in the **Line** group, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field on the **Item Tracking Lines** page.

NOTE


Do not post the last sales order for five racing frames.

This completes the preparation of data to demonstrate the Item Tracing and Find Entries features.

Tracing from Usage to Origin

From the sales department, the quality controller knows that the returned racing bike, item 1002, has the serial number SN1. By using this basic information, he can determine where the finished racing bike was last used, in this case, on the sales shipment to Selangorian Ltd.. Then, the quality controller must trace backward to the earliest origin to establish which lot number the faulty racing frame came from and which vendor supplied it.

To determine which lot included the faulty frame and who supplied it

1. Choose the  icon, enter **Item Tracing**, and then choose the related link.
2. On the **Item Tracing** page, enter **SN1** in the **Serial No. Filter** field, and then enter **1002** in the **Item Filter** field.
3. Keep the default setting of **Item-Tracked Only** in the **Show Components** field, and keep the default trace method of **Usage – Origin** in the **Trace Method**.
4. Choose the **Trace** action.

Note that one sales shipment header matches the search criteria. Before you continue the trace, verify that the shipment is the one that shipped the faulty racing bike to Selangorian Ltd.

5. Select the trace line, and then choose the **Show Document** action.

Now continue to trace the origin of the sales shipment of the racing bike with number SN1.

6. Choose the + icon on the trace lines to gradually expand and trace backward in the chain of transactions that the sales shipment originates from.

You can trace the following transaction history:

- The first posted document backward in the chain of transactions is the output posting of SN1 from the first released production order.
- The next posted document backward after that is the consumption posting from the first released production order. Here the quality controller sees that a racing frame from LOT1 was used.
- The lowest posted document in this chain is the posted purchase receipt on which racing frames with LOT1 entered inventory.

The quality controller has now established which lot of racing frames was faulty and he can search for the last trace line to see which vendor supplied them, namely Custom Metals Incorporated.

NOTE

Do not make any additional modifications to the trace result, as you will use it in the next section.

This completes the first defects-management task using the **Item Tracing** page. The quality controller must now determine whether other posted documents have processed racing frames from LOT1.

Tracing from Origin to Usage

The quality controller has established that the faulty racing frames came from LOT1. He must now find any other racing bikes that contain racing frames from the faulty lot so that those bikes can be stopped or recalled.

One way to prepare this trace task on the **Item Tracing** page is to manually enter LOT1 in the **Lot No. Filter** field and 2000 in the **Item Filter** field. However, this walkthrough will use the **Trace Opposite - from Line** function.

To find all usage of the faulty lot

1. On the **Item Tracing** page, select the line of the purchase receipt, the last trace line, and then choose **Trace Opposite – from Line**.

The trace result is now based on the filters of the trace line for the purchase receipt, LOT1 and item 2000, and the result is based on trace method **Origin - Usage**.

To obtain an overview of all usage of item 2000 with LOT1, continue to expand all trace lines.

2. Choose the **Expand All** action.

The first four trace lines refer to the sales shipment to Selangorian Ltd., which is already resolved. The last line indicates that one more racing bike, SN2, was produced in the same released production order and then sold and shipped on another sales shipment.

The quality controller immediately informs the sales department so that they can initiate a recall of the defective racing bike from the customer, Cannon Group PLC.

At the same time, he can see from the last three trace lines that another two items, SN3 and SN4, have been produced based on racing frames from LOT1. He takes action to block these end items in inventory.

This completes the second defects management task using the **Item Tracing** page for defects management. Since the **Item Tracing** page is based on posted entries only, the quality controller must continue to the **Find entries** page to make sure that LOT1 is not used in non-posted documents.

Finding All Records of a Serial/Lot Number

With the **Item Tracing** page, the quality controller learned that LOT1 contained the faulty racing frames, which vendor supplied them, and in which posted transaction they have been used. He must now determine whether LOT1 is in any open documents by integrating from the trace result to the **Find entries** page where he can perform a search through all database records.

To find all occurrences of LOT1 in non-posted records, such as open orders

1. On the **Item Tracing** page, select the first trace line, the purchase receipt of LOT1.
2. Choose the **Find entries** action.

The **Find entries** page is preset with search filters based on the trace result for LOT1. The quality controller recognizes most of the records as pertaining to documents already identified on the **Item Tracing** page. For example, the last Find Entries line of type Production Order refers to the two released production orders that consumed racing frames from LOT1.

However, the second Find Entries line of type **Sales Line** is a non-posted document line, so the quality controller proceeds to investigate.

3. To open the sales line record, select the second Find Entries line, choose the **Show** action. Alternatively, choose the value in the **No. of Records** field.

Here the quality controller sees one open sales line for the faulty racing frames. He immediately suggests to the sales department that this order be canceled and a new production order, based on good racing frames, be initiated.

This completes the walkthrough of how to use the **Find entries** page for defects management in integration with the **Item Tracing** page.

See Also

[Work with Serial and Lot Numbers](#)

[Trace Item-Tracked Items](#)

[Find Entries](#)

[Business Process Walkthroughs](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Business Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central provides functionality for common business processes in small and mid-sized companies, mainly within wholesale and professional services. However, more complex processes, such as assembly, manufacturing, service, and directed warehouse management are also supported.

Business Central includes standard configurations for most business processes, but you can change the configuration to suit your business' needs. From your Role Center, you can access assisted setup guides that help you configure certain scenarios and add features to Business Central. Several areas of business functionality must be set up manually. For more information, see [Setting Up Business Central](#).

TO	SEE
Make and collect payments, manage your cash flow, defer income and revenue, prepare year-end closing, and manage fixed assets.	Finance
Get insight to the performance of your business activities through budgets, account schedules, and analysis views.	Business Intelligence
Manage sales processes and information, such as quotes, orders, returns, and customer accounts, and make drop shipments.	Sales
Manage purchasing processes and information, such as invoices, orders, returns, and vendor accounts, and purchase items from sales documents.	Purchasing
Register new inventory or service-type items, categorize items for easy searching, adjust inventory levels, and perform common inventory costing tasks.	Inventory
Create jobs and schedule resources for project, manage job budgets, monitor progress, and track machine and employee hours.	Project Management
Organize your fixed assets, ensure correct periodic depreciation, and keep track of maintenance costs.	Fixed Assets
Manage and support your sales efforts and focus your interactions on preferred customers and contacts.	Relationship Management
Keep detailed records of your employees, and register absence for analysis purposes.	Human Resources
Plan the production operations that are required to transform inputs into finished goods.	Planning
Put sellable items together in simple steps to make a new item, such as a kit.	Assembly Management

TO	SEE
Define shop floor resources and their capacity, schedule operations, pull production components, and execute production operations.	Manufacturing
Ensure an effective flow of goods that are received and shipped.	Warehouse Management
Schedule service calls and set up service orders, and track repair parts and supplies.	Service Management
Set up and use workflows that connect tasks performed by different users or by the system, such as automatic posting. Requesting and granting approval to create or post documents are typical workflow steps.	Workflow
Enable users to exchange data with external sources during daily tasks, such as sending/receiving electronic documents, importing/exporting bank files, and updating currency exchange rates.	Exchanging Data Electronically
Record external documents in Business Central, including their file attachments, and then manually create the related documents or automatically convert the files to electronic documents.	Incoming Documents

See Also

[Explore Dynamics 365 Business Central capabilities](#)

[Administration](#)

[Setting Up Business Central](#)

[Getting Started](#)

[Working with Business Central](#)

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General Business Functionality

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Business Central provides dedicated functionality for typical business areas, such as finance and sales. For more information, see [Business Functionality](#).

To support those business area-specific tasks, you can use a variety of general business functionality, such as defining extended text for document lines and organizing connecting business tasks in workflows.

NOTE

In addition to the business-related functions described in this section, you will use general UI functions every day to interact with the system. For more information, see [Working with Business Central](#).

The following table lists these general business areas with links to topics that describe them.

TO	SEE
Add extra information to accounts, customers cards, or sales orders to communicate agreements, such as a special price or delivery method, to other users.	Add Comments to Cards and Documents
View ongoing, posted, or archived documents that are related to sales and purchase order lines.	Track Document Lines
Communicate the contents of business documents quickly to your business partners, such as the payment information on sales documents to customers.	Send Documents by Email
Archive sales and purchase orders, quotes, return orders, and blanket orders, and you use the archived document to recreate the document that it was archived from.	Archive Documents
Set up standard text codes so you can extend standard text by adding extra lines, and set up conditions for use of the extra lines.	Add Extended Item Text
Create tasks to remind you of work to be done. You can create tasks for yourself, but you can also assign tasks to others or be assigned a task by someone else in your organization.	Define User Tasks
Work with your Business Central data in Excel.	Exporting Your Business Data to Excel
Understand what happens when you choose the Post action.	Posting Documents and Journals
Post multiple sales or purchase documents together, immediately or as scheduled.	Post Multiple Documents at the Same Time
Review the result of posting before you post.	Preview Posting Results

TO	SEE
Edit selected fields on posted sales or purchase documents.	Edit Posted Documents
Learn how to work with general journals, which are used to post to general ledger accounts and other accounts such as bank, customer, vendor, and fixed assets accounts.	Working with General Journals
Schedule a report to run at a specific date and time.	Scheduling a Report to Run
Let the system help you complete tasks quicker and more correctly by prefilling fields or complete lines with data that you would otherwise have to calculate and enter yourself.	Letting Business Central Suggest Values
Record external documents, including their file attachments, and then manually create the related documents or automatically convert the files to electronic documents.	Incoming Documents
Set up and use workflows that connect tasks performed by different users or by the system, such as automatic posting. Requesting and granting approval to create or post documents are typical workflow steps.	Workflow
Set up data exchange definitions so you can send and receive electronic documents.	Exchanging Data Electronically

See Also

[Working with Business Central Administration](#)

Start a free trial!

NOTE

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Add Comments to Cards and Documents

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You can add extra information to G/L accounts, customers cards, or sales orders to communicate exceptions or special agreements to other users. Practically all cards and document have a **Comments** action, which opens the **Comment Sheet** page where you can write or read comments. On documents, you can also add comments to individual lines.

Comments on ongoing documents are transferred to the related posted document. For example, a comment on a sales order is transferred to a resulting posted sales shipment.


In addition, you can specify if you want comments to be transferred from one type of document to another resulting type of document, such as from a sales order to a sales invoice. You do this in the **Sales & Receivables** and the **Purchases & Payables** pages respectively.

NOTE

Comments are not printed or output to reports or externally-facing documents.

The following describes how to add a comment to an item card. The steps are similar for all other cards and documents, except on document lines, the **Comments** action is placed on a lines action menu.

To add a comments to an item card

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the relevant item card.
3. Choose the **Comments** action.
4. On the **Comment Sheet** page, enter any text, and then choose the **OK** button.

See Also

[Working with Business Central](#)
[General Business Functionality](#)

NOTE

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Track Document Lines

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can view documents that are related to sales order lines and purchase order lines, including from archived order lines. Related documents that you can track include quotes, shipments, receipts, and blanket orders. This helps you to identify documents used to process orders.

To track documents related to a sales order line

The following procedure describes how to track from a sales order line. The steps are similar for purchase order and blanket order lines.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open a sales order that you want to track from.
3. Select a line, and then choose the **Document Line Tracking** action.
4. On the **Document Lines Tracking** page, select the document that you want to view, and then choose the **Show** action to see the related line.
5. To view the entire document for the selected document line, choose the **Show Document** action.

TIP

In the default version of Business Central, line numbers are hidden. If you want to see the line numbers, you must personalize the current page and add the **Line No.** field. For more information, see [Personalize Your Workspace](#).

See Also

[Sales](#)

[General Business Functionality](#)

[Working with Business Central](#)

NOTE

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Send Documents and Emails

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can easily share information and documents, such as sales and purchase orders and invoices, by email directly from Business Central], without having to open an email app.

You can send almost all types of documents as PDF attachments. Alternatively, you can set up a report layout that includes information from the document in the email text, along with text that makes the email more friendly, for example, a standard greeting. For more information, see [Managing Report and Document Layouts](#).

When you send invoices, you can make it easier for customers to make payments through a payment service, such as PayPal, by automatically adding information and a link to the service in the email. For more information, see [Enable Customer Payments Through Payment Services](#).


To enable emails from within Business Central, start the **Set Up Email** assisted setup guide. For more information, see [Set Up Email](#).

NOTE

Business Central] supports only outbound email communications. You cannot also receive replies from within the app.

To send documents by email

This procedure describes how attach a posted sales invoice to an email as a PDF file, and with document-specific email text.

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. Select the invoice, and then choose the **Print/Send** action.
3. In the **Email** field, choose **Yes (Prompt for Settings)**. For more information, see [Set Up Document Sending Profiles](#).

If the **Email** field on the **Send Document to** page is set to **Yes (Prompt for Settings)**, then the **Send Email** page opens pre-filled with the contact person in the **To:** field and the document attached as a PDF file. In the **Body** field, you can either enter text manually or you can have the field filled with a document-specific email body that you have set up.

4. Choose the **OK** button.
5. In the **To:** field, enter a valid email address. The default value is the customer email address.
6. In the **Subject** field, enter a descriptive subject text. The default value is the customer name and invoice number.
7. In the **Attachment** field, the generated invoice is attached by default as a PDF file.
8. In the **Body** field, enter a short message to the recipient.


If a document-specific email text is set up on the **Report Selection - Sales** page, then the **Body** field is filled in automatically. For more information, see [Set Up Reusable Email Texts and Layouts for Sales and Purchase Documents](#).

9. Choose the **OK** button to send the email message.

NOTE

If you do not want to specify email settings each time you email a document, you can select the **Yes (Use Default Settings)** option in the **Email** field on the **Send Document to** page. In that case, the **Send Email** page will not open. See Step 4. For more information, see [Set Up Document Sending Profiles](#).

To compose and send an email

1. Choose the  icon, enter **Email Accounts**, and then choose the related link.
2. Choose the account to send the email from, and then choose the **Compose Email** action.

Documents marked as printed when they are sent

Some documents in Business Central have a field that specifies how many times the document has been printed. The number in that field is also updated if you send the document by email because a PDF file is generated for it. The number is updated even if you don't send the email.

Sent Emails and Your Email Outbox

Business Central] stores the emails that you send on the **Sent Items** page. That's to let you resend emails, or forward them to someone else. If you can't find an email in your sent items, look for it on the **Email Outbox** page.

NOTE

Depending on the extension that your company uses for email, administrators can see a list of messages that everyone has sent, but not the content of the messages

The **Email Outbox** is where you'll find the emails that you saved as drafts, and emails that failed to send, for example, if the email address was invalid. For messages that failed to send, you can choose **Show Error** or **Investigate Error** to troubleshoot the problem.

See Also

[Managing Report and Document Layouts](#)

[Set up Email](#)

[Invoice Sales](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Archive Documents

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can archive sales and purchase orders, quotes, return orders, and blanket orders, for example because you want to save a copy of a document for reuse later. You can archive a sales or purchase document several times, saving a different archived version each time.


For archived documents where the original still exists and is not posted, you can use the **Restore** function to overwrite the original with the archived version of the document. This is practical if you need to restore the contents of a document to an earlier state.

For archived documents where the original is deleted, you can only reuse the content by copying the data, for example with the **Copy from Document** function.

To set up automatic document archiving

You can set up automatic archiving of sales and purchase orders, quotes, blanket orders, and return orders, before you delete documents.


The following procedure describes how to set up automatic archiving of sales documents. The steps are similar for purchase documents.

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales & Receivables Setup** page, fill in the fields as follows.

FIELD	DESCRIPTION
Archiving Sales Quotes	Never to never archive sales quotes when they are deleted. Question to prompt the user to choose whether to archive sales quotes when they are deleted. Always to archive sales quotes automatically when they are deleted.
Archiving Blanket Sales Orders	Select to archive blanket sales orders automatically each time they are deleted.
Arch. Orders and Ret. Orders	Select to automatically archive sales orders each time they are deleted.

To archive a sales order

The following procedure describes how to archive a sales order. The steps are similar for all orders, blanket orders, return orders, and quotes.


1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open a sales order that you want to archive.
3. Choose the **Archive Document** action.

The sales order is archived. You can view it on the **Archived Sales Orders** page.

To restore a non-posted sales order from the archive

The following procedure describes how to bring the contents of an archived sales order back to the original


sales order. This is only possible when the original document has not been posted. The steps are similar for all orders, blanket orders, return orders, and quotes.

1. Choose the  icon, enter **Archived Sales Orders**, and then choose the related link.
2. Select the archived sales order, or version of it, that you want to restore, and then choose the **Restore** action.

The contents of the original sales order is replaced with that of the selected archived version.

To delete archived sales orders

The following procedure describes how to delete archived sales orders. The steps are similar for other archived sales and purchase documents.

1. Choose the  icon, enter **Delete Archived Sales Order Versions**, and then choose the related link.
2. On the **Delete Archived Sales Order Versions** page, select the appropriate filters.
3. Choose the **OK** button.

See Also

[Track Document Lines](#)

[Sales](#)

[General Business Functionality](#)

[Working with Business Central](#)

NOTE

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Add Extended Text

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can extend the description for items, stock-keeping units, general ledger accounts, and resources by adding extra lines as extended text. You can also set up conditions for use of the extra lines.

The following section describes how to add extended text to a description of an item. But the same steps apply to stock-keeping units, general ledger accounts, and resources.

To define extended text for an description

1. Open the card for an item that you want to add extended text to, and then choose the **Extended Text** action.
2. Fill in the **Code** and **Description** fields.
3. Choose the **New**.
4. Fill in the **Language Code** field or select the **All Language Codes** check box if you use language codes.
5. Fill in the **Starting Date** and **Ending Date** fields if you want to limit the dates on which the extended text is used.
6. In the **Text** field, write the extended text.
7. Select relevant check boxes for the document types where you want the extended text printed.
8. Close the page.

You can now add this extended text to documents. The following procedure explains how to add extended text to a sales order, but the same steps apply to any other document that you specified for the extended text.

To add an extended item text on a sales order line

1. Open a sales order with a sales line for an item that has extended text defined. For more information, see [Sell Products](#).
2. Select the line in question, and then choose the **Insert Ext. Text** action.

See Also

[Setting Up Inventory](#)

[Working with Business Central](#)

NOTE

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Define User Tasks

2/18/2021 • 2 minutes to read • [Edit Online](#)




In Business Central, you can create tasks to remind you of work to be done. You can create tasks for yourself, but you can also assign tasks to others or be assigned a task by someone else in your organization.

Managing User Tasks

The **User Tasks** page shows all tasks, and you can easily create and assign new tasks. When you create a task, you can specify the start date and due date, and you can add a link to the page or report in Business Central where the user must do the work.

For example, you can create a task for yourself or a coworker to view all posted sales invoices. In that case, you link the task to page 143, **Posted Sales Invoices**. In the following screenshot, someone is creating a task for MeganB to review the posted sales invoices.

Check posted sales invoices

 Go To Task Item  Mark Completed  Recurrence | Actions Fewer options

General Show more

Subject	<input type="text" value="Check posted sales invoices"/>	Task Description	<input type="text" value="Take a look at the list"/>
---------	----------------------------------------------------------	------------------	------------------------------------------------------

Status Show more

User Assigned To	<input type="text" value="MEGANB"/>	% Complete	<input type="text" value="0"/>
User Task Group	<input type="text"/>	Start Date	<input type="text"/>
Due Date	<input type="text"/>	Priority	<input type="text" value="Normal"/>

Task Item

Link Task To	<input type="text" value="Page"/>	Resource Name	<input type="text" value="Posted Sales Invoices"/>
Page	<input type="text" value="143"/>		

TIP

Use the look-up in the **Page** field and then use the **Search** field to find the page that you want.

You can link to any page, but you cannot link to individual entries, so make the description as explicit as possible, such as writing "Please take a look at customer no. 10000 and make sure they don't have overdue payments.".

Picking Up User Tasks

In the Business Manager, Bookkeeper, and Accountant Role Centers, a tile shows pending tasks that are assigned to that user. To pick up a task, simply choose it from the list of pending user tasks. In the ribbon, the link **Go to**

Task Item opens the page where you can do the work.

When you have completed a task, simply mark it as completed.

Deleting User Tasks

If you want to bulk delete all or some user tasks, you can use the **Delete User Tasks** report. In the request page, you can set filters to determine which tasks must be deleted.

See Also

[Searching for a Page or Report](#)

[Accountant Experiences in Business Central](#)

NOTE

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Exporting Your Business Data to Excel

2/18/2021 • 2 minutes to read • [Edit Online](#)

If you want to work with your data from Business Central in Excel, you can open all lists in Excel and work with it there. Similarly, if you want to cancel your subscription for Business Central, you can export your data to Excel so that you can take it with you.

Opening Lists in Excel

You can open data in Excel from any journal, list, or worksheet. You just open the page that you want, and then choose **Open in Excel**. For example, open the list of customers (search for **Customers**), and then choose **Open in Excel**. Your browser will prompt you to open or save the generated Excel workbook.

NOTE

Use this option when you do not want to make changes and publish those changes back to Business Central.

Each list includes a number of columns, and the export to Excel will include any columns that are in your current view. If you want to add or remove columns before you open the list in Excel, you simply open the shortcut menu for any column and then specify which columns that you want to see. This list of columns is different for most lists, and it reflects the structure in the database where your data is stored. If you are not sure what type of data a certain column contains, you can add it to your view and then decide if you want to remove it again.

Edit Data in Excel

Your Business Central experience includes an add-in for Excel so you can edit data in Excel. For more information, see [Analyzing Financial Statements in Microsoft Excel](#).

Exporting Data to Other Finance Systems

If you decide to cancel your subscription for Business Central, you can export your data to Excel and take it with you to your next finance system.

You can export all pages, of course, but that might be more than you really need. So consider exporting the following essential pages, and remember to add all columns as described earlier:

- Chart of Accounts
- Customers
- Vendors
- Banks
- Items

If you want all your financial transactions as well, this is a large amount of data, so the export will often take more than a few minutes of time. The financial transactions are shown on the **General Ledger Entries** page.

We recommend that you also consider exporting data from the following pages:

- Customer Ledger Entries
- Vendor Ledger Entries
- Bank Account Ledger Entries
- Item Ledger Entries

- General Posting Setup
- Customer Posting Groups
- Vendor Posting Groups
- Item Posting Groups
- Bank Posting Group
- G/L Budgets
- G/L Budget Entries
- Sales Quotes
- Sales Invoices
- Purchase Invoices
- Contacts
- Salespeople

NOTE

If you have set up more than one company in Business Central, you must export the relevant data from each company.

NOTE

You must have at least one of the following permissions to open or edit data in Excel:

- Permission set *D365 Excel Export Action*
- System permission 6110 *Allow Action Export To Excel*.

For more information, see [To get an overview of a user's permissions](#).

See Related Training at [Microsoft Learn](#)

See Also

[Canceling Your Subscription for Business Central](#)

[Importing Business Data from Other Finance Systems](#)

[Analyzing Financial Statements in Microsoft Excel](#)

[Finance](#)

[General Business Functionality](#)

[Working with Business Central](#)

NOTE

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Posting Documents and Journals

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Posting represents the accounting action of recording business transactions in the various company ledgers.

Practically every document and journal in Business Central offers a **Posting** group from which you can choose between different posting actions, such as **Post**, **Preview Posting**, **Post and Send**, **Post and Email**.

The following table describes related tasks, with links to the topics that describe them.

TO	SEE
Learn about posting purchase documents.	Posting Purchases
Learn about posting sales documents.	Posting Sales
Post multiple sales or purchase documents together, immediately or as scheduled.	Post Multiple Documents at the Same Time
Learn about posting general journals.	Working with General Journals
Preview, in a page, the entries that will be created when you post.	Preview Posting Results
Preview, in a report, the entries that will be created when you post.	View Test Reports Before Posting

See Also

[Edit Posted Documents](#)

[General Business Functionality](#)

[Working with Business Central](#)

NOTE

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Post Multiple Documents at the Same Time

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Instead of posting individual documents one by one, you can select multiple non-posted documents in a list for immediate posting or for batch posting according to a schedule, such as at the end of the day. This may be useful if only a supervisor can post documents created by other users or to avoid system performance issues from posting during work hours.


To post multiple purchase orders immediately

The following procedure explains how to post multiple purchase orders immediately. The steps are similar for all purchase and sales documents.

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. On the **Purchase Orders** page, proceed to select all orders to be posted:
3. In the **No.** field, choose the three vertical dots to open the context menu, and then choose the **Select More** action.
4. Select the check box for all the lines representing orders that you want to post at the same time.
5. Choose the **Posting** action, and then choose the **Post** action.
6. Choose the **Yes** button on the confirmation message.

To batch post multiple purchase orders

The following procedure explains how to batch post purchase orders. The steps are similar for all purchase and sales documents where the **Batch Post** action is available.

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. On the **Purchase Orders** page, proceed to select all orders to be posted:
3. In the **No.** field, choose the three vertical dots to open the context menu, and then choose the **Select More** action.
4. Select the check box for all the lines representing orders that you want to post at the same time.
5. Choose the **Posting** action, and then choose the **Post Batch** action.
6. On the **Batch Post Purchase Order** page, fill in the fields as necessary. Hover over a field to read a short description.
7. Choose the **OK** button.
8. To view potential issues that occurred during batch posting of documents, open the **Error Message Register** page.


NOTE

Posting of multiple documents might take some time and block other users. Consider enabling background posting. For more information, see [Use Job Queues to Schedule Tasks](#).

To set up background posting with job queues

Job queues are an effective tool to schedule the running of business processes in the background, such as when multiple users are trying to post sales orders, but only one order can be processed at a time.

The following procedure explains how to set up background posting of sales orders. The steps are similar for purchasing.

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales & Receivables Setup** page, choose the **Post with Job Queue** check box.
3. Choose the **Job Queue Category Code** field, and then specify the **SALESPOST** code.

NOTE

Some jobs change the same data and should not run at the same time because that can cause conflicts. For example, background jobs for sales documents will try to modify the same data at the same time. Job queue categories help prevent these kinds of conflicts by ensuring that when one job is running, another job that belongs to the same job queue category will not run until it finishes. For example, a job that belongs to a Sales job queue category will wait until all other sales related jobs are done. You specify a job queue category on the **Background Posting** FastTab on the **Sales & Receivables Setup** page.

Business Central provides job queue categories for sales, purchase, and general ledger posting. We recommend that one of these, or one that you create, is always specified. If you experience failures due to conflicts, consider setting up a category for all sales, purchase, and general ledger background posting.

If you also want sales documents to be printed when they are posted, select the **Post & Print with Job Queue** check box on the **Sales & Receivables Setup** page.

If you select **PDF** in the **Report Output Type** field, successfully posted purchase orders will be available in the **Report Inbox** part on your Role Center.

IMPORTANT

If you set up a job that will post and print documents, and the printer displays a dialog box, such as a request for credentials or a warning about low printer ink, your document is posted but not printed. The corresponding job queue entry eventually times out and the **Status** field is set to **Error**. Accordingly, we recommend that you do not use a printer setup that requires interaction with the display of printer dialog boxes in conjunction with background posting.

Next time that you post sales documents, Business Central automatically creates a job queue entry for each document and run the jobs in the background, one by one.

4. To verify that the job queue is working as expected, post a sales order. For more information, see [Sell Products](#). The sales order will now be added to a dedicated job queue entry, which defines when the documents are posted.

To view status from a sales or purchase document

If the job queue cannot post the sales order, the status is changed to **Error** and the sales order is added to the list of sales orders that the user must handle manually.

1. From the document that you have tried to post with background posting, choose the **Job Queue Status** field, which will contain **Error**.
2. Review the error message and fix the problem.


Alternatively you can review on the **Job Queue Log Entries** page if the sales order was posted successfully. For more information, see [To view status or errors in the job queue](#).

To create a job queue entry for batch posting of sales orders

Alternatively, you can postpone postings for when it is convenient for your organization. For example, in your

business it might make sense to run certain routines when most of the data entry for the day has concluded. You can achieve this by setting the job queue up to run various batch-posting reports, such as the **Batch Post Sales Orders**, **Batch Post Sales Invoices**, and similar reports. Business Central supports background posting for all sales, purchasing, and service documents.

The following procedure shows how to set the **Batch Post Sales Orders** report up to automatically post sales orders at 4 PM on week days.

1. Choose the  icon, enter **Job Queue Entries**, and then choose the related link.
2. Choose the **New** action.
3. In the **Object Type to Run** field, select **Report**.
4. In the **Object ID to Run** field, select 296, **Batch Post Sales Orders**.

You can also use following reports:

- 900 **Batch Post Assembly Orders**
 - 497 **Batch Post Purchase Invoices**
 - 496 **Batch Post Purchase Orders**
 - 498 **Batch Post Purch. Credit Memos**
 - 6665 **Batch Post Purch. Ret. Orders**
 - 298 **Batch Post Sales Credit Memos**
 - 297 **Batch Post Sales Invoices**
 - 296 **Batch Post Sales Orders**
 - 6655 **Batch Post Sales Return Orders**
 - 6005 **Batch Post Service Cr. Memos**
 - 6004 **Batch Post Service Invoices**
 - 6001 **Batch Post Service Orders**
5. Select the **Report Request Page** check box.
 6. In the **Batch Post Sales Orders** request page, define what is included during automatic posting of sales orders, and then choose the **OK** button.

IMPORTANT

Remember to set strict filters; otherwise, Business Central will post all documents, even if they are not ready. Consider setting a filter on the **Status** field for the value *Released*, and a filter on the **Posting Date** field for the value *..today*. For more information, see [Sorting, Searching, and Filtering](#).

7. Select all check boxes from **Run on Mondays** through **Run on Fridays**.
8. In the **Starting Time** field, enter 4 PM.
9. Choose the **Set Status to Ready** action.

Sales orders that are within defined filters will now be posted every week day at 4 PM.

See Also

[Posting Documents and Journals](#)

[Use Job Queues to Schedule Tasks](#)

[Edit Posted Documents](#)

[Correct or Cancel Unpaid Purchase Invoices](#)

Finding Pages and Information with Tell Me
Working with Business Central

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Preview Posting Results

2/18/2021 • 2 minutes to read • [Edit Online](#)

On every document and journal that can be posted, you can choose the **Preview Posting** button to review the different types of entries that will be created when you post the document or journal.

To preview G/L entries that will result from posting a purchase invoice

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Create a purchase invoice. For more information, see [Record Purchases](#).
3. Choose **Preview Posting**.
4. On the **Posting Preview** page, select **G/L Entry**, and then choose **Show Related Entries**.
The **G/L Entries Preview** page shows which entries will be created when you post the purchase invoice.

See Also

[Posting Documents and Journals](#)

[Working with Business Central](#)

[General Business Functionality](#)

NOTE

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Edit Posted Documents

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Sometimes you have to update a posted document because information that is relevant to the document has changed. On a posted sales document, this can be the shipping agent's package tracking number, for example. On a posted purchase document, this can be a payment reference text.

You perform the change on an editable version of the original document, indicated by "- **Update**" in the page title. The page contains a subset of the fields on the original document, of which some are non-editable fields that are shown for information only.

The functionality is available for the following documents across all supported markets:


- Posted Sales Shipment
- Posted Purchase Invoice
- Posted Return Shipment
- Posted Return Receipt

The following additional documents can be edited in the specified countries or regions:

- ES: Posted Sales Invoice, Posted Sales Credit Memo, Posted Purchase Credit Memo
- APAC: Posted Sales Credit Memo, Posted Purchase Credit Memo
- RU: Posted Sales Credit Memo
- IT: Posted Transfer Shipment, Posted Service Shipment

To edit a posted sales shipment

The following explains how to edit a posted sales shipment. The steps are similar for the other supported documents.

1. Choose the  icon, enter **Posted Sales Shipments**, and then choose the related link.
2. Select the document that you want to edit, and then choose the **Update Document** action. Alternatively, open the document and then choose the action.
3. On the **Posted Sales Shipment - Update** page, edit the **Package Tracking No.** field, for example.
4. Choose the OK button.

The posted sales shipment is updated.

See Also

[General Business Functionality](#)

[Purchasing](#)

[Posting Documents and Journals](#)

[Working with Business Central](#)

NOTE

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Working with General Journals

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Most financial transactions are posted to the general ledger through dedicated business documents, such as purchase invoices and sales orders. But you can also process business activities such as purchasing, paying, using recurring journals to post accruals, or refunding employee expenses by posting journal lines in the various journals in Business Central.

Most journals are based on the *General Journal*, and you can process all transactions on the **General Journal** page. For more information, see [Post Transactions Directly to the General Ledger](#).

For example, you can use post employees' expenditure of own money on business-related expenses, for later reimbursement. For more information, see [Record and Reimburse Employees' Expenses](#).

But in many cases, you will want to use the journals that are optimized for specific types of transactions, such as the **Payment Journal** for registering payments. For more information, see [Record Payments and Refunds in the Payment Journal](#).

You use general journals to post financial transactions directly to general ledger accounts and other accounts, such as bank, customer, vendor, and employee accounts. Posting with a general journal always creates entries on general ledger accounts. This is true even when, for example, you post a journal line to a customer account, because an entry is posted to a general ledger receivables account through a posting group.

The information that you enter in a journal is temporary and can be changed while it is in the journal. When you post the journal, the information is transferred to entries on individual accounts, where it cannot be changed. You can, however, unapply posted entries, and you can post reversing or correcting entries. For more information, see [Reverse Journal Postings and Undo Receipts/Shipments](#).

NOTE

The general journal only shows a limited number of fields on the journal line by default. If you want to see additional fields, such as the **Account Type** field, choose the **Show More Columns** action. To hide the additional fields again, choose the **Show Fewer Columns** action. When you see fewer columns, then the same posting date is used for all lines. If you want to have multiple posting dates for the same journal entry, choose the **Show More Columns** action.

Using Journal Templates and Batches

There are several general journal templates. Each journal template is represented by a dedicated page with particular functions and the fields that are required to support those functions, such as the **Payment Reconciliation Journal** page to process bank payments and the **Payment Journal** page to pay your vendors or reimburse your employees. For more information, see [Make Payments](#) and [Reconcile Customer Payments with the Cash Receipt Journal or from Customer Ledger Entries](#).

For each journal template, you can set up your own personal journal as a journal batch. For example, you can define your own journal batch for the payment journal that has your personal layout and settings. The following tip is an example of how to personalize a journal.

TIP

If you select the **Suggest Balancing Amount** check box on the line for your batch on the **General Journal Batches** page, then the **Amount** field on, for example, general journal lines for the same document number is automatically prefilled with the value that is required to balance the document. For more information, see [Letting Business Central Suggest Values](#).

TIP

To add or remove fields in journals, use the **Personalizing** banner. For more information, see [Personalize Your Workspace](#).

Validating General Journal Batches

To help prevent delays when posting, you can turn on a background check that will notify you when there is a mistake in the financial journal you're working on that will prevent you from posting the journal. On the **General Journal Batch** page, you can choose **Background Error Check** to have Business Central validate finance journals, such as general or payment journals, while you're working on them.

When you enable the validation the **Journal Check** FactBox displays next to the journal lines and will show issues in the current line and the whole batch. Validation happens when you load a finance journal batch, and when you choose another journal line. The **Issues total** tile in the FactBox shows the total number of issues that Business Central found, and you can choose it to open an overview the issues.

You can use the **Show Lines with Issues** and **Show All Lines** actions to toggle between journal lines that have or don't have issues. The new **Journal Line Details** FactBox provides quick overview and access to data from journal lines, such as the G/L account, customer, or vendor, as well as to the posting setup for specific accounts.

Reversing Journals to Correct Mistakes

When working with journals that have many lines and something goes wrong, it's important to have an easy way to correct mistakes. The **Posted General Journal** page offers a couple of actions that can help.

- **Copy Selected Lines to Journal** - Copy only the lines that you select.
- **Copy G/L Register to Journal** - Copy all lines that belong to the same G/L register.

These actions let you create a copy of a general journal line or a batch, and then specify the following:

- The journal to copy the lines to
- Whether with opposite signs (a reversing journal)
- A different posting date or document number

To allow journals to be copied to posted general journals, on the **General Journal Templates** page, choose the **Copy to Posted Jnl. Lines** check box. After you allow people to copy posted general journals, if needed you can turn off copying for specific batches.

Understanding Main Accounts and Balancing Accounts

If you have set up default balancing accounts for the journal batches on the **General Journals** page, the balancing account will be filled in automatically when you fill in the **Account No.** field. Otherwise, fill in both the **Account No.** field and the **Bal. Account No.** field manually. A positive amount in the **Amount** field is debited to the main account and credited to the balancing account. A negative amount is credited to the main account and debited to the balancing account.

NOTE

VAT is calculated separately for the main account and the balancing account, so they can use different VAT percentage rates.

Working with Recurring Journals

A recurring journal is a general journal with specific fields for managing transactions that you post frequently with few or no changes, such as rent, subscriptions, electricity, and heat. Using these fields for recurring transactions, you can post both fixed and variable amounts. You can also specify automatic reversal entries for the day after the posting date. You can also use allocation keys to divide the recurring entries among various accounts. For more information, see [Allocating Recurring Journal Amounts to Several Accounts](#).

With a recurring journal, entries that will be posted regularly need to be typed in only once. That is, the accounts, dimensions and dimension values and so on that you enter will remain in the journal after posting. If any adjustments are necessary, you can make them with each posting.

Recurring Method field

This field determines how the amount on the journal line is treated after posting. For example, if you will use the same amount every time you post the line, you can let the amount remain. If you will use the same accounts and text on the line but the amount will vary every time you post, you can choose to delete the amount after posting.

TO	SEE
F Fixed	The amount on the journal line will remain after posting.
V Variable	The amount on the journal line will be deleted after posting.
B Balance	The posted amount on the account on the line will be allocated among the accounts specified for the line in the Gen. Jnl. Allocation table. The balance on the account will thus be set to zero. Remember to fill in the Allocation % field on the Allocations page. For more information, see Allocating Recurring Journal Amounts to Several Accounts .
RF Reversing Fixed	The amount on the journal line will remain after posting, and a balancing entry will be posted on the next day.
RV Reversing Variable	The amount on the journal line will be deleted after posting, and a balancing entry will be posted on the next day.
RB Reversing Balance	The posted amount on the account on the line will be allocated among the accounts specified for the line on the Allocations page. The balance on the account will be set to zero, and a balancing entry is posted on the next day.
BD Balance by Dimension	The journal line allocates costs based on a G/L account's balance by dimension. You'll be prompted to set the dimension filters to be used to calculate the source G/L account's balance by dimension from which you want to allocate costs. Alternatively, choose the Set Dimension Filters action later.

TO	SEE
RBD Reversing Balance by Dimension	The journal line allocates costs based on a G/L account's reversing balance by dimension. You'll be prompted to set the dimension filters to be used to calculate the source G/L account's balance by dimension from which you want to allocate costs. Alternatively, choose the Set Dimension Filters action later.

NOTE

The VAT fields can be filled in on either the recurring journal line or on the allocation journal line but not on both. That is, they can be filled in on the **Allocations** page only if the corresponding lines in the recurring journal are not filled in.

Recurring Frequency field

This field determines how often the entry on the journal line will be posted. It is a date formula field, and it must be filled in for recurring journal lines. For more information, see [Using Date Formulas](#).

Examples

If the journal line must be posted every month, enter "1M". After every posting, the date in the **Posting Date** field will be updated to the same date in the next month.

If you want to post an entry on the last day of every month, you can do one of the following:

- Post the first entry on the last day of a month by entering 1D+1M-1D (1 day + 1 month - 1 day). With this formula, the posting date is calculated correctly regardless of how many days there are in the month.
- Post the first entry on any arbitrary day of a month by entering 1M+CM. With this formula, the posting date will be after one full month + the remaining days of the current month.

Expiration Date field

This field determines the date on which the line will be posted for the last time. The line will not be posted after this date.

The advantage of using the field is that the line will not be deleted from the journal immediately and you can always replace the present expiration date with a later one so that you can use the line further into the future.

If the field is blank, the line will be posted every time you post until it is deleted from the journal.

Allocating Recurring Journal Amounts to Several Accounts

On the **Recurring General Journal** page, you can choose the **Allocations** action to see or manage how amounts on the recurring journal line are allocated to several accounts and dimensions. Note that an allocation functions as balancing account line to the recurring journal line.

Just as in a recurring journal, you need to enter an allocation only once. The allocation will remain in the allocation journal after posting, so you do not need to enter amounts and allocations every time you post the recurring journal line.

If the *recurring method* in the recurring journal is set to **Balance** or **Reversing Balance**, then any dimension value codes in the recurring journal are disregarded when the account is set to zero. So if you allocate a recurring line to various dimension values on the **Allocations** page, then only one reversing entry will be created. Therefore, if you allocate a recurring journal line that contains a dimension value code, then you must not enter the same code on the **Allocations** page. If you do, the dimension values will be incorrect.

To allocate recurring journal amounts based on dimensions, set the **Recurring Method** field to **Balance by Dimension** or **Reversing Balance by Dimension** instead. If the recurring method in the recurring journal is set to **Balance by Dimension** or **Reversing Balance by Dimension**, then any dimension value codes in the

recurring journal are considered when the account is set to zero. So if you allocate a recurring line to various dimension values on the **Allocations** page, then a number of reversing entries that matches the number of dimension value combinations that the balance is comprised of, are created. If you allocate account balance through the recurring journal that contains a dimension value code, remember to use **Balance by Dimension** or **Reversing Balance by Dimension** to make sure that the dimension values are correctly balanced or reversed from the source account.

For example, your company has a couple of business units and a handful of departments that your controllers have set up as dimensions. To speed up the purchase invoice entry process, you decide to require the accounts payable clerks to enter only business unit dimensions. Since each business unit has specific allocation keys for the Department dimension, such as based on the number of employees, you can use the **BD Balance by Dimension** or **RBD Reversing Balance by Dimension** recurring methods to re-allocate expenses for each business unit to the right departments based on the allocation keys.

NOTE

Dimensions that you set on allocation lines are not automatically calculated, and you must specify which dimension values must be set on the allocation accounts. In case you want to preserve the link between the source account dimension and the allocation account dimension, we recommend that you use the [Cost Accounting](#) capabilities instead.

Example: Allocating Rent Payments to Different Departments

You pay rent every month, so you have entered the rent amount on the cash account on a recurring journal line. On the **Allocations** page, you can divide the expense among several departments (Department dimension) according to the number of square feet that each one occupies. The calculation is based on the allocation percentage on each line. You can enter various accounts on different allocation lines (if rent will also be divided among several accounts), or you can enter the same account but with various dimension value codes for the Department dimension on each line.

Reversal Date Calculation

When using recurring general journals to post accruals at the end of a period, it's important to have full control over reversal entries. On the **Recurring General Journals** page, the **Reversal Date Calculation** field lets you control the date that reversal entries will be posted when reversal recurring methods are used.

Example

Accruals are usually posted with Fixed, Variable, or Balance recurring methods on the journal line. The posting date of the posted amount on the account on journal line is calculated using the recurring frequency. The posting date for the balancing entry is calculated using the **Reversal Date Calculation** field, as follows:

- If the field is blank, the balancing entry will be posted the next day.
- If the field contains a date formula (for example, **5D** for five days), the balancing entry will be posted with a posting date calculated using the reversal date calculation.

NOTE

By default, the **Reversal Date Calculation** field is not available on the **Recurring General Journals** page. To use the field, you must add it by personalizing the page. For more information, see [Personalize Your Workspace](#).


Working with Standard Journals

When you have created journal lines which you know you are likely to create again later, you can save them as a standard journal before you post the journal. This functionality applies to item journals and general journals.

NOTE

The following procedure refers to the item journal, but the information also applies to the general journal.

To save a standard journal


1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Enter one or more journal lines.
3. Select the journal lines that you want to reuse.
4. Choose the **Save as Standard Journal** action.
5. In the **Save as Standard Item Journal** request page, define a new or existing standard item journal that the lines should be saved in.

If you have already created one or more standard item journals and you want to replace one of these with the new set of item journal lines, in the Code field, select the code you want.

6. Choose the **OK** button to verify that you want to overwrite the existing standard item journal and replace all its content.
7. Select the **Save Unit Amount** field if you want to save the values in the **Unit Amount** field of the standard item journal.
8. Select the **Save Quantity** field if you want application to save the values in the **Quantity** field.
9. Choose the **OK** button to save the standard item journal.

When you have finished saving the standard item journal, the Item Journal page is displayed so you can proceed to post it, knowing that it can easily be recreated next time you need to post the same or similar lines.

To reuse a standard journal

1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Choose the **Get Standard Journals** action.

The Standard Item Journals page opens showing codes and descriptions for all existing standard item journals.

3. To review a standard item journal before you select it for reuse, choose the **Show Journal** action.

Any changes you make in a standard item journal are implemented right away. They will be there next time you open or reuse the standard item journal in question. You should therefore be sure that the change is important enough to apply generally. Otherwise, make the specific change in the item journal after the standard item journal lines have been inserted. See step 4 below.

4. On the **Standard Item Journals** page, select the standard item journal you want to reuse, and then choose the **OK** button.

Now the item journal is filled with the lines you saved as the standard item journal. If journal lines already existed in the item journal, the inserted lines will be placed under the existing journal lines.

If you did not check the **Save Unit Amount** field when you used the **Save as Standard Item Journal** function job, then the **Unit Amount** field on lines that are inserted from the standard journal is automatically filled with the item's current value, copied from the **Unit Cost** field on the item card.

NOTE

If you selected the **Save Unit Amount** or **Save Quantity** fields, you should now make sure the inserted values are correct for this particular inventory adjustment before you post the item journal.

If the inserted item journal lines contain saved unit amounts that you do not want to post, you can quickly adjust it to the current value of the item as follows.

5. Select the item journal lines you want to adjust, and then choose the **Recalculate Unit Amount** action. This will update the Unit Amount field with the current unit cost of the item.
6. Choose the **post** action.

To renumber document numbers in journals

To make sure that you do not receive posting errors because of the document number order, you can use the **Renumber Document Numbers** function before you post a journal.


In all journals that are based on the general journal, the **Document No.** field is editable so that you can specify different document numbers for different journal lines or the same document number for related journal lines.

If the **No. Series** field on the journal batch is filled, then the posting function in general journals requires that the document number on individual or grouped journal lines be in sequential order. To make sure that you do not receive posting errors because of the document number order, you can use the **Renumber Document Numbers** function before you post the journal. If related journal lines were grouped by document number before you used the function, they will remain grouped but may be assigned a different document number.

This function also works on filtered views.

Any renumbering of document numbers will respect related applications, such as a payment application that has been made from the document on the journal line to a vendor account. Accordingly, the **Applies-to ID** and **Applies-to Doc. No.** fields on the affected ledger entries may be updated.

The following procedure is based on the **General Journal** page, but applies to all other journals that are based on the general journal, such as the **Payment Journal** page.

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. When you are ready to post the journal, choose the **Renumber Document Numbers** action.

Values in the **Document No.** field are changed, where required, so that the document number on individual or grouped journal lines are in sequential order. After documents are renumbered, you can proceed to post the journal.

See Related Training at [Microsoft Learn](#)

See Also

[Post Transactions Directly to the General Ledger](#)

[Reverse Journal Postings and Undo Receipts/Shipments](#)

[Allocate Costs and Income](#)

[Finance](#)

[Working with Business Central](#)

[Close Open Item Ledger Entries Resulting from Fixed Application in the Item Journal](#)

[Revalue Inventory in the Revaluation Journal](#)

[Count, Adjust, and Reclassify Inventory Using Journals](#)

Reconcile Customer Payments with the Cash Receipt Journal or from Customer Ledger Entries

Reconcile Vendor Payments with the Payment Journal or from Vendor Ledger Entries

Work with Intercompany Documents and Journals

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Use Job Queues to Schedule Tasks

2/18/2021 • 5 minutes to read • [Edit Online](#)

Job queues in Business Central enable users to schedule and run specific reports and codeunits. You can set jobs to run one time, or on a recurring basis. For example, you might want to run the **Salesperson * Sales Statistics** report weekly, to track sales by salesperson each week, or you might want to run the **Delegate Approval Requests** codeunit daily, to prevent documents from piling up or otherwise block the workflow.

The **Job Queue Entries** page lists all existing jobs. If you add a new job queue entry that you want to schedule, you must specify information about the type of object you want to run, such as a report or codeunit, and the name and object ID of the object that you want to run. You can also add parameters to specify the behavior of the job queue entry. For example, you can add a parameter to only send posted sales orders. You must have permission to run the particular report or codeunit, or an error will be returned when the job queue is run.

IMPORTANT

If you use the SUPER permissions set that comes with Business Central, you and your users have permissions to run all objects within the license. That is still not enough for Delegated Admin or users with Device license, who cannot create job queue entries.

A job queue can have many entries, which are the jobs that the queue manages and runs. Information in the entry specifies what codeunit or report is run, when and how often the entry is run, in what category the job runs, and how it runs.

After job queues are set up and running, the status can change as follows within each recurring period:

- On Hold
- Ready
- In Process
- Error
- Finished

After a job has finished successfully, it is removed from the list of job queue entries unless it is a recurring job. If it is a recurring job, the **Earliest Start Time** field is adjusted to show the next time that the job is expected to run.

To view status or errors in the job queue

Data that is generated when a job queue is run is stored in the database, so that you can troubleshoot job queue errors.


For each job queue entry, you can view and change the status. When you create a job queue entry, its status is set to **On Hold**. You can set the status to **Ready** and back to **On Hold**, for example. Otherwise, status information is updated automatically.

The following table describes the values of the **Status** field.

STATUS	DESCRIPTION
Ready	Indicates that the job queue entry is ready to be run.

STATUS	DESCRIPTION
In Process	Indicates that the job queue entry is in process. This field is updated while the job queue is running.
On Hold	Default. Indicates the status of the job queue entry when it is created. Choose the Set Status to Ready action to change the status to Ready . Choose the Set On Hold or Suspend actions to change the status back to On Hold .
Error	Indicates that there is an error. Choose Show Error to see the error message.
Finished	Indicates that the job queue entry is complete.

To view status for any job

1. Choose the  icon, enter **Job Queue Entries**, and then choose the related link.
2. On the **Job Queue Entries** page, select a job queue entry, and then choose the **Log Entries** action.

TIP

With Business Central online, you can also view the status of job queue entries by using Application Insights in Microsoft Azure. For more information, see [Analyzing Job Queue Lifecycle Trace Telemetry](#) in the Business Central Developer and Administration content.

The My Job Queue Part

The **My Job Queue** part on your Role Center shows the job queues entries that you have started, but which are not yet finished. By default, the part is not visible, so you have to add it to your Role Center. For more information, see [Personalize Your Workspace](#).

The part shows which documents with your ID in the **Assigned User ID** field are being processed or are queued, including those related to background posting. The part can tell you at a glance whether there has been an error in the posting of a document or if there are errors in a job queue entry. The part also lets you cancel a document posting if it is not running.

To view an error from the My Job Queue part

1. On an entry with the status **Error**, choose the **Show Error** action.
2. Review the error message and fix the problem.

Examples of what can be scheduled using job queue

Schedule reports

You can schedule a report or batch job to run at a specific date and time. Scheduled reports and batch jobs are entered in the job queue and processed at the scheduled time, similar to other jobs. You choose the **Schedule** option after you choose the **Send to** action, and then you enter information such as printer, time and date, recurrence.

For more information, see [Scheduling a Report to Run](#)

Schedule synchronization between Business Central and Dataverse

If you have integrated Business Central with Dataverse, you can use the job queue to schedule when you want to synchronize data for the records that you have coupled in the two business apps. Depending on the direction

and rules that you have defined for the integration, the synchronization jobs can also create new records in the destination app to match those in the source. For example, if a salesperson creates a new contact in Dynamics 365 Sales, the synchronization job can create that contact for the coupled salesperson in Business Central. For more information, see [Scheduling a Synchronization between Business Central and Dynamics 365 Sales](#).

Schedule the posting of sales and purchase orders

Job queues are an effective tool to schedule the running of business processes in the background, such as when multiple users are trying to post sales orders, but only one order can be processed at a time.

For more information, see [To set up background posting with job queues](#)

See Also

[Administration](#)

[Setting Up Business Central](#)

[Change Basic Settings](#)

[Analyzing Job Queue Lifecycle Trace Telemetry](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Letting Business Central Suggest Values

2/18/2021 • 2 minutes to read • [Edit Online](#)


Business Central can help you complete tasks quicker and more correctly by prefilling fields or complete lines with data that you would otherwise have to calculate and enter yourself. Although such automatic data entry is always correct, you can change it afterwards if you want to.

Functionality that enters field values for you is typically offered for tasks where you enter large volumes of transactional data and want to avoid errors and save time. This topic contains a selection of such functionality. More sections will be added in future updates of Business Central.

The Suggest Balancing Amount check box on the General Journal Batches page

When, for example, you are entering general journal lines for multiple expenses that must all be posted to the same bank account, then each time you enter a new journal line for an expense, you can have the **Amount** field on the bank account line automatically updated to the amount that balances the expenses. For more information about working with general journals, see [Working with General Journals](#).

To have the Amount field on balancing general journal lines filled automatically

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. On the line for your preferred general journal batch, choose the **Suggest Balancing Amount** check box.
3. Open the general journal and proceed to register and post transactions using the described functionality for automatic entry of a field value.


For information about how to set up a personal general journal batch, for example, for expense handling, see [Working with General Journals](#).

The Automatically Fill Date Received field on the Payment Registration page

The **Payment Registration** page shows outstanding incoming payments as lines that represent sales documents where an amount is due for payment. For more information about applying customer payments, see [Reconcile Customer Payments from a List of Unpaid Sales Documents](#).

You main actions on the page are to fill in the **Payment Made** check box and the **Date Received** field. You can set Business Central up to automatically enter work date in the **Date Received** field when you select the **Payment Made** check box.

To have the Date Received field on the Payment Registration page filled automatically

1. Choose the  icon, enter **Payment Registration Setup**, and then choose the related link.
2. Select the **Automatically Fill Date Received** check box.
3. Open the **Payment Registration** page and proceed to process incoming customer payments using the described functionality for automatic entry of a field value.

See Also

[Working with Business Central Finance](#)

NOTE

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Incoming Documents

2/18/2021 • 2 minutes to read • [Edit Online](#)

Some business transactions are not recorded in Business Central from the outset. Instead, an external business document comes into your company as an email attachment or a paper copy that you scan to file. This is typical of purchases, where such incoming document files represent payment receipts for expenses or small purchases.

From PDF or image files representing incoming documents, you can have an external OCR service (Optical Character Recognition) generate electronic documents that can then be converted to document records inside Business Central. Choose a service package that is appropriate for your organization and/or country/region. Alternatively, you can create entries manually to represent the external documents.

On the **Incoming Documents** page, you can use different functions to review expense receipts, manage OCR tasks, and convert incoming document files, manually or automatically, to the relevant documents or journal lines. The external files can be attached at any process stage, including to posted documents and to the resulting vendor, customer, and general ledger entries.

The incoming document process can consist of the following main activities:

- Record the external documents inside Business Central by creating lines on the **Incoming Documents** page in either of the following ways:
 - Manually, by using simple functions, either from a PC or from a mobile device, in one of the following ways:
 - Use the **Create from File** button, and then fill relevant fields on the **Incoming Document** page. The file is automatically attached.
 - Use the **New** button, and then fill relevant fields on the **Incoming Document** page and manually attach the related file.
 - From a tablet or phone, use the **Create from Camera** button to create a new incoming document record, and then send the image to the OCR service, for example.
 - Automatically, by receiving the document from the OCR service as an electronic document after you have emailed the related PDF or image file to the OCR service. The **Financial Information** FastTab is automatically filled on the **Incoming Document** page.
- Use the OCR service to have PDF or image files turned into electronic documents that can be converted to document records in Business Central.
- Create new documents or general journal lines for incoming document records by entering the information as you read it from incoming document files.
- Attach incoming document files to purchase and sales documents of any status, including to the vendor, customer, and general ledger entries that result from posting.
- View incoming document records and their attachments from any purchase and sales document or entry, or find all general ledger entries without incoming document records from the **Chart of Accounts** page.

TO	SEE
Set up the Incoming Documents feature and set up the OCR service.	Set Up Incoming Documents

TO	SEE
Create incoming document records, attach files, use OCR to turn PDF files into electronic documents, convert electronic documents to document records, audit incoming document records from posted sales and purchase documents.	Processing Incoming Documents

See Related Training at [Microsoft Learn](#)

See Also

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Set Up Incoming Documents

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If you create general journal lines from incoming document records, you must specify on the **Incoming Documents Setup** page which journal template and batch to use.

If you do not want users to create invoices or general journal lines from incoming document records unless the documents are first approved, you must set up workflow approvers.

To turn PDF and image files into electronic documents that you can convert to, for example, purchase invoices inside Business Central, you must first set up the OCR feature and enable the service. Choose a service package that is appropriate for your organization and/or country/region. Alternatively, you can create entries manually to represent the external documents.

When the Incoming Documents feature is set up, you can use different functions to review expense receipts, manage OCR tasks, and convert incoming document files, manually or automatically, to the relevant documents or journal lines. The external files can be attached at any process stage, including to posted documents and to the resulting vendor, customer, and general ledger entries. For more information, see [Processing Incoming Documents](#).

To set up the Incoming Documents feature

1. Choose the  icon, enter **Incoming Document Setup**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

As part of the setup, you must decide if you want to require approval of incoming documents. To require approval, you must set up approvers and approval workflows. If your organization does not intend to require approval, you can skip the next section.


Finally, you if you use a service to convert PDF or image files representing incoming documents, you must it set up. Otherwise, you can also skip that section.

To set up approvers of incoming document records

Optionally, set up an approval process for the incoming documents. Approvers of incoming documents must be set up as approval workflow users.

Before you can create workflows that involve approval steps, you must set up the workflow users who are involved in approval processes. On the **Approval User Setup** page, you also set amount limits for specific types of requests and define substitute approvers to whom approval requests are delegated when the original approver is absent. For more information, see [Set Up Approval Users](#).

To set up an OCR service

1. Choose the  icon, enter **OCR Service Setup**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

NOTE

You login data is automatically encrypted.

For more information, see [Use OCR to Turn PDF and Image Files into Electronic Documents](#).

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Processing Incoming Documents

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To record an external document in Business Central, you must first create or complete an incoming document record. You can do this manually, or you can take a photo of the external document and then create the incoming document record with the image file attached.

From PDF or image files that you receive from your trading partners, you can have an external OCR service (Optical Character Recognition) generate electronic documents that can be converted to document records in Business Central. For example, when you receive an invoice in PDF format from your vendor, you can send it to the OCR service from the **Incoming Documents** page. Alternatively, you can send the file to the OCR service by email. Then, when you receive the electronic document back, a related incoming document record is created automatically. After some seconds, you receive the file back from the OCR service as an electronic invoice that can be converted to a purchase invoice for the vendor.

TO	SEE
Create incoming document records manually or automatically by taking a photo of a paper receipt, for example.	Create Incoming Document Records
Use an OCR service to turn PDF and image files into electronic documents that can be converted to purchase invoices in Business Central, for example. Train the OCR service to avoid errors next time it processes similar data.	Use OCR to Turn PDF and Image Files into Electronic Documents
Connect or remove incoming document records for any non-posted sales or purchase document and to any customer, vendor, or general ledger entry from the document or entry.	Create Incoming Document Records Directly from Documents and Entries
From the Chart of Accounts and General Ledger Entries pages, use a search function to find general ledger entries for posted documents that do not have incoming document records and then centrally link to existing records or create new ones with attached document files.	Find Posted Documents without Incoming Document Records
Get better overview by setting incoming document records to Processed to remove them from the default view.	Manage Many Incoming Document Records

See Also

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Incoming Document Records

2/18/2021 • 3 minutes to read • [Edit Online](#)


On the **Incoming Documents** page, you can use different functions to review expense receipts, manage OCR tasks, and convert incoming document files, manually or automatically, to the relevant documents or journal lines. The external files can be attached at any process stage, including to posted documents and to the resulting vendor, customer, and general ledger entries.

To record an external document in Business Central, you must first create or complete an incoming document record. You can do this manually, or you can take a photo of the external document and then create the incoming document record with the image file attached.

Before you can use the Incoming Documents feature, you must perform the required setup. For more information, see [Set Up Incoming Documents](#).

To approve or reject an incoming document

If you do want to allow users to create invoices or general journal lines from incoming document records unless they are approved, you can set up approvers who must approve the records before they can be processed.

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Select the line with the document that you want to approve or reject, and then choose the **Approve** or **Reject** actions.

If you approve the incoming document record, the **Released** check box on the incoming document line is selected. The user in charge of creating, for example, purchase invoices can proceed to process the record.

To create an incoming document record by taking a photo

NOTE

The following procedure only applies to the Business Central Tablet and Phone clients.

1. On the app bar, choose the **Create Incoming Document from Camera** tile, and then go to step 4.
2. Alternatively, on the app bar, choose the options button, choose **Incoming Documents**, and then choose **All**.
3. On the **Incoming Documents** page, choose the ellipsis button, and then choose **Create from Camera**. The camera on the tablet or phone is activated.
4. Take a photo of a document, such as a purchase receipt, that you want to process as an incoming document, and then choose the **OK** button.

A new incoming document record is created, with the image attached.

To attach an image to an incoming document record by taking a photo


NOTE

The following procedure only applies to the Business Central Tablet and Phone clients.

1. On the app bar, choose the options button, choose **Incoming Documents**, and then choose **All**.
2. Open the card for an existing incoming document record.
3. On the **Incoming Document** page, choose the ellipsis button, and then choose **Attach Image from Camera**. The camera on the tablet or phone is activated.
4. Take a photo of a document, such as a purchase receipt, that you want to process as an incoming document, and then choose the **OK** button.

The image is attached to the incoming document record.

To create an incoming document record manually

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Choose the **Create from File** action.
3. On the **Insert File** page, select a file, and then choose **Open**. The file is automatically attached.
4. Alternatively, choose the **New** action.
5. To attach a file, choose the **Attach File** action.
6. On the **Insert File** page, select the file that represents the incoming document in question, and then choose the **Open** button.
7. On the **Incoming Document** page, fill in the fields as necessary. Hover over a field to read a short description.

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Use OCR to Turn PDF and Image Files into Electronic Documents

2/18/2021 • 9 minutes to read • [Edit Online](#)

From PDF or image files that you receive from your trading partners, you can have an external OCR service (Optical Character Recognition) generate electronic documents that can be converted to document records in Business Central. For example, when you receive an invoice in PDF format from your vendor, you can send it to the OCR service from the **Incoming Documents** page. This is described in the first procedure.


As an alternative to sending the file from the **Incoming Documents** page, you can send the file to the OCR service by email. Then, when you receive the electronic document back, a related incoming document record is created automatically. This is described in the second procedure.

After some seconds, you receive the file back from the OCR service as an electronic invoice that can be converted to a purchase invoice for the vendor. This is described in the third procedure.

Because OCR is based on optical recognition, it is likely that the OCR service will interpret characters in your PDF or image files wrongly when it first processes a certain vendor's documents, for example. It may not interpret the company logo as the vendor's name or it may misinterpret the total amount on a receipt because of its layout. To avoid these errors going forward, you can correct the errors in a separate version of the **Incoming Document** page. Then you send the corrections back to the OCR service to train it to interpret the specific characters correctly next time it processes a PDF or image document for the same vendor. For more information, see [To train the OCR service to avoid errors](#).

The traffic of files to and from the OCR service is processed by a dedicated job queue entry, which are created automatically when you enable the related service connection. For more information, see [Set Up Incoming Documents](#).

To send a PDF or image file to the OCR service from the **Incoming Documents** page

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Create a new incoming document record and attach the file. For more information, see [Create Incoming Document Records](#).
3. On the **Incoming Documents** page, select one or more lines, and then choose the **Send to Job Queue** action.

The value in the **OCR Status** field changes to **Ready**. The attached PDF or image file is sent to the OCR service by the job queue according to the schedule, provided that no errors exist.

4. Alternatively, on the **Incoming Documents** page, select one or more lines, and then choose the **Send to OCR Service** action.

The value in the **OCR Status** field changes to **Sent**, provided that no errors exist.

To send a PDF or image file to the OCR service by email

From your email application, you can send an email to the OCR service provider with the PDF or image file attached. For information about the email address to send to, see the OCR service provider's web site.

Because no incoming document record exists for the file, a new record will be created automatically on the **Incoming Documents** page when you receive the resulting electronic document from the OCR service. For more information, see [Create Incoming Document Records](#).

NOTE

If you work on a tablet or phone, you can send the file to the OCR service as soon as you have taken a photo of the document, or you can create an incoming document directly. For more information, see [To create an incoming document record by taking a photo](#).

To receive the resulting electronic document from the OCR service.

The electronic document that is created by the OCR service from the PDF or image file is automatically received into the **Incoming Documents** page by the job queue entry that is set up when you enable the OCR service.

If you are not using a job queue, or you want to receive a finished OCR document sooner than per the job queue schedule, you can choose the **Receive from OCR Service** button. This will get any documents that are completed by the OCR service.

NOTE

If the OCR service is set up to require manual verification of processed documents, then the **OCR Status** field will contain **Awaiting Verification**. In that case, perform the following steps to log in to the OCR service website to manually verify an OCR document.

1. In the **OCR Status** field, choose the **Awaiting Verification** hyperlink.
2. On the OCR service website, log in using the credentials of your OCR service account. These are the credentials you also used when setting up the service. For more information, see [To set up an OCR service](#).

Information for the OCR document is displayed, showing both the source content of the PDF or image file and the resulting OCR field values.

3. Review the various field values and manually edit or enter values in fields that the OCR service has tagged as uncertain.
4. Choose the **OK** button. The OCR process is completed and the resulting electronic document is sent to the **Incoming Documents** page in Business Central, according to the job queue schedule.
5. Repeat step 4 for any other OCR document to be verified.

Now you can proceed to create document records for the received electronic documents in Business Central, manually or automatically. For more information, see the next procedure. You can also connect the new incoming document record to existing posted or non-posted document so that the source file is easy to access from Business Central. For more information, see [Process Incoming Documents](#).

To create a purchase invoice from an electronic document received from the OCR service

The following procedure describes how to create a purchase invoice record from a vendor invoice received as an electronic document from the OCR service. The procedure is the same when you create, for example, a general journal line from an expense receipt or a sales return order from a customer.

NOTE

The **Description** and **No.** fields on the created document lines will only be filled if you have first mapped text found on the OCR document to the two fields in Business Central. You can do this mapping as item cross-references, for document lines of type Item. For more information, see [Use Item Cross References](#). You can also use the Text-to-Account Mapping function. For more information, see [To map text on an incoming document to a specific vendor, G/L, or bank account](#).

1. Select the line for the incoming document, and then choose the **Create Document** action.

A purchase invoice will be created in Business Central based on the information in the electronic vendor document that you received from the OCR service. Information will be inserted in the new purchase invoice based on the mapping that you have defined as a cross-reference or as text-to-account mapping.

Any validation errors, typically related to wrong or missing master data in Business Central, will be shown on the **Errors and Warnings** FastTab. For more information, see [To handle errors when receiving electronic documents](#).

To map text on an incoming document to a specific vendor account

For incoming documents, you typically use the **Map Text to Account** action to define that a certain text on a vendor invoice received from the OCR service is mapped to a certain vendor account. Going forward, any part of the incoming document description that exists as a mapping text means that the **No.** field on resulting document or journal lines of type G/L Account are filled with the vendor in question.

In addition to mapping to a vendor account or G/L accounts, you can also map to a bank account. This is practical, for example, for electronic documents for expenses that are already paid where you want to create a general journal line that is ready to post to a bank account.

1. Select the relevant incoming document line, and then choose the **Map Text to Account** action. The **Text-to-Account Mapping** page opens.
2. In the **Mapping Text** field, enter any text that occurs on vendor invoices that you want to create purchase documents or journal lines for. You can enter up to 50 characters.
3. In the **Vendor No.** field, enter the vendor that the resulting purchase document or journal line will be created for.
4. In the **Debit Acc. No.** field, enter the debit-type G/L account that will be inserted on resulting purchase document or journal line of type G/L Account.
5. In the **Credit Acc. No.** field, enter the credit-type G/L account that will be inserted on resulting purchase document or journal line of type G/L Account.

NOTE

Do not use the **Bal. Source Type** and **Bal. Source No.** fields in connection with incoming documents. They are used for automatic payment reconciliation only. For more information, see [Map Text on Recurring Payments to Accounts for Automatic Reconciliation](#).

6. Repeat steps 2 through 5 for all text on incoming documents that you want to automatically create documents for.

To handle errors when receiving electronic documents


1. On the **Incoming Documents** page, select the line for an electronic document received from the OCR service with errors. This is indicated by the Error value in the **OCR Status** field.

2. Choose the **Edit** action to open the **Incoming Document** page.
3. On the **Errors and Warnings** FastTab, select the message, and then choose the **Open Related Record** action.
4. The page that contains the wrong or missing data, such as a vendor card with a missing field value, opens.
5. Correct the error or errors as described in each error message.
6. Proceed to process the incoming electronic document by choosing the **Create Manually** action again.
7. Repeat steps 5 and 6 for any remaining errors until the electronic document can be received successfully.

To train the OCR service to avoid errors

Because OCR is based on optical recognition, it is likely that the OCR service will interpret characters in your PDF or image files wrongly when it first processes documents from a certain vendor, for example. It may not interpret the company logo as the vendor's name or it may misinterpret the total amount on an expense receipt because of its layout. To avoid such errors going forward, you can correct data received by the OCR service and then send the feedback to the service.

The **OCR Data Correction** page, which you open from the **Incoming Document** page, shows the fields from the **Financial Information** FastTab in two columns, one with the OCR data editable and one with the OCR data read-only. When you choose the **Send OCR Feedback** button, the content of the **OCR Data Correction** page is sent to the OCR service. Next time the service processes PDF or image files that contain the data in question, your corrections will be incorporated to avoid the same errors.

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Open an incoming document record that contains data received from OCR service, which you want to correct.
3. On the **Incoming Document** page, choose the **Correct OCR Data** action.
4. On the **OCR Data Correction** page, overwrite the data in the editable column for each field that has an incorrect value.
5. To undo corrections that you have made since you opened the **OCR Data Correction** page, choose the **Reset OCR Data** action.
6. To send the corrections to the OCR service, choose the **Send OCR Feedback** action.
7. To save the corrections, close the **OCR Data Correction** page.

The fields on the **Financial Information** FastTab on the **Incoming Document** page are updated with any new values that you entered in step 4.

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Incoming Document Records Directly from Documents and Entries


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can store external business documents in Business Central by attaching the document files to the related incoming document records. If the document, such as a purchase invoice, did not start its existence as an incoming document record, you can still create and connect an incoming document record to it later. You can also attach incoming document files to posted purchase and sales documents and to vendor, customer, and general ledger entries by using the **Incoming Document Files** FactBox in, for example, the **Posted Purchase Invoices** and **Vendor Ledger Entries** pages.


From the **Chart of Accounts** and **General Ledger Entries** pages, you can use a search function to find general ledger entries for posted purchase and sales documents that do not have incoming document records and then centrally link to existing records or create new ones with attached document files. For more information, see [Find Posted Documents without Incoming Document Records](#).

The following procedures show how to attach a file to an existing purchase invoice that was not created from an incoming document record and how to attach a file to a vendor ledger entry. Attaching a file to posted purchase or sales documents works in a similar way.

To create and connect an incoming document record from a purchase invoice

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Select the line for a purchase invoice that you want to attach a file to, and then choose the **Create Incoming Document from File** action.
3. Alternatively, select the line for a purchase invoice that you want to attach a file to, and then choose the **Attach File** action.
4. On the **Insert File** page, select the file that represents the incoming document in question, and then choose the **Open** button.


To create and connect an incoming document record from a vendor ledger entry

1. Choose the  icon, enter **Vendor Ledger Entries**, and then choose the related link.
2. Select a line for a vendor ledger entry that you want to attach a file to, and then choose the **Create Incoming Document from File** action.
3. Alternatively, select a line for a vendor ledger entry that you want to attach a file to, and then choose the **Attach File** action.
4. On the **Insert File** page, select the file that represents the incoming document in question, and then choose the **Open** button.

To remove a connection from an incoming document record to a posted document

You can remove file attachments from non-posted documents at any time by deleting the related incoming document record. If the document is posted, then you must first remove the connection from the incoming

document record.

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Select the line for an incoming document record connected to a posted document that you want to remove, and then choose the **Remove Reference to Record** action.

The connection to the posted document is removed. You can now proceed to connect another incoming document record to the posted document as described in this topic.

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Find Posted Documents without Incoming Document Records

2/18/2021 • 2 minutes to read • [Edit Online](#)

From the **Chart of Accounts** and **General Ledger Entries** pages, you can use a search function to find general ledger entries for posted purchase and sales documents that do not have incoming document records and then centrally link to existing records or create new ones with attached document files.

To find posted documents without incoming document records

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Select a line for a G/L account for whose general ledger entries you want to see posted purchase and sales documents without incoming document records, and then choose the **Posted Documents without Incoming Document** action.
3. Alternatively, choose the **Ledger Entries** action.
4. On the **General Ledger Entries** page, choose the **Posted Documents without Incoming Documents** action.

The **Posted Documents without Incoming Document** page opens showing posted purchase and sales documents without incoming document records represented by general ledger entries on the G/L account that you opened the page for. The page can show a maximum of 1000 lines. By default, the **Date Filter** field therefore contains a filter that limits the lines to entries with posting dates from the beginning of the accounting period to the work date.

To connect found documents to existing incoming document records

1. On the **Posted Documents without Incoming Document** page, select the line for a posted document that you want to connect to an existing incoming document record, and then choose the **Select Incoming Document** action.
2. On the **Incoming Documents** page, select the incoming document record that you want to connect to posted document found, and then choose the **OK** button.
3. On the **Posted Documents without Incoming Document** page, the selected incoming document record is now connected to the posted document, as you can see in the **Incoming Document Files** FactBox.

If a relevant incoming document record does not exist on the **Incoming Documents** page, then you can create it. For more information, see [Create Incoming Document Records](#).

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Manage Many Incoming Document Records

2/18/2021 • 2 minutes to read • [Edit Online](#)

As you create or process incoming document records, the number of lines on the **Incoming Documents** page may grow to an extent where you lose overview. Therefore, you can set incoming document records to **Processed** to remove them from the default view. When you choose the **Show All** action, you can view both processed and unprocessed records.

NOTE

You cannot edit information, attach files, or perform other processes on incoming document records that are set to **Processed**. You must first set it to **Unprocessed**.

The **Processed** check box is automatically selected on incoming document records that have been processed, but you can also select or deselect the check box manually. Depending on your business process, an incoming document record may be processed when a related document has been created for it or a file has been attached.

NOTE

When you open the **Incoming Documents** page with the **My Incoming Documents** action on the Role Center, only unprocessed incoming document records are shown by default. This is referred to in this topic as "the default view".

To remove incoming document records from the default view

1. On the **Incoming Documents** page, select one or more lines for incoming document records that you want to remove from the default view.
2. Choose the **Set to Processed** action.

The incoming document records are removed from the default view, and the **Processed** check box is selected on the lines.

NOTE

You can also perform this action for the individual record on the **Incoming Document Card** page.

To view all incoming document records

1. On the **Incoming Documents** page, choose the **Show All** action.

All incoming document records are displayed, including those where the **Processed** check box is not selected.

To add incoming document records to the default view

1. On the **Incoming Documents** page, choose the **Show All** action.
2. Select one or more lines for incoming document records that you want to appear in the default view.
3. Choose the **Set to Unprocessed** action.

NOTE

You can also perform this action for the individual record on the [Incoming Document Card](#) page.

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Workflows in Dynamics 365 Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps.

On the **Workflow** page, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code.

The generic version of Business Central includes a number of preconfigured workflows represented by workflow templates that you can copy to create workflows. The code for workflow templates that are added by Microsoft are prefixed with "MS-". For more information, see the list of workflow templates in the [Workflow Templates](#) page.

If a business scenario requires a workflow event or response that is not supported, you can either use Power Automate or work with a Microsoft partner to customize the application code. For more information, see [Using Business Central in an Automated Workflow](#).

Any workflow template that you create with Power Automate is added to the list of workflow templates within Business Central. For more information, see [Using Business Central in an Automated Workflow](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up workflow users, specify how users get notified, and create new workflows. For new workflows for unsupported scenarios, implement the required workflow elements by customizing the application code.	Setting Up Workflows
Enable workflows, act on workflow notifications, including request approvals and approve requests to perform a workflow step. Archive and delete workflows.	Using Workflows

See Also

[Sales](#)

[Purchasing](#)

[Managing Projects](#)

[Working with Business Central](#)

NOTE

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Set Up Workflows

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps. For more information, see [Using Workflows](#).

Before you begin to use workflows, you must set up workflow users and approval users, specify how users receive notifications about workflow steps, and then create the workflows, potentially preceded by code customization.

On the **Workflow** page, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code.

If a business scenario requires a workflow event or response that is not supported, a Microsoft partner must implement them through code, or you can set up a workflow using Power Automate. For more information, see [Using Business Central in an Automated Workflow](#) or [Events in AL](#) in the developer help, respectively.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up workflow users and user groups.	Set Up Workflow Users
Set up workflow users who take part in approval workflows.	Set Up Approval Users
Specify how workflow users are notified of workflow steps, including approval requests.	Setting Up Workflow Notifications
Specify if users are notified by email or note and how often notifications are sent.	Specify When and How to Receive Notifications
Customize the content of the email notification by modifying report 1320, Notification Email.	Create and Modify Custom Report Layouts
Set up an SMTP server to enable email communication in and out of Business Central	Set up Email
Specify the different steps of a workflow by connection workflow events with workflow responses.	Create Workflows
Use workflow templates to create new workflows.	Create Workflows from Workflow Templates
Share workflows with other Business Central databases.	Export and Import Workflows
Learn how to set up a workflow for approving sales documents by following an end-to-end procedure.	Walkthrough: Setting Up and Using a Purchase Approval Workflow

Example of an Approval Workflow

This video shows how to set up a workflow that will require someone to request someone else's approval before they can change information about an existing customer, or create a new customer.

See Also

[Using Workflows](#)

[Workflow](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Workflow Users

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can create workflows, you must set up the users who take part in workflows. This is necessary, for example, to specify who will receive a notification to act on a workflow step.

On the **Workflow User Group** page, you set up users under workflow user groups, and you specify the users' number in a process sequence, such as an approver chain.


Workflow users that function as approval users, both approval requesters and approvers, must also be set up on the **Approval User Setup** page. For more information, see [Set Up Approval Users](#).

NOTE

To define that an approval request is not approved until multiple approvers in an approval chain have approved it, set up approvers in a hierarchy. For approver type **Approver**, set approvers up on the **Approval User Setup** page. For approver type, **Workflow User Group**, set approvers up on the **Workflow User Groups** page and define the hierarchy by assigning incremental numbers to each approver in the **Sequence No.** field. For more information, see [Set Up Approval Users](#) and the following section.

To define that an approval request is not approved until multiple equal approvers have approved it, regardless of a hierarchy, set up a flat workflow user group. For approver type, **Workflow User Group**, set up approvers on the **Workflow User Groups** page and assign the same number to each approver in the **Sequence No.** field. For more information, see the following section.

To set up a workflow user

1. Choose the  icon, enter **Workflow User Groups**, and then choose the related link.
2. Choose the **New** action. The **Workflow User Group** page opens.
3. In the **Code** field, enter a maximum of 20 characters to identify the workflow.
4. In the **Description** field, describe the workflow.
5. On the **Workflow User Group Members** FastTab, fill the fields on the first line as described in the following table.

FIELD	DESCRIPTION
User Name	Specify the user who will take part in workflows. The user must exist on the User Setup page. For more information, see Assign Permissions to Users and Groups .

FIELD	DESCRIPTION
Sequence No.	Specify the order in which the workflow user engages in a workflow relative to other users. This field can be used, for example, to specify when the user approves relative to other approvers when you use the Workflow User Group option in the Approver Type field on the related workflow response. TIP: To define that an approval request is not approved until multiple equal approvers have approved it, irrespective of a hierarchy, set up a flat workflow user group by assigning the same sequence number to the relevant approvers.

6. Repeat step 5 to add more workflow users to the user group.
7. Repeat steps 2 through 6 to add more workflow user groups.

See Also

[Set Up Approval Users](#)

[Setting Up Workflows](#)

[Using Workflows](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

[Workflow](#)

NOTE

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Set Up Approval Users

2/18/2021 • 3 minutes to read • [Edit Online](#)

Before you can create workflows that involve approval steps, you must set up the workflow users who are involved in approval processes. On the **Approval User Setup** page, you also set amount limits for specific types of requests and define substitute approvers to whom approval requests are delegated when the original approver is absent.

NOTE


Approval users, both approval requesters and approvers, must first be set up as workflow users on the **Workflow User Group** page. For more information, see [Set Up Workflow Users](#).

When you have set up approval users, you can use the setup to create workflow responses for approval workflows. For more information, see step 9 in [Create Workflows](#).

NOTE

To define that an approval request is not approved until multiple approvers in an approval chain have approved it, set up approvers in a hierarchy. For approver type **Approver**, set approvers up on the **Approval User Setup** page. For approver type, **Workflow User Group**, set approvers up on the **Workflow User Groups** page and define the hierarchy by assigning incremental numbers to each approver in the **Sequence No.** field. For more information, see this topic and [Set Up Workflow Users](#).

To set up an approval user

1. Choose the  icon, enter **Approval User Setup**, and then choose the related link.
2. Create a new line on the **Approval User Setup** page, and then fill the fields as described in the following table.

FIELD	DESCRIPTION
User ID	Select the user ID of the user who is involved in the approval process.
Salespers./Purch. Code	Specify the salesperson or purchaser code that applies to the user in the Salespers./Purch. Code field. You typically fill the Salespers./Purch. Code field if the salesperson or purchaser who is responsible for the customer or vendor is also the person who must approve the sales or purchase request in question.
Approver ID	Select the user ID of the user who must approve requests made by the user in the User ID field.
Sales Amount Approval Limit	Specify the maximum sales amount in LCY that the user in the User ID field can approve.

FIELD	DESCRIPTION
Unlimited Sales Approval	Specify that the user in the User ID field can approve all sales requests regardless of their amount. If you select this check box, then you cannot fill the Sales Amount Approval Limit field.
Purchase Amount Approval Limit	Specify the maximum purchase amount in LCY that the user in the User ID field can approve.
Unlimited Purchase Approval	Specify that the user in the User ID field can approve all purchase requests regardless of their amount. If you select this check box, then you cannot fill the Sales Amount Approval Limit field.
Request Amount Approval Limit	Specify the maximum amount in LCY that the user in the User ID field can approve for purchase quotes. To use this field, you must select the Approver Chain option in the Approver Limit Type field on the Workflow Response page.
Unlimited Request Approval	Specify that the user in the User ID field can approve all purchase quotes regardless of their amount. If you select this check box, then you cannot fill the Request Amount Approval Limit field.
Substitute	Select the user ID of the user who must approve requests made by the user in the User ID field if the user in the Approver ID is not available. Note: The substitute can either be the user in the Substitute field, the direct approver, or the approval administrator, in that order of priority. For more information, see Use Approval Workflows .
Email	Specify the email address of the user in the User ID field.
Approval Administrator	Specify the user who has rights to unblock approval workflows, for example, by delegating approval requests to new substitute approvers and deleting overdue approval requests.

NOTE

Only one person can be the approval administrator.

3. To test the approval user setup, choose the **Approval User Setup Test** action.
4. Repeat steps 2 and 3 for every user who you want to set up as an approval user.

See Also

[Set Up Workflow Users](#)

Setting Up Workflow Notifications

Create Workflows

Setting Up Workflows

Walkthrough: Setting Up and Using a Purchase Approval Workflow
Workflow

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Workflow Notifications

2/18/2021 • 2 minutes to read • [Edit Online](#)

Set up your workflows to automatically notify users when their attention is required for a step in that workflow. Many workflow responses are about notifying a user that an event has occurred that they must act on. For example, on one workflow step, the event can be that User 1 requests approval of a new record, and the response is that a notification is sent to User 2, the approver. On the next workflow step, the event can be that User 2 approves the record, and the response is that a notification is sent to User 3 to start a related processing of the approved record. For workflow steps that are about approval, each notification is tied to an approval entry. For more information, see [Workflow](#).

NOTE

The generic version of Business Central supports notifications as email and as internal notes.

IMPORTANT

All workflow notifications are sent through a job queue. Make sure that the job queue in your installation is set up to handle workflow notifications, and that the **Start Automatically From Server** check box is selected. For more information, see [Use Job Queues to Schedule Tasks](#).

Set up notifications

You set up different aspects of workflow notifications in the following places:

- Approver notification

For approval workflows, you set up the recipients of workflow notifications by filling a line on the **Approval User Setup** page for each user that takes part in the workflow.

For example, if User 2 is specified in the **Approver ID** field on the line for User 1, then the approval request notification is sent to User 1. For more information, see [Set Up Approval Users](#).

- Notification schedules

You set up when and how users receive workflow notifications by filling the **Notification Schedule** page for each workflow user. For more information, see [Specify When and How to Receive Notifications](#).

- Customize the email notifications

If you want, you can customize the content of the email notification by modifying report 1320, Notification Email. For more information, see [Create and Modify Custom Report Layouts](#).

- Response options

You set up specific content and rules of a workflow notification when you create the workflow in question. You do this by selecting options on the **Workflow Response Options** page for the workflow response that represents the notification. For more information, see step 9 in [Create Workflows](#).

- Notify sender

For approval workflows, add a workflow response step to notify the sender when the request has been

approved or rejected. For more information, see step 9 in [Create Workflows](#).

See Also

[Set Up Approval Users](#)

[Set Up Workflow Users](#)

[Specify When and How to Receive Notifications](#)

[Create Workflows](#)

[Create and Modify Custom Report Layouts](#)

[Use Job Queues to Schedule Tasks](#)

[Set up Email](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow Workflow](#)

NOTE

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Specify When and How to Receive Notifications

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When you set up users in approval workflows, you must specify in the **Notification Setup** and **Notification Schedule** pages how and when each user receives notifications about approval workflow steps. Individual users can also change their notification setup by choosing the **Change Notification Settings** button on any notification.

NOTE


Notifications are delivered according to notification settings for the receiver, not the sender. That's an important distinction because it means that when someone requests an approval as part of a workflow their request is not necessarily sent immediately. Instead, it will be delivered according to the approvers's notification settings.

Before you can set up an approval user's notification preferences, you must set the user up as an approval user. For more information, [Set Up Approval Users](#).

You can define the layout of email notifications by customizing Report 1320, Notification Email. For more information, see [Create and Modify Custom Report Layouts](#).

Many approval workflow steps are about notifying users that an event has occurred that they must act on. For example, on one workflow step, the event can be that User 1 requests approval of a new record. The related response is that a notification is sent to User 2, the approver. On the next workflow step, the event can be that User 2 approves the record. The related response is that a notification is sent to User 3 to start a process with the approved record. For workflow steps that are about approval, each notification is tied to an approval entry. For more information, see [Workflow](#).

Specify when and how users receive notifications

1. Choose the  icon, enter **Approval User Setup**, and then choose the related link.
2. Select the line for the user that you want to set up notification preferences for, and then choose the **Notification Setup** action.
3. On the **Notification Setup** page, fill the fields as described in the following table.

FIELD	DESCRIPTION
Notification Type	Specify what type of event the notification is about. Select one of the following options: - New Record specifies that the notification is about a new record, such as a document, that the user must act on. - Approval specifies that the notification is about one or more approval requests. - Overdue specifies that the notification is to remind users that they are late in acting on an event.
Notification Method	Specify if the notification is an email or an internal note.

You can define the layout of email notifications by customizing Report 1320, Notification Email. For more

information, see [Create and Modify Custom Report Layouts](#).

You have now specified how the user receives notifications. Proceed to specify when the user receives notifications.

4. Choose the **Notification Schedule** action.
5. On the **Notification Schedule** page, fill the fields as described in the following table.

FIELD	DESCRIPTION
Recurrence	Specify the recurrence pattern in which the user receives notifications.
Time	Specify what time of the day the user receives notifications when the value in the Recurrence field is different from Instantly .
Daily Frequency	Specify on which type of days the user receives notifications when the value in the Recurrence field is Daily . Select Weekday to receive notifications every work day of the week. Select Daily to receive notifications every day of the week, including weekends.
Monday through Sunday	Specify on which days the user receives notifications when the value in the Recurrence field is Weekly .
Date of Month	Specify if the user receives notifications on the first, last, or a specific date of the month.
Monthly Notification Date	Specify the date of the month on which the user receives notifications when the value in the Date of Month field is Custom .

Change when and how you receive notifications

1. On one of the notifications that you have received, either as email or note, choose the **Change Notification Settings** button.
2. On the **Notification Setup** page, change your notification preferences as described in the previous procedure.

See Also

[Set Up Approval Users](#)

[Create and Modify Custom Report Layouts](#)

[Setting Up Workflow Notifications](#)

[Setting Up Workflows](#)

[Using Workflows](#)

NOTE

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Create and Modify Custom Report Layouts

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By default, a report will have a built-in report layout, which can be either an RDLC report layout or Word report layout, or both. You cannot modify built-in layouts. However, you can create your own custom layouts that enable you to change the appearance of report when it is viewed, printed or saved. You can create multiple custom report layouts for the same report, and then switch the layout that is used by a report as needed.

NOTE

In Business Central, the term "report" also covers externally-facing documents, such as sales invoices and order confirmations that you send to customers as PDF files.

To create a custom layout, you can either make a copy of an existing custom layout or add a new custom layout, which in most cases is based on a built-in layout. When you add a new custom layout, you can choose to add an RDLC report layout type, Word report layout type, or both. The new custom layout will automatically be based on the built-in layout for the report if one is available. If there is no built-in layout for the type, then a new blank layout is created, which you will have to modify and design from scratch. For more information about RDLC and Word report layouts, built-in and custom layouts, and more, see [Manage Report Layouts](#).

TIP

Use account schedules to get insight into the financial data stored in your chart of accounts. For more information, see [Prepare Financial Reporting with Account Schedules and Account Categories](#).

When custom report layouts are defined, you can select them from customer and vendor cards to specify that the selected layouts will be used for documents that you create for the customer or vendor in question. For more information, see [Define Document Layouts for Customers and Vendors](#).

To create a custom layout

1. Choose the  icon, enter **Report Layout Selection**, and then choose the related link.

The **Report Layout Selection** page lists all the reports that are available in the company that is specified in the **Company Name** field at the top of the page.

2. Set the **Company** field to the company in which you want to create the report layout.
3. Select the row for the report that you want to create the layout for, and then choose the **Custom Layouts** action.

The **Custom Report Layouts** page appears and lists all the custom layouts that are available for the selected report.

4. If you want to create a copy of an existing custom layout, select the existing custom layout in the list, and then choose the **Copy** action.

The copy of the custom layout appears on the **Custom Report Layouts** page and has the words *Copy of* in the **Description** field.

5. If you want to add a new custom layout that is based on a built-in layout, do the following:

- a. Choose the **New** action. The **Insert Built-in Layout for a Report** page appears. The **ID** and **Name** fields are automatically filled in.
- b. To add a custom Word report layout type, select the **Insert Word Layout** check box.
- c. To add a custom RDLC report layout type, select the **Insert RDLC Layout** check box.
- d. Choose the **OK** button.

The new custom layout now appear on the **Custom Report Layouts** page. If a new layout is based on a built-in layout, then it has the words **Copy of a Built-in Layout** in the **Description** field. If there was no built-in layout for the report, then the new layout has the words **New Layout** in the **Description** field, which indicates that custom layout is blank.

6. By default, the **Company Name** field is blank, which means that the custom layout will be available for the report in all companies. To make the custom layout available in a specific company only, choose **Edit**, and then set the **Company Name** field to the company that you want.

The custom layout has been created. You can now modify the custom layout as needed.

Modifying a custom layout

To modify a report layout, you must first export the report layout as a file to a location on your computer or network, and then open the exported document and make the changes. When you are finished making the changes, you import the report layout.

To modify a custom layout

1. You export a custom layout from the **Custom Report Layouts** page. If this page is not already open, search for and open the **Report Layout Selection** page, select the report that has the layout that you want to modify, and then choose the **Custom Layouts** action.
2. On the **Custom Report Layouts** page, select the layout that you want to modify, choose the **Export Layout** action, and then choose **Save** or **Save As** to save the report layout document to a location on your computer or network.
3. Open the report layout document that you just saved, and then make changes.

If you are changing a Word layout, open the layout document in Word. For editing details, see the next section [Making Changes to the Report Layout](#).

RDLC report layouts are more advanced than Word report layouts. For more information about modifying an RDLC report layout, see [Designing RDLC Report Layouts](#).

Remember to save you changes when done.

4. Return to the **Custom Report Layouts** page, select the report layout that you exported and modified, and then choose the **Import Layout** action.
5. In the **Import** dialog box, select **Choose** to find and select the report layout document, and then choose **Open**.

Create and Modify Custom Report Layouts

To make general formatting and layout changes, such as changing text font, adding and modifying a table, or removing a data field, just use the basic editing features of Word, like you do with any Word document.

If you are designing a Word report layout from scratch or adding new data fields, then start by adding a table that includes rows and columns that will eventually hold the data fields.

TIP

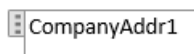
Show the table gridlines so that you see the boundaries of table cells. Remember to hide the gridlines when you are done editing. To show or hide table gridlines, select the table, and then under **Layout** on the **Table** tab, choose **View Gridlines**.

Embedding Fonts in Word Layouts for Consistency

To ensure that reports always display and print with the intended fonts, regardless of where users open or print the reports, you can embed the fonts in the Word document. However, be aware that embedding fonts can significantly increase the size of the Word files. For more information about embedding fonts in Word, see [Embed fonts in Word, PowerPoint, or Excel](#).

Removing Label and Data Fields in Word Layouts

Label and data fields of a report are contained in content controls in Word. The following figure illustrates a content control when it is selected in the Word document.



The name of the label or data field name displays in the content control. In the example, the field name is CompanyAddr1.

To remove a label or data field

1. Right-click the field that you want to delete, and then choose **Remove Content Control**.

The content control is removed, but the field name remains as text.

2. Delete the remaining text as needed.

Adding data fields

Adding data fields from a report dataset is a more advanced and requires some knowledge of the report dataset. For information about adding fields for data, labels, data, and images, see [Add Fields to a Word Report Layout](#).

See Related Training at [Microsoft Learn](#)

See Also

[Managing Report Layouts](#)

[Change the Current Report Layout](#)

[Import and Export a Custom Report or Document Layout](#)

[Working with Reports, Batch Jobs, and XMLports](#)

[Prepare Financial Reporting with Account Schedules and Account Categories Business Intelligence](#)

[Working with Business Central](#)

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Set Up Email

2/18/2021 • 13 minutes to read • [Edit Online](#)

People in businesses send information and documents, such as sales and purchase orders and invoices, by email every day. Administrators can make that easier to do by connecting one or more email accounts to Business Central, so you can send documents without having to open an email app. You can compose each message individually with basic formatting tools, such as fonts, styles, colors, and so on, and add attachments of up to 100MB. Administrators can also set up report layouts that include only the key information from documents. For more information, see [Send Documents by Email](#).

The email capabilities in Business Central are for outbound messages only. You cannot receive replies, that is, there is no inbox page in Business Central.

NOTE

If you are using Business Central on-premises, before you can set up email you must create an app registration for Business Central in Azure portal. The app registration will enable Business Central to authorize and authenticate with your email provider. For more information, see [Setting Up Email for Business Central On-Premises](#). In Business Central online, we handle this for you.

Required Permissions

To set up email, you must have the **EMAIL SETUP** permission set. For more information, see [Assign Permissions to Users and Groups](#).

Adding Email Accounts

You add email accounts through extensions that enable accounts from different providers to connect to Business Central. The standard extensions let you use accounts from Microsoft Exchange Online, but other extensions may be available that let you connect accounts from other providers, such as Gmail.

After you add an email account, you can specify predefined business scenarios in which to use the account to send emails. For example, you can specify that all users send sales documents from one account, and purchase documents from another. For more information, see [Assign Email Scenarios to Email Accounts](#).

The following table describes the email extensions that are available by default.

EXTENSION	DESCRIPTION	EXAMPLES OF WHEN TO USE
Microsoft 365	Everyone sends email from a shared mailbox in Exchange Online.	When all messages come from the same department, for example, your sales organization sends messages from a sales@cronus.com account. This requires that you set up a shared mailbox in the Office 365 admin center. For more information, see Shared mailboxes .
Current User	Everyone sends email from the account they used to sign in to Business Central.	Allow communications from individual accounts.

EXTENSION	DESCRIPTION	EXAMPLES OF WHEN TO USE
Other (SMTP)	Use SMTP protocol to send emails.	Allow communications through your SMTP mail server.

NOTE

The **Microsoft 365** and **Current User** extensions use the accounts you set up for users in the Microsoft 365 admin center for your Office 365 subscription. To send email using the extensions, users must have a valid license for Exchange Online.

Legacy SMTP Settings and the Email - SMTP Connector Extension

If you're already using Business Central and have configured email through the legacy SMTP setup, you can continue using your setup in parallel with the Email - SMTP Connector extension. When we update your Business Central to the next release version, we will copy your legacy SMTP settings to the Email - SMTP Connector extension. When ready, your administrator can turn on the enhanced email capabilities and you will start using the Email - SMTP Connector extension. For more information, see [About Feature Management](#). However, there is no synchronization between the SMTP Connector extension and the legacy settings. If you change the SMTP settings in the extension, you should make the same changes in the legacy SMTP setup, or vice versa.

NOTE


If you have customizations that rely on the legacy SMTP email setup, there is a chance that something will go wrong with your customizations if you start using email extensions. We recommend that you set up and test the extensions before you turn on the feature switch for enhanced email capabilities.

Add Email Accounts

The **Set Up Email** assisted setup guide can help you get started quickly with emails.

NOTE

You must have a default email account, even if you add only one account. The default account will be used for all email scenarios that are not assigned to an account. For more information, see [Assign Email Scenarios to Email Accounts](#).


1. Choose the  icon, enter **Set Up Email Accounts**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

Assign Email Scenarios to Email Accounts

Email scenarios are processes that involve sending a document, such as a sales or purchase order, or a notification, such as an invitation to an external accountant. You can use specific email accounts for specific scenarios. For example, you can specify that all users always send sales documents from one account, purchase documents from another, and warehouse or production documents from a third account. You can assign, reassign, and remove scenarios whenever you want, but you can only assign a scenario to one email account at a time. The default email account will be used for all scenarios that are not assigned to an account.

Set Up Reusable Email Texts and Layouts for Sales and Purchase Documents

You can use reports to include key information from sales and purchase documents in texts for emails. This procedure describes how to set up the **Sales - Invoice** report for posted sales invoices, but the process is similar for other reports.

1. Choose the  icon, enter **Report Selections Sales**, and then choose the related link.
2. On the **Report Selection - Sales** page, in the **Usage** field, select **Invoice**.
3. On a new line, in the **Report ID** field, select, for example, standard report 1306.
4. Select the **Use for Email Body** check box.
5. Choose the **Email Body Layout Code** field, and then select a layout from the drop-down list.

Report layouts define both the style and the content of the text in the email, including texts such as a greeting or instructions that precede the document information. You can see all available report layouts if you choose the **Select from full list**.

6. To view or edit the layout that the email text is based on, select the layout on the **Custom Report Layouts** page, and then choose the **Edit Layout** action.
7. If you want to offer customers to pay for sales electronically, you can set up the related payment service, such as PayPal, and then have the PayPal information and link inserted in the email text. For more information, see [Enable Customer Payments Through PayPal](#).
8. Choose the **OK** button.

Now, when you choose, for example, the **Send** action on the **Posted Sales Invoice** page, the email body will contain the document information of report 1306 preceded by styled standard text according to the report layout that you selected in step 5.

Using a Substitute Sender Address on Outbound Email Messages

If you are using the legacy SMTP settings, you can use the **Send As** or **Send on Behalf** capabilities from Microsoft Exchange to change the sender address on outbound messages. Business Central will use the SMTP account to authenticate to Exchange, but will either substitute the sender address with the one you specify, or amend it with "on behalf of."


The following are examples of how **Send As** and **Send on Behalf** are used in Business Central:

- When you send documents such as purchase or sales orders to vendors and customers, you might want them to appear to come from a *noreply@yourcompanyname.com* address.
- When your workflow sends an approval request by email using the email address of the requestor.

NOTE




You can only use one account to substitute sender addresses. That is, you cannot have one substitute address for purchasing processes, and another for sales processes.

To set up the substitute sender address for all outbound email messages

1. In the **Exchange admin center** for your Microsoft 365 account, find the mailbox to use as the substitute address, and then copy or make a note of the address. If you need a new address, go to your Microsoft 365 admin center to create a new user and set up their mailbox.
2. In Business Central choose the  icon, enter **SMTP Email Setup**, and then choose the related link.

3. In the **Send As** field, enter the substitute address.
4. Copy or make a note of the address in the **User ID** field.
5. In the **Exchange admin center**, find the mailbox to use as the substitute address, and then enter the address from the **User ID** field in the **Send As** field. For more information, see [Use the EAC to assign permissions to individual mailboxes](#).

To use the substitute address in approval workflows

1. In Business Central choose the  icon, enter **SMTP Email Setup**, and then choose the related link.
2. Copy or make a note of the address in the **User ID** field.
3. Choose the  icon, enter **Approval User Setup**, and then choose the related link.
4. In the **Exchange admin center**, find the mailboxes for each user listed in the **Approval User Setup** page, and in the **Send As** field enter the address from the **User ID** field of the **SMTP Email Setup** page in Business Central. For more information, see [Manage permissions for recipients](#).
5. In Business Central choose the  icon, enter **SMTP Email Setup**, and then choose the related link.
6. To enable substitution, turn on the **Allow Sender Substitution** toggle.

NOTE

Business Central will determine which address to display in the following order:

1. The address specified in the **E-Mail** field on the **Approval User Setup** page for messages in a workflow.
2. The address specified in the **Send As** field in the **SMTP Email Setup** page.
3. The address specified in the **User ID** field in the **SMTP Email Setup** page.

Set Up Document Sending Profiles

You can set up a preferred method of sending sales documents for each of your customers so that you do not have to select a sending option, such as whether to send the document by email or as an electronic document, every time you send a document. For more information, see [Set Up Document Sending Profiles](#).

Set Up Public Folders and Rules for Email Logging in Exchange Online

Get more out of the communications between salespeople and your existing or potential customers by tracking email exchanges, and then turning them into actionable opportunities. For more information, see [Track Email Message Exchanges Between Salespeople and Contacts](#).

Before you can set up email logging, you must prepare your Exchange Online with [public folders](#). You can do this in the [Exchange admin center](#), or you can use the [Exchange Management Shell](#).

TIP

If you want to use the [Exchange Management Shell](#), you can find inspiration for how to set up your script in a sample script that we published to [the BCTech repo](#).

The following list describes the main steps with links to learn more.

- Create an admin role for public folders based on the information in the following table:

PROPERTY	VALUE
Name	Public Folders Management

PROPERTY	VALUE
Selected roles	Public Folders
Selected members	The email of the user account that Business Central will use to run the email logging job

For more information, see [Manage role groups](#).

- Create a new public folder mailbox based on the information in the following table:

PROPERTY	VALUE
Name	Public MailBox

For more information, see [Create a public folder mailbox in Exchange Server](#).

- Create new public folders
 - Create a new public folder with the name *Email Logging* in the root so that the full path to the folder becomes `\Email Logging\`
 - Create two subfolders so that the the result is the following full paths to the folders:
 - `\Email Logging\Queue\`
 - `\Email Logging\Storage\`

For more information, see [Create a public folder](#).

- Mail-enable the *Queue* public folder

For more information, see [Mail-enable or mail-disable a public folder](#)

- Mail-enable sending emails to the *Queue* public folder using Outlook or the Exchange Management Shell

For more information, see [Allow anonymous users to send email to a mail-enabled public folder](#)

- Set the email logging user as an owner of both public folders, *Queue* and *Storage* public folders using Outlook or the Exchange Management Shell based on the information in the following table:

PROPERTY	VALUE
User	The email of the user account that Business Central will use to run the email logging job
Permission level	Owner

For more information, see [Assign permissions to the public folder](#).

- Create two mail flow rules based on the information in the following table

PURPOSE	NAME	CONDITIONS	ACTION
A rule for incoming email	Log Email Sent to This Organization	<i>The sender is located Outside the organization, and the recipient is located Inside the organization</i>	BCC the email account that is specified for the <i>Queue</i> public folder

PURPOSE	NAME	CONDITIONS	ACTION
A rule for outgoing email	Log Email Sent from This Organization	<i>The sender is located Inside the organization, and the recipient is located Outside the organization</i>	BCC the email account that is specified for the Queue public folder

For more information, see [Manage mail flow rules in Exchange Online](#) and [Mail flow rule actions in Exchange Online](#).

NOTE

If you make changes in the Exchange Management Shell, the changes become visible in the Exchange admin center after a delay. Also, the changes made in Exchange will be available in Business Central after a delay.

Next, you connect Business Central with Exchange Online. For more information, see [Track Email Message Exchanges Between Salespeople and Contacts](#).

Setting Up Email for Business Central On-Premises

Business Central on-premises can integrate with services that are based on Microsoft Azure. For example, you can use Cortana Intelligence for smarter cash flow forecasts, Power BI to visualize your business, and Exchange Online for sending email. Integration with these services is based on an app registration in Azure Active Directory. The app registration provides authentication and authorization services for communications. To use the email capabilities in Business Central on-premises, you must register Business Central as an app in the Azure portal, and then connect Business Central to the app registration. The following sections describe how.

Create an App Registration for Business Central in Azure Portal

The steps to register Business Central in Azure portal are described in [Register an application in Azure Active Directory](#). The settings that are specific to the email capabilities are the delegated permissions that you grant to your app registration. The following table lists the minimum permissions.

API / PERMISSION NAME	TYPE	DESCRIPTION
Microsoft Graph / User.Read	Delegated	Sign in and read user profile.
Microsoft Graph / Mail.ReadWrite	Delegated	Compose email messages.
Microsoft Graph / Mail.Send	Delegated	Send email messages.
Microsoft Graph / offline_access	Delegated	Maintain data access consent.

TIP

When you create your app registration, note the following information. You will need it to connect Business Central to your app registration.


- Application (client) ID
- Redirect URI (optional)
- Client secret

For general guidelines for registering an app, see [Quickstart: Register an application with the Microsoft identity](#)

platform.

Connect Business Central to Your App Registration

After you register your application in Azure portal, in Business Central, use the **Email Application AAD Registration** assisted setup guide to connect Business Central to it.

1. In Business Central, choose the  icon, enter **Email Application AAD Registration**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

TIP

Alternatively, if you are connecting for the first time, you can run the **Set up email** assisted setup guide. The guide will require the information for connecting to your app registration.

See Also

[Shared mailboxes in Exchange Online](#)

[Working with Business Central](#)

[Setting Up Business Central](#)

[Send Documents by Email](#)

[Customizing Business Central Using Extensions](#)

[Using Business Central as Your Business Inbox in Outlook](#)

[Getting Business Central on My Mobile Device](#)

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Create Workflows

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You can create workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps.

On the **Workflow** page, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event moderated by event conditions and a workflow response with response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code.


When you create workflows, you can copy the steps from existing workflows or from workflow templates. Workflow templates represent non-editable workflows that exist in the generic version of Business Central. The code for workflow templates that are added by Microsoft are prefixed with "MS-", such as "MS-PIW". For more information, see [Create Workflows from Workflow Templates](#).

If your business scenario requires workflow events or responses that are not supported, a Microsoft partner must implement them by customizing the application code.

NOTE

All notifications about workflow steps are sent through a job queue. Make sure that the job queue in your installation is set up to handle workflow notifications, and that the **Start Automatically From NAS** check box is selected. For more information, see [Use Job Queues to Schedule Tasks](#).

To create a workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. Choose the **New** action. The **Workflow** page opens.
3. In the **Code** field, enter a maximum of 20 characters to identify the workflow.
4. To create the workflow from a workflow template, on the **Workflows** page, choose the **Create Workflow from Template** action. For more information, see [Create Workflows from Workflow Templates](#).
5. In the **Description** field, describe the workflow.
6. In the **Category** field, specify which category the workflow belongs to.
7. In the **When Event** field, specify the event that must occur to start the workflow step.

When you choose the field, the **Workflow Events** page opens where you select from all the workflow events that exist.

8. In the **Condition** field, specify one or more conditions that must be met before the event in the **When Event** field can occur.

When you choose the field, the **Event Conditions** page opens where you choose from a list of filter fields that are relevant as conditions for the event in question. You can add new filter fields that you want to use as event conditions. You set event condition filters just as you set filters on report request pages.

If the workflow event is the change of a specific field on a record, then the **Event Conditions** page opens with options to select the field and the type of change.

- a. To specify a field change for the event, on the **Event Conditions** page, in the **Field** field, select the field that changes.
 - b. In the **Operator** field, select either **Decreased**, **Increased**, or **Changed**.
9. In the **Then Response** field, specify the response that will follow when the workflow event occurs.

When you choose the field, the **Workflow Responses** page opens where you select from all workflow responses that exist and set response options for the selected response.

10. On the **Options for the Selected Response** FastTab, specify options for the workflow response, by selecting values in the different fields that appear, as follows:
- a. To specify options for a workflow response that involves sending a notification, fill the fields as described in the following table.

FIELD	DESCRIPTION
Notify Sender	Specify if the approval requestor is notified instead of the approval request recipient. If you select the check box, the Recipient User ID field is disabled because the requestor of the approval, the sender, will be notified instead. The name of the workflow response changes accordingly, to Create Notification for <Sender> . If the check box is not selected, the name of the workflow response is Create Notification for <User> .
Recipient User ID	Specify the user who the notification must be sent to. Note: This option is only available for workflow responses with a placeholder for a specific user. For workflow responses without placeholders for users, the notification recipient is typically defined by the approval user setup.
Notification Entry Type	Specifies if the workflow notification is triggered by a record change, an approval request, or a passed due data.
Link Target Page	Specify another page in Business Central that the link in the notification opens instead of the default page. Note that the page must have the same source table as the record involved.
Custom Link	Specify the URL of a link that is added to the notification in addition to the link to page in Business Central.

- b. To specify options for a workflow response that involves creating an approval request, fill the fields as described in the following table.

FIELD	DESCRIPTION
Due Date Formula	Specify in how many days the approval request must be resolved from the date when it was sent.

FIELD	DESCRIPTION
Delegate After	Specify if and when an approval request will automatically be delegated to the relevant substitute. You can select to automatically delegate one, two, or five days after the date when the approval was requested.
Approver Type	Specify who the approver is, according to the setup of approval users and workflow users. The following options exist: - Salesperson/Purchaser specifies that the user who is set up in the Salespers./Purch. Code field on the Approval User Setup page determines the approver. Approval request entries are then created according to the value in the Approver Limit Type field. For more information, see Set Up Approval Users .
Show Confirmation Message	Specify if a confirmation message is shown to users after they request an approval.
Approver Limit Type	Specify how approvers' approval limits affect when approval request entries are created for them. A qualified approver is an approver whose approval limit is above the value on the request being made. The following options exist: 1. Approver Chain specifies that approval request entries are created for all the requester's approvers up to and including the first qualified approver. 2. Direct Approver specifies that an approval request entry is only created for the requester's immediate approver, regardless of the approver's approval limit. 3. First Qualified Approver specifies that an approval request entry is only created for the requester's first qualified approver.

- c. To specify options for a workflow response that involves creating journal lines, fill the fields as described in the following table.

FIELD	DESCRIPTION
General Journal Template Name	Specify the name of the general journal template that the specified journal lines are created in.
General Journal Batch Name	Specify the name of the general journal batch that the specified journal lines are created in.

11. Choose the **Increase Indent** and **Decrease Indent** buttons to indent the event name in the **When** field to define the step's position in the workflow.
- Indicate that the step is the next in the workflow sequence by indenting the event name under the event name of the previous step.
 - Indicate that the step is one of more alternative steps that may start depending on its condition by

placing the event name at the same indentation as the other alternative steps. Order such optional steps according to priority by placing the most important step first.

NOTE


You can only change the indent of a step that does not have a subsequent step.

12. Repeat steps 7 through 11 to add more workflow steps, either before or after the step that you have just created.
13. Select the **Enabled** check box to specify that the workflow will start as soon as the event on the first step of type **Entry Point** occurs. For more information, see [Using Workflows](#).

NOTE

Do not enable a workflow until you are sure that the workflow is completed and that the involved workflow steps can start.

TIP

To see relations between tables that are used in workflows, Choose the  icon, and then enter **Workflow – Table Relations**.

See Also

[Create Workflows from Workflow Templates](#)

[Set Up Approval Users](#)

[Setting Up Workflow Notifications](#)

[View Archived Workflow Step Instances](#)

[Delete Workflows](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

[Setting Up Workflows](#)

[Using Workflows](#)

[Workflow](#)

NOTE

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Create Workflows from Workflow Templates

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To save time when creating new workflows, you can create workflows from workflow templates.

Workflow templates are non-editable workflows that exist in the generic version of Business Central. The codes for workflow templates that are added by Microsoft are prefixed with "MS-".

Another way to quickly create a workflow is to import an existing workflow that you have on a file outside of Business Central. For more information, see [Export and Import Workflows](#).

On the **Workflow** page, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [Create Workflows](#).

To create a workflow from workflow template

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. Choose the **Create Workflow from Template** action. The **Workflow Templates** page opens.
3. Select a workflow template, and then choose the **OK** button.

The **Workflow** page opens for a new workflow containing all the information of the selected template. The value in the **Code** field is extended with, for example, "-01" to indicate that this is the first workflow that is created from the workflow template.

4. Proceed to create the workflow by editing the workflow steps or add new steps. For more information, see [Create Workflows](#).

See Also

[Create Workflows](#)

[Export and Import Workflows](#)

[View Archived Workflow Step Instances](#)

[Delete Workflows](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

[Setting Up Workflows](#)

[Using Workflows](#)

[Workflow](#)

NOTE

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Export and Import Workflows


2/18/2021 • 2 minutes to read • [Edit Online](#)

To transfer workflows to other Business Central databases, for example to save time when creating new workflows, you can export and import workflows.


Another way to quickly create workflows is to create workflows from workflow templates. For more information, see [Create Workflows from Workflow Templates](#).

On the **Workflow** page, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [Create Workflows](#).

To export a workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. Select a workflow, and then choose the **Export to File** action.
3. On the **Export File** page, choose the **Save** button.
4. On the **Export** page, select a file location, and then choose the **Save** button.

To import a workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. Choose the **Import from File** action.
3. On the **Import** page, choose the XML file that contains the workflow, and then choose the **Open** button.

Caution

If the workflow code already exists in the database, the workflow steps will be overwritten with the steps in the imported workflow.

See Also

[Create Workflows](#)

[Create Workflows from Workflow Templates](#)

[View Archived Workflow Step Instances](#)

[Delete Workflows](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

[Setting Up Workflows](#)

[Using Workflows](#)

[Workflow](#)

NOTE

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Walkthrough: Setting Up and Using a Purchase Approval Workflow

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You can automate the process of approving new or changed records, such as documents, journal lines, and customer cards, by creating workflows with steps for the approvals in question. Before you create approval workflows, you must set up an approver and substitute approver for each approval user. You can also set approvers' amount limits to define which sales and purchase records they are qualified to approve. Approval requests and other notifications can be sent as email or internal note. For each approval user setup, you can also set up when they receive notifications.

NOTE

In addition to the Workflow functionality within Business Central, you can use Power Automate to define workflows for events in Business Central. Note that although they are two separate workflow systems, any flow template that you create with Power Automate is added to the list of workflow templates within Business Central. For more information, see [Using Business Central in an Automated Workflow](#).

You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps. For more information, see [Workflow](#).

About This Walkthrough

This walkthrough illustrates the following tasks:

- Setting up approval users.
- Setting up notifications for approval users.
- Modifying and enabling an approval workflow.
- Requesting approval of a purchase order, as Alicia.
- Receiving a notification and then approving the request, as Sean.

Story

Sean is a super user at CRONUS. He creates two approval users. One is Alicia who represents a purchasing agent. The other is himself representing Alicia's approver. Sean then gives himself unlimited purchase approval rights and specifies that he will receive notifications by internal note as soon as a relevant event occurs. Last, Sean creates the required approval workflow as a copy of the existing Purchase Order Approval Workflow workflow template, leaves all existing event conditions and response options unchanged, and then enables the workflow.

To test the approval workflow, Sean first signs in to Business Central as Alicia, and then requests approval of a purchase order. Sean then signs in as himself, sees the note on his Role Center, follows the link to the approval request for the purchase order, and approves the request.

Users


Before you can set up approval users and their notification method, you must make sure that two users exist in

Business Central: One user will represent Alicia. The other user, yourself, will represent Sean. For more information, see [Create Users According to Licenses](#).

Setting Up Approval Users

When signed in as yourself, set Alicia up as an approval user whose approver is yourself. Set up your approval rights and specify how and when you are notified of approval requests.

To set up yourself and Alicia as approval users

1. Choose the  icon, enter **Approval User Setup**, and then choose the related link.
2. On the **Approval User Setup** page, choose the **New** action.

NOTE

You must set up an approver before you can set up users who require that approver's approval. Therefore, you must set up yourself before you set up Alicia.

3. Set up the two approval users by filling the fields as described in the following table.

USER ID	APPROVER ID	UNLIMITED PURCHASE APPROVAL
YOU		Selected
ALICIA	YOU	

Setting Up Notifications

In this walkthrough, the user is notified by internal note about requests to approve. Approval notification can also be by email, and you can add a workflow response step that notifies the sender when a request is approved or rejected. For more information, see [Specify When and How to Receive Notifications](#).

To set up how and when you are notified

1. On the **Approval User Setup** page, select the line for yourself, and then choose the **Notification Setup** action.
2. On the **Notification Setup** page, in the **Notification Type** field, choose **Approval**.
3. In the **Notification Method** field, choose **Note**.
4. On the **Notification Setup** page, choose the **Notification Schedule** action.
5. On the **Notification Schedule** page, in the **Recurrence** field, select **Instantly**.


Creating the Approval Workflow

Create the purchase order approval workflow by copying the steps from the **Purchase Order Approval Workflow** workflow template. Leave the existing workflow steps unchanged, and then enable the workflow.

TIP

Optionally, add a workflow response step to notify the sender when their request is approved or rejected. For more information, see [Specify When and How to Receive Notifications](#).

To create and enable a purchase order approval workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. On the **Workflows** page, choose the **New Workflow from Template** action.
3. On the **Workflow Templates** page, select the workflow template named **Purchase Order Approval**

Workflow, and then choose the **OK** button.


The **Workflow** page opens for a new workflow containing all the information of the selected template. The value in the **Code** field is extended with *-01* to indicate that this is the first workflow that is created from the **Purchase Order Approval Workflow** workflow template.

4. On the header of the **Workflow** page, select the **Enabled** check box.

Using the Approval Workflow

Use the new Purchase Order Approval Workflow workflow by first signing in to Business Central as Alicia to request approval of a purchase order. Then sign in as yourself, view the note on the Role Center, follow the link to the approval request, and then approve the request.

To request approval of a purchase order, as Alicia

1. Sign in as Alicia.
2. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
3. Select the line for open purchase order 106001, and then choose the **Edit** action.
4. On the **Purchase Order** page, choose the **Send Approval Request** action.

Notice that the value in the **Status** field has changed to **Pending Approval**.

To approve the purchase order, as Sean

1. Sign in as Sean.
2. On the Role Center, in the **Self Service** area, choose the **Requests to Approve** tile.
3. On the **Requests to Approve** page, select the line about the purchase order by Alicia, and then choose the **Approve** action.

The value in the **Status** field on Alicia's purchase order changes to **Released**.

You have now set up and tested a simple approval workflow based on the first two steps of the Purchase Order Approval Workflow workflow. You can easily extend this workflow to automatically post Alicia's purchase order when Sean approves it. To do this, you must enable the Purchase Invoice Workflow workflow, in which the response to a released purchase invoice is to post it. First you must change the event condition on the first workflow step from (purchase) **Invoice** to **Order**.

The generic version of Business Central includes a number of workflow templates for scenarios that are supported by the application code. Most of these are for approval workflows.

You define variations of workflows by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [Create Workflows](#).

If a business scenario requires a workflow event or response that is not supported, a Microsoft partner must implement them through code, or you can set up a workflow using Power Automate. For more information, see [Using Business Central in an Automated Workflow](#) or [Events in AL](#) in the developer help, respectively.

See Also

[Set Up Approval Users](#)

[Setting Up Workflow Notifications](#)

[Create Workflows](#)

[Use Approval Workflows](#)

[Workflow](#)

[Using Business Central in an Automated Workflow](#)

NOTE

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Using Workflows

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You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps.

Before you can begin to use workflows, you must set up workflow users, create the workflows, potentially preceded by code customization and specify how users receive notifications. For more information, see [Setting Up Workflows](#).

NOTE

Typical workflow steps are about users who request approval of tasks and approvers accepting or rejecting approval requests. Therefore, many topics about how to use workflows refer to approvals.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set a workflow to start when the first entry-point event occurs.	Enable Workflows
Request approval of a task, as an approver, accept, decline, or delegate approvals, and send or view approval notifications.	Use Approval Workflows
Create workflow steps that restrict a certain record type from being used before a certain event occurs, for example that the record is approved.	Restrict and Allow Usage of a Record
View workflow step instances of status Completed.	View Archived Workflow Step Instances
Delete a workflow that you are sure will no longer be used.	Delete Workflows

See Also

[Setting Up Workflows](#)

[Workflow](#)

[Working with Business Central](#)

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Enable Workflows

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When you have created a workflow and you are sure that it is ready to start, you must enable the workflow.

On the **Workflow** page, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [Create Workflows](#).

To enable a workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. Open the workflow that you want to enable.
3. On the **Workflow** page, select the **Enabled** check box.

See Also

[Create Workflows](#)

[View Archived Workflow Step Instances](#)

[Delete Workflows](#)

[Setting Up Workflows](#)

[Using Workflows](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

[Workflow](#)

NOTE

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Use Approval Workflows

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When a record, such as a purchase document or a customer card, needs to be approved by someone in your organization, you send an approval request as part of a workflow. Based on how the workflow is set up, the appropriate approver is then notified that the record requires their approval.


You set up approval workflows on the **Workflow** page. For more information, see [Setting Up Workflows](#).

In addition to approval workflows described in this topic, you can perform various other workflow tasks. For more information, [Using Workflows](#).

Core approval workflows for purchases documents, sales documents, payment journals, customer cards, and item cards are ready to start as guides. For more information, see [Getting Started](#).

To request approval of a record

The following task is performed by an approval user.

1. on the page that presents the record, choose the **Send Approval Request** action.
2. To see all your approval requests, choose the  icon, enter **Approval Request Entries**, and then choose the related link.

The status of the approval entry is updated from **Created** to **Open**. The status of the record, for example a purchase invoice, is updated from **Open** to **Pending Approval** and remains locked for processing until all approvers have approved the record.

When the approver has approved the record, the status changes to **Released**. You can then continue your tasks with the record.

To cancel requests for approval

The following task is performed by an approval user with approver rights.

A customer may want to change an order after it has been submitted for approval. In this case, you can cancel the approval process and make the necessary changes to the order before you request approval again.


- on the page that displays the record, choose the **Cancel Approval Request** action.

When the approval request has been canceled, the status of the related approval entry is changed to **Canceled**. The status of the record is updated from **Pending Approval** to **Open**. The approval process can then start again.

To approve or reject requests for approval

The following task is performed by an approval user with approver rights.

You can process approval requests on the **Requests to Approve** page, for example to approve multiple requests at a time. Alternatively, you can process each request on the related record, such as the **Purchase Invoice** page, by choosing the link in the notification that you receive.

1. Choose the  icon, enter **Requests to Approve**, and then choose the related link.
2. Select one or more lines for the record or records that you want to approve or reject.

3. Choose the **Approve**, **Reject**, or **Delegate** actions.

When a record has been approved or rejected, the approval status in the **Status** field changes to **Approved** or **Rejected**.


If an approver hierarchy is set up, the record status will be **Pending Approval** until all approvers have approved the record. Then the record status will change to **Released**.

At the same time, the approval status changes from **Created** to **Open** as soon as an approval request for the record is created. If the request is rejected, the approval status changes to **Rejected**. The status remains **Open** or **Rejected** until all approvers have approved the request.

To delegate requests for approval

The following task is performed by an approval user with approver rights.

To prevent documents from piling up or otherwise block the workflow, the approver and the approval administrator can delegate an approval request to a substitute approver. The substitute can either be a designated substitute, the direct approver, or the approval administrator, in that order of priority. You typically use this feature if an approver is out of office and is unable to approve requests before the due date.

1. Choose the  icon, enter **Requests to Approve**, and then choose the related link.
2. Select one or more lines for the approval requests that you want to delegate to a substitute approver, and then choose the **Delegate** action.


A notification to approve the request is sent to the substitute approver.

To manage overdue approval requests

The following task is performed by an approval user with approver rights.

At regular intervals, you must remind approval workflow users of overdue approval requests that they must react on. You use the **Send Overdue Approval Notifications** function for this.

The **Send Overdue Approval Notifications** function checks for all open approval requests that are currently overdue. Each approver that has at least one overdue approval entry receives a notification with the list of all their overdue approval requests. The notification is also sent to their approver and all the requesters of the overdue approvals. This helps if the overdue approval entry must be delegated to a substitute.

1. Choose the  icon, enter **Overdue Approval Requests**, and then choose the related link.
2. On the **Overdue Approval Requests** page, choose the **Send Overdue Approval Notifications** action.

See Also

[Sales](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Restrict and Allow Usage of a Record

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If you want to restrict a record from being used in certain activities, for example, until the record has been approved, you can incorporate two workflow responses in a workflow that controls the usage of the record. One workflow response will restrict usage of the record as defined by the workflow event and conditions. Another workflow response will allow usage of the record as defined by the workflow event and conditions. Two responses exist in the generic version of Business Central for this purpose: **Restrict usage of a record.** and **Allow usage of a record.**

NOTE


The generic version of Business Central offers support for restricting a record from being posted, from being exported as a payment, and from being printed as a check. To support other restrictions, a Microsoft partner must customize the application code.

NOTE

The workflow functionality to restrict and allow records from being used is not related to the functionality to block item, customer, and vendor records from being posted.

The following procedure describes how to restrict purchase orders from being posted until they have been approved. The new workflow will be based on the existing Purchase Invoice Approval Workflow workflow template.

To create a workflow step that restricts posting of unapproved purchase orders

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. On the **Workflows** page, create a new workflow named Purchase Order Approval Workflow. For more information, see [Create Workflows](#).
3. Choose the **Copy From Workflow Template** action.
4. Choose the **Source Workflow Code** field, and then, on the **Workflow Templates** page, choose the Purchase Invoice Approval Workflow workflow template.

Notice that the first two workflow steps are about restricting and then allowing usage of purchase invoices. Proceed to change the event condition on the first step of the new workflow to specify that it applies to purchase orders.

5. On the **Workflow Steps** FastTab, choose the **Event Conditions** field, and then, for the **Document Type** filter, select **Order**.
6. Proceed to edit, delete, or add other workflow steps to fit a business process that begins by restricting unapproved purchase orders from being posted.

See Also

[Create Workflows](#)

Workflow

NOTE

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View Archived Workflow Step Instances

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All completed workflow step instances are saved on the **Archived Workflow Step Instances** page.

On the **Workflow** page, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [Create Workflows](#).

To view archived workflow step instances

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. Open the workflow for which you want to view all archived workflow step instances.
3. On the **Workflow** page, choose the **Archived Workflow Step Instances** action.

The **Archived Workflow Step Instances** page opens showing the archived workflow step instances of the selected workflow.

4. Alternatively, Choose the  icon, enter **Archived Workflow Step Instances**, and then choose the related link.

The **Archived Workflow Step Instances** page opens showing all archived workflow step instances. In the **Workflow Code** field, you can see which workflow the archived workflow step instance belonged to.

See Also

[Delete Workflows](#)

[Create Workflows](#)

[Enable Workflows](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

[Setting Up Workflows](#)

[Using Workflows](#)

[Workflow](#)

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Delete Workflows

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If you are certain that a workflow is no longer being used, you can delete it. All workflow step instances that are defined in the workflow must have status **Completed**.

Caution

When you delete a workflow, all information in the workflow will be lost.

On the **Workflow** page, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [Create Workflows](#).

To delete a workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. Select the workflow that you want to delete.
3. Choose the **Delete** action.
4. Alternatively, open the workflow that you want to delete.
5. On the **Workflow** page, choose the **Delete** action.

See Also

[Create Workflows](#)

[Enable Workflows](#)

[View Archived Workflow Step Instances](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

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[Using Workflows](#)

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Exchanging Data Electronically

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You can use the Data Exchange Framework to manage the exchange of business documents, bank files, currency exchange rates, and any other data files with your business partners.

In the standard version of Business Central, the Data Exchange Framework is used in features, such as Electronic Documents, Bank File Import/Export, and Currency Exchange Rates Update. For more information, see [About the Data Exchange Framework](#).

As an administrator or Microsoft partner, you can use the framework in new integration features by setting up which data to exchange and how. For more information, see [Set Up Data Exchange Definitions](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Learn how the Data Exchange Framework works.	About the Data Exchange Framework
Prepare to exchange data in a file by reusing the file's XML schema. Set up data exchange definitions. Set up master data for electronic document sending. Set up various bank import/export fields.	Setting Up Data Exchange
Based on data exchange definitions, send PEPPOL invoices, receive PEPPOL invoices, import bank statements, and export bank payment files.	Exchanging Data

See Also

[About the Data Exchange Framework](#)

[Use XML Schemas to Prepare Data Exchange Definitions](#)

[Setting Up Data Exchange](#)

[Exchanging Data](#)

[Incoming Documents](#)

[General Business Functionality](#)

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About the Data Exchange Framework

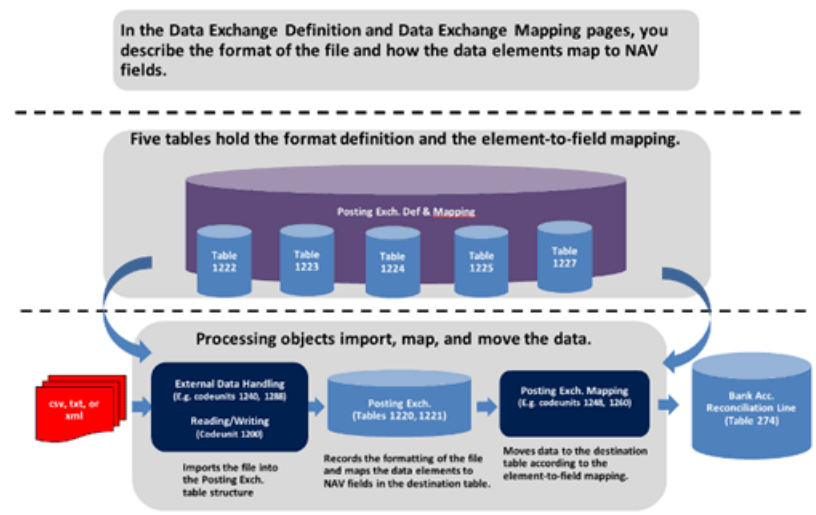
2/18/2021 • 6 minutes to read • [Edit Online](#)

You can use the Data Exchange Framework to manage the exchange of business documents, bank files, currency exchange rates, and any other data files with your business partners.

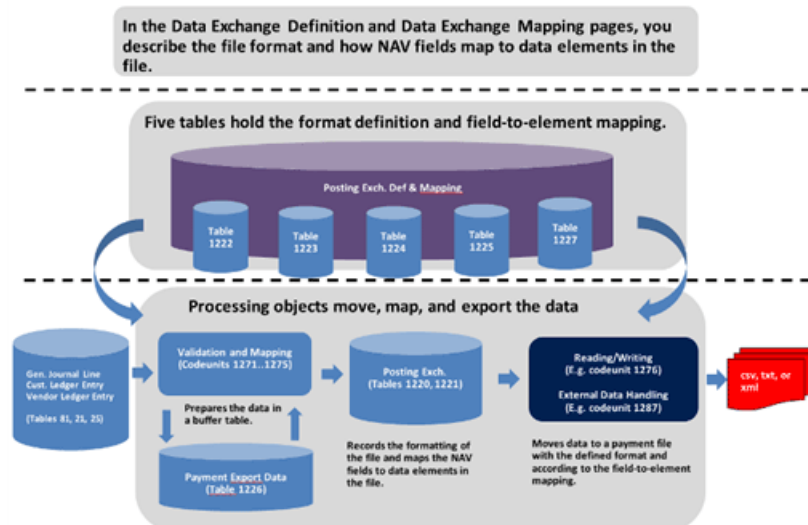
As an administrator or Microsoft partner, you can use the framework in new integration features by setting up which data to exchange and how. For example, the format of files for exchange of data in bank files, electronic documents, currency exchange rates, and other with ERP systems vary depending on the provider of the data file or stream and on the country/region. Business Central supports various bank file formats and data service standards. To provide support for other electronic document formats, you use the data exchange framework.

The following diagrams show the architecture of the data exchange framework.

Architecture of the Data Exchange Framework - Import



Architecture of the Data Exchange Framework - Export



Electronic Documents

As an alternative to emailing as file attachments, you can send and receive business documents electronically. By

electronic document is meant a standard-compliant file representing a business document, such as an invoice from a vendor that you can receive and convert to a purchase invoice in Business Central. The exchange of electronic documents between two trading partners is performed by an external provider of document exchange services. The generic version of Business Central supports sending and receiving electronic invoices and credit memos in the PEPPOL format, which is supported by the largest providers of document exchange services. A major provider of document exchange services is preconfigured and ready to be set up for your company. To provide support for other electronic document formats, you must create new data exchange definitions using the Data Exchange Framework.

From PDF or image files representing incoming documents, you can have an external OCR service (Optical Character Recognition) create electronic documents that you can then convert to document records in Business Central, like for electronic PEPPOL documents. For example, when you receive an invoice in PDF format from your vendor, you can send it to the OCR service from the **Incoming Documents** page. After a few seconds, you receive the file back as an electronic invoice that can be converted to a purchase invoice for the vendor. If you send the file to the OCR service by email, then a new incoming document record is automatically created when you receive the electronic document back.

To send, for example, a sales invoice as an electronic PEPPOL document, you select the **Electronic Document** option in the **Post and Send** dialog box. From here, you can also set up the customer's default document sending profile. First, you must set up various master data, such as company information, customers, items, and units of measure. These are used to identify the business partners and items when you convert data in fields in Business Central to elements in the outgoing document file. The data conversion and sending of the PEPPOL sales invoice are performed by dedicated codeunits and XMLports, represented by the **PEPPOL** electronic document format.

To receive, for example, an invoice from a vendor as an electronic PEPPOL document, you process the document on the **Incoming Documents** page to convert it to a purchase invoice in Business Central. You can either set up the Job Queue feature to process such files regularly or you can start the process manually. First, you must set up various master data, such as company information, vendors, items, and units of measure. These are used to identify the business partners and items when you convert data in elements in the incoming document file to fields in Business Central. The receiving and data conversion of PEPPOL invoices are performed by the Data Exchange Framework, represented by the **PEPPOL - Invoice** data exchange definition.

To receive, for example, an invoice as an electronic OCR document, you process it as when you receive an electronic PEPPOL document. The receiving and conversion of electronic documents from OCR are performed by the Data Exchange Framework, represented by the **OCR - Invoice** data exchange definition.

Bank Files

The formats of files for exchanging bank data with ERP systems vary depending on the supplier of the file and the country or region. Business Central supports import and export of SEPA bank files (Single Euro Payments Area) and the AMC Banking 365 Fundamentals extension lets you connect to a AMC Banking 365 Fundamentals extension provided by external provider, AMC Consult. To provide support for other electronic document formats, you use the Data Exchange Framework.

To export SEPA credit transfers, you choose **Export Payments to File** button on the **Payment Journal** page and then upload the file to process the payments in your bank. First you must set up various master data, such as bank account, vendors, and payment methods. The data conversion and export of SEPA bank data is performed by a dedicated codeunit and XMLport, represented by the **SEPA Credit Transfer** bank export/import setup. Alternatively, you can set up the AMC Banking 365 Fundamentals extension to perform the export, represented by the **AMC Banking 365 Fundamentals extension - Credit Transfer** data exchange definition.

To export SEPA direct debit instructions, you choose the **Export Direct Debit File** button on the **Direct Debit Collections** page and then send to your bank to automatically collect the involved customer payments. First

you must set up bank accounts, customers, direct-debit mandates, and payment methods. The data conversion and export of SEPA bank data is performed by dedicated a codeunit and XMLport, represented by the **SEPA Direct Debit** bank export/import setup.

To import SEPA bank statements, you choose the Import Bank Statement button in the **Payment Reconciliation Journal** and **Bank Acc. Reconciliation** pages and then you proceed to apply each bank statement entry to payments or bank ledger entries, manually or automatically. First you must set up bank accounts. The import and data conversion of SEPA bank data is performed by the Data Exchange Framework, represented by the **SEPA CAMT** data exchange definition. Alternatively, you can set up the AMC Banking 365 Fundamentals extension to perform the import, represented by the **AMC Banking 365 Fundamentals extension – Bank Statement** data exchange definition.

In addition, the local versions of Business Central support various other file formats for importing and exporting bank data, payroll transactions, and other data. For more information, see the [Local Functionality](#) landing page for your country/region in the Help.

Currency Exchange Rates

You can set up an external service to keep your for currency exchange rates up to date. The service that provides updated currency exchange rates is enabled by a data exchange definition. Accordingly, the **Exch. Rate Update Setup Card** page is a condensed view of the **Data Exchange Definition** page for the data exchange definition in question.

For all exchanges of data in XML files, you can prepare the data exchange setup by loading the related XML schema file on the **XML Schema Viewer** page. Here you select the data elements that you want to exchange with Business Central and then you either initialize a data exchange definition or generate an XMLport.

See Also

[Exchanging Data Electronically](#)

[Use XML Schemas to Prepare Data Exchange Definitions](#)

[Setting Up Data Exchange](#)

[Incoming Documents](#)

[General Business Functionality](#)

NOTE

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Setting Up Data Exchange

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Before you can send and receive electronic documents or import and export bank files, you must set up the data exchange framework to process the involved files. In addition, you must set up related areas, such as the customers that you send electronic invoices to, or the AMC Banking 365 Fundamentals extension if you use the external service provider to convert your bank files. For more information, see [Exchanging Data Electronically](#).

When Business Central is set up to exchange data with external files, users can use the setup in common business tasks, such as sending and receiving electronic documents and importing and exporting bank files.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up the preconfigured document exchange service to enable sending and receiving electronic documents from and to Business Central.	Set Up a Document Exchange Service
Set up the preconfigured OCR service to turn PDF or image files into electronic documents that can be converted to document records in Business Central	Set Up Incoming Documents
Set up one of two preconfigured services for updated exchange rates to get the latest currency exchange rates into the Currencies page.	Update Currency Exchange Rates
Set up various master data, such as company information, customers, vendors, items, and units of measure, related to mapping data in Business Central	Set Up Electronic Document Sending and Receiving
Set up a bank account, a vendor, and a payment journal for SEPA credit transfer.	Set Up SEPA Credit Transfer
Prepare bank account formats, payment methods, and customer agreements for SEPA direct debit.	Collect Payments with SEPA Direct Debit
Set up user authentication and the URL of the AMC Banking 365 Fundamentals extension provider that is required to have bank files converted to your bank's format.	Using the AMC Banking 365 Fundamentals extension
Set up and enable an external service that enables you to import bank statements directly as bank feeds.	Set Up the Bank Statement Service
After the Bank Statement service is enabled, link bank accounts in Business Central	Set Up Bank Accounts
Prepare to set up a new data exchange definition for a data file or stream by using the file's XML schema to prefill the Column Definitions FastTab on the Posting Exchange Definition page.	Use XML Schemas to Prepare Data Exchange Definitions

TO	SEE
Set up the Data Exchange Framework to enable users to receive a new purchase document format, send a new sales document format, import a new bank file, or other data exchange.	Set Up Data Exchange Definitions

See Also

[Exchanging Data Electronically](#)

[Incoming Documents](#)

[General Business Functionality](#)

NOTE

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
The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up a Document Exchange Service

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You use an external service provider to exchange electronic documents with your trading partners. For more information, see [Exchanging Data Electronically](#).

To set up a document exchange service

1. Choose the  icon, enter **Doc. Exch. Service Setup**, and then choose the related link.
2. Fill the fields as described in the following table.

FIELD	DESCRIPTION
User Agent	Enter any text that can be used to identify your company in document exchange processes.
Doc. Exch. Tenant ID	Enter the tenant in the document exchange service that represents your company. This is provided by the document exchange service provider.
Enabled	Specify if the service is enabled. Note: As soon as you enable the service, at least two job queue entries are created to process the traffic of electronic documents in and out of Business Central. When you disable the service, the job queue entries are deleted.
Signup URL	Specify the web page where you sign up for the document exchange service.
Service URL	Specify the address of the document exchange service, which will be called when you send and receive electronic documents.
Login URL	Specify the logon page for the document exchange service, which is where you enter your company's user name and password to log on to the service.
Consumer Key	Enter the 3-legged OAuth key for the consumer key. This is provided by the document exchange service provider.
Consumer Secret	Enter the secret that protects the consumer key. This is provided by the document exchange service provider.
Token	Enter the 3-legged OAuth key for the token. This is provided by the document exchange service provider.
Token Secret	Enter the secret that protects the token. This is provided by the document exchange service provider.

NOTE

You login data is automatically encrypted.

See Also

[Setting Up Data Exchange](#)

[Exchanging Data Electronically](#)

NOTE

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Set Up Incoming Documents

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If you create general journal lines from incoming document records, you must specify on the **Incoming Documents Setup** page which journal template and batch to use.

If you do not want users to create invoices or general journal lines from incoming document records unless the documents are first approved, you must set up workflow approvers.

To turn PDF and image files into electronic documents that you can convert to, for example, purchase invoices inside Business Central, you must first set up the OCR feature and enable the service. Choose a service package that is appropriate for your organization and/or country/region. Alternatively, you can create entries manually to represent the external documents.

When the Incoming Documents feature is set up, you can use different functions to review expense receipts, manage OCR tasks, and convert incoming document files, manually or automatically, to the relevant documents or journal lines. The external files can be attached at any process stage, including to posted documents and to the resulting vendor, customer, and general ledger entries. For more information, see [Processing Incoming Documents](#).

To set up the Incoming Documents feature

1. Choose the  icon, enter **Incoming Document Setup**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

As part of the setup, you must decide if you want to require approval of incoming documents. To require approval, you must set up approvers and approval workflows. If your organization does not intend to require approval, you can skip the next section.


Finally, you if you use a service to convert PDF or image files representing incoming documents, you must it set up. Otherwise, you can also skip that section.

To set up approvers of incoming document records

Optionally, set up an approval process for the incoming documents. Approvers of incoming documents must be set up as approval workflow users.

Before you can create workflows that involve approval steps, you must set up the workflow users who are involved in approval processes. On the **Approval User Setup** page, you also set amount limits for specific types of requests and define substitute approvers to whom approval requests are delegated when the original approver is absent. For more information, see [Set Up Approval Users](#).

To set up an OCR service

1. Choose the  icon, enter **OCR Service Setup**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

NOTE

You login data is automatically encrypted.

For more information, see [Use OCR to Turn PDF and Image Files into Electronic Documents](#).

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Update Currency Exchange Rates

2/18/2021 • 4 minutes to read • [Edit Online](#)

As companies operate in increasingly more countries/regions, it becomes more important that they be able to trade and report financials in more than one currency. You must set up a code for each currency you use if you buy or sell in currencies other than your local currency, have receivables or payables in other currencies, or record G/L transactions in different currencies.

Your general ledger is set up to use your local currency (LCY), but you can set it up to also use another currency with a current exchange rate assigned. By designating a second currency as a so-called additional reporting currency, Business Central will automatically record amounts in both LCY and this additional reporting currency on each G/L entry and other entries, such as VAT entries. For more information, see [Set Up an Additional Reporting Currency](#).

Adjusting Exchange Rates

Because exchange rates fluctuate constantly, additional currency equivalents in your system must be adjusted periodically. If these adjustments are not done, amounts that have been converted from foreign (or additional) currencies and posted to the general ledger in LCY may be misleading. In addition, daily entries posted before a daily exchange rate is entered into application must be updated after the daily exchange rate information is entered.

The **Adjust Exchange Rates** batch job is used to manually adjust the exchange rates of posted customer, vendor and bank account entries. It can also update additional reporting currency amounts on G/L entries.

TIP

You can use a service to update exchange rates in the system automatically. For more information, see [To set up a currency exchange rate service](#). However, this does not adjust exchange rates on already posted transactions. To update exchange rates on posted entries, use the **Adjust Exchange Rates** batch job.

Effect on Customers and Vendors

For customer and vendor accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date that is specified in the batch job. The batch job calculates the differences for the individual currency balances and posts the amounts to the general ledger account that is specified in the **Unrealized Gains Acc.** field or the **Unrealized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the receivables/payables account in the general ledger.

The batch job processes all open customer ledger entries and vendor ledger entries. If there is an exchange rate difference for an entry, the batch job creates a new detailed customer or vendor ledger entry which reflects the adjusted amount on the customer or vendor ledger entry.

Dimensions on Customer and Vendor Ledger Entries

The adjustment entries are assigned the dimensions from the customer/vendor ledger entries, and the adjustments are posted per combination of dimension values.

Effect on Bank Accounts

For bank accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date specified in the batch job. The batch job calculates the differences for each bank account that has a currency code and posts the amounts to the general ledger account that is specified in the **Realized Gains Acc.** field or the **Realized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the

general ledger bank accounts that are specified in the bank account posting groups. The batch job calculates one entry per currency per posting group.

Dimensions on Bank Account Entries

The adjustment entries for the bank account's general ledger account and for the gain/loss account are assigned the bank account's default dimensions.

Effect on G/L Accounts

If you post in an additional reporting currency, you can have the batch job create new general ledger entries for currency adjustments between LCY and the additional reporting currency. The batch job calculates the differences for each general ledger entry and adjusts the general ledger entry depending on the contents of the **Exchange Rate Adjustment** field for each general ledger account.

Dimensions on G/L Account Entries


The adjustment entries are assigned the default dimensions from the accounts they are posted to.

IMPORTANT


Before you can use the batch job, you must enter the adjustment exchange rates that are used to adjust the foreign currency balances. You do so on the **Currency Exchange Rates** page.

To set up a currency exchange rate service

You can use an external service to keep your currency exchange rates up to date, such as FloatRates.

1. Choose the  icon, enter **Currency Exchange Rate Services**, and then choose the related link.
2. Choose the **New** action.
3. On the **Currency Exchange Rate Service** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **Enabled** check box to enable the service.

To update currency exchange rates through a service

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. Choose the **Update Exchange Rates** action.

The value in the **Exchange Rate** field on the **Currencies** page is updated with the latest currency exchange rate.

See Related Training at [Microsoft Learn](#)

See Also

[Set Up an Additional Reporting Currency Closing Years and Periods](#)
[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Electronic Document Sending and Receiving

2/18/2021 • 10 minutes to read • [Edit Online](#)

As an alternative to emailing as file attachments, you can send and receive business documents electronically. By electronic document is meant a standard-compliant file representing a business document, such as an invoice from a vendor that can be received and converted to a purchase invoice in Business Central. The exchange of electronic documents between two trading partners is performed by an external provider of document exchange services. The generic version of Business Central supports sending and receiving electronic invoices and credit memos in the PEPPOL format, which is supported by the largest providers of document exchange services. A major provider of document exchange services is preconfigured and ready to be set up for your company.

From PDF or image files representing incoming documents, you can have an external OCR service (Optical Character Recognition) create electronic documents that you can then convert to document records in Business Central, like for electronic PEPPOL documents. For example, when you receive an invoice in PDF format from your vendor, you can send it to the OCR service from the **Incoming Documents** page. After a few seconds, you receive the file back as an electronic invoice that can be converted to a purchase invoice for the vendor. If you send the file to the OCR service by email, then a new incoming document record is automatically created when you receive the electronic document back.

The **PEPPOL** electronic document format is preconfigured to enable you to send electronic invoices and credit memos in the PEPPOL format. First, you must set up various master data, such as company information, customers, items, and units of measure. These are used to identify the business partners and items when converting data in fields in Business Central to elements in the outgoing document file. Last, you must select the format on the **Electronic Document Format** page for each customer who you will send electronic PEPPOL documents to. For more information, see [Send Electronic Documents](#).

The **PEPPOL – Invoice** and **PEPPOL – Credit Memo** data exchange definitions are preconfigured to enable you to receive electronic invoices and credit memos in the PEPPOL format. First, you must set up various master data, such as company information, vendors, items, and units of measure. These are used to identify the business partners and items when converting data in elements in the incoming document file to fields in Business Central. Last, you must select the data exchange definition on the **Incoming Documents** page for each incoming electronic document that you want to convert to a purchase document in Business Central.

The **OCR – Invoice** data exchange definition is preconfigured to enable you to receive electronic documents that are generated by the OCR service. To receive, for example, an invoice as an electronic OCR document, you set up master data and then process the document just as when receiving an electronic PEPPOL document. For more information, see [Use OCR to Turn PDF and Image Files into Electronic Documents](#).

The preconfigured services for document exchange and OCR must be enabled before you send or receive. For more information, see [Set Up a Document Exchange Service](#).

The topic contains the following procedures:

- To set up the company for electronic document sending and receiving
- To set up VAT posting for electronic document sending and receiving
- To set up countries/regions for electronic document sending and receiving
- To set up items for electronic document sending and receiving
- To set up units of measure for electronic document sending and receiving
- To set up customers for electronic document sending
- To select the **PEPPOL** electronic document format for electronic document sending

- To set up vendors for electronic document receiving
- To select the **PEPPOL – Invoice** data exchange definition for electronic document receiving
- To set up the G/L account to use on new purchase invoice lines for non-identifiable items and non-items

To set up the company for electronic document sending and receiving

1. In the **Search** box, enter **Company Information**, and then choose the related link.
2. On the **General** FastTab, fill the fields as described in the following table.

FIELD	DESCRIPTION
GLN	Identify your company. For example, when you send electronic invoices in the PEPPOL format, the value in this field is used to populate the EndPointID element under the AccountingSupplierParty node in the file. The number is based on the GS1 standard, which is compliant with ISO 6523.
VAT Registration No.	Specify your company's VAT registration number.
Responsibility Center	If your company is set up with a responsibility center, make sure that the Country/Region Code field is filled.

To set up VAT posting for electronic document sending and receiving

1. In the **Search** box, enter **VAT Posting Setup**, and then choose the related link.
2. For each VAT posting setup line that you will use for electronic documents, fill the field as described in the following table.

FIELD	DESCRIPTION
Tax Category	Specify the VAT category. For example, when you send electronic invoices in the PEPPOL format, the value in this field is used to populate the TaxApplied element under the AccountingSupplierParty node in the file. The number is based on the UNCL5305 standard.

To set up countries/regions for electronic document sending and receiving

1. In the **Search** box, enter **Country/Regions**, and then choose the related link.
2. For each country/region that you will exchange electronic documents with, fill the field as described in the following table.

FIELD	DESCRIPTION
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FIELD	DESCRIPTION
VAT Scheme	<p>Identify the national body that issues the VAT registration number for the country/region in connection with electronic document sending.</p> <p>For example, when you send electronic invoices in the PEPPOL format, the value in this field is used to populate the SchemeID attribute for the EndPointID element under both the AccountingSupplierParty node and the AccountingCustomerParty in the file.</p> <p>The VAT Scheme field is only used if the GLN field on the Company Information page is not filled. Note: The value in the Code field on the Countries/Regions page must comply with ISO 3166-1:Alpha2.</p>

To set up items for electronic document sending and receiving

1. In the **Search** box, enter **Items**, and then choose the related link.
2. For each item that you buy or sell on electronic documents, fill the field as described in the following table.

FIELD	DESCRIPTION
GTIN	<p>Identifies the item in connection with electronic document sending and receiving. For the PEPPOL format, the field is used as follows:</p> <p>If the StandardItemIdentification/ID element has the SchemeID attribute set to GTIN, then the element is mapped to the GTIN field on the item card.</p>

To set up units of measure for electronic document sending and receiving

1. In the **Search** box, enter **Units of Measure**, and then choose the related link.
2. For each unit of measure that you will use for items on electronic documents, fill the field as described in the following table.

FIELD	DESCRIPTION
International Standard Code	<p>Specify the unit of measure code expressed according to the UNECERec20 standard in connection with sending of electronic documents.</p> <p>For example, when you send electronic invoices in the PEPPOL format, the value in this field is used to populate the unitCode attribute of the InvoicedQuantity element under the InvoiceLine node. Note: If the Unit of Measure field on the sales line is empty, the UNECERec20 standard value for "Piece" (H87) is inserted by default. For more information and a list of valid unit of measure codes, see Recommendation No. 20 - Units of Measure used in International Trade.</p>

To set up customers for electronic document sending

1. In the **Search** box, enter **Customers**, and then choose the related link.
2. For each customer who you will send electronic documents to, fill the fields as described in the following

table.

FIELD	DESCRIPTION
GLN	Identify the customer. For example, when you send electronic invoices in the PEPPOL format, the value in this field is used to populate the EndPointID element under the AccountingCustomerParty node in the file. The number is based on the GS1 standard, which is compliant with ISO 6523. If the GLN field is blank, the value in the VAT Registration No. field is used.
VAT Registration No.	Specify the customer's VAT registration number. Tip: In supported localized versions, choose the DrillDown button to use the web service that verifies if the number exists in the national company register.
Responsibility Center	If the customer is set up with a responsibility center, make sure that the Country/Region Code field is filled.

You can set up each customer with a preferred method of sending business documents, so that you do not have to select a sending option every time that you send a document to the customer. For more information, see [Set Up Document Sending Profiles](#).

To select the PEPPOL electronic document format for electronic document sending

1. In the **Search** box, enter **Document Sending Profiles**, and then choose the related link.
2. Open an existing document sending profile, or create a new one. For more information, see [Set Up Document Sending Profiles](#).
3. On the **Document Sending Profile** page, choose the **Electronic Format**, select the line for PEPPOL, and then choose **OK**.
4. In the **Electronic Document** field, select **Yes (Through Document Exchange Service)**.

NOTE

Business Central automatically detects if the document is an invoice or a credit memo and applies the PEPPOL format accordingly.

5. To make this document sending profile apply to all customers, select the **Default** check box on the **General** FastTab. To make it apply to specific customers only, fill the **Document Sending Profile** field on the customer cards in question. For more information, see [Set Up Document Sending Profiles](#).

You can now send the electronic document containing the converted data. For more information, see [Send Electronic Documents](#).

To set up vendors for electronic document receiving

1. In the **Search** box, enter **Vendors**, and then choose the related link.
2. For each vendor that you will receive electronic documents from, fill the fields as described in the following table.

FIELD	DESCRIPTION
GLN	<p>Identify the vendor.</p> <p>For example, when you receive electronic invoices in the PEPPOL format, the value in this field is used to populate the EndPointID element under the AccountingSupplierParty node in the file. The number is based on the GS1 standard, which is compliant with ISO 6523.</p> <p>If the GLN field is blank, the value in the VAT Registration No. field is used.</p>
VAT Registration No.	<p>Specify the vendor's VAT registration number. Tip: In supported localized versions, choose the DrillDown button to use the web service that verifies if the number exists in the national company register.</p>
Responsibility Center	<p>If the vendor is set up with a responsibility center, make sure that the Country/Region Code field is filled.</p>

To select the PEPPOL - Invoice data exchange definition for electronic document receiving

1. In the **Search** box, enter **Incoming Documents**, and then choose the related link.
2. On the line for the electronic document that you want to receive and convert, choose the **Data Exchange Type** field, and then select **PEPPOLINVOICE**.

If the document to receive is a credit memo, select **PEPPOLCREDITMEMO**.

You can now receive the electronic document by starting the data conversion process on the **Incoming Documents** page. For more information, see [Receive and Convert Electronic Documents](#).

To set up the G/L account to use on new purchase invoice lines for non-identifiable items and non-items

1. In the **Search** box, enter **Purchases & Payables Setup**, and then choose the related link.
2. On the **Default Accounts** FastTab, fill the field as described in the following table.

FIELD	DESCRIPTION
G/L Account for Non-Item Lines	<p>Specifies the G/L account that is automatically inserted on purchase lines that are created from electronic documents when the incoming document line does not contain an identifiable item. Any incoming document line that does not have a GTIN or the vendor's item number will be converted to a purchase line of type G/L Account, and the No. field on the purchase line will contain the account that you select in the G/L Account for Non-Item Lines field.</p> <p>If you leave the G/L Account for Non-Item Lines field blank, and the incoming document has lines without identifiable items, then the purchase document will not be created. An error message will instruct you to fill the G/L Account for Non-Item Lines field before you can complete the task.</p>

See Related Training at [Microsoft Learn](#)

See Also

[Exchanging Data Electronically](#)

[Invoice Sales](#)

[Record Purchases](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Collect Payments with SEPA Direct Debit

2/18/2021 • 9 minutes to read • [Edit Online](#)

With your customer's consent, you can collect payments directly from the customer's bank account according to the SEPA format.

First, set up the export format of the bank file that instructs your bank to perform a direct debit. Then, set up the customer's payment method. Last, set up the direct-debit mandate that reflects your agreement with the customer to collect their payments in a certain agreement period.

To instruct the bank to transfer the payment amount from the customer's bank account to your company's account, you create a direct-debit collection entry, which holds information about bank accounts, the affected sales invoices, and the direct-debit mandate. You then export an XML file that is based on the collection entry, which you send to your bank for processing. Any payments that could not be processed will be communicated to you by your bank, and you must then manually reject the direct debit-collection entries in question.

You can set up standard customer sales codes with the direct-debit payment method and mandate information. You can then use the **Create Standard Cust. Invoices** batch job to generate multiple sales invoices with the direct-debit information prefilled. This can be done manually or automatically, according to the payment due date.

When payments are successfully processed, as communicated by your bank, you can post the payment receipts either directly from the **Direct Debit Collect. Entries** page or by moving the payment lines to the journal where you post payment receipts, such as the **Cash Receipt Journal** page. Alternatively, depending on your cash management process, you can wait and just apply the payments as a part of bank reconciliation.

NOTE

To collect payments using SEPA Direct Debit, the currency on the sales invoice must be EURO.

Setting Up SEPA Direct Debit

From the **Direct Debit Collections** page, you can export instructions to your electronic bank to perform a direct debit collection from the customer's bank account to your bank account according to the SEPA Direct Debit format.

NOTE

The global version of Business Central supports the SEPA direct debit format only. Your country/region version may support other formats for electronic payment. See under **Local Functionality** in the table of contents.


To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process customer payments electronically by exporting direct debit instructions in the SEPA Direct Debit format, you must perform the following setup steps:


- Set up the export format of the bank file that instructs your bank to perform a direct debit collection from the customer's bank account to your bank account.
- Set up the customer's payment method.

- Set up the direct-debit mandate that reflects your agreement with the customer to collect their payments in a certain agreement period.

To set up your bank account for SEPA direct debit

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the bank account that you want to use for direct debit.
3. On the **Transfer** FastTab, in the **SEPA Direct Debit Export Format** field, choose the option for SEPA direct debit.


To set up the customer's payment method for SEPA direct debit

1. Choose the  icon, enter **Payment Methods**, and then choose the related link.
2. Choose the **New** action.
3. Set up a payment method. Fill in the direct debit-specific fields as described in the following table.


FIELD	DESCRIPTION
Direct Debit	Specify if the payment method is for SEPA direct debit collection.
Direct Debit Pmt. Terms Code	Specify the payment terms, such as DON'T PAY, that are displayed on sales invoices that are paid with SEPA direct debit to indicate to the customer that the payment will be collected automatically. Alternatively, leave the field empty.

NOTE

Do not enter a value in the **Bal. Account No.** field.

4. Choose the **OK** button to close the **Payment Methods** page.
5. Choose the  icon, enter **Customers**, and then choose the related link.
6. Open the customer card for the customer that you want to set up for SEPA direct debit collection.
7. Choose the **Payment Method Code** field, and then select the payment method code that you specified in step 3.
8. Repeat steps 6 and 7 for all customers that you want to set up for SEPA direct debit collection.

To set up the direct-debit mandate that represents the customer agreement

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for the customer that you want to set up for SEPA direct debits.
3. Choose the **Bank Accounts** action.
4. On the **Customer Bank Account List** page, select the customer bank account that will use direct debits, and then choose the **Direct Debit Mandates** action.
5. On the **SEPA Direct Debit Mandates** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
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FIELD	DESCRIPTION
Customer Bank Account Code	Specifies the bank account from which direct-debit payments are collected. This field is filled automatically.
Valid From	Specify the date when the direct-debit mandate starts.
Valid To	Specify the date when the direct-debit mandate ends.
Date of Signature	Specify the date when the customer signed the direct-debit mandate.
Sequence Type	Specify if the agreement covers multiple (Recurring) or a single (One Off) direct debit collection.
Expected Number of Debits	Specify how many direct debit collections you expect to make. This field is only relevant if you selected Recurring in the Sequence Type field.
Debit Counter	Specifies how many direct debit collections have been made using this direct-debit mandate. This field is automatically updated.
Blocked	Specify that direct debit collections cannot be made using this direct-debit mandate.

6. Repeat steps 1 through 5 for all customers that you want to set up for SEPA direct debits.

The direct-debit mandate is automatically inserted in the **Direct Debit Mandate ID** field when you create a sales invoice for the customer that you selected in step 2. For more information, see [Create Recurring Sales and Purchase Lines](#).


Creating SEPA Direct Debit Collection Entries and Export to a Bank File

To instruct the bank to transfer the payment amount from the customer's bank account to your company's account, you create a direct-debit collection, which holds information about the customer's bank account, the affected sales invoices, and the direct-debit mandate. From the resulting direct-debit collection entry, you then export an XML file that you send or upload to your electronic bank for processing. Any payments that could not be processed by the bank will be communicated to you by your bank, and you must then manually reject the direct debit-collection entries in question.

NOTE

To collect payments using SEPA Direct Debit, the currency on the sales invoice must be EURO.

To create a direct-debit collection

1. Choose the  icon, enter **Direct Debit Collections**, and then choose the related link.
2. On the **Direct Debit Collections** page, choose the **Create Direct Debit Collection** action.
3. On the **Create Direct Debit Collection** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
From Due Date	Specify the earliest payment due date on sales invoices that you want to create a direct-debit collection for.
To Due Date	Specify the latest payment due date on sales invoices that you want to create a direct-debit collection for.
Partner Type	Specify if the direct-debit collection is made for customers of type Company or Person .
Only Customers With Valid Mandate	Specify if a direct-debit collection is created for customers who have a valid direct-debit mandate. Note: A direct-debit collection is created even if the Direct Debit Mandate ID field is not filled on the sales invoice.
Only Invoices With Valid Mandate	Specify if a direct-debit collection is only created for sales invoices if a valid direct-debit mandate is selected in the Direct Debit Mandate ID field on the sales invoice.
Bank Account No.	Specify which of your company's bank accounts the collected payment will be transferred to from the customer's bank account.
Bank Account Name	Specifies the name of the bank account that you select in the Bank Account No. field. This field is filled automatically.

4. Choose the **OK** button.

A direct-debit collection is added to the **Direct Debit Collections** page, and one or more direct-debit collection entries are created.

To export a direct-debit collection entry to a bank file

1. On the **Direct Debit Collections** page, choose the **Direct Debit Collect. Entries** action.
2. On the **Direct Debit Collect. Entries** page, select the entry that you want to export, and then choose the **Create Direct Debit File** action.
3. Save the export file to the location from where you send or upload it to your electronic bank.

On the **Direct Debit Collect. Entries** page, the **Direct Debit Collection Status** field is changed to **File Created**. On the **SEPA Direct Debit Mandates** page, the **Debit Counter** field is updated with one count.

If the exported file cannot be processed, for example because the customer is insolvent, you can reject the direct-debit collection entry. If the exported file is successfully processed by the bank, the due payments of the involved sales invoices are automatically collected from the involved customers. In that case you can close the collection.

To reject a direct-debit collection entry

- On the **Direct Debit Collect. Entries** page, select the entry that was not successfully processed, and then choose the **Reject Entry** action.

The value in the **Status** field on the **Direct Debit Collect. Entries** page is changed to **Rejected**.

To close a direct-debit collection

- On the **Direct Debit Collect. Entries** page, select the entry that was successfully processed, and then

choose the **Close Collection** action.

The related direct-debit collection is closed.


You can now proceed to post receipts of payment for the involved sales invoices. You can do this as you typically post payment receipts, such as on the **Payment Registration** page, or you can post the related payment receipts directly from the **Direct Debit Collect. Entries** page. For more information, see [Collect Payments with SEPA Direct Debit](#).

Posting SEPA Direct Debit Payment Receipts

When a direct debit collection is successfully processed by your bank, you can proceed to post receipt of the payment for the involved sales invoices. For more information, see [Create SEPA Direct Debit Collection Entries and Export to a Bank File](#).

You can post the payment receipt directly from the **Direct Debit Collections** page or the **Direct Debit Collect. Entries** page. Alternatively, you can relay the work to another user by preparing the related journal lines.

To post a direct-debit payment receipt from the **Direct Debit Collections** page

1. Choose the  icon, enter **Direct Debit Collections**, and then choose the related link.
2. Select a line for a direct debit collection that has been exported to a bank file and successfully processed by the bank.
3. Choose the **Post Payment Receipts** action.
4. On the **Post Direct Debit Collection** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Direct Debit Collection No.	Specify the direct debit collection that you want to post payment receipt for.
General Journal Template	Specify which general journal template to use for posting the payment receipt, such as the template for cash receipts.
General Journal Batch Name	Specify which general journal batch to use for posting the payment receipt.
Create Journal Only	Select this check box if you do not want to post the payment receipt when you choose the OK button. The payment receipt will be prepared in the specified journal and will not be posted until someone posts the journal lines in question.

5. Choose the **OK** button.

See Also

[Managing Receivables Service Management](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Using the AMC Banking 365 Fundamentals Extension

2/18/2021 • 4 minutes to read • [Edit Online](#)

The AMC Banking 365 Fundamentals extension makes it easier, and more accurate, to send data to your banks. The extension connects Business Central with the AMC Banking 365 Fundamentals for Microsoft Dynamics 365 Business Central service, which can convert bank data from Business Central into formats that are required by over 600 banks around the world. For example, this makes it easier to transfer payments and credits to vendors by entering the payments in Business Central, and then uploading them to your bank. The formats can also smooth out bank reconciliation processes. For more information, see [AMC Banking for Microsoft Dynamics 365 Business Central](#).

NOTE

AMC Banking has built additional extensions that work with Business Central. This topic describes only the Fundamental extension.

Using Our Demonstration Account

Business Central comes with a demonstration account that lets you try out the AMC Banking 365 Fundamentals extension. We provide default settings for connecting to AMC Banking, specifying the bank accounts to get data from in Business Central, plus a few data exchange definitions. You can view the connection settings on the **AMC Banking Setup** page. For bank accounts, the extension applies values in the **Bank Name**, **Credit Transfer Msg. Nos.**, **Bank Statement Import Format**, and **Payment Export Format** fields on bank account cards.

We provide the settings, but to try out the extension you must run the assisted setup guide to apply them. To run the guide, on the **AMC Banking Setup** page, choose the **Assisted Setup** action.

NOTE

There are some limitations on the demo account. For example, when you convert payments, the amount in the converted file will not match the actual amount. Instead, the amount will always be five units of the currency that you use for payments.

Setting Up the Extension

Getting started with the extension involves just a few easy steps, and an assisted setup guide will make the connection and turn on the extension. The guide will do things like install the data exchange definitions for bank statement export/import setups and initiate the number series used for credit transfer messages.

To set up the required permission sets


Before people can use this extension, your administrator must copy the following permission sets, edit them, and then assign the new permission sets to users instead of original:

- D365 Basic
- D365 Team Member
- D365 Read
- IntelligentCloudBC


For more information, see [To copy a permission set](#).

For each new permission set, grant only the **Read** permission for the **AMC Banking Setup table (20101)**. For more information, see [To create or modify permissions manually](#).

To connect the extension to AMC Banking

1. Get a module and a service plan for AMC Banking. To do that, visit the [AMC License](#) page.
2. In Business Central, choose the  icon, enter **AMC Banking Setup**, and then choose the related link.
3. On the **AMC Banking Setup** page, choose the **Assisted Setup** action.
4. Complete the steps in the assisted setup guide.

To connect bank accounts to the extension

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for the bank account that you want to connect to the service.
3. In the **Bank Name** field, choose the format that your bank requires.

The formats are filtered to show only those that are relevant for the country/region that is specified for the bank account.

4. In the **Credit Transfer Msg. Nos.** field, choose the number series to use for messages that accompany payments.
5. In the **Bank Statement Import Format** and **Payment Export Format** fields, choose the data exchange definitions that your bank requires.

Using the Extension

Using this extension is just a matter of exporting data on the **Payment Journals** page, and then uploading it to your bank's web service. For more information, see [Making Payments with Bank Data Conversion or SEPA Credit Transfer](#).


NOTE

You must fill in the **SWIFT Code** and **IBAN** fields for each bank account.

To export data and submit it to your bank

Caution

When you export data by using the AMC Banking 365 Fundamentals extension, some of your business data will be exposed to the provider of the service. The service provider, AMC Consult A/S, is responsible for the privacy of this data. For more information, see [AMC Privacy Policy](#).

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Create the journal lines that you want to export.

NOTE

For each line, remember to choose **Electronic Payment** in the **Bank Payment Type** field.

3. Choose the **Export** action.

To import and apply the converted file

1. Choose the  icon, enter **Payment Reconciliation Journal**, and then choose the related link.

2. Choose the **Import Bank Transaction** action, and then choose the converted file.

Business Central will create a new payment reconciliation journal that contains the data in the file. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

See Also

[Customizing Business Central Using Extensions](#)

[Getting Started](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up the Envestnet Yodlee Bank Feeds Service

2/18/2021 • 7 minutes to read • [Edit Online](#)

You can import electronic bank statements from your bank to quickly fill on the **Payment Reconciliation Journal** page so you can apply payments and reconcile the bank account. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

IMPORTANT

Due to the Payment Services Directive in Europe (PSD2), after September 14, 2019, you will no longer be able to automatically import bank statements from banks in the United Kingdom into Business Central. We are looking into the possibility of offering this feature again in the future.

NOTE

The Envestnet Yodlee Bank Feeds service is only supported in the online version of Business Central. To use this functionality on-premises, you must obtain a cobrand account from Envestnet, and you must add code to integrate with the Yodlee API.

The Envestnet Yodlee Bank Feeds service is only supported in the United States and Canada. Only banks residing in these countries are supported, even though banks from other countries may appear in the Envestnet Yodlee Bank Feeds bank selection window in Business Central.

IMPORTANT

For technical assistance with the Envestnet Yodlee functionality, contact Microsoft Support. Do not contact Envestnet Yodlee. For more information, see [Configuring Technical Support for Dynamics 365 Business Central](#).

The Envestnet Yodlee Bank Feeds service is installed as an extension to Business Central online and is ready to be enabled in the supported countries. For more information, see [Customizing Business Central Using Extensions](#).

After you enable the bank feed service, you must link a bank account to the online bank account that the feed will come from. You link bank accounts to online bank accounts in the following different scenarios:


- A bank account does not exist in Business Central for your online bank account. Therefore, you create the bank account by linking from the online bank account.
- A bank account exists in Business Central, which you want to link to an online bank account.
- A linked bank account must be unlinked because you want to stop using the bank feed service for the account.
- Online bank accounts have changed and you want to update the information on bank accounts in Business Central.

When the bank feed service is enabled, you can set a bank account up to automatically import new bank statements into the **Payment Reconciliation Journal** page every two hour. Transactions for payments that have already been posted as applied and/or reconciled on the **Payment Reconciliation Journal** page will not be imported. For more information, see the "To enable automatic import of bank statements" section.

NOTE

If you use the Set Up Company assisted setup guide, some of the steps in the following procedures happen automatically when you get to the company bank account setup. For more information, see [Getting Started](#).

To enable the bank feed service


1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the bank account that you will use for the bank feed service.
3. On the **Bank Account** page, in the **Bank Statement Import Format** field, select YODLEEBANKFEED.

The bank feed service will be enabled when you link a bank account to its related online bank account. See the next procedure.

NOTE

If you use the **Company Setup** assisted setup guide, then you enable the service by selecting the **Use a bank feed service** check box. For more information, see [Creating New Companies in Business Central](#).

To create a new linked bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the relevant bank account, and then choose the **Create New Linked Bank Account**. The **Bank Account Linking** page opens after a few moments.

NOTE

This page shows the actual web page of the Envestnet Yodlee Bank Feeds service. Terminology and functionality on the page may not match instructions provided in this topic.

3. On the **Online Bank Account Linking** page, in the **Link Account** pane, use the Search function to find the bank where you have one or more online bank accounts.
4. Choose the bank name. The **Log In** pane opens.
5. Enter the username and password that you use to log on to the online bank, and then choose the **Next** button.
6. The bank feed service prepares to link the first online bank account at the specified bank to a new bank account in Business Central.

NOTE

If you have more than one online bank account at the bank, you must create additional bank accounts in Business Central for them. See steps 8 through 10.

After the process completes, the bank name will appear in the **My Accounts** pane on the **Linked** tab. The number in brackets indicates how many online bank accounts were linked.

7. Choose the **OK** button.

If you are only linking one online bank account, the **Bank Account Card** page opens and displays the name of the online bank account. In this case, the bank account linking task is completed. All that's left to

do is to set up the bank account. For more information, see [Set Up Bank Accounts](#).

If you are linking more than one online bank accounts, the **Bank Account Linking** page opens and lists the online bank accounts that are not yet linked to bank accounts in Business Central. In that case, follow the next step.


8. On the **Bank Account Linking** page, select the line for an online bank account, and then choose the **Link to New Bank Account** action.

The **Bank Account Card** page for a new bank account opens and displays the name of the online bank account.

If a bank account already exists in Business Central that you want to link the additional online bank account to, follow the next step.

9. On the **Bank Account Linking** page, select the line for an online bank account, and then choose the **Link to Existing Bank Account** action.
10. On the **Bank Account List** page, select the bank account that you want to link to, and then choose the **OK** button.

To link a bank account to an online bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the line for a bank account that is not linked to an online bank account, and then choose the **Link to Online Bank Account** action. The **Online Bank Account Linking** page opens with the name of the bank prefilled in the **Link Account** pane.
3. Choose the bank name. The **Log In** pane opens.
4. Enter the username and password that you use to log on to the online bank, and then choose the **Next** button.


The bank feed service prepares to link your bank account in Business Central to the related online bank account.

When the process has completed successfully, the bank name will appear in the **My Accounts** pane on the **Linked** tab. If the bank has more than one bank account, only the bank account that you selected in step 2 is linked.

5. Choose the **OK** button.

On the **Bank Account List** page, the **Linked** check box is selected.


To unlink a bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the line for a linked bank account that you want to unlink from its related online bank account, and then choose the **Unlink Online Bank Account** action.

NOTE


If you choose **Yes** on the confirmation dialog, the link to the online bank account is removed, and the log-in details are cleared. To link the bank account to the online bank account again, you must log on to the bank again. For more information, see the "To link a bank account to an online bank account" section.

To update bank account linking

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the relevant bank account, and then choose the **Update Bank Account Linking** action.

If issues exist for any of the linked bank accounts on the **Bank Account List** page, the **Bank Account Linking** page opens specifying which bank accounts have issues. Issues can best be resolved by unlinking the online bank account and then re-creating the link. For more information, see the "To link a bank account to an online bank account" section.

To enable automatic import of bank statements

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the line for a linked bank account, and then choose the **Automatic Bank Statement Import Setup** action.
3. On the **Automatic Bank Statement Import Setup** page, in the **Number of Days Included** field, specify how far back in time to get new bank transactions for.

NOTE

It is recommended that you set this value to 7 days or more.

4. Select the **Enabled** check box.

Every hour, the **Payment Reconciliation Journal** page will display new payments that are made on the online bank account.

NOTE

Transactions for payments that have already been posted as applied and/or reconciled on the **Payment Reconciliation Journal** page will not be imported.

See Also

[Setting Up Banking](#)

[Reconciling Bank Accounts](#)

[Applying Payments Automatically and Reconciling Bank Accounts](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Bank Accounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

You use bank accounts in the Business Central to keep track of your banking transactions. Accounts can be denominated in your local currency or in a foreign currency. After you have set up bank accounts, you can also use the check printing option.

To set up bank accounts


1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. On the **Bank Accounts** page, choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

NOTE

To fill in the **Balance** field with an opening balance, you must post a bank account ledger entry with the amount in question. You can do this by performing a bank account reconciliation. For more information, see [Reconcile Bank Accounts](#). Alternatively, you can implement the opening balance as a part of general data creation in new companies by using the **Migrate Business Data** assisted setup guide. For more information, see [Getting Started](#).

To set up your bank account for import or export of bank files

Fields on the **Transfer** FastTab on the **Bank Account Card** page are related to import and export of bank feeds and files. For more information, see [Using the AMC Banking 365 Fundamentals extension](#) and [Set Up the Investnet Yodlee Bank Feeds Service](#).


1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for a bank account that you will export or import bank files for.
3. On the **Transfer** FastTab, fill in the fields as necessary. Hover over a field to read a short description.

NOTE

Different file export services and their formats require different setup values on the **Bank Account Card** page. You will be informed about wrong or missing setup values as you try to export the file. So read the short descriptions of the fields carefully or refer to the related procedure topics. For example, exporting a payment file for North American electronic funds transfer (EFT) requires that both the **Last Remittance Advice No.** field and the **Transit No.** field are filled in. For more information, see [Export Payments to a Bank File](#).

To set up vendor bank accounts for export of bank files

Fields on the **Transfer** FastTab on the **Vendor Bank Account Card** page are related to export of bank feeds and files. For more information, see [Using the AMC Banking 365 Fundamentals extension](#) and [Export Payments to a Bank File](#).

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the card for a vendor whose bank account you will export payment bank files to.

3. Choose the **Bank Accounts** action.
4. From the **Vendor Bank Accounts List**, choose the relevant bank account, or add a new bank account.
5. On the **Vendor Bank Account Card** page, on the **Transfer** FastTab, fill in the fields as necessary. Hover over a field to read a short description.

See Also

[Setting Up Banking](#)

[Setting Up Posting Groups](#)

[Reconciling Bank Accounts](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Use XML Schemas to Prepare Data Exchange Definitions

2/18/2021 • 4 minutes to read • [Edit Online](#)


To enable import/export of data in XML files through the data exchange framework in Business Central, you can use XML schemas to define which data elements you want to exchange with Business Central. You perform this work on the **XML Schema Viewer** page by loading the XML schema file, selecting the relevant data elements, and then initializing a data exchange definition.

When you have defined which data elements to include based on the XML schema, you can use the **Generate Data Exchange Definition** action to initialize a data exchange definition based on the selected data elements, which you then complete in the Data Exchange Framework. This creates a record on the **Posting Exchange Definition** page where you continue by defining which elements in the file map to which fields in Business Central. For more information, see [Set Up Data Exchange Definitions](#).

This topic contains the following procedures:

- To load an XML schema file
- To select or clear nodes in an XML schema
- To generate a data exchange definition that is based on an XML schema

To load an XML schema file

1. Make sure that the relevant XML schema file is available. The file extension is .xsd.
2. Choose the  icon, enter **XML Schemas**, and then choose the related link.
3. Choose the **New** action.
4. Fill the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specify a code to identify the XML schema.
Description	Specify a description of the XML schema.

The **Target Namespace** field specifies any namespace in the XML schema file that has been loaded for the line.


5. Choose the **Load Schema** action, and then select the XML schema file.

When the file is loaded, the rest of the fields on the line are filled with information from the file, and the **Schema is Loaded** check box is selected.

NOTE

The tree of the loaded XML schema is collapsed by default. You expand each node by choosing the + button on the node. To expand all nodes, choose **Expand All** on the ribbon.

To select or clear nodes in an XML schema

1. Choose the  icon, enter **XML Schema Viewer**, and then choose the related link.
2. Fill the fields on the header as described in the following table.

FIELD	DESCRIPTION
XML Schema Code	Specify the XML schema file that you loaded in step 5 in the "To load an XML schema file" section.
New XMLport No.	Specify the number of the XMLport that is created from this XML schema when you choose the Generate XMLport action.

The lines are now filled with nodes representing all elements in the XML schema. Nodes for elements that are mandatory according to the XML schema are selected by default.

3. On the first line, in the **Node Name** column, expand the **Document** node, and then gradually expand underlying nodes that you want to review.

Alternatively, right-click on a node and then choose **Expand All**.

4. Choose either of the following actions to change which nodes are displayed.

ACTION	DESCRIPTION
Show All	All nodes are shown.
Hide Non-Mandatory	Only nodes representing elements that are required according to the XML schema are shown. These nodes are typically indicated by a 1 in the MinOccurs field. Choose Show All to reverse the view.
Hide Non-Selected	Only nodes where the Selected check box is selected are shown. Choose Show All to reverse the view.

5. Choose the **Edit** action.
6. In the **Selected** check box, specify for each node if you want the element to be supported in the data exchange definition for the related SEPA bank file.


NOTE

When you select a mandatory child node, all parent nodes above it are also selected.

7. Choose the **Select All Mandatory Elements** action to reselect all nodes that represent elements that are mandatory according to the XML schema.
8. Choose the **Deselect All** action to clear all selections.

The **Choice** field specifies that the node has two or more sibling nodes that function as options.

To generate a data exchange definition that is based on an XML schema

1. Choose the  icon, enter **XML Schemas**, and then choose the related link.

2. Select the relevant XML schema, and then choose the **Open XML Schema Viewer** action.
3. Make sure the relevant nodes are selected. For more information, see the "To select or clear nodes in an XML schema" section.
4. On the **XML Schema Viewer** page, choose the **Generate Data Exchange Definition** action.

A data exchange definition is created on the **Posting Exchange Definition** page, which you can complete by specifying which elements in the file map to which fields in Business Central. For more information, see [Set Up Data Exchange Definitions](#).

NOTE

You can also use the **Get File Structure** function from the **Posting Exchange Definition** page, which uses the functionality of the **XML Schema Viewer** page to prefill the **Column Definitions** TaskTab.

NOTE

In 2019 release wave 1 and earlier versions, you could generate an XMLport that was based on the schema and then import that into your solution. This is no longer supported.

See Also

[Set Up Data Exchange Definitions](#)

[Export Payments to a Bank File](#)

[Collect Payments with SEPA Direct Debit](#)

[About the Data Exchange Framework](#)

NOTE

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Set Up Data Exchange Definitions

2/18/2021 • 14 minutes to read • [Edit Online](#)

You can set up Business Central to exchange data in specific tables with data on external files, for example to send and receive electronic documents, import and export bank data or other data, such as payroll, currency exchange rates, and item catalogues. For more information, see [Exchanging Data Electronically](#).

As preparation for creating a data exchange definition for a data file or stream, you can use the related XML schema to define which data elements to include on the **Column Definitions** FastTab. See step 6 in [To describe the formatting of lines and columns in the file](#). For more information, see the [Use XML Schemas to Prepare Data Exchange Definitions](#).

You normally set up data exchange definitions on the **Data Exchange Definition** page. However, when you set up a data exchange definition for the service of refreshing currency exchange rates, you start the process in the simplified **Exch. Rate Update Setup Card** page.

NOTE

If the file that is being converted is in XML format, the term *"column"* in this topic should be interpreted as *"XML element containing data"*.

This topic includes the following procedures:

- To create a data exchange definition
- To export a data exchange definition as an XML file for use by others
- To import an XML file for an existing data exchange definition

To create a data exchange definition

Creating a data exchange definition involves two tasks:

1. On the **Data Exchange Definition** page, describe the formatting of lines and columns in the file.
2. On the **Data Exchange Mapping** page, map columns in the data file to fields in Business Central.

This is described in the following procedures.

TIP

To see which codeunits Microsoft uses in existing definitions in the standard product, review the three **Codeunit** fields on the header of the **Field Mapping** page for each definition.

To describe the formatting of lines and columns in the file

1. In the **Search** box, enter **Data Exchange Definitions**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, describe the data exchange definition and the data file type by filling the fields as described in the following table.

FIELD	DEFINITION
Code	Enter a code to identify the data exchange definition.
Name	Enter a name for the data exchange definition.
File Type	Specify what type of file that the data exchange definition is used for. You can select between four file types: <ul style="list-style-type: none"> - XML: Layered strings of content and markup surrounded by tags indicating function. - Variable Text: Records have variable length and are separated by a character, such as comma or semi-colon. Also known as <i>delimited file</i>. - Fixed Text: Records have the same length, using pad characters, and each record is on a separate line. Also known as <i>fixed-width file</i>. - Json: Layered strings of content in JavaScript.
Type	Specify what type of business activity the data exchange definition is used for, such as Payment Export .
Data Handling Codeunit	Specify the codeunit that transfers data in and out of tables in Business Central.
Validation Codeunit	Specify the codeunit that is used to validate data against pre-defined business rules.
Reading/Writing Codeunit	Specify the codeunit that processes imported data prior to mapping and exported data after mapping.
Reading/Writing XMLport	Specify the XMLport through which an imported data file or service enters prior to mapping and through which exported data exits when it is written to a data file or service after mapping.
Ext. Data Handling Codeunit	Specify the codeunit that transfers external data in and out of the data exchange framework.
User Feedback Codeunit	Specify the codeunit that does various clean-up after mapping, such as marks the lines as exported and deletes temporary records.
File Encoding	Specify the encoding of the file. Note : This field is only relevant for import.
Column Separator	Specify how columns in the data file are separated, if the file is of type Variable Text .
Header Lines	Specify how many header lines exist in the file. This makes sure that the header data is not imported. Note : This field is only relevant for import.

FIELD	DEFINITION
Header Tag	<p>If a header line exists in several positions in the file, enter the text of the first column on the header line.</p> <p>This makes sure that the header data is not imported. Note: This field is only relevant for import.</p>
Footer Tag	<p>If a footer line exists in several positions in the file, enter the text of the first column on the footer line.</p> <p>This makes sure that the footer data is not imported. Note: This field is only relevant for import.</p>

4. On the **Line Definitions** FastTab, describe the formatting of lines in the data file by filling the fields as described in the following table.

NOTE
<p>For import of bank statements, you only create one line for the single format of the bank statement file that you want to import.</p> <p>For export of payments, you can create a line for each payment type that you want to export. In that case, the Column Definitions FastTab shows different columns for each payment type.</p>

FIELD	DESCRIPTION
Code	Enter a code to identify the line in the file.
Name	Enter a name that describes the line in the file.
Column Count	Specify how many columns the line in data file has. Note: This field is only relevant for import.
Data Line Tag	Specify the position in the related XML schema of the element that represents the main entry of the data file. Note: This field is only relevant for import.
Namespace	Specify the namespace that is expected in the file, to enable namespace validation. You can leave this field blank if you do not want to enable namespace validation.

5. Repeat step 4 to create a line for every type of file data that you want to export.

Proceed to describe the formatting of columns in the data file by filling the fields on the **Column Definitions** FastTab as described in the table below. You can use the structure file, such as an .XSD file, for the data file to prefill the FastTab with the relevant elements. For more information, see [Use XML Schemas to Prepare Data Exchange Definitions](#).

6. On the **Column Definitions** FastTab, choose **Get File Structure**.
7. On the **Get File Structure** page, select the related structure file, and then choose the **OK** button. The lines on the **Column Definitions** FastTab are filled according to the structure of the data file.
8. On the **Column Definitions** FastTab, edit or fill the fields as described in the following table.

FIELD	DESCRIPTION
Column No.	Specify the number that reflects the column's position on the line in the file. For XML files, specify the number that reflects the type of element in the file that contains the data.
Name	Specify the name of the column. For XML files, specify the markup that marks the data to be exchanged.
Data Type	Specify if the data to be exchanged is of type Text , Date , or Decimal .
Data Format	Specify the format of the data, if any. For example, MM-dd-yyyy if the data type is Date . Note: For export, specify the data format according to Business Central. For import, specify the data format according to the .NET Framework. For more information, see Standard Date and Time Format Strings .
Data Formatting Culture	Specify the culture of the data format, if any. For example, en-US if the data type is Decimal to make sure that comma is used as the .000 separator, according to the US format. For more information, see Standard Date and Time Format Strings . Note: This field is only relevant for import.
Length	Specify the length of the fixed-width line that holds the column if the data file is of type Fixed Text .
Description	Enter a description of the column, for information.
Path	Specify the position of the element in the related XML schema.
Negative-Sign Identifier	Enter the value that is used in the data file to identify negative amounts, in data files that cannot contain negative signs. This identifier is then used to reverse the identified amounts to negative signs during import. Note: This field is only relevant for import.
Constant	Specify any data that you want to export in this column, such as extra information about the payment type. Note: This field is only relevant for export.

9. Repeat step 8 for every column or XML element in the data file that has data that you want to exchange with Business Central.

The next step in creating a data exchange definition is to decide which columns or XML elements in the data file map to which fields in Business Central.

NOTE

The specific mapping depends on the business purpose of the data file to be exchanged and on local variations. Even the SEPA bank standard has local variations. Business Central supports import of SEPA CAMT bank statement files out-of-the-box. This is represented by the **SEPA CAMT** data exchange definition record code on the **Data Exchange Definitions** page. For information about the specific field mapping of this SEPA CAMT support, see [Field Mapping When Importing SEPA CAMT Files](#).

To map columns in the data file to fields in Business Central**TIP**

Sometimes the values in the fields that you want to map are different. For example, in one business app the language code for the United States is "U.S.," but in the other it's "US." That means you must transform the value when you exchange data. This happens through transformation rules that you define for the fields. For more information, see [Transformation Rules](#).

1. On the **Line Definitions** FastTab, select the line for which you want to map columns to fields, and then choose **Field Mapping**. The **Data Exchange Mapping** page opens.
2. On the **General** FastTab, specify the mapping setup by filling the fields as described in the following table.

FIELD	DESCRIPTION
Table ID	Specify the table that holds the fields to or from which data is exchanged according to the mapping.
Use as Intermediate Table	Specify if the table that you select in the Table ID field is an intermediate table where the imported data is stored before it is mapped to the target table. You typically use an intermediate table when the data exchange definition is used to import and convert electronic documents, such as vendor invoices into purchase invoices in Business Central. For more information, see Exchanging Data Electronically .
Name	Enter a name for the mapping setup.
Pre-Mapping Codeunit	Specify the codeunit that prepares the mapping between fields in Business Central and external data.
Mapping Codeunit	Specify the codeunit that is used to map the specified columns or XML data elements to fields in Business Central.
Post-Mapping Codeunit	Specify the codeunit that completes the mapping between fields in Business Central and external data. Note: When using the AMC Banking 365 Fundamentals extension feature, the codeunit converts exported data from Business Central to a generic format that is ready for export. For import, the codeunit converts external data to a format that is ready for import into Business Central.

3. On the **Field Mapping** FastTab, specify which columns map to which fields in Business Central by filling

the fields as described in the following table.

FIELD	DESCRIPTION
<p>Column No.</p>	<p>Specify which column in the data file that you want to define a map for.</p> <p>You can only select columns that are represented by lines on the Column Definitions FastTab on the Data Exchange Definition page.</p>
<p>Field ID</p>	<p>Specify which field the column in the Column No. field maps to.</p> <p>You can only select from fields that exist in the table that you specified in the Table field on the General FastTab.</p>
<p>Optional</p>	<p>Specify that the map will be skipped if the field is empty. Note: If you do not select this check box, an export error will occur if the field is empty. Note: This field is only relevant for export.</p>
<p>Target Table ID</p>	<p>Only visible when the Use as Intermediate Table check box is selected.</p> <p>Specify the table that the value in the Column Caption field is mapped to, when you are using an intermediate table for data import.</p>
<p>Target Table Caption</p>	<p>Only visible when the Use as Intermediate Table check box is selected.</p> <p>Specify the name of the table in the Target Table ID field, which is the table that the value in the Column Caption field is mapped to, when you are using an intermediate table for data import.</p>
<p>Target Field ID</p>	<p>Only visible when the Use as Intermediate Table check box is selected.</p> <p>Specify the field in the target table that the value in the Column Caption field is mapped to, when you are using an intermediate table for data import.</p>
<p>Target Field Caption</p>	<p>Only visible when the Use as Intermediate Table check box is selected.</p> <p>Specify the name of the field in the target table that the value in the Column Caption field is mapped to, when you are using an intermediate table for data import.</p>
<p>Optional</p>	<p>Only visible when the Use as Intermediate Table check box is selected.</p> <p>Specify if the map should be skipped if the field is empty. If you do not select this check box, then an export error will occur if the field is empty.</p>

The data exchange definition is now ready to be enabled for users. For more information, see [Set Up Electronic Document Sending and Receiving](#), [Set Up SEPA Credit Transfer](#), [Collect Payments with SEPA Direct Debit](#), and

[Make Payments with AMC Banking 365 Fundamentals extension or SEPA Credit Transfer.](#)

Transformation Rules

If the values in the fields you are mapping differ, you must use transformation rules for data exchange definitions to make them the same. You define transformation rules for data exchange definitions by opening an existing definition, or creating a new definition, and then on the **Line Definitions** FastTab, choosing **Manage**, and then **Field Mapping**. Predefined rules are provided, but you can also create your own. The following table describes the types of transformations that you can perform.

OPTION	DESCRIPTION
Uppercase	Capitalize all letters.
Lowercase	Make all letters lowercase.
Title Case	Capitalize the first letter of each word.
Trim	Remove empty spaces before and after the value.
Substring	Transform a specific portion of a value. To specify where to start the transformation, choose either a Start Position or Starting Text . The starting position is a number that represents the first character to transform. The starting text is the letter immediately before the letter to replace. If you want to start with the first letter in the value, use a starting position instead. To specify where to stop the transformation you choose either Length , which is the number of characters to replace, or the Ending Text , which is the character that is immediately after the last character to transform.
Replace	Find a value and replace it with another. This is useful for replacing simple values, such as a particular word.
Regular Expression - Replace	Use a regular expression as part of a find and replace operation. This is useful for replacing multiple, or perhaps more complex, values.
Remove Non-Alphanumeric Characters	Delete characters that are not letters or numbers, such as symbols or special characters.
Date Formatting	Specify how to display dates. For example, you can transform DD-MM-YYYY to YYYY-MM-DD.
Decimal Formatting	Define rules for decimal placement and rounding precision.
Regular Expression - Match	Use a regular expression to find one or more values. This is similar to the Substring and Regular Expression - Replace options.
Custom	This is an advanced option that requires assistance from a developer. It enables an integration event that that you can subscribe to if you want to use your own transformation code. If you are a developer and want to use this option, see the "Tip for Developers: Example of the Custom Option" section below.

OPTION	DESCRIPTION
Date and Time Formatting	Define how to display the current date as well as the time of day.

Tip for Developers: Example of the Custom Option

The following example shows how to implement your own transformation code.

```
codeunit 60100 "Hello World"
{
    [EventSubscriber(ObjectType::Table, Database::"Transformation Rule", 'OnTransformation', '', false,
    false)]
    procedure OnTransformation(TransformationCode: Code[20]; InputText: Text; var OutputText: Text)
    begin
        if TransformationCode = 'CUST' then
            OutputText := InputText + ' testing';
        end;
    }
}
```

After you define your rules you can test them. In the **Test** section, enter an example of a value that you want to transform, and then check the results.

To export a data exchange definition as an XML file for use by others

When you have created the data exchange definition for a specific data file, you can export the data exchange definition as an XML file that you can import. This is described in the following procedure.

1. In the **Search** box, enter **Data Exchange Definitions**, and then choose the related link.
2. Select the data exchange definition that you want to export.
3. Choose the **Export Data Exchange Definition** action.
4. Save the XML file that represents the data exchange definition in an appropriate location.

If a data exchange definition has already been created, you just have to import the XML file into the Data Exchange Framework. This is described in the following procedure.

To import an existing data exchange definition

1. Save the XML file that represents the data exchange definition in an appropriate location.
2. In the **Search** box, enter **Data Exchange Definitions**, and then choose the related link.
3. Choose the **New** action. The **Data Exchange Definitio** page opens.
4. Choose the **Import Data Exchange Definition** action.
5. Choose the file that you saved in step 1.

See Also

- [Setting Up Data Exchange](#)
- [Set Up Electronic Document Sending and Receiving](#)
- [Collect Payments with SEPA Direct Debit](#)
- [Make Payments with AMC Banking 365 Fundamentals extension or SEPA Credit Transfer](#)
- [Incoming Documents](#)
- [General Business Functionality](#)

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Exchanging Data

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can exchange data between Business Central and external files or streams in connection with common business tasks, such as sending and receiving electronic documents and importing and exporting bank files.

Before you can send and receive electronic documents or import and export bank files, you must set up the data exchange framework to process the data files or streams. In addition, you must set up related areas, such as the customers that you send electronic invoices to, and the AMC Banking 365 Fundamentals extension if you distribute bank file conversions to an external service provider. For more information, see [Setting Up Data Exchange](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Convert sales document records in Business Central to a standardized format and send them as electronic documents that your customers can receive into their system.	Send Electronic Documents
Send PDF or image files to a provider of OCR services, and receive them back as electronic documents that can be converted to document records in Business Central.	Use OCR to Turn PDF and Image Files into Electronic Documents
Receive electronic documents, either from the OCR service or the document exchange service, in a standardized format that you convert to the relevant document records in Business Central.	Receive and Convert Electronic Documents
Prepare to import a bank statement file into the Payment Reconciliation Journal page as the first step in reconciling payments or into the Bank Acc. Reconciliation page as the first step in reconciling bank accounts.	Set Up the Envestnet Yodlee Bank Feeds Service
Export payments from the Payment Journal page to a bank file that you upload to your electronic bank account for processing.	Export Payments to a Bank File
Make electronic payments according to the EU SEPA Credit Transfer standard.	Making Payments with AMC Banking 365 Fundamentals extension or SEPA Credit Transfer
Instruct your bank to transfer payment amounts from your customers' bank accounts to your company's account according to your setup of SEPA direct debit.	Create SEPA Direct Debit Collection Entries and Export to a Bank File
Use a service provider of currency exchange rates to update the Currencies page.	Update Currency Exchange Rates
View which file elements are mapped to fields in Business Central when importing SEPA CAMT statement files.	Field Mapping When Importing SEPA CAMT Files

TO	SEE
View which fields in Business Central are mapped to file elements when exporting payment files by using the AMC Banking 365 Fundamentals extension.	Field Mapping When Exporting Payment Files Using the AMC Banking 365 Fundamentals extension

See Also

[Setting Up Data Exchange](#)

[Exchanging Data Electronically](#)

[Invoice Sales](#)

[Record Purchases](#)

[Incoming Documents](#)

[General Business Functionality](#)

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Send Electronic Documents


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The generic version of Business Central supports sending electronic invoices and credit memos in the PEPPOL format, a format that the largest document exchange service providers support. A document exchange service provider dispatches electronic documents between trading partners. To provide support for other electronic document formats, you use the data exchange framework.

In the generic version of Business Central, a document exchange service is preconfigured and ready to be set up for your company. For more information, see [Set Up a Document Exchange Service](#). However, in some cases, you must install an app. For more information, see [Electronic Invoicing FAQ](#).

To send a sales invoice as an electronic PEPPOL document, you select the **Electronic Document** option in the **Post and Send** dialog box. You can also set up the customer's default document sending profile from that dialog box. First, you must set up various master data, such as company information, customers, items, and units of measure. These are used to identify the business partners and items when converting data in fields in [Set Up Electronic Document Sending and Receiving](#).

To send an electronic sales invoice

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Create a new sales invoice.
3. When the sales invoice is ready to be invoiced, choose the **Post and Send** action.

If the customer's default sending profile is **Electronic Document**, then it will be shown in the **Post and Send Confirmation** dialog box. This way, you just have to choose the **Yes** button to post and send the invoice electronically in the selected format.

4. In the **Post and Send Confirmation** dialog box, choose the AssistEdit button to the right of the **Send Document to** field.
5. In the **Send Document to** dialog box, in the **Electronic Document** field, choose **Through Document Exchange Service**.
6. In the **Format** field, choose **PEPPOL**.
7. Choose the **OK** button. The **Post and Send Confirmation** dialog box appears. **Electronic Document (PEPPOL)** is added to the **Send Document to** field.
8. Choose the **Yes** button.

The sales invoice is posted and sent to the customer in the PEPPOL format.

NOTE

You can also send a posted sales invoice as an electronic document. The procedure is the same as described in this topic for non-posted sales documents. On the **Posted Sales Invoice** page, choose the **Activity Log** action to view the status of the electronic document.

See Related Training at [Microsoft Learn](#)

See Also

[Invoice Sales](#)

[Set Up Document Sending Profiles](#)

[Set Up Electronic Document Sending and Receiving](#)

[Set Up a Document Exchange Service](#)

[Set Up Data Exchange Definitions](#)

[Exchanging Data Electronically](#)

[Electronic Invoicing FAQ](#)

[General Business Functionality](#)

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Use OCR to Turn PDF and Image Files into Electronic Documents

2/18/2021 • 9 minutes to read • [Edit Online](#)

From PDF or image files that you receive from your trading partners, you can have an external OCR service (Optical Character Recognition) generate electronic documents that can be converted to document records in Business Central. For example, when you receive an invoice in PDF format from your vendor, you can send it to the OCR service from the **Incoming Documents** page. This is described in the first procedure.


As an alternative to sending the file from the **Incoming Documents** page, you can send the file to the OCR service by email. Then, when you receive the electronic document back, a related incoming document record is created automatically. This is described in the second procedure.

After some seconds, you receive the file back from the OCR service as an electronic invoice that can be converted to a purchase invoice for the vendor. This is described in the third procedure.

Because OCR is based on optical recognition, it is likely that the OCR service will interpret characters in your PDF or image files wrongly when it first processes a certain vendor's documents, for example. It may not interpret the company logo as the vendor's name or it may misinterpret the total amount on a receipt because of its layout. To avoid these errors going forward, you can correct the errors in a separate version of the **Incoming Document** page. Then you send the corrections back to the OCR service to train it to interpret the specific characters correctly next time it processes a PDF or image document for the same vendor. For more information, see [To train the OCR service to avoid errors](#).

The traffic of files to and from the OCR service is processed by a dedicated job queue entry, which are created automatically when you enable the related service connection. For more information, see [Set Up Incoming Documents](#).

To send a PDF or image file to the OCR service from the **Incoming Documents** page

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Create a new incoming document record and attach the file. For more information, see [Create Incoming Document Records](#).
3. On the **Incoming Documents** page, select one or more lines, and then choose the **Send to Job Queue** action.

The value in the **OCR Status** field changes to **Ready**. The attached PDF or image file is sent to the OCR service by the job queue according to the schedule, provided that no errors exist.

4. Alternatively, on the **Incoming Documents** page, select one or more lines, and then choose the **Send to OCR Service** action.

The value in the **OCR Status** field changes to **Sent**, provided that no errors exist.

To send a PDF or image file to the OCR service by email

From your email application, you can send an email to the OCR service provider with the PDF or image file attached. For information about the email address to send to, see the OCR service provider's web site.

Because no incoming document record exists for the file, a new record will be created automatically on the **Incoming Documents** page when you receive the resulting electronic document from the OCR service. For more information, see [Create Incoming Document Records](#).

NOTE

If you work on a tablet or phone, you can send the file to the OCR service as soon as you have taken a photo of the document, or you can create an incoming document directly. For more information, see [To create an incoming document record by taking a photo](#).

To receive the resulting electronic document from the OCR service.

The electronic document that is created by the OCR service from the PDF or image file is automatically received into the **Incoming Documents** page by the job queue entry that is set up when you enable the OCR service.

If you are not using a job queue, or you want to receive a finished OCR document sooner than per the job queue schedule, you can choose the **Receive from OCR Service** button. This will get any documents that are completed by the OCR service.

NOTE

If the OCR service is set up to require manual verification of processed documents, then the **OCR Status** field will contain **Awaiting Verification**. In that case, perform the following steps to log in to the OCR service website to manually verify an OCR document.

1. In the **OCR Status** field, choose the **Awaiting Verification** hyperlink.
2. On the OCR service website, log in using the credentials of your OCR service account. These are the credentials you also used when setting up the service. For more information, see [To set up an OCR service](#).

Information for the OCR document is displayed, showing both the source content of the PDF or image file and the resulting OCR field values.

3. Review the various field values and manually edit or enter values in fields that the OCR service has tagged as uncertain.
4. Choose the **OK** button. The OCR process is completed and the resulting electronic document is sent to the **Incoming Documents** page in Business Central, according to the job queue schedule.
5. Repeat step 4 for any other OCR document to be verified.

Now you can proceed to create document records for the received electronic documents in Business Central, manually or automatically. For more information, see the next procedure. You can also connect the new incoming document record to existing posted or non-posted document so that the source file is easy to access from Business Central. For more information, see [Process Incoming Documents](#).

To create a purchase invoice from an electronic document received from the OCR service

The following procedure describes how to create a purchase invoice record from a vendor invoice received as an electronic document from the OCR service. The procedure is the same when you create, for example, a general journal line from an expense receipt or a sales return order from a customer.

NOTE

The **Description** and **No.** fields on the created document lines will only be filled if you have first mapped text found on the OCR document to the two fields in Business Central. You can do this mapping as item cross-references, for document lines of type Item. For more information, see [Use Item Cross References](#). You can also use the Text-to-Account Mapping function. For more information, see [To map text on an incoming document to a specific vendor, G/L, or bank account](#).

1. Select the line for the incoming document, and then choose the **Create Document** action.

A purchase invoice will be created in Business Central based on the information in the electronic vendor document that you received from the OCR service. Information will be inserted in the new purchase invoice based on the mapping that you have defined as a cross-reference or as text-to-account mapping.

Any validation errors, typically related to wrong or missing master data in Business Central, will be shown on the **Errors and Warnings** FastTab. For more information, see [To handle errors when receiving electronic documents](#).

To map text on an incoming document to a specific vendor account

For incoming documents, you typically use the **Map Text to Account** action to define that a certain text on a vendor invoice received from the OCR service is mapped to a certain vendor account. Going forward, any part of the incoming document description that exists as a mapping text means that the **No.** field on resulting document or journal lines of type G/L Account are filled with the vendor in question.

In addition to mapping to a vendor account or G/L accounts, you can also map to a bank account. This is practical, for example, for electronic documents for expenses that are already paid where you want to create a general journal line that is ready to post to a bank account.

1. Select the relevant incoming document line, and then choose the **Map Text to Account** action. The **Text-to-Account Mapping** page opens.
2. In the **Mapping Text** field, enter any text that occurs on vendor invoices that you want to create purchase documents or journal lines for. You can enter up to 50 characters.
3. In the **Vendor No.** field, enter the vendor that the resulting purchase document or journal line will be created for.
4. In the **Debit Acc. No.** field, enter the debit-type G/L account that will be inserted on resulting purchase document or journal line of type G/L Account.
5. In the **Credit Acc. No.** field, enter the credit-type G/L account that will be inserted on resulting purchase document or journal line of type G/L Account.

NOTE

Do not use the **Bal. Source Type** and **Bal. Source No.** fields in connection with incoming documents. They are used for automatic payment reconciliation only. For more information, see [Map Text on Recurring Payments to Accounts for Automatic Reconciliation](#).

6. Repeat steps 2 through 5 for all text on incoming documents that you want to automatically create documents for.

To handle errors when receiving electronic documents


1. On the **Incoming Documents** page, select the line for an electronic document received from the OCR service with errors. This is indicated by the Error value in the **OCR Status** field.

2. Choose the **Edit** action to open the **Incoming Document** page.
3. On the **Errors and Warnings** FastTab, select the message, and then choose the **Open Related Record** action.
4. The page that contains the wrong or missing data, such as a vendor card with a missing field value, opens.
5. Correct the error or errors as described in each error message.
6. Proceed to process the incoming electronic document by choosing the **Create Manually** action again.
7. Repeat steps 5 and 6 for any remaining errors until the electronic document can be received successfully.

To train the OCR service to avoid errors

Because OCR is based on optical recognition, it is likely that the OCR service will interpret characters in your PDF or image files wrongly when it first processes documents from a certain vendor, for example. It may not interpret the company logo as the vendor's name or it may misinterpret the total amount on an expense receipt because of its layout. To avoid such errors going forward, you can correct data received by the OCR service and then send the feedback to the service.

The **OCR Data Correction** page, which you open from the **Incoming Document** page, shows the fields from the **Financial Information** FastTab in two columns, one with the OCR data editable and one with the OCR data read-only. When you choose the **Send OCR Feedback** button, the content of the **OCR Data Correction** page is sent to the OCR service. Next time the service processes PDF or image files that contain the data in question, your corrections will be incorporated to avoid the same errors.

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Open an incoming document record that contains data received from OCR service, which you want to correct.
3. On the **Incoming Document** page, choose the **Correct OCR Data** action.
4. On the **OCR Data Correction** page, overwrite the data in the editable column for each field that has an incorrect value.
5. To undo corrections that you have made since you opened the **OCR Data Correction** page, choose the **Reset OCR Data** action.
6. To send the corrections to the OCR service, choose the **Send OCR Feedback** action.
7. To save the corrections, close the **OCR Data Correction** page.

The fields on the **Financial Information** FastTab on the **Incoming Document** page are updated with any new values that you entered in step 4.

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Receive and Convert Electronic Documents

2/18/2021 • 3 minutes to read • [Edit Online](#)

The generic version of Business Central supports receiving electronic invoices and credit memos in the PEPOL format, which is supported by the largest providers of document exchange services. To receive an invoice from a vendor as an electronic PEPOL document, you process the document in the Incoming Documents page to convert it to a purchase invoice or general journal line in Business Central.

In addition to receiving electronic documents directly from trading partners, you can receive electronic documents from an OCR service that has turned your PDF or image files into electronic documents.

Before you can receive electronic documents through the document exchange service, you must set up various master data, such as company information, vendors, items, and units of measure. These are used to identify the business partners and items when converting data in elements in the incoming document file to fields in Business Central. For more information, see [Set Up a Document Exchange Service](#).

Before you can receive electronic documents through the OCR service, you must set up and enable the preconfigured service connection. For more information, see [Set Up Incoming Documents](#).

The traffic of electronic documents in and out of Business Central is managed by the Job Queue feature. Before you can receive electronic documents, the relevant job queue must be started.

You can either start the conversion of electronic documents manually, as described in this procedure, or you can enable a workflow to convert electronic documents automatically when they are received. The generic version of Business Central includes a workflow template, *From Incoming Electronic through OCR to Open Purchase Invoice Workflow*, which is ready to be copied to a workflow and enabled. For more information, see [Workflow](#).

NOTE


When you convert electronic documents received from the OCR service to documents or journal lines in Business Central, multiple lines on the source document will be summed on one line. The single line will be of type G/L Account and the **Description** and (G/L account) **No.** fields will be empty. The value in the **Amount** field will equal the total amount excluding VAT of all lines in the source document.

To make sure that the **Description** and **No.** fields are filled, you can choose the **Map Text to Account** button on the **Incoming Documents** page to define that a certain invoice text is always mapped to a certain debit or credit account in the general ledger. Going forward, the **Description** field on document or journal lines created from an electronic document for that vendor or customer will be filled with the text in question and the (G/L account) **No.** field with the account in question.

Instead of mapping to a G/L account, you can also map to a bank account. This is practical, for example, for electronic documents for expenses that are already paid where you want to create a general journal line that is ready to post to a bank account.

The following procedure describes how to receive a vendor invoice and convert it to a purchase invoice in Business Central. The procedure is the same when you convert a vendor invoice to a general journal line.

To receive and convert an electronic invoice to a purchase invoice

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Select the line for the incoming document record that represents a new incoming electronic invoice, and then choose the **Edit** action.

On the **Incoming Document Card** page, the related XML file is attached, and most of the fields are prefilled with information from the electronic invoice. For more information, see [Create Incoming Document Records](#).

3. In the **Data Exchange Type** field, choose **PEPPOL - Invoice** or **OCR – Invoice** depending on the source of the electronic document.
4. To map text on the vendor invoice to a specific debit account, on the **Actions** tab, in the **General** group, choose **Map Text to Account**, and then fill the **Text-to-Account Mapping Worksheet** page.
5. Choose the **Create Document** action.

A purchase invoice will be created in Business Central based on the information in the electronic document.

Any validation errors, typically related to wrong or missing master data in Business Central will be shown on the **Error Messages** FastTab.

See Related Training at [Microsoft Learn](#)

See Also

[Managing Payables](#)

[Incoming Documents](#)

[Set Up Electronic Document Sending and Receiving](#)

[Exchanging Data Electronically](#)

[General Business Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up the Investnet Yodlee Bank Feeds Service

2/18/2021 • 7 minutes to read • [Edit Online](#)

You can import electronic bank statements from your bank to quickly fill on the **Payment Reconciliation Journal** page so you can apply payments and reconcile the bank account. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

IMPORTANT

Due to the Payment Services Directive in Europe (PSD2), after September 14, 2019, you will no longer be able to automatically import bank statements from banks in the United Kingdom into Business Central. We are looking into the possibility of offering this feature again in the future.

NOTE

The Investnet Yodlee Bank Feeds service is only supported in the online version of Business Central. To use this functionality on-premises, you must obtain a cobrand account from Investnet, and you must add code to integrate with the Yodlee API.

The Investnet Yodlee Bank Feeds service is only supported in the United States and Canada. Only banks residing in these countries are supported, even though banks from other countries may appear in the Investnet Yodlee Bank Feeds bank selection window in Business Central.

IMPORTANT

For technical assistance with the Investnet Yodlee functionality, contact Microsoft Support. Do not contact Investnet Yodlee. For more information, see [Configuring Technical Support for Dynamics 365 Business Central](#).

The Investnet Yodlee Bank Feeds service is installed as an extension to Business Central online and is ready to be enabled in the supported countries. For more information, see [Customizing Business Central Using Extensions](#).

After you enable the bank feed service, you must link a bank account to the online bank account that the feed will come from. You link bank accounts to online bank accounts in the following different scenarios:


- A bank account does not exist in Business Central for your online bank account. Therefore, you create the bank account by linking from the online bank account.
- A bank account exists in Business Central, which you want to link to an online bank account.
- A linked bank account must be unlinked because you want to stop using the bank feed service for the account.
- Online bank accounts have changed and you want to update the information on bank accounts in Business Central.

When the bank feed service is enabled, you can set a bank account up to automatically import new bank statements into the **Payment Reconciliation Journal** page every two hour. Transactions for payments that have already been posted as applied and/or reconciled on the **Payment Reconciliation Journal** page will not be imported. For more information, see the "To enable automatic import of bank statements" section.

NOTE

If you use the Set Up Company assisted setup guide, some of the steps in the following procedures happen automatically when you get to the company bank account setup. For more information, see [Getting Started](#).

To enable the bank feed service


1. Choose the , enter **Bank Accounts**, and then choose the related link.
2. Open the bank account that you will use for the bank feed service.
3. On the **Bank Account** page, in the **Bank Statement Import Format** field, select YODLEEBANKFEED.

The bank feed service will be enabled when you link a bank account to its related online bank account. See the next procedure.

NOTE

If you use the **Company Setup** assisted setup guide, then you enable the service by selecting the **Use a bank feed service** check box. For more information, see [Creating New Companies in Business Central](#).

To create a new linked bank account

1. Choose the , enter **Bank Accounts**, and then choose the related link.
2. Select the relevant bank account, and then choose the **Create New Linked Bank Account**. The **Bank Account Linking** page opens after a few moments.

NOTE

This page shows the actual web page of the Envestnet Yodlee Bank Feeds service. Terminology and functionality on the page may not match instructions provided in this topic.

3. On the **Online Bank Account Linking** page, in the **Link Account** pane, use the Search function to find the bank where you have one or more online bank accounts.
4. Choose the bank name. The **Log In** pane opens.
5. Enter the username and password that you use to log on to the online bank, and then choose the **Next** button.
6. The bank feed service prepares to link the first online bank account at the specified bank to a new bank account in Business Central.

NOTE

If you have more than one online bank account at the bank, you must create additional bank accounts in Business Central for them. See steps 8 through 10.

After the process completes, the bank name will appear in the **My Accounts** pane on the **Linked** tab. The number in brackets indicates how many online bank accounts were linked.

7. Choose the **OK** button.

If you are only linking one online bank account, the **Bank Account Card** page opens and displays the name of the online bank account. In this case, the bank account linking task is completed. All that's left to

do is to set up the bank account. For more information, see [Set Up Bank Accounts](#).

If you are linking more than one online bank accounts, the **Bank Account Linking** page opens and lists the online bank accounts that are not yet linked to bank accounts in Business Central. In that case, follow the next step.

8. On the **Bank Account Linking** page, select the line for an online bank account, and then choose the **Link to New Bank Account** action.


The **Bank Account Card** page for a new bank account opens and displays the name of the online bank account.

If a bank account already exists in Business Central that you want to link the additional online bank account to, follow the next step.

9. On the **Bank Account Linking** page, select the line for an online bank account, and then choose the **Link to Existing Bank Account** action.

10. On the **Bank Account List** page, select the bank account that you want to link to, and then choose the **OK** button.

To link a bank account to an online bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the line for a bank account that is not linked to an online bank account, and then choose the **Link to Online Bank Account** action. The **Online Bank Account Linking** page opens with the name of the bank prefilled in the **Link Account** pane.
3. Choose the bank name. The **Log In** pane opens.
4. Enter the username and password that you use to log on to the online bank, and then choose the **Next** button.


The bank feed service prepares to link your bank account in Business Central to the related online bank account.

When the process has completed successfully, the bank name will appear in the **My Accounts** pane on the **Linked** tab. If the bank has more than one bank account, only the bank account that you selected in step 2 is linked.

5. Choose the **OK** button.

On the **Bank Account List** page, the **Linked** check box is selected.


To unlink a bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the line for a linked bank account that you want to unlink from its related online bank account, and then choose the **Unlink Online Bank Account** action.

NOTE


If you choose **Yes** on the confirmation dialog, the link to the online bank account is removed, and the log-in details are cleared. To link the bank account to the online bank account again, you must log on to the bank again. For more information, see the "To link a bank account to an online bank account" section.

To update bank account linking

1. Choose the , enter **Bank Accounts**, and then choose the related link.
2. Select the relevant bank account, and then choose the **Update Bank Account Linking** action.

If issues exist for any of the linked bank accounts on the **Bank Account List** page, the **Bank Account Linking** page opens specifying which bank accounts have issues. Issues can best be resolved by unlinking the online bank account and then re-creating the link. For more information, see the “To link a bank account to an online bank account” section.

To enable automatic import of bank statements

1. Choose the , enter **Bank Accounts**, and then choose the related link.
2. Select the line for a linked bank account, and then choose the **Automatic Bank Statement Import Setup** action.
3. On the **Automatic Bank Statement Import Setup** page, in the **Number of Days Included** field, specify how far back in time to get new bank transactions for.

NOTE

It is recommended that you set this value to 7 days or more.

4. Select the **Enabled** check box.

Every hour, the **Payment Reconciliation Journal** page will display new payments that are made on the online bank account.

NOTE

Transactions for payments that have already been posted as applied and/or reconciled on the **Payment Reconciliation Journal** page will not be imported.

See Also

[Setting Up Banking](#)

[Reconciling Bank Accounts](#)

[Applying Payments Automatically and Reconciling Bank Accounts](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Make Payments with the AMC Banking 365 Fundamentals extension or SEPA Credit Transfer

2/18/2021 • 10 minutes to read • [Edit Online](#)

On the **Payment Journal** page, you can process payments to your vendors by exporting a file together with the payment information from the journal lines. You can then upload the file to your electronic bank where the related money transfers are processed. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

NOTE

In the generic version of Business Central, a global provider of services to convert bank data to any file format that your bank requires is set up and connected. In North American versions, the same service can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).

To enable SEPA credit transfers, you must first set up a bank account, a vendor, and the general journal batch that the payment journal is based on. You then prepare payments to vendors by automatically filling the **Payment Journal** page with due payments with specified posting dates.

NOTE

When you have verified that the payments are successfully processed by the bank, you can proceed to post the payment journal lines.

Setting Up the AMC Banking 365 Fundamentals Extension

Activate the AMC Banking 365 Fundamentals extension to have any bank statement file converted to a format that you can import or to have your exported payment files converted to the format that your bank requires. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

Setting Up SEPA Credit Transfer

From the **Payment Journal** page, you can export payments to a file for upload to your electronic bank for processing of the related money transfers. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process payment electronically by exporting payment files in the SEPA Credit Transfer format, you must perform the following setup steps:

- Set up the bank account in question to handle the SEPA Credit Transfer format
- Set up vendor cards to process payments by exporting files in the SEPA Credit Transfer format
- Set up the related general journal batch to enable payment export from the **Payment Journal** page
- Connect the data exchange definition for one or more payment types with the relevant payment method or methods

To set up a bank account for SEPA Credit Transfer

1. In the **Search** box, enter **Bank Accounts**, and then choose the related link.
2. Open the card of the bank account from which you will export payment files in the SEPA Credit Transfer format.
3. On the **Transfer** FastTab, in the **Payment Export Format** field, choose **SEPACT**.
4. On the **General** FastTab, in the **Credit Transfer Msg. Nos.** field, choose a number series from which numbers are assigned to SEPA credit transfer entries.
5. Make sure the **IBAN** field is filled.

NOTE

The **Currency Code** field must be set to **EUR**, because SEPA credit transfers can only be made in the **EURO** currency.

To set up a vendor card for SEPA Credit Transfer

1. In the **Search** box, enter **Vendors**, and then choose the related link.
2. Open the card of the vendor whom you will pay electronically by export payment files in the SEPA Credit Transfer format.
3. On the **Payment** FastTab, in the **Payment Method Code** field, choose **BANK**.
4. In the **Preferred Bank Account** field, choose the bank to which the money will be transferred when it is processed by your electronic bank.

The value in the **Preferred Bank Account** field is copied to the **Recipient Bank Account** field on the **Payment Journal** page.

To set the payment journal up to export payment files

1. In the **Search** box, enter **Payment Journals**, and then choose the related link.
2. Open the payment journal that you use to process payments by exporting files in the SEPA Credit Transfer format.
3. In the **Batch Name** field, choose the drop-down button.
4. On the **General Journal Batches** page, choose the **Edit List** action.
5. On the line for the payment journal that you will use to export payments, select the **Allow Payment Export** check box.

To connect the data exchange definition for one or more payment types with the relevant payment method or methods

1. In the **Search** box, enter **Payment Methods**, and then choose the related link.
2. On the **Payment Methods** page, select the payment method that is used to export payments from, and then choose the **Pmt. Export Line Definition** field.
3. On the **Pmt. Export Line Definitions** page, select the code that you specified in the **Code** field on the **Line Definitions** FastTab in step 4 in the "To describe the formatting of lines and columns in the file" section in the [Set Up Data Exchange Definitions](#) procedure.

Preparing the Payment Journal

Fill the payment journal with lines for due payments to vendors, with the option to insert posting dates based on the due date of the related purchase documents. For more information, see [Managing Payables](#).

Exporting Payments to a Bank File

When you are ready to make payments to your vendors, or reimbursements to your employees, you can export a file with the payment information on the lines on the **Payment Journal** page. You can then upload the file to your bank to process the related money transfers.

In the generic version of Business Central, the AMC Banking 365 Fundamentals extension is available. In North American versions, the same extension can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).


NOTE

Before you can export payment files from the payment journal, you must specify the electronic format for the involved bank account, and you must enable the AMC Banking 365 Fundamentals extension. For more information, see [Set Up Bank Accounts](#) and [Using the AMC Banking 365 Fundamentals extension](#). In addition, you must select the **Allow Payment Export** check box on the **General Journal Batches** page. For more information, see [Working with General Journals](#).

You use the **Credit Transfer Registers** page to view the payment files that have been exported from the payment journal. From this page, you can also re-export payment files in case of technical errors or file changes. Note, however, that exported EFT files are not shown in this page and cannot be re-exported.

To export payments to a bank file

The following describes how to pay a vendor by check. The steps are similar to refund a customer by check.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Fill in the payment journal lines. For more information, see [Record Payments and Refunds](#).

NOTE

If you are using EFT, you must select either **Electronic Payment** or **Electronic Payment–IAT** in the **Bank Payment Type** field. Different file export services and their formats require different setup values on the **Bank Account Card** and **Vendor Bank Account Card** pages. You will be informed about wrong or missing setup values as you try to export the file.

The EFT feature can only be used for bank accounts in the local currency. It cannot be used with a foreign currency, indicated by a value in the **Currency Code** field. (Blank field value means local currency.)

3. When you have completed all payment journal lines, choose the **Export** action.
4. On the **Export Electronic Payments** page, fill in the fields as necessary.

Any error messages will be shown in the **Payment File Errors** FactBox where you can also choose an error message to see detailed information. You must resolve all errors before the payment file can be exported.

TIP

When you use the AMC Banking 365 Fundamentals extension, a common error message states that the bank account number does not have the length that your bank requires. To avoid or resolve the error, you must remove the value in the **IBAN** field on the **Bank Account Card** page and then, in the **Bank Account No.** field, enter a bank account number in the format that your bank requires.

5. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

NOTE

If you are using EFT, save the resulting vendor remittance form as a Word document or select to have it emailed directly to the vendor. The payments are now added to the **Generate EFT File** page from where you can generate multiple payment orders together to save transmission cost. For more information, see the following steps.

6. On the **Payment Journal** page, choose the **Generate EFT File** action.

On the **Generate EFT File** page, all payments set up for EFT that you have exported from the payment journal for a specified bank account but not yet generated are listed on the **Lines** FastTab.

7. Choose the **Generate EFT File** action to export one file for all the EFT payments.

8. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

The bank payment file is exported to the location that you specify, and you can proceed to upload it to your electronic bank account and make the actual payments. Then you can post the exported payment journal lines.

To plan when to post exported payments

If you do not want to post a payment journal line for an exported payment, for example because you are waiting for confirmation that the transaction has been processed by the bank, you can just delete the journal line. When you later create a payment journal line to pay the remaining amount on the invoice, the **Total Exported Amount** field shows how much of the payment amount has already been exported. Also, you can find detailed information about the exported total by choosing the **Credit Transfer Reg. Entries** button to see details about exported payment files.

If you follow a process where you do not post payments until you have confirmation that they have been processed in the bank, you can control this in two ways.

- In a payment journal with suggested payment lines, you can sort on either the **Exported to Payment File** column or the **Total Exported Amount** and then delete payment suggestions for open invoices for which payments have already been made and you do not want to make payments for.
- On the **Suggest Vendor Payments** page, where you specify which payments to insert in the payment journal, you can select the **Skip Exported Payments** check box if you do not want to insert journal lines for payments that have already been exported.


To see information about exported payments, choose the **Payment Export History** action.

To re-export payments to a bank file

You can re-export payment files from the **Credit Transfer Registers** page. Before you delete or post payment journal lines, you can also re-export the payment file from the **Payment Journal** page by simply exporting it again. If you have deleted or posted the payment journal lines after exporting them, you can re-export the same payment file from the **Credit Transfer Registers** page. Select the line for the batch of credit transfers that you want to re-export, and then use the **Reexport Payments to File** action.

NOTE

Exported EFT files are not shown on the **Credit Transfer Registers** page and cannot be re-exported.

1. Choose the  icon, enter **Credit Transfer Registers**, and then choose the related link.
2. Select a payment export that you want to re-export, and then choose the **Reexport Payment to File** action.

Posting the Payments

When the electronic payment is successfully processed by the bank, post the payments. For more information, see [Making Payments](#).

See Also

[Using the AMC Banking 365 Fundamentals extension](#)

[Managing Payables](#)

[Working with General Journals](#)

[Collect Payments with SEPA Direct Debit](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Make Payments with the AMC Banking 365 Fundamentals extension or SEPA Credit Transfer

2/18/2021 • 10 minutes to read • [Edit Online](#)

On the **Payment Journal** page, you can process payments to your vendors by exporting a file together with the payment information from the journal lines. You can then upload the file to your electronic bank where the related money transfers are processed. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

NOTE

In the generic version of Business Central, a global provider of services to convert bank data to any file format that your bank requires is set up and connected. In North American versions, the same service can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).

To enable SEPA credit transfers, you must first set up a bank account, a vendor, and the general journal batch that the payment journal is based on. You then prepare payments to vendors by automatically filling the **Payment Journal** page with due payments with specified posting dates.

NOTE

When you have verified that the payments are successfully processed by the bank, you can proceed to post the payment journal lines.

Setting Up the AMC Banking 365 Fundamentals Extension

Activate the AMC Banking 365 Fundamentals extension to have any bank statement file converted to a format that you can import or to have your exported payment files converted to the format that your bank requires. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

Setting Up SEPA Credit Transfer

From the **Payment Journal** page, you can export payments to a file for upload to your electronic bank for processing of the related money transfers. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process payment electronically by exporting payment files in the SEPA Credit Transfer format, you must perform the following setup steps:

- Set up the bank account in question to handle the SEPA Credit Transfer format
- Set up vendor cards to process payments by exporting files in the SEPA Credit Transfer format
- Set up the related general journal batch to enable payment export from the **Payment Journal** page
- Connect the data exchange definition for one or more payment types with the relevant payment method or methods

To set up a bank account for SEPA Credit Transfer

1. In the **Search** box, enter **Bank Accounts**, and then choose the related link.
2. Open the card of the bank account from which you will export payment files in the SEPA Credit Transfer format.
3. On the **Transfer** FastTab, in the **Payment Export Format** field, choose **SEPACT**.
4. On the **General** FastTab, in the **Credit Transfer Msg. Nos.** field, choose a number series from which numbers are assigned to SEPA credit transfer entries.
5. Make sure the **IBAN** field is filled.

NOTE

The **Currency Code** field must be set to **EUR**, because SEPA credit transfers can only be made in the **EURO** currency.

To set up a vendor card for SEPA Credit Transfer

1. In the **Search** box, enter **Vendors**, and then choose the related link.
2. Open the card of the vendor whom you will pay electronically by export payment files in the SEPA Credit Transfer format.
3. On the **Payment** FastTab, in the **Payment Method Code** field, choose **BANK**.
4. In the **Preferred Bank Account** field, choose the bank to which the money will be transferred when it is processed by your electronic bank.

The value in the **Preferred Bank Account** field is copied to the **Recipient Bank Account** field on the **Payment Journal** page.

To set the payment journal up to export payment files

1. In the **Search** box, enter **Payment Journals**, and then choose the related link.
2. Open the payment journal that you use to process payments by exporting files in the SEPA Credit Transfer format.
3. In the **Batch Name** field, choose the drop-down button.
4. On the **General Journal Batches** page, choose the **Edit List** action.
5. On the line for the payment journal that you will use to export payments, select the **Allow Payment Export** check box.

To connect the data exchange definition for one or more payment types with the relevant payment method or methods

1. In the **Search** box, enter **Payment Methods**, and then choose the related link.
2. On the **Payment Methods** page, select the payment method that is used to export payments from, and then choose the **Pmt. Export Line Definition** field.
3. On the **Pmt. Export Line Definitions** page, select the code that you specified in the **Code** field on the **Line Definitions** FastTab in step 4 in the "To describe the formatting of lines and columns in the file" section in the [Set Up Data Exchange Definitions](#) procedure.

Preparing the Payment Journal

Fill the payment journal with lines for due payments to vendors, with the option to insert posting dates based on the due date of the related purchase documents. For more information, see [Managing Payables](#).

Exporting Payments to a Bank File

When you are ready to make payments to your vendors, or reimbursements to your employees, you can export a file with the payment information on the lines on the **Payment Journal** page. You can then upload the file to your bank to process the related money transfers.

In the generic version of Business Central, the AMC Banking 365 Fundamentals extension is available. In North American versions, the same extension can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).


NOTE

Before you can export payment files from the payment journal, you must specify the electronic format for the involved bank account, and you must enable the AMC Banking 365 Fundamentals extension. For more information, see [Set Up Bank Accounts](#) and [Using the AMC Banking 365 Fundamentals extension](#). In addition, you must select the **Allow Payment Export** check box on the **General Journal Batches** page. For more information, see [Working with General Journals](#).

You use the **Credit Transfer Registers** page to view the payment files that have been exported from the payment journal. From this page, you can also re-export payment files in case of technical errors or file changes. Note, however, that exported EFT files are not shown in this page and cannot be re-exported.

To export payments to a bank file

The following describes how to pay a vendor by check. The steps are similar to refund a customer by check.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Fill in the payment journal lines. For more information, see [Record Payments and Refunds](#).

NOTE

If you are using EFT, you must select either **Electronic Payment** or **Electronic Payment–IAT** in the **Bank Payment Type** field. Different file export services and their formats require different setup values on the **Bank Account Card** and **Vendor Bank Account Card** pages. You will be informed about wrong or missing setup values as you try to export the file.

The EFT feature can only be used for bank accounts in the local currency. It cannot be used with a foreign currency, indicated by a value in the **Currency Code** field. (Blank field value means local currency.)

3. When you have completed all payment journal lines, choose the **Export** action.
4. On the **Export Electronic Payments** page, fill in the fields as necessary.

Any error messages will be shown in the **Payment File Errors** FactBox where you can also choose an error message to see detailed information. You must resolve all errors before the payment file can be exported.

TIP

When you use the AMC Banking 365 Fundamentals extension, a common error message states that the bank account number does not have the length that your bank requires. To avoid or resolve the error, you must remove the value in the **IBAN** field on the **Bank Account Card** page and then, in the **Bank Account No.** field, enter a bank account number in the format that your bank requires.

5. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

NOTE

If you are using EFT, save the resulting vendor remittance form as a Word document or select to have it emailed directly to the vendor. The payments are now added to the **Generate EFT File** page from where you can generate multiple payment orders together to save transmission cost. For more information, see the following steps.

6. On the **Payment Journal** page, choose the **Generate EFT File** action.

On the **Generate EFT File** page, all payments set up for EFT that you have exported from the payment journal for a specified bank account but not yet generated are listed on the **Lines** FastTab.

7. Choose the **Generate EFT File** action to export one file for all the EFT payments.

8. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

The bank payment file is exported to the location that you specify, and you can proceed to upload it to your electronic bank account and make the actual payments. Then you can post the exported payment journal lines.

To plan when to post exported payments

If you do not want to post a payment journal line for an exported payment, for example because you are waiting for confirmation that the transaction has been processed by the bank, you can just delete the journal line. When you later create a payment journal line to pay the remaining amount on the invoice, the **Total Exported Amount** field shows how much of the payment amount has already been exported. Also, you can find detailed information about the exported total by choosing the **Credit Transfer Reg. Entries** button to see details about exported payment files.

If you follow a process where you do not post payments until you have confirmation that they have been processed in the bank, you can control this in two ways.

- In a payment journal with suggested payment lines, you can sort on either the **Exported to Payment File** column or the **Total Exported Amount** and then delete payment suggestions for open invoices for which payments have already been made and you do not want to make payments for.
- On the **Suggest Vendor Payments** page, where you specify which payments to insert in the payment journal, you can select the **Skip Exported Payments** check box if you do not want to insert journal lines for payments that have already been exported.


To see information about exported payments, choose the **Payment Export History** action.

To re-export payments to a bank file

You can re-export payment files from the **Credit Transfer Registers** page. Before you delete or post payment journal lines, you can also re-export the payment file from the **Payment Journal** page by simply exporting it again. If you have deleted or posted the payment journal lines after exporting them, you can re-export the same payment file from the **Credit Transfer Registers** page. Select the line for the batch of credit transfers that you want to re-export, and then use the **Reexport Payments to File** action.

NOTE

Exported EFT files are not shown on the **Credit Transfer Registers** page and cannot be re-exported.

1. Choose the  icon, enter **Credit Transfer Registers**, and then choose the related link.
2. Select a payment export that you want to re-export, and then choose the **Reexport Payment to File** action.

Posting the Payments

When the electronic payment is successfully processed by the bank, post the payments. For more information, see [Making Payments](#).

See Also

[Using the AMC Banking 365 Fundamentals extension](#)

[Managing Payables](#)

[Working with General Journals](#)

[Collect Payments with SEPA Direct Debit](#)

NOTE

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Collect Payments with SEPA Direct Debit

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With your customer's consent, you can collect payments directly from the customer's bank account according to the SEPA format.

First, set up the export format of the bank file that instructs your bank to perform a direct debit. Then, set up the customer's payment method. Last, set up the direct-debit mandate that reflects your agreement with the customer to collect their payments in a certain agreement period.

To instruct the bank to transfer the payment amount from the customer's bank account to your company's account, you create a direct-debit collection entry, which holds information about bank accounts, the affected sales invoices, and the direct-debit mandate. You then export an XML file that is based on the collection entry, which you send to your bank for processing. Any payments that could not be processed will be communicated to you by your bank, and you must then manually reject the direct debit-collection entries in question.

You can set up standard customer sales codes with the direct-debit payment method and mandate information. You can then use the **Create Standard Cust. Invoices** batch job to generate multiple sales invoices with the direct-debit information prefilled. This can be done manually or automatically, according to the payment due date.

When payments are successfully processed, as communicated by your bank, you can post the payment receipts either directly from the **Direct Debit Collect. Entries** page or by moving the payment lines to the journal where you post payment receipts, such as the **Cash Receipt Journal** page. Alternatively, depending on your cash management process, you can wait and just apply the payments as a part of bank reconciliation.

NOTE

To collect payments using SEPA Direct Debit, the currency on the sales invoice must be EURO.

Setting Up SEPA Direct Debit

From the **Direct Debit Collections** page, you can export instructions to your electronic bank to perform a direct debit collection from the customer's bank account to your bank account according to the SEPA Direct Debit format.

NOTE

The global version of Business Central supports the SEPA direct debit format only. Your country/region version may support other formats for electronic payment. See under **Local Functionality** in the table of contents.


To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process customer payments electronically by exporting direct debit instructions in the SEPA Direct Debit format, you must perform the following setup steps:


- Set up the export format of the bank file that instructs your bank to perform a direct debit collection from the customer's bank account to your bank account.
- Set up the customer's payment method.

- Set up the direct-debit mandate that reflects your agreement with the customer to collect their payments in a certain agreement period.

To set up your bank account for SEPA direct debit

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the bank account that you want to use for direct debit.
3. On the **Transfer** FastTab, in the **SEPA Direct Debit Export Format** field, choose the option for SEPA direct debit.


To set up the customer's payment method for SEPA direct debit

1. Choose the  icon, enter **Payment Methods**, and then choose the related link.
2. Choose the **New** action.
3. Set up a payment method. Fill in the direct debit-specific fields as described in the following table.


FIELD	DESCRIPTION
Direct Debit	Specify if the payment method is for SEPA direct debit collection.
Direct Debit Pmt. Terms Code	Specify the payment terms, such as DON'T PAY, that are displayed on sales invoices that are paid with SEPA direct debit to indicate to the customer that the payment will be collected automatically. Alternatively, leave the field empty.

NOTE

Do not enter a value in the **Bal. Account No.** field.

4. Choose the **OK** button to close the **Payment Methods** page.
5. Choose the  icon, enter **Customers**, and then choose the related link.
6. Open the customer card for the customer that you want to set up for SEPA direct debit collection.
7. Choose the **Payment Method Code** field, and then select the payment method code that you specified in step 3.
8. Repeat steps 6 and 7 for all customers that you want to set up for SEPA direct debit collection.

To set up the direct-debit mandate that represents the customer agreement

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for the customer that you want to set up for SEPA direct debits.
3. Choose the **Bank Accounts** action.
4. On the **Customer Bank Account List** page, select the customer bank account that will use direct debits, and then choose the **Direct Debit Mandates** action.
5. On the **SEPA Direct Debit Mandates** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
-------	-------------

FIELD	DESCRIPTION
Customer Bank Account Code	Specifies the bank account from which direct-debit payments are collected. This field is filled automatically.
Valid From	Specify the date when the direct-debit mandate starts.
Valid To	Specify the date when the direct-debit mandate ends.
Date of Signature	Specify the date when the customer signed the direct-debit mandate.
Sequence Type	Specify if the agreement covers multiple (Recurring) or a single (One Off) direct debit collection.
Expected Number of Debits	Specify how many direct debit collections you expect to make. This field is only relevant if you selected Recurring in the Sequence Type field.
Debit Counter	Specifies how many direct debit collections have been made using this direct-debit mandate. This field is automatically updated.
Blocked	Specify that direct debit collections cannot be made using this direct-debit mandate.

6. Repeat steps 1 through 5 for all customers that you want to set up for SEPA direct debits.

The direct-debit mandate is automatically inserted in the **Direct Debit Mandate ID** field when you create a sales invoice for the customer that you selected in step 2. For more information, see [Create Recurring Sales and Purchase Lines](#).


Creating SEPA Direct Debit Collection Entries and Export to a Bank File

To instruct the bank to transfer the payment amount from the customer's bank account to your company's account, you create a direct-debit collection, which holds information about the customer's bank account, the affected sales invoices, and the direct-debit mandate. From the resulting direct-debit collection entry, you then export an XML file that you send or upload to your electronic bank for processing. Any payments that could not be processed by the bank will be communicated to you by your bank, and you must then manually reject the direct debit-collection entries in question.

NOTE

To collect payments using SEPA Direct Debit, the currency on the sales invoice must be EURO.

To create a direct-debit collection

1. Choose the  icon, enter **Direct Debit Collections**, and then choose the related link.
2. On the **Direct Debit Collections** page, choose the **Create Direct Debit Collection** action.
3. On the **Create Direct Debit Collection** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
From Due Date	Specify the earliest payment due date on sales invoices that you want to create a direct-debit collection for.
To Due Date	Specify the latest payment due date on sales invoices that you want to create a direct-debit collection for.
Partner Type	Specify if the direct-debit collection is made for customers of type Company or Person .
Only Customers With Valid Mandate	Specify if a direct-debit collection is created for customers who have a valid direct-debit mandate. Note: A direct-debit collection is created even if the Direct Debit Mandate ID field is not filled on the sales invoice.
Only Invoices With Valid Mandate	Specify if a direct-debit collection is only created for sales invoices if a valid direct-debit mandate is selected in the Direct Debit Mandate ID field on the sales invoice.
Bank Account No.	Specify which of your company's bank accounts the collected payment will be transferred to from the customer's bank account.
Bank Account Name	Specifies the name of the bank account that you select in the Bank Account No. field. This field is filled automatically.

4. Choose the **OK** button.

A direct-debit collection is added to the **Direct Debit Collections** page, and one or more direct-debit collection entries are created.

To export a direct-debit collection entry to a bank file

1. On the **Direct Debit Collections** page, choose the **Direct Debit Collect. Entries** action.
2. On the **Direct Debit Collect. Entries** page, select the entry that you want to export, and then choose the **Create Direct Debit File** action.
3. Save the export file to the location from where you send or upload it to your electronic bank.

On the **Direct Debit Collect. Entries** page, the **Direct Debit Collection Status** field is changed to **File Created**. On the **SEPA Direct Debit Mandates** page, the **Debit Counter** field is updated with one count.

If the exported file cannot be processed, for example because the customer is insolvent, you can reject the direct-debit collection entry. If the exported file is successfully processed by the bank, the due payments of the involved sales invoices are automatically collected from the involved customers. In that case you can close the collection.

To reject a direct-debit collection entry

- On the **Direct Debit Collect. Entries** page, select the entry that was not successfully processed, and then choose the **Reject Entry** action.

The value in the **Status** field on the **Direct Debit Collect. Entries** page is changed to **Rejected**.

To close a direct-debit collection

- On the **Direct Debit Collect. Entries** page, select the entry that was successfully processed, and then

choose the **Close Collection** action.

The related direct-debit collection is closed.


You can now proceed to post receipts of payment for the involved sales invoices. You can do this as you typically post payment receipts, such as on the **Payment Registration** page, or you can post the related payment receipts directly from the **Direct Debit Collect. Entries** page. For more information, see [Collect Payments with SEPA Direct Debit](#).

Posting SEPA Direct Debit Payment Receipts

When a direct debit collection is successfully processed by your bank, you can proceed to post receipt of the payment for the involved sales invoices. For more information, see [Create SEPA Direct Debit Collection Entries and Export to a Bank File](#).

You can post the payment receipt directly from the **Direct Debit Collections** page or the **Direct Debit Collect. Entries** page. Alternatively, you can relay the work to another user by preparing the related journal lines.

To post a direct-debit payment receipt from the **Direct Debit Collections** page

1. Choose the  icon, enter **Direct Debit Collections**, and then choose the related link.
2. Select a line for a direct debit collection that has been exported to a bank file and successfully processed by the bank.
3. Choose the **Post Payment Receipts** action.
4. On the **Post Direct Debit Collection** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Direct Debit Collection No.	Specify the direct debit collection that you want to post payment receipt for.
General Journal Template	Specify which general journal template to use for posting the payment receipt, such as the template for cash receipts.
General Journal Batch Name	Specify which general journal batch to use for posting the payment receipt.
Create Journal Only	Select this check box if you do not want to post the payment receipt when you choose the OK button. The payment receipt will be prepared in the specified journal and will not be posted until someone posts the journal lines in question.

5. Choose the **OK** button.

See Also

[Managing Receivables Service Management](#)

NOTE

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Update Currency Exchange Rates

2/18/2021 • 4 minutes to read • [Edit Online](#)

As companies operate in increasingly more countries/regions, it becomes more important that they be able to trade and report financials in more than one currency. You must set up a code for each currency you use if you buy or sell in currencies other than your local currency, have receivables or payables in other currencies, or record G/L transactions in different currencies.

Your general ledger is set up to use your local currency (LCY), but you can set it up to also use another currency with a current exchange rate assigned. By designating a second currency as a so-called additional reporting currency, Business Central will automatically record amounts in both LCY and this additional reporting currency on each G/L entry and other entries, such as VAT entries. For more information, see [Set Up an Additional Reporting Currency](#).

Adjusting Exchange Rates

Because exchange rates fluctuate constantly, additional currency equivalents in your system must be adjusted periodically. If these adjustments are not done, amounts that have been converted from foreign (or additional) currencies and posted to the general ledger in LCY may be misleading. In addition, daily entries posted before a daily exchange rate is entered into application must be updated after the daily exchange rate information is entered.

The **Adjust Exchange Rates** batch job is used to manually adjust the exchange rates of posted customer, vendor and bank account entries. It can also update additional reporting currency amounts on G/L entries.

TIP

You can use a service to update exchange rates in the system automatically. For more information, see [To set up a currency exchange rate service](#). However, this does not adjust exchange rates on already posted transactions. To update exchange rates on posted entries, use the **Adjust Exchange Rates** batch job.

Effect on Customers and Vendors

For customer and vendor accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date that is specified in the batch job. The batch job calculates the differences for the individual currency balances and posts the amounts to the general ledger account that is specified in the **Unrealized Gains Acc.** field or the **Unrealized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the receivables/payables account in the general ledger.

The batch job processes all open customer ledger entries and vendor ledger entries. If there is an exchange rate difference for an entry, the batch job creates a new detailed customer or vendor ledger entry which reflects the adjusted amount on the customer or vendor ledger entry.

Dimensions on Customer and Vendor Ledger Entries

The adjustment entries are assigned the dimensions from the customer/vendor ledger entries, and the adjustments are posted per combination of dimension values.

Effect on Bank Accounts

For bank accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date specified in the batch job. The batch job calculates the differences for each bank account that has a currency code and posts the amounts to the general ledger account that is specified in the **Realized Gains Acc.** field or the **Realized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the

general ledger bank accounts that are specified in the bank account posting groups. The batch job calculates one entry per currency per posting group.

Dimensions on Bank Account Entries

The adjustment entries for the bank account's general ledger account and for the gain/loss account are assigned the bank account's default dimensions.

Effect on G/L Accounts

If you post in an additional reporting currency, you can have the batch job create new general ledger entries for currency adjustments between LCY and the additional reporting currency. The batch job calculates the differences for each general ledger entry and adjusts the general ledger entry depending on the contents of the **Exchange Rate Adjustment** field for each general ledger account.

Dimensions on G/L Account Entries


The adjustment entries are assigned the default dimensions from the accounts they are posted to.

IMPORTANT


Before you can use the batch job, you must enter the adjustment exchange rates that are used to adjust the foreign currency balances. You do so on the **Currency Exchange Rates** page.

To set up a currency exchange rate service

You can use an external service to keep your currency exchange rates up to date, such as FloatRates.

1. Choose the  icon, enter **Currency Exchange Rate Services**, and then choose the related link.
2. Choose the **New** action.
3. On the **Currency Exchange Rate Service** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **Enabled** check box to enable the service.

To update currency exchange rates through a service

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. Choose the **Update Exchange Rates** action.

The value in the **Exchange Rate** field on the **Currencies** page is updated with the latest currency exchange rate.

See Related Training at [Microsoft Learn](#)

See Also

[Set Up an Additional Reporting Currency Closing Years and Periods](#)
[Working with Business Central](#)

NOTE

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Field Mapping When Importing SEPA CAMT Files

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Business Central supports the regional SEPA standards (Single Euro Payments Area) for importing SEPA bank statements (CAMT format). For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

The SEPA CAMT standard itself has local variations. Therefore, you may have to modify the generic data exchange definition (represented by the **SEPA CAMT** code on the **Posting Exchange Definitions** page) to adapt it to a local variation of the standard. The following tables show the element-to-field mapping for tables 81, 273, and 274 in the SEPA CAMT implementation in Business Central.

For information about creating or adjusting a data exchange definition, see [Set Up Data Exchange Definitions](#).

CAMT data mapping to fields in the General Journal table (81)

ELEMENT PATH	MESSAGE ELEMENT	DATA TYPE	DESCRIPTION	NEGATIVE-SIGN IDENTIFIER	FIELD NO.	FIELD NAME
Stmt/Ntry/Amount	Amount	Decimal	The amount of money in the cash entry		13	Amount
Stmt/Ntry/CreditDebitIndicator	CreditDebitIndicator	Text	Indicates whether the entry is a credit or a debit entry	DBIT	13	Amount
Stmt/Ntry/BookingDate	Date	Date	The date when an entry is posted to an account on the account servicer's books		5	Posting Date
Stmt/Ntry/BookingDateTime	DateTime	DateTime	The date and time when an entry is posted to an account on the account servicer's books		5	Posting Date
Stmt/Ntry/PartyName	Name	Text	The name of the party that owes an amount of money to the (ultimate) creditor		1221	Payer Information

ELEMENT PATH	MESSAGE ELEMENT	DATA TYPE	DESCRIPTION	NEGATIVE-SIGN IDENTIFIER	FIELD NO.	FIELD NAME
Stmt/Ntry/NtryDtls/TxDtls/RmtInf/Ustrd	Unstructured	Text	Information supplied to enable the matching/reconciliation of an entry with the items that the payment is intended to settle, such as commercial invoices in an accounts-receivable system, in an unstructured form		8	Description
Stmt/Ntry/AdditionalNtryInf	AdditionalEntryInformation	Text	Additional information about the entry		1222	Transaction Information

CAMT data mapping to fields in the Bank Acc. Reconciliation table (273)

ELEMENT PATH	MESSAGE ELEMENT	DATA TYPE	DESCRIPTION	NEGATIVE-SIGN IDENTIFIER	FIELD NO.	FIELD NAME
Stmt/CreDtTm	CreationDate Time	Date	The date and time when the message was created		3	Statement Date
Stmt/Bal/Amt	Amount	Decimal	The amount resulting from the netted amounts for all debit and credit entries		4	Statement Ending Balance

CAMT data mapping to fields in the Bank Acc. Reconciliation Line table (274)

ELEMENT PATH	MESSAGE ELEMENT	DATA TYPE	DESCRIPTION	NEGATIVE-SIGN IDENTIFIER	FIELD NO.	FIELD NAME
Stmt/Ntry/Amt	Amount	Decimal	The amount of money in the cash entry		7	Statement Amount

ELEMENT PATH	MESSAGE ELEMENT	DATA TYPE	DESCRIPTION	NEGATIVE-SIGN IDENTIFIER	FIELD NO.	FIELD NAME
Stmt/Ntry/CdtDbtInd	CreditDebitIndicator	Text	Indicates whether the entry is a credit or a debit entry	DBIT	7	Statement Amount
Stmt/Ntry/BookDt/Dt	Date	Date	The date when an entry is posted to an account on the account servicer's books		5	Transaction Date
Stmt/Ntry/BookDt/DtTm	DateTime	DateTime	The date and time when an entry is posted to an account on the account servicer's books		5	Transaction Date
Stmt/Ntry/ValueDt/Dt	Date	Date	The date when assets become available to the account owner in case of a credit entry, or cease to be available to the account owner in case of a debit entry		12	Value Date
Stmt/Ntry/ValueDt/DtTm	DateTime	DateTime	The date and time when assets become available to the account owner in case of a credit entry, or cease to be available to the account owner in case of a debit entry		12	Value Date

ELEMENT PATH	MESSAGE ELEMENT	DATA TYPE	DESCRIPTION	NEGATIVE-SIGN IDENTIFIER	FIELD NO.	FIELD NAME
Stmt/Ntry/NtryDtls/TxDtls/RefldPties/Dbtr/Nm	Name	Text	The name of the party that owes an amount of money to the (ultimate) creditor		15	Payer Information
Stmt/Ntry/NtryDtls/TxDtls/RefmtInf/Ustrd	Unstructured	Text	Information supplied to enable the matching/reconciliation of an entry with the items that the payment is intended to settle, such as commercial invoices in an accounts-receivable system, in an unstructured form		6	Description
Stmt/Ntry/AdditionalNtryInf	AdditionalEntryInformation	Text	Additional information about the entry		16	Transaction Information

Elements in the **Ntry** node that are imported into Business Central but not mapped to any fields are stored in the **Posting Exch. Column Def** table. Users can view these elements from the **Payment Reconciliation Journal**, **Payment Application**, and **Bank Acc. Reconciliation** pages by choosing the **Bank Statement Line Details** action. For more information, see [Reconcile Payments Using Automatic Application](#).

IMPORTANT

In an import of CAMT bank statements, Business Central expects each transaction to be unique, which means that the **Transaction ID** field that comes from the *Stmt/Ntry/NtryDtls/TxDtls/Refs/EndToEndId* tag in the CAMT file, must be unique within the open bank account reconciliation. If the information is not present, Business Central ignores the payment. If an earlier bank reconciliation on the same bank account was posted with the same transaction ID as on the current import, the current transaction will not automatically reconcile but can still be imported.

See Also

[Setting Up Data Exchange](#)

[Exchanging Data Electronically](#)

[Using the AMC Banking 365 Fundamentals extension](#)

[Use XML Schemas to Prepare Data Exchange Definitions](#)

[Reconcile Payments Using Automatic Application](#)

NOTE

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Field Mapping When Exporting Payment Files Using the AMC Banking 365 Fundamentals extension

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When you export payment files using the AMC Banking 365 Fundamentals extension, the data that you export is exposed to the service provider. The service provider is responsible for the privacy of this data. For more information about the AMC Banking 365 Fundamentals extension, see [Using the AMC Banking 365 Fundamentals extension](#).

Caution

When you export payment files by using the AMC Banking 365 Fundamentals extension, some of your business data will be exposed to the provider of the service. The service provider, AMC Consult A/S, is responsible for the privacy of this data. For more information, see [AMC Privacy Policy](#).

The following table lists the fields in Business Central from which you can export data.

MAPPED FIELD	FIELD IN TABLE	TABLE	DESCRIPTION
Creditor No.	Creditor No.	Bank Account	The identifier assigned to your company by your bank to collect payments
Sender Bank Account No.	Bank Account No./IBAN	Bank Account	Your company's bank account number (IBAN or other) that is specified on the bank account card
Sender Bank Clearing Standard	Bank Clearing Standard	Bank Account	The national bank names register used for the sender bank account
Sender Bank Clearing Code	Bank Clearing Code	Bank Account	The identifier of the sender's bank in relation to the bank names register used
Sender Bank BIC	SWIFT Code	Bank Account	The SWIFT identifier of the sender bank account
Sender Bank Account Currency	Currency Code	Bank Account	The sender bank account Currency Code
Document No.	Document No.	General Journal Line	The document number of the payment line
Applies-to Ext. Doc. No.	Applies-to Ext. Doc. No.	General Journal Line	The external document number of the invoice or credit memo that the payment line is applied to
Recipient ID	Account No.	General Journal Line	The customer or vendor number that is specified on the payment line

MAPPED FIELD	FIELD IN TABLE	TABLE	DESCRIPTION
Payment Type	Bank Data Conversion Pmt. Type	Payment Method	The type of bank transfer, such as domestic or international
Payment Reference	Payment Reference	General Journal Line	The payment reference of the payment line
Recipient Address	Address	Customer/Vendor	The recipient address that is specified on the customer or vendor card
Recipient City	City	Customer/Vendor	The recipient city that is specified on the customer or vendor card
Recipient Name	Name	Customer/Vendor	The recipient name that is specified on the customer or vendor card
Recipient Country/Region Code	Country/Region Code	Customer/Vendor	The recipient country/region code that is specified on the customer or vendor card
Recipient Post Code	Post Code	Customer/Vendor	The recipient post code that is specified on the customer or vendor card
Recipient Bank Acc. No.	Bank Account No./IBAN	Customer Bank Account/Vendor Bank Account	The recipient bank account number (IBAN or other) that is specified on the customer or vendor bank account card
Recipient Bank Clearing Code	Bank Clearing Standard	Customer Bank Account/Vendor Bank Account	The national bank names register used for the recipient bank account
Recipient Bank Clearing Std.	Bank Clearing Code	Customer Bank Account/Vendor Bank Account	The identifier of the recipient bank account in relation to the bank names register that is used
Recipient Email Address	E-Mail	Customer/Vendor	The email address of the recipient
Message To Recipient 1	Message to Recipient	General Journal Line	The message to recipient that is specified on the payment line
Amount	Amount	General Journal Line	The amount on the payment line
Currency Code	Currency Code	General Journal Line	The currency code on the payment line

MAPPED FIELD	FIELD IN TABLE	TABLE	DESCRIPTION
Transfer Date	Posting Date	General Journal Line	The posting date of the payment line
Invoice Amount	Original Amount	Customer/Vendor Ledger Entry	The amount on the entry that the payment is applied to
Invoice Date	Document Date	Customer/Vendor Ledger Entry	The invoice date on the entry that the payment is applied to
Recipient Bank Address	Address	Customer Bank Account/Vendor Bank Account	The recipient bank account address that is specified on the customer or vendor bank account card
The recipient bank account address that is specified on the customer or vendor bank account card	City	Customer Bank Account/Vendor Bank Account	The recipient bank account city that is specified on the customer or vendor bank account card
Recipient Bank Name	Name	Customer Bank Account/Vendor Bank Account	The recipient bank account name that is specified on the customer or vendor bank account card
Recipient Bank Country/Region	Country/Region Code	Customer Bank Account/Vendor Bank Account	The recipient bank account country/region that is specified on the customer or vendor bank account card
Recipient Bank Post Code	Post Code	Customer Bank Account/Vendor Bank Account	The recipient bank account post code that is specified on the customer or vendor bank account card
Sender Bank Address	Address	Bank Account	The sender bank account address that is specified on the bank account card
Sender Bank City	City	Bank Account	The sender bank account city that is specified on the bank account card
Sender Bank Name	Name	Bank Account	The sender bank account name that is specified on the bank account card
Sender Bank Country/Region	Country/Region Code	Bank Account	The sender bank account country/region that is specified on the bank account card

MAPPED FIELD	FIELD IN TABLE	TABLE	DESCRIPTION
Sender Bank Post Code	Post Code	Bank Account	The sender bank account post code that is specified on the bank account card
General Journal Template	Journal Template Name	General Journal Line	The general journal template that is used for the payment line
General Journal Batch Name	Journal Batch Name	General Journal Line	The general journal batch name that is used for the payment line
Sender Bank Name - Data Conv.	Bank Name – Data Conv.	Bank Account	The sender bank account name that is requested by the AMC Banking 365 Fundamentals extension and specified on the bank account card

See Also

[Setting Up Data Exchange](#)

[Exchanging Data Electronically Using the AMC Banking 365 Fundamentals extension](#)

[Make Payments with AMC Banking 365 Fundamentals extension or SEPA Credit Transfer](#)

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Finance

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Business Central includes a standard configuration of most financial processes, but you can change the configuration to suit your business. For more information, see [Setting Up Finance](#).

The default configuration includes a chart of accounts and standard posting groups that make the process of assigning default general ledger posting accounts to customers, vendors, and items more efficient.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply incoming payments, reconcile bank accounts during payment application, and collect outstanding balances.	Managing Receivables
Make payments, apply outgoing payments, and work with checks.	Managing Payables
Make your customers submit payment before you ship to them, or submit payment to your vendors before they ship to you.	Invoicing Prepayments
Reconcile bank accounts and transfer funds between bank accounts.	Reconciling Bank Accounts
Set up intercompany partners and process transactions, manually or automatically, between legal entities within the same company.	Managing Intercompany Transactions
Analyze the costs of running your business by allocating actual and budgeted costs of operations, departments, products, and projects to cost centers.	Accounting for Costs
Manage inventory and manufacturing costs, report costs, and reconcile costs with the general ledger.	Managing Inventory Costs
Understand the general ledger and the chart of accounts.	Understanding the General Ledger and the COA
Combine general ledger entries from multiple companies in one virtual consolidated company for financial analysis.	Consolidating Financial Data from Multiple Companies
Add dimensions for richer business intelligence.	Working with Dimensions
Create G/L budgets to forecast different financial activities and assign dimensions for business intelligence purposes.	Create G/L Budgets
Record income or expenses directly in the general ledger without posting dedicated business documents.	Post Transactions Directly to the General Ledger
Post reversing entries to undo value postings in the general journal or quantity postings on purchase and sales documents.	Reverse Journal Postings and Undo Receipts/Shipments
Allocate an entry in a general journal to several different accounts when you post the journal.	Allocate Costs and Income
Assign extra costs, such as freight and physical handling that you incur during trade, to the involved items so that the cost is reflected in inventory valuation.	Use Item Charges to Account for Additional Trade Costs

TO	SEE
Post employees' personal expenses for business-related activities and reimburse employees by making payment to their bank account.	Record and Reimburse Employees' Expenses
Recognize revenues and expenses in other periods than when the transactions were posted.	Defer Revenues and Expenses
Learn about the available options to automate sending subscription invoices to your customers and register recurring revenue.	Recurring (subscription) Revenue
Learn how to use additional currencies and update currency exchange rates automatically.	Update Currency Exchange Rates
Import salary transactions from your payroll provider into the general ledger.	Import Payroll Transactions
Use functions to calculate value-added tax (VAT) on sales and purchase transactions so that you can report the amounts to the tax authorities.	Work with VAT on Sales and Purchases
Prepare a report that lists VAT from sales, and submit the report to tax authorities in the EU.	Report VAT to Tax Authorities
Manually convert service contracts to change their VAT rate.	Convert Service Contracts that Include VAT Amounts
Monitor the flow of cash in and out of your business.	Analyzing Cash Flows in Your Company
Follow an end-to-end procedure on using account schedules to make cash flow forecasts.	Walkthrough: Making Cash Flow Forecasts by Using Account Schedules
Work with financial statements and overviews in Excel.	Analyzing Financial Statements in Excel
Learn how to use the Accountant Role Center, invite an external accountant, and use the Company Hub to manage accounts for multiple clients.	Accountant Experiences in Business Central

Take a Video Tour

The following video introduces some of the key capabilities for managing finances.

See Also

[Setting Up Finance](#)

[Sales](#)

[Purchasing](#)

[Closing Fiscal Periods](#)

[Managing Projects](#)

[Importing Data from Other Finance Systems](#)

[Working with General Journals](#)

[Working with Business Central](#)

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Financial Reports in Business Central

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Financial reporting in Business Central allows financial and business professionals to create, maintain, deploy, and view financial statements. It moves beyond traditional reporting constraints to help you efficiently design various types of reports. Business Central includes several reports, tracing functions, and tools that help auditors or controllers who are responsible for reporting to the finance department. Financial reporting includes support for dimensions, so account segments or dimensions are immediately available. No additional tools or configuration steps are required.

Reports

The following table describes some of the key reports in financial reporting.

REPORT	DESCRIPTION
Adjust Cost - Item Entries	Adjusts inventory values in value entries so that you use the correct adjusted cost for updating the general ledger and so that sales and profit statistics are up to date. The cost adjustment forwards any cost changes from inbound entries, such as those for purchases or production output, to the related outbound entries, such as sales or transfers.
Trial Balance	Shows the chart of accounts with balances and net changes. You can choose to see a trial balance for selected dimensions. You can use the report at the close of an accounting period or fiscal year.
Trial Balance by Period	Shows the opening balance by general ledger account, the movements in the selected period of month, quarter, or year, and the resulting closing balance.
Trial Balance/Budget	Shows a trial balance in comparison to a budget. You can choose to see a trial balance for selected dimensions. You can use the report at the close of an accounting period or fiscal year.
Detailed Trial Balance	Shows a detail trial balance for selected general ledger accounts. You can use the report at the close of an accounting period or fiscal year. You can define which accounts are included in the report by setting filters.
Trial Balance/Previous Year	Shows a trial balance in comparison to the previous year's figures. You can choose to see a trial balance for selected dimensions. You can use the report at the close of an accounting period or fiscal year. Note that <i>the previous year</i> means the same period one calendar year earlier.
Account Schedule	Account schedules can be used to display the general ledger accounts in a different way than in the chart of accounts. For example, account schedules can be used for reports on key figures.

Tasks

The following articles describe some of the key tasks for analyzing the state of your business:

- [Analyze Actual Amounts Versus Budgeted Amounts](#)
- [Prepare Financial Reporting with Account Schedules and Account Categories](#)
- [Set Up and Publish KPI Web Services Based on Account Schedules](#)
- [Analyze Data by Dimensions](#)
- [Create Analysis Reports](#)
- [Create Reports with XBRL](#)
- [Manage Database Access Intent](#)

See also

[Creating Cost Budgets](#)

[Report VAT to Tax Authorities](#)

[Closing Years and Periods](#)

[Using Pre-Closing Reports](#)

[Preparing Closing Statements](#)

[Analyzing Financial Statements in Microsoft Excel](#)

[Working with Dimensions](#)

[Setting Up Finance](#)

[Finance](#)

[Local Functionality Overview](#)

[Accountant Experiences in Dynamics 365 Business Central](#)

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Managing Receivables

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A regular step in any financial rhythm is to reconcile bank accounts, which requires that you apply incoming payments to customer or vendor ledger entries to close sales invoices and purchase credit memos as paid.

While most customers in B2B environments pay some time after delivery, leaving the posted sales invoices open for the Accounts Receivable department to close (apply) when payment is received, some sales invoices can be paid immediately, for example with PayPal. Such invoices are immediately applied as paid when they are posted and, therefore, do not appear as payments to be processed in AR. For more information, see, for example, [Invoice Sales](#).

In Business Central, one of the fastest ways to register payments is with the **Payment Reconciliation Journal** page by importing a bank statement file or feed. The payments are applied to open customer or vendor ledger entries based on data matches between payment text and entry information. You can review and change the matches before you post the journal, and close bank account ledger entries for ledger entries when you post the journal. The bank account is reconciled when all payments are applied.

Other pages exist where you can either apply payments or reconcile bank accounts:

- The **Bank Account Reconciliations** page, where you reconcile bank accounts by matching imported bank statement lines with your system bank account ledger entries. Here, you can also reconcile check payments. For more information, see [Reconcile Bank Accounts](#). Here, you cannot apply payments.
- The **Payment Registration** page, where you can manually apply payments received as cash, check, or bank transaction against a generated list of unpaid sales documents. Note that this functionality is available only for sales documents. Here, you cannot apply outgoing payments, and you cannot reconcile bank accounts.
- The **Cash Receipt Journal** page, where you manually post receipts to the relevant general ledger, customer, or other account by entering a payment line. You can either apply the receipt or refund to one or more open entries before you post the cash receipt journal, or from the customer ledger entries. Here, you cannot reconcile bank accounts.

The **Payment Reconciliation Journal** page use automatic matching logic that you can set up on the **Payment Application Rules** page. For more information, see [Set Up Rules for Automatic Application of Payments](#).

Other aspects of managing receivables include to collect outstanding balances, including finance charges and reminders, and to set bank accounts up to allow customers' payments to be withdrawn from their account automatically.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply payments to open customer or vendor ledger entries based on an imported bank statement file or feed, and reconcile the bank account when all payments are applied.	Applying Payments Automatically and Reconciling Bank Accounts
Apply payments to open customer ledger entries based on a list of unpaid sales documents on the Payment Registration page.	Reconcile Customer Payments from a List of Unpaid Sales Documents

TO	SEE
Post cash receipts or refunds for customers in the cash receipt journal and apply to customer ledger entries, either from the journal or from posted ledger entries.	Reconcile Customer Payments with the Cash Receipt Journal or from Customer Ledger Entries
Remind customers of overdue amounts, calculate interest and finance charges, and manage accounts receivable.	Collect Outstanding Balances
With your customer's consent, collect payments directly from the customer's bank account according, in the Euro currency only.	Collect Payments with SEPA Direct Debit
Block a customer from being entered on documents or from posting, for example because of insolvency.	Block Customers
Set up a tolerance by which the system closes an invoice even though the payment, including any discount, does not fully cover the amount on the invoice.	Work with Payment Tolerances and Payment Discount Tolerances
Predict when payments will be made late for sales documents.	The Late Payment Prediction Extension

See Related Training at [Microsoft Learn](#)

See Also

[Sales](#)

[Managing Payables](#)

[Working with Business Central](#)

[General Business Functionality](#)

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Applying Payments Automatically and Reconciling Bank Accounts

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You must regularly reconcile your bank, receivables, and payables accounts by applying payments recorded in the bank to their related open (unpaid) invoices and credit memos or other open entries in Business Central.

You can perform this task on the **Payment Reconciliation Journal** page, for example, by importing a bank statement file or feed to quickly register the payments. Payments are applied to open customer or vendor ledger entries based on matches between payment text and entry information. You can review and change automatic applications before you post the journal. You can choose to close any open bank account ledger entries related to the applied ledger entries when you post the journal. The bank account is automatically reconciled when all payments are applied.

The logic that governs how payment text is automatically matched with entry information is set up on the **Payment Application Rules** page as a number of prioritized rules that you can edit.

You can also reconcile bank accounts without simultaneously applying payments. You perform this work on the **Bank Acc. Reconciliation** page. For more information, see [Reconcile Bank Accounts](#).

To import bank statements as a bank feed, you must first set up and enable the Envestnet Yodlee Bank Feed service, and then link your bank accounts to the related online bank accounts. For more information, see [Set Up the Envestnet Yodlee Bank Feeds Service](#).

Alternatively, you can use the AMC Banking 365 Fundamentals extension to convert a bank statement file, from any format, to a data stream that you can import into Business Central. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply payments to open customer or vendor ledger entries by importing a bank statement, and reconcile the bank account when all payments are applied.	Reconcile Payments Using Automatic Application
Manually apply payments by viewing detailed information about matched data and suggestions for candidate open entries to apply payments to.	Review or Apply Payments After Automatic Application
Resolve payments that cannot be applied automatically to their related open ledger entries. For example because the amounts differ, or because a related ledger entry does not exist.	Reconcile Payments that Cannot be Applied Automatically
Link text on payments to specific customer, vendor, or general ledger accounts to always post recurring cash receipts or expenses to those accounts when no documents exist to apply to.	Map Text on Recurring Payments to Accounts for Automatic Reconciliation

TO	SEE
Set up the rules to govern how payments/bank transactions should be automatically applied to their related open ledger entries when you use the Apply Automatically function on the Payment Reconciliation Journal page.	Set Up Rules for Automatic Application of Payments

See Related Training at [Microsoft Learn](#)

See Also

[Reconcile Bank Accounts](#)

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

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Reconcile Payments Using Automatic Application

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The **Payment Reconciliation Journal** page specifies payments, either incoming or outgoing, that have been recorded as transactions on your online bank account or on a payment service and that you can apply to their related open customer, vendor, and bank account ledger entries. The lines in the journal can be filled in by importing a bank statement as a bank feed or file or by manually entering transactions that you make on your payment service.

NOTE

The page offers automatic matching functionality that applies payments to their related open entries based on a matching of data on a bank statement line (journal line) with data on one or more open entries. Note that you can overwrite the suggested automatic applications, and you can choose to not use automatic application at all. For more information, see step 7.

A payment reconciliation journal is related to one bank account in Business Central that reflects the online bank account where the payment transactions are recorded. Any open bank account ledger entries related to the applied customer or vendor ledger entries will be closed when you choose the **Post Payments and Reconcile Bank Account** action. This means that the bank account is automatically reconciled for payments that you post with the journal.

You can import bank transactions as .csv bank files or other format that your bank provides. If you want to import bank statements as bank feeds, you must first enable a dedicated bank integration service and then link the bank account to its related online bank account. The payment reconciliation journal will then automatically detect bank feeds when you choose the **Import Bank Transactions** action. In addition, you can set a bank account up to automatically import new bank statement feeds every hour. Transactions for payments that have already been posted as applied and/or reconciled will not be imported. You can use the Envestnet Yodlee Bank Feeds service for this, which is preinstalled in some country versions of Business Central. For more information, see [Set Up the Envestnet Yodlee Bank Feeds Service](#). Alternatively, contact your Microsoft partner for help meeting your business or country requirements.

The **Map Text to Account** action lets you set up mappings between text on payments and specific debit, credit, and balancing accounts so that such payments are posted to the specified accounts when you post the payment reconciliation journal. This is useful, for example, for recurring cash receipts or expenses, such as frequent purchases of car fuel or bank fees and interest, that regularly occur on the bank statement and do not need a related business document. (See step 10 below.) For more information, see [Map Text on Recurring Payments to Accounts for Automatic Reconciliation](#).

Journal lines may have no suggested application. This may be for various reason, such as a missing document or because a customer overpaid so that an excess amount exists after applying the payment on another journal line. For such cases, you can use the **Transfer Difference to Account** action to create and post the missing general ledger entry, for example for a refund, that is needed to apply the payment to. (See step 11 below) For more information, see [Reconcile Payments That Cannot be Applied..](#)

You use the **Apply Automatically** function either automatically when you import a bank file or feed with payment transactions or when you activate it, to apply payments to their related open entries based on a matching of text on a bank statement line (journal line) with text on one or more open entries. This automation is based on rules that you define on the **Payment Application Rules** page, where you also define whether an application suggestion requires review. For more information, see [Set Up Rules for Automatic Application of](#)

Payments.

On journal lines where a payment has been applied automatically to one or more open entries, the **Match Confidence** field has a value of **Low**, **Medium**, or **High** to indicate the quality of the data matching that the suggested payment application is based on.


Some payment applications require your review as defined by the used matching rule, such as lines with **Low** match confidence. Other lines require your review and manual change because there is a value in the **Difference** field. To review one or more payment applications, choose the **Lines to Review** or **Lines with Difference** field at the bottom. The **Payment Application Review** page opens showing all relevant information about the customer or vendor that the payment is applied to, the matching details, and actions to process the line, such as the **Accept Application** action. (See steps 7 and 8 below.)

For each journal line on the **Payment Reconciliation Journal** page, you can open the **Payment Application** page to see all candidate open entries for the payment and view detailed information for each entry about the data matching that a payment application is based on. Here, you can manually apply payments or reapply payments that were applied automatically to a wrong entry. (See step 10 below.) For more information, see [Review or Apply Payments After Automatic Application](#).

NOTE

You can start the bank transactions import at the same time as you open the **Payment Reconciliation Journal** page for an existing journal. The following procedure describes how to import bank transactions into the **Payment Reconciliation Journal** page after you have created a new journal.

To reconcile payments using automatic application

1. Choose the  icon, enter **Payment Reconciliation Journals**, and then choose the related link.
2. To work in a new payment reconciliation journal, choose the **New Journal** action.
3. On the **Payment Bank Account List** page, select the bank account that you want to reconcile payments for, and then choose the **OK** button. The **Payment Reconciliation Journal** page opens prepared for the selected bank account.
4. Choose the **Import Bank Transactions** action. If the bank account for the selected journal is not set up for import of bank transactions, then a dialog box will open to help you fill in the relevant fields.
5. On the **Select a file to import** page, select the file that contains the bank transactions for payments that you want to reconcile, and then choose the **Open** button.
6. If the Envestnet Yodlee Bank Feeds service is enabled, on the **Bank Statement Filter** page that opens automatically, specify the date interval for the bank statements to be imported.

The **Payment Reconciliation Journal** page is filled with lines for payments representing bank transactions in the imported bank statement.

On lines for payments that have been automatically applied to their related open entries, the **Match Confidence** field has a value between **Low** and **High** to indicate the quality of the data matching that the suggested payment application is based on. In addition, the **Account Name**, **Account Type**, and **Account No.** fields are filled with information about the customer or vendor that the payment is applied to.

The automatic applications, the matching qualities, and whether lines require review are defined by rules that you can edit to adjust the results. For more information, see [Set Up Rules for Automatic Application of Payments](#).

7. To review, accept/remove, or manually change multiple payment applications that have a value in the **Difference** field, choose the **Lines with Difference** action at the bottom.

The **Payment Application Review** page opens showing the first application to review. The next application to review will be shown on the page as you process the preceding one. All relevant information about the customer or vendor that the payment is applied to, the matching details, and actions to process the line, such as the **Accept Application** and **Apply Manually** actions.

8. To review, accept/remove, or manually change multiple payment applications that are set to be reviewed, according to the payment application rule, choose the **Lines to Review** action at the bottom. The same experience as described for step 8 is presented
9. To change an automatic application, select a journal line, and then choose the **Apply Manually** action to reapply or apply the payment manually on the **Payment Application** page. For more information, see [Review or Apply Payments After Automatic Application](#).
10. Select an unapplied journal line for a recurring cash receipt or expense, such as a car gasoline purchase, and then choose the **Map Text to Account** action. For more information, see [Map Text on Recurring Payments to Accounts for Automatic Reconciliation](#).

When you have finished your mapping of payment text to accounts, choose the **Apply Manually** action.

When a text-to-account ,map is set up, the resulting automatic payment application will contain **High - Text-to-Account Mapping** in the **Match Confidence** field.

11. For a journal line has no suggested application because no ledger entry exists that it can be applied to, choose the **Transfer Difference to Account** action to create and post the missing general ledger entry that is needed to apply the payment to. For more information, see [Reconcile Payments That Cannot be Applied](#).
12. When no more lines require review and the **Difference** field is blank on all lines, choose the **Post** action, and then choose one of the following options:
 - **Post Payments and Reconcile Bank Accounts** - To post the payments as applied and also close the related bank account ledger entries as reconciled.
 - **Post Payments Only** - To only post the payments as applied, but leave the related bank account ledger entries open. Required that you reconcile the bank account separately, for example: For more information, see [Reconcile Bank Accounts](#).
 - **Test Report** - To review the result of posting before you post. The **Bank Account Statement** report opens and shows the same fields as at the bottom of the **Payment Reconciliation Journal** page.

When you post the payment reconciliation journal, the applied open entries memos are closed, and the related customer, vendor, or general ledger accounts are updated. For payments on journal lines based on text-to-account mapping, the specified customer, vendor, and general ledger accounts are updated. For all journal lines, bank account ledger entries are created. If you choose the **Post Payments and Reconcile Bank Account** action, any open bank account ledger entries related to the applied customer or vendor ledger entries will be closed. This means that the bank account is automatically reconciled for payments that you post with the journal.

You can compare the value in the **Balance on Bank Account After Posting** field together with the value in the **Statement Ending Balance** field to track when the bank account is reconciled based on payments that you post.

NOTE

If you do not want to reconcile the bank account from the **Payment Reconciliation Journal** page, then you must use the **Bank Acc. Reconciliation** page. For more information, see [Reconcile Bank Accounts](#).

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

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Review and Apply Payments Manually After Automatic Application

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For each journal line representing a payment on the **Payment Reconciliation Journal** page, you can open the **Payment Application** page to see all candidate open entries for the payment and view detailed information for each entry about the data matching that a payment application is based on. Here, you can manually apply payments or reapply payments that were applied automatically to a wrong entry. For more information about automatic application, see [Reconcile Payments Using Automatic Application](#).

IMPORTANT

When the bank account that you are reconciling payments for is set up for the local currency, then the **Payment Application** page will show all open entries in the local currency, including open entries for documents that were originally invoiced in foreign currencies. Payments applied to entries with converted currencies may therefore be posted with different amounts than on the original document because of the potentially different exchange rates used by the bank and Business Central respectively.

Therefore, we recommend that you look for foreign currency codes in the **Currency Code** field on the **Payment Application** page to check if applications are based on converted currencies. To review the original document amount in the foreign currency and to see the exchange rate used, choose the **Applies-to Entry No.** field, and then, on the shortcut menu, choose the drilldown button to open the **Customer Ledger Entries** or **Vendor Ledger Entries** page.

Any gains-and-loss adjustment required due to currency conversions is not handled automatically by Business Central.

NOTE

You cannot apply entries with a different sign than the sign on the payment. For example, to close both a negative-sign credit memo and its related positive-sign invoice, you must first apply the credit memo to the invoice, and then apply the payment to the invoice with the reduced remaining amount.


WARNING

If you use payment discounts, and if the payment date is before the payment due date, then the **Remaining Amt. Incl. Discount** field on the **Payment Application** page will be used for matching. Otherwise, the value in the **Remaining Amount** field will be used. If the payment was made with a discounted amount after the payment due date, or the full amount was paid but a discount was granted, then the amount will not be matched.

NOTE

You can only apply a payment to one account. If you want to split the application on multiple open entries, for example to apply a lump-sum payment, then the open entries must be for the same account. For more information, see steps 7 and 8 in the procedure in this topic.

To review or apply payments after automatic application

1. Choose the  icon, enter **Payment Reconciliation Journals**, and then choose the related link.
2. Open the payment reconciliation journal for a bank account that you want to reconcile payments for. For more information, see [Reconcile Payments Using Automatic Application](#).
3. On the **Payment Reconciliation Journal** page, select a payment that you want to review or manually apply to one or more open entries, and then choose the **Apply Manually** action.
4. Select the **Applied** check box on the line for the open entry that you want to apply the payment to.
5. The payment amount, which is also shown in the **Transaction Amount** field on the **Payment Application** page, is inserted in the **Applied Amount** field, but you can modify the field, for example if you want to apply the amount to several open entries.
6. To apply a part of the paid amount to another open entry for the account, for example to apply a lump-sum payment, select the **Applied** check box for the line. The applied amount is automatically deducted from the transactions amount to reflect the distribution on the two open entries.
7. To apply a part of a payment to one or more open entries that does not exist in the database, create a new line under the line for the same account. In the **Applied Amount** field, enter the amount to apply on the new line, and then adjust the **Applied Amount** field on the existing line.
8. Repeat steps 5, 6, or 7 for other open entries that you want to apply a full or partial payment amount to.
9. When you have reviewed a payment application or manually applied to one or more open entries, choose the **Accept Application** action.

The **Payment Application** page closes, and on the **Payment Reconciliation Journal** page, the value in the **Match Confidence** field is changed to **Accepted** to indicate to you that you have reviewed or manually applied the payment.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

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Reconcile Payments that Cannot be Applied Automatically

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You may sometimes have to handle payments to your bank account that cannot be applied to a related open customer, vendor or bank account ledger entry. Reasons may be that no document exists in Business Central that the payment can be applied to, or the related document in Business Central has a different amount than the transaction amount, for example, because of currency exchange. On the **Payment Reconciliation Journal** page, all transaction amounts for payments that are not yet applied appear in the **Difference** field, including amounts that cannot be applied because of reasons such as the above.

The methods for resolving these types of unapplied payments:

- Apply manually
- Use text-to-account mapping
- Transfer an excess amount to a journal line to create and post the required entry, such as a refund of an overpayment.

Payments that cannot be applied can appear on payment reconciliation journal lines in the following different ways:


- The value in the **Difference** field is equal to the value in the **Transaction Amount** field, which indicates that no part of the payment can be applied to a related open customer, vendor, or bank account ledger entry.
- The value in the **Difference** field is lower than the value in the **Transaction Amount** field, which indicates that a part of the payment can be applied to a related open customer, vendor, or bank account ledger entry. The remaining part of the payment cannot be applied and must be reconciled manually or by posting it directly to an account.

To reconcile such payments, you can choose the **Transfer Difference to Account** action and then specify to which account the amount in the **Difference** field will be posted when you post the payment reconciliation journal. You can do this either from the **Payment Reconciliation Journal** page or from the **Payment Application Review** page that you open by choosing the value in the **Match Confidence** field or by choosing the **Difference** field.

TIP

Similar functionality exists to set up automatic reconciliation of recurring payments that cannot be applied to related open customer, vendor, or bank account ledger entries. For more information, see [Map Text on Recurring Payments to Accounts for Automatic Reconciliation](#).

To reconcile payments that cannot be applied automatically

1. Choose the  icon, enter **Payment Reconciliation Journals**, and then choose the related link.
2. Open a payment reconciliation journal. For more information, see [Reconcile Payments Using Automatic Application](#).
3. Choose the **Transfer Difference to Account**. The **Transfer Difference to Account** page opens.
4. In the **Account Type** field, specify if the type of account that the payment amount will be posted to.
5. In the **Account No.** field, specify the account that the payment amount will be posted to.
6. In the **Description** field, specify text that describes this direct payment posting. By default, the text in the

Transaction Text field on the payment reconciliation journal line is inserted.

7. Choose the **OK** button.

If the value in the **Difference** field was equal to the value in the **Transaction Amount** field when you post the payment reconciliation journal, the whole payment on the journal line will be posted directly to the specified balancing account.

If the value in the **Difference** field was lower than the value in the **Transaction Amount** field, then an additional journal line will be created with the same text and date and with the difference inserted in the **Transaction Amount** field. On the original journal line, the difference will be deducted from the value in the **Transaction Amount** field, and the payment will remain applied to its related customer, vendor, or bank account ledger entry. When you post the payment reconciliation journal, one part of the payment will be posted as an applied payment. The other part of the payment will be posted directly to the specified account.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Map Text on Recurring Payments to Accounts for Automatic Reconciliation

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On the **Text-to-Account Mapping** page, which you open from the **Payment Reconciliation Journal** page, you can set up mappings between text on payments and specific debit, credit, and balancing accounts so that such payments are posted to the specified accounts when you post the payment reconciliation journal.

Similar functionality exists to reconcile excess amounts on payment reconciliation journal lines on an ad-hoc basis. For more information, see [Reconcile Payments that Cannot be Applied Automatically](#).


Payments posted based on text-to-account mapping are not applied to open entries, but are merely posted to the specified accounts in addition to creating bank account ledger entries. Accordingly, text-to-account mapping is suited for recurring cash receipts or expenses, such as frequent purchases of car fuel or bank fees and interest, that regularly occur on the bank statement and do not need a related business document. For more information, see the "Example - Text-to-Account Mapping for Fuel Expense" section in this topic.

NOTE

Payments on reconciliation journal lines are only set to posting according to text-to-account mapping if the automatic application function can only provide a match confidence of **Low** or **Medium**. If the automatic application function provides a match confidence of **High**, then the payment is automatically applied to one or more open entries, and the payment is not posted to the accounts specified on the **Text-to-Account Mapping** page. In other words, a match confidence of **High** overrules a text-to-account mapping.

On a payment reconciliation journal line where the payment has been set to posting according to text-to-account mapping, the **Match Confidence** field contains **High - Text-to-Account Mapping**, and the **Account Type** and **Account No.** fields contain the mapped accounts.

To map text on recurring payments to accounts for automatic reconciliation

1. Choose the  icon, enter **Payment Reconciliation Journals**, and then choose the related link.
2. Open a payment reconciliation journal. For more information, see [Reconcile Payments Using Automatic Application](#).
3. Choose the **Map Text to Account** action. The **Text-to-Account Mapping** page opens.
4. In the **Mapping Text** field, enter any text that occurs on payments that you want to post to specified accounts without applying to an open entry. You can enter up to 50 characters.

NOTE

If no other payments exist with the mapping text in question, then the text-to-account mapping will occur even when only a part of the text on the payment exists as a mapping text.

5. In the **Vendor No.** field, enter the vendor that the payments will be posted to.
6. In the **Bal. Source Type** field, specify if the payment will be posted to a general ledger account or to a

customer or vendor account.

7. In the **Bal. Source No.** field, specify the account that the payment will be posted to, depending on your selection in the **Bal. Source Type** field.

NOTE

Do not use the **Debit Acc. No.** and **Credit Acc. No.** fields in connection with payment reconciliation. They are used for incoming documents only. For more information, see [Use OCR to Turn PDF and Image Files into Electronic Documents](#).

8. Repeat steps 3 through 7 for all text on payments that you want to map to accounts for direct posting without application.

Next time you import a bank statement file or choose the **Apply Automatically** action on the **Payment Reconciliation Journal** page, journal lines for the payments that contain the specified mapping text will contain the mapped accounts in the **Account Type** and **Account No.** fields. The **Match Confidence** field will contain **High - Text-to-Account Mapping**. This is on the condition that the automatic application function can only provide a match confidence of **Low** or **Medium**.

Example: Text-to-Account Mapping for Bank Fees

To always post expenses that are related to fees from a specific bank, MyBank, to the general ledger account for bank charges and fees (account 60400), fill a line on the **Text-to-Account Mapping** page as follows.

MAPPING TEXT	DEBIT ACC. NO.	CREDIT ACC. NO.	BAL. SOURCE TYPE	BAL. SOURCE NO.
MyBank	BLANK	60400	G/L Account	BLANK

See Also

[Managing Receivables](#)

[Sales](#)

[Set Up the Envestnet Yodlee Bank Feeds Service](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

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Set Up Rules for Automatic Application of Payments

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On the **Payment Application Rules** page, you set up rules to govern how payment text (on a bank transaction) is automatically matched with text on open entries in the following two processes:

- Automatically apply payments to their related open (unpaid) invoices, credit memos, or other entries when you use the **Apply Automatically** function on the **Payment Reconciliation Journal** page. For more information, see [Reconcile Payments Using Automatic Application](#).
- Automatically match bank transactions with their related, internal bank account ledger entries when you choose the **Match Automatically** action on the **Bank Acc. Reconciliation** page. For more information, see [Reconcile Bank Accounts](#).

You set up new payment application rules by choosing which types of data on a payment reconciliation journal line must match with data on one or more open entries before the related payment is automatically applied to the open entries. The quality of each automatic application is shown as a value of **Low** to **High** in the **Match Confidence** field on the **Payment Reconciliation Journal** page according to the payment application rule that was used.

Each row on the **Payment Application Rules** page represents a payment application rule. Rules are applied in the order specified by the **Sorting Order** field. If multiple rules are used simultaneously, then the match confidence of the highest sorted rule is used.

The automatic application function is based on prioritized matching criteria. First the function tries, in prioritized order, to match text in the five **Related-Party** fields on a journal line with text in the bank account, name, or address of customers or vendors with unpaid documents representing open entries. Then, the function tries to match text in the **Transaction Text** and **Additional Transaction Info** fields on a journal line with text in the **External Document No.** and **Document No.** fields on open entries. Last, the function tries to match the amount in the **Statement Amount** field on a journal line with the amount on open entries.


NOTE

Text matching is only possible for text longer than four characters.

In addition to the matching criteria, the following applies concerning the sign of the payment amount:

- For negative amounts, a match is made first against open entries representing customer invoices and then against vendor credit memos.
- For positive amounts, a match is made first against open entries representing vendor invoices and then against customer credit memos.

To set up a payment application rule

1. Choose the  icon, enter **Payment Application Rules**, and then choose the related link.
2. Define a new or edited payment application rule by filling the fields on a line as described in the following table.

FIELD	DESCRIPTION
Match Confidence	Specifies your confidence in the application rule that you define on the line. A value that you specify in this field is shown in the Match Confidence field on the Payment Reconciliation Journal page according to the quality of the automatic payment application on the journal line.
Priority	Specifies the priority of the application rule relative to other application rules that are defined as lines on the Payment Application Rules page. 1 represents the highest priority.
Related Party Matched	Specifies how much information about the customer or vendor, such as address, city name, and bank account number, on the payment reconciliation journal line must match with information about the open entry before the application rule will be used to automatically apply the payment to the open entry.
Doc. No./Ext. Doc. No. Matched	Specifies whether text on the payment reconciliation journal line must match with the value in the Document No. field or the External Document No. field on the open entry before the application rule will be used to automatically apply the payment to the open entry.
Amount Incl. Tolerance Matched	Specifies how many entries for a customer or vendor must match the amount including payment tolerance before the application rule will be used to automatically apply a payment to the open entry.
Review Required	Specifies whether the automatic payment application is recommended for manual review by the user before posting. Choosing the Lines to Review field on the Payment Application Journal page starts a guided experience where you can easily review multiple applications in a sequence on the Payment Application Review page.

The following table describes the standard payment application rules in Business Central.

IMPORTANT

The payment application rules may be different in your implementation of Business Central.

MATCH CONFIDENCE	PRIORITY	RELATED PARTY MATCHED	DOC. NO./EXT. DOC. NO. MATCHED	AMOUNT INCL. TOLERANCE MATCHED
High	1	Fully	Yes - Multiple	One Match
High	2	Fully	Yes - Multiple	Multiple Matches
High	3	Fully	Yes	One Match
High	4	Fully	Yes	Multiple Matches
High	5	Partially	Yes - Multiple	One Match

MATCH CONFIDENCE	PRIORITY	RELATED PARTY MATCHED	DOC. NO./EXT. DOC. NO. MATCHED	AMOUNT INCL. TOLERANCE MATCHED
High	6	Partially	Yes - Multiple	Multiple Matches
High	7	Partially	Yes	One Match
High	8	Fully	No	One Match
High	9	No	Yes - Multiple	One Match
High	10	No	Yes - Multiple	Multiple Matches
Medium	1	Fully	Yes - Multiple	Not Considered
Medium	2	Fully	Yes	Not Considered
Medium	3	Fully	No	Multiple Matches
Medium	4	Partially	Yes - Multiple	Not Considered
Medium	5	Partially	Yes	Not Considered
Medium	6	No	Yes	One Match
Medium	7	No	Yes-Multiple	Not Considered
Medium	8	Partially	No	One Match
Medium	9	No	Yes	Not Considered
Low	1	Fully	No	No Matches
Low	2	Partially	No	Multiple Matches
Low	3	Partially	No	No Matches
Low	4	No	No	One Match
Low	5	No	No	Multiple Matches

See Related Training at [Microsoft Learn](#)

See Also

[Reconcile Payments Using Automatic Application](#)

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Reconcile Customer Payments from a List of Unpaid Sales Documents

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When your customers have made payments to your electronic bank account, you must apply each amount paid to the related sales document and then post the payment to update the customer, general ledger, and bank ledger entries. Depending on your business needs, you can get paid and register that payment in different ways: manually, automatically, and through payment services.

NOTE

You can perform the same tasks, including vendor payments, on the **Payment Reconciliation Journal** page using functions for bank statement import, automatic application, and bank account reconciliation. For more information, see [Reconcile Payments Using Automatic Application](#).

The **Register Customer Payments** page is designed to support you in tasks involved in balancing internal accounts by using actual cash figures to make sure that payments are collected efficiently from customers. This payment processing tool enables you to quickly verify and post individual or lump-sum payments, process discounted payments, and find specific unpaid documents for which payment is made.

Payments for different customers that have different payment dates must be posted as individual payments. Payments for the same customer that have the same payment date can be posted as a lump-sum payment. This is useful, for example, when a customer has made a single payment that covers multiple sales invoices.

To set up the payment registration journal

Because you can post different payment types to different balancing accounts, you must select a balancing account on the **Payment Registration Setup** page before you start processing customer payments. If you always post to the same balancing account, you can set that account as the default and avoid this step every time that you open the **Register Customer Payments** page.

1. Choose the  icon, enter **Payment Registration Setup**, and then choose the related link.

Alternatively, on the **Register Customer Payments** page, choose the **Setup** action.

2. Fill in the fields on the **Payment Registration Setup** page. Choose a field to read a short description of the field or link to related information.

To register customer payments individually

1. Choose the  icon, enter **Register Customer Payments**, and then choose the related link.

The **Register Customer Payments** page shows all posted documents for which a payment can be registered. The page can also be opened from the **Customers** and **Customer Card** pages where it is automatically filtered for the specified customer.

2. Select the **Payment Made** check box on the line that represents the posted document for which a payment has been made.

If the **Auto Fill Date Received** check box is selected on the **Payment Registration Setup** page, then the work date is entered in the **Date Received** field.

3. In the **Date Received** field, enter the date when the payment was made. This date may be different from the work date.

4. In the **Amount Received** field, enter the amount that has been paid.

For full payments, this is the same as the amount in the **Remaining Amount** field on the line. For partial payments, this is lower than the amount in the **Remaining Amount** field on the line.


5. Repeat steps 2-4 for other lines that represent posted documents for which payments are made.

6. Choose the **Post Payments** action.

The payment information is posted for documents represented by lines where the **Payment Made** check box is selected.

Payments entries are posted to general ledger, bank, and customer accounts. Each payment is applied to the related posted sales document.

To reconcile lump-sum payments

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.

2. Select the **Payment Made** check box on the lines that represent posted documents for the same customer for which a lump-sum payment has been made.

NOTE

The customer in the **Name** field must be the same on all lines that will be posted as a lump-sum payment.

If the **Auto Fill Date Received** check box is selected on the **Payment Registration Setup** page, then the work date is filled in the **Date Received** field.

3. In the **Date Received** field, enter the date when the payment was made. This date may be different from the work date.

NOTE

This date must be the same on all lines that will be posted as a lump-sum payment.

4. In the **Amount Received** field, enter amounts on multiple lines that sum up to the lump payment amount.

TIP

Try to post as many full payments as possible with the lump-sum amount. Enter amounts that are the same as the amount in the **Remaining Amount** field on as many lines as possible.

5. Repeat steps 2-4 for other lines that represent posted documents for the same customer for which a lump-sum payment has been made.

6. Choose the **Post As Lump Payment** action. The entered payment information is posted for documents represented by lines where the **Payment Made** check box is selected.

Payment entries are posted to general ledger, bank, and customer accounts. Each payment is applied to the related posted sales document.

If a payment in the bank is not represented by line on the **Payment Registration** page, it may be because the related document has not yet been posted. In that case, you can use a search function to quickly find the document and post it to process the payment. For more information, see [To find a specific sales document that is not fully invoiced](#).

If a payment in the bank is not represented by any document in Business Central, then you can open a prefilled general journal from the **Payment Registration** page to post the payment directly to the balancing account without applying the payment to a document. Alternatively, you may want to record the payment in the journal until the origin of the payment has been resolved. For more information, see [To record or post a payment without a related document](#).


To process customer payments with discounts manually

If you have agreed on a payment discount with your customer, then the payment amounts can be lower than the invoice amounts if payment occurs before the agreed discount date.

The following procedures explains four different ways to post discounted payments on the **Payment Registration** page.


- The payment amount is equal to the remaining discounted amount, and the payment date is before the discount date. You post the payment as is.
- The payment amount is equal to the remaining discounted amount, but the payment date is after the discount date. You post the payment as partial. The document remains open to collect/pay the remaining amount. Alternatively, you set the discount date later to allow the payment in full.
- The payment amount is lower than the remaining discounted amount. You post the payment as partial. The document remains open to collect/pay the remaining amount.
- The payment amount is more than the remaining discounted amount. You post the payments as is. Only the remaining amount is posted. The additional amount is credited to the customer.

To process a payment amount that is equal to the discounted amount and where the payment date is before the discount date

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. Enter the payment amount in the **Amount Received** field. The amount is equal to the amount in the **Rem. Amt. after Discount** field.

The **Payment Made** check box is automatically selected, and the **Date Received** field is filled with the work date.
3. In the **Date Received** field, enter the payment date. The date is before the date in the **Pmt. Discount Date** field.
4. Verify that the **Remaining Amount** field contains zero (0).
5. Choose the **Post Payments** action to post the full payment to general ledger, bank, and customer accounts.

To process a payment amount that is equal to the discounted amount but where the payment date is after the discount date

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. Enter the payment amount in the **Amount Received** field. The amount is equal to the amount in the **Rem. Amt. after Discount** field.

The **Payment Made** check box is automatically selected, and the **Date Received** field is filled with the work date.

3. In the **Date Received** field, enter a payment date that is after the date in the **Pmt. Discount Date** field. Date fields change to red font, and an error message is shown at the bottom of the page.

TIP


If you want to make an exception and grant the discount even though the payment is late, follow these steps:

4. Choose the **Details** action.
5. On the **Payment Registration Details** page, in the **Pmt. Discount Date** field on the **Payment Discount** FastTab, enter a date that is after the date in the **Date Received** field on the **Payment Registration** page.

The error message and the red font disappear, and you can proceed to process the discounted payment.
6. Verify that the **Remaining Amount** field contains the amount that remains to pay the full invoice amount.
7. Choose the **Post Payments** action to post the partial payment to general ledger, bank, and customer accounts.

The related document remains open.

To process a payment that is lower than the remaining discounted amount


1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. Enter the payment amount in the **Amount Received** field. The amount is lower than the amount in the **Rem. Amt. after Discount** field.

The **Payment Made** check box is automatically selected, and the **Date Received** field is filled with the work date.

3. In the **Date Received** field, enter the payment date. The date is before the date in the **Pmt. Discount Date** field.
4. Verify that the **Remaining Amount** field contains the amount that remains to pay the discounted amount.
5. Choose the **Post Payments** action to post the partial payment to general ledger, bank, and customer accounts.

The related document remains open.

To process a payment that is more than the remaining discounted amount

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. Enter the payment amount in the **Amount Received** field. The amount is more than the amount in the **Rem. Amt. after Discount** field.

The **Payment Made** check box is automatically selected, and the **Date Received** field is filled with the work date.

3. In the **Date Received** field, enter the payment date. The date is before the date in the **Pmt. Discount Date** field.
4. Verify that the **Remaining Amount** field contains zero (0).
5. Choose the **Post Payments** action to post the full payment to general ledger, bank, and customer accounts.

The related document is closed, and the customer is credited the excess payment amount.

To find a specific sales document that is not fully invoiced


The **Payment Registration** page supports you in tasks needed to balance internal accounts with actual cash figures to ensure effective collection from customers. It shows outstanding incoming payments as lines that represent sales documents where an amount is due for payment.

Typically, when a payment has been made, recorded in the bank or otherwise, the related sales or purchase document is represented as a line on the **Payment Registration** page because the document in question is waiting for the payment to be posted against the outstanding amount. However, sometimes a payment that has been made is not represented by a line on the **Payment Registration** page, typically because the document in question has not been fully invoice posted.

On the **Document Search** page, you can search among documents that are not fully invoiced. You can search based on one or more of the following criteria:

- Document number
- Amount or amount range

The following procedure explains how to find a specific document by using both search criteria.

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. With the pointer on any line, Choose the **Search Documents** action.
3. On the **Document Search** page, enter a search value in the **Document No.** field.

NOTE

The value that you enter in this field is enclosed in hidden wildcard characters. This means that the function searches for all document numbers that contain the entered value.

4. In the **Amount** field, enter the specific amount that exists on the document that you want to find.
5. In the **Amount Tolerance %** field, enter a percentage value to define the range of amounts that you want to search to find the open document.

If you enter 10, then the function will search for amounts in a range between ten percent lower and ten percent higher than the value in the **Amount** field.

6. Choose the **Search** action.

The Search function searches among documents that are not fully invoiced based on the specified criteria.


If one or more documents match the criteria, then the **Document Search Result** page opens to display lines that represent those documents. Each line contains a document number, description, and amount so that you can easily find a specific document, for example based on information on your bank statement.

If a payment in the bank is not represented by any document in Business Central, then you can open a prefilled general journal from the **Payment Registration** page to post the payment directly to the balancing account without applying the payment to a document. Alternatively, you may want to record the payment in the journal until the origin of the payment has been resolved.

To record or post a payment without a related document

If a payment in the bank is not represented by any document in Business Central, then you can open a prefilled general journal line from the **Payment Registration** page to post the payment directly to the balancing

account without applying the payment to a document. Alternatively, you may want to record the payment in the journal until the origin of the payment has been clarified.

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.

Proceed to record an undocumented payment.

2. Choose the **General Journal** action.

The **General Journal** page opens with one line prefilled with the balancing account of the journal batch that is set up on the **Payment Registration Setup** page.

3. Fill in the remaining fields on the general journal line, such as the amount and the customer number or other information from the bank statement. For more information, see [Post Transactions Directly to the General Ledger](#).

You can either post the journal line to update the total on the balancing account. Alternatively, you can leave the journal line unposted, and perhaps append it with a note that the payment needs more analysis.

If you leave the journal line unposted, it will add to the value in the **Unposted Balance** field at the bottom of the **Payment Registration** page.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Reconcile Customer Payments with the Cash Receipt Journal or from Customer Ledger Entries

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When you receive a cash receipt from a customer, or you make a cash refund, you must decide whether to apply the payment or refund to close one or more open debit or credit entries. You can specify the amount you want to apply. For example, you can apply partial payments to customer ledger entries. Closing customer ledger entries makes sure that information such as customer statistics, account statements, and finance charges are correct.

TIP

On the **Customer Ledger Entries** page, red font means that the related payment is past its due date. If overdue payments are becoming a problem, we can help you reduce their frequency. You can enable the **Late Payment Predictions** extension, which uses a predictive model that we built in Azure Machine Learning to predict the timing of payments. These predictions help you reduce outstanding receivables and fine-tune your collections strategy. For example, if a payment is predicted to be late, you can adjust the terms of payment or the payment method for the customer. For more information, see [Late Payment Predictions](#).

You can apply customer ledger entries in several ways:


- By entering information on dedicated pages:
 - The **Payment Reconciliation Journal** page. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).
 - The **Payment Registration** page. For more information, see [Reconcile Customer Payments from a List of Unpaid Sales Documents](#).
 - The **Cash Receipt Journal**. This is described below.
- By filling in the **Applies-to Doc. No.** field on sales credit memo documents. This is described below.
- By using the **Set Applies-to ID** action on a customer ledger entry. This is described below.

NOTE

If the **Application Method** field on the customer card contains **Apply to Oldest**, payments are applied to the oldest open credit entry, unless you manually specify an entry. If the application method is **Manual**, you always apply entries manually.

To fill and post a cash receipt journal

A cash receipt journal is a type of general journal, so you can use it to post transactions to general ledger, bank, customer, vendor, and fixed assets accounts. You can apply the payment to one or more debit entries when you post the payment, or you can apply from the posted entries later.

1. Choose the  icon, enter **Cash Receipt Journal**, and then choose the related link.
2. Choose the **Edit Journal** action.
3. Select the relevant batch in the **Batch Name** field.
4. Fill in the **Posting Date** field.

5. In the **Document Type** field, select **Payment**.

The **Document No.** field is filled by the number series assigned to the batch.

6. Use the **External Document No.** field to store an identifier, such as the customer's check number.

7. In the **Account Type** field, select **Customer**.

8. In the **Account No.** field, select the relevant G/L account.


9. If you want to post the application at the same time as you post the journal, do one of the following.

10. In the **Balancing Account Type** field, select **G/L Account** for cash payments, and **Bank Account** for other payments.

11. In the **Balancing Account No.** field, select the cash account for cash payments, or the relevant bank account for other payments.

12. Post the journal.

To apply a payment to a single customer ledger entry

1. Choose the  icon, enter **Cash Receipt Journal** and choose the related link.

2. Choose the **Edit Journal** action.

3. On the first journal line, enter the relevant information about the entry to be applied.

4. In the **Document Type** field, enter **Payment**.

5. In the **Account Type** field, enter **Customer**.

6. In the **Bal. Account Type** field, enter **Bank Account**.

7. In the **Applies-to Doc. No.** field, choose the field to open the **Apply Customer Entries** page.

8. On the **Apply Customer Entries** page, select the entry to apply the payment to.

9. In the **Amount to Apply** field, enter the amount you want to apply to the entry. If you do not enter an amount, the maximum amount is applied.

At the bottom of the **Apply Customer Entries** page, you can see the specific amount in the **Applied Amount** field and also whether the application balances.

10. Choose the **OK** button. The **Cash Receipt Journal** page now shows the entry you have selected entered in the **Applies-to Doc. Type** and **Applies-to Doc. No.** fields.

11. Post the cash receipt journal.

To apply a payment to multiple customer ledger entries

1. Choose the  icon, enter **Cash Receipt Journal**, and then choose the related link.

2. Choose the **Edit Journal** action.

3. On the first journal line, enter the relevant information about the entry to be applied.

4. In the **Document Type** field, enter **Payment**.


5. In the **Account Type** field, enter **Customer**.

6. In the **Bal. Account Type** field, enter **Bank Account**.

7. In the **Amount** field, enter the full payment as a negative amount.
8. To apply the payment to multiple customer ledger entries when posting, choose the **Apply Entries** action.
9. Select the lines with the entries that you want the applying entry to be applied to, and then choose the **Set Applies-to ID** action.
10. On each line, in the **Amount to Apply** field, enter the amount you want to apply to the individual entry. If you do not enter an amount, the maximum amount is applied.


At the bottom of the **Apply Customer Entries** page, you can see the specific amount in the **Applied Amount** field and also whether the application balances.
11. Choose the **OK** button.
12. Post the cash receipt journal.

To apply a credit memo to a single customer ledger entry

1. Choose the  icon, enter **Sales Credit Memos**, and then choose the related link.
2. Open the relevant sales credit memo.
3. To apply the credit memo to a single customer ledger entry when posting, in the **Applies-to Doc. No.** field, select the entry to which you want to apply the payment.
4. On the line in the **Amount to Apply** field, enter the amount you want to apply to the entry.


If you do not enter an amount, application automatically applies the maximum amount. At the bottom of the **Apply Customer Entries** page, you can see the specific amount in the **Applied Amount** field and also whether the application balances.
5. Choose the **OK** button. The **Sales Credit Memo** page now shows the entry you have selected entered in the **Applies-to Doc. Type** and **Applies-to Doc. No.** fields. And the amount of the credit memo to be posted, adjusted for any possible payment discounts.
6. Post the credit memo.

To apply a credit memo to multiple customer ledger entries

1. Choose the  icon, enter **Sales Credit Memos**, and then choose the related link.
2. Open the relevant sales credit memo.
3. To apply the credit memo to multiple customer ledger entries when posting, choose the **Apply Entries** action.
4. Select the lines with the entries that you want the applying entry to be applied to, and then choose the **Set Applies-to ID** action.
5. On each line, in the **Amount to Apply** field, enter the amount you want to apply to the individual entry. If you do not enter an amount, the maximum amount is applied.

At the bottom of the **Apply Customer Entries** page, you can see the specific amount in the **Applied Amount** field and also whether the application balances.
6. Choose the **OK** button. The **Sales Credit Memo** page now shows the amount of the credit memo to be posted, adjusted for any possible payment discounts.
7. Post the credit memo.


To apply posted customer ledger entries

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the customer card for the customer with entries that you want to apply.
3. Choose the **Ledger Entries** action, and then select the line with the entry that will be the applying entry.
4. Choose the **Apply Entries** action. The **Apply Customer Entries** page opens showing the open entries for the customer.
5. Select the lines with the entries that you want the applying entry to be applied to, and then choose the **Set Applies-to ID** action.
6. For each line in the **Amount to Apply** field, enter the amount you want to apply to the individual entry. If you do not enter an amount, the maximum amount is applied.

At the bottom of the **Apply Customer Entries** page, you can see the specific amount in the **Applied Amount** field.

7. Choose the **Post Application** action. The **Post Application** page appears with the document number of the applying entry and the posting date of the entry with the most recent posting date.
8. Choose the **OK** button to post the application.

If the posted application has resulted in closed customer ledger entries, the **Open** field is cleared for these ledger entries.

9. To see the ledger entries, choose the  icon, enter **Customers**, and then choose the related link. Browse to the card for the relevant customer to see the ledger entries.

On the ledger entry list, on the line that contains the ledger entry that was fully applied to, you can see that the **Open** check box is not selected.

NOTE


After you select an entry on the **Apply Customer Entries** page, or several entries by setting the **Applies-to ID**, the **Applied Amount** field on the journal line will contain the sum of the remaining amounts for the posted entries you have selected, unless the field contains something already. If you select **Apply to Oldest** in the **Application Method** field on the customer card, the application occurs automatically.

To apply customer ledger entries in different currencies to one another

If you sell to a customer in one currency and receive payment in another currency, you can still apply the invoice to the payment.

If you apply an entry (Entry 1) in one currency to an entry (Entry 2) in a different currency, the posting date on Entry 1 is used to find the relevant exchange rate to convert amounts on Entry 2. The relevant exchange rate is found on the **Currency Exchange Rates** page.

Applying customer ledger entries in different currencies must be enabled. For more information, see [Enable Application of Ledger Entries in Different Currencies](#).

1. Choose the  icon, enter **Cash Receipts Journal**, and then choose the related link.
2. Open the journal you want, and fill in the first empty journal line using a currency code.
3. Choose the **Apply Entries** action.


4. Select the line with the entry you want to apply to the entry in the cash receipt journal, choose the **Set Applies-to ID** action, and then select the entry you want to apply to.
5. Choose the **OK** button to return to the cash receipt journal.
6. Post the sales journal.

IMPORTANT

When you apply entries in different currencies, the entries are converted to USD. Although the exchange rates for the two currencies are fixed, for example between USD and EUR, there may be a small residual amount when they are converted to USD. These small residual amounts are posted as gains and losses to the account specified in the **Realized Gains Account** or **Realized Losses Account** fields on the **Currencies** page. The **Amount (USD)** field is also adjusted on the vendor ledger entries.

To correct an application of customer entries

When you correct an application, correcting entries that are identical to the original entry but with opposite sign in the amount field are created and posted for all entries, including all general ledger posting derived from the application, such as payment discount and currency gains/losses. The entries that were closed by the application are reopened.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the relevant customer card.
3. Choose the **Ledger Entries** action.
4. Select the relevant ledger entry, and then choose the **Unapply Entries** action.
5. Alternatively, choose the **Detailed Ledger Entry** action.
6. Select the application entry, and then choose the **Unapply Entries** action.
7. Fill in the fields in the header, and then choose the **Unapply** action.

IMPORTANT

If an entry has been applied by more than one application entry, you must unapply the latest application entry first.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Collect Outstanding Balances

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Managing receivables includes checking whether amounts due are paid on time. If customers have overdue payments, you can begin by sending the **Customer Statement** report as a reminder. Alternatively, you can issue reminders.

You can use reminders to remind customers about overdue amounts. You can also use reminders to calculate finance charges, such as interest or fees and include them on the reminder. Use finance charge memos if you want to debit customers for interest or fees without reminding them of overdue amounts.

Statements

From the customer card, you can create a statement with that customer's transactions with you. Then, you send the customer the generated PDF file. Alternatively, use the **Customer Statement** report to send your customers an overview of their business with you. The customer statement can be sent to Excel for further processing.

To send the Customer Statement report

1. Choose the  icon, enter **Customer Statement**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Under **Output Options**, select how to send the report to the customer.

NOTE

If you are using multiple currencies, the Customer Statement report is always printed in the customer's currency. The last date in a statement period is also used as the statement date and the aging date, if aging is included.

Reminders

Before you can create reminders, you must set up reminder terms and assign them to your customers. For more information, see [Set Up Reminder Terms and Levels](#). You can set up an unlimited number of reminder terms. Each set of terms is identified by a code. Each reminder term has predefined reminder levels. Each reminder level includes rules about when the reminder will be issued, for example, how many days after the invoice due date or the date of the previous reminder. The contents of the **Finance Charge Terms** page determines whether interest is calculated on the reminder.

You can periodically run the **Create Reminders** batch job to create reminders for all customers with overdue balances, or you can manually create a reminder for a specific customer and have the lines calculated and filled in automatically.

After you create the reminders, you can modify them. The text that appears at the beginning and end of a reminder is determined by the reminder level terms, and can be seen in the **Description** column. If a calculated amount has been inserted automatically in the beginning or ending text, the text will not be adjusted if you delete lines. Then you must use the **Update Reminder Text** function.


A customer ledger entry with the **On Hold** field filled in will not prompt the creation of a reminder. However, if a reminder is created on the basis of another entry, an overdue entry marked on hold will also be included on the reminder. Interest is not calculated on lines with these entries.

After you have created reminders and made any needed modifications, you can either print test reports or issue

the reminders, typically as email.


To create a reminder automatically

A reminder is similar to an invoice. When you create a reminder, a reminder header as well as one or more reminder lines must be filled in. You can use a function to create reminders for all customers automatically.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. On the **Reminder** page, choose the **Create Reminders** action.
3. On the **Create Reminders** page, fill in the fields to define how and to whom the reminders are created.
4. Choose the **OK** button.

To create a reminder manually

On the **Reminder** page, you can fill in the **General** FastTab manually and then have the lines filled in automatically.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as necessary.
4. Choose the **Suggest Reminder Lines** action.
5. In the **Suggest Reminder Lines** batch job, fill in the fields to define how and to whom the reminders are created.
6. Select the **Include Entries On Hold** check box if you want the reminders to contain overdue open entries that are on hold.
7. Select the **Only Entries with Overdue Amounts** check box if you want the reminders to contain only overdue open entries. Only invoices and payments will be shown as these are the entries for which your customers' payments may be overdue.


IMPORTANT

Open entries that are on hold will be inserted, irrespective of the setting in the **Only Entries with Overdue Amounts** check box.

8. Choose the **OK** button.

To replace reminder texts

There are several ways you can determine the text that appears on the printed reminder. In some cases, you may want to replace the beginning and ending texts that have been defined for the current level with those from a different level.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Open the relevant reminder, and then choose the **Update Reminder Text** action.
3. On the **Update Reminder Text** page, enter the required level in the **Reminder Level** field.
4. Choose the **OK** button to update the beginning and ending texts.

To issue a reminder

After you have created reminders and made any needed modifications, you can either print test reports or issue the reminders.

When you issue a reminder, the data is transferred to a separate page for issued reminders. At the same time, reminder entries are posted. If interest or an additional fee has been calculated, entries are posted to the

customer ledger and the general ledger.


When a reminder is issued, the entries are posted according to your specifications on the **Reminder Terms** page. This specification determines whether interest and/or additional fees are posted to the customer's account and the general ledger. Setup on the **Customer Posting Groups** page determines which accounts are posted to.

For each customer ledger entry on the finance charge memo, an entry is created on the **Reminder/Fin. Charge Entries** page.

If the **Post Interest** or the **Post Additional Fee** check boxes are selected on the **Reminder Terms** page, then the following entries are also created:

- One entry on the **Customer Ledger Entries** page
- One receivables entry in the relevant G/L account
- One interest and/or one additional fee entry in the relevant G/L account

In addition, issuing the reminder may result in VAT entries.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Select the relevant reminder, and then choose the **Issue** action.
3. On the **Issue Reminders** page, fill in the fields as necessary.
4. Choose the **OK** button

The reminder is either printed for sent to an specified email as a PDF attachment.

To cancel an issued reminder

If reminders were issued in error, you can cancel them before they are sent out. You can do this either one by one or as a batch.

1. On the **Issued Reminders** page, select one or more lines for issued reminders that you want to cancel, and then choose the **Cancel** action.
2. On the **Cancel Issued Reminders** page, fill in the fields as necessary, and then choose the **OK** button.

Finance Charges

When a customer does not pay by the due date, you can have finance charges calculated automatically and add them to the overdue amounts on the customer's account. You can inform customers of the added charges by sending finance charge memos.

NOTE

You use finance charge memos to calculate interest and finance charges and to inform your customers about interest and finance charges without reminding them of overdue payments. Alternatively, you can calculate interest on overdue payments when you create reminders.

Before you can create finance charge memos, you must set up terms. For more information, see [Set Up Finance Charge Terms](#).

You can manually create a finance charge memo for an individual customer, and fill in the lines automatically. Alternatively, you can use the **Create Finance Charge Memos** function job to create finance charge memos for all or selected customers with overdue balances.


After you create the finance charge memos, you can modify them. The text that appears at the beginning and end of the finance charge memo is determined by the finance charge terms, and can be seen in the **Description** column on the lines. If a calculated amount has been inserted automatically in the beginning or ending text, the

text will not be adjusted if you delete lines. Then you must use the **Update Finance Charge Text** function.

After you have created finance charge memos and made any needed modifications, you can either print test reports or issue the finance charge memos, typically as email.

To create a finance charge memo manually

A finance charge memo is similar to an invoice. You can fill in a header manually and have the lines filled in for you, or you can create finance charge memos for all customers automatically.

1. Choose the  icon, enter **Finance Charge Memos**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields as necessary.
3. Choose **Suggest Fin. Charge Memo Lines** action.
4. On the **Suggest Finance Charge Memo Lines** page, set a filter on the **Cust. Ledger Entry** FastTab if you want to create finance charge memos only for specific entries.


NOTE

Although they are listed, selecting **Payment** and **Credit Memo** as **Document Type** filters will not have any effect because the **Suggest Finance Charge Memo Lines** function only handles positive amounts.

5. Choose the **OK** button to start the batch job.

To update finance charge memo texts

In some cases, you may want to modify the beginning and ending text that you have set up for the finance charge terms. If you do this at a time when you have created, but not yet issued, finance charge memos, you can update the memos with the modified text.

1. Choose the  icon, enter **Finance Charge Memo**, and then choose the related link.
2. open the finance charge memo that you want to change text for, and then choose the **Update Finance Charge Text** action.
3. On the **Update Finance Charge Text** page, you can set a filter if you want to update several memos.
4. Choose the **OK** button to update the beginning and ending texts.

To issue finance charge memos

After you have created finance charge memos and made any needed modifications, you can either print test reports or issue the finance charge memos.


When a reminder is issued, the entries are posted according to your specifications on the **Finance Charge Terms** page. This specification determines whether interest and/or additional fees are posted to the customer's account and the general ledger. Setup on the **Customer Posting Groups** page determines which accounts are posted to.

For each customer ledger entry on the finance charge memo, an entry is created on the **Reminder/Fin. Charge Entries** page.

If the **Post Interest** or the **Post Additional Fee** check boxes are selected on the **Finance Charge Terms** page, then the following entries are also created:

- One entry on the **Cust. Ledger Entries** page
- One receivables entry in the relevant G/L account
- One interest and/or one additional fee entry in the relevant G/L account

In addition, issuing the finance charge memo may result in VAT entries.

1. Choose the  icon, enter **Finance Charge Memos**, and then choose the related link.
2. Select the relevant memo, and then choose the **Issue** action.
3. On the **Issue Finance Charge Memos** page, fill in the fields as necessary.
4. Choose the **OK** button

The finance charge memo is either printed for sent to an specified email as a PDF attachment.


To cancel an issued finance charge memo

If finance charge memos were issued in error, you can cancel them before they are sent out. You can do this either one by one or as a batch.

1. On the **Issued Finance Charge Memos** page, select one or more lines for issued finance charge memos that you want to cancel, and then choose the **Cancel** action.
2. On the **Cancel Issued Fin. Charge Memos** page, fill in the fields as necessary, and then choose the **OK** button.

To view reminder and finance charge entries

When you issue a reminder, a reminder entry is created on the **Reminder/Fin. Charge Entries** page for each reminder line that contains a customer ledger entry. You can then get an overview of the created reminder entries for a specific customer.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the relevant customer card, and then choose the **Ledger Entries** action.
3. On the **Customer Ledger Entries** page, select the line with the ledger entry you want to see the reminder entries for, and then choose the **Reminder/Fin. Charge Entries** action.

Multiple Interest rates

When you set up finance charge terms and reminder terms, for delayed payment penalty, you can specify multiple interest rates so that the penalty fee is calculated from different interest rates in different periods. If multiple interest rates are not set up, then the interest rate and period that is defined in the **Finance Charge Terms** and **Reminder Terms** pages for the whole period of calculation will be used. For more information, see [Set Up Multiple Interest Rates](#).

See Related Training at [Microsoft Learn](#)

See Also

[Set Up Reminder Terms and Levels](#)

[Set Up Finance Charge Terms](#)

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

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Collect Payments with SEPA Direct Debit

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With your customer's consent, you can collect payments directly from the customer's bank account according to the SEPA format.

First, set up the export format of the bank file that instructs your bank to perform a direct debit. Then, set up the customer's payment method. Last, set up the direct-debit mandate that reflects your agreement with the customer to collect their payments in a certain agreement period.

To instruct the bank to transfer the payment amount from the customer's bank account to your company's account, you create a direct-debit collection entry, which holds information about bank accounts, the affected sales invoices, and the direct-debit mandate. You then export an XML file that is based on the collection entry, which you send to your bank for processing. Any payments that could not be processed will be communicated to you by your bank, and you must then manually reject the direct debit-collection entries in question.

You can set up standard customer sales codes with the direct-debit payment method and mandate information. You can then use the **Create Standard Cust. Invoices** batch job to generate multiple sales invoices with the direct-debit information prefilled. This can be done manually or automatically, according to the payment due date.

When payments are successfully processed, as communicated by your bank, you can post the payment receipts either directly from the **Direct Debit Collect. Entries** page or by moving the payment lines to the journal where you post payment receipts, such as the **Cash Receipt Journal** page. Alternatively, depending on your cash management process, you can wait and just apply the payments as a part of bank reconciliation.

NOTE

To collect payments using SEPA Direct Debit, the currency on the sales invoice must be EURO.

Setting Up SEPA Direct Debit

From the **Direct Debit Collections** page, you can export instructions to your electronic bank to perform a direct debit collection from the customer's bank account to your bank account according to the SEPA Direct Debit format.

NOTE

The global version of Business Central supports the SEPA direct debit format only. Your country/region version may support other formats for electronic payment. See under **Local Functionality** in the table of contents.


To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process customer payments electronically by exporting direct debit instructions in the SEPA Direct Debit format, you must perform the following setup steps:


- Set up the export format of the bank file that instructs your bank to perform a direct debit collection from the customer's bank account to your bank account.
- Set up the customer's payment method.

- Set up the direct-debit mandate that reflects your agreement with the customer to collect their payments in a certain agreement period.

To set up your bank account for SEPA direct debit

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the bank account that you want to use for direct debit.
3. On the **Transfer** FastTab, in the **SEPA Direct Debit Export Format** field, choose the option for SEPA direct debit.


To set up the customer's payment method for SEPA direct debit

1. Choose the  icon, enter **Payment Methods**, and then choose the related link.
2. Choose the **New** action.
3. Set up a payment method. Fill in the direct debit-specific fields as described in the following table.


FIELD	DESCRIPTION
Direct Debit	Specify if the payment method is for SEPA direct debit collection.
Direct Debit Pmt. Terms Code	Specify the payment terms, such as DON'T PAY, that are displayed on sales invoices that are paid with SEPA direct debit to indicate to the customer that the payment will be collected automatically. Alternatively, leave the field empty.

NOTE

Do not enter a value in the **Bal. Account No.** field.

4. Choose the **OK** button to close the **Payment Methods** page.
5. Choose the  icon, enter **Customers**, and then choose the related link.
6. Open the customer card for the customer that you want to set up for SEPA direct debit collection.
7. Choose the **Payment Method Code** field, and then select the payment method code that you specified in step 3.
8. Repeat steps 6 and 7 for all customers that you want to set up for SEPA direct debit collection.

To set up the direct-debit mandate that represents the customer agreement

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for the customer that you want to set up for SEPA direct debits.
3. Choose the **Bank Accounts** action.
4. On the **Customer Bank Account List** page, select the customer bank account that will use direct debits, and then choose the **Direct Debit Mandates** action.
5. On the **SEPA Direct Debit Mandates** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
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FIELD	DESCRIPTION
Customer Bank Account Code	Specifies the bank account from which direct-debit payments are collected. This field is filled automatically.
Valid From	Specify the date when the direct-debit mandate starts.
Valid To	Specify the date when the direct-debit mandate ends.
Date of Signature	Specify the date when the customer signed the direct-debit mandate.
Sequence Type	Specify if the agreement covers multiple (Recurring) or a single (One Off) direct debit collection.
Expected Number of Debits	Specify how many direct debit collections you expect to make. This field is only relevant if you selected Recurring in the Sequence Type field.
Debit Counter	Specifies how many direct debit collections have been made using this direct-debit mandate. This field is automatically updated.
Blocked	Specify that direct debit collections cannot be made using this direct-debit mandate.

6. Repeat steps 1 through 5 for all customers that you want to set up for SEPA direct debits.

The direct-debit mandate is automatically inserted in the **Direct Debit Mandate ID** field when you create a sales invoice for the customer that you selected in step 2. For more information, see [Create Recurring Sales and Purchase Lines](#).


Creating SEPA Direct Debit Collection Entries and Export to a Bank File

To instruct the bank to transfer the payment amount from the customer's bank account to your company's account, you create a direct-debit collection, which holds information about the customer's bank account, the affected sales invoices, and the direct-debit mandate. From the resulting direct-debit collection entry, you then export an XML file that you send or upload to your electronic bank for processing. Any payments that could not be processed by the bank will be communicated to you by your bank, and you must then manually reject the direct debit-collection entries in question.

NOTE

To collect payments using SEPA Direct Debit, the currency on the sales invoice must be EURO.

To create a direct-debit collection

1. Choose the  icon, enter **Direct Debit Collections**, and then choose the related link.
2. On the **Direct Debit Collections** page, choose the **Create Direct Debit Collection** action.
3. On the **Create Direct Debit Collection** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
From Due Date	Specify the earliest payment due date on sales invoices that you want to create a direct-debit collection for.
To Due Date	Specify the latest payment due date on sales invoices that you want to create a direct-debit collection for.
Partner Type	Specify if the direct-debit collection is made for customers of type Company or Person .
Only Customers With Valid Mandate	Specify if a direct-debit collection is created for customers who have a valid direct-debit mandate. Note: A direct-debit collection is created even if the Direct Debit Mandate ID field is not filled on the sales invoice.
Only Invoices With Valid Mandate	Specify if a direct-debit collection is only created for sales invoices if a valid direct-debit mandate is selected in the Direct Debit Mandate ID field on the sales invoice.
Bank Account No.	Specify which of your company's bank accounts the collected payment will be transferred to from the customer's bank account.
Bank Account Name	Specifies the name of the bank account that you select in the Bank Account No. field. This field is filled automatically.

4. Choose the **OK** button.

A direct-debit collection is added to the **Direct Debit Collections** page, and one or more direct-debit collection entries are created.

To export a direct-debit collection entry to a bank file

1. On the **Direct Debit Collections** page, choose the **Direct Debit Collect. Entries** action.
2. On the **Direct Debit Collect. Entries** page, select the entry that you want to export, and then choose the **Create Direct Debit File** action.
3. Save the export file to the location from where you send or upload it to your electronic bank.

On the **Direct Debit Collect. Entries** page, the **Direct Debit Collection Status** field is changed to **File Created**. On the **SEPA Direct Debit Mandates** page, the **Debit Counter** field is updated with one count.

If the exported file cannot be processed, for example because the customer is insolvent, you can reject the direct-debit collection entry. If the exported file is successfully processed by the bank, the due payments of the involved sales invoices are automatically collected from the involved customers. In that case you can close the collection.

To reject a direct-debit collection entry

- On the **Direct Debit Collect. Entries** page, select the entry that was not successfully processed, and then choose the **Reject Entry** action.

The value in the **Status** field on the **Direct Debit Collect. Entries** page is changed to **Rejected**.

To close a direct-debit collection

- On the **Direct Debit Collect. Entries** page, select the entry that was successfully processed, and then

choose the **Close Collection** action.

The related direct-debit collection is closed.


You can now proceed to post receipts of payment for the involved sales invoices. You can do this as you typically post payment receipts, such as on the **Payment Registration** page, or you can post the related payment receipts directly from the **Direct Debit Collect. Entries** page. For more information, see [Collect Payments with SEPA Direct Debit](#).

Posting SEPA Direct Debit Payment Receipts

When a direct debit collection is successfully processed by your bank, you can proceed to post receipt of the payment for the involved sales invoices. For more information, see [Create SEPA Direct Debit Collection Entries and Export to a Bank File](#).

You can post the payment receipt directly from the **Direct Debit Collections** page or the **Direct Debit Collect. Entries** page. Alternatively, you can relay the work to another user by preparing the related journal lines.

To post a direct-debit payment receipt from the **Direct Debit Collections** page

1. Choose the  icon, enter **Direct Debit Collections**, and then choose the related link.
2. Select a line for a direct debit collection that has been exported to a bank file and successfully processed by the bank.
3. Choose the **Post Payment Receipts** action.
4. On the **Post Direct Debit Collection** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Direct Debit Collection No.	Specify the direct debit collection that you want to post payment receipt for.
General Journal Template	Specify which general journal template to use for posting the payment receipt, such as the template for cash receipts.
General Journal Batch Name	Specify which general journal batch to use for posting the payment receipt.
Create Journal Only	Select this check box if you do not want to post the payment receipt when you choose the OK button. The payment receipt will be prepared in the specified journal and will not be posted until someone posts the journal lines in question.

5. Choose the **OK** button.

See Also

[Managing Receivables Service Management](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Block Customers

2/18/2021 • 2 minutes to read • [Edit Online](#)


You can block a customer, for example because of insolvency, so that the customer cannot be added to sales documents or so that no transactions can be posted for the customer.

In addition to blocking a customer, you can set receivable transactions for the customer to be on hold in connection with reminders. For more information, see [Collect Outstanding Balances](#).

The following table describes the options for blocking customers.

OPTION	DESCRIPTION
Blank	Transactions are allowed for this customer.
Ship	New orders and new shipments cannot be created for this customer. Existing shipments not yet invoiced can be invoiced.
Invoice	New orders, new shipments, and new invoices cannot be created for this customer. Existing shipments not yet invoiced cannot be invoiced. You can still send reminders and finance charge memos to the customer.
All	No transaction is allowed for this customer, including payments.

To block a customer

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select a customer, and then choose the **Edit** action.
3. In the **Blocked** field, choose what to block, as described in the table above.

See Also

[Register New Customers](#)

[Collect Outstanding Balances](#)

[Managing Receivables](#)

NOTE

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Work with Payment Tolerances and Payment Discount Tolerances

2/18/2021 • 13 minutes to read • [Edit Online](#)

You can set up a payment tolerance to close an invoice when the payment does not fully cover the amount on the invoice. For example, payment tolerances are typically for small amounts that would cost more to correct than to just accept. You can set up a payment discount tolerance to grant a payment discount after the payment discount date has passed.

You can use payment tolerances so that every outstanding amount has a set maximum allowed payment tolerance. If the payment tolerance is met, then the payment amount is analyzed. If the payment amount is an underpayment, then the outstanding amount is fully closed by the underpayment. A detailed ledger entry is posted to the payment entry so that no remaining amount is left on the applied invoice entry. If the payment amount is an overpayment, then a new detailed ledger entry is posted to the payment entry so that no remaining amount is left on the payment entry.

You can use payment discount tolerances so that if you accept a payment discount after the payment discount date, then it is always posted to either the payment discount account or a payment tolerance account.

Applying Payment Tolerance to Multiple Documents

A single document has the same payment tolerance whether it is applied on its own or with other documents. Acceptance of a late payment discount when you are applying payment tolerance to multiple documents automatically occurs for each document where the following rule is true:

payment discount date < payment date on the selected entry <= payment tolerance date

This rule also applies to determine whether to display warnings when you apply payment tolerance to multiple documents. The payment discount tolerance warning is displayed for each entry that meets the date criteria. For more information, see [Example 2 - Tolerance Calculations for Multiple Documents](#).

You can choose to display a warning that is based on different tolerance situations.

- The first warning is for the payment discount tolerance. You are informed that you can accept a late payment discount. You can then choose whether to accept tolerance on the discount date.
- The second warning is for the payment tolerance. You are informed that all entries can be closed because the difference is in the sum of the maximum payment tolerance for the applied entries. You can then choose whether to accept tolerance on the payment amount.

NOTE

Enabling the warning message will let you choose how to process payments that are within tolerance. If you do not enable the message, and a tolerance level is specified, invoices with amounts that are within tolerance will be automatically closed and you cannot choose to leave the remaining amount.





For more information, see [To enable or disable payment tolerance warning](#).

To set up tolerances

Tolerance on days and amounts allows you to close an invoice even though the payment does not fully cover the

amount on the invoice, whether this is because the due date for the payment discount has been exceeded, goods have been deducted or because of a minor error. This also applies to refunds and credit memos.

To set up tolerance you have to set up various tolerance accounts, specify both payment discount tolerance and payment tolerance posting methods and then run the **Change Payment Tolerance** batch job.

1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. On the **General Posting Setup** page, set up a debit and a credit sales payment tolerance account and a debit and a credit purchase payment tolerance account.
3. Choose the  icon, enter **Customer Posting Groups**, and then choose the related link.
4. On the **Customer Posting Groups** page, set up a debit and a credit payment tolerance account. For more information, see [Setting Up Posting Groups](#).
5. Choose the  icon, enter **Vendor Posting Setup**, and then choose the related link.
6. On the **Vendor Posting Groups** page, set up a debit and a credit payment tolerance account.
7. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
8. Open the **General Ledger Setup** page.
9. On the **Application** FastTab, fill in the **Pmt. Disc. Tolerance Posting**, **Payment Discount Grace Period** and **Payment Tolerance Posting** fields.
10. Choose the **Change Payment Tolerance** action.
11. On the **Change Payment Tolerance** page, fill in the **Payment Tolerance %** and **Max Payment Tolerance Amount** fields, and then choose the **OK** button.

IMPORTANT

You have now set up tolerance for local currency only. If you want Business Central to handle tolerance on payments, credit memos, and refunds in a foreign currency, you must run the **Change Payment Tolerance** batch job with a value in the **Currency Code** field.

NOTE


If you want to get a payment tolerance warning every time that you post an application in the tolerance, you must activate the payment tolerance warning. For more information, see [To enable or disable payment tolerance warning](#) section.

To deactivate tolerance for a customer or vendor, you must block tolerances on the relevant customer or vendor card. For more information, see [To block payment tolerance for customers](#).

When you set up tolerance, Business Central also checks if there are any open entries and calculates the tolerance for these entries.

To enable or disable payment tolerance warnings

The payment tolerance warning appears when you post an application that has a balance in the allowed tolerance. You can then choose how you want to post and document the balance.


1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, on the **Application** FastTab, turn on the **Payment Tolerance Warning** toggle to activate the warning. To deactivate the warning, turn off the toggle.

NOTE

The default option for the **Payment Tolerance Warning** page is **Leave the Balance as Remaining Amount**. The default option for the **Pmt. Disc. Tolerance Warning** page the is **Do Not Accept the Late Payment Discount**.

To block payment tolerance for customers

The default setting for payment tolerance is allowed. To disallow a certain customer or vendor payment tolerance you need to block tolerance on the respective customer or vendor card. The following describes how to do it for a customer. The steps are similar for a vendor.

1. Choose the  icon, enter **Customer** or **Vendor**, and then choose the related link.
2. On the **Payments** FastTab, select the **Block Payment Tolerance** check box.

NOTE

If the customer or vendor has open entries, you must first remove payment tolerance from entries that are currently open.

Example 1 - Tolerance Calculations for a Single Document

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations.

The **G/L Setup** page contains the following setup:

- Payment Discount Grace Period: 5D
- Max Payment Tolerance: 5

Scenarios with alternative A or B represent the following:

- **A** In this case, the payment discount tolerance warning has been turned off OR the user has the warning on and has selected to allow the late payment discount (Post the Balance as Payment Tolerance).
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount (Leave the Balance as Remaining Amount).

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000	20	5	01/15/03	01/20/03	<=01/15/03	985	Pmt.Tol.	Yes	0	-5
2	1,000	20	5	01/15/03	01/20/03	<=01/15/03	980	None	Yes	0	0
3	1,000	20	5	01/15/03	c	<=01/15/03	975	Pmt.Tol.	Yes	0	5

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
4A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Disc.Tol.	No, 25 on the Pmt.	20/-20	0
5A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	Pmt.Disc.Tol.	No, 20 on the Pmt.	20/-20	0
6A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Disc.Tol.	No, 15 on the Pmt.	20/-20	0
4B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Tol.	Yes	0	-5
5B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	None	Yes	0	0
6B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Tol.	Yes	0	5
7	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	985	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	-5
8	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	980	Pmt.Disc.Tol.	Yes	20/-20	0
9	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	975	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	5
10	1,000	20	5	01/15/03	01/20/03	>01/20/03	1005	Pmt.Tol.	Yes	0	-5
11	1,000	20	5	01/15/03	01/20/03	>01/20/03	1000	None	Yes	0	0

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
12	1,000	20	5	01/15/03	01/20/03	>01/20/03	995	Pmt.Tol.	Yes	0	5
13	1,000	20	5	01/15/03	01/20/03	>01/20/03	985	None	No, 15 on the invoice	0	0
14	1,000	20	5	01/15/03	01/20/03	>01/20/03	980	None	No, 20 on the invoice	0	0
15	1,000	20	5	01/15/03	01/20/03	>01/20/03	975	None	No, 25 on the invoice	0	0

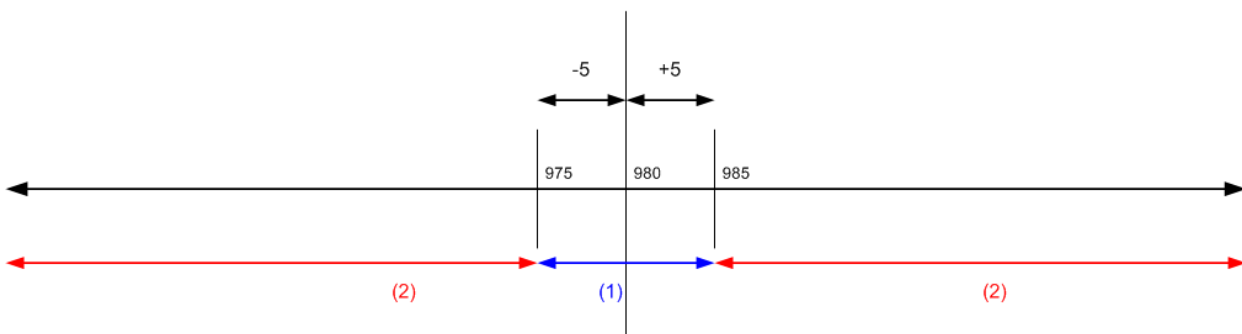
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



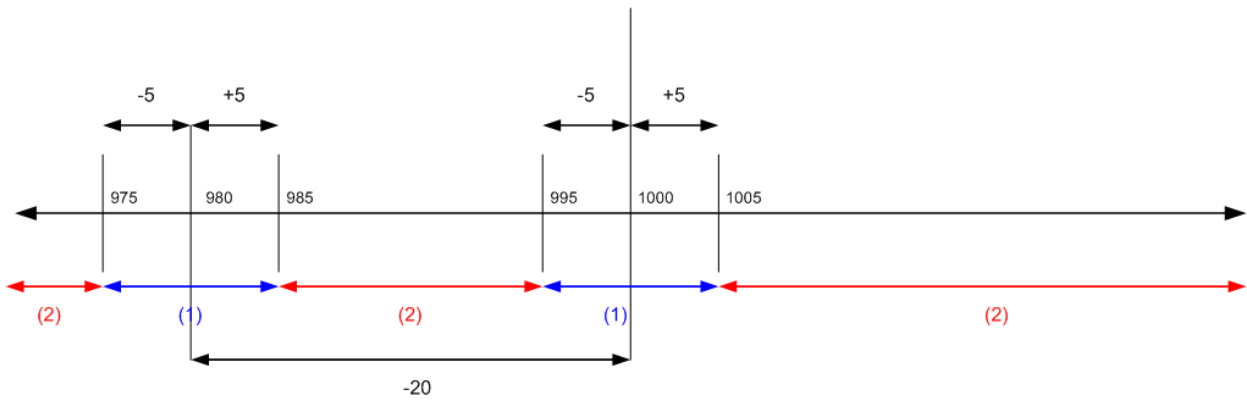
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/20/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



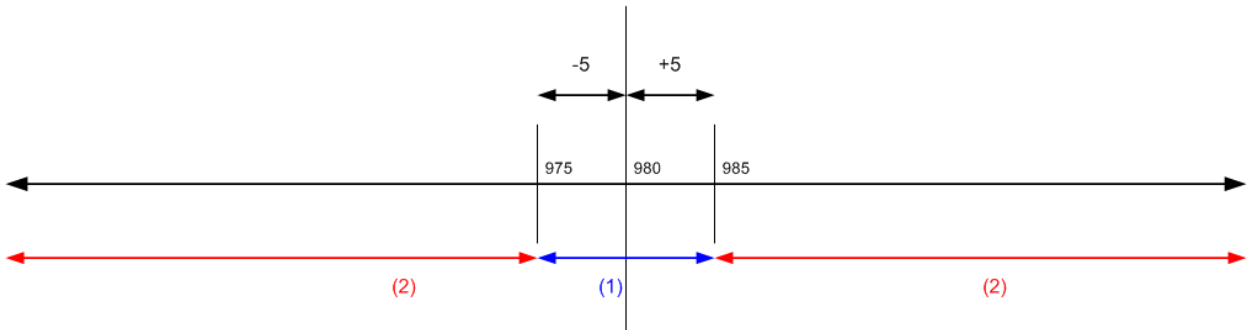
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is after 01/20/03 (Scenarios 10-15)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

Example 2 - Tolerance Calculations for Multiple Documents

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations. The examples are limited to being only those scenarios that result in all entries in the application being closed.

The **G/L Setup** page contains the following setup:

- Payment Discount Grace Period 5D
- Max Payment Tolerance 5

Scenarios with alternative A, B, C, or D represent the following:

- **A** In this case the payment discount tolerance warning has been turned off, OR the user has the warning on and has selected to allow the late payment discount (Post as Tolerance) in any invoice.
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount on any invoice.
- **C** - In this case, the user has the warning on and has selected to allow the late payment discount on the first invoice but not the second.
- **D** - In this case, the user has the warning on and has selected not to allow the late payment discount on the first invoice but allowed it on the second.

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1920	Pmt.Tol.	Yes	0 0	-5 -5
2	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1910	None	Yes	0 0	0 0
3	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1900	Pmt.Tol.	Yes	0 0	5 5
4B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1980	Pmt.Tol.	Yes	0 0	-5 -5
5B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1970	None	Yes	0 0	0 0
6B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1960	Pmt.Tol.	Yes	0 0	5 5
7A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1920	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/60 0/0	-5 -5
8A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1910	Pmt.Disc.Tol.	Yes	60/60 0/0	0 0
9A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1900	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/60	5 5
10B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	2010	Pmt.Tol.	Yes	0 0	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
11B	1,000 0 1,000 0	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	2000	None	Yes	0 0	0 0
12B	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1990	Pmt.Tol.	Yes	0 0	5 5
13D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1980	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/-30	-5 -5
14D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1970	Pmt.Disc.Tol.	Yes	0/0 30/-30	0 0
15D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1960	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/-30	5 5
16D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1950	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 0/0	-5 -5
17D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1940	Pmt.Disc.Tol.	Yes	60/-60 0/0	0 0
18D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1930	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 0/0	5 5
19A	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1920	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 30/-30	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
20A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1910	Pmt.D isc.Tol.	Yes	60/- 60 30/- 30	0 0
21A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1900	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/- 60 30/- 30	5 5
22B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2010	Pmt.T ol.	Yes	0 0	-5 -5
23B	1,000 0 1,000 0	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2000	None	Yes	0 0	0 0
24B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1990	Pmt.T ol.	Yes	0 0	5 5
25A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1980	Pmt.D isc.Tol. & Pmt.T ol.	Yes	0/0 30/30	-5 -5
26A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1970	Pmt.D isc.Tol.	Yes	0/0 30/30	0 0
27A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1960	Pmt.D isc.Tol. & Pmt.T ol.	Yes	0/0 30/30	5 5
28	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	2010	Pmt.T ol.	Yes	0	-5
29	1,000 0 1,000 0	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/22/03	2000	None	Yes	0	0

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
30	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	1990	Pmt.Tol.	Yes	0	5

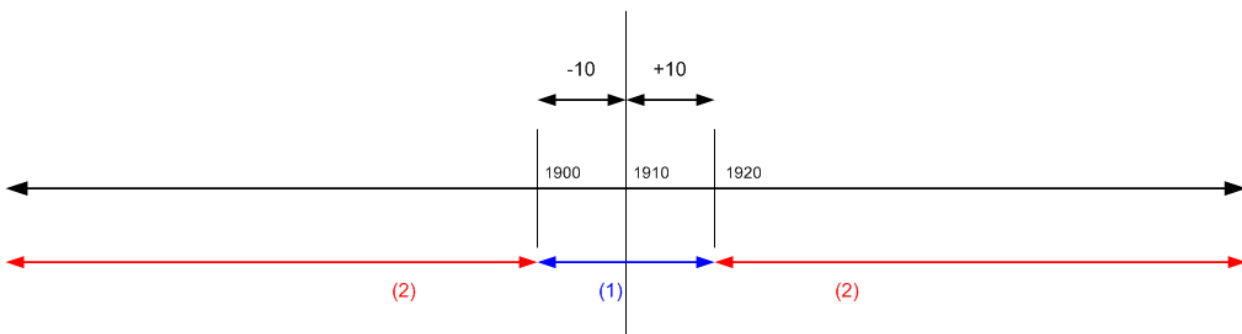
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



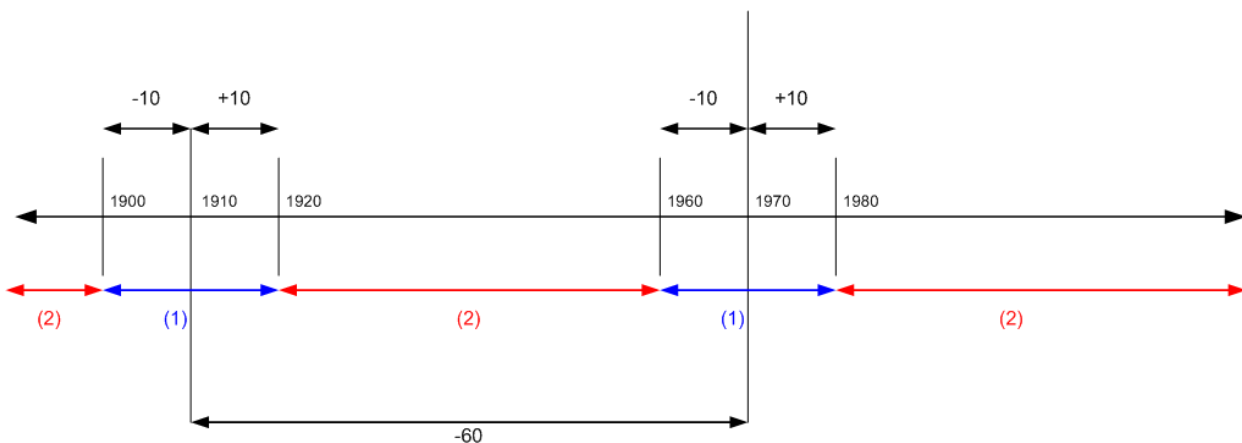
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/17/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



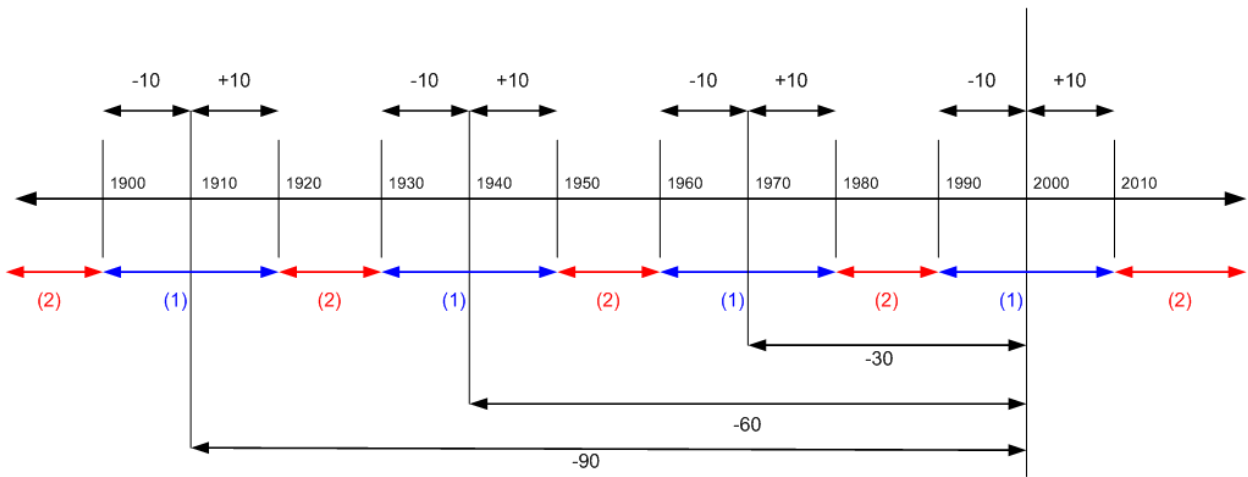
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is between 01/18/03 and 01/20/03 (Scenarios 10-21)

Remaining Amount per

Normal Application Rules



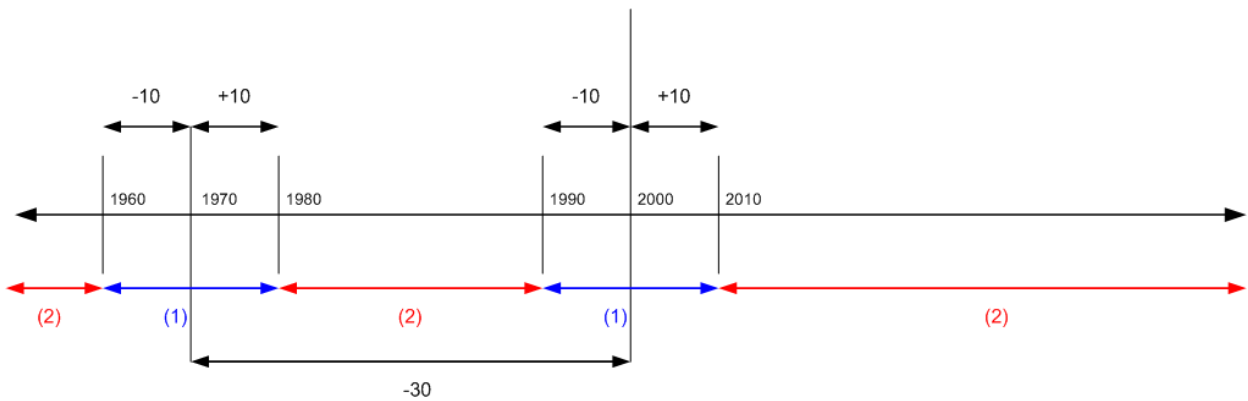
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(4) Payment Date is between 01/21/03 and 01/22/03 (Scenarios 22-27)

Remaining Amount per

Normal Application Rules



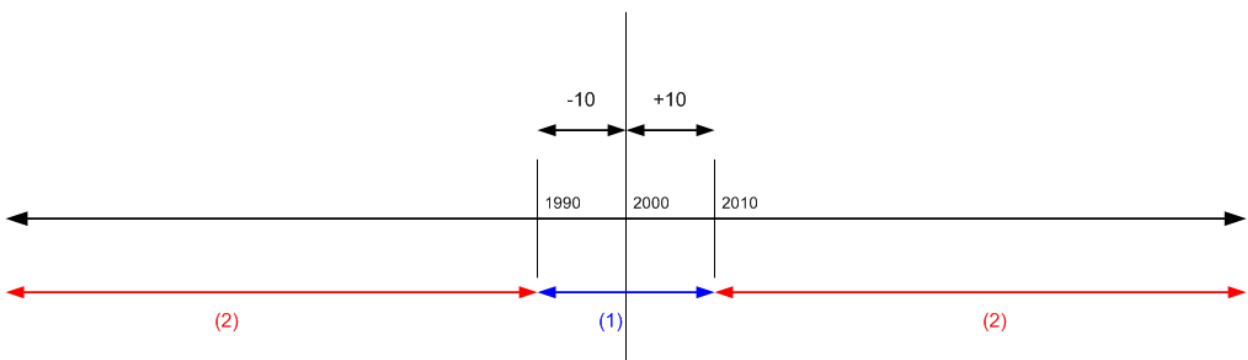
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(5) Payment Date is after 01/22/03 (Scenarios 28-30)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

See Also

Finance

Setting Up Finance

Managing Receivables

Working with Business Central

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Late Payment Prediction Extension


2/18/2021 • 5 minutes to read • [Edit Online](#)

Effectively managing receivables is important to the overall financial health of a business. The Late Payment Prediction extension can help you reduce outstanding receivables and fine-tune your collections strategy by predicting whether sales invoices will be paid on time. For example, if a payment is predicted to be late, you might decide to adjust the terms of payment or the payment method for the customer.

Getting Started

When you open a posted sales document, a notification will display at the top of the page. To use the Late Payment Prediction Extension you can opt in by choosing **Enable** in the notification. Alternatively, you can set up the extension manually. For example, if you regret dismissing the notification.

To enable the extension manually, follow these steps:

1. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
2. Fill in the fields as necessary.

NOTE

If you decide to enable the extension manually, be aware that Business Central will not allow you to do so if the quality of the model is low. The quality of the model indicates how accurate the model's predictions are likely to be. Several factors can impact the quality of a model. For example, there might not have been enough data, or the data did not contain enough variation. You can view the quality of the model you are currently using on the **Late Payment Prediction Setup** page. You can also specify a minimum threshold for the model quality.

Viewing All Payment Predictions

If you enable the extension a **Payments Predicted to be Late** tile is available in the **Business Manager** Role Center. The tile displays the number of payments that are predicted to be late, and let's you open the **Customer Ledger Entries** page where you can dig deeper into the posted invoices. There are three columns to pay attention to:

- **Late Payment** - Indicates whether the payment for the invoice is predicted to be late.
- **Prediction Confidence** - Indicates how reliable you should consider the prediction to be. **High** means that the prediction is at least 90% sure, **Medium** is between 80 and 90%, and **Low** is below 80%.
- **Prediction Confidence %** - Shows the actual percentage behind the confidence rating. By default, this column is not displayed, but you can add it if you want. For more information, see [Personalize Your Workspace](#).

TIP

The Customer Ledger Entries page also shows a FactBox on the right. While you are reviewing predictions, the information in the **Customer Details** section can be helpful. When you choose the invoice in the list, the section shows information about the customer. It also lets you take immediate action. For example, if a customer frequently misplaces their wallet, you can open the Customer card from the FactBox and block the customer for future sales.

Viewing a Payment Prediction for a Specific Sales Document

You can also predict late payments up-front. On the **Sales Quotes**, **Sales Orders**, and **Sales Invoices** pages, you can use the **Predict Payment** action to generate a prediction for the sales document you're viewing.

Design details

Microsoft deploys and operates number of predictive web services in all regions where Business Central is available. Access to these web services is included in your Business Central subscription. For more information, see the Microsoft Dynamics 365 Business Central Licensing Guide. The guide is available for download on the [Business Central](#) website.

The web-services work in three modes:

- Train model. The web service trains the model based on the provided dataset.
- Evaluate model. The web service checks whether the model returns reliable data for the provided dataset.
- Predict. Web-service applies the model to the provided dataset to make a prediction.

These web-services are stateless, meaning they use data only to calculate predictions on demand. They do not store data.

NOTE

You can use your own predictive web service instead of ours. For more information, see [Create and use your own predictive web service late payment prediction](#).

Data required to train and evaluate the model

For each **Customer ledger entry** that has a related **Posted Sales Invoice**:

- Amount (LCY) including Tax
- Payment terms in days is calculated as **Due Date** minus **Posting Date**.
- Whether there is an applied credit memo.

Additionally, the record is enriched with aggregated data from other invoices that are related to the same customer. This includes the following:

- Total number and amount of paid invoices
- Total number and amount of invoices that were paid late
- Total number and amount of outstanding invoices
- Total number and amount of outstanding invoices that are already late
- Average days late
- Ratio: Number Paid Late/Paid invoices
- Ratio: Amount Paid Late/Paid invoices
- Ratio: Number Outstanding Late/Outstanding invoices
- Ratio: Amount Outstanding Late/Outstanding invoices

NOTE

The information about the customer is not included in the dataset.

Standard model and My model

The Late Payment Prediction extension contains a predictive model that is trained using data that is representative of a range of small to medium-sized businesses. When you start posting invoices and receiving payments, Business Central will evaluate whether the standard model fits your business flow.


If it appears that your processes do not match the standard model, you still can use the extension but you will need to get more data. Just continue to use Business Central.

NOTE

We use a bit of your compute time each week when we evaluate and re-train the model.


Business Central runs training and evaluation automatically when there are enough paid and late invoices are available, however you can run it manually whenever you want.

To train and use your model

1. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
2. In the **Selected Model** field, choose **My Model**.
3. Choose the **Create My Model** action, to train model on your data.

Create and use your own predictive web service for late payment prediction

You can also create your own predictive web service based on a public model named **Prediction Experiment for Dynamics 365 Business Central**. This predictive model is available online in the Azure AI Gallery. To use the model, follow these steps:

1. Open a browser and go to the [Azure AI Gallery](#).
2. Search for **Prediction Experiment for Dynamics 365 Business Central**, and then open the model in Azure Machine Learning Studio.
3. Use your Microsoft account to sign up for a workspace, and then copy the model.
4. Run the model, and publish it as a web service.
5. Make a note of the API URL and API key. You will use these credentials for a cash flow setup.
6. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
7. Choose the **Use My Azure Subscription** check box.
8. On the **My Model Credentials** FastTab, enter the API URL and API key for your model. .

See Also

[Azure Machine Learning Studio Documentation](#)

[Customizing Business Central Using Extensions](#)

[Welcome to Dynamics 365 Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Managing Payables

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A big part of managing accounts payable is paying your vendors, or reimbursing your employees for expenses. You can use functions to add payments lines for purchase invoices that are due on the **Payment Journal** page. To send transactions to your bank, you can export multiple payment journal lines to a file, and then upload the file to your bank. You can also make payments by check, including transmitting checks as electronic payments.

Another typical task is to apply outgoing payments to their related vendor or employee ledger entries in order to close purchase invoices, purchase credit memos, or employee accounts as paid. You can do this on the **Payment Reconciliation Journal** page by importing a bank statement file to register the payments. The payments are applied to open vendor, customer, or employee ledger entries by matching payment text and entry information. There are various ways to review and change the matches before you post the journal. You can choose to close any open bank account ledger entries related to the applied ledger entries when you post the journal. The bank account is automatically reconciled when all payments are applied.

Alternatively, you can apply outgoing payments manually on the **Payment Journal** page or from the related vendor or employee ledger entries.

The following table describes a sequence of tasks within accounts payable, with links to the topics that describe them.

TO	SEE
Generate due vendor payments or employee reimbursements, prepare check payments, and export payments to a bank file when posting.	Making Payments
Apply vendor payments automatically to unpaid purchase invoices by importing a bank statement file.	Applying Payments Automatically and Reconciling Bank Accounts
Apply vendor payments to unpaid purchase invoices manually.	Reconcile Vendor Payments with the Payment Journal or from Vendor Ledger Entries
Ensure correct inventory valuation by assigning added item costs, such as freight, physical handling, insurance, and transportation that you incur when purchasing.	Use Item Charges to Account for Additional Trade Costs
Reimburse employees for personal expenses during business activities by making payment to their bank account.	Record and Reimburse Employees' Expenses

See Related Training at [Microsoft Learn](#)

See Also

[Purchasing](#)

[Managing Receivables](#)

[Use Item Charges to Account for Additional Trade Costs](#)

[General Business Functionality](#)

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Making Payments

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When you make payments to vendors or customers, or reimburse your employees, you post the related payment lines on the **Payment Journal** page. The payment journal is a general journal that is optimized for making payments and includes a number of powerful functions such as the **Suggest Vendor Payments** function that finds vendor payments that are due, and the **Vendor - Summary Aging** report that shows an overview of due vendor payments.

You can start the process of making the payment from the lists, cards, and ledger entries for vendors, customers, and employees. Each of these pages has a button that starts the payment flow and helps you fill in the payment journal.

From the payment journal, you can print computer checks or record when checks are written. If you select **Computer Check** in the **Bank Payment Type** field, then any lines representing checks must be printed before the payment journal can be posted.

When the payments are posted, you can export them to a bank file for upload to your bank for processing.

After the payments are made at your bank, you must apply them to their related open vendor or employee ledger entries. You can do this manually or by importing a bank statement file and applying the payments automatically. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Understand basic functions of the Payment Journal page, which is based on the general journal, to prepare to post payments to vendors or employees.	Working with General Journals
Post payments to vendors or employees and refunds to customers, and optionally apply the payments to the related unpaid invoices/credit memos to close them as paid.	Record Payments and Refunds
Use a function on the Payment Journal page to suggest vendor payments according to selected criteria, such as due date, discount eligibility, and your liquidity.	Suggest Vendor Payments
Issue checks for vendor payments or customer refunds, either as print-outs or as computer checks. Void checks before or after posting.	Make Check Payments
Make electronic payments according to the EU SEPA Credit Transfer standard.	Making Payments with AMC Banking 365 Fundamentals extension or SEPA Credit Transfer
Pay a vendor by cash or check, and post the payment when you post the invoice.	Settle Purchase Invoices Promptly
Make sure that your bank only clears validated checks and amounts by sending them a file that contains vendor, check, and payment information.	Export a Positive Pay file

See Also

[Managing Payables](#)

[Purchasing](#)

[Managing Receivables](#)

[Working with Business Central](#)

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Working with General Journals

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Most financial transactions are posted to the general ledger through dedicated business documents, such as purchase invoices and sales orders. But you can also process business activities such as purchasing, paying, using recurring journals to post accruals, or refunding employee expenses by posting journal lines in the various journals in Business Central.

Most journals are based on the *General Journal*, and you can process all transactions on the **General Journal** page. For more information, see [Post Transactions Directly to the General Ledger](#).

For example, you can use post employees' expenditure of own money on business-related expenses, for later reimbursement. For more information, see [Record and Reimburse Employees' Expenses](#).

But in many cases, you will want to use the journals that are optimized for specific types of transactions, such as the **Payment Journal** for registering payments. For more information, see [Record Payments and Refunds in the Payment Journal](#).

You use general journals to post financial transactions directly to general ledger accounts and other accounts, such as bank, customer, vendor, and employee accounts. Posting with a general journal always creates entries on general ledger accounts. This is true even when, for example, you post a journal line to a customer account, because an entry is posted to a general ledger receivables account through a posting group.

The information that you enter in a journal is temporary and can be changed while it is in the journal. When you post the journal, the information is transferred to entries on individual accounts, where it cannot be changed. You can, however, unapply posted entries, and you can post reversing or correcting entries. For more information, see [Reverse Journal Postings and Undo Receipts/Shipments](#).

NOTE

The general journal only shows a limited number of fields on the journal line by default. If you want to see additional fields, such as the **Account Type** field, choose the **Show More Columns** action. To hide the additional fields again, choose the **Show Fewer Columns** action. When you see fewer columns, then the same posting date is used for all lines. If you want to have multiple posting dates for the same journal entry, choose the **Show More Columns** action.

Using Journal Templates and Batches

There are several general journal templates. Each journal template is represented by a dedicated page with particular functions and the fields that are required to support those functions, such as the **Payment Reconciliation Journal** page to process bank payments and the **Payment Journal** page to pay your vendors or reimburse your employees. For more information, see [Make Payments](#) and [Reconcile Customer Payments with the Cash Receipt Journal or from Customer Ledger Entries](#).

For each journal template, you can set up your own personal journal as a journal batch. For example, you can define your own journal batch for the payment journal that has your personal layout and settings. The following tip is an example of how to personalize a journal.

TIP

If you select the **Suggest Balancing Amount** check box on the line for your batch on the **General Journal Batches** page, then the **Amount** field on, for example, general journal lines for the same document number is automatically prefilled with the value that is required to balance the document. For more information, see [Letting Business Central Suggest Values](#).

TIP

To add or remove fields in journals, use the **Personalizing** banner. For more information, see [Personalize Your Workspace](#).

Validating General Journal Batches

To help prevent delays when posting, you can turn on a background check that will notify you when there is a mistake in the financial journal you're working on that will prevent you from posting the journal. On the **General Journal Batch** page, you can choose **Background Error Check** to have Business Central validate finance journals, such as general or payment journals, while you're working on them.

When you enable the validation the **Journal Check** FactBox displays next to the journal lines and will show issues in the current line and the whole batch. Validation happens when you load a finance journal batch, and when you choose another journal line. The **Issues total** tile in the FactBox shows the total number of issues that Business Central found, and you can choose it to open an overview the issues.

You can use the **Show Lines with Issues** and **Show All Lines** actions to toggle between journal lines that have or don't have issues. The new **Journal Line Details** FactBox provides quick overview and access to data from journal lines, such as the G/L account, customer, or vendor, as well as to the posting setup for specific accounts.

Reversing Journals to Correct Mistakes

When working with journals that have many lines and something goes wrong, it's important to have an easy way to correct mistakes. The **Posted General Journal** page offers a couple of actions that can help.

- **Copy Selected Lines to Journal** - Copy only the lines that you select.
- **Copy G/L Register to Journal** - Copy all lines that belong to the same G/L register.

These actions let you create a copy of a general journal line or a batch, and then specify the following:

- The journal to copy the lines to
- Whether with opposite signs (a reversing journal)
- A different posting date or document number

To allow journals to be copied to posted general journals, on the **General Journal Templates** page, choose the **Copy to Posted Jnl. Lines** check box. After you allow people to copy posted general journals, if needed you can turn off copying for specific batches.

Understanding Main Accounts and Balancing Accounts

If you have set up default balancing accounts for the journal batches on the **General Journals** page, the balancing account will be filled in automatically when you fill in the **Account No.** field. Otherwise, fill in both the **Account No.** field and the **Bal. Account No.** field manually. A positive amount in the **Amount** field is debited to the main account and credited to the balancing account. A negative amount is credited to the main account and debited to the balancing account.

NOTE

VAT is calculated separately for the main account and the balancing account, so they can use different VAT percentage rates.

Working with Recurring Journals

A recurring journal is a general journal with specific fields for managing transactions that you post frequently with few or no changes, such as rent, subscriptions, electricity, and heat. Using these fields for recurring transactions, you can post both fixed and variable amounts. You can also specify automatic reversal entries for the day after the posting date. You can also use allocation keys to divide the recurring entries among various accounts. For more information, see [Allocating Recurring Journal Amounts to Several Accounts](#).

With a recurring journal, entries that will be posted regularly need to be typed in only once. That is, the accounts, dimensions and dimension values and so on that you enter will remain in the journal after posting. If any adjustments are necessary, you can make them with each posting.

Recurring Method field

This field determines how the amount on the journal line is treated after posting. For example, if you will use the same amount every time you post the line, you can let the amount remain. If you will use the same accounts and text on the line but the amount will vary every time you post, you can choose to delete the amount after posting.

TO	SEE
F Fixed	The amount on the journal line will remain after posting.
V Variable	The amount on the journal line will be deleted after posting.
B Balance	The posted amount on the account on the line will be allocated among the accounts specified for the line in the Gen. Jnl. Allocation table. The balance on the account will thus be set to zero. Remember to fill in the Allocation % field on the Allocations page. For more information, see Allocating Recurring Journal Amounts to Several Accounts .
RF Reversing Fixed	The amount on the journal line will remain after posting, and a balancing entry will be posted on the next day.
RV Reversing Variable	The amount on the journal line will be deleted after posting, and a balancing entry will be posted on the next day.
RB Reversing Balance	The posted amount on the account on the line will be allocated among the accounts specified for the line on the Allocations page. The balance on the account will be set to zero, and a balancing entry is posted on the next day.
BD Balance by Dimension	The journal line allocates costs based on a G/L account's balance by dimension. You'll be prompted to set the dimension filters to be used to calculate the source G/L account's balance by dimension from which you want to allocate costs. Alternatively, choose the Set Dimension Filters action later.

TO	SEE
RBD Reversing Balance by Dimension	The journal line allocates costs based on a G/L account's reversing balance by dimension. You'll be prompted to set the dimension filters to be used to calculate the source G/L account's balance by dimension from which you want to allocate costs. Alternatively, choose the Set Dimension Filters action later.

NOTE

The VAT fields can be filled in on either the recurring journal line or on the allocation journal line but not on both. That is, they can be filled in on the **Allocations** page only if the corresponding lines in the recurring journal are not filled in.

Recurring Frequency field

This field determines how often the entry on the journal line will be posted. It is a date formula field, and it must be filled in for recurring journal lines. For more information, see [Using Date Formulas](#).

Examples

If the journal line must be posted every month, enter "1M". After every posting, the date in the **Posting Date** field will be updated to the same date in the next month.

If you want to post an entry on the last day of every month, you can do one of the following:

- Post the first entry on the last day of a month by entering 1D+1M-1D (1 day + 1 month - 1 day). With this formula, the posting date is calculated correctly regardless of how many days there are in the month.
- Post the first entry on any arbitrary day of a month by entering 1M+CM. With this formula, the posting date will be after one full month + the remaining days of the current month.

Expiration Date field

This field determines the date on which the line will be posted for the last time. The line will not be posted after this date.

The advantage of using the field is that the line will not be deleted from the journal immediately and you can always replace the present expiration date with a later one so that you can use the line further into the future.

If the field is blank, the line will be posted every time you post until it is deleted from the journal.

Allocating Recurring Journal Amounts to Several Accounts

On the **Recurring General Journal** page, you can choose the **Allocations** action to see or manage how amounts on the recurring journal line are allocated to several accounts and dimensions. Note that an allocation functions as balancing account line to the recurring journal line.

Just as in a recurring journal, you need to enter an allocation only once. The allocation will remain in the allocation journal after posting, so you do not need to enter amounts and allocations every time you post the recurring journal line.

If the *recurring method* in the recurring journal is set to **Balance** or **Reversing Balance**, then any dimension value codes in the recurring journal are disregarded when the account is set to zero. So if you allocate a recurring line to various dimension values on the **Allocations** page, then only one reversing entry will be created. Therefore, if you allocate a recurring journal line that contains a dimension value code, then you must not enter the same code on the **Allocations** page. If you do, the dimension values will be incorrect.

To allocate recurring journal amounts based on dimensions, set the **Recurring Method** field to **Balance by Dimension** or **Reversing Balance by Dimension** instead. If the recurring method in the recurring journal is set to **Balance by Dimension** or **Reversing Balance by Dimension**, then any dimension value codes in the

recurring journal are considered when the account is set to zero. So if you allocate a recurring line to various dimension values on the **Allocations** page, then a number of reversing entries that matches the number of dimension value combinations that the balance is comprised of, are created. If you allocate account balance through the recurring journal that contains a dimension value code, remember to use **Balance by Dimension** or **Reversing Balance by Dimension** to make sure that the dimension values are correctly balanced or reversed from the source account.

For example, your company has a couple of business units and a handful of departments that your controllers have set up as dimensions. To speed up the purchase invoice entry process, you decide to require the accounts payable clerks to enter only business unit dimensions. Since each business unit has specific allocation keys for the Department dimension, such as based on the number of employees, you can use the **BD Balance by Dimension** or **RBD Reversing Balance by Dimension** recurring methods to re-allocate expenses for each business unit to the right departments based on the allocation keys.

NOTE

Dimensions that you set on allocation lines are not automatically calculated, and you must specify which dimension values must be set on the allocation accounts. In case you want to preserve the link between the source account dimension and the allocation account dimension, we recommend that you use the [Cost Accounting](#) capabilities instead.

Example: Allocating Rent Payments to Different Departments

You pay rent every month, so you have entered the rent amount on the cash account on a recurring journal line. On the **Allocations** page, you can divide the expense among several departments (Department dimension) according to the number of square feet that each one occupies. The calculation is based on the allocation percentage on each line. You can enter various accounts on different allocation lines (if rent will also be divided among several accounts), or you can enter the same account but with various dimension value codes for the Department dimension on each line.

Reversal Date Calculation

When using recurring general journals to post accruals at the end of a period, it's important to have full control over reversal entries. On the **Recurring General Journals** page, the **Reversal Date Calculation** field lets you control the date that reversal entries will be posted when reversal recurring methods are used.

Example

Accruals are usually posted with Fixed, Variable, or Balance recurring methods on the journal line. The posting date of the posted amount on the account on journal line is calculated using the recurring frequency. The posting date for the balancing entry is calculated using the **Reversal Date Calculation** field, as follows:

- If the field is blank, the balancing entry will be posted the next day.
- If the field contains a date formula (for example, 5D for five days), the balancing entry will be posted with a posting date calculated using the reversal date calculation.

NOTE

By default, the **Reversal Date Calculation** field is not available on the **Recurring General Journals** page. To use the field, you must add it by personalizing the page. For more information, see [Personalize Your Workspace](#).


Working with Standard Journals

When you have created journal lines which you know you are likely to create again later, you can save them as a standard journal before you post the journal. This functionality applies to item journals and general journals.

NOTE

The following procedure refers to the item journal, but the information also applies to the general journal.

To save a standard journal


1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Enter one or more journal lines.
3. Select the journal lines that you want to reuse.
4. Choose the **Save as Standard Journal** action.
5. In the **Save as Standard Item Journal** request page, define a new or existing standard item journal that the lines should be saved in.

If you have already created one or more standard item journals and you want to replace one of these with the new set of item journal lines, in the Code field, select the code you want.

6. Choose the **OK** button to verify that you want to overwrite the existing standard item journal and replace all its content.
7. Select the **Save Unit Amount** field if you want to save the values in the **Unit Amount** field of the standard item journal.
8. Select the **Save Quantity** field if you want application to save the values in the **Quantity** field.
9. Choose the **OK** button to save the standard item journal.

When you have finished saving the standard item journal, the Item Journal page is displayed so you can proceed to post it, knowing that it can easily be recreated next time you need to post the same or similar lines.

To reuse a standard journal

1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Choose the **Get Standard Journals** action.

The Standard Item Journals page opens showing codes and descriptions for all existing standard item journals.

3. To review a standard item journal before you select it for reuse, choose the **Show Journal** action.

Any changes you make in a standard item journal are implemented right away. They will be there next time you open or reuse the standard item journal in question. You should therefore be sure that the change is important enough to apply generally. Otherwise, make the specific change in the item journal after the standard item journal lines have been inserted. See step 4 below.

4. On the **Standard Item Journals** page, select the standard item journal you want to reuse, and then choose the **OK** button.

Now the item journal is filled with the lines you saved as the standard item journal. If journal lines already existed in the item journal, the inserted lines will be placed under the existing journal lines.

If you did not check the **Save Unit Amount** field when you used the **Save as Standard Item Journal** function job, then the **Unit Amount** field on lines that are inserted from the standard journal is automatically filled with the item's current value, copied from the **Unit Cost** field on the item card.

NOTE

If you selected the **Save Unit Amount** or **Save Quantity** fields, you should now make sure the inserted values are correct for this particular inventory adjustment before you post the item journal.

If the inserted item journal lines contain saved unit amounts that you do not want to post, you can quickly adjust it to the current value of the item as follows.

5. Select the item journal lines you want to adjust, and then choose the **Recalculate Unit Amount** action. This will update the Unit Amount field with the current unit cost of the item.
6. Choose the **post** action.

To renumber document numbers in journals

To make sure that you do not receive posting errors because of the document number order, you can use the **Renumber Document Numbers** function before you post a journal.


In all journals that are based on the general journal, the **Document No.** field is editable so that you can specify different document numbers for different journal lines or the same document number for related journal lines.

If the **No. Series** field on the journal batch is filled, then the posting function in general journals requires that the document number on individual or grouped journal lines be in sequential order. To make sure that you do not receive posting errors because of the document number order, you can use the **Renumber Document Numbers** function before you post the journal. If related journal lines were grouped by document number before you used the function, they will remain grouped but may be assigned a different document number.

This function also works on filtered views.

Any renumbering of document numbers will respect related applications, such as a payment application that has been made from the document on the journal line to a vendor account. Accordingly, the **Applies-to ID** and **Applies-to Doc. No.** fields on the affected ledger entries may be updated.

The following procedure is based on the **General Journal** page, but applies to all other journals that are based on the general journal, such as the **Payment Journal** page.

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. When you are ready to post the journal, choose the **Renumber Document Numbers** action.

Values in the **Document No.** field are changed, where required, so that the document number on individual or grouped journal lines are in sequential order. After documents are renumbered, you can proceed to post the journal.

See Related Training at [Microsoft Learn](#)

See Also

[Post Transactions Directly to the General Ledger](#)

[Reverse Journal Postings and Undo Receipts/Shipments](#)

[Allocate Costs and Income](#)

[Finance](#)

[Working with Business Central](#)

[Close Open Item Ledger Entries Resulting from Fixed Application in the Item Journal](#)

[Revalue Inventory in the Revaluation Journal](#)

[Count, Adjust, and Reclassify Inventory Using Journals](#)

Reconcile Customer Payments with the Cash Receipt Journal or from Customer Ledger Entries

Reconcile Vendor Payments with the Payment Journal or from Vendor Ledger Entries

Work with Intercompany Documents and Journals

NOTE

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Record Payments and Refunds in the Payment Journal

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On the **Payment Journal** page, you record payments that you make to vendors and refunds that you make to customers. When you post a payment journal line, the paid amount is recorded on the specified system bank account. You must then take steps to perform the actual money transfer from the related bank account.

The payment journal is a general journal that is optimized for making payments. You can quickly add lines manually, you can let Business Central suggest vendor payments, and you can apply the payment to posted documents. Even though you are making payments, you enter a positive amount in the **Document Amount** field. Depending on the document type for the journal line, this amount is then converted to a negative amount in the underlying transactions. This way, it's faster for you to add journal lines manually. If you prefer to enter negative amounts, you can personalize the payment journal to show the **Amount** field instead.

- Applying payments to invoices or credit memos

If you fill in the **Applies-to Doc. No.** field with the invoice or credit memo that must be paid or refunded, then the document in question is set to paid when you post the journal. This is referred to as "applied". As an alternative to applying during payment posting, you can use the **Apply Vendor Entries** and **Apply Customer Entries** page after you have made the payment posting. For more information, see, for example, [Reconcile Vendor Payments with the Payment Journal or from Vendor Ledger Entries](#).


- Get suggested payments to vendors or employees

The **Suggest Vendor Payments** and **Suggest Employee Payments** functions can help you fill payment journal lines automatically according to vendor prioritization and due dates. For more information, see [Suggest Vendor Payments](#). With this function, the **Applies-to Doc. No.** field is always filled in.

- Print checks and submit payments electronically to your bank

In addition to recording that the payment is made, you can also use the **Payment Journal** page to output the payment for further processing by your bank. For more information, see [Make Check Payments](#) and [Make Electronic Payments](#).

To make payments in the payment journal

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Open the journal batch that is dedicated to payments.
3. If you know who to pay or refund, fill in the fields manually. Hover over a field to read a short description.
4. To also apply the payment to the related invoice or credit memo, choose the **Applies-to Doc No.** field, on the **Apply Vendor Entries** page, select the relevant invoice or credit memo, and then choose the **OK** button.

Many fields, such as the **Document Amount** and **Due Date** fields, are now filled in with information from the selected document.

5. Alternatively, use the **Suggest Vendor Payments** function. All the applies-to information and amounts are then also entered on the journal lines. For more information, see [Suggest Vendor Payments](#).

Messages will guide you to fill in the required fields correctly.

6. When all payment journal lines are completed, choose the **Post** action.

See Also

[Make Check Payments](#)

[Make Electronic Payments](#)

[Managing Payables](#)

[Setting Up Banking](#)

[Export a Positive Pay file](#)

[Working with General Journals](#)

[Personalize Your Workspace](#)

[Working with Business Central](#)

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Suggest Vendor Payments

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On the **Payment Journal** page, you can use the **Suggest Vendor Payments** batch job to suggest payment lines. Lines for payments that are due soon or payments where a payment discount is available are suggested based on your settings.

To benefit fully from payment suggestions, you must first prioritize your vendors. For more information, see [Prioritize Vendors](#).

NOTE


Vendor ledger entries that are **On Hold** are not included in the batch job.

IMPORTANT

If you want to take advantage of payment discounts, and have entered an available amount, the amount will be used for:

- * Prioritized overdue vendor entries first in order of priority.
- * Overdue vendor entries that are not prioritized.
- * Open vendor entries that qualify for payment discounts, arranged by vendor number.

To use the Suggest Vendor Payments function

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Open the relevant journal, and then choose the **Suggest Vendor Payments** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **OK** button.

To insert the due date as posting date on payment journal lines

When you use the **Suggest Vendor Payments** batch job to create payment lines for your vendors, you can fill two special fields to make sure that the generated lines use the due date to calculate the posting date. These fields are **Calculate Posting Date from Applies-to-Doc Due Date** and **Applies-to-Doc Due Date Offset**.

IMPORTANT

You cannot use the **Calculate Posting Date from Applies-to-Doc Due Date** field together with the **Find Payment Discounts** field or the **Summarize per Vendor** field. If the posting date is based on the due date, some payment discounts may not calculate correctly because the posting date is after the payment discount date.

Also, if the calculated posting date is in the past, then the posting date is moved up to the work date, and a warning is displayed.

Alternatively, you can manually create payment lines using the due date to calculate the posting date. After you apply vendor ledger entries, you can use the **Calculate Posting Date** action to update the posting date on the journal line with the due date of the related purchase invoice. For more information, see [Apply Purchase Transactions Manually](#).

NOTE

If the purchase invoice is overdue, the posting date is set to the work date, and the font on the line becomes red.

See Also

[Managing Payables](#)

[Making Payments](#)

[Working with General Journals](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Make Check Payments

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can issue electronic and manual checks in Business Central. Both methods use the payment journal to issue checks to vendors. You can also void checks and view check ledger entries.

The following procedure shows how to pay a vendor with a computer checks by applying the payment to the relevant vendor invoice, printing the check, and then posting the payment as paid. This results in positive vendor ledger entries, applied to negative bank ledger entries, and physical checks for processing in the bank.

You can pay with two types of checks. For both types, the **Bal. Account Type** or the **Account Type** field must contain **Bank Account**.

- **Computer Check:** Select this option if you want to print a check for the amount on the payment journal line. You must print the checks before you can post the journal lines.
- **Manual Check:** Select this option if you have created a check manually and want to create a corresponding check ledger entry for this amount. By using this option, you cannot print the check.

NOTE

To make sure that your bank only clears validated checks and amounts, you can send them a file that contains vendor, check, and payment information. For more information, see [Export a Positive Pay file](#).


IMPORTANT

Your printer must be correctly set up with the check forms, and you must define which check layout to use. For more information, see [Select a Check Layout](#). Alternatively, you can send the check as a PDF file, for example.

You can print up to 10 invoices on a page for a check stub. If a check applies to more than 10 invoices, when you print the stub we void the check on the first page and print the word VOID on the check. We then print the remainder of the invoices and the total check amount on the second page.

To pay a vendor invoice with a computer check

The following describes how to pay a vendor by check. The steps are similar to refund a customer by check.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Fill in the payment journal lines. For more information, see [Record Payments and Refunds](#).
3. In the **Payment Method Code** field, select **Check**.
4. In the **Bank Payment Type** field, select **Computer Check**.
5. Choose the **Print Check** action.
6. On the **Check** page, fill in the fields as necessary. Hover over a field to read a short description.
7. If your printer is set up to print checks, choose the **Print** button. Otherwise, choose the **Send to** button, select the **PDF Document** option, choose the **OK** button, and then print the PDF document.

The physical checks can now be sent to the vendors for processing. Proceed to post the payment as applied to the vendor and thereby paid in the system.

8. Choose the **Post** action.

Fully applied vendor ledger entries and bank ledger entries are created.

NOTE

If you want to print and pay checks in more than one currency from different bank accounts, you must run the **Print Check** batch job separately for each currency and specify the appropriate bank account.

To cancel printed checks that are not posted

You can cancel non-posted checks after they have been printed by using the **Void Check** action on the **Payment Journal** page.


1. On the **Payment Journal** page, choose the **Void Check**, and then choose which checks to cancel.

To void checks

When check payment have been posted, you can only cancel (void) checks from the resulting bank ledger entries.


IMPORTANT

If the check is applied to an invoice, unapply the check first so that the invoice can be repaid, and then void the check. If the check was printed and did not pay an invoice, then choose **Void Check Only** as described in this section.

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the relevant bank account, choose the **Edit** action, and then choose the **Check Ledger Entries** action.
3. On the **Check Ledger Entries** page, choose the **Void Check** action.
4. Select the **Void Check Only** check box.
5. Choose the **OK** button.

To view a summary of posted checks

If you want to review posted checks, for example to verify multiple checks paid to one vendor, you can use the **Bank Account - Check Details** report.

1. Choose the  icon, enter **Bank Account - Check Details**, and then choose the related link.
2. Set filters as relevant, and then choose the **Preview** button.

See Also

[Making Payments](#)

[Managing Payables](#)

[Setting Up Banking](#)

[Export a Positive Pay file](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Make Payments with the AMC Banking 365 Fundamentals extension or SEPA Credit Transfer

2/18/2021 • 10 minutes to read • [Edit Online](#)

On the **Payment Journal** page, you can process payments to your vendors by exporting a file together with the payment information from the journal lines. You can then upload the file to your electronic bank where the related money transfers are processed. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

NOTE

In the generic version of Business Central, a global provider of services to convert bank data to any file format that your bank requires is set up and connected. In North American versions, the same service can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).

To enable SEPA credit transfers, you must first set up a bank account, a vendor, and the general journal batch that the payment journal is based on. You then prepare payments to vendors by automatically filling the **Payment Journal** page with due payments with specified posting dates.

NOTE

When you have verified that the payments are successfully processed by the bank, you can proceed to post the payment journal lines.

Setting Up the AMC Banking 365 Fundamentals Extension

Activate the AMC Banking 365 Fundamentals extension to have any bank statement file converted to a format that you can import or to have your exported payment files converted to the format that your bank requires. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

Setting Up SEPA Credit Transfer

From the **Payment Journal** page, you can export payments to a file for upload to your electronic bank for processing of the related money transfers. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process payment electronically by exporting payment files in the SEPA Credit Transfer format, you must perform the following setup steps:

- Set up the bank account in question to handle the SEPA Credit Transfer format
- Set up vendor cards to process payments by exporting files in the SEPA Credit Transfer format
- Set up the related general journal batch to enable payment export from the **Payment Journal** page
- Connect the data exchange definition for one or more payment types with the relevant payment method or methods

To set up a bank account for SEPA Credit Transfer

1. In the **Search** box, enter **Bank Accounts**, and then choose the related link.
2. Open the card of the bank account from which you will export payment files in the SEPA Credit Transfer format.
3. On the **Transfer** FastTab, in the **Payment Export Format** field, choose **SEPACT**.
4. On the **General** FastTab, in the **Credit Transfer Msg. Nos.** field, choose a number series from which numbers are assigned to SEPA credit transfer entries.
5. Make sure the **IBAN** field is filled.

NOTE

The **Currency Code** field must be set to **EUR**, because SEPA credit transfers can only be made in the **EURO** currency.

To set up a vendor card for SEPA Credit Transfer

1. In the **Search** box, enter **Vendors**, and then choose the related link.
2. Open the card of the vendor whom you will pay electronically by export payment files in the SEPA Credit Transfer format.
3. On the **Payment** FastTab, in the **Payment Method Code** field, choose **BANK**.
4. In the **Preferred Bank Account** field, choose the bank to which the money will be transferred when it is processed by your electronic bank.

The value in the **Preferred Bank Account** field is copied to the **Recipient Bank Account** field on the **Payment Journal** page.

To set the payment journal up to export payment files

1. In the **Search** box, enter **Payment Journals**, and then choose the related link.
2. Open the payment journal that you use to process payments by exporting files in the SEPA Credit Transfer format.
3. In the **Batch Name** field, choose the drop-down button.
4. On the **General Journal Batches** page, choose the **Edit List** action.
5. On the line for the payment journal that you will use to export payments, select the **Allow Payment Export** check box.

To connect the data exchange definition for one or more payment types with the relevant payment method or methods

1. In the **Search** box, enter **Payment Methods**, and then choose the related link.
2. On the **Payment Methods** page, select the payment method that is used to export payments from, and then choose the **Pmt. Export Line Definition** field.
3. On the **Pmt. Export Line Definitions** page, select the code that you specified in the **Code** field on the **Line Definitions** FastTab in step 4 in the "To describe the formatting of lines and columns in the file" section in the [Set Up Data Exchange Definitions](#) procedure.

Preparing the Payment Journal

Fill the payment journal with lines for due payments to vendors, with the option to insert posting dates based on the due date of the related purchase documents. For more information, see [Managing Payables](#).

Exporting Payments to a Bank File

When you are ready to make payments to your vendors, or reimbursements to your employees, you can export a file with the payment information on the lines on the **Payment Journal** page. You can then upload the file to your bank to process the related money transfers.

In the generic version of Business Central, the AMC Banking 365 Fundamentals extension is available. In North American versions, the same extension can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).


NOTE

Before you can export payment files from the payment journal, you must specify the electronic format for the involved bank account, and you must enable the AMC Banking 365 Fundamentals extension. For more information, see [Set Up Bank Accounts](#) and [Using the AMC Banking 365 Fundamentals extension](#). In addition, you must select the **Allow Payment Export** check box on the **General Journal Batches** page. For more information, see [Working with General Journals](#).

You use the **Credit Transfer Registers** page to view the payment files that have been exported from the payment journal. From this page, you can also re-export payment files in case of technical errors or file changes. Note, however, that exported EFT files are not shown in this page and cannot be re-exported.

To export payments to a bank file

The following describes how to pay a vendor by check. The steps are similar to refund a customer by check.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Fill in the payment journal lines. For more information, see [Record Payments and Refunds](#).

NOTE

If you are using EFT, you must select either **Electronic Payment** or **Electronic Payment–IAT** in the **Bank Payment Type** field. Different file export services and their formats require different setup values on the **Bank Account Card** and **Vendor Bank Account Card** pages. You will be informed about wrong or missing setup values as you try to export the file.

The EFT feature can only be used for bank accounts in the local currency. It cannot be used with a foreign currency, indicated by a value in the **Currency Code** field. (Blank field value means local currency.)

3. When you have completed all payment journal lines, choose the **Export** action.
4. On the **Export Electronic Payments** page, fill in the fields as necessary.

Any error messages will be shown in the **Payment File Errors** FactBox where you can also choose an error message to see detailed information. You must resolve all errors before the payment file can be exported.

TIP

When you use the AMC Banking 365 Fundamentals extension, a common error message states that the bank account number does not have the length that your bank requires. To avoid or resolve the error, you must remove the value in the **IBAN** field on the **Bank Account Card** page and then, in the **Bank Account No.** field, enter a bank account number in the format that your bank requires.

5. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

NOTE

If you are using EFT, save the resulting vendor remittance form as a Word document or select to have it emailed directly to the vendor. The payments are now added to the **Generate EFT File** page from where you can generate multiple payment orders together to save transmission cost. For more information, see the following steps.

6. On the **Payment Journal** page, choose the **Generate EFT File** action.

On the **Generate EFT File** page, all payments set up for EFT that you have exported from the payment journal for a specified bank account but not yet generated are listed on the **Lines** FastTab.

7. Choose the **Generate EFT File** action to export one file for all the EFT payments.

8. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

The bank payment file is exported to the location that you specify, and you can proceed to upload it to your electronic bank account and make the actual payments. Then you can post the exported payment journal lines.

To plan when to post exported payments

If you do not want to post a payment journal line for an exported payment, for example because you are waiting for confirmation that the transaction has been processed by the bank, you can just delete the journal line. When you later create a payment journal line to pay the remaining amount on the invoice, the **Total Exported Amount** field shows how much of the payment amount has already been exported. Also, you can find detailed information about the exported total by choosing the **Credit Transfer Reg. Entries** button to see details about exported payment files.

If you follow a process where you do not post payments until you have confirmation that they have been processed in the bank, you can control this in two ways.

- In a payment journal with suggested payment lines, you can sort on either the **Exported to Payment File** column or the **Total Exported Amount** and then delete payment suggestions for open invoices for which payments have already been made and you do not want to make payments for.
- On the **Suggest Vendor Payments** page, where you specify which payments to insert in the payment journal, you can select the **Skip Exported Payments** check box if you do not want to insert journal lines for payments that have already been exported.


To see information about exported payments, choose the **Payment Export History** action.

To re-export payments to a bank file

You can re-export payment files from the **Credit Transfer Registers** page. Before you delete or post payment journal lines, you can also re-export the payment file from the **Payment Journal** page by simply exporting it again. If you have deleted or posted the payment journal lines after exporting them, you can re-export the same payment file from the **Credit Transfer Registers** page. Select the line for the batch of credit transfers that you want to re-export, and then use the **Reexport Payments to File** action.

NOTE

Exported EFT files are not shown on the **Credit Transfer Registers** page and cannot be re-exported.

1. Choose the  icon, enter **Credit Transfer Registers**, and then choose the related link.
2. Select a payment export that you want to re-export, and then choose the **Reexport Payment to File** action.

Posting the Payments

When the electronic payment is successfully processed by the bank, post the payments. For more information, see [Making Payments](#).

See Also

[Using the AMC Banking 365 Fundamentals extension](#)

[Managing Payables](#)

[Working with General Journals](#)

[Collect Payments with SEPA Direct Debit](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Settle Purchase Invoices Promptly


2/18/2021 • 2 minutes to read • [Edit Online](#)

If you need to pay the vendor by cash or check, you can post the payment when you post the invoice.

NOTE

If you frequently pay purchase invoices in cash, check, or bank transfer, it is a good idea to set up a specific payment method with a balancing account and enter this method in the **Payment Method** field on the vendor card. The balancing account number is inserted automatically on the invoice header every time you create a new invoice. For more information, see [Defining Payment Methods](#).

To settle purchase invoices promptly

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Choose the **New** action.
3. To pay either in cash or by bank transfer, enter the number of the general ledger cash account or the bank account in the **Bal. Account No.** field.

IMPORTANT

The **Bal. Account Type** and **Bal. Account No.** fields are not included in the standard layout of the invoice header. In order to post the payment of an invoice, you must contact a Microsoft partner who can add the fields through code.

This customization is only required if you do not specify balancing accounts on the payment methods as describe above.

See Also

[Managing Payables](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Export a Positive Pay File

2/18/2021 • 2 minutes to read • [Edit Online](#)


To make sure that your bank only clears validated checks and amounts, you can export a Positive Pay file that contains vendor information, check number, and payment amount, which you send to the bank for reference when you process payments.

Business Central is preconfigured to support Positive Pay files for Bank of America and City Bank.

To set up a bank account for Positive Pay

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for the bank that you want to use Positive Pay for.
3. In the **Positive Pay Export Code** field, enter POSPAYBANK.
4. Close the page.


To export a Positive Pay file

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the bank account that you want to export a Positive Pay file for.
3. Choose **Positive Pay Export** action.

The **Positive Pay Export** page opens displaying payments that have been made for the bank account since the last upload date, as shown in the **Last Upload Date** and **Last Upload Time** fields.

4. In the **Cutoff Upload Date** field, specify a date before which payments are not included in the exported file.
5. Choose the **Export** action.
6. On the **Export File** page, choose the **Save** button, and then save the file to a convenient location.
7. Upload the file to your electronic bank site.
8. Write down or copy the confirmation number that is displayed when the file upload is successful.

To view exported Positive Pay records

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the bank account that you want to view Positive Pay export records for.
3. Choose the **Positive Pay Entries** action.

On the **Positive Pay Entries** page, you can see all the Positive Pay export records for the bank account.

4. In the **Confirmation Number** field, enter, for each export record, the confirmation number that you receive when the file upload to the bank is successful.
5. To view the related payment lines, choose the **Positive Pay Entry Details** action.

To reexport Positive Pay files

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.

2. Select the bank account that you want to reexport Positive Pay files for.
3. Choose the **Positive Pay Entries** action.
4. Select the line for the Positive Pay export file that you want to reexport.
5. On the **Positive Pay Entries** page, choose the **Reexport Positive Pay to File** action.

See Also

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Business Central](#)

NOTE

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Applying Payments Automatically and Reconciling Bank Accounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

You must regularly reconcile your bank, receivables, and payables accounts by applying payments recorded in the bank to their related open (unpaid) invoices and credit memos or other open entries in Business Central.

You can perform this task on the **Payment Reconciliation Journal** page, for example, by importing a bank statement file or feed to quickly register the payments. Payments are applied to open customer or vendor ledger entries based on matches between payment text and entry information. You can review and change automatic applications before you post the journal. You can choose to close any open bank account ledger entries related to the applied ledger entries when you post the journal. The bank account is automatically reconciled when all payments are applied.

The logic that governs how payment text is automatically matched with entry information is set up on the **Payment Application Rules** page as a number of prioritized rules that you can edit.

You can also reconcile bank accounts without simultaneously applying payments. You perform this work on the **Bank Acc. Reconciliation** page. For more information, see [Reconcile Bank Accounts](#).

To import bank statements as a bank feed, you must first set up and enable the Envestnet Yodlee Bank Feed service, and then link your bank accounts to the related online bank accounts. For more information, see [Set Up the Envestnet Yodlee Bank Feeds Service](#).

Alternatively, you can use the AMC Banking 365 Fundamentals extension to convert a bank statement file, from any format, to a data stream that you can import into Business Central. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply payments to open customer or vendor ledger entries by importing a bank statement, and reconcile the bank account when all payments are applied.	Reconcile Payments Using Automatic Application
Manually apply payments by viewing detailed information about matched data and suggestions for candidate open entries to apply payments to.	Review or Apply Payments After Automatic Application
Resolve payments that cannot be applied automatically to their related open ledger entries. For example because the amounts differ, or because a related ledger entry does not exist.	Reconcile Payments that Cannot be Applied Automatically
Link text on payments to specific customer, vendor, or general ledger accounts to always post recurring cash receipts or expenses to those accounts when no documents exist to apply to.	Map Text on Recurring Payments to Accounts for Automatic Reconciliation

TO	SEE
Set up the rules to govern how payments/bank transactions should be automatically applied to their related open ledger entries when you use the Apply Automatically function on the Payment Reconciliation Journal page.	Set Up Rules for Automatic Application of Payments

See Related Training at [Microsoft Learn](#)

See Also

[Reconcile Bank Accounts](#)

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Reconcile Payments Using Automatic Application

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The **Payment Reconciliation Journal** page specifies payments, either incoming or outgoing, that have been recorded as transactions on your online bank account or on a payment service and that you can apply to their related open customer, vendor, and bank account ledger entries. The lines in the journal can be filled in by importing a bank statement as a bank feed or file or by manually entering transactions that you make on your payment service.

NOTE

The page offers automatic matching functionality that applies payments to their related open entries based on a matching of data on a bank statement line (journal line) with data on one or more open entries. Note that you can overwrite the suggested automatic applications, and you can choose to not use automatic application at all. For more information, see step 7.

A payment reconciliation journal is related to one bank account in Business Central that reflects the online bank account where the payment transactions are recorded. Any open bank account ledger entries related to the applied customer or vendor ledger entries will be closed when you choose the **Post Payments and Reconcile Bank Account** action. This means that the bank account is automatically reconciled for payments that you post with the journal.

You can import bank transactions as .csv bank files or other format that your bank provides. If you want to import bank statements as bank feeds, you must first enable a dedicated bank integration service and then link the bank account to its related online bank account. The payment reconciliation journal will then automatically detect bank feeds when you choose the **Import Bank Transactions** action. In addition, you can set a bank account up to automatically import new bank statement feeds every hour. Transactions for payments that have already been posted as applied and/or reconciled will not be imported. You can use the Envestnet Yodlee Bank Feeds service for this, which is preinstalled in some country versions of Business Central. For more information, see [Set Up the Envestnet Yodlee Bank Feeds Service](#). Alternatively, contact your Microsoft partner for help meeting your business or country requirements.

The **Map Text to Account** action lets you set up mappings between text on payments and specific debit, credit, and balancing accounts so that such payments are posted to the specified accounts when you post the payment reconciliation journal. This is useful, for example, for recurring cash receipts or expenses, such as frequent purchases of car fuel or bank fees and interest, that regularly occur on the bank statement and do not need a related business document. (See step 10 below.) For more information, see [Map Text on Recurring Payments to Accounts for Automatic Reconciliation](#).

Journal lines may have no suggested application. This may be for various reason, such as a missing document or because a customer overpaid so that an excess amount exists after applying the payment on another journal line. For such cases, you can use the **Transfer Difference to Account** action to create and post the missing general ledger entry, for example for a refund, that is needed to apply the payment to. (See step 11 below) For more information, see [Reconcile Payments That Cannot be Applied..](#)

You use the **Apply Automatically** function either automatically when you import a bank file or feed with payment transactions or when you activate it, to apply payments to their related open entries based on a matching of text on a bank statement line (journal line) with text on one or more open entries. This automation is based on rules that you define on the **Payment Application Rules** page, where you also define whether an application suggestion requires review. For more information, see [Set Up Rules for Automatic Application of](#)

Payments.

On journal lines where a payment has been applied automatically to one or more open entries, the **Match Confidence** field has a value of **Low**, **Medium**, or **High** to indicate the quality of the data matching that the suggested payment application is based on.


Some payment applications require your review as defined by the used matching rule, such as lines with **Low** match confidence. Other lines require your review and manual change because there is a value in the **Difference** field. To review one or more payment applications, choose the **Lines to Review** or **Lines with Difference** field at the bottom. The **Payment Application Review** page opens showing all relevant information about the customer or vendor that the payment is applied to, the matching details, and actions to process the line, such as the **Accept Application** action. (See steps 7 and 8 below.)

For each journal line on the **Payment Reconciliation Journal** page, you can open the **Payment Application** page to see all candidate open entries for the payment and view detailed information for each entry about the data matching that a payment application is based on. Here, you can manually apply payments or reapply payments that were applied automatically to a wrong entry. (See step 10 below.) For more information, see [Review or Apply Payments After Automatic Application](#).

NOTE

You can start the bank transactions import at the same time as you open the **Payment Reconciliation Journal** page for an existing journal. The following procedure describes how to import bank transactions into the **Payment Reconciliation Journal** page after you have created a new journal.

To reconcile payments using automatic application

1. Choose the  icon, enter **Payment Reconciliation Journals**, and then choose the related link.
2. To work in a new payment reconciliation journal, choose the **New Journal** action.
3. On the **Payment Bank Account List** page, select the bank account that you want to reconcile payments for, and then choose the **OK** button. The **Payment Reconciliation Journal** page opens prepared for the selected bank account.
4. Choose the **Import Bank Transactions** action. If the bank account for the selected journal is not set up for import of bank transactions, then a dialog box will open to help you fill in the relevant fields.
5. On the **Select a file to import** page, select the file that contains the bank transactions for payments that you want to reconcile, and then choose the **Open** button.
6. If the Envestnet Yodlee Bank Feeds service is enabled, on the **Bank Statement Filter** page that opens automatically, specify the date interval for the bank statements to be imported.

The **Payment Reconciliation Journal** page is filled with lines for payments representing bank transactions in the imported bank statement.

On lines for payments that have been automatically applied to their related open entries, the **Match Confidence** field has a value between **Low** and **High** to indicate the quality of the data matching that the suggested payment application is based on. In addition, the **Account Name**, **Account Type**, and **Account No.** fields are filled with information about the customer or vendor that the payment is applied to.

The automatic applications, the matching qualities, and whether lines require review are defined by rules that you can edit to adjust the results. For more information, see [Set Up Rules for Automatic Application of Payments](#).

7. To review, accept/remove, or manually change multiple payment applications that have a value in the **Difference** field, choose the **Lines with Difference** action at the bottom.

The **Payment Application Review** page opens showing the first application to review. The next application to review will be shown on the page as you process the preceding one. All relevant information about the customer or vendor that the payment is applied to, the matching details, and actions to process the line, such as the **Accept Application** and **Apply Manually** actions.

8. To review, accept/remove, or manually change multiple payment applications that are set to be reviewed, according to the payment application rule, choose the **Lines to Review** action at the bottom. The same experience as described for step 8 is presented
9. To change an automatic application, select a journal line, and then choose the **Apply Manually** action to reapply or apply the payment manually on the **Payment Application** page. For more information, see [Review or Apply Payments After Automatic Application](#).
10. Select an unapplied journal line for a recurring cash receipt or expense, such as a car gasoline purchase, and then choose the **Map Text to Account** action. For more information, see [Map Text on Recurring Payments to Accounts for Automatic Reconciliation](#).

When you have finished your mapping of payment text to accounts, choose the **Apply Manually** action.

When a text-to-account ,map is set up, the resulting automatic payment application will contain **High - Text-to-Account Mapping** in the **Match Confidence** field.

11. For a journal line has no suggested application because no ledger entry exists that it can be applied to, choose the **Transfer Difference to Account** action to create and post the missing general ledger entry that is needed to apply the payment to. For more information, see [Reconcile Payments That Cannot be Applied](#).
12. When no more lines require review and the **Difference** field is blank on all lines, choose the **Post** action, and then choose one of the following options:
 - **Post Payments and Reconcile Bank Accounts** - To post the payments as applied and also close the related bank account ledger entries as reconciled.
 - **Post Payments Only** - To only post the payments as applied, but leave the related bank account ledger entries open. Required that you reconcile the bank account separately, for example: For more information, see [Reconcile Bank Accounts](#).
 - **Test Report** - To review the result of posting before you post. The **Bank Account Statement** report opens and shows the same fields as at the bottom of the **Payment Reconciliation Journal** page.

When you post the payment reconciliation journal, the applied open entries memos are closed, and the related customer, vendor, or general ledger accounts are updated. For payments on journal lines based on text-to-account mapping, the specified customer, vendor, and general ledger accounts are updated. For all journal lines, bank account ledger entries are created. If you choose the **Post Payments and Reconcile Bank Account** action, any open bank account ledger entries related to the applied customer or vendor ledger entries will be closed. This means that the bank account is automatically reconciled for payments that you post with the journal.

You can compare the value in the **Balance on Bank Account After Posting** field together with the value in the **Statement Ending Balance** field to track when the bank account is reconciled based on payments that you post.

NOTE

If you do not want to reconcile the bank account from the **Payment Reconciliation Journal** page, then you must use the **Bank Acc. Reconciliation** page. For more information, see [Reconcile Bank Accounts](#).

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Review and Apply Payments Manually After Automatic Application

2/18/2021 • 3 minutes to read • [Edit Online](#)

For each journal line representing a payment on the **Payment Reconciliation Journal** page, you can open the **Payment Application** page to see all candidate open entries for the payment and view detailed information for each entry about the data matching that a payment application is based on. Here, you can manually apply payments or reapply payments that were applied automatically to a wrong entry. For more information about automatic application, see [Reconcile Payments Using Automatic Application](#).

IMPORTANT

When the bank account that you are reconciling payments for is set up for the local currency, then the **Payment Application** page will show all open entries in the local currency, including open entries for documents that were originally invoiced in foreign currencies. Payments applied to entries with converted currencies may therefore be posted with different amounts than on the original document because of the potentially different exchange rates used by the bank and Business Central respectively.

Therefore, we recommend that you look for foreign currency codes in the **Currency Code** field on the **Payment Application** page to check if applications are based on converted currencies. To review the original document amount in the foreign currency and to see the exchange rate used, choose the **Applies-to Entry No.** field, and then, on the shortcut menu, choose the drilldown button to open the **Customer Ledger Entries** or **Vendor Ledger Entries** page.

Any gains-and-loss adjustment required due to currency conversions is not handled automatically by Business Central.

NOTE

You cannot apply entries with a different sign than the sign on the payment. For example, to close both a negative-sign credit memo and its related positive-sign invoice, you must first apply the credit memo to the invoice, and then apply the payment to the invoice with the reduced remaining amount.


WARNING

If you use payment discounts, and if the payment date is before the payment due date, then the **Remaining Amt. Incl. Discount** field on the **Payment Application** page will be used for matching. Otherwise, the value in the **Remaining Amount** field will be used. If the payment was made with a discounted amount after the payment due date, or the full amount was paid but a discount was granted, then the amount will not be matched.

NOTE

You can only apply a payment to one account. If you want to split the application on multiple open entries, for example to apply a lump-sum payment, then the open entries must be for the same account. For more information, see steps 7 and 8 in the procedure in this topic.

To review or apply payments after automatic application

1. Choose the  icon, enter **Payment Reconciliation Journals**, and then choose the related link.
2. Open the payment reconciliation journal for a bank account that you want to reconcile payments for. For more information, see [Reconcile Payments Using Automatic Application](#).
3. On the **Payment Reconciliation Journal** page, select a payment that you want to review or manually apply to one or more open entries, and then choose the **Apply Manually** action.
4. Select the **Applied** check box on the line for the open entry that you want to apply the payment to.
5. The payment amount, which is also shown in the **Transaction Amount** field on the **Payment Application** page, is inserted in the **Applied Amount** field, but you can modify the field, for example if you want to apply the amount to several open entries.
6. To apply a part of the paid amount to another open entry for the account, for example to apply a lump-sum payment, select the **Applied** check box for the line. The applied amount is automatically deducted from the transactions amount to reflect the distribution on the two open entries.
7. To apply a part of a payment to one or more open entries that does not exist in the database, create a new line under the line for the same account. In the **Applied Amount** field, enter the amount to apply on the new line, and then adjust the **Applied Amount** field on the existing line.
8. Repeat steps 5, 6, or 7 for other open entries that you want to apply a full or partial payment amount to.
9. When you have reviewed a payment application or manually applied to one or more open entries, choose the **Accept Application** action.

The **Payment Application** page closes, and on the **Payment Reconciliation Journal** page, the value in the **Match Confidence** field is changed to **Accepted** to indicate to you that you have reviewed or manually applied the payment.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Reconcile Payments that Cannot be Applied Automatically

2/18/2021 • 3 minutes to read • [Edit Online](#)

You may sometimes have to handle payments to your bank account that cannot be applied to a related open customer, vendor or bank account ledger entry. Reasons may be that no document exists in Business Central that the payment can be applied to, or the related document in Business Central has a different amount than the transaction amount, for example, because of currency exchange. On the **Payment Reconciliation Journal** page, all transaction amounts for payments that are not yet applied appear in the **Difference** field, including amounts that cannot be applied because of reasons such as the above.

The methods for resolving these types of unapplied payments:

- Apply manually
- Use text-to-account mapping
- Transfer an excess amount to a journal line to create and post the required entry, such as a refund of an overpayment.

Payments that cannot be applied can appear on payment reconciliation journal lines in the following different ways:


- The value in the **Difference** field is equal to the value in the **Transaction Amount** field, which indicates that no part of the payment can be applied to a related open customer, vendor, or bank account ledger entry.
- The value in the **Difference** field is lower than the value in the **Transaction Amount** field, which indicates that a part of the payment can be applied to a related open customer, vendor, or bank account ledger entry. The remaining part of the payment cannot be applied and must be reconciled manually or by posting it directly to an account.

To reconcile such payments, you can choose the **Transfer Difference to Account** action and then specify to which account the amount in the **Difference** field will be posted when you post the payment reconciliation journal. You can do this either from the **Payment Reconciliation Journal** page or from the **Payment Application Review** page that you open by choosing the value in the **Match Confidence** field or by choosing the **Difference** field.

TIP

Similar functionality exists to set up automatic reconciliation of recurring payments that cannot be applied to related open customer, vendor, or bank account ledger entries. For more information, see [Map Text on Recurring Payments to Accounts for Automatic Reconciliation](#).

To reconcile payments that cannot be applied automatically

1. Choose the  icon, enter **Payment Reconciliation Journals**, and then choose the related link.
2. Open a payment reconciliation journal. For more information, see [Reconcile Payments Using Automatic Application](#).
3. Choose the **Transfer Difference to Account**. The **Transfer Difference to Account** page opens.
4. In the **Account Type** field, specify if the type of account that the payment amount will be posted to.
5. In the **Account No.** field, specify the account that the payment amount will be posted to.
6. In the **Description** field, specify text that describes this direct payment posting. By default, the text in the

Transaction Text field on the payment reconciliation journal line is inserted.

7. Choose the **OK** button.

If the value in the **Difference** field was equal to the value in the **Transaction Amount** field when you post the payment reconciliation journal, the whole payment on the journal line will be posted directly to the specified balancing account.

If the value in the **Difference** field was lower than the value in the **Transaction Amount** field, then an additional journal line will be created with the same text and date and with the difference inserted in the **Transaction Amount** field. On the original journal line, the difference will be deducted from the value in the **Transaction Amount** field, and the payment will remain applied to its related customer, vendor, or bank account ledger entry. When you post the payment reconciliation journal, one part of the payment will be posted as an applied payment. The other part of the payment will be posted directly to the specified account.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Map Text on Recurring Payments to Accounts for Automatic Reconciliation

2/18/2021 • 3 minutes to read • [Edit Online](#)

On the **Text-to-Account Mapping** page, which you open from the **Payment Reconciliation Journal** page, you can set up mappings between text on payments and specific debit, credit, and balancing accounts so that such payments are posted to the specified accounts when you post the payment reconciliation journal.

Similar functionality exists to reconcile excess amounts on payment reconciliation journal lines on an ad-hoc basis. For more information, see [Reconcile Payments that Cannot be Applied Automatically](#).


Payments posted based on text-to-account mapping are not applied to open entries, but are merely posted to the specified accounts in addition to creating bank account ledger entries. Accordingly, text-to-account mapping is suited for recurring cash receipts or expenses, such as frequent purchases of car fuel or bank fees and interest, that regularly occur on the bank statement and do not need a related business document. For more information, see the "Example - Text-to-Account Mapping for Fuel Expense" section in this topic.

NOTE

Payments on reconciliation journal lines are only set to posting according to text-to-account mapping if the automatic application function can only provide a match confidence of **Low** or **Medium**. If the automatic application function provides a match confidence of **High**, then the payment is automatically applied to one or more open entries, and the payment is not posted to the accounts specified on the **Text-to-Account Mapping** page. In other words, a match confidence of **High** overrules a text-to-account mapping.

On a payment reconciliation journal line where the payment has been set to posting according to text-to-account mapping, the **Match Confidence** field contains **High - Text-to-Account Mapping**, and the **Account Type** and **Account No.** fields contain the mapped accounts.

To map text on recurring payments to accounts for automatic reconciliation

1. Choose the  icon, enter **Payment Reconciliation Journals**, and then choose the related link.
2. Open a payment reconciliation journal. For more information, see [Reconcile Payments Using Automatic Application](#).
3. Choose the **Map Text to Account** action. The **Text-to-Account Mapping** page opens.
4. In the **Mapping Text** field, enter any text that occurs on payments that you want to post to specified accounts without applying to an open entry. You can enter up to 50 characters.

NOTE

If no other payments exist with the mapping text in question, then the text-to-account mapping will occur even when only a part of the text on the payment exists as a mapping text.

5. In the **Vendor No.** field, enter the vendor that the payments will be posted to.
6. In the **Bal. Source Type** field, specify if the payment will be posted to a general ledger account or to a

customer or vendor account.

7. In the **Bal. Source No.** field, specify the account that the payment will be posted to, depending on your selection in the **Bal. Source Type** field.

NOTE

Do not use the **Debit Acc. No.** and **Credit Acc. No.** fields in connection with payment reconciliation. They are used for incoming documents only. For more information, see [Use OCR to Turn PDF and Image Files into Electronic Documents](#).

8. Repeat steps 3 through 7 for all text on payments that you want to map to accounts for direct posting without application.

Next time you import a bank statement file or choose the **Apply Automatically** action on the **Payment Reconciliation Journal** page, journal lines for the payments that contain the specified mapping text will contain the mapped accounts in the **Account Type** and **Account No.** fields. The **Match Confidence** field will contain **High - Text-to-Account Mapping**. This is on the condition that the automatic application function can only provide a match confidence of **Low** or **Medium**.

Example: Text-to-Account Mapping for Bank Fees

To always post expenses that are related to fees from a specific bank, MyBank, to the general ledger account for bank charges and fees (account 60400), fill a line on the **Text-to-Account Mapping** page as follows.

MAPPING TEXT	DEBIT ACC. NO.	CREDIT ACC. NO.	BAL. SOURCE TYPE	BAL. SOURCE NO.
MyBank	BLANK	60400	G/L Account	BLANK

See Also

[Managing Receivables](#)

[Sales](#)

[Set Up the Envestnet Yodlee Bank Feeds Service](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

NOTE

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Reconcile Vendor Payments with the Payment Journal or from Vendor Ledger Entries

2/18/2021 • 6 minutes to read • [Edit Online](#)

When you send a payment or receive a refund from a vendor, you must decide whether to apply the payment or refund to one or more open entries. You can specify the exact amount that you want to apply to the payment receipt or refund, and then only partially apply vendor ledger entries. You must apply all vendor ledger entries to obtain correct vendor statistics and reports of the account statements and finance charges.

NOTE

Vendors may sometimes give a payment refund instead of a credit memo to offset against future invoices, especially when you return items that you have already paid for or when you have overpaid an invoice.

You can apply vendor ledger entries in three different ways:

- By entering information in dedicated pages, such as the **Payment Journal** page and the **Payment Reconciliation Journal** page.
- From purchase credit memo documents.
- From vendor ledger entries after purchase documents are posted but not applied.


NOTE

If the **Application Method** field on the vendor card contains **Apply to Oldest**, then payments will automatically be applied to the oldest open credit entry if you do not manually specify which entry to apply to. If the application method for a customer is **Manual**, then you must apply entries manually.

You can apply vendor payments manually to their related purchase documents when you post the payments on the **Payment Journal** page. For information about filling the payment journal, see [Making Payments](#).

You can also apply vendor payments, and customer payments, after the payments appear as negative bank transactions in your bank. On the **Payment Reconciliation Journal** page, you can use functions for bank statement import, automatic application, and bank account reconciliation. For more information, see [Reconcile Payments Using Automatic Application](#).

To apply a payment to a single or multiple vendor ledger entries


1. Choose the  icon, enter **Payment Journal**, and then choose the related link.
2. On the **Payment Journal** page, on the first journal line, enter the relevant information about the payment entry.
3. To apply a single vendor ledger entry:
 - a. In the **Applies-to Doc. No.** field, choose the field to open the **Apply Vendor Entries** page.
 - b. On the **Apply Vendor Entries** page, select the entry to apply the payment to.
 - c. On the line in the **Amount to Apply** field, enter the amount to apply to the entry.
4. Or, to apply multiple vendor ledger entries:
 - a. Choose the **Apply Entries** action.

- b. On the **Apply Vendor Entries** page, select the lines with the entries to apply the payment to.
- c. Choose the **Set Applies-to ID** action.
- d. On each line in the **Amount to Apply** field, enter the amount to apply to the individual entry.

If you do not enter an amount, then the maximum amount is automatically applied. At the bottom of the **Apply Vendor Entries** page, you can see the amount in the **Applied Amount** field, and you can see whether the application balances.

5. Choose the **OK** button.
6. Choose the **Post** action to post the payment journal.

To apply a credit memo to a single or multiple vendor ledger entries

1. Choose the  icon, enter **Purchase Credit Memo**, and then choose the related link.
2. Open the credit memo that you want to apply.
3. Enter the relevant information in the header.
4. To apply a single vendor ledger entry, on the **Application** FastTab, in the **Applies-to Doc. No.** field, select the entry to apply the credit to, and then, in the **Amount to Apply** field, enter the amount to apply to the entry.


5. Or, to apply multiple vendor ledger entries:

- a. Choose the **Apply Entries** action.
- b. Select the lines with the entries to apply the credit memo to.
- c. Choose the **Set Applies-to ID** action.
- d. On each line in the **Amount to Apply** field, enter the amount to apply to the individual entry.

If you do not enter an amount, then the maximum amount is automatically applied. At the bottom of the **Apply Vendor Entries** page, you can see the amount in the **Applied Amount** field, and you can see whether the application balances.

6. Choose the **OK** button.
The **Purchase Credit Memo** page shows the entry that you have selected in the **Applies-to Doc. Type** field and the **Applies-to Doc. No.** field. The page also shows the amount of the credit memo to be posted, adjusted for any payment discounts.
7. Choose the **Post** button to post the purchase credit memo.

To apply posted vendor ledger entries

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor with entries that have already been posted.
3. Choose the **Ledger Entries** action, and then choose the **Apply Entries** action.
4. On the **Apply Vendor Entries** page, you can see the open entries for the vendor.
5. Select the line with the entry that will be applied.
6. Choose the **Set Applies-to ID** action.

The **Applies-to ID** field displays three asterisks if you work in a single-user system or your user ID if you

work in a multiuser system.

7. For each line in the **Amount to Apply** field, enter the amount to apply to the individual entry.

If you do not enter an amount, then the maximum amount is automatically applied. You can see the amount in the **Applied Amount** field at the bottom of the **Apply Vendor Entries** page.

8. Choose the **Post Application** action.


The **Post Application** page opens with the document number of the applying entry and the posting date of the entry with the most recent posting date.

9. Choose the **OK** button to post the application.

To apply vendor ledger entries in different currencies to one another

If you buy from a vendor in one currency and make payment in another currency, you can still apply the invoice to the payment.

If you apply an entry (Entry 1) in one currency to an entry (Entry 2) in a different currency, the posting date on Entry 1 is used to find the relevant exchange rate to convert amounts on Entry 2. The relevant exchange rate is found on the **Currency Exchange Rates** page. In that case, you must enable application of vendor ledger entries in different currencies. For more information, see [Enable Application of Ledger Entries in Different Currencies](#)


1. Choose the  icon, enter **Payment Journal**, and then choose the related link.
2. Open the journal you want, and fill in the first empty journal line using a currency code.
3. Choose the **Apply Entries** action.
4. Select the line with the entry you want to apply to the entry in the payment journal, choose the **Set Applies-to ID** action, and then select the entry you want to apply to.
5. Choose the **OK** button to return to the payment journal.
6. Post the payment journal.

IMPORTANT

When you apply entries in different currencies to one another, the entries are converted to USD. Even though the exchange rates for the two relevant currencies are fixed, for example between USD and EUR, there may be a small residual amount when these foreign-currency amounts are converted to USD. These small residual amounts are posted as gains and losses to the account specified in the **Realized Gains Account** or **Realized Losses Account** field on the **Currencies** page. The **Amount (USD)** field is also adjusted on the relevant vendor ledger entries.

To unapply an application of vendor entries

When you unapply an erroneous application, correcting entries that are identical to the original entry but with opposite sign in the amount field are created and posted for all entries, including all general ledger posting derived from the application, such as payment discount and currency gains/losses. The entries that were closed by the application are reopened.

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor card.
3. Choose the **Ledger Entries** action.
4. Select the relevant ledger entry, and then choose the **Unapply Entries** action.
5. Alternatively, choose the **Detailed Ledger Entry** action.
6. Select the application entry, and then choose the **Unapply Entries** action.

7. Fill in the fields in the header, and then choose the **Unapply** action.

IMPORTANT

If an entry has been applied by more than one application entry, you must unapply the latest application entry first.

See Also

[Payables](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Collect Outstanding Balances

2/18/2021 • 11 minutes to read • [Edit Online](#)


Managing receivables includes checking whether amounts due are paid on time. If customers have overdue payments, you can begin by sending the **Customer Statement** report as a reminder. Alternatively, you can issue reminders.

You can use reminders to remind customers about overdue amounts. You can also use reminders to calculate finance charges, such as interest or fees and include them on the reminder. Use finance charge memos if you want to debit customers for interest or fees without reminding them of overdue amounts.

Statements

From the customer card, you can create a statement with that customer's transactions with you. Then, you send the customer the generated PDF file. Alternatively, use the **Customer Statement** report to send your customers an overview of their business with you. The customer statement can be sent to Excel for further processing.

To send the Customer Statement report

1. Choose the  icon, enter **Customer Statement**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Under **Output Options**, select how to send the report to the customer.

NOTE

If you are using multiple currencies, the Customer Statement report is always printed in the customer's currency. The last date in a statement period is also used as the statement date and the aging date, if aging is included.

Reminders

Before you can create reminders, you must set up reminder terms and assign them to your customers. For more information, see [Set Up Reminder Terms and Levels](#). You can set up an unlimited number of reminder terms. Each set of terms is identified by a code. Each reminder term has predefined reminder levels. Each reminder level includes rules about when the reminder will be issued, for example, how many days after the invoice due date or the date of the previous reminder. The contents of the **Finance Charge Terms** page determines whether interest is calculated on the reminder.

You can periodically run the **Create Reminders** batch job to create reminders for all customers with overdue balances, or you can manually create a reminder for a specific customer and have the lines calculated and filled in automatically.

After you create the reminders, you can modify them. The text that appears at the beginning and end of a reminder is determined by the reminder level terms, and can be seen in the **Description** column. If a calculated amount has been inserted automatically in the beginning or ending text, the text will not be adjusted if you delete lines. Then you must use the **Update Reminder Text** function.


A customer ledger entry with the **On Hold** field filled in will not prompt the creation of a reminder. However, if a reminder is created on the basis of another entry, an overdue entry marked on hold will also be included on the reminder. Interest is not calculated on lines with these entries.

After you have created reminders and made any needed modifications, you can either print test reports or issue

the reminders, typically as email.


To create a reminder automatically

A reminder is similar to an invoice. When you create a reminder, a reminder header as well as one or more reminder lines must be filled in. You can use a function to create reminders for all customers automatically.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. On the **Reminder** page, choose the **Create Reminders** action.
3. On the **Create Reminders** page, fill in the fields to define how and to whom the reminders are created.
4. Choose the **OK** button.

To create a reminder manually

On the **Reminder** page, you can fill in the **General** FastTab manually and then have the lines filled in automatically.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as necessary.
4. Choose the **Suggest Reminder Lines** action.
5. In the **Suggest Reminder Lines** batch job, fill in the fields to define how and to whom the reminders are created.
6. Select the **Include Entries On Hold** check box if you want the reminders to contain overdue open entries that are on hold.
7. Select the **Only Entries with Overdue Amounts** check box if you want the reminders to contain only overdue open entries. Only invoices and payments will be shown as these are the entries for which your customers' payments may be overdue.


IMPORTANT

Open entries that are on hold will be inserted, irrespective of the setting in the **Only Entries with Overdue Amounts** check box.

8. Choose the **OK** button.

To replace reminder texts

There are several ways you can determine the text that appears on the printed reminder. In some cases, you may want to replace the beginning and ending texts that have been defined for the current level with those from a different level.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Open the relevant reminder, and then choose the **Update Reminder Text** action.
3. On the **Update Reminder Text** page, enter the required level in the **Reminder Level** field.
4. Choose the **OK** button to update the beginning and ending texts.

To issue a reminder

After you have created reminders and made any needed modifications, you can either print test reports or issue the reminders.

When you issue a reminder, the data is transferred to a separate page for issued reminders. At the same time, reminder entries are posted. If interest or an additional fee has been calculated, entries are posted to the

customer ledger and the general ledger.


When a reminder is issued, the entries are posted according to your specifications on the **Reminder Terms** page. This specification determines whether interest and/or additional fees are posted to the customer's account and the general ledger. Setup on the **Customer Posting Groups** page determines which accounts are posted to.

For each customer ledger entry on the finance charge memo, an entry is created on the **Reminder/Fin. Charge Entries** page.

If the **Post Interest** or the **Post Additional Fee** check boxes are selected on the **Reminder Terms** page, then the following entries are also created:

- One entry on the **Customer Ledger Entries** page
- One receivables entry in the relevant G/L account
- One interest and/or one additional fee entry in the relevant G/L account

In addition, issuing the reminder may result in VAT entries.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Select the relevant reminder, and then choose the **Issue** action.
3. On the **Issue Reminders** page, fill in the fields as necessary.
4. Choose the **OK** button

The reminder is either printed for sent to an specified email as a PDF attachment.

To cancel an issued reminder

If reminders were issued in error, you can cancel them before they are sent out. You can do this either one by one or as a batch.

1. On the **Issued Reminders** page, select one or more lines for issued reminders that you want to cancel, and then choose the **Cancel** action.
2. On the **Cancel Issued Reminders** page, fill in the fields as necessary, and then choose the **OK** button.

Finance Charges

When a customer does not pay by the due date, you can have finance charges calculated automatically and add them to the overdue amounts on the customer's account. You can inform customers of the added charges by sending finance charge memos.

NOTE

You use finance charge memos to calculate interest and finance charges and to inform your customers about interest and finance charges without reminding them of overdue payments. Alternatively, you can calculate interest on overdue payments when you create reminders.

Before you can create finance charge memos, you must set up terms. For more information, see [Set Up Finance Charge Terms](#).

You can manually create a finance charge memo for an individual customer, and fill in the lines automatically. Alternatively, you can use the **Create Finance Charge Memos** function job to create finance charge memos for all or selected customers with overdue balances.


After you create the finance charge memos, you can modify them. The text that appears at the beginning and end of the finance charge memo is determined by the finance charge terms, and can be seen in the **Description** column on the lines. If a calculated amount has been inserted automatically in the beginning or ending text, the

text will not be adjusted if you delete lines. Then you must use the **Update Finance Charge Text** function.

After you have created finance charge memos and made any needed modifications, you can either print test reports or issue the finance charge memos, typically as email.

To create a finance charge memo manually

A finance charge memo is similar to an invoice. You can fill in a header manually and have the lines filled in for you, or you can create finance charge memos for all customers automatically.

1. Choose the  icon, enter **Finance Charge Memos**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields as necessary.
3. Choose **Suggest Fin. Charge Memo Lines** action.
4. On the **Suggest Finance Charge Memo Lines** page, set a filter on the **Cust. Ledger Entry** FastTab if you want to create finance charge memos only for specific entries.


NOTE

Although they are listed, selecting **Payment** and **Credit Memo** as **Document Type** filters will not have any effect because the **Suggest Finance Charge Memo Lines** function only handles positive amounts.

5. Choose the **OK** button to start the batch job.

To update finance charge memo texts

In some cases, you may want to modify the beginning and ending text that you have set up for the finance charge terms. If you do this at a time when you have created, but not yet issued, finance charge memos, you can update the memos with the modified text.

1. Choose the  icon, enter **Finance Charge Memo**, and then choose the related link.
2. open the finance charge memo that you want to change text for, and then choose the **Update Finance Charge Text** action.
3. On the **Update Finance Charge Text** page, you can set a filter if you want to update several memos.
4. Choose the **OK** button to update the beginning and ending texts.

To issue finance charge memos

After you have created finance charge memos and made any needed modifications, you can either print test reports or issue the finance charge memos.


When a reminder is issued, the entries are posted according to your specifications on the **Finance Charge Terms** page. This specification determines whether interest and/or additional fees are posted to the customer's account and the general ledger. Setup on the **Customer Posting Groups** page determines which accounts are posted to.

For each customer ledger entry on the finance charge memo, an entry is created on the **Reminder/Fin. Charge Entries** page.

If the **Post Interest** or the **Post Additional Fee** check boxes are selected on the **Finance Charge Terms** page, then the following entries are also created:

- One entry on the **Cust. Ledger Entries** page
- One receivables entry in the relevant G/L account
- One interest and/or one additional fee entry in the relevant G/L account

In addition, issuing the finance charge memo may result in VAT entries.

1. Choose the  icon, enter **Finance Charge Memos**, and then choose the related link.
2. Select the relevant memo, and then choose the **Issue** action.
3. On the **Issue Finance Charge Memos** page, fill in the fields as necessary.
4. Choose the **OK** button

The finance charge memo is either printed for sent to an specified email as a PDF attachment.


To cancel an issued finance charge memo

If finance charge memos were issued in error, you can cancel them before they are sent out. You can do this either one by one or as a batch.

1. On the **Issued Finance Charge Memos** page, select one or more lines for issued finance charge memos that you want to cancel, and then choose the **Cancel** action.
2. On the **Cancel Issued Fin. Charge Memos** page, fill in the fields as necessary, and then choose the **OK** button.

To view reminder and finance charge entries

When you issue a reminder, a reminder entry is created on the **Reminder/Fin. Charge Entries** page for each reminder line that contains a customer ledger entry. You can then get an overview of the created reminder entries for a specific customer.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the relevant customer card, and then choose the **Ledger Entries** action.
3. On the **Customer Ledger Entries** page, select the line with the ledger entry you want to see the reminder entries for, and then choose the **Reminder/Fin. Charge Entries** action.

Multiple Interest rates

When you set up finance charge terms and reminder terms, for delayed payment penalty, you can specify multiple interest rates so that the penalty fee is calculated from different interest rates in different periods. If multiple interest rates are not set up, then the interest rate and period that is defined in the **Finance Charge Terms** and **Reminder Terms** pages for the whole period of calculation will be used. For more information, see [Set Up Multiple Interest Rates](#).

See Related Training at [Microsoft Learn](#)

See Also

[Set Up Reminder Terms and Levels](#)

[Set Up Finance Charge Terms](#)

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Collect Payments with SEPA Direct Debit

2/18/2021 • 9 minutes to read • [Edit Online](#)

With your customer's consent, you can collect payments directly from the customer's bank account according to the SEPA format.

First, set up the export format of the bank file that instructs your bank to perform a direct debit. Then, set up the customer's payment method. Last, set up the direct-debit mandate that reflects your agreement with the customer to collect their payments in a certain agreement period.

To instruct the bank to transfer the payment amount from the customer's bank account to your company's account, you create a direct-debit collection entry, which holds information about bank accounts, the affected sales invoices, and the direct-debit mandate. You then export an XML file that is based on the collection entry, which you send to your bank for processing. Any payments that could not be processed will be communicated to you by your bank, and you must then manually reject the direct debit-collection entries in question.

You can set up standard customer sales codes with the direct-debit payment method and mandate information. You can then use the **Create Standard Cust. Invoices** batch job to generate multiple sales invoices with the direct-debit information prefilled. This can be done manually or automatically, according to the payment due date.

When payments are successfully processed, as communicated by your bank, you can post the payment receipts either directly from the **Direct Debit Collect. Entries** page or by moving the payment lines to the journal where you post payment receipts, such as the **Cash Receipt Journal** page. Alternatively, depending on your cash management process, you can wait and just apply the payments as a part of bank reconciliation.

NOTE

To collect payments using SEPA Direct Debit, the currency on the sales invoice must be EURO.

Setting Up SEPA Direct Debit

From the **Direct Debit Collections** page, you can export instructions to your electronic bank to perform a direct debit collection from the customer's bank account to your bank account according to the SEPA Direct Debit format.

NOTE

The global version of Business Central supports the SEPA direct debit format only. Your country/region version may support other formats for electronic payment. See under **Local Functionality** in the table of contents.


To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process customer payments electronically by exporting direct debit instructions in the SEPA Direct Debit format, you must perform the following setup steps:


- Set up the export format of the bank file that instructs your bank to perform a direct debit collection from the customer's bank account to your bank account.
- Set up the customer's payment method.

- Set up the direct-debit mandate that reflects your agreement with the customer to collect their payments in a certain agreement period.

To set up your bank account for SEPA direct debit

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the bank account that you want to use for direct debit.
3. On the **Transfer** FastTab, in the **SEPA Direct Debit Export Format** field, choose the option for SEPA direct debit.


To set up the customer's payment method for SEPA direct debit

1. Choose the  icon, enter **Payment Methods**, and then choose the related link.
2. Choose the **New** action.
3. Set up a payment method. Fill in the direct debit-specific fields as described in the following table.


FIELD	DESCRIPTION
Direct Debit	Specify if the payment method is for SEPA direct debit collection.
Direct Debit Pmt. Terms Code	Specify the payment terms, such as DON'T PAY, that are displayed on sales invoices that are paid with SEPA direct debit to indicate to the customer that the payment will be collected automatically. Alternatively, leave the field empty.

NOTE

Do not enter a value in the **Bal. Account No.** field.

4. Choose the **OK** button to close the **Payment Methods** page.
5. Choose the  icon, enter **Customers**, and then choose the related link.
6. Open the customer card for the customer that you want to set up for SEPA direct debit collection.
7. Choose the **Payment Method Code** field, and then select the payment method code that you specified in step 3.
8. Repeat steps 6 and 7 for all customers that you want to set up for SEPA direct debit collection.

To set up the direct-debit mandate that represents the customer agreement

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for the customer that you want to set up for SEPA direct debits.
3. Choose the **Bank Accounts** action.
4. On the **Customer Bank Account List** page, select the customer bank account that will use direct debits, and then choose the **Direct Debit Mandates** action.
5. On the **SEPA Direct Debit Mandates** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
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FIELD	DESCRIPTION
Customer Bank Account Code	Specifies the bank account from which direct-debit payments are collected. This field is filled automatically.
Valid From	Specify the date when the direct-debit mandate starts.
Valid To	Specify the date when the direct-debit mandate ends.
Date of Signature	Specify the date when the customer signed the direct-debit mandate.
Sequence Type	Specify if the agreement covers multiple (Recurring) or a single (One Off) direct debit collection.
Expected Number of Debits	Specify how many direct debit collections you expect to make. This field is only relevant if you selected Recurring in the Sequence Type field.
Debit Counter	Specifies how many direct debit collections have been made using this direct-debit mandate. This field is automatically updated.
Blocked	Specify that direct debit collections cannot be made using this direct-debit mandate.

6. Repeat steps 1 through 5 for all customers that you want to set up for SEPA direct debits.

The direct-debit mandate is automatically inserted in the **Direct Debit Mandate ID** field when you create a sales invoice for the customer that you selected in step 2. For more information, see [Create Recurring Sales and Purchase Lines](#).


Creating SEPA Direct Debit Collection Entries and Export to a Bank File

To instruct the bank to transfer the payment amount from the customer's bank account to your company's account, you create a direct-debit collection, which holds information about the customer's bank account, the affected sales invoices, and the direct-debit mandate. From the resulting direct-debit collection entry, you then export an XML file that you send or upload to your electronic bank for processing. Any payments that could not be processed by the bank will be communicated to you by your bank, and you must then manually reject the direct debit-collection entries in question.

NOTE

To collect payments using SEPA Direct Debit, the currency on the sales invoice must be EURO.

To create a direct-debit collection

1. Choose the  icon, enter **Direct Debit Collections**, and then choose the related link.
2. On the **Direct Debit Collections** page, choose the **Create Direct Debit Collection** action.
3. On the **Create Direct Debit Collection** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
From Due Date	Specify the earliest payment due date on sales invoices that you want to create a direct-debit collection for.
To Due Date	Specify the latest payment due date on sales invoices that you want to create a direct-debit collection for.
Partner Type	Specify if the direct-debit collection is made for customers of type Company or Person .
Only Customers With Valid Mandate	Specify if a direct-debit collection is created for customers who have a valid direct-debit mandate. Note: A direct-debit collection is created even if the Direct Debit Mandate ID field is not filled on the sales invoice.
Only Invoices With Valid Mandate	Specify if a direct-debit collection is only created for sales invoices if a valid direct-debit mandate is selected in the Direct Debit Mandate ID field on the sales invoice.
Bank Account No.	Specify which of your company's bank accounts the collected payment will be transferred to from the customer's bank account.
Bank Account Name	Specifies the name of the bank account that you select in the Bank Account No. field. This field is filled automatically.

4. Choose the OK button.

A direct-debit collection is added to the **Direct Debit Collections** page, and one or more direct-debit collection entries are created.

To export a direct-debit collection entry to a bank file

1. On the **Direct Debit Collections** page, choose the **Direct Debit Collect. Entries** action.
2. On the **Direct Debit Collect. Entries** page, select the entry that you want to export, and then choose the **Create Direct Debit File** action.
3. Save the export file to the location from where you send or upload it to your electronic bank.

On the **Direct Debit Collect. Entries** page, the **Direct Debit Collection Status** field is changed to File Created. On the **SEPA Direct Debit Mandates** page, the **Debit Counter** field is updated with one count.

If the exported file cannot be processed, for example because the customer is insolvent, you can reject the direct-debit collection entry. If the exported file is successfully processed by the bank, the due payments of the involved sales invoices are automatically collected from the involved customers. In that case you can close the collection.

To reject a direct-debit collection entry

- On the **Direct Debit Collect. Entries** page, select the entry that was not successfully processed, and then choose the **Reject Entry** action.

The value in the **Status** field on the **Direct Debit Collect. Entries** page is changed to **Rejected**.

To close a direct-debit collection

- On the **Direct Debit Collect. Entries** page, select the entry that was successfully processed, and then

choose the **Close Collection** action.

The related direct-debit collection is closed.


You can now proceed to post receipts of payment for the involved sales invoices. You can do this as you typically post payment receipts, such as on the **Payment Registration** page, or you can post the related payment receipts directly from the **Direct Debit Collect. Entries** page. For more information, see [Collect Payments with SEPA Direct Debit](#).

Posting SEPA Direct Debit Payment Receipts

When a direct debit collection is successfully processed by your bank, you can proceed to post receipt of the payment for the involved sales invoices. For more information, see [Create SEPA Direct Debit Collection Entries and Export to a Bank File](#).

You can post the payment receipt directly from the **Direct Debit Collections** page or the **Direct Debit Collect. Entries** page. Alternatively, you can relay the work to another user by preparing the related journal lines.

To post a direct-debit payment receipt from the Direct Debit Collections page

1. Choose the  icon, enter **Direct Debit Collections**, and then choose the related link.
2. Select a line for a direct debit collection that has been exported to a bank file and successfully processed by the bank.
3. Choose the **Post Payment Receipts** action.
4. On the **Post Direct Debit Collection** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Direct Debit Collection No.	Specify the direct debit collection that you want to post payment receipt for.
General Journal Template	Specify which general journal template to use for posting the payment receipt, such as the template for cash receipts.
General Journal Batch Name	Specify which general journal batch to use for posting the payment receipt.
Create Journal Only	Select this check box if you do not want to post the payment receipt when you choose the OK button. The payment receipt will be prepared in the specified journal and will not be posted until someone posts the journal lines in question.

5. Choose the **OK** button.

See Also

[Managing Receivables Service Management](#)

NOTE

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Block Vendors


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can block a vendor, for example because of insolvency, so that the vendor cannot be added to purchase documents or so that no payments can be posted for the vendor.

The following table describes the options for blocking vendors.

OPTION	DESCRIPTION
Blank	Transactions are allowed for this vendor.
Payment	New payments cannot be created for this vendor.
All	No transactions are allowed for this vendor.

To block a vendor

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the vendor that you want to block.
3. In the **Blocked** field, choose one of the options for blocking.

See Also

[Register New Vendors](#)

[Making Payments](#)

[Managing Payables](#)

NOTE

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Use Item Charges to Account for Additional Trade Costs

2/18/2021 • 4 minutes to read • [Edit Online](#)

To ensure correct valuation, your inventory items must carry any added costs, such as freight, physical handling, insurance, and transportation that you incur when purchasing or selling the items. For purchases, the landed cost of a purchased item consists of the vendor's purchase price and all additional direct item charges that can be assigned to individual receipts or return shipments. For sales, knowing the cost of shipping sold items can be as vital to your company as knowing the landed cost of purchased items.

In addition to recording the added cost in your inventory value, you can use the Item Charges feature for the following:

- Identify the landed cost of an item for making more accurate decisions on how to optimize the distribution network.
- Break down the unit cost or unit price of an item for analysis purposes.
- include purchase allowances into the unit cost and sales allowances into the unit price.

Before you can assign item charges, you must set up item charge numbers for the different types of item charges, including to which G/L accounts costs related to sales, purchases, and inventory adjustments are posted to. An item charge number contains a combination of general product posting group, tax group code, VAT product posting group, and item charge. When you enter the item charge number on a purchase or sales document, the relevant G/L account is retrieved based on the setup of the item charge number and the information on the document.

For both purchase and sales documents, you can assign an item charge in two ways:

- On the document where the items that the item charge relates to are listed. This you typically do for documents that are not yet fully posted.
- On a separate invoice by linking the item charge to a posted receipt or shipment where the items that the item charge relate to are listed.

NOTE


You can assign item charges to orders, invoices, and credit memos, for both sales and purchases. The following procedures describe how to work with item charges for a purchase invoice. The steps are similar for all other purchase and sales documents.

Example

This video shows how to handle an additional shipping cost as part of inventory costing.


To set up item charge numbers

You use item charge numbers to distinguish between the different kinds of item charges that are used in your company.

1. Choose the  icon, enter **Item Charges**, and then choose the related link.
2. On the **Item Charges** page, choose the **New** action to create a new line.
3. Fill in the fields as necessary. Hover over a field to read a short description.

To assign an item charge directly to the purchase invoice for the item

If you know the item charge at the time when you post a purchase invoice for the item, follow this procedure.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Create a new purchase invoice. For more information, see [Record Purchases](#).
3. Make sure the purchase invoice has one or more lines of type Item.
4. On a new line, in the **Type** field, select **Charge (Item)**.
5. In the **Quantity** field, enter the units of the item charge that you have been invoiced for.
6. In the **Direct Unit Cost** field, enter the amount of the item charge.
7. Fill in the remaining fields as necessary. Hover over a field to read a short description.

In the following steps, you will perform the actual assignment. Until the item charge is fully assigned, the value in the **Qty. to Assign** field is in red font.

8. On the **Lines** tab, choose the **Item Charge Assignment** action.

The **Item Charge Assignment** page opens showing one line for each line of type Item on the purchase invoice. To assign the item charge to one or more invoice lines, you can use a function that assigns and distributes it for you or you can manually fill in the **Qty. to Assign** field. The following steps describe how to use the Suggest Item Charge Assignment function.

9. On the **Item Charge Assignment** page, choose the **Suggest Item Charge Assignment** action.
10. If there are more than one invoice lines of type Item, choose one of the four distribution options.

If the item charge is fully assigned, the value in the **Qty. to Assign** field on the purchase invoice is zero.

The item charge is now assigned to the purchase invoice. When you post the receipt of the purchase invoice, the items' inventory values are updated with the cost of the item charge.

To assign an item charge from a separate invoice to the purchase invoice for the item

If you received an invoice for the item charge after you posted the original purchase receipt, follow this procedure.

1. Repeat steps 1 through 8 in [To assign an item charge directly to the purchase invoice for the item](#).
2. On the **Item Charge Assignment** page, choose the **Get Receipt Lines** action.
3. On the **Purch. Receipt Lines** page, select the posted purchase receipt for the item that you want to assign the item charge to, and then choose the OK button.
4. Choose the **Suggest Item Charge Assignment** action.

The item charge on the separate purchase invoice is now assigned to the item on the posted purchase receipt, thereby updating the item's inventory value with the cost of the item charge.

See Also

Managing Payables

Record Purchases

Invoice Sales

Working with Business Central

NOTE

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Work with Payment Tolerances and Payment Discount Tolerances

2/18/2021 • 13 minutes to read • [Edit Online](#)

You can set up a payment tolerance to close an invoice when the payment does not fully cover the amount on the invoice. For example, payment tolerances are typically for small amounts that would cost more to correct than to just accept. You can set up a payment discount tolerance to grant a payment discount after the payment discount date has passed.

You can use payment tolerances so that every outstanding amount has a set maximum allowed payment tolerance. If the payment tolerance is met, then the payment amount is analyzed. If the payment amount is an underpayment, then the outstanding amount is fully closed by the underpayment. A detailed ledger entry is posted to the payment entry so that no remaining amount is left on the applied invoice entry. If the payment amount is an overpayment, then a new detailed ledger entry is posted to the payment entry so that no remaining amount is left on the payment entry.

You can use payment discount tolerances so that if you accept a payment discount after the payment discount date, then it is always posted to either the payment discount account or a payment tolerance account.

Applying Payment Tolerance to Multiple Documents

A single document has the same payment tolerance whether it is applied on its own or with other documents. Acceptance of a late payment discount when you are applying payment tolerance to multiple documents automatically occurs for each document where the following rule is true:

payment discount date < payment date on the selected entry <= payment tolerance date

This rule also applies to determine whether to display warnings when you apply payment tolerance to multiple documents. The payment discount tolerance warning is displayed for each entry that meets the date criteria. For more information, see [Example 2 - Tolerance Calculations for Multiple Documents](#).

You can choose to display a warning that is based on different tolerance situations.

- The first warning is for the payment discount tolerance. You are informed that you can accept a late payment discount. You can then choose whether to accept tolerance on the discount date.
- The second warning is for the payment tolerance. You are informed that all entries can be closed because the difference is in the sum of the maximum payment tolerance for the applied entries. You can then choose whether to accept tolerance on the payment amount.

NOTE

Enabling the warning message will let you choose how to process payments that are within tolerance. If you do not enable the message, and a tolerance level is specified, invoices with amounts that are within tolerance will be automatically closed and you cannot choose to leave the remaining amount.





For more information, see [To enable or disable payment tolerance warning](#).

To set up tolerances

Tolerance on days and amounts allows you to close an invoice even though the payment does not fully cover the

amount on the invoice, whether this is because the due date for the payment discount has been exceeded, goods have been deducted or because of a minor error. This also applies to refunds and credit memos.

To set up tolerance you have to set up various tolerance accounts, specify both payment discount tolerance and payment tolerance posting methods and then run the **Change Payment Tolerance** batch job.

1. Choose the , enter **General Posting Setup**, and then choose the related link.
2. On the **General Posting Setup** page, set up a debit and a credit sales payment tolerance account and a debit and a credit purchase payment tolerance account.
3. Choose the , enter **Customer Posting Groups**, and then choose the related link.
4. On the **Customer Posting Groups** page, set up a debit and a credit payment tolerance account. For more information, see [Setting Up Posting Groups](#).
5. Choose the , enter **Vendor Posting Setup**, and then choose the related link.
6. On the **Vendor Posting Groups** page, set up a debit and a credit payment tolerance account.
7. Choose the , enter **General Ledger Setup**, and then choose the related link.
8. Open the **General Ledger Setup** page.
9. On the **Application** FastTab, fill in the **Pmt. Disc. Tolerance Posting**, **Payment Discount Grace Period** and **Payment Tolerance Posting** fields.
10. Choose the **Change Payment Tolerance** action.
11. On the **Change Payment Tolerance** page, fill in the **Payment Tolerance %** and **Max Payment Tolerance Amount** fields, and then choose the **OK** button.

IMPORTANT

You have now set up tolerance for local currency only. If you want Business Central to handle tolerance on payments, credit memos, and refunds in a foreign currency, you must run the **Change Payment Tolerance** batch job with a value in the **Currency Code** field.

NOTE


If you want to get a payment tolerance warning every time that you post an application in the tolerance, you must activate the payment tolerance warning. For more information, see [To enable or disable payment tolerance warning](#) section.

To deactivate tolerance for a customer or vendor, you must block tolerances on the relevant customer or vendor card. For more information, see [To block payment tolerance for customers](#).

When you set up tolerance, Business Central also checks if there are any open entries and calculates the tolerance for these entries.

To enable or disable payment tolerance warnings

The payment tolerance warning appears when you post an application that has a balance in the allowed tolerance. You can then choose how you want to post and document the balance.


1. Choose the , enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, on the **Application** FastTab, turn on the **Payment Tolerance Warning** toggle to activate the warning. To deactivate the warning, turn off the toggle.

NOTE

The default option for the **Payment Tolerance Warning** page is **Leave the Balance as Remaining Amount**. The default option for the **Pmt. Disc. Tolerance Warning** page the is **Do Not Accept the Late Payment Discount**.

To block payment tolerance for customers

The default setting for payment tolerance is allowed. To disallow a certain customer or vendor payment tolerance you need to block tolerance on the respective customer or vendor card. The following describes how to do it for a customer. The steps are similar for a vendor.

1. Choose the  icon, enter **Customer** or **Vendor**, and then choose the related link.
2. On the **Payments** FastTab, select the **Block Payment Tolerance** check box.

NOTE

If the customer or vendor has open entries, you must first remove payment tolerance from entries that are currently open.

Example 1 - Tolerance Calculations for a Single Document

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations.

The **G/L Setup** page contains the following setup:

- Payment Discount Grace Period: 5D
- Max Payment Tolerance: 5

Scenarios with alternative A or B represent the following:

- **A** In this case, the payment discount tolerance warning has been turned off OR the user has the warning on and has selected to allow the late payment discount (Post the Balance as Payment Tolerance).
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount (Leave the Balance as Remaining Amount).

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYM ENT DATE	PMT.	TOLER ANCE TYPE	ALL ENTRI ES CLOSE D	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000	20	5	01/15 /03	01/20 /03	<=01 /15/03	985	Pmt.T ol.	Yes	0	-5
2	1,000	20	5	01/15 /03	01/20 /03	<=01 /15/03	980	None	Yes	0	0
3	1,000	20	5	01/15 /03	c	<=01 /15/03	975	Pmt.T ol.	Yes	0	5

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
4A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Disc.Tol.	No, 25 on the Pmt.	20/-20	0
5A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	Pmt.Disc.Tol.	No, 20 on the Pmt.	20/-20	0
6A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Disc.Tol.	No, 15 on the Pmt.	20/-20	0
4B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Tol.	Yes	0	-5
5B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	None	Yes	0	0
6B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Tol.	Yes	0	5
7	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	985	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	-5
8	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	980	Pmt.Disc.Tol.	Yes	20/-20	0
9	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	975	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	5
10	1,000	20	5	01/15/03	01/20/03	>01/20/03	1005	Pmt.Tol.	Yes	0	-5
11	1,000	20	5	01/15/03	01/20/03	>01/20/03	1000	None	Yes	0	0

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
12	1,000	20	5	01/15/03	01/20/03	>01/20/03	995	Pmt.Tol.	Yes	0	5
13	1,000	20	5	01/15/03	01/20/03	>01/20/03	985	None	No, 15 on the invoice	0	0
14	1,000	20	5	01/15/03	01/20/03	>01/20/03	980	None	No, 20 on the invoice	0	0
15	1,000	20	5	01/15/03	01/20/03	>01/20/03	975	None	No, 25 on the invoice	0	0

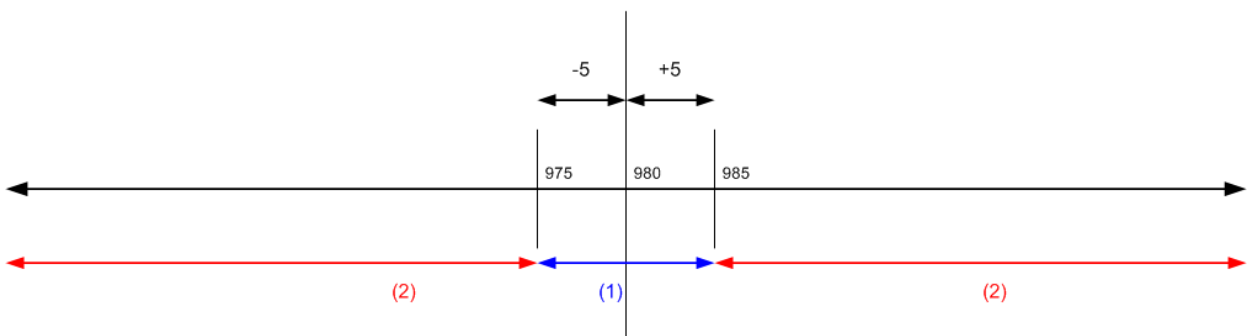
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



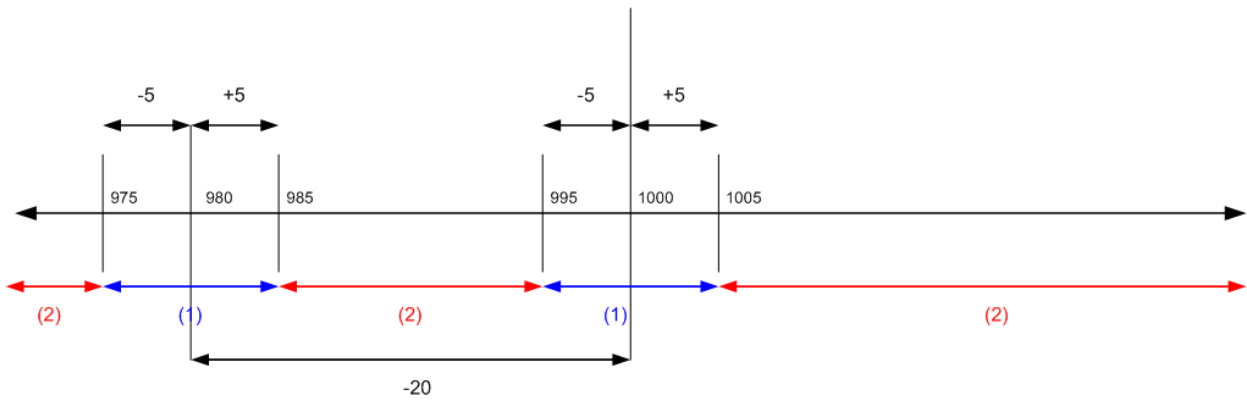
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/20/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



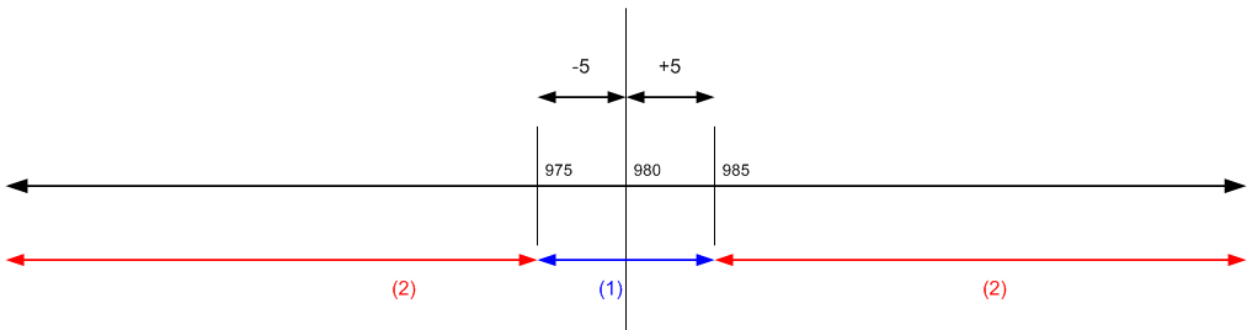
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is after 01/20/03 (Scenarios 10-15)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

Example 2 - Tolerance Calculations for Multiple Documents

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations. The examples are limited to being only those scenarios that result in all entries in the application being closed.

The G/L Setup page contains the following setup:

- Payment Discount Grace Period 5D
- Max Payment Tolerance 5

Scenarios with alternative A, B, C, or D represent the following:

- **A** In this case the payment discount tolerance warning has been turned off, OR the user has the warning on and has selected to allow the late payment discount (Post as Tolerance) in any invoice.
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount on any invoice.
- **C** - In this case, the user has the warning on and has selected to allow the late payment discount on the first invoice but not the second.
- **D** - In this case, the user has the warning on and has selected not to allow the late payment discount on the first invoice but allowed it on the second.

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYM ENT DATE	PMT	TOLER ANCE TYPE	ALL ENTRI ES CLOSE D	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1920	Pmt.T ol.	Yes	0 0	-5 -5
2	1,000 1,000 0	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1910	None	Yes	0 0	0 0
3	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1900	Pmt.T ol.	Yes	0 0	5 5
4B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1980	Pmt.T ol.	Yes	0 0	-5 -5
5B	1,000 1,000 0	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1970	None	Yes	0 0	0 0
6B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1960	Pmt.T ol.	Yes	0 0	5 5
7A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1920	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/60 0/0	-5 -5
8A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1910	Pmt.D isc.Tol.	Yes	60/60 0/0	0 0
9A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1900	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/60	5 5
10B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	2010	Pmt.T ol.	Yes	0 0	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
11B	1,000 0 1,000 0	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	2000	None	Yes	0 0	0 0
12B	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1990	Pmt.Tol.	Yes	0 0	5 5
13D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1980	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/-30	-5 -5
14D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1970	Pmt.Disc.Tol.	Yes	0/0 30/-30	0 0
15D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1960	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/-30	5 5
16D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1950	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 0/0	-5 -5
17D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1940	Pmt.Disc.Tol.	Yes	60/-60 0/0	0 0
18D	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1930	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 0/0	5 5
19A	1,000 1,000	60 30	5 5	01/15/03 01/17/03	01/20/03 01/22/03	01/18/03 01/20/03	1920	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/-60 30/-30	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
20A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1910	Pmt.D isc.Tol.	Yes	60/- 60 30/- 30	0 0
21A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1900	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/- 60 30/- 30	5 5
22B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2010	Pmt.T ol.	Yes	0 0	-5 -5
23B	1,00 0 1,00 0	60 30	5 5	01/1 5/03 01/1 7/03	01/2 0/03 01/2 2/03	01/2 1/03 01/2 2/03	2000	None	Yes	0 0	0 0
24B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1990	Pmt.T ol.	Yes	0 0	5 5
25A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1980	Pmt.D isc.Tol. & Pmt.T ol.	Yes	0/0 30/30	-5 -5
26A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1970	Pmt.D isc.Tol.	Yes	0/0 30/30	0 0
27A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1960	Pmt.D isc.Tol. & Pmt.T ol.	Yes	0/0 30/30	5 5
28	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	2010	Pmt.T ol.	Yes	0	-5
29	1,00 0 1,00 0	60 30	5 5	01/1 5/03 01/1 7/03	01/2 0/03 01/2 2/03	>01/ 22/0 3	2000	None	Yes	0	0

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYM ENT DATE	PMT	TOLER ANCE TYPE	ALL ENTRI ES CLOSE D	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
30	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	1990	Pmt.T ol.	Yes	0	5

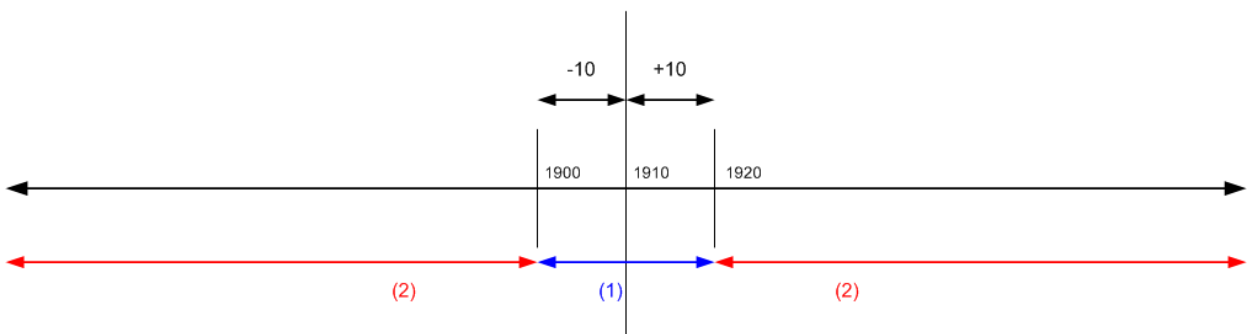
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



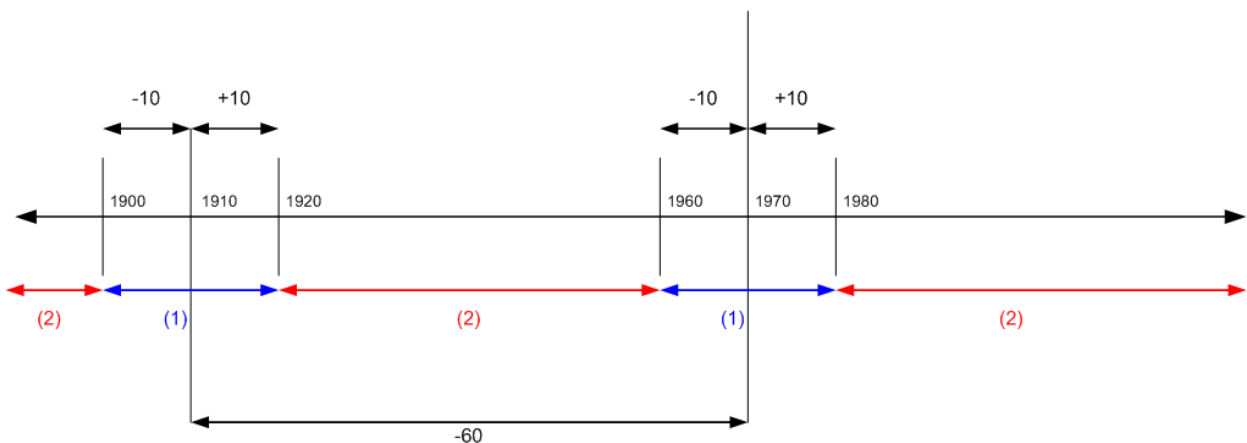
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/17/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



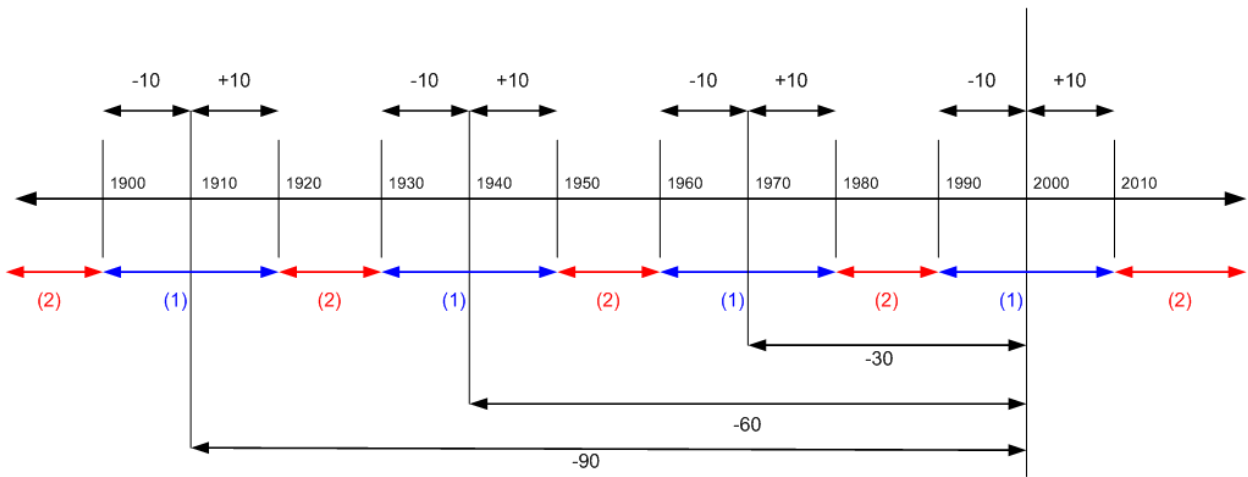
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is between 01/18/03 and 01/20/03 (Scenarios 10-21)

Remaining Amount per

Normal Application Rules



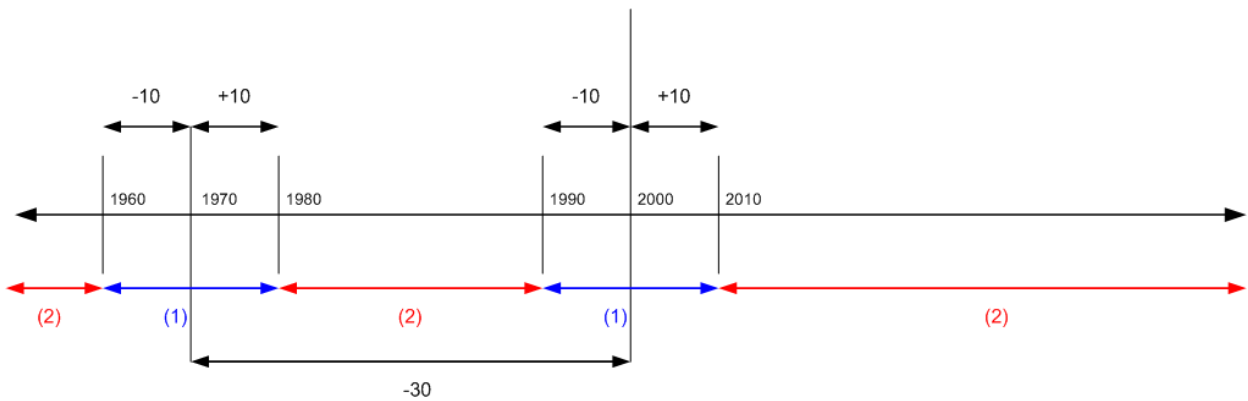
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(4) Payment Date is between 01/21/03 and 01/22/03 (Scenarios 22-27)

Remaining Amount per

Normal Application Rules



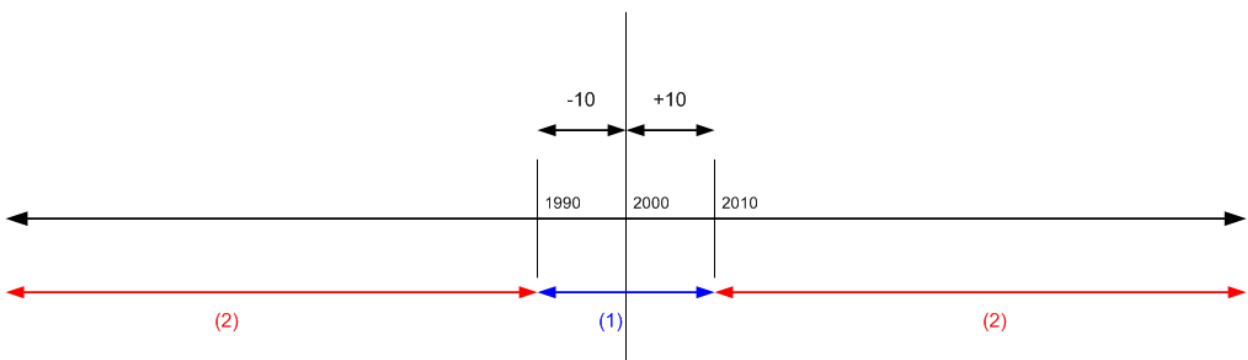
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(5) Payment Date is after 01/22/03 (Scenarios 28-30)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

See Also

Finance

Setting Up Finance

Managing Receivables

Working with Business Central

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Late Payment Prediction Extension


2/18/2021 • 5 minutes to read • [Edit Online](#)

Effectively managing receivables is important to the overall financial health of a business. The Late Payment Prediction extension can help you reduce outstanding receivables and fine-tune your collections strategy by predicting whether sales invoices will be paid on time. For example, if a payment is predicted to be late, you might decide to adjust the terms of payment or the payment method for the customer.

Getting Started

When you open a posted sales document, a notification will display at the top of the page. To use the Late Payment Prediction Extension you can opt in by choosing **Enable** in the notification. Alternatively, you can set up the extension manually. For example, if you regret dismissing the notification.

To enable the extension manually, follow these steps:

1. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
2. Fill in the fields as necessary.

NOTE

If you decide to enable the extension manually, be aware that Business Central will not allow you to do so if the quality of the model is low. The quality of the model indicates how accurate the model's predictions are likely to be. Several factors can impact the quality of a model. For example, there might not have been enough data, or the data did not contain enough variation. You can view the quality of the model you are currently using on the **Late Payment Prediction Setup** page. You can also specify a minimum threshold for the model quality.

Viewing All Payment Predictions

If you enable the extension a **Payments Predicted to be Late** tile is available in the **Business Manager** Role Center. The tile displays the number of payments that are predicted to be late, and let's you open the **Customer Ledger Entries** page where you can dig deeper into the posted invoices. There are three columns to pay attention to:

- **Late Payment** - Indicates whether the payment for the invoice is predicted to be late.
- **Prediction Confidence** - Indicates how reliable you should consider the prediction to be. **High** means that the prediction is at least 90% sure, **Medium** is between 80 and 90%, and **Low** is below 80%.
- **Prediction Confidence %** - Shows the actual percentage behind the confidence rating. By default, this column is not displayed, but you can add it if you want. For more information, see [Personalize Your Workspace](#).

TIP

The Customer Ledger Entries page also shows a FactBox on the right. While you are reviewing predictions, the information in the **Customer Details** section can be helpful. When you choose the invoice in the list, the section shows information about the customer. It also lets you take immediate action. For example, if a customer frequently misplaces their wallet, you can open the Customer card from the FactBox and block the customer for future sales.

Viewing a Payment Prediction for a Specific Sales Document

You can also predict late payments up-front. On the **Sales Quotes**, **Sales Orders**, and **Sales Invoices** pages, you can use the **Predict Payment** action to generate a prediction for the sales document you're viewing.

Design details

Microsoft deploys and operates number of predictive web services in all regions where Business Central is available. Access to these web services is included in your Business Central subscription. For more information, see the Microsoft Dynamics 365 Business Central Licensing Guide. The guide is available for download on the [Business Central](#) website.

The web-services work in three modes:

- Train model. The web service trains the model based on the provided dataset.
- Evaluate model. The web service checks whether the model returns reliable data for the provided dataset.
- Predict. Web-service applies the model to the provided dataset to make a prediction.

These web-services are stateless, meaning they use data only to calculate predictions on demand. They do not store data.

NOTE

You can use your own predictive web service instead of ours. For more information, see [Create and use your own predictive web service late payment prediction](#).

Data required to train and evaluate the model

For each **Customer ledger entry** that has a related **Posted Sales Invoice**:

- Amount (LCY) including Tax
- Payment terms in days is calculated as **Due Date** minus **Posting Date**.
- Whether there is an applied credit memo.

Additionally, the record is enriched with aggregated data from other invoices that are related to the same customer. This includes the following:

- Total number and amount of paid invoices
- Total number and amount of invoices that were paid late
- Total number and amount of outstanding invoices
- Total number and amount of outstanding invoices that are already late
- Average days late
- Ratio: Number Paid Late/Paid invoices
- Ratio: Amount Paid Late/Paid invoices
- Ratio: Number Outstanding Late/Outstanding invoices
- Ratio: Amount Outstanding Late/Outstanding invoices

NOTE

The information about the customer is not included in the dataset.

Standard model and My model

The Late Payment Prediction extension contains a predictive model that is trained using data that is representative of a range of small to medium-sized businesses. When you start posting invoices and receiving payments, Business Central will evaluate whether the standard model fits your business flow.


If it appears that your processes do not match the standard model, you still can use the extension but you will need to get more data. Just continue to use Business Central.

NOTE

We use a bit of your compute time each week when we evaluate and re-train the model.


Business Central runs training and evaluation automatically when there are enough paid and late invoices are available, however you can run it manually whenever you want.

To train and use your model

1. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
2. In the **Selected Model** field, choose **My Model**.
3. Choose the **Create My Model** action, to train model on your data.

Create and use your own predictive web service for late payment prediction

You can also create your own predictive web service based on a public model named **Prediction Experiment for Dynamics 365 Business Central**. This predictive model is available online in the Azure AI Gallery. To use the model, follow these steps:

1. Open a browser and go to the [Azure AI Gallery](#).
2. Search for **Prediction Experiment for Dynamics 365 Business Central**, and then open the model in Azure Machine Learning Studio.
3. Use your Microsoft account to sign up for a workspace, and then copy the model.
4. Run the model, and publish it as a web service.
5. Make a note of the API URL and API key. You will use these credentials for a cash flow setup.
6. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
7. Choose the **Use My Azure Subscription** check box.
8. On the **My Model Credentials** FastTab, enter the API URL and API key for your model. .

See Also

[Azure Machine Learning Studio Documentation](#)

[Customizing Business Central Using Extensions](#)

[Welcome to Dynamics 365 Business Central](#)

NOTE

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Invoicing Prepayments

2/18/2021 • 2 minutes to read • [Edit Online](#)

Prepayments are payments that are invoiced and posted to a sales or purchase prepayment order before final invoicing. You might require a deposit before you manufacture items to order, or you might require payment before you ship items to a customer. The prepayments functionality enables you to invoice and collect deposits required from customers or to remit deposits to vendors. Thus, you can ensure that all payments are posted against an invoice.

Prepayment requirements can be defined for a customer or vendor for all items or selected items. After you complete the required setup, you can generate prepayment invoices from sales and purchase orders for the calculated prepayment amount. You can change the amounts on the invoice as needed. For example, you can specify a total amount for the entire order. You can also send additional prepayment invoices if, for example, additional items are added to the order. You can increase quantities or add new lines to an order after issuing a prepayment, and then you can post another prepayment invoice. If you want to delete a line for which a prepayment has already been invoiced, you must issue a prepayment credit memo before you can delete the line.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up prepayment posting groups and number series, and set up default prepayment percentages for customers, vendors, and items.	Set Up Prepayments
Create an order, adjust the prepayment amounts, and issue an invoice for prepayment amounts.	Create Prepayment Invoices
Issue an additional prepayment invoice, either for additional items or for an additional deposit on the original order, or issue a prepayment credit memo.	Correct Prepayments

See Related Training at [Microsoft Learn](#)

See Also

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

[Finance](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Prepayments

2/18/2021 • 5 minutes to read • [Edit Online](#)

If you require your customers to submit payment before you ship an order to them, or if your vendor requires you to submit payment before they ship an order to you, you can use the Prepayment functionality. The functionality enables you to invoice and collect deposits required from customers or to remit deposits to vendors, and to ensure that all partial payments are posted against an invoice. For more information, see [Create Prepayment Invoices](#).

Before you can post prepayment invoices, you have to set up the posting accounts in the general ledger, and you have to set up number series for prepayment documents. You must specify an account for prepayments related to sales and an account for prepayments related to purchasing. You can specify the same posting accounts to be used for all prepayments related to all general business posting groups or general product posting groups, or you can specify specific accounts for specific posting groups for sales and purchasing, respectively. This depends on your company's requirements for tracking prepayments.

You can define the percentage of the line amount that will be invoiced for prepayment, for a customer or vendor, for all items or selected items. After you complete the setup, you can generate prepayment invoices from sales and purchase orders. You can use the default percentages for each sales or purchase line, or you can change the amounts on the invoice as needed. For example, you can specify a total amount for the entire order.

NOTE

We recommend that you do not use a prepayment percentage of 100% in the following cases:


- If you are located in North America. Due to how taxes are calculated, a prepayment percentage of 100% can lead to issues with prepayment invoices.
- In all regions, if you manually deduct a payment discount from the invoice. A prepayment percentage of 100% will not automatically leave an amount from which to deduct the discount.

Because the prepaid amount belongs to the buyer until they have received the goods or services, you need to set up general ledger accounts to hold the prepayment amounts until the final invoice is posted. Sales prepayments must be recorded in a liabilities account until the items are shipped. Purchase prepayments must be recorded in an assets account until the items are received. In addition, you must set up a separate general ledger account for each VAT identifier.

IMPORTANT

Depending on your country or region, additional setup may be required. For more information, see the list of related articles in the [See Also](#) section.

To add prepayment accounts to the general posting setup



1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. On the **General Posting Setup** page, fill in the following fields:
 - **Sales Prepayments Account**
 - **Purch. Prepayments Account**

TIP

If you cannot see the fields in the **General Posting Setup** page, then use the horizontal scroll bar at the bottom of the page to scroll to the right.

If you have not already set up general ledger accounts for prepayments, you can open the **G/L Account List** page from the relevant account field.

To set up number series for prepayment documents


1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales & Receivables Setup** page, fill in the following fields:
 - **Posted Prepmt. Inv. Nos.**
 - **Posted Prepmt. Cr. Memo Nos.**
3. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
4. On the **Purchases & Payables Setup** page, fill in the following fields:
 - **Posted Prepmt. Inv. Nos.**
 - **Posted Prepmt. Cr. Memo Nos.**

NOTE


You can use the same number series for prepayment invoices and regular invoices, or you can use different number series. If you use different series, they must not overlap because there must not be any numbers that exist in both series.

To set up prepayment percentages for items, customers, and vendors

For an item, you can set up a default prepayment percentage for all customers, a specific customer, or a customer price group.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select an item, and then choose the **Prepayment Percentages** action.
3. On the **Sales Prepayment Percentages** page, fill in the fields as necessary. Hover over a field to read a short description.

For a customer or vendor, you can set up one default prepayment percentage for all items and all types of sales lines. You enter this on the customer or vendor card.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for a customer.
3. Fill in the **Prepayment %** field.
4. Repeat the steps for other customers or for vendors.

To determine which prepayment percentage has first priority

An order may have a prepayment percentage on the sales header, and a different percentage for the items on the lines. To determine which prepayment percentage applies to each sale line, the system looks for the prepayment percentage in the following order and will apply the first default that it finds:

1. A prepayment percentage for the item on the line and the customer that the order is for.
2. A prepayment percentage for the item on the line and the customer price group that the customer belongs to.

3. A prepayment percentage for the item on the line for all customers.
4. The prepayment percentage on the sales or purchase header.

In other words, the prepayment percentage on the customer card will only apply if there is no prepayment percentage set up for the item. However, if you change the contents of the **Prepayment Percentage** field on the sales or purchase header after you create the lines, the prepayment percentage on all of the lines will be updated. This makes it easy to create an order with a fixed prepayment percentage, regardless of the percentage set up on items.

See Also

[Invoicing Prepayments](#)

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

[Calculate Goods and Services Tax on Prepayments in Australia](#)

[Calculate Goods and Services Tax on Prepayments in New Zealand](#)

[Understanding the General Ledger and the COA](#)

[Finance](#)

[Working with Business Central](#)

NOTE

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Create Prepayment Invoices

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If you require your customers to submit payment before you ship an order to them, you can use the prepayment functionality. The same applies if your vendor requires you to submit payment before they ship an order to you.

You can start the prepayment process when you create a sales or purchase order. If you have a default prepayment percentage for this customer or vendor, that will be included automatically in the resulting prepayment invoice. You can also specify a prepayment percentage to the entire document.

After you create a sales or purchase order, you can create a prepayment invoice. You can use the default percentages for each sales or purchase line, or you can adjust the amount as necessary. For example, you can specify a total amount for the entire order.

The following procedure describes how to invoice a prepayment for a sales order. The steps are similar for purchase orders.

To create a prepayment invoice

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Create a new sales order for the relevant customer. For more information, see [Sell Products](#).

On the **Prepayment** FastTab, the **Prepayment %** field specifies the percentage to use to calculate the prepayment amount. If there is a default prepayment percentage on the customer card, the field is filled in automatically. You can change the percentage.

Choose the **Compress Prepayment** field if you want to create lines on the prepayment invoice that combine lines from the sales order if:

- They have the same general ledger account for prepayments as determined by the general posting setup.
- They have the same dimensions.

If you want to specify a prepayment invoice with one line for each sales order line that has a prepayment percentage, then do not choose the **Compress Prepayment** field.

The due date for the prepayment is calculated automatically based on the value of the **Prepmt. Payment Terms Code**.

3. Fill in the sales lines.

If you have specified a default prepayment percentage either for the customer or on the **Prepayment** FastTab on this document, this value is copied to each line. You can change the contents of the **Prepayment %** field on the line.

4. To view the total prepayment amount, choose the **Statistics** action.

If you want to adjust the total prepayment amount for the order, you can change the contents of the **Prepayment Amount** field on the **Sales Order Statistics** page.

If the **Prices Including VAT** field is selected, the **Prepayment Amount Incl. VAT** field is editable.

If you change the contents of the **Prepayment Amount** field, the amount will be distributed

proportionately between all lines, except those that have 0 in the **Prepayment %** field.

5. To print a test report before posting the prepayment invoice, choose the **Prepayment** action, and then choose the **Prepayment Test Report** action.
6. To post the prepayment invoice, choose the **Prepayment** action, and then choose the **Post Prepayment Invoice** action.

To post and print the prepayment invoice, choose the **Post and Print Prepm. Invoice** action.

You can issue additional prepayment invoices for the order. To do this, increase the prepayment amount on one or more lines, adjust the document date if necessary, and post the prepayment invoice. A new invoice will be created for the difference between the prepayment amounts invoiced so far and the new prepayment amount.

NOTE

If you are located in North America, you cannot change the prepayment percentage after the prepayment invoice has been posted. This is prevented in the North American version of Business Central because the calculation of sales tax will otherwise be incorrect.

When you are ready to post the rest of the invoice, post it as you would post any invoice, and the prepayment amount will automatically be deducted from the amount due.

See Also

[Invoicing Prepayments](#)

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

[Finance](#)

[Working with Business Central](#)

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Correct Prepayments

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You can make a correction to an order after you have posted a prepayment invoice for the order. You can add new lines to an order after issuing a prepayment, and then you can post another prepayment invoice, but you cannot delete a line from an order after a prepayment has been invoiced for the line.

TIP

If you have posted a prepayment invoice for a sales invoice that you then correct or cancel, you must correct or cancel the prepayment as well.

To correct a prepayment

The following procedure shows how to issue a prepayment credit memo to cancel all invoiced prepayments for a sales order.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open the relevant sales order.
3. Choose the **Prepayment** action, and then choose the **Post Prepayment Credit Memo** action or the **Post and Print Prepmt. Cr. Memo** action.
4. On the **Sales Credit Memo** page, proceed to correct the relevant entries, as for any sales credit memo. For more information, see [Process Sales Returns or Cancellations](#).

NOTE

To reduce the amount in the **Line Amount** field, you must first increase the prepayment percentage on the line so that the value in the **Prepmt. Line Amount** field is not decreased below the value in the **Prepmt. Amt. Inv.** field.

5. To make a prepayment invoice for any new lines in the sales credit memo, choose the **Prepayment** action, and then choose the **Post Prepayment Invoice** action or the **Post and Print Prepmt. Invoice** action.
6. To issue an additional prepayment invoice, increase the prepayment amount on one or more lines and post the prepayment invoice. A new invoice will be created for the difference between the prepayment amounts invoiced and the new prepayment amounts.

See Also

[Invoicing Prepayments](#)

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

[Finance](#)

[Working with Business Central](#)

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Reconciling Bank Accounts

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A bank reconciliation should be completed at regular intervals for all your bank accounts to ensure that the company's cash records are correct. You do this by comparing and matching entries in your internal bank accounts with bank transactions at your bank, and then posting the balances to your internal bank accounts to make totals available to finance managers. Bank reconciliation is also a practical way to discover and resolve missing payments and bookkeeping errors.

You can perform the task on the **Bank Acc. Reconciliation** page where you match (reconcile) bank statement lines in the left-hand pane with your internal bank account ledger entries in the right-hand pane. Alternatively, you can perform this task on the **Payment Reconciliation Journal** page as part of processing the payments that are represented on a bank statement. On both pages, you can fill in the bank statement information by importing a file or feed and you can use automatic matching suggestions.

NOTE

In the North American versions, you can also perform bank reconciliation on the **Bank Rec. Worksheet** page, which is better suited for checks and deposits but does not offer import of bank statement files. To use this page instead of the **Bank Acc. Reconciliation** page, deselect the **Bank Recon. with Auto. Match** field on the **General Ledger Setup** page. For more information, see [Reconcile Bank Accounts](#) under United States Local Functionality.

Before you can manage your bank accounts within Business Central, you must set each bank account up as a bank account card. In addition, you must set up electronic services that you may use for bank statement import and payment file export. For more information, see [Setting Up Banking](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Reconcile bank accounts as a separate task on the Bank Acc. Reconciliation page.	Reconcile Bank Accounts
Reconcile bank accounts in connection with payment processing on the Payment Reconciliation Journal page.	Applying Payments Automatically and Reconciling Bank Accounts

TIP

Use bank reconciliation to help verify that your books are up-to-date, and do not post the reconciliation until you are satisfied with the reconciliation.

See Related Training at [Microsoft Learn](#)

See Also

[Setting Up Banking](#)

[Reconcile Bank Accounts](#)

[Applying Payments Automatically and Reconciling Bank Accounts](#)

[Transfer Bank Funds](#)

Managing Receivables

Managing Payables

Working with Business Central

General Business Functionality

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Reconcile Bank Accounts

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You perform bank reconciliation to make sure that your various business transactions and expenses are reflected correctly in the company books. You do this by comparing and matching entries in your internal bank accounts with bank transactions at your bank, and then posting the balances to your internal bank accounts to make totals available to finance managers. Bank reconciliation is also a practical way to discover and resolve missing payments and bookkeeping errors.

The following describes how to perform bank reconciliation with the **Bank Acc. Reconciliation** page.

TIP

You can also reconcile bank accounts on the **Payment Reconciliation Journal** page when you process payments. Any open bank account ledger entries related to the applied customer or vendor ledger entries will be closed when you choose the **Post Payments and Reconcile Bank Account** action. This automatically reconciles the bank account for the payments that you post with the journal. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

NOTE

In the North American versions, you can also perform this work on the **Bank Rec. Worksheet** page, which is better suited for checks and deposits but does not offer import of bank statement files. To use this page instead of the **Bank Acc. Reconciliation** page, deselect the **Bank Recon. with Auto. Match** field on the **General Ledger Setup** page. For more information, see [Reconciling Bank Accounts](#) under United States Local Functionality.

The lines on the **Bank Acc. Reconciliation** page are divided into two panes. The **Bank Statement Lines** pane shows either imported bank transactions or ledger entries with outstanding payments. The **Bank Account Ledger Entries** pane shows the ledger entries in the internal bank account.

Reconciling bank transactions with internal bank entries is referred to as *matching*. You can choose to perform matching automatically by using the **Match Automatically** function. Alternatively, you can manually select lines in both panes to link each bank statement line to one or more related bank account ledger entries, and then use the **Match Manually** function. The **Applied** check box is selected on lines where entries match. For more information, see [Set Up Rules for Automatic Application of Payments](#).

NOTE

If bank statement lines relate to check ledger entries, you cannot use the matching functions. Instead, you must choose the **Apply Entries** action, and then select the relevant check ledger entry to match the bank statement line with.

When the value in the **Total Balance** field in the **Bank Statement Lines** pane equals the value in the **Balance To Reconcile** field in the **Bank Account Ledger Entries** pane, you can choose the **Post** action. Any non-matched bank account ledger entries will remain on the page, indicating some discrepancy that you should resolve to reconcile the bank account.

Any lines that cannot be matched, indicated by a value in the **Difference** field, will remain on the **Bank Acc. Reconciliation** page after posting. They represent some kind of discrepancy that you must resolve before you can complete the bank account reconciliation. Typical business situations that may cause differences:

DIFFERENCE	REASON	RESOLUTION	
A transaction in the internal bank account is not on the bank statement.	The bank transaction did not occur although a posting was made in Business Central.	Make the missing money transaction (or prompt a debtor to make it), and then reimport the bank statement file or enter the transaction manually.	
A transaction on the bank statement does not exist as a document or journal line in Business Central.	A bank transaction was made without a corresponding posting in Business Central, for example a journal line posting for an expense.	Create and post the missing entry. For information on a quick way to initiate this, see To create missing ledger entries to match bank transactions with.	
A transaction in the internal bank account corresponds to a bank transaction but some information is too different to give a match.	Information, such as the amount or the customer name, was entered differently in connection with the bank transaction or the internal posting.	Review the information, and then manually match the two. Optionally, correct the information mismatch.	

You must resolve the differences, for example by creating missing entries and correcting non-matching information, or by making missing money transactions, until the bank account reconciliation is completed and posted.


You can fill in the **Bank Statement Lines** pane on the **Bank Acc. Reconciliation** page in the following ways:

- Automatically, by using the **Import Bank Statement** function to fill in the **Bank Statement Lines** pane with bank transactions according to an imported file or stream provided by the bank.
- Manually, by using the **Suggest Lines** function to fill in the **Bank Statement Lines** pane according to invoices in Business Central that have outstanding payments.

To fill bank reconciliation lines by importing a bank statement

The **Bank Statement Lines** pane will be filled with bank transactions according to an imported file or stream provided by the bank.

To enable import of bank statements as bank feeds, you must first set up and enable the Envestnet Yodlee Bank Feed service, and then link your bank accounts to the related online bank accounts. For more information, see [Set Up the Envestnet Yodlee Bank Feeds Service](#).

1. Choose the  icon, enter **Bank Account Reconciliation**, and then choose the related link.
2. Choose the **New** action.
3. In the **Bank Account No.** field, select the relevant bank account. The bank account ledger entries that exist on the bank account appear in the **Bank Account Ledger Entries** pane.
4. In the **Statement Date** field, enter the date of the statement from the bank.
5. In the **Statement Ending Balance** field, enter the balance of the statement from the bank.
6. If you have a bank statement file, choose the **Import Bank Statement** action.
7. Locate the file, and then choose the **Open** button to import the bank transactions into the **Bank Statement Lines** pane on the **Bank Acc. Reconciliation** page.

To fill bank reconciliation lines with the Suggest Lines function

The **Bank Statement Lines** pane will be filled according to invoices in Business Central that have outstanding

payments.

1. On the **Bank Acc. Reconciliation** page, choose the **Suggest Lines** action.
2. In the **Starting Date** field, enter the earliest posting date for the ledger entries to be reconciled.
3. In the **Ending Date** field, enter the latest posting date for the ledger entries to be reconciled.
4. Select the **Include Checks** check box to any suggest check ledger entries instead of the corresponding bank account ledger entries.
5. Choose the **OK** button.

To match bank statement lines with bank account ledger entries automatically

The **Bank Acc. Reconciliation** page offers automatic matching functionality based on a matching of text on a bank statement line (left pane) with text on one or more bank account ledger entries (right pane). Note that you can overwrite the suggested automatic matching, and you can choose to not use automatic matching at all. For more information, see [To match bank statement lines with bank account ledger entries manually](#).

1. On the **Bank Acc. Reconciliation** page, choose the **Match Automatically**. The **Match Bank Entries** page opens.
2. In the **Transaction Date Tolerance (Days)** field, specify the span of days before and after the bank account ledger entry posting date within which the function will search for matching transaction dates in the bank statement.

If you enter 0 or leave the field blank, then the **Match Automatically** function will only search for matching transaction dates on the bank account ledger entry posting date.

3. Choose the **OK** button.

All bank statement lines and bank account ledger entries that can be matched change to green font, and the **Applied** check box is selected.

4. To remove a match, select the bank statement line, and then choose the **Remove Match** action.

To match bank statement lines with bank account ledger entries manually

1. On the **Bank Acc. Reconciliation** page, select a non-applied line in the **Bank Statement Lines** pane.
2. In the **Bank Account Ledger Entries** pane, select one or more banks account ledger entries that can be matched with the selected bank statement line. To choose multiple lines, press and hold the **Ctrl** key.
3. Choose the **Match Manually** action.

The selected bank statement line and the selected bank account ledger entries change to green font, and the **Applied** check box in the right pane is selected.

4. Repeat steps 1 through 3 for all bank statement lines that are not matched.
5. To remove a match, select the bank statement line, and then choose the **Remove Match** action.

To create missing ledger entries to match bank statement lines with

Sometimes a bank statement contain amounts for interest or fees charged. Such bank statement lines cannot be matched because no related ledger entries exist in Business Central. You must then post a journal line for each transaction to create a related ledger entry that it can be matched with.

1. On the **Bank Acc. Reconciliation** page, choose the **Transfer to General Journal** action.
2. On the **Trans. Bank Rec. to Gen. Jnl.** page, specify which general journal to use, and then choose the **OK** button.

The **General Journal** page opens containing new journal lines for any banks statement lines with missing ledger entries.

3. Complete the journal line with relevant information, such as the balancing account. For more information, see [Working with General Journals](#).
4. To review the result of posting before you post, choose the **Test Report** action. The **Bank Account Statement** report opens and shows the same fields as at the header of the **Bank Acc. Reconciliation** page.
5. Choose the **Post** action.

When the entry is posted, proceed to match the bank statement line to it.

6. Refresh or reopen the **Bank Acc. Reconciliation** page. The new ledger entry will appear in the **Bank Account Ledger Entries** pane.
7. Match the bank statement line with the bank account ledger entry, either manually or automatically.

Undo a bank account reconciliation

If you discover a mistake in a posted bank reconciliation, you can use the **Undo** action on the **Bank Acc. Statement** page to correct the mistake. When you undo a posted bank reconciliation, the entries will be moved to the **Bank Reconciliation** page and marked as **Open**, meaning they are not reconciled. You can then correct the bank reconciliation and post it again.

NOTE

In the North American version, to use the Undo feature for posted bank reconciliations and bank statements you must turn on the **Bank Recon. with Auto-Match** toggle on the **General Ledger Setup** page. The Undo feature is not available for bank statements posted from bank reconciliation worksheets.

Reusing the bank statement number

The bank statement number used for the new bank reconciliation is taken from the bank account as is the Balance Last Statement. You can change these values before you start a new bank reconciliation. However, when you create a new bank reconciliation, Business Central checks whether the statement number is already assigned to a posted bank statement. If the number is in use, but you want the new bank statement to use it instead, you can use the **Change Statement No.** action on the **Bank Acct. Reconciliation** page.

Examples

The following are a few examples of how to fix a mistake on a posted bank reconciliation with or without using the same statement number.

Example 1

You did bank reconciliations for January, February, and March. The bank statement number was 100 for March. Later, you discover that March only included entries until the 30th, which means entries for the 31st are missing. So, you need to redo the bank reconciliation for March. In this case, we'll open the **Bank Acc. Statement** page, choose the statement for March, and then choose **Undo**.

The new bank reconciliation is given the statement number 101. To reassign the number 100, choose **Change Statement No.** and enter **100**.

TIP

Remember to set the appropriate Statement ending date (in this example, that is March 31), and edit the **Balance Last Statement** field.

Example 2

You did bank reconciliations for January, February, June, and July. You discover that February was incorrect. Let's assume it had statement number 100. As in the Example 1, you use the Undo and Change Statement No. actions to change the statement number as in example #1 above and you can now redo February bank reconciliation.

After you post the corrected bank reconciliation for February, on the corresponding Bank Account card, the **Last Statement No.** field will show 100, and the **Balance Last Statement** field will show the ending balance for the February statement.

If the next bank reconciliation you do is for March, Business Central will assign 101 as the statement number and give it the correct **Balance Last Statement**.

If the next bank reconciliation you do is for August, consider changing the values in the **Last Statement No.** and **Balance Last Statement** fields on the **Bank Account** card before you create the next bank reconciliation, or use the Change Statement No. action and also change the value in the "Balance Last Statement" field on the bank reconciliation page.

NOTE

The statement number is important when you do bank reconciliations with imported CAMT files that contain statement numbers, or when you reconcile based on printed bank statements. If you just download a range of bank transactions from your online bank, the statement number is usually not important.

The Balance Last Statement is kept on the bank account to minimize mistakes when doing bank reconciliations, but it's also editable, allowing you to do your bank reconciliations in any order you want. This also means that if you undo a bank statement, the new ending balance might not be the balance last statement on the next bank statement. There's no feature that allows you to move a balance forward to all subsequent bank statements, so be aware of this when using Undo.

See Related Training at [Microsoft Learn](#)

See Also

[Reconciling Bank Accounts](#)

[Applying Payments Automatically and Reconciling Bank Accounts](#)

[Setting Up Banking](#)

[Set Up Rules for Automatic Application of Payments](#)

[Working with Business Central](#)

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Applying Payments Automatically and Reconciling Bank Accounts

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You must regularly reconcile your bank, receivables, and payables accounts by applying payments recorded in the bank to their related open (unpaid) invoices and credit memos or other open entries in Business Central.

You can perform this task on the **Payment Reconciliation Journal** page, for example, by importing a bank statement file or feed to quickly register the payments. Payments are applied to open customer or vendor ledger entries based on matches between payment text and entry information. You can review and change automatic applications before you post the journal. You can choose to close any open bank account ledger entries related to the applied ledger entries when you post the journal. The bank account is automatically reconciled when all payments are applied.

The logic that governs how payment text is automatically matched with entry information is set up on the **Payment Application Rules** page as a number of prioritized rules that you can edit.

You can also reconcile bank accounts without simultaneously applying payments. You perform this work on the **Bank Acc. Reconciliation** page. For more information, see [Reconcile Bank Accounts](#).

To import bank statements as a bank feed, you must first set up and enable the Envestnet Yodlee Bank Feed service, and then link your bank accounts to the related online bank accounts. For more information, see [Set Up the Envestnet Yodlee Bank Feeds Service](#).

Alternatively, you can use the AMC Banking 365 Fundamentals extension to convert a bank statement file, from any format, to a data stream that you can import into Business Central. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply payments to open customer or vendor ledger entries by importing a bank statement, and reconcile the bank account when all payments are applied.	Reconcile Payments Using Automatic Application
Manually apply payments by viewing detailed information about matched data and suggestions for candidate open entries to apply payments to.	Review or Apply Payments After Automatic Application
Resolve payments that cannot be applied automatically to their related open ledger entries. For example because the amounts differ, or because a related ledger entry does not exist.	Reconcile Payments that Cannot be Applied Automatically
Link text on payments to specific customer, vendor, or general ledger accounts to always post recurring cash receipts or expenses to those accounts when no documents exist to apply to.	Map Text on Recurring Payments to Accounts for Automatic Reconciliation

TO	SEE
Set up the rules to govern how payments/bank transactions should be automatically applied to their related open ledger entries when you use the Apply Automatically function on the Payment Reconciliation Journal page.	Set Up Rules for Automatic Application of Payments

See Related Training at [Microsoft Learn](#)

See Also

[Reconcile Bank Accounts](#)

[Managing Receivables](#)

[Sales](#)

[Working with Business Central](#)

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Managing Intercompany Transactions

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Your organization may consist of several companies, but might not have the equivalent number of accounting and administrative teams. The Intercompany functionality lets you do business with your subsidiary and internal partner organizations in the same way as you engage with your external vendors and customers. You enter intercompany transaction information only once in the appropriate documents. You can use the functionality you are already familiar with, such as receivables and payables management. Mapping facilities for the chart of accounts and dimensions help ensure that information appears in the right places.

There are four main benefits to the Intercompany functionality:

- Increased productivity as a result of time saved and simplified transactions
- Minimized error potential with one-time entry of information and system-wide, automated updates
- Complete audit trail and full visibility into business activities and transaction histories
- Efficient, cost-effective transactions with affiliate and subsidiary companies

You are in full control of all transaction documents. For example, you can reject a document sent to you and, in this way, Reverse Journal Postings and Undo Receipts/Shipments that were incorrect. Or, when making a purchase from a partner or subsidiary company, you can update the purchase order as long as the selling company has not shipped any goods.

When you enter a transaction, you do not need to specify the accounts for an individual set of books, but simply give the identification of the partner company. The Intercompany functionality creates general journal lines that result in the balancing of the books of both companies involved in a transaction. In receivables and payables, you assign an intercompany partner code to any customer or vendor. From that moment on, all orders and invoices generated pertaining to transactions with these companies will produce corresponding documents in the partner company, resulting in correct balancing of the accounts.

After you set up business partners as customers and vendors in the system, and assign them intercompany partner codes, it is possible to exchange intercompany purchase and sales documents, including items and item charges. The Intercompany functionality allows intercompany transactions between multiple databases, for example, in different countries/regions, as well as multiple currencies, different charts of accounts, different dimensions, and different item numbering.

Consolidating financial data may especially be relevant in connection with intercompany processes. For more information, see [Consolidating Financial Data from Multiple Companies](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create your intercompany vendors and customers as so-called intercompany partners, and set up an intercompany chart of accounts.	Set Up Intercompany
Use intercompany documents or journals to post transactions with your intercompany partners.	Work with Intercompany Documents and Journals
Organize and process incoming and outgoing transactions that you exchange with your intercompany partners.	Manage the Intercompany Inbox and Outbox

TO	SEE
Use intercompany postings to distribute costs between partner companies.	Allocate Costs to Intercompany Partners

See Also

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Business Central](#)

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Set Up Intercompany

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To send a transaction (such as a sales journal line) from one company and have the corresponding transaction (such as a purchase journal line) automatically created in the partner company, the companies involved must agree on a common chart of accounts and set of dimensions for use on intercompany transactions. The intercompany chart of accounts can be, for example, a simplified version of the parent company's chart of accounts. Each company maps their full chart of accounts to the shared intercompany chart of accounts, and each company maps their dimensions to the intercompany dimensions.

You must also set up an intercompany partner code for each partner company, which is agreed upon by all of the companies, and then assign them to customer and vendor cards respectively by filling in the **Intercompany Partner Code** field.


If you create or receive intercompany lines with items, you can either use your own item numbers, or you can set up your partner's item numbers for each relevant item, either in the **Vendor Item No.** field or in the **Common Item No.** field on the item card. You can also use the **Item Cross Reference** function to map your items' numbers to your intercompany partners descriptions of the items, open the card of each item, and then choose the **Cross References** action to set up cross-references between your item descriptions and those of the intercompany partner. For more information, see [Use Item Cross References](#).

If you will make intercompany sales transactions that include resources, you must fill in the **IC Partner Purch. G/L Acc. No.** field on the resource card for each relevant resource. This is the number of the intercompany general ledger account that the amount for this resource will be posted to in your partner's company. For more information, see [Set Up Resources](#).

To set up companies for intercompany transactions

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Company Information** page, fill in the **Intercompany Partner Code**, **Intercompany Inbox Type**, and **Intercompany Inbox Details** fields. Hover over a field to read a short description.


To set intercompany partners

1. Choose the  icon, enter **Intercompany Partners**, and then choose the related link.
2. Choose the **New** action.
3. On the **Intercompany Partner** page, fill in the fields as necessary.

NOTE

In Business Central online, you cannot use file locations to transfer transactions to your partners because Business Central does not have access to your local network. Therefore, if you choose **File Location** in the **Transfer Type** field, the **Folder Path** field is not available. Instead, the file will be downloaded to the Downloads folder on your computer. You then send the file to someone in the partner company, for example, by email. For a more direct process, we recommend that you choose **Email** instead.

To set up intercompany vendors and intercompany customers

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Alternatively, access the vendor from the **Vendor No.** field on the **Intercompany Partner** page.

3. Open the card for a vendor that is an intercompany partner. For more information, see [Register New Vendors](#).
4. In the **Intercompany Partner Code** field, select the relevant intercompany partner code.
5. Repeat steps 1 through 4 for customers.


To set up intercompany charts of accounts

In order for a group of companies to make intercompany transactions, they must agree on a chart of accounts to use as a common reference. You must agree with your partner companies on the account numbers that all of you will use when you create intercompany transactions. For example, the parent company of the group creates a simplified version of their own chart of accounts, exports this intercompany chart of accounts from their database into an XML file and distributes it to each of the companies in the group.

If your company is the parent company and has the defining intercompany chart of accounts that your group will use as a common reference, follow the [To set up the defining intercompany chart of accounts](#) procedure.


If your company is a subsidiary company and you receive an XML file containing the common intercompany chart of accounts, follow the [To Import the intercompany chart of accounts](#) procedure.

To set up the defining intercompany chart of accounts

1. Choose the  icon, enter **Intercompany Chart of Accounts**, and then choose the related link.
2. On the **Intercompany Chart of Accounts** page, enter each account on a line on the page.
3. If your intercompany chart of accounts will be identical or similar to your regular chart of accounts, you can fill on the page automatically by choosing the **Copy from Chart of Accounts** action. You can edit the new lines as needed.


To export an intercompany chart of accounts

To allow your intercompany partners to import the defining chart of accounts, you must export it to a file.

1. Choose the  icon, enter **Intercompany Chart of Accounts**, and then choose the related link.
2. On the **Intercompany Chart of Accounts** page, choose the **Export** action, and then choose the **Save** button.
3. Specify the file name and the location where you want to save the XML file, and then choose the **Save** button.

To import the intercompany chart of accounts

When a file exists for the defining intercompany chart of accounts, intercompany partners can import it to make sure they have the same accounts.


1. Choose the  icon, enter **Intercompany Chart of Accounts**, and then choose the related link.
2. On the **Intercompany Chart of Accounts** page, choose the **Import** action.
3. Select the file name and location of the XML file, and then choose the **Open** button.

The **IC Chart of Accounts** page is filled with new or edited G/L account lines according to the intercompany chart of accounts in the file. Any existing, unrelated lines on the page remain unchanged.

To map the intercompany chart of accounts to your company's chart of accounts

When you have defined or imported the intercompany chart of accounts that you and your intercompany partners have agreed to use, you must associate each of the intercompany G/L accounts with one of your company's G/L accounts. On the **IC Chart of Accounts** page, you specify how intercompany G/L accounts on incoming transactions will be translated into G/L accounts from your company's chart of accounts.


If the accounts in the intercompany chart of accounts have the same numbers as the corresponding accounts in the chart of accounts, you can map the accounts automatically.

1. Choose the  icon, enter **Intercompany Chart of Accounts**, and then choose the related link.
2. Select the lines that you want to map automatically, and then choose the **Map to Acc. with Same No** action.
3. For each intercompany general ledger account that was not mapped automatically, fill in the **Map-to G/L Acc. No.** field.

To set up default intercompany partner general ledger accounts

When you create an intercompany sales or purchase line to send as an outgoing transaction, you enter an account from the intercompany chart of accounts as a default for which account in your partner's company the amount is posted to. On the **Chart of Accounts** page, for accounts that you often use on outgoing intercompany sales or purchase lines, you can specify a default intercompany partner general ledger account. For example, for your receivables accounts, you can enter the corresponding payables accounts from the intercompany chart of accounts.

Then, when you enter a general ledger account in the **Bal. Account No.** field on an intercompany line with **Intercompany Partner** in the **Account Type** field, the **IC Partner G/L Account** field is automatically filled in.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the line for a G/L account that is used for intercompany transactions, in the **Default IC Partner G/L Account** field, enter the intercompany general ledger account that your partner will post to when you post to the general ledger account on the line.
3. Repeat step 2 for each account that you often enter in the **Bal. Account No.** field on a line in an intercompany journal or document.

To set up intercompany dimensions

If you and your intercompany partners want to be able to exchange transactions with dimensions linked to them, then you must agree on the dimensions that all of you will use. For example, the parent company of the group creates a simplified version of their own set of dimensions, exports these intercompany dimensions into an XML file and distributes it to each of the companies in the group. Each of the subsidiaries then imports the XML file into the **Intercompany Dimensions** page and maps the intercompany dimensions to the dimensions in their own **Dimensions** page.


NOTE

Each company in Business Central must map dimensions to intercompany dimensions for outgoing documents, and map intercompany dimensions to their own dimensions for incoming documents. This mapping helps assure consistency across the companies. For more information, see the [To map intercompany dimensions to your company's dimensions](#) section.

If your company is the parent company and has the defining set of intercompany dimensions that your group will use as a common reference, follow the [To define the intercompany dimensions](#) procedure.

If your company is a subsidiary company and you receive an XML file containing the intercompany dimensions that your group will use as a common reference, follow the [To import intercompany dimensions](#) procedure.

To define the intercompany dimensions

1. Choose the  icon, enter **Intercompany Dimensions**, and then choose the related link.
2. On the **Intercompany Dimensions** page, enter each dimension on a line on the page.


If your intercompany dimensions will be similar or identical to your company dimensions, you can fill on the page automatically by using the **Copy from Dimensions** function, and then you can edit the

resulting lines.

3. To export the intercompany dimensions to an XML file for distribution to your partner companies, choose the **Export** action.
4. Specify the file name and the location where you want to save the XML file, and then choose the **Save** button.

To import the intercompany dimensions

When a file exists for the defining intercompany dimensions, intercompany partners can import it to make sure they have the same dimensions.

1. Choose the  icon, enter **Intercompany Dimensions**, and then choose the related link.
2. On the **Intercompany Dimensions** page, choose the **Import** action.
3. Specify the file name and location of the XML file, and then choose the **Open** button.


The lines on the **Intercompany Dimensions** page and the **Intercompany Dimension Values** page are imported.

To map intercompany dimensions to your company's dimensions

When you have defined or imported the dimensions that you and your intercompany partners have agreed to use, you must associate each of the intercompany dimensions with one of your company's dimensions, and vice versa. On the **Intercompany Dimensions** page, you specify how intercompany dimensions on *incoming transactions* will be translated into dimensions from your company's list of dimensions. On the **Dimensions** page, you specify how your dimensions will be translated into intercompany dimensions on *outgoing transactions*.

If any of the intercompany dimensions have the same code as the corresponding dimensions in your company's list of dimensions, then you can have application automatically map the dimensions, then you can map the accounts automatically.


In the following steps, you first map intercompany dimensions to dimensions for incoming documents in the **Intercompany Dimensions** page. Then, you map dimensions to intercompany dimensions for outgoing documents in the **Dimensions** page.

1. Choose the  icon, enter **Intercompany Dimensions**, and then choose the related link.
2. On the **Intercompany Dimensions** page, select the lines that you want to automatically map, and then choose the **Map to Dim. with Same Code** action.'
3. For each intercompany dimension that is not mapped automatically, fill in the **Map-to Dimension Code** field.

You may have to add the field to your view. For more information, see [Personalize Your Workspace](#).

4. Choose the **Intercompany Dimension Values** action.
5. On the **Intercompany Dimension Values** page, fill in the **Map-to Dimension Value Code** field.

Proceed to map dimensions to intercompany dimensions by performing similar steps.

6. Choose the  icon, enter **Dimensions**, and then choose the related link.
7. On the **Dimensions** page, select the lines that you want to automatically map, and then choose the **Map to IC Dim. with Same Code** action.
8. For each intercompany dimension that is not mapped automatically, fill in the **Map-to IC Dimension Value Code** field.
9. Choose the **Dimension Values** action.

10. On the **Dimension Values** page, fill in the **Map-to IC Dimension Value Code** field.

See Also

[Managing Intercompany Transactions](#)

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Business Central](#)

NOTE

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Work with Intercompany Documents and Journals

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You use intercompany documents or journals to post transactions with your intercompany partners. When you post an intercompany document or journal line in your company, a corresponding document or journal line is created in your intercompany outbox that you can transfer to your partner. Your partner can then post the corresponding transaction in their company, without having to re-enter the data.


For sales and purchase documents, the intercompany partner code on the involved customer or vendor ensures that all orders and invoices generated pertaining to transactions with these companies will produce corresponding documents in the partner company, resulting in correct balancing of the accounts.

For intercompany general journal lines, you do not need to specify the accounts for an individual set of books, but simply give the identification of the partner company. Corresponding intercompany general journal lines are then created in the partner company that result in the balancing of the books of both companies involved in a transaction.

To fill in and send an intercompany sales order

You can send sales and purchase orders and return orders before posting. Invoices and credit memos cannot be sent until they are posted.

The following procedure describes how to fill in and send an intercompany sales order. The same steps apply to intercompany purchase orders and return orders, and to posted intercompany invoices and credit memos.


1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose **New** to create a new sales order. For more information, see [Sell Products](#).
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. Make sure the customer is an intercompany partner.
5. To send the sales order before you post it, choose the **Send IC Sales Order** action.

NOTE

If you do perform step 4, then the sales order will be moved to your intercompany outbox where you can send it later. For more information, see [Manage the Intercompany Inbox and Outbox](#).

To fill in and post an intercompany journal

When you post an intercompany general journal line in your company, a corresponding journal line is created in your intercompany outbox that you can transfer to your partner. Your partner can then post the corresponding transaction in their company, without having to re-enter the data.

1. Choose the  icon, enter **Intercompany General Journals**, and then choose the related link.
2. Open the relevant journal batch. For more information, see [Working with General Journals](#).
3. Fill in the fields as necessary.
4. In the **IC Partner G/L Acc. No.** field, enter the intercompany general ledger account that the amount will be posted to in your partner's company.

NOTE

This field must be filled in on a line with a bank account or general ledger account in either the **Account No.** field or the **Bal. Account No.** field.

5. Choose the **Post** action.

The involved entries are posted in your company and a journal with the corresponding entries are created in your intercompany outbox that you can send to your partner company. For more information, see [Manage the Intercompany Inbox and Outbox](#).

See Also

[Managing Intercompany Transactions](#)

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Business Central](#)

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Manage the Intercompany Inbox and Outbox

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All of the intercompany transactions that you receive electronically from your intercompany partners are listed in the intercompany Inbox.

Organizing the Inbox

You can use the filter fields at the top of the inbox page to determine which transactions are shown on the page. For example, if you only want to look at transactions a particular partner created, you can enter filters in the **Transaction Source** and **Intercompany Partner Code** filters.

Transaction Source

What you can do with a transaction depends whether it was:

- Created by your intercompany partner
- Rejected by your intercompany partner and returned to you

You can use the **Show Transaction Source** field to filter the **Intercompany Inbox Transactions** page so that it displays only one of these types of transactions. (You can also filter by intercompany partner, or by the contents of the **Line Action** field.)

Created by Intercompany Partner

When you receive a new transaction that was created by your partner, you can choose to either:

- Accept the transaction
- Reject the transaction (Return to partner)
- Cancel the transaction (Delete the transaction but do not return it to your partner)

Returned from Intercompany Partner

If the transaction was rejected by your intercompany partner, your only choice is to cancel the transaction in the inbox. Then you must create correction lines or reverse the journal or document in your company.

Recreating Inbox Entries

If you accepted a transaction in your inbox but then deleted the document or journal instead of posting it, you can re-create the inbox entry and accept it again.

Getting an Overview of Intercompany Transactions for a Period

You can get an overview of all of the intercompany transactions that you have sent and received in a period. The **Intercompany Transactions** report lists all intercompany G/L entries, customer ledger entries, and vendor ledger entries.



NOTE

If the intercompany partners are in the same database, then transactions are transferred without the need for file or email. See the **Transfer Type** field on the **Intercompany Partner** page.

In that case, you can set the system up to bypass the inbox and outbox by selecting the **Auto. Accept Transactions** check box on the **Intercompany Partner** page and the **Auto. Send Transactions** check box on the **Intercompany Setup** page respectively.

To import intercompany transactions from a file


If you have an intercompany partner that is not in the same database as your company, you can receive intercompany transactions from that partner in an .xml file. Then you must import the transactions into your inbox.

1. Choose the  icon, enter **Company Information** , and then choose the related link.
2. Save the file to the location that you specified in the **Intercompany Inbox Details** field on the **Company Information** page.
3. Choose the  icon, enter **Intercompany Inbox Transactions**, and then choose the related link.
4. On the **Intercompany Inbox Transactions** page, choose the **Import Transaction File** action.
5. on the page that appears, select the .xml file that contains the transactions, and then choose the **Open** button.

The transactions are imported into the inbox and you can now process them.

To process incoming intercompany transactions

When your intercompany partners send you intercompany transactions, the transactions end up in your intercompany inbox. You must evaluate each transaction in your inbox and act upon it.

1. Choose the  icon, enter **Intercompany Inbox Transactions**, and then choose the related link.
2. On the **Intercompany Inbox Transactions** page, select a line, and then choose an action, such as **Accept**, to process the line.
3. On the **Complete IC Inbox Action** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **OK** button.


For lines that you processed with the **Accept** action, document or journal lines will be created in your company. Open each document or journal, make any necessary changes, and then post them.

Lines that you processed with the **Return to Partner** action will be moved to the outbox from where you can then send them to your partner.

For lines that you processed with the **Returned by Partner** action, you must now post a correction to the original transaction that you posted in your company.

To process outgoing intercompany transactions

When you post an intercompany journal or document, or send an intercompany order confirmation, the transactions are sent to your intercompany outbox. In order for them to be sent on to your intercompany partners, you must open the outbox and process them.

1. Choose the  icon, enter **Intercompany Outbox Transactions**, and then choose the related link.
2. On the **Intercompany Outbox Transactions** page, select a line, and then choose an action, such as **Return**

to **Inbox**, to process the line.

Lines that you processed with the **Send to Intercompany Partner** action will be sent to the relevant partner's inbox.


Lines that you processed with the **Return to Inbox** action will be moved to the inbox where you can then accept them to create documents or journal lines in your company.

For lines that you processed with the **Cancel** action, you must now post a correction to the original transaction that you posted in your company.

To recreate intercompany inbox transactions

Occasionally, you may want to re-create a transaction in the inbox or outbox. For example, if you accepted a transaction in your inbox but then deleted the document or journal instead of posting it, you can re-create the inbox entry and accept it again.

The following procedure describes to re-create inbox transactions, but the same steps also apply to the outbox.

1. Choose the  icon, enter **Handled IC Inbox Transactions**, and then choose the related link.
2. On the **Handled IC Inbox Transactions** page, select the line with the transaction that you want to re-create in the inbox, and then choose the **Re-create Inbox Transaction** action.

See Also

[Managing Intercompany Transactions](#)

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Business Central](#)

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Allocate Costs to Intercompany Partners

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When you use intercompany postings to transfer documents between partner companies, the VAT-related settings (primarily the VAT business posting group) assigned to the customer or vendor accounts (associated with the intercompany Partner) control whether, and how, VAT is calculated and registered. You can also do cost distributions directly from a purchase order to partner companies. For example, if you register a purchase invoice from an external vendor and you want to distribute some or all of the costs to one or more intercompany partners.

You can allocate costs can be to one or more intercompany partners using the following:

- **Intercompany General Journals** - These journals are useful when a service is purchased. For example, when a parent company hires a service to set up computer systems in two subsidiaries. The invoice is sent to the parent company, but the costs are allocate to the intercompany partners. For more information, see [Work with Intercompany Documents and Journals](#).
- Purchase orders and invoices - Using purchase documents is useful when the purchasing functions of, for example, operating expenses, are centralized in one company and then allocated to the intercompany partners.

To allocate costs using an intercompany general journal

To enter a line in an intercompany general journal, follow these steps.

1. Choose the  icon, enter **Intercompany General Journal** , and then choose the related link.
2. If required, in the **External Document No.** field, enter the document number on the invoice from the vendor.
3. In the **Document Type** field, choose **Invoice**.
4. In the **Account Type** field, choose **Vendor**.
5. In the **Account No.** field, choose the vendor.
6. In the **Amount** field, enter a negative amount equal to the amount on the invoice.
7. In the **Bal. Account Type** field, choose **G/L Account**.
8. In the **Bal. Account No.** field, choose the balancing account to use.
9. To allocate costs to intercompany partners, follow these steps:
 - a. Create a new line.
 - b. Leave the **Document Type** field, choose the option that leaves the field blank.
 - c. In the **Document No.** field, enter a number that is different than the number in the **External Document No.** field. The cost allocation is considered a different transaction.
 - d. In the **Account Type** field, choose **IC Partner**.
 - e. In the **Account No.** field, choose the intercompany partner to allocate the cost to.
 - f. In the **Balance Account Type** field, choose **G/L Account**.
 - g. In the **Balance Account No.** field, choose the G/L account to which to post the amount you receive from the intercompany partner.
 - h. In the **Amount** field, enter the amount of the invoice to allocate to the intercompany partner.
 - i. In the **IC Partner G/L Acc. No.** field, choose the G/L account that you want to post the amount to for the intercompany partner.
 - j. Fill in the remaining fields as necessary. Hover over a field to read a short description. Repeat these steps for each intercompany partner who should share in the cost.


10. To post the document and allocate the costs, choose **Post**.

To allocate costs using a purchase document

The following procedure describes how to allocate costs using a purchase invoice. The steps are the same for purchase orders.


NOTE

To complete these steps you must personalize the **Purchase Invoice** page by adding the **IC Partner Code**, **IC Partner Ref. Type**, and **IC Partner** fields. For more information, see [To start personalizing a page through the Personalizing banner](#).

1. Choose the  icon, enter **Purchase Invoice** , and then choose the related link.
2. In the **Type** field, choose **G/L Account**.

G/L Account is the only option you can use to allocate costs.
3. In the **No.** field, choose the G/L account to post to.
4. In the **IC Partner Code** field, choose the intercompany partner to allocate the cost to.
5. In the **IC Partner Ref. Type** choose the G/L account to use for the allocation. This account will map the expense to an account in the intercompany partner's chart of accounts.
6. In the **Quantity** field, specify the number of units to charge to the intercompany partner.
7. In the **Direct Unit Cost Excl. VAT (or Incl. VAT)** field, enter the cost per item to charge to the intercompany partner.
8. Fill in the remaining fields as necessary. Hover over a field to read a short description.
9. To post the purchase order, choose **Post**.

To send the allocated costs to intercompany partners

1. Choose the  icon, enter **IC Outbox Transactions**, and then choose the related link.
2. Choose lines to send, and then choose the **Send to IC Partner** action.
3. To allocate the costs, choose the **Complete Line Actions** action.

Calculating VAT for Cost Distributions

When you use a document to distribute costs to intercompany partners, there are two VAT settings to be aware of:

- The settings on the G/L account for expenses:
 - If the general business or VAT business posting groups are set up on the G/L account, then the calculation depends on the groups and the product groups from the document line.
 - If the general business or VAT business posting groups are not specified on the G/L account, the calculation depends on the following:
- The posting group settings on the intercompany partner
 - Whether the intercompany partner is assigned to a customer number that does not have a general business or VAT business posting groups specified.
 - There is no customer number associated with the intercompany partner. Then the general business or VAT business posting groups are blank, and the line in the VAT posting setup is used, which is usually

a group where 0% VAT is specified.

NOTE

It is important to validate both the intercompany partner setup and the G/L account setup (for the expense account used for the cost distribution) before you allocate costs to intercompany partners.

See Also

[Set Up Intercompany](#)

[Managing Intercompany Transactions](#)

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Business Central](#)

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Accounting for Costs

2/18/2021 • 2 minutes to read • [Edit Online](#)

Cost accounting is used to help you understand the costs of running a business. To get started with cost accounting, see the following topics.

TO	SEE
Understand the terminology that is used in cost accounting.	Terminology in Cost Accounting
Get an overall understanding of cost accounting.	About Cost Accounting
Configure the cost accounting system.	Setting Up Cost Accounting
Transfer general ledger entries to cost entries.	Transferring and Posting Cost Entries
Allocate costs.	Defining and Allocating Costs
Learn the processes in creating cost budgets.	Creating Cost Budgets
Cancel cost budget entries from the cost budget register.	Deleting Cost Budget Entries

See Related Training at [Microsoft Learn](#)

See Also

[Finance](#)

[Managing Inventory Costs](#)

[Working with Business Central](#)

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Terminology in Cost Accounting

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This topic defines the key terms that are used in cost accounting.

Key Terms

The following table shows definitions of the key terms in cost accounting.

TERM	DEFINITION
Allocation key	The allocation key is the basis that is used to allocate costs. It is typically a quantity, such as square meters occupied, number of employees, or man-hours used. For example, two departments, with 20 and 10 employees respectively, share canteen costs. The costs are distributed between the departments by using an allocation key that represents the number of employees. Two thirds of the costs are allocated to the first department, and one third of the costs are allocated to the second department.
Allocation source	The allocation source establishes which costs are allocated. Allocations are defined in allocation source and allocation target tables. Each allocation consists of an allocation source and one or more allocation targets. For example, all costs for the heating cost type, which is an allocation source, can be allocated to the workshop, production, and sales cost centers, which are three allocation targets.
Allocation target	The allocation targets determine where the costs are allocated. Allocations are defined in allocation source and allocation target tables. Each allocation consists of an allocation source and one or more allocation targets. For example, all costs for the heating cost type, which is an allocation source, can be allocated to the workshop, production, and sales cost centers, which are three allocation targets.
Cost accounting	In cost accounting, actual costs of operations, processes, departments, or products are recorded. These costs are allocated to cost centers and cost objects by using different cost allocation methods. Managers use statistics and reports, such as cost distribution sheet and profit and loss analysis to make decisions and reduce costs. Cost accounting retrieves data from the general ledger, but works independently. Therefore transactions posted in cost accounting do not affect the data in the general ledger.
Cost type	The chart of cost types has the same function as the chart of accounts in the general ledger. They are often structured similarly. Therefore it is possible to transfer the general ledger chart of accounts to the chart of cost types and then modify it. The chart of cost types can also be created from scratch.

TERM	DEFINITION
Cost center	Cost centers are most often departments and profit centers that are largely responsible for company's costs and income. Cost centers can be synchronized with dimensions in the general ledger. It is also possible to add new cost centers and define their own sorting with subtotals.
Cost object	Cost objects are products, product groups or services of a company, the finished goods of a company, that in the end carry the costs. Cost objects can be synchronized with dimensions in the general ledger. It is also possible to add new cost objects and define their own sorting with subtotals.
Cost allocation	Cost allocation is a process of allocating costs to cost centers or cost objects. For example, the wage of the truck driver of the sales department is allocated to the sales department cost center. It is not necessary to allocate the wage cost to other cost centers. Another example is that the cost of an expensive computer system is allocated to the products of the company that use the system.
Dynamic allocation	Dynamic allocations are dependent on changeable allocation bases, for example, the number of department employees, or the sales revenue of the project within a certain period of time. There are nine predefined dynamic allocation bases that users can define by using five filters.
Direct cost	Direct costs are the costs that can be directly allocated to a cost object, for example, material purchase for a specific product.
Fixed cost	Fixed costs are the costs that are not dependent on the level of goods or services produced by the company. They tend to be time-related, such as salary or rent being paid per month. They are in contrast to variable costs, which are volume-related, and are paid per quantity produced.
Indirect cost	Indirect costs are not directly accountable to a cost object, such as a particular function or product. Indirect costs may be either fixed or variable. Indirect costs can be tax, administration, personnel, and security costs and are also known as overhead costs.
Level	Level is used to define allocation order. Level is defined as a number between 1 and 99. The allocation posting follows the order of the levels. For example, level ensures that first administration is allocated to workshop before workshop is allocated to vehicle and production.
Static allocation	Static allocations are based on a fixed set of values, for example, the square meters used, or an established allocation ratio, such as 5:2:4.
Operational cost	Operational costs are the recurring expenses which are related to the operation of a business, a device, and a component.

TERM	DEFINITION
Overhead cost	Overhead costs refer to ongoing expenses of operating a business. They are all costs on the income statement except for direct labor, direct materials, and direct expenses. Overhead costs include accounting fees, advertising, depreciation, insurance, interest, legal fees, rent, repairs, supplies, taxes, telephone bills, travel, and utilities costs.
Step variable cost	Step variable costs are costs that change dramatically at certain points because they involve large purchases that cannot be spread out over time. For example, one employee can produce 100 tables in a month. The employee's wage is constant over a production range of 1 to 100 tables. If the company wants to produce 110 tables, the company needs two employees. So the cost will double.
Share	The portion or part that is allocated among cost centers or cost objects.
Static weighting	Costs are allocated according to allocation keys, which can be modified by using a multiplier. For example, two departments, with 20 and 10 employees respectively, share canteen costs. The costs are distributed between the departments by using an allocation key that represents the number of employees that eat in the canteen. In the first department, only 5 employees eat in the canteen, so this department has a multiplier of 0.25. The basis for allocation is $20 \times 0.25 = 5$. The total number of employees that eat in the canteen is 15. One third of the costs are allocated to the first department and two thirds of the costs are allocated to the second department.
Variable cost	Variable costs are expenses that change in proportion to the activity of a business. Variable costs are the sum of marginal costs over all units produced. Fixed costs and variable costs make up the two components of total costs.
Variant	A variant is used as an optional user-defined label for allocations. The purpose of the label is to filter groups of allocation.

See Also

[About Cost Accounting](#)

[Accounting for Costs](#)

[Working with Business Central](#)

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About Cost Accounting

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Cost accounting can help you understand the costs of running a business. Cost accounting information is designed to analyze:

- What types of costs that you incur when you run a business?
- Where do the costs occur?
- Who bears the costs?

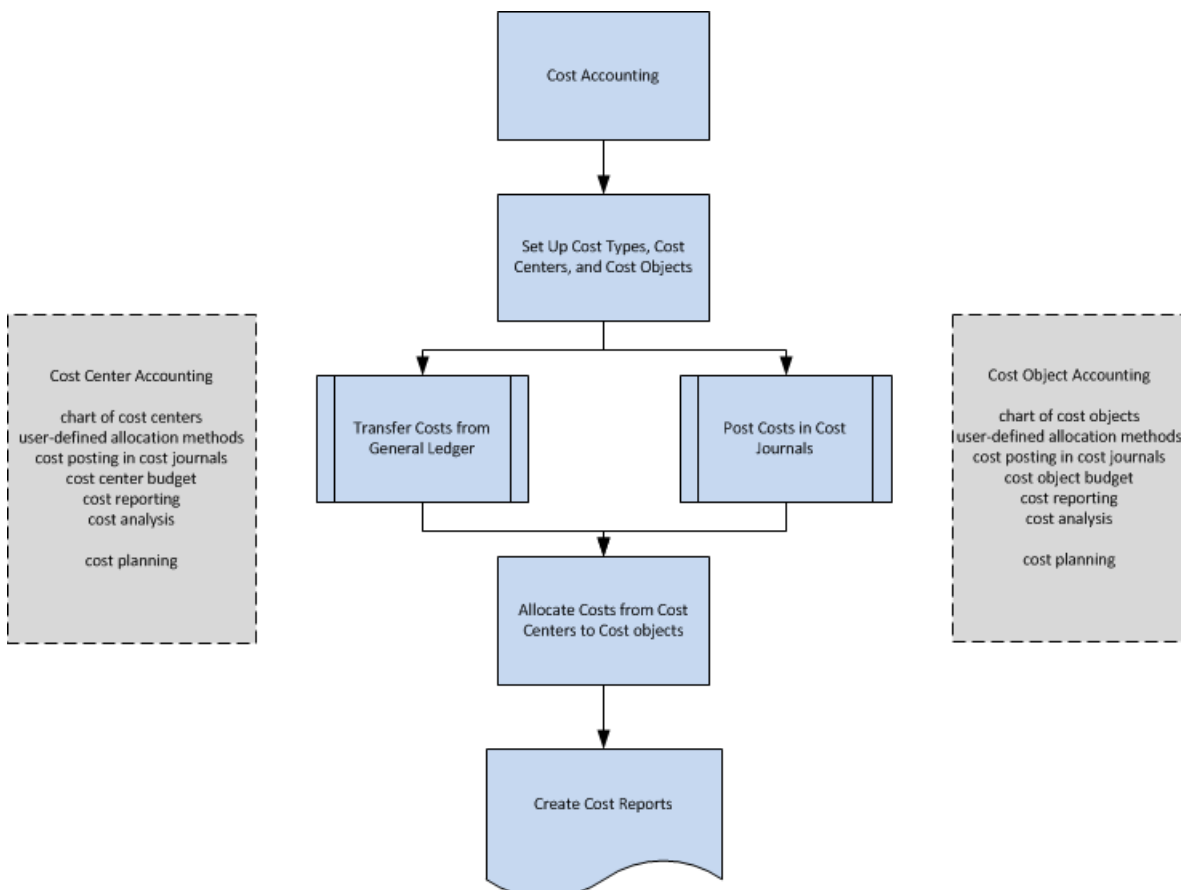
In cost accounting, you allocate actual and budgeted costs of operations, departments, products, and projects to analyze the profitability of your company.

Workflow in Cost Accounting

Cost accounting has the following main components:

- Cost types, cost centers, and cost objects
- Cost entries and cost journals
- Cost allocations
- Cost budgets
- Cost reporting

The following diagram shows the workflow in cost accounting.



Cost Types, Cost Centers, and Cost Objects

You define cost types, cost centers, and cost objects to analyze what the costs are, where the costs come from, and who should bear the costs.

You define a chart of cost types with a structure and functionality that resembles the general ledger chart of accounts. You can transfer the general ledger income statement accounts or create your own chart of cost types.

Cost centers are departments and profit centers that are responsible for costs and income. Often, there are more cost centers set up in cost accounting than in any dimension that is set up in the general ledger. In the general ledger, usually only the first level cost centers for direct costs and the initial costs are used. In cost accounting, additional cost centers are created for additional allocation levels.

Cost objects are products, product groups, or services of a company. These are the finished goods of a company that carry the costs.

You can link cost centers to departments and cost objects to projects in your company. However, you can link cost centers and cost objects to any dimensions in the general ledger and supplement them with subtotals and titles.

Cost Entries and Cost Journals

Operational costs can be transferred from the general ledger. You can automatically transfer the cost entries from the general ledger to cost entries with each posting. You can also use a batch job to transfer the general ledger entries to cost entries based on daily or monthly summary posting.

In cost journals, you can post cost and activities that do not come from the general ledger or are not generated by allocations. For example, you can post pure operational costs, internal charges, allocations, and corrective entries between cost types, cost centers, and cost objects individually or on a recurring basis.

Cost Allocations

Allocations move costs and revenues between cost types, cost centers, and cost objects. Overhead costs are first posted to cost centers and later charged to cost objects. For example, this might be done in a sales department that sells several products at the same time. Direct costs can be directly allocated to a cost object, such as a material purchased for a specific product.

The allocation base that is used and the accuracy of the allocation definition have an influence on the results of cost allocations. The allocation definition is used to allocate costs first from so-called pre-cost centers to main cost centers and then from cost centers to cost objects.

Each allocation consists of an allocation source and one or more allocation targets. You can allocate actual values or budgeted values by using the static allocation method that is based on a definite value, such as square footage, or an established allocation ratio of 5:2:4. You can also allocate actual values or budgeted values by using the dynamic allocation method with nine predefined allocation bases and 12 dynamic date ranges.

Cost Budgets

You can create as many cost budgets as you want. You can copy the cost budget to the general ledger budget and vice versa. You can transfer budgeted costs as actual costs.

Cost Reporting

Most reports and statistics are based on the posted cost entries. You can set the sorting of the results and use filters to define which data must be displayed. You can create reports for cost distribution analysis. In addition, you can use the standard account schedules to define how your reports for the chart of cost types are displayed.

See Also

[Accounting for Costs](#)

[Finance](#)

[Terminology in Cost Accounting](#)

[Working with Business Central](#)

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Setting Up Cost Accounting

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Before you start working with cost accounting, you must perform setup tasks.

Balances Between Cost Type, Cost Center, and Cost Object

When you set up cost accounting, you must make sure that all entries are assigned to a cost type as well as a cost center or a cost object. This means that each cost entry must have a cost type assigned and a cost center code or a cost object assigned. This rule ensures that each cost entry appears in either the cost centers or the cost objects, but never in both places.

By doing this, you create the following accounting equation:

$$\text{Cost Type Balance} = \text{Cost Center Balance} + \text{Cost Object Balance}$$


When you print the chart of cost type, the chart of cost centers, and the chart of cost objects reports, you can analyze this relationship.

Setting Up Cost Types

The chart of cost types is similar to the chart of accounts in the general ledger. You can set up the chart of cost types in the following ways:

- Structure the chart of cost types similar to the income statement accounts in the general ledger chart of accounts. Then, you can transfer the general ledger chart of accounts to the chart of cost types. You can make any necessary adjustments after the transfer.
- Create new chart of cost types or add new cost types to existing chart of cost types. You must create each new cost type individually.

To transfer the general ledger chart of accounts to the chart of cost types

1. Choose the  icon, enter **Chart of Cost Types**, and then choose the related link.
2. Choose the **Get Cost Types from Chart of Accounts** action. In the dialog box, choose the **Yes** button to confirm the transfer. The function uses the chart of accounts to create a chart of cost types.

The chart of cost types now contain all income statement accounts in the general ledger and include headings and subtotals. You can change the chart of cost types, as necessary. For example, you can delete duplicate existing cost types.

IMPORTANT

The **Register Cost Types in Chart of Accounts** function updates the relationship between the chart of accounts and the chart of cost types. The **No.** field is filled and verified to make sure that each general ledger account is related to only one cost type. The function runs automatically before transferring general ledger entries to cost accounting.

To set up new cost types in the Chart of Cost Types page

1. Open the **Chart of Cost Types** page in edit mode.
2. Fill in the fields as described as necessary. Hover over a field to read a short description.

NOTE

You can set up and maintain cost types in either the **Cost Type Card** page or on the **Chart of Cost Types** page. In this procedure, you set up cost types on the **Chart of Cost Types** page.

3. After you have created all cost types, choose the **Indent Cost Types** action. In the dialog box, choose the **Yes** button.
4. Link the new cost type to the corresponding general ledger account.

IMPORTANT

If you have entered definitions in the **Totaling** fields for the line type of **End-Total** before you run the **Indent Cost Types** function, then you must enter the definitions again because the function overwrites the values in all **End-Total** fields.

To update cost types

1. On the **Cost Accounting Setup** page, select if you want the chart of cost types to be automatically updated when the chart of accounts is changed.
2. In the **Align G/L Account** field, you can choose from the following options.
 - **No Alignment** - There is no corresponding change in the chart of cost types when you change the chart of accounts.
 - **Automatic** - A corresponding change is made in the chart of cost types when you change the chart of accounts.
 - **Prompt** - A message is displayed asking if you want to make a corresponding change in the chart of cost types when you change the chart of accounts.

Defining the Relationship Between Cost Types and General Ledger Accounts

The relationship between the cost type and the general ledger account is created in the cost type and in the general ledger account.

- The **G/L Account Range** field in the **Cost Type** table establishes which general ledger accounts belong to a cost type.
- The **Cost Type No.** field in the chart of accounts establishes which cost type a general ledger account belongs to.

These two fields are filled automatically when you use the **Get Cost Types from Chart of Accounts** function.

Relationship Between General Ledger Accounts and Cost Types

There is an n:1 relationship between general ledger accounts and cost types. Several general ledger accounts can belong to one cost type, but each general ledger account belongs to only one cost type. The following table describes the details in the relationship.

RELATIONSHIP	G/L ACCOUNT RANGE	COST TYPE NO.
One general ledger account for each cost type	One general ledger account	One cost type

RELATIONSHIP	G/L ACCOUNT RANGE	COST TYPE NO.
Several general ledger accounts for one cost type	General ledger account range, for example, 7110..7193 for each general ledger account	For each general ledger account in the range, there is only one cost type
Cost types without corresponding general ledger accounts		
General ledger accounts whose entries will not be transferred		

Cost Types Without a Relationship to the General Ledger

A cost type may not have a relationship to general ledger accounts if one of the following conditions is true:


- Accounts for operational accounting, such as Calc. Interest and Depreciation, only take costs from the operational accounting.
- Helping cost types, such as cost types 9901, 9902, and 9903 in the Business Central database, are used as credit and debit accounts for allocations.
- The helping account, 9920 in the Business Central database, contains actual accruals that show the difference between costs and the expense from the general ledger.

Setting Up Cost Centers

Cost centers are departments that are responsible for costs and income. The chart of cost centers is similar to the dimension information for the general ledger. You can set up the chart of cost centers in the following ways:

- Transfer dimension values in the general ledger to the chart of cost centers. You can make any necessary adjustments after the transfer.
- Create a new chart of cost center that is independent of the general ledger or add a new cost center to an existing chart of cost center. You must create each cost center individually.

To transfer dimension values in the general ledger to the chart of cost centers

1. Set up a dimension to be the cost center dimension on the **Update Cost Acctg. Dimensions** page. Only the values from this dimension are transferred.
2. Choose the  icon, enter **Chart of Cost Centers**, and then choose the related link.
3. On the **Actions** tab, in the **Functions** group, choose **Get Cost Centers from Dimension** to transfer dimension values to the chart of cost centers. The function transfers the dimension values that you defined in step 1.

NOTE

You can set up the **Align Cost Center Dimension** field to define a one-way synchronization of dimension values from the general ledger to the chart of cost centers. You cannot define a synchronization of the chart of cost centers to dimension values from the general ledger.

The chart of cost centers now contains all specified dimension values from the general ledger and includes titles and subtotals.

To create new cost centers in the Chart of Cost Centers page

You can set up and maintain cost centers in either the **Cost Center Card** card or on the **Chart of Cost Centers** page. In this procedure, you set up cost centers on the **Chart of Cost Centers** page.

1. Open the **Chart of Cost Centers** page in edit mode.
2. In the **Code** field, enter the cost center code. All cost centers must have a code.
3. In the **Name** field, enter the cost center name.
4. Choose the drop-down arrow in the **Line Type** field to specify the purpose of the cost center.
 - For cost centers of the **Total** type, you must fill in the **Totaling** field. Use the **or** operator, which is a vertical line (|) to set ranges of cost centers.
 - For cost centers of the **End-Total** line type, this field is filled in automatically when you use the indent function.
5. Fill in the **Sorting Order** and **Cost Subtype** fields.
6. Choose the next empty line to create a new cost center, and then repeat steps 2 through 5.
7. After you have set up all the cost centers, choose the **Indent Cost Centers** action. Choose the **Yes** button.

IMPORTANT


If you have entered definitions in the **Totaling** fields for **End-Total** cost centers before you run the indent function, then you must enter them again. The function overwrites the values in all **End-Total** fields.

Setting Up Cost Objects

Cost objects are projects, products, or services of a company. The chart of cost objects is similar to the dimension information for the general ledger. You can set up the chart of cost objects in the following ways:

- Transfer dimension values in the general ledger to the chart of cost objects. You can make any necessary adjustments after the transfer.
- Create a new chart of cost object that is independent of the general ledger or add a new cost object to an existing chart of cost objects. You must create each cost object individually.

To transfer dimension values from the general ledger to the chart of cost objects

1. Set a dimension to be the cost object dimension on the **Update CA Dimensions** page. Only the values from this dimension are transferred.
2. Choose the  icon, enter **Chart of Cost Objects**, and then choose the related link.
3. Choose the **Get Cost Objects from Dimension** action to transfer dimension values to the chart of cost objects. The function transfers the dimension values that you defined in step 1.

NOTE

You can set up the **Align Cost Object Dimension** field to define a one-way synchronization of dimension values from the general ledger to the chart of cost objects. You cannot define a synchronization of the chart of cost objects to dimension values from the general ledger.

The chart of cost objects now contains all specified dimension values from the general ledger and includes titles and subtotals.

To create new cost objects in the Chart of Cost Objects page

You can set up and maintain cost objects in either the **Cost Object Card** card or on the **Chart of Cost Objects** page. In this procedure, you set up cost objects on the **Chart of Cost Objects** page.

1. Open the **Chart of Cost Objects** page in edit mode.
2. In the **Code** field, enter the cost object code. All cost objects must have a code.
3. In the **Name** field, enter the cost object name.
4. Choose the drop-down arrow in the **Line Type** field to specify the purpose of the cost object.
 - For cost objects of the **Total** line type, fill in the **Total From/To** field. Use the **or** operator, which is a vertical line (|), to set ranges of cost objects.
 - For cost objects of the **End-Total** line type, this field is filled in automatically when you use the indent function.
5. Fill in the **Sorting Order** field.
6. Choose the next empty line to create a new cost object, and then repeat steps 2 through 5.
7. After you have set up all the cost objects, choose the **Indent Cost Objects** action. Choose the **Yes** button.

IMPORTANT

If you have entered definitions in the **Total From/To** fields for **End-Total** cost objects before you run the indent function, then you must enter them again. The function overwrites the values in all **End-Total** fields.

Defining Cost Centers and Cost Objects for Chart of Accounts

You can automatically transfer the expense and income entries from the general ledger to cost accounting either for each general ledger posting or with a batch job. When you do the transfer, Business Central only transfers the entries that are already linked to a cost center or a cost object. To establish a meaningful transfer, you must ensure that the cost centers and cost objects are correctly defined.

Defining Default Dimension Values for General Ledger Accounts

For each general ledger account, you can define default dimension values in the **Default Dimension** table. The following example shows how to define that there should always be a DEPARTMENT cost center, but never be a PROJECT cost object when posting to a general ledger account.

DIMENSION CODE	VALUE POSTING
Department	Code Mandatory
Project	No Code

Defining Dimension Values for Overhead Costs and Direct Costs

You can transfer overhead costs to a cost center and direct costs to a cost object. The following table shows the optimal combination of the dimension setup values.

TRANSFER TO	COST CENTER POSTING	COST OBJECT POSTING
Cost Center	Code Mandatory	No Code
Cost Object	No Code	Code Mandatory

NOTE

To make sure that the predefined cost center and cost object that you set up in the general ledger are automatically carried over to cost accounting, select the **Check G/L Postings** check box in the Cost Accounting Setup page.

See Also

[Accounting for Costs](#)

[Transferring and Posting Cost Entries](#)

[Defining and Allocating Costs](#)

[Working with Business Central](#)

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Transferring and Posting Cost Entries

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Before you define cost allocations, you must understand how cost entries come from the following sources:

- Automatic transfer of general ledger entries.
- Manual cost posting for pure cost entries, internal charges, and manual allocations.
- Automatic allocation postings for actual costs.
- Transfer of budget entries to actual.

Criteria for Transferring General Ledger Entries to Cost Entries

It is important to understand the criteria for transferring general ledger entries to cost entries. During the transfer, the **Transfer GL Entries to CA** batch job uses the following criteria to determine if and how the general ledger entries are transferred.

General ledger entries are transferred if:

- The entries have dimension values corresponding to either a cost center or a cost object.
- The entries have dimension values that correspond to a cost center and a cost object. For these entries, the cost center takes precedence. This helps avoid a situation where a cost type appears in both a cost object and a cost center and is therefore counted twice in the statistics.
- The document number in the entries is empty, so it will appear with a document number of 0000 in the cost entries.
- The entries are transferred to a cost type that allows for combined entries and these entries are transferred as a combined entry either monthly or daily.

General ledger entries are not transferred if:



- The entries have dimension values that do not correspond to a cost center or a cost object.
- The entries have an amount of zero.
- The entries have a general ledger account that has been deleted.
- The entries have a general ledger account that is not of the type **Income Statement**.
- The entries have a general ledger account that is not assigned a cost type.
- The entries have a posting date before the **Starting Date for G/L Transfer**.
- The entries have been posted with a closing date. These are typically entries that set back the balance of the income statement at the end of the year.


Transferring General Ledger Entries to Cost Entries

You can transfer general ledger entries to cost entries.


Before you run the process for transferring general ledger entries to cost entries, you must prepare the transfer to avoid manual correction posting.

To prepare the transfer

1. Choose the  icon, enter **Cost Accounting Setup**, and then choose the related link.
2. On the **Cost Accounting Setup** page, verify that the **Starting Date for G/L Transfer** field is set to the correct value.
3. Choose the  icon, enter **Chart of Cost Types**, and then choose the related link.

4. On the **Cost Type Card** page, verify that the **G/L Account Range** field is linked correctly for each cost type to take entries from the general ledger.
5. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
6. For each relevant general ledger account, on the **G/L Account Card** page, verify that the **Cost Type No.** field is linked correctly to a cost type. For more information, see [Setting Up Cost Accounting](#).
7. Verify that all relevant general ledger entries have dimension values that correspond to a cost center and a cost object.

To transfer general ledger entries to cost entries

1. Choose the  icon, enter **Transfer GL Entries to CA**, and then choose the related link.
2. Choose the **Yes** button to start the transfer. The process transfers all general ledger entries that have not already been transferred.

During the transfer, the process creates connections in the entries in the **Cost Entry** table and the **Cost Register** table. This makes it possible to trace the source of cost entries.

Automatic Transfer and Combined Entries

In cost accounting, you can transfer general ledger entries to a cost type by using a combined posting. You can specify if a cost type receives combined entries in the **Combine Entries** field in the cost type definition. The following table describes the different options.

COMBINE ENTRIES	DESCRIPTION
None	Each general ledger entry is transferred individually to the corresponding cost type.
Day	General ledger entries with the same posting date are transferred as one entry to the corresponding cost type.
Month	All general ledger entries in the same calendar month are transferred as one entry to the corresponding cost type.

IMPORTANT

If you have selected the **Auto Transfer from G/L** check box on the **Cost Accounting Setup** page, Business Central updates the cost accounting after every posting in the general ledger. Combined entries are not possible.

Results of Transferring General Ledger Entries to Cost Entries

During the transfer of general ledger entries to cost entries, Business Central creates connections in the entries in the **G/L Entry** table, the **Cost Entry** table, and the **Cost Register** table to make it possible to trace the connections between cost entries and general ledger entries.

General Ledger Entries

For each general ledger entry that is transferred to cost accounting, Business Central fills the **cost Entry No.** field.

Cost Entries

For each cost entry, Business Central saves the entry number of the corresponding general ledger entry in the **G/L Entry No.** field in the **Cost Entry** table.

For combined cost entries, Business Central saves the entry number of the last general ledger entry, which is the

entry with the highest entry number.

The **G/L Account** field in the **Cost Entry** table contains the number of the general ledger account that the cost entry came from.

For single cost entries, Business Central transfers the posting text from the general ledger entry to the **Description** text field. For combined entries, the text field shows these entries are transferred as combined entries. For example, for a combined entry for the month of October in 2013, the text can be **Combined Entries, October 2013**.

Cost Register

In the **Cost Register** table, Business Central creates an entry with the source transfer from general ledger. The entry records the first and last entry numbers of the general ledger entries that are transferred, in addition to the first and last entry numbers of the cost entries that are created.

See Also

[About Cost Accounting](#)

[Setting Up Cost Accounting](#)

[Defining and Allocating Costs](#)

[Accounting for Costs](#)

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Defining and Allocating Costs

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Cost allocations move costs and revenues between cost types, cost centers, and cost objects. You can define as many allocations as you need. Each allocation consists of:

- An allocation source.
- One or more allocation targets.

The allocation source establishes which costs must be allocated, and the allocation targets determine where the costs must be allocated. For example, an allocation source can be the costs for the Electricity and Heating cost type. You allocate all electricity and heating costs to three cost centers: Workshop, Production, and Sales. These cost centers are your allocation targets.

For each allocation source, you define an allocation level, a validity period, and a variant as grouping identifier. You can use a batch job to set filters to select allocation definitions and then run cost allocations automatically.

For each allocation target, you define an allocation base. The allocation base can be either static or dynamic.


- Static allocation bases are based on a definite value, such as square footage or an established allocation ratio, such as 5:2:4.
- Dynamic allocation bases depend on changeable values, such as the number of employees in a cost center or sales revenue of a cost object throughout a certain time period.

The following table describes a sequence of tasks, with links to the topics that describe them.

Setting Up Allocation Source and Targets

Each allocation consists of an allocation source and one or more allocation targets. The allocation source defines which costs will be allocated. The allocation targets determine where the costs will be allocated.

To set up cost allocations

1. Choose the  icon, enter **Cost Allocation**, and then chose the related link.
2. On the **Cost Allocation** page, choose the **Edit** action.
3. Enter an ID for the allocation source in the **ID** field.
4. Define a level as a number between 1 and 99 in the **Level** field. The allocation posting will follow the order of the levels.
5. Enter a cost type to define which cost types will be allocated in the **Cost Type Range** field. If all costs for a cost type are allocated, no range is defined.
6. Enter a cost center together with costs to be allocated in the **Cost Center Code** field.
7. Enter a cost object together with costs to be allocated in the **Cost Object Code** field. Most often, this field stays empty, because cost objects are rarely allocated to other cost objects.
8. Enter a cost type in the **Credit to Cost Type** field. The costs that are allocated will be credited to the source cost type. The credit posting will be posted to the cost type given here.
9. On the **Lines** FastTab, define the allocation targets. On the first line, enter a cost type in the **Target Cost Type** field. It defines which cost type the allocation is debited to.
10. On the first line, enter the first allocation target in the **Target Cost Center** field or **Target Cost Object** the field. These two fields define which cost center or cost object the allocation is debited to. You can only fill in one of these fields, but not both.
11. Repeat the same steps on the second line to set up additional allocation targets.

12. After you have set up the allocation target and sources, choose the **Calculate Allocation Key** action to calculate the total share values.

NOTE

Select the **Blocked** check box to deactivate the allocation setup.

Setting Filters for Dynamic Allocation Bases

The dynamic allocation method is based on changeable values. For example, the number of employees in a cost center or the items sold of a cost object in a specific time period. There are nine pre-defined allocation bases and twelve dynamic date ranges. You set different filters based on the allocation base.

Setting Filters for Dynamic Allocation Bases

The following table shows which filters are possible for different allocation bases and which values are valid in the **No. Filter** and **Group Filter** fields. Press F1 in the **Date Filter Code** field to read detailed descriptions.

BASE	NO. FILTER	DATE FILTER CODE	COST CENTER FILTER	COST OBJECT FILTER	GROUP FILTER
G/L Entries	G/L Account	Yes	Yes	Yes	N/A
G/L Budget Entries	G/L Account	Yes	Yes	Yes	G/L Budget Name
Cost Type Entries	Cost Type	Yes	Yes	Yes	N/A
Cost Budget Entries	Cost Type	Yes	Yes	Yes	Budget Name
No of Employees	N/A	Yes	Yes	Yes	N/A
Items Sold (Qty)	Item No.	Yes	Yes	Yes	Inventory Posting Group
Items Purchased (Qty)	Item No.	Yes	Yes	Yes	Inventory Posting Group
Items Sold (Amount)	Item No.	Yes	Yes	Yes	Inventory Posting Group
Items Purchased (Amount)	Item No.	Yes	Yes	Yes	Inventory Posting Group

Scenario 1: Defining Static Allocations Based on Allocation Ratio


Static allocation method is based on a definite value, such as square meters used, or an established allocation ratio such as 5:2:4.

This topic describes how to define three new allocation target cost objects for the allocation source PROD cost center using the established allocation ratio 5:2:4. The three target cost objects are ACCESSO, PAINT, and FITTINGS.

NOTE

The example uses the demo data in the Business Central.

To define the allocation source PROD cost center on the General FastTab

1. Choose the  icon, enter **Cost Allocation**, and then choose the related link.
2. On the **Cost Allocation** page, choose the **New** action.
3. In the **ID** field, press Enter or enter an ID.
4. In the **Level** field, enter 1.
5. In the **Valid From** and **Valid To** fields, enter appropriate dates.
6. In the **Cost Center Code** field, enter **PROD**.
7. In the **Credit to Cost Type** field, enter the cost type **9903**.

To define the allocation target cost objects on the Lines FastTab

1. On the first line, in the **Target Cost Type** field, enter **9903**.
2. On the first line, in the **Target Cost Object** field, select **ACCESSO**.
3. On the first line, in the **Allocation Target Type** field, select **All Costs** to define how all accrued costs are allocated.
4. On the first line, in the **Base** field, select **Static** to use the static allocation method.
5. On the first line, in the **Share** field, enter the allocation ratio 5.
6. On the second line, in the **Target Cost Type** field, enter **9903**.
7. On the second line, in the **Target Cost Object** field, select **PAINT**.
8. On the second line, in the **Allocation Target Type** field, select **All Costs** to define how all accrued costs are allocated.
9. On the second line, in the **Base** field, select **Static** to use the static allocation method.
10. On the second line, in the **Share** field, enter the allocation ratio 2.
11. On the third line, in the **Target Cost Type** field, enter **9903**.
12. On the third line, in the **Target Cost Object** field, select **FITTINGS**.
13. On the third line, in the **Allocation Target Type** field, select **All Costs** to define how all accrued costs are allocated.
14. On the third line, in the **Base** field, select **Static** to use the static allocation method.
15. On the third line, in the **Share** field, enter the allocation ratio 4.

IMPORTANT

Business Central automatically calculates the **Percent** field using a percentage rate that is dependent on all three allocation ratios that are entered in the **Share** field for all three lines.


Scenario 2: Defining Dynamic Allocations Based on Items Sold

This topic shows an example of how to define allocations by using the dynamic allocation method. In the example, you change the dynamic allocation of the costs for the SALES cost center to support the new cost object IT EQUIPMENT. IT EQUIPMENT packages have item numbers in the range from 8904-W to 8924-W. You use the previous year's sales figures to calculate the share. The allocation is posted to the helping cost type 9903.

NOTE

The example uses the demo data in the Business Central.

To define dynamic allocations based on items sold in the previous year

1. Choose the  icon, enter **Cost Allocations**, and then choose the related link.
2. On the **Cost Allocation** page, choose the **New** action.
3. In the **ID** field, press Enter or enter an ID.
4. In the **Level** field, enter 1.
5. In the **Valid From** and **Valid To** fields, enter appropriate dates.
6. In the **Cost Center Code** field, enter **SALES**.
7. In the **Credit to Cost Type** field, enter the cost type **9903**.
8. In the **Target Cost Type** field, enter the cost type **9903**.
9. In the **Target Cost Object** field, choose **New** to create a new cost object **IT EQUIPMENT** and fill in fields as necessary. Select **IT EQUIPMENT**. Leave the **Target Cost Center** field blank.
10. In the **Allocation Target Type** field, select **All Costs** to define how all accumulated costs are allocated.
11. In the **Base** field, select the allocation base **Items Sold (Amount)**.
12. In the **No. Filter** field, enter **8904-W..8924-W**.
13. In the **Date Filter Code** field, enter **Last Year**.
14. Choose the **Calculate Allocation Key** action to calculate the share.

IMPORTANT

Business Central uses the previous years' sales figures to calculate a share of 1596.50 LCY with 100 percent for the **IT EQUIPMENT** packages. This means that all of the items sold last year will be allocated to the cost object **IT EQUIPMENT**.

See Also

[Setting Up Cost Accounting](#)

[Transferring and Posting Cost Entries](#)

[Accounting for Costs](#)

[Terminology in Cost Accounting](#)

[About Cost Accounting](#)

NOTE

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Creating Cost Budgets

2/18/2021 • 2 minutes to read • [Edit Online](#)

Budgeting in cost accounting resembles budgeting in the general ledger. A cost budget is created based on cost types just as a budget for the general ledger is created based on general ledger accounts.

A cost budget is created for a certain period of time, for example, a fiscal year. You can create as many cost budgets as needed. You can create a new cost budget manually, or by importing a cost budget, or by copying an existing cost budget as the budget base. For more information, see [Create G/L Budgets](#).

You use the following pages to create and analyze cost budgets. Choose the  icon to find a page, and then read the tooltip for each.

TO	SEE
Transfer budgets from the general ledger.	Copy G-L Budget to Cost Acctg. batch job
Copy cost budgets.	Copy Cost Budget batch job
Allocate budgets.	Cost Allocation page
See cost budget registers and cost budget entries.	Cost Budget Registers page
Print cost budget comparisons using various reports.	Cost Acctg. Balance-Budget report Cost Acctg. Statement-Budget report Cost Budget by Cost Center report Cost Budget by Cost Object report

See Also

[Accounting for Costs](#)

[Create G/L Budgets](#)

[Terminology in Cost Accounting](#)

[Defining and Allocating Costs](#)

[Working with Business Central](#)

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Delete Cost Budget Entries

2/18/2021 • 2 minutes to read • [Edit Online](#)

You use the **Delete Cost Budget Entries** batch job to cancel cost budget entries from the cost budget register.

To prevent any gaps in the cost budget entries and cost register entries, you cannot delete a single entry or a batch of entries in the middle of the list of register entries.

To delete a cost budget entry

1. Choose the  icon, enter **Delete Cost Budget Entries**, and then choose the related link.

The **To Register No.** field contains the last register entry number and cannot be changed.

You can use the **From Register No.** field to select a register entry number from which the deletion should begin.

2. Choose the **OK** button to delete the selected cost budget entries.

NOTE

To avoid an accidental deletion of cost budget entries, you can close register entries by marking the lines as **Closed** in the **Closed** field on the **Cost Budget Registers** page.

See Also

[Accounting for Costs Creating Cost Budgets](#)

[Working with Business Central](#)

NOTE

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Managing Inventory Costs

2/18/2021 • 2 minutes to read • [Edit Online](#)

Cost management, also referred to as “costing”, is concerned with recording and reporting business operating costs. It includes the reporting of manufacturing costs and inventory costs, that is, the value of items.

Central principles to understand are that costing methods define how items are valued when they leave inventory, that cost adjustment updates the cost of goods sold with related purchase costs posted after the sale, and that inventory values must be posted to dedicated G/L accounts at regular intervals.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Read various conceptual information to understand the principles and definitions that govern the inventory costing accounting functionality in Business Central.	About Inventory Costing
Ensure that you know the cost of shipped items by assigning added item costs, such as freight, physical handling, insurance, and transportation that you incur after selling.	Use Item Charges to Account for Additional Trade Costs
Learn about all mechanisms in the costing system.	Design Details: Inventory Costing
Read how inventory periods help a company to control inventory value over time by defining shorter periods that can be closed for posting as the fiscal year progresses.	Work with Inventory Periods
Read why standard costs are often used by manufacturing companies as a valuation base for components and end items.	About Calculating Standard Cost
Set up inventory periods, costing methods, and rounding methods.	Setting Up Inventory Valuation and Costing
Appreciate or depreciate the value of one or more items in inventory by posting their current, calculated value.	Revalue Inventory
Adjust item costs, either automatically or manually, to forward cost changes from inbound entries to their related outbound entries.	Adjust Item Costs
Use special costing functions for every-day item transactions in the item operations.	Handling Inventory and Manufacturing Costs
Periodically update the standard costs of components, in assembly or production BOMs, and roll the new costs up to the parent item.	Update Standard Costs
View and manually change certain item application entries that are created automatically during inventory transactions.	Remove and Reapply Item Ledger Entries

TO	SEE
Perform period-end control and reporting tasks, such as calculate the value of inventory and post costs to the general ledger.	Reconcile Inventory Costs with the General Ledger

See Also

[Finance](#)

[Inventory](#)

[Sales](#)

[Purchasing](#)

[Working with Business Central](#)

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About Inventory Costing

2/18/2021 • 2 minutes to read • [Edit Online](#)

Managing inventory costs is concerned with recording and reporting business operating costs. It includes the reporting of manufacturing costs and inventory costs, that is, the value of items.

Central principles to understand are that costing methods define how items are valued when they leave inventory, that cost adjustment updates the cost of goods sold with related purchase costs posted after the sale, and that inventory values must be posted to dedicated G/L accounts at regular intervals.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Distinguish the five different costing methods and their effect on cost flows.	Design Details: Costing Methods
Learn how item application entries dynamically link inventory decreases with increases to keep control of cost flows.	Design Details: Item Application
Learn how an item's unit cost is continuously updated with the cost of its latest transaction according to the item's costing method.	Design Details: Cost Adjustment
Learn how an item's average cost is dynamically calculated according to the selected average cost period.	Design Details: Average Cost
Distinguish expected cost (not yet invoiced) from actual cost and learn how it is managed in the general ledger.	Design Details: Expected Cost Posting
Understand the cost adjustment mechanism, which ensures that costs are brought forward even if inventory transactions happen in a random manner.	Design Details: Cost Adjustment
Read why standard costs are often used by manufacturing companies as a valuation base for components and end items.	About Calculating Standard Cost
Understand how the value of inventory is reflected in the general ledger.	Reconcile Inventory Costs with the General Ledger
Learn how item charges, such as freight and insurance, can assign additional cost components to an item's unit cost.	Use Item Charges to Account for Additional Trade Costs
Read how inventory periods help a company to control inventory value over time by defining shorter periods that can be closed for posting as the fiscal year progresses.	Work with Inventory Periods
Understand all mechanisms in the costing engine, including what happens when you post assembly and production transactions.	Design Details: Inventory Costing

See Also

[Managing Inventory Costs](#)

[Working with Business Central](#)

NOTE

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Use Item Charges to Account for Additional Trade Costs

2/18/2021 • 4 minutes to read • [Edit Online](#)

To ensure correct valuation, your inventory items must carry any added costs, such as freight, physical handling, insurance, and transportation that you incur when purchasing or selling the items. For purchases, the landed cost of a purchased item consists of the vendor's purchase price and all additional direct item charges that can be assigned to individual receipts or return shipments. For sales, knowing the cost of shipping sold items can be as vital to your company as knowing the landed cost of purchased items.

In addition to recording the added cost in you inventory value, you can use the Item Charges feature for the following:

- Identify the landed cost of an item for making more accurate decisions on how to optimize the distribution network.
- Break down the unit cost or unit price of an item for analysis purposes.
- include purchase allowances into the unit cost and sales allowances into the unit price.

Before you can assign item charges, you must set up item charge numbers for the different types of item charges, including to which G/L accounts costs related to sales, purchases, and inventory adjustments are posted to. An item charge number contains a combination of general product posting group, tax group code, VAT product posting group, and item charge. When you enter the item charge number on a purchase or sales document, the relevant G/L account is retrieved based on the setup of the item charge number and the information on the document.

For both purchase and sales documents, you can assign an item charge in two ways:

- On the document where the items that the item charge relates to are listed. This you typically do for documents that are not yet fully posted.
- On a separate invoice by linking the item charge to a posted receipt or shipment where the items that the item charge relate to are listed.

NOTE


You can assign item charges to orders, invoices, and credit memos, for both sales and purchases. The following procedures describe how to work with item charges for a purchase invoice. The steps are similar for all other purchase and sales documents.

Example

This video shows how to handle an additional shipping cost as part of inventory costing.


To set up item charge numbers

You use item charge numbers to distinguish between the different kinds of item charges that are used in your company.

1. Choose the  icon, enter **Item Charges**, and then choose the related link.
2. On the **Item Charges** page, choose the **New** action to create a new line.
3. Fill in the fields as necessary. Hover over a field to read a short description.

To assign an item charge directly to the purchase invoice for the item

If you know the item charge at the time when you post a purchase invoice for the item, follow this procedure.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Create a new purchase invoice. For more information, see [Record Purchases](#).
3. Make sure the purchase invoice has one or more lines of type Item.
4. On a new line, in the **Type** field, select **Charge (Item)**.
5. In the **Quantity** field, enter the units of the item charge that you have been invoiced for.
6. In the **Direct Unit Cost** field, enter the amount of the item charge.
7. Fill in the remaining fields as necessary. Hover over a field to read a short description.

In the following steps, you will perform the actual assignment. Until the item charge is fully assigned, the value in the **Qty. to Assign** field is in red font.

8. On the **Lines** tab, choose the **Item Charge Assignment** action.

The **Item Charge Assignment** page opens showing one line for each line of type Item on the purchase invoice. To assign the item charge to one or more invoice lines, you can use a function that assigns and distributes it for you or you can manually fill in the **Qty. to Assign** field. The following steps describe how to use the Suggest Item Charge Assignment function.

9. On the **Item Charge Assignment** page, choose the **Suggest Item Charge Assignment** action.
10. If there are more than one invoice lines of type Item, choose one of the four distribution options.

If the item charge is fully assigned, the value in the **Qty. to Assign** field on the purchase invoice is zero.

The item charge is now assigned to the purchase invoice. When you post the receipt of the purchase invoice, the items' inventory values are updated with the cost of the item charge.

To assign an item charge from a separate invoice to the purchase invoice for the item

If you received an invoice for the item charge after you posted the original purchase receipt, follow this procedure.

1. Repeat steps 1 through 8 in [To assign an item charge directly to the purchase invoice for the item](#).
2. On the **Item Charge Assignment** page, choose the **Get Receipt Lines** action.
3. On the **Purch. Receipt Lines** page, select the posted purchase receipt for the item that you want to assign the item charge to, and then choose the **OK** button.
4. Choose the **Suggest Item Charge Assignment** action.

The item charge on the separate purchase invoice is now assigned to the item on the posted purchase receipt, thereby updating the item's inventory value with the cost of the item charge.

See Also

Managing Payables

Record Purchases

Invoice Sales

Working with Business Central

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About Calculating Standard Cost

2/18/2021 • 6 minutes to read • [Edit Online](#)

Many manufacturing companies select a valuation base of standard cost. This also applies to companies that perform light manufacturing, such as assembly and kitting. A standard cost system determines inventory unit cost based on some reasonable historical or expected cost. Studies of past and estimated future cost data can then provide the basis for standard costs. These costs are frozen until a decision is made to change them. The actual cost to produce a product may differ from the estimated standard costs. For management control, the actual cost is compared to the standard cost for a specific item and differences, or *variances*, are identified and analyzed.

Standard costs can be maintained for items that are replenished through purchase, assembly, and production. For each replenishment method, standard costs can consist of the following elements.

REPLENISHMENT SYSTEM	STANDARD COST ELEMENTS
Purchase	Direct material cost and overhead material cost if it is required.
Assembly	Direct material cost, direct or fixed labor cost, and overhead cost.
Prod. Order	Direct material cost, labor cost, subcontractor cost, and overhead cost.

Setting Up Standard Costs

Because the standard cost of a produced or assembled item can consist of multiple cost elements, including material, capacity (labor) and direct and overhead subcontractor costs, standard costs must be established for each of these elements.

The accounting task for an item-processing company using standard costing is to:

- Estimate a standard cost of the finished item and set it up on the item card.
- Record and allocate the actual cost of the key cost elements and to account for variances.

To determine the direct cost of a finished item, all component costs must be totaled. An assembled or produced item can include subassemblies, which also consist of multiple components.

The following key cost elements make up the total direct cost of a finished processed item:

- Material costs.
- Capacity cost.
- Subcontracting costs for produced items only.

Material Costs

Material costs are costs that are associated with subassemblies and purchased raw material. Material unit cost can consist of direct and indirect cost elements.

- Direct material cost represents an invoiced amount for purchased raw materials or the processing cost of a subassembly.
- Indirect material cost, or *overhead*, can represent elements such as inventory carrying costs for the finished

item after it is produced.

The setup of the material cost for purchased items that affect direct and indirect cost depends on the costing method that you have selected for the specified item. You set up cost information for either costing method on the item card. For more information, see [Register New Items](#).

The cost of scrap (production only) is an additional factor to consider when you calculate the total material cost. When a certain amount of raw material is scrapped when you assemble or produce an item, it generally causes an increase in the quantity of components that are required to produce this item. This increases the material cost of the components that are consumed when producing a parent item. You set up scrap cost for materials on either the production BOM or routing.

The material cost of a produced item can be represented in two ways that correspond to the following cost calculation bases.

COST CALCULATION BASIS	MATERIAL COST CALCULATION
Single level	Produced item is equal to the total cost of all purchased or subassembled items on that item's production BOM.
Rolled-up level or multilevel	Produced item is the sum of the material cost for all subassemblies on that item's BOM and the cost of all purchased items on that item's production BOM.

Capacity Costs

Capacity costs are the costs that are associated with internal labor and machine costs. You must set up these costs for each resource (in assembly management) and work or machine center on the routing (in production). As with materials, you can identify both direct and indirect elements of capacity cost. For example, the direct cost for a work center may be the established shop rate to perform a specific function. The indirect cost for a work center may represent some general factory expenses, such as lighting, heating, and so on. As with material costs, you can express capacity overhead as an indirect cost percentage or a fixed overhead rate.

The setup of the capacity costs of assembled items consists of the following elements:

- Direct and indirect unit cost of the resource.
- Fixed or direct resource usage type.

The setup of the capacity costs of produced items consists of the following elements:

- Direct and indirect unit cost of the machine or work center.
- Time and lot size setup.

To calculate standard capacity cost, you have to establish the standard time rates that are required to perform operations on machine and work centers. The total time to complete an operation typically consists of setup, run time, and wait and move time.

You set up the rates for each time type for each machine or work center on an individual routing.

NOTE

While run time rates apply for each item unit that is produced, the setup time rates apply for each lot. Therefore, you must prorate the routing setup time for each operation over the lot size. You specify the lot size in the corresponding field on the **Ordering** FastTab of the item card.

To specify setup time on the routing for planning but not include this expense in the standard cost calculation, clear the **Cost Incl. Setup** field on the **Manufacturing Setup** page.

On a single-level basis, this is the labor cost that is required to produce the finished production item and is specified on the production item's routing. On a multi-level basis, this is the capacity cost that is specified for each individually produced item that is included in the parent item's BOM.

Subcontractor Costs

Subcontractor costs are the costs that are associated with services that are provided by a company's outside vendors or subcontractors. Similar to material and capacity, subcontractor costs can consist of both direct and overhead amounts. Direct subcontractor cost represents the actual charge for each unit of services that is provided. For example, overhead subcontractor cost can represent freight and handling costs that are incurred by the company with a subcontracted order.

Because subcontracting is an outsourced capacity, you set up the cost of both direct and indirect subcontracting services on the work center card that represents the subcontracting operation.

Updating Standard Costs

To update or calculate the standard cost of assembly items, use the function from the item card.

The process of updating or calculating standard costs typically consists of the following tasks:

1. Updating costs at the component and capacity levels. For more information, see the **Suggest Item Standard Cost** and **Suggest Capacity Standard Cost** batch jobs.
2. Consolidating and rolling up the component and capacity costs to calculate the total assembly or manufacturing cost of the items. For more information, see [To calculate the standard cost of an assembly item](#).
3. Implementing the standard costs that are entered when you run the previous batch jobs. The standard costs do not take effect until they are implemented. For more information, see the **Implement Standard Cost Changes** batch job.
4. Implementing the changes to update the **Unit Cost** field on the item card and perform inventory revaluation. For more information, see [Revalue Inventory](#).

See Also

[Design Details: Costing Methods](#)

[Work with Bills of Material](#)

[Update Standard Costs](#)

[Design Details: Inventory Costing](#)

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Design Details: Inventory Costing

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This documentation provides detailed technical insight to the concepts and principles that are used within the Inventory Costing features in Business Central.

Inventory costing, also referred to as cost management, is concerned with recording and reporting business operating costs.

In This Section

[Design Details: Costing Methods](#)

[Design Details: Item Application](#)

[Design Details: Known Item Application Issue](#)

[Design Details: Cost Adjustment](#)

[Design Details: Posting Date on Adjustment Value Entry](#)

[Design Details: Expected Cost Posting](#)

[Design Details: Average Cost](#)

[Design Details: Variance](#)

[Design Details: Rounding](#)

[Design Details: Cost Components](#)

[Design Details: Inventory Periods](#)

[Design Details: Inventory Posting](#)

[Design Details: Production Order Posting](#)

[Design Details: Assembly Order Posting](#)

[Design Details: Reconciliation with the General Ledger](#)

[Design Details: Accounts in the General Ledger](#)

[Design Details: Inventory Valuation](#)

[Design Details: Revaluation](#)

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Work with Inventory Periods


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Inventory periods define a period of time in which you can post changes to inventory. An inventory period is defined by the date on which it ends, or the ending date. When you close an inventory period, you cannot post any changes to inventory, either expected or invoiced, before this ending date. You cannot post any new values to inventory before the ending date. If you have open item entries in the closed period, meaning positive quantities that have not yet been applied to outbound transactions, you can still apply outbound quantities to these entries, even if the period is closed.

The following sections describe how to:

- Create inventory periods.
- Close inventory periods.
- Reopen inventory periods.

To create an inventory period

1. Choose the  icon, enter **Inventory Periods**, and then choose the related link.
2. Create a new line.
3. In the **Ending Date** field, enter the last date in the inventory period that you want to define. When the period is closed, you will not be able to post inventory changes before this date.
4. Enter a descriptive name in the **Name** field. Choose the **OK** button.

Closing Inventory Periods

The **Closed** field indicates whether or not the inventory period is closed to inventory value changes. You cannot edit this field.

You can close any inventory period, provided that the following is true:

- There are no open outbound item ledger entries, meaning negative inventory, in that period.
- The cost of all items has been adjusted using the **Adjust Cost – Item Entries** batch job.

This means that all outbound transaction quantities, such as those from sales orders, outbound transfers, sales invoices, purchase returns, or purchase credit memos, must be applied to existing quantity in inventory.

To close an inventory period

1. Before closing an inventory period, choose the **Adjust Cost – Item Entries** action to ensure that all cost adjustments are posted.

Run the **Close Inventory Period – Test** report to determine if there are any open outbound item entries within the inventory period or any items whose cost has not yet been adjusted.

2. Choose the **Close Inventory Period – Test** action.

Run the **Post Inventory Cost to G/L** batch job to ensure that all costs are posted to the general ledger.

3. Choose the **Post Inventory to G/L** action.
4. On the **Inventory Periods** page, select the inventory period you want to close.
5. Choose the **Close Period** action. After the inventory period has been closed, you cannot post inventory


changes before the ending date. The cost of all items must be adjusted with the **Adjust Cost – Item Entries** batch job before you close the inventory period.

6. Choose the **Yes** button to confirm that you want to close the period, or choose **No** to cancel the closing.
7. The inventory period is closed and a confirmation message is displayed when it is finished.

Reopening Inventory Periods

After you have closed the inventory period, you cannot delete the inventory period. You can, however, reopen it, if you would like to allow posting before the ending date of the inventory period. Reopening a period also reopens all inventory periods with ending dates later than the period you reopen.

To reopen an inventory period

1. Choose the  icon, enter **Inventory Periods**, and then choose the related link.
2. Select the inventory period you want to reopen.
3. Choose the **Reopen Period** period action. Confirm that you want to reopen the period.
4. All inventory periods with ending dates later than the period you selected are reopened.

See Also

[Design Details: Inventory Periods](#)

[Finance](#)

[Inventory](#)

[Working with Financials](#)

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Setting Up Inventory Valuation and Costing

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To make sure that inventory costs are recorded correctly, you must set up various fields and pages before you begin to make item transactions. Typically, businesses choose a specific costing method and apply that to inventory items, for example, to help them track the value of items on stock.

TIP

For an introduction to costing in Business Central, see [About Inventory Costing](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Specify a default costing method for the company to govern how incoming cost is used to assess inventory value and the cost of goods sold.	Set Up General Inventory Information
Specify a costing method on individual items if they require a different costing method.	Register New Items
Ensure that the cost is automatically posted to the general ledger whenever an inventory transaction is posted.	Automatic Cost Posting field on the Inventory Setup page
Ensure that expected costs are posted to the general ledger to see from the interim G/L accounts an estimate of the amounts due and the cost of the traded items before they are actually invoiced.	Expected Cost Posting to G/L field on the Inventory Setup page
Set the system up to adjust for any cost changes automatically every time you post inventory transactions.	Adjust Item Costs
Define if the average cost is to be calculated per item only or per item for each stockkeeping unit and for each variant of the item.	Average Cost Calc. Type field on the Inventory Setup page
Select the period of time you would like application to use for calculating the weighted average cost of items that use the average costing method.	Average Cost Period field on the Inventory Setup page
Define inventory periods to control inventory value over time by disallowing transaction posting in closed inventory periods.	Work with Inventory Periods
Ensure that sales returns are applied to the original outbound transaction to preserve inventory value.	Exact Cost Reversing Mandatory field on the Sales & Receivables page
Ensure that purchase returns are applied to the original inbound transaction to preserve inventory value.	Exact Cost Reversing Mandatory field on the Purchases & Payables page

TO	SEE
Set up the rounding rules to apply when adjusting or suggesting item prices and when adjusting or suggesting standard costs.	Rounding Method page

See Also

[Managing Inventory Costs](#)

[Set Up General Inventory Information](#)

[Reconcile Inventory Costs with the General Ledger](#)

[Setup Best Practices: Costing Method](#)

[Design Details: Inventory Costing](#)

[Design Details: Change the Costing Method for Items](#)

[Working with Business Central](#)

[Finance](#)

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Revalue Inventory

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If you want to appreciate or depreciate an item or a specific item ledger entry, you must use the revaluation journal.

To revalue inventory

1. Choose the  icon, enter **Revaluation Journal**, and then choose the related link.
2. Choose the **Calculate Inventory Value** action.
3. On the **Calculate Inventory Value** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **OK** button.
5. On each line on the **Revaluation Journal** page, in the **Unit Cost (Revalued)** field, enter the new unit cost. Alternatively, enter the new total amount in the **Inventory Value (Revalued)** field.

The relevant fields are automatically updated. Note that the **Amount** field shows the actual change in inventory value for the selected item ledger entry. It calculates the difference between the **Inventory Value (Calculated)** field and the **Inventory Value (Revalued)** field.

6. When you have completed all lines in the revaluation journal, choose the **Post** action.

New value entries are now created to reflect the revaluations that you have posted. You can see the new values on the respective item cards.

See Also

[Design Details: Revaluation](#)

[Inventory](#)

[Sales](#)

[Purchasing](#)

[Working with Business Central](#)

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Adjust Item Costs

2/18/2021 • 5 minutes to read • [Edit Online](#)

The cost of an item (inventory value) that you purchase and later sell may change during its lifetime, for example because a freight cost is added to its purchase cost after you have sold the item. Cost adjustment is especially relevant in situations where you sell goods before you invoice the purchase of those goods. To always know the correct inventory value, item costs must therefore regularly be adjusted. This ensures that sales and profit statistics are up to date and that financial KPIs are correct. For more information, see [Design Details: Cost Adjustment](#).

As a rule, the value in the **Unit Cost** field on the item card is based on the standard cost for items with costing method standard. For items with all other costing methods, it is based on the calculation of the inventory available (invoiced costs and expected costs) divided by the quantity on hand. For more information, see [Understanding Unit Cost Calculation](#).

In Business Central, item costs are automatically adjusted every time that an inventory transaction occurs, such as when posting a purchase invoice for an item.

You can also use a function to manually adjust the costs of one or more items. This is useful, for example, when you know that item costs have changed for other reasons than item transactions.


Item costs are adjusted by the FIFO or the Average costing method, depending on your selection in the **Set Up My Company** assisted setup guide or in the **Costing Method** field on the item card. For more information, see [Register New Items](#).

If you use the FIFO costing method, then an item's unit cost is the actual value of any receipt of the item. Inventory is valued with the assumption that the first items placed in inventory are sold first.

If you use the Average costing method, then an item's unit cost is calculated as the average unit cost at each point in time after a purchase. Inventory is valued with the assumption that all inventories are sold simultaneously. For items that use this costing method, you can choose the **Unit Cost** field on the item card to view the history of transactions that the average cost is calculated from

The cost adjustment function processes only value entries that have not yet been adjusted. If the function encounters a situation where changed inbound costs need to be forwarded to associated outbound entries, then new adjustment value entries are created, which are based on the information in the original value entries but contain the adjustment amount. The cost adjustment function uses the posting date of the original value entry in the adjustment entry, unless that date is in a closed inventory period. In that case, application uses the starting date of the next open inventory period. If inventory periods are not used, then the date in the **Allow Posting From** field on the **General Ledger Setup** page will define when the adjustment entry is posted.


To adjust item costs manually

1. Choose the  icon, enter **Adjust Cost - Item Entries**, and then choose the related link.
2. On the **Adjust Cost - Item Entries** page, specify which items to adjust costs for.
3. Choose the **OK** button.

To make general changes in the direct unit cost

If you need to change the direct unit cost for several items, you can use the **Adjust Item Costs/Prices** batch job.

The batch job changes the contents in the **Unit Price** field on the item card. The batch job changes the content of the field in the same way for all items or selected items. The batch job multiplies the value in the field by an adjustment factor that you specify.

1. Choose the  icon, enter **Adjust Item Costs/Prices**, and then choose the related link.
2. In the **Adjust Field** field, specify which item or SKU card field you want to adjust.
3. In the **Adjustment Factor** field, specify the factor by which the value will be adjusted. For example, enter **1.5** to increase the value by 50%.
4. On the **Item** FastTab, set filters to specify, for example, which items to process with the batch job.
5. Choose the **OK** button.

Understanding Unit Cost Calculation

As a rule, the value in the **Unit Cost** field on the item card is based on the standard cost for items with costing method standard. For items with all other costing methods, it is based on the calculation of the inventory available (invoiced costs and expected costs) divided by the quantity on hand.

How the contents of the **Costing Method** field influence the unit cost calculation for purchases and sales is described in more detail in the following sections.

Unit Cost Calculation for Purchases

When you purchase items, the value in the **Last Direct Cost** field on the item card is copied to the **Direct Unit Cost** field on a purchase line or to the Unit Amount line on an item journal line.

What you select in the **Costing Method** field influences how Business Central calculates the contents of the **Unit Cost** field on the lines.

Costing Method FIFO, LIFO, Specific, or Average

Business Central calculates the contents of the **Unit Cost (LCY)** field on the purchase line or the contents of the **Unit Cost** field on the item journal line according to the following formula:

$$\text{Unit Cost (LCY)} = (\text{Direct Unit Cost} - (\text{Discount Amount} / \text{Quantity})) \times (1 + \text{Indirect Cost \%} / 100) + \text{Overhead Rate}$$

Costing Method Standard

The **Unit Cost (LCY)** field on the purchase line or the **Unit Cost** field is filled on the item journal line by copying the value in the **Unit Cost** field on the item card. By using costing method set as Standard, this is always based on the standard cost.

When you post the purchase, the unit cost from the purchase line or item journal line is copied to the purchase item invoice entry, and it can be seen on the entry list for the item.

All Costing Methods

The unit cost from the source document line is used to calculate the contents of the **Cost Amount (Actual)** field, or if applicable, the **Cost Amount (Expected)** field that relates to this item entry, regardless of the costing method of the item.

Unit Cost Calculation for Sales

When you sell items, the unit cost is copied from the Unit Cost field on the item card to the sales line or the item journal line.

When you post, the unit cost is copied to the sales invoice item entry, and it can be seen on the entry list for the item. Business Central uses the unit cost from the source document line to calculate the contents of the **Cost**

Amount (Actual) field, or if applicable, the **Cost Amount (Expected)** field in the value entry related to this item entry.

See Also

[Managing Inventory Costs](#)

[Inventory](#)

[Sales](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Handling Inventory and Manufacturing Costs

2/18/2021 • 2 minutes to read • [Edit Online](#)

Although much of the cost accounting functionality is expressed in underlying processes with no user interaction, such as entry application and automatic cost adjustment, a number of fields, pages, and reports are aimed at users who directly or indirectly manage the cost of items or operations.

Assigning item charges to purchase documents is an example of an indirect cost accounting task. Updating the unit cost of assembly or production BOM item is an example of a more direct cost accounting task.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Periodically or automatically update the unit cost of one or multiple items to forward any cost changes from inbound entries, such as those for purchases or production output, to the related outbound entries, such as consumption or transfers.	Adjust Item Costs
Get insight into average cost dynamics to make pricing decisions or to track cost fluctuations caused by data entry errors.	Register New Items
Create a manufacturing item's standard cost by entering the three cost elements: material cost, capacity cost, and subcontractor cost.	About Calculating Standard Cost
Calculate the unit cost of a BOM item based on the unit costs of its underlying components.	Work with Bills of Material
Complete the costing life cycle of a produced item by adjusting the costs and reconciling the value entries with the general ledger.	About Finished Production Order Costs
Change the value of an item in inventory or the value of one item ledger entry, such as a purchase transaction.	Revalue Inventory
Manually undo an item application or reapply item ledger entries created by application.	Remove and Reapply Item Ledger Entries
Use the Applies-from Entry field in the item journal to manually create a fixed application between an inbound transaction and the original outbound transaction.	Close Open Item Ledger Entries Resulting from Fixed Application in the Item Journal

See Also

[Manage Inventory Costs Design Details: Inventory Costing](#)

NOTE

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Update Standard Costs

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You must periodically update the standard costs of components and roll the new costs up to the parent item. The process typically consists of the following four steps:

1. Update costs at the component and capacity levels. For more information, see the **Suggest Item Standard Cost** batch job.
2. Consolidate and roll up the component and capacity costs to calculate the total manufacturing or assembly cost of the items.
3. Implement the standard costs that are entered when you run the previous batch jobs. The standard costs do not take effect until they are implemented. For more information, see [Implement Standard Cost Changes](#).
4. Implement the changes to update the **Unit Cost** field on the item card and perform inventory revaluation. For more information, see [Revalue Inventory](#).

For more information, see [About Calculating Standard Cost](#).

To update standard costs

1. Run the **Adjust Cost-Item Entries** batch job.
2. Run the **Post Inventory Cost to G/L** batch job.
3. Open the **Standard Cost Worksheet** and use one or more of the following functions:
 - a. Run the **Suggest Item Standard Cost** batch job.
 - b. Review the results and make changes as necessary.
 - c. Run the **Suggest Capacity Standard Cost** batch job.
 - d. Review the results and make changes as necessary.
 - e. Run the **Roll Up Standard Cost** batch job.
 - f. Review the results and make changes as necessary.
 - g. Run the **Implement Standard Cost Changes** batch job.
4. Review and post the **Revaluation Journal** page, which has been populated with entries from the previous steps in this process.

See Also

[About Calculating Standard Cost](#)

[Managing Inventory Costs](#)

[Design Details: Costing Methods Finance](#)

[Working with Business Central](#)

NOTE

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Remove and Reapply Item Ledger Entries

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On the **Application Worksheet** page, you can view and manually change certain item application entries that are created automatically during inventory transactions.

When you post a transaction where items are moved in or out of inventory, an item application is created between each inventory increase and inventory decrease. These applications determine the flow of costs from the goods that are received in inventory to the cost of goods going out of inventory. Because of the way the unit cost is calculated, an incorrect item application could lead to a skewed average cost and a skewed unit cost. For more information, see [Design Details: Item Application](#).

The following scenarios might require that you undo an application or reapply item ledger entries:

- You have forgotten to make a fixed application.
- You have made an incorrect fixed application.
- You have to return an item to which a sale has already been applied.


If possible, use a document to reapply an item ledger entry. For example, if you must make a purchase return of an item to which a sale has already been applied, you can reapply by creating and posting the purchase return document by using the correct application in the **Appl.-to Item Entry** field on the purchase return line. You can use the **Get Posted Document Lines to Reverse** function or the **Copy from Document** function in the purchase return document to make this easier. When you post the document, the item ledger entry is automatically reapplied. For more information, see [Process Purchase Returns or Cancellations](#).

If you cannot use a document to reapply, such as when you have to correct a fixed application, then use the **Application Worksheet** page to correct an application.

WARNING

The following are important considerations to remember when you are working with the application worksheet: - You should not leave application entries unapplied for long periods of time because other users cannot process the items until you reapply the application entries or close the **Application Worksheet** page. Users who try to perform actions that involve a manually unapplied application entry receive the following error message: "You cannot perform this action because entries for item XXX are unapplied in the Application Worksheet by user XXX." - You should only reapply item ledger entries during nonworking hours to avoid conflicts with other users who are posting transactions with the same items. - When you close the application worksheet, Business Central performs a check to make sure that all entries are applied. For example, if you remove a quantity application but do not create a new application, and then you close the application worksheet, a new application is created. This helps keep the cost intact. However, if you remove a fixed application, a new fixed application is not automatically created when you close the worksheet. You must do this manually by creating a new application in the worksheet. - It is possible to remove applications from more than one entry at a time in the application worksheet. However, because applying entries affects the set of entries that are available for application, you cannot create an application for more than one entry at a time. - The application worksheet cannot make an application in the following situation: If there is not enough quantity on stock to apply, the application worksheet cannot make an application when you are trying to apply an inventory decrease entry without item tracking information to an inventory increase entry with item tracking information.

To remove an item application by using the Application Worksheet

1. Choose the  icon, enter **Application Worksheet**, and then choose the related link.
2. The **Application Worksheet** page opens displaying existing item ledger entries for all items.

3. Enter filters on the **General** FastTab to make it easier to find the item ledger entry for which you want to change the application.
4. Select the item ledger entry, and then choose the **Applied Entries** action. The **View Applied Entries – Applied Entries** page opens to show the item ledger entry or entries that are currently applied to the selected entry.
5. Select the item ledger entry for which you want to remove the application.
6. Choose the **Remove Application** action. This removes the item application entry that links the two item ledger entries and moves it to the **View Applied Entries – Unapplied Entries** page.
7. Close the **View Applied Entries – Applied Entries** page.


The **Remaining Quantity** field of the two item ledger entries are increased by the quantity that has been unapplied. The removed item ledger entry is now available for reapplication on the **View Applied Entries – Unapplied Entries** page.

IMPORTANT

You should not leave application entries unapplied for longer periods of time because other users cannot process the affected items until you reapply the application entries or close the **Application Worksheet** page. The following error message is displayed if you try to perform actions that involve a manually unapplied application entry:

You cannot perform this action because entries for item are unapplied in the Application Worksheet by user .

To reapply an item application by using the Application Worksheet

1. Choose the  icon, enter **Application Worksheet**, and then choose the related link.
2. The **Application Worksheet** page opens displaying existing item ledger entries for all items.
3. To reapply entries that were removed since the worksheet was opened, select the item ledger entry that you want to reapply, and then choose the **Reapply** action.

NOTE

This reapplication to the original balance also occurs automatically when you close the **Application Worksheet** page.

4. To apply an available open item ledger entry to another entry, select the item ledger entry that you want to apply. Choose the **Unapplied Entries** action. The **View Applied Entries – Unapplied Entries** page opens.
5. Select one or more item ledger entries that you want to apply to the entry selected on the **Application Worksheet** page, and then choose the **OK** button.

An item application entry is created between the two item ledger entries. The **Remaining Quantity** fields of the two entries are reduced by the applied quantity.

NOTE

If you have chosen to make an application that would create an infinite loop in the cost adjustment process, then the application that you proposed is not made. This can occur when the original entries created negative stock. The application is not made. Therefore, you must select a different entry for the application.

6. If the **Automatic Cost Adjustment** field in the **Inventory Setup** is set to **Always**, then the cost

adjustment batch job is automatically run after you make a reapplication. Otherwise, run the **Adjust Cost - Item Entries** batch job to make sure that all costs are up to date.

See Also

[Close Open Item Ledger Entries Resulting from Fixed Application in the Item Journal](#)

[Process Purchase Returns or Cancellations](#)

[Managing Inventory Costs](#)

[Design Details: Item Application](#)

[Working with Business Central](#)

NOTE

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Close Open Item Ledger Entries Resulting from Fixed Application in the Item Journal

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You can use the **Applies-from Entry** field on the **Item Journal** page to create a fixed application between an inbound transaction and the original outbound transaction. For example, to correct the outbound transaction or to process its return.

IMPORTANT

Fixed applications made in this manner only apply the cost, not the quantity. Accordingly, the posted positive item ledger entry will not close the applied outbound entry and will itself remain open. This also applies when you post a fixed application for a positive entry to a negative entry that has not been closed by a regular positive entry, then both the negative and the positive entries will remain open.

This also means that you cannot close an inventory period if such an entry exists.

You can change and reapply application entries under certain conditions by using the **Application Worksheet** page.

The following procedure shows how to close such entries by performing two corrective postings in the item journal.

To close open item ledger entries that result from a fixed application in the item journal

1. Use the **Applies-from Entry** field to post a positive adjustment with the corresponding quantity. This closes the original negative entry with a fixed application.

The **Applies-from Entry** field specifies the number of the outbound item ledger entry whose cost is forwarded to the inbound item ledger entry when you post an inbound transaction of type **Positive Adjmt.** or **Purchase** with the item journal.

2. Use the **Applies-to Entry** field to post a negative adjustment. This closes the original corrective positive entry with a fixed application.

The **Applies-to Entry** field specifies if the quantity in the item journal line should be applied to an already-posted document. If this is the case, enter the entry number of the item ledger entry to which the item journal line should be applied.

See Also

[Remove and Reapply Item Ledger Entries](#)

[Process Sales Returns and Cancellations](#)

[Setting Up Inventory Valuation and Costing](#)

[Managing Inventory Costs](#)

[Design Details: Costing Methods](#)

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Reconcile Inventory Costs with the General Ledger


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When you post inventory transactions, such as sales shipments, purchase invoices, or inventory adjustments, the changed item costs are recorded in item value entries. To reflect this change of inventory value in your financial books, the inventory costs are automatically posted to the related inventory accounts in the general ledger. For each inventory transaction that you post, the appropriate values are posted to the inventory account, adjustment account, and COGS account in the general ledger.

Automatic cost posting is defined by the **Automatic Cost Posting** field on the **Inventory Setup** page.

Even though inventory costs are automatically posted to the general ledger, it is still necessary to ensure that the costs of goods are forwarded to the related outbound sales transaction, especially in situations where you sell goods before you invoice the purchase of those goods. This is referred to as cost adjustment. Item costs are automatically adjusted when you post item transactions, but you can also adjust item costs manually. For more information, see [Adjust Item Costs](#).

To post inventory costs manually

1. Choose the  icon, enter **Post Inventory Cost to G/L**, and then choose the related link.
2. Post inventory costs to the general ledger manually by running the batch job. When you run this batch job, general ledger entries are created on the basis of value entries. You can post the entries so that they are summarized per posting group.

NOTE

When you run this batch job, you might encounter errors having to do with missing setup or incompatible dimension setup. If the batch job encounters errors in the dimension setup, it overrides these errors and uses the dimensions of the value entry. For any other errors, the batch job skips posting the value entries and lists them at the end of the report in a section titled "Skipped Entries." To post these entries, you must fix the errors.

To see a list of errors before running the posting batch job, you can run the **Post Invt. Cost to G/L - Test** report. The test report lists all the errors encountered during a test posting. You can then fix the errors, and run the inventory cost posting batch job without skipping any entries.

If you would like to simply get an overview of what values could be posted to the general ledger without actually performing the posting, you can run the **Post Inventory Cost to G/L** batch job without actually posting the values to the general ledger. You do this by clearing the check mark from the **Post** field on the request page. This way, when you run the batch job, the report is produced showing the values that are ready to be posted to the general ledger, but they are not posted.

To audit the reconciliation between the inventory ledger and the general ledger

The **Inventory - G/L Reconciliation** page provides the following:

- Exposes reconciliation differences by comparing what is recorded in G/L and what is recorded in the inventory ledger (value entries).
- Displays unreconciled cost amounts in the value entries in the inventory ledger as if they were mapped to corresponding inventory-related accounts in G/L and compares those to the totals actually recorded in the

same accounts in G/L.

- Reflects the double entry structure of G/L by visually presenting data as such. For example, a COGS entry has a corresponding inventory entry.
- Lets users drill down and see the entries that make up the cost amounts.
- Includes filters to narrow the analysis by date, item, and location.
- Explains reasons for reconciliation differences in informative messages.

The **Name** column on the far left in the grid lists the various G/L account types that are associated with inventory.

The **Inventory**, **Inventory (Interim)**, and **WIP Inventory** columns show the invoiced, non-invoiced, and WIP totals of each G/L account type. These are calculated from value entries, that is, they are projected onto the G/L account types where they will end when they are eventually posted to G/L.

The **Total** column shows the sum (in bold font) of the value entry amounts in the three inventory columns.

The **G/L Total** column shows the amounts (in bold font) for each G/L account type that exists in G/L. These are calculated from G/L entries, that is, they represent inventory costs already posted to G/L.

The **Difference** column represents the difference between the value in the **G/L Total** and **Total** fields.

In the top of the **Inventory - G/L Reconciliation** page, you can enter filters to limit, for example, the period of time for which you want information.

If you select the **Show Warning** check box and if there are any discrepancies between the inventory totals and G/L totals, application shows messages in the **Warning** field of the grid that explain the discrepancy. If you choose the Warning field, application gives you more information on what the warning means.

When you have entered all relevant filters, choose the **Show Matrix** action. The data is calculated and the matrix page appears.

On the far left column in the grid, you see the various general ledger account types that are associated with inventory. The grid then shows the invoiced, non-invoiced (interim), and WIP inventory totals for each of these account types. These totals are calculated from the value entries.

The next columns show the totals for the same account types calculated from the general ledger entries.

Choose the amount in any of the total fields to see the inventory report entries that were used to calculate the totals. For inventory totals, the inventory report entries are the sums of the value entries for the items. For the G/L totals, the inventory report entries are the sums from the general ledger entries.

Reporting Costs and Reconciling with the General Ledger

Other reports, tracing functions, and a special reconciliation tool are available to the auditor or controller responsible for reporting a correct and balanced inventory value to the finance department.

The following table describes them.

TO	SEE
View the inventory value of selected items, including information about the quantities and values of increases and decreases in inventory over a selected period.	Inventory Valuation report
View the inventory value of selected production orders in your WIP (work in process) inventory, such as the quantities and values of consumption, capacity usage, and output in ongoing production orders.	Inventory Valuation - WIP report

TO	SEE
View the inventory value of selected items, including their actual and expected cost on the date specified.	Invt. Valuation - Cost Spec. report
Use a report to analyze the reasons for cost variances or to gain insight into the cost shares of sold items (COGS).	Cost Shares Breakdown report

See Also

[Managing Inventory Costs](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

[General Business Functionality](#)

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Closing Years and Periods

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At the end of a fiscal year, there are a number of administrative tasks that you have to perform, like making sure all documents and journals are posted, making sure currency data are up-to-date, closing the books, and more. The actual tasks will depend your company.

The following table provides an overview of tasks that you typically perform to close a year and period.

TO	SEE
Define your fiscal year, and divide it into time periods for which to report financial performance.	Working with Accounting Periods and Fiscal Years
Specify system-wide and user-specific posting date ranges. Depending on your business needs, you may want to restrict user posting date ranges at the start of the period-end process or after it.	Specify Posting Periods
Get an overview of activities that are commonly performed at the end of a period, such as posting all documents and journals, or running account schedules.	Closing Periods
Update currency exchange rates and adjust the exchange rates of posted customer, vendor, and bank account entries.	Update Currency Exchange Rates
Allocate costs and income among accounts and dimensions.	Allocating Costs and Income
Prepare to report value-added tax amounts that you have collected for sales to the tax authorities' web service.	Report VAT to Tax Authorities
Print reports to verify general ledger, customer, vendor and bank account balances before closing a period.	Preparing Pre-Closing Reports
Close accounting periods and fiscal year, transfer income statement balances to balance sheet accounts and post the year end closing entry.	Closing Books
Print reports that can assist you in creating financial statements.	Preparing Closing Statements

See Related Training at [Microsoft Learn](#)

See Also

[Work with Accounting Periods and Fiscal Years](#)

[Working with Business Central](#)

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Working with Accounting Periods and Fiscal Years

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Accounting periods, which are also known as reporting periods, are periods of time for which a company or organization reports financial performance, for example, by generating their income statement or balance sheet. Typically, accounting periods refer to the company's fiscal year, which can contain several accounting periods, such as months or quarters.

For many companies the fiscal year does not align with the calendar year. For example, the fiscal year might end on June 30th rather than December 31st. For newly created companies, the fiscal might actually be longer than 12 months.

Business Central only requires accounting periods only if you want to close an income statement, or run data compression tasks.


You can use accounting periods in reporting. For example, when you are reviewing posted entries on the **Balance/Budget** page where the reporting interval can be specified. One of the options you may specify to report by accounting period. You can also build an account schedule that compares results for different accounting periods.

Creating a new fiscal year

You can create accounting periods in bulk, by using the **Create Fiscal Year** batch job, or manually.


How to create accounting periods in-bulk

Use the **Create Fiscal Year** batch job to divide a fiscal year into periods of equal length.

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. Choose the **Create Year** action.
3. In the **Starting Date** field, enter the date on which the fiscal year starts.
4. In the **No. of Periods** field, enter the number of accounting periods to divide the fiscal year into. There can be up to 365 periods in a year.
5. In the **Period Length** field, enter a duration for each period. For example, 1M for one month, 1Q for one quarter, and 1Y for one year.
6. Choose **OK**.

How to create accounting periods manually

If the accounting periods in your fiscal year have different durations, like the 4-4-5 calendar used in retail, you can manually set it up.

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. In the **Starting Date** field, enter the date on which the fiscal year starts. The **Name** field will show the name of the month.
3. Choose the **New Fiscal Year** check box to indicate that this is the first period in the year. Business Central will use this period to determine which periods to close at year-end.
4. Repeat steps 2 and 3 for each remaining period.


Closing a Fiscal Year

Closing the fiscal year is one of the tasks for closing the books. After you close a fiscal year, the **Closed** and **Date Locked** check boxes are selected for all periods in the year. You cannot reopen a year or clear the check

boxes.

NOTE

You must always have at least one open fiscal year. When closing a year, ensure that a new year has been created. Also, note that after you close one year, you cannot change the starting date of the following year.

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. Choose the **Close Year** action.

Posting Entries to a Closed Fiscal Year

Although a fiscal year is closed, you can still post general ledger entries to it. When you do, the entries are marked as posted to a closed fiscal year and the **Prior Year Entry** check box is selected. By default, the check box is not displayed on the page, but you can add it. The next steps are to close the income statement accounts and transfer the year's results to an account in the balance sheet. Repeat these steps each time you post entries to a closed fiscal year.

See Also

[Closing the Books](#)

[Closing Years and Periods](#)

[How to Work with Account Schedules](#)

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Specify Posting Periods

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Use posting periods to specify when users can post to the general ledger.

To specify posting periods

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, define the period by entering dates in the **Allow Posting From** and **Allow Posting To** fields.

NOTE

These posting periods apply to the company and to all users. To allow for exceptions, you can define different posting periods for specific users on the **User Setup** page. These posting periods overrule those specified on the **General Ledger Setup** page. For more information, see [To set up user time constraints](#).

See Also

[Finance](#)

[Completing Period-End Processes](#)

[Working with Business Central](#)

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Overview of Tasks to Close Accounting Periods

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Business Central does not force you to close periods, however, there are many period-end (month-end) activities that you can do. This topic provides an overview of optional processes and activities for closing periods.

General Ledger

- Specify system-wide and user-specific posting periods.

This specifies the dates between which you allow posting. Depending on your business, you may want to allow posting at the start of the period, or toward the end. For more information, see [Specify Posting Periods](#).

- Make all necessary G/L adjustments.
- Update and post Recurring Journals.
- Run account schedules as follows:
 - Open the **Account Schedule** page, and then choose the **Print** action.

Sales and Receivables

- Post all sales orders, invoices, credit memos, and return orders.
- Post all cash receipt journals.
- Update and post recurring journals that are related to sales and receivables.
- Reconcile accounts receivable to the general ledger.
- Run the **Delete Invoiced Sales Orders** batch job.

Purchases and Payables

- Post all purchase orders, invoices, credit memos, and return orders.
- Post all payment journals.
- Update and post recurring journals that are related to purchases & payables.
- Run the **Aged Accounts Payable** report and reconcile accounts payable to the general ledger.
- Run the **Delete Invoiced Purchase Orders** batch job.

Fixed Assets

- Post all maintenance costs have been posted through the fixed asset journals or invoices.
- Post adjustments.
- Post appreciation.
- Post depreciation.
- Update and post the recurring fixed asset journal.

Intercompany

- Process Intercompany Transactions

Calculate and Process Sales Tax

- [Complete Tax Statements.](#)

See Also

[Closing Years and Periods](#)

[Closing Books](#)

[Working with Business Central](#)

NOTE

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Update Currency Exchange Rates

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As companies operate in increasingly more countries/regions, it becomes more important that they be able to trade and report financials in more than one currency. You must set up a code for each currency you use if you buy or sell in currencies other than your local currency, have receivables or payables in other currencies, or record G/L transactions in different currencies.

Your general ledger is set up to use your local currency (LCY), but you can set it up to also use another currency with a current exchange rate assigned. By designating a second currency as a so-called additional reporting currency, Business Central will automatically record amounts in both LCY and this additional reporting currency on each G/L entry and other entries, such as VAT entries. For more information, see [Set Up an Additional Reporting Currency](#).

Adjusting Exchange Rates

Because exchange rates fluctuate constantly, additional currency equivalents in your system must be adjusted periodically. If these adjustments are not done, amounts that have been converted from foreign (or additional) currencies and posted to the general ledger in LCY may be misleading. In addition, daily entries posted before a daily exchange rate is entered into application must be updated after the daily exchange rate information is entered.

The **Adjust Exchange Rates** batch job is used to manually adjust the exchange rates of posted customer, vendor and bank account entries. It can also update additional reporting currency amounts on G/L entries.

TIP

You can use a service to update exchange rates in the system automatically. For more information, see [To set up a currency exchange rate service](#). However, this does not adjust exchange rates on already posted transactions. To update exchange rates on posted entries, use the **Adjust Exchange Rates** batch job.

Effect on Customers and Vendors

For customer and vendor accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date that is specified in the batch job. The batch job calculates the differences for the individual currency balances and posts the amounts to the general ledger account that is specified in the **Unrealized Gains Acc.** field or the **Unrealized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the receivables/payables account in the general ledger.

The batch job processes all open customer ledger entries and vendor ledger entries. If there is an exchange rate difference for an entry, the batch job creates a new detailed customer or vendor ledger entry which reflects the adjusted amount on the customer or vendor ledger entry.

Dimensions on Customer and Vendor Ledger Entries

The adjustment entries are assigned the dimensions from the customer/vendor ledger entries, and the adjustments are posted per combination of dimension values.

Effect on Bank Accounts

For bank accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date specified in the batch job. The batch job calculates the differences for each bank account that has a currency code and posts the amounts to the general ledger account that is specified in the **Realized Gains Acc.** field or the **Realized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the

general ledger bank accounts that are specified in the bank account posting groups. The batch job calculates one entry per currency per posting group.

Dimensions on Bank Account Entries

The adjustment entries for the bank account's general ledger account and for the gain/loss account are assigned the bank account's default dimensions.

Effect on G/L Accounts

If you post in an additional reporting currency, you can have the batch job create new general ledger entries for currency adjustments between LCY and the additional reporting currency. The batch job calculates the differences for each general ledger entry and adjusts the general ledger entry depending on the contents of the **Exchange Rate Adjustment** field for each general ledger account.

Dimensions on G/L Account Entries


The adjustment entries are assigned the default dimensions from the accounts they are posted to.

IMPORTANT


Before you can use the batch job, you must enter the adjustment exchange rates that are used to adjust the foreign currency balances. You do so on the **Currency Exchange Rates** page.

To set up a currency exchange rate service

You can use an external service to keep your currency exchange rates up to date, such as FloatRates.

1. Choose the  icon, enter **Currency Exchange Rate Services**, and then choose the related link.
2. Choose the **New** action.
3. On the **Currency Exchange Rate Service** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **Enabled** check box to enable the service.

To update currency exchange rates through a service

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. Choose the **Update Exchange Rates** action.

The value in the **Exchange Rate** field on the **Currencies** page is updated with the latest currency exchange rate.

See Related Training at [Microsoft Learn](#)

See Also

[Set Up an Additional Reporting Currency Closing Years and Periods](#)
[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Allocate Costs and Income

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can allocate an entry in a general journal to several different accounts when you post the journal. The allocation can be made by three different methods:


- Quantity
- Percentage (%)
- Amount

The allocation features can be used with recurring general journals and in fixed assets journals.


The following procedures describe how to prepare to allocate costs in a recurring general journal by defining allocation keys. When allocation keys are defined, you complete and post the journal like any other recurring general journal. For more information, see [Working with General Journals](#).

To set up allocation keys

You can allocate an entry in a recurring general journal to several different accounts when you post the journal. The allocation can be made by quantity, percentage, or amount.

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. Choose the **Batch Name** field to open the **General Journal Batches** page.
3. You can either modify allocations on an existing batch in the list or create a new batch with allocations.
 - To create a new batch, choose the **New** action, and go to the next step.
 - To change the allocations of an existing journal, select the journal and go to step 7.
4. In the **Name** field, enter a name for the batch, such as CLEANING. In the **Description** field, enter a description, such as Cleaning Expenses Journal.
5. When you are done, close the page. A new, empty recurring journal opens.
6. Fill in the fields on the line.
7. Choose the **Allocations** action.
8. Add a line for each allocation. You must fill in either the **Allocation %**, **Allocation Quantity**, or **Amount** field. You must also fill in the **Account No.** field and, if you are allocating the transaction among global dimensions, the global dimension fields.
9. If you enter a percentage on a line, the amount in the **Amount** field is calculated automatically. These amounts have the opposite sign from the total amount in the **Amount** field in the recurring journal.
10. After entering the allocations lines, choose **OK** to return to the **Recurring General Journal** page. The **Allocated Amt. (USD)** field is filled in and matches the **Amount** field.
11. Post the journal.

To change an allocation key that has already been set up

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. On the **Recurring General Journal** page, select the journal with the allocation.
3. Choose the line with the allocation, and then choose **Allocations** action.
4. Change the relevant fields, and then choose the **OK** button.

See Also

Closing Years and Periods

Working with General Journals

Posting Documents and Journals

Working with Business Central

NOTE

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
Report VAT to Tax Authorities

2/18/2021 • 8 minutes to read • [Edit Online](#)

This topic describes the reports in Business Central that you can use to submit information about value-added tax (VAT) amounts for sales and purchases to tax authorities in your region.

You can use the following reports :

- The **EC Sales List** European Community (EC) Sales List report lists the value added tax (VAT) amounts that you have collected for sales to VAT-registered customers in the European Union (EU) countries.
- The **VAT Return** report includes VAT for sales and purchases to customers and from vendors in all countries that use VAT.

If you want to view a complete history of VAT entries, every posting that involves VAT creates an entry on the **VAT Entries** page. These entries are used to calculate your VAT settlement amount, such as your payment and refund, for a specific period. To view VAT entries, choose the  icon, enter **VAT Entries**, and then choose the related link.

NOTE

Each Business Central environment is meant to handle regulatory reporting in one single country. For example, the Dutch version of Business Central handles VAT reporting in The Netherlands but not in other countries. Similarly, the United States version of Business Central handles 1099 reporting in the United States and does not support claiming VAT reporting in other countries, unless brought by an extension delivered by our partner ecosystem or a customer-specific code modification.

About the EC Sales List report

In the UK, all companies that sell goods and services to VAT-registered customers, including customers in other European Union (EU) countries, must submit an electronic version of the European Community (EC) Sales List report in XML format through Her Majesty's Revenue and Customs (HMRC) website. The EC Sales List report works only for countries in the EU.

The report includes one line for each type of transaction with the customer, and displays the total amount for each type of transactions. There are three types of transactions that the report can include:

- B2B Goods
- B2B Services
- B2B Triangulated Goods

B2B goods and services specify whether you sold a good or a service, and are controlled by the **EU Service** setting in the VAT posting setup. B2B Triangulated Goods indicate whether you engaged in trade with a 3rd party, and are controlled by the **EU 3-Party Trade** setting on sales documents, such as sales orders, invoices, credit memos, and so on.

After the tax authority reviews your report, they will send an email to the contact person for your company. In Business Central, the contact person is specified on the **Company Information** page. Before you submit the report, make sure that a contact person is chosen.

About the VAT Return report

Use this report to submit VAT for sales and purchase documents, such as purchase and sales orders, invoices, and credit memos. The information in the report is in the same format as on the declaration form from the customs and tax authorities.

VAT is calculated based on the VAT posting setup and the VAT posting groups that you have set up.


For the VAT return, you can specify the entries to include:

- Submit open transactions only, or open and closed. For example, this is useful when you prepare your final annual VAT return.
- Submit only entries from the specified periods, or also include entries from previous periods. This is useful for updating a VAT return that you have already submitted, for example, if a vendor sends you a late invoice.

To connect to your tax authority's web service

Business Central provides service connections to tax authority websites. For example, if you are in the UK, you can enable the **GovTalk** service connection to submit the EC Sales List and VAT Return reports electronically. If you want to submit the report manually, for example by entering your data on the tax authority's website, this is not required.


To report VAT to a tax authority electronically, you need to connect Business Central to the tax authority's web service. This requires that you set up an account with your tax authority. When you have an account, you can enable a service connection that we provide in Business Central.

1. Choose the  icon, enter **Service Connections**, and then choose appropriate link.
2. Fill in the required fields. Hover over a field to read a short description.


NOTE

It is a good idea to test your connection. To do this, choose the **Test Mode** check box, then prepare and submit your VAT report as described in the *To prepare and submit a VAT report* section. While in Test Mode, the service tests whether the tax authority can receive your report, and the status of the report will indicate whether the test submission was successful. It is important to remember that this is not an actual submission. To submit the report for real, you must clear the **Test Mode** check box, and then repeat the submission process.

To set up VAT reports in Business Central

1. Choose the  icon, enter **VAT Report Setup**, and then choose the related link.
2. To let users change and resubmit this report, choose the **Modify Submitted Reports** check box.
3. Choose the number series to use for each report.

To prepare and submit a VAT report

1. Choose the  icon, enter **EC Sales List** or **VAT Return**, and then choose the related link.
2. Choose **New**, and then fill in the required fields. Hover over a field to read a short description.
3. To generate the content of the report, choose the **Suggest Lines** action.

NOTE

For the EC Sales List report, you can review the transactions included in the report lines before you submit the report. To do that, choose the line, and then choose the **Show VAT Entries** action.

4. To validate and prepare the report for submission, choose the **Release** action.

NOTE

Business Central validates whether the report is set up correctly. If the validation fails, the errors display under **Errors and Warnings** so that you know what to fix. Typically, if the message is about a missing setting in Business Central, you can click the message to open the page that contains the information to correct.

5. To submit the report, choose the **Submit** action.

After you submit the report, Business Central monitors the service and keeps a record of your communications. The **Status** field indicates where the report is in the process. For example, when the authorities process your report, the status of the report changes to **Succeeded**. If the tax authority found mistakes in the report you submitted, the status of the report will be **Failed**. You can view the errors under **Errors and Warnings**, correct them, and then submit the report again. To view a list of all your EC Sales List reports, go to the **EC Sales List Reports** page.

Viewing communications with your tax authority

In some countries, you exchange messages with the tax authority when you submit reports. You can view the first and the last message you sent or received by choosing the **Download Submission Message** and **Download Response Message** actions.

Submitting VAT reports manually

If you use another method to submit the report, for example by exporting the XML and uploading it to a tax authority website, afterward you can choose **Mark as Submitted** to close the reporting period. When you mark the report as released, it becomes non-editable. If you must change the report after you mark it as released, you must reopen it.

VAT settlement

Periodically, you must remit the net VAT to the tax authorities. If you need to settle VAT frequently, you can run the **Calc. and Post VAT Settlement** batch job to close the open VAT entries and transfer purchase and sales VAT amounts to the VAT settlement account.

When you transfer VAT amounts to the settlement account, the purchase VAT account is credited, and the sales VAT account is debited with the amounts calculated for the specified period. The net amount is credited or debited, if the purchase VAT amount is larger, to the VAT settlement account. You can post the settlement immediately or print a test report first.

NOTE

When you use the **Calc. and Post VAT Settlement** batch job, if you do not specify a **VAT Bus. Posting Group** and a **VAT Prod. Posting group**, entries with all business posting groups and product posting group codes are included.

Configuring your own VAT reports

You can use the EC Sales List report out-of-the-box, however, you can also create your own reports. This requires that you create a few codeunits. If you need help with that, contact a Microsoft Partner.

The following table describes the codeunits that you must create for your report.

CODEUNIT	WHAT IT MUST DO
Suggest Lines	Fetch information from the VAT Entries table, and display it in lines on the VAT report.
Content	Control the format of the report. For example, whether it is XML or JSON. The format to use depends on the requirements of your tax authority's web service.
Submission	Control how, and when, you submit the report based on the requirements of your tax authority.
Response Handler	Handle the return from the tax authority. For example, it might send an email message to your company's contact person.
Cancel	Send a cancellation of a VAT report that was submitted earlier to your tax authority.

NOTE

When create codeunits for the report, pay attention to the value in the **VAT Report Version** field. This field must reflect the version of the report that is, or was, required by the tax authority. For example, you might enter **2017** in the field to indicate that the report conforms to the requirements that were in place that year. To find the current version, contact your tax authority.

See Related Training at [Microsoft Learn](#)

See also

[Setting Up to Calculations and Posting Methods for Value-Added Tax](#)

[Work with VAT on Sales and Purchases](#)

[Setting Up Sales](#)

[Invoice Sales](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Using Pre-Closing Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

There are many standard reports that you can use to verify the accuracy of the accounts before closing the books at the end of a year or period. For example, you can use the **Customer - Trial Balance** report to verify that the balance for a customer posting group is equal to the balance on the corresponding general ledger account on a certain date.

The following table describes a number of reports that may be useful in this process.

TO	SEE THIS REPORT
Print a detailed trial balance report for one or more bank accounts with additional information about individual entries.	Bank Acc. - Detail Trial Bal.
Print a detail trial balance for selected customers.	Customer - Trial Balance
Print a detail trial balance with detailed information about individual entries, for selected customers during a selected period.	Customer - Detail Trial Bal.
Print a detail trial balance for selected vendors.	Vendor - Trial Balance
Print a detail trial balance with detailed information about individual entries, for selected vendors during a selected period.	Vendor - Detail Trial Balance
Print a trial balance with the current year's and the previous year's figures.	Closing Trial Balance
Print a detailed trial balance report for general ledger account balances.	Detail Trial Balance
Print a trial balance report with balances and net changes for general ledger accounts.	Trial Balance
Print a trial balance for a consolidated company.	Consolidated Trial Balance

To see a report, choose the  icon, type the name as it appears in the table, and then choose the related link.

See Also

[Closing Years and Periods](#)

[Working with Business Central](#)

NOTE

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Closing the Books

2/18/2021 • 3 minutes to read • [Edit Online](#)

After you ensure that all your accounts are up-to-date, and you allocate costs and income, then you can close the books for a fiscal year or period.

You are not required to close a year, but doing so will make working in the system easier for you because you will be able to take advantage of the convenient filtering options provided. You also do not have to worry about losing details of transactions when you close because all details are retained, even after you close the year.

Closing Book Process

The process for closing the book includes these main tasks:

1. Closing the accounting period.

A fiscal year is defined as one or more open periods as defined on the **Accounting Periods** page. A typical fiscal year contains 12 periods of one month each, but you can also choose another method of defining a year.

For more information, see [Close Accounting Periods](#).

2. Registering prior-year entries.

When you close a fiscal year, you must enter a number of administrative transactions (such as prepaid and accrued items). These transactions are called adjusting entries. There are no special rules for posting these entries, and they (like other entries) contain a check mark in the **Prior-Year Entry** field if they are posted on a date in a closed fiscal year. Even though a fiscal year has been closed, you can still post general ledger entries to it.

3. Transferring balances from the income statement accounts to the balance sheet.

After a fiscal year has been closed and all prior-year entries have been posted, the income statement accounts must be closed and the net income for the year must be transferred to an account under owners' equity on the balance sheet. Use the Close Income Statement batch job for this purpose. The batch job processes all general ledger accounts of the type Income Statement and creates entries that reverse their balances. These entries are placed in a journal from which they can be posted. The batch job does not post them automatically, except when an additional reporting currency is used. When an additional reporting currency is used, the batch job posts directly to the general ledger.

For more information, see [Close Income Statement](#).

4. Posting the year-end closing entry along with the offsetting equity account entries.

When the Close Income Statement batch job is finished, you post the entries generated by the job. If you did not specify a retained earnings account in the batch job, then enter one line with a balancing entry that posts the net income to the correct general ledger account under owners' equity on the balance sheet. Finally, post the journal.

For more information, see [Post Year-End Closing Entry](#).

What Happens When You Close

When you close at the end of the year, the system moves your earnings from calculated earnings to the Retained

Earnings account. The system also marks the fiscal year as "closed," and marks all subsequent entries for the closed year as "prior year entries."

The system then generates a closing entry, but it does not post the entry automatically. You are given the opportunity to make the offsetting equity account entry or entries, which allows you to decide how to allocate your closing entry. For example, if your company has several divisions, you can let the system generate a single closing entry for all the divisions, and you can then make an offsetting entry for each division's equity account.

You can post in a previous fiscal year, even after the income statement accounts have been closed, if you run the Close Income Statement batch job again afterward.

See Also

[Work with Accounting Periods and Fiscal Years](#)

[Working with Business Central](#)

NOTE

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Preparing Closing Statements

2/18/2021 • 2 minutes to read • [Edit Online](#)

There are a number of standard reports that you can use to gather the information that you need to prepare your company's closing statements.

The following table describes a number of reports that may be useful in this process.

TO	SEE THIS REPORT
Print a trial balance report with balances and net changes for general ledger accounts.	Trial Balance
Get an overview of accounts receivable, with the age of amounts receivable calculated from the due date, posting date, or document date.	Aged Accounts Receivable
Get an overview of accounts payable, with the age of amounts payable calculated from the due date, posting date or document date.	Aged Accounts Payable
Compare the trial balance with a budget.	Trial Balance/Budget
Print a trial balance report with balances and net changes for general ledger accounts calculated for a series of periods.	Trial Balance by Period
Print an account schedule to analyze figures in general ledger accounts or compare actual general ledger entries with general ledger budget entries.	Account Schedule
Check whether customer and vendor ledger entries balance with corresponding general ledger entries.	Reconcile Cust. and Vend. Accs

To see a report, choose the  icon, type the name as it appears in the table, and then choose the related link.

See Also

[Closing Years and Periods](#)

[Working with Business Central](#)

[Business Intelligence](#)

NOTE

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Close Accounting Periods

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When a fiscal year is over, you must close the periods that comprise it.

To close accounting periods

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. On the **Accounting Periods** page, choose the **Close Year** action.

If more than one fiscal year is open, the earliest one is automatically selected to be closed. A message displays identifying the year that will close and the consequences of closing the year.

3. To close the year, choose the **Yes** button.

The fiscal year is closed, and the **Closed** and **Date Locked** fields for all the periods in the year are selected. The fiscal year cannot be opened again and you cannot remove the check mark from the **Closed** or **Date Locked** fields.

NOTE

You cannot close a fiscal year before you create a new one. Notice that when a fiscal year has been closed, you cannot change the starting date of the following fiscal year.

Even though a fiscal year has been closed, you can still post general ledger entries to it. When you do this, the entries will be marked as posted to a closed fiscal year and the **Prior-Year Entry** field will be selected.

After a fiscal year is closed, you must close the income statement accounts and transfer the year's results to an account in the balance sheet. You can repeat this every time that you post to the closed fiscal year.

See Also

[Closing Books](#)

[Post the Year-End Closing Entry](#)

[Work with Accounting Periods and Fiscal Years](#)

[Working with Business Central](#)

NOTE

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Close Income Statement Accounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

When a fiscal year is over, you must close the periods that comprise it. To do this, you run the **Close Income Statement** batch job. This job transfers the year's result to an account in the balance sheet and closes the income statement accounts. You do this by creating lines in a journal, which you then can post.

To run the Close Income Statement batch job

1. Close the fiscal year. The fiscal year must be closed before the batch job can be run. For more information, see [Close Accounting Periods](#).
2. Choose the  icon, enter **Close Income Statement**, and then choose the related link.
3. Choose the **OK** button to run the batch job.

About the Close Income Statement Batch Job

The batch job processes all general accounts of the income statement type and creates entries that cancel out their respective balances. That is, each entry is the sum of all the general ledger entries on the account in the fiscal year. These new entries are placed in a journal in which you must specify a balancing account and retained earnings account in the balance sheet before you post. When you post the journal, an entry is posted to each income statement account so that its balance becomes zero and at the same time the year's result is transferred to the balance sheet.

You must post the journal yourself. The batch job does not post the entries automatically, except when an additional reporting currency is being used. When an additional reporting currency is being used, the batch job posts entries directly to the general ledger.

The date on the lines that the batch job inserts in the journal is always a closing date for the fiscal year. The closing date is a fictitious date between the last day of the old fiscal year and the first day of the new year. The advantage of posting on a closing date is that you maintain the correct balances for the ordinary dates of the fiscal year.

The **Close Income Statement** batch job can be used several times. You can post in a previous fiscal year, even after the income statement accounts have been closed, if you run the batch job again.

See Also

[Closing Books](#)

[Post the Year-End Closing Entry](#)

[Work with Accounting Periods and Fiscal Years](#)

[Working with Business Central](#)

NOTE

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Post the Year-End Closing Entry

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After you use the **Close Income Statement** batch job to generate the year-end closing entry or entries, you must open the journal you specified in the batch job, and then review and post the entries.

To post the year end closing entry

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. On the **General Journal** page, in the **Batch Name** field, select the batch that contains the closing entries.
3. Review the entries.
4. To post the journal, choose the **Post** action.

NOTE

If an error is detected, an error message is displayed. If the posting is successful, the posted entries are removed from the journal. After posting is complete, an entry is posted to each income statement account so that its balance becomes zero and the year's result is transferred to the balance sheet.

See Also

[Close Accounting Periods](#)

[Closing Books](#)

[Close Income Statement](#)

[Working with Business Central](#)

NOTE

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Consolidating Financial Data from Multiple Companies

2/18/2021 • 6 minutes to read • [Edit Online](#)

Some organizations use Business Central in multiple business units or legal entities. Others use Business Central in subsidiaries that must report into parent organizations. In both cases, the accountants use built-in tools to help consolidate the financial data.

You can consolidate the general ledger entries of two or more separate companies (subsidiaries) into a consolidated company. Each individual company involved in a consolidation is called a business unit. The combined company is called the consolidated company.

You can import data into the consolidated company from other companies in the same Business Central tenant, from tenants, or from files.

If the financial statements of a business unit are in a different currency than those of the consolidated company, you must set up exchange rates for consolidation.

You can consolidate:

- Across companies that have different charts of accounts.
- Companies that use different fiscal years and different currencies.
- Either the full amount or a percentage of a company's financial information
- Using different currency exchange rates in individual G/L accounts
- Companies in other accounting and business management programs

You set up the consolidated company in the same way that you set up other companies. The chart of accounts is independent of the chart of accounts in the other business units, and the chart of accounts in the individual business units may differ from one another. You set up a list of companies to consolidate, verify the accounting data before consolidating, import from files or databases, and generate consolidation reports. For more information, see [Set Up Company Consolidation](#).

TIP

Consolidating financial data may especially be relevant in connection with intercompany processes. For more information, see [Managing Intercompany Transactions](#).

Trial balance

If you have more than one company in Business Central, the **Consolidated Trial Balance** report can give you an overview of the financial health of your overall business.


The report combines general ledger entries from each of your companies in a new company that you create to contain the consolidated data. This company is typically referred to as the "consolidated company". The consolidated company is just a container for the consolidated data, and does not have any live business data. The companies that you include in the consolidated company become **Business Units** in the report. For more information, see [Set Up Company Consolidation](#).

Consolidate data

The process of transferring the figures from the business units to the consolidated company is the actual *consolidation*. Before you do this, it is a good idea to check whether there are differences between the basic information in the business units and in the consolidated company. There are two reports that you can use to test the database and file.

To test the data before you consolidate

You can test your data before you transfer it to the consolidated company. Business Central looks for differences in the information in the business units and the consolidated company. For example, whether account numbers or dimension codes are different. You must correct errors before you can run the report. You can test the database or, if you are importing data from an XML file, you can test the file.

1. Open the consolidated company.
2. Choose the  icon, enter **Business Units**, and then choose the related link.
3. Do one of the following:
 - To test a file, choose the **Test File** action, enter the name of the file to test, and then choose **Print**.
 - To test the database, choose **Test Database**.

Run the consolidation

After you have tested the data, you can transfer it to the consolidated company.

1. Sign in to the consolidated company.
2. On the **Accountant Role Center**, choose the **Run Consolidation** action.
3. Fill in the required fields.
4. In the Filter section, set a filter for the relevant business unit or company name.
5. Optionally, schedule the report to run at a convenient time.

Eliminate repeated transactions

After you have consolidated all the companies, you must find any transactions that are recorded more than once across companies and then post elimination entries to remove them.

Processing consolidation eliminations is a manual process.

To eliminate repeated transactions:

1. Find transactions that potentially need to be adjusted and enter general journal lines to eliminate them.
2. Run the **G/L Consolidation Eliminations** report to help you assess the effect of the general journal lines before posting.
3. Post the adjusting transactions.

The **G/L Consolidation Eliminations** report displays a tentative trial balance where you can simulate the consequences of eliminating entries by comparing the entries in the consolidated company with the eliminations that have been entered in the general journal.

Before a business unit can be included in the report, it must be set up on the **Business Units** page and the **Consolidate** field must be selected.

Each account appears on a line by itself, following the structure of the chart of accounts. An account is not shown if all the amounts on the line are 0. The following information is shown for each account:

- Account number
- Account name.
- If you have selected one or more business unit codes in the **Business Unit Code** field on the request page, a total is shown for the consolidated company excluding the selected business units and eliminations. If you

have not filled in the **Business Unit Code** field, a total is shown for the consolidated company excluding eliminations.

- If you have selected a business unit code in the **Business Unit Code** field on the request page, a total is shown for the imported entries from the business unit. If you have not filled in the **Business Unit Code** field, a total is shown for the posted eliminations in the consolidated company.
- The total for the consolidated company with all the business units and all posted eliminations.
- The eliminations to be made in the consolidated company, that is, the entries in the general journal that is selected on the request page.
- The posting text copied from the general journal.
- The consolidated company's total after the eliminations, if they are posted.

Export and import consolidated data between databases

If data for a business unit is in another database, you must export the data to a file before you can include it in the consolidation. Each company must be exported separately. For this purpose, use the **Export Consolidation** batch job.

TIP

Use the same process to export consolidated data that must be submitted to Dynamics 365 Finance, such as if the current business unit is a subsidiary and the parent company uses Dynamics 365 Finance.

After you run the batch job, all entries in general ledger accounts are processed. For every combination of selected dimensions and date, the contents of the entries' **Amount** fields are totaled and exported. The next combination of selected dimensions and date with the same account number is processed, then the combinations in the next account number are processed, and so on.

The exported entries contain the following fields: **Account No.**, **Posting Date**, and **Amount**. If dimensions information was also exported, dimension codes and dimension values are also included.

1. For each exported line, if the total of the **Amount** fields is a debit, the account number that is set up in the business unit's **Consol. Debit Acc.** field is exported to the line. If the total is a credit, the corresponding number in the **Consol. Credit Acc.** field is exported to the line.
2. The date used for each exported line is either the period's ending date or, if the transfer occurs each day, the exact date of the calculation.
3. The dimension value exported for the entry will be the consolidated company dimension value that is set up in the **Consolidation Code** field for that dimension value. If no consolidated company dimension value has been entered in the **Consolidated Code** field for that dimension value, the dimension value itself will be exported to the line.
4. The XML files also contain the currency exchange rates in the consolidation period. These rates are included in a separate section at the beginning of the file.

See Also

- [Set Up Company Consolidation](#)
- [Managing Intercompany Transactions](#)
- [Working with Business Central](#)
- [Exporting Your Business Data to Excel](#)

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Set Up Company Consolidation

2/18/2021 • 7 minutes to read • [Edit Online](#)

Before you can consolidate the general ledger entries of two or more separate companies (subsidiaries) into a consolidated company, you must prepare the charts of accounts and the consolidation company.

Depending on the complexity of your businesses, there are two ways to set up consolidation:

- If you do not need advanced settings, such as including a company that you only own part of, you can use the **Company Consolidation** assisted setup guide to quickly set up a consolidation. The guide helps you through the basic steps.
- If you do need more advanced settings, you can set up the consolidated company and business units yourself.
 - In each business unit, specify which general ledger accounts are to be included in the consolidation, and specify the consolidation translation method for each account.
 - In the consolidation company, set up a business unit card for each company to be included in the consolidation. The business unit card includes information, such as the dates of the business unit's fiscal year, and the percentage of each account that must be included in the consolidation.

Simple consolidation setup

If your consolidation is straightforward, for example because you wholly-own the business units to consolidate, the **Company Consolidation** assisted setup guide will help you through the following steps:

- Choose whether to create a new consolidated company, or whether to consolidate the data in a company that you have already created for the consolidation. The company should not contain transactions.
- Preview the results. Business Central verifies that the master data and transactions can be successfully transferred to the consolidated company.

To use the assisted setup guide, follow these steps:

1. On the **Accountant** Role Center, choose the **Assisted Setup** action.
2. Choose **Set up consolidation reporting**, and then complete each step in the assisted setup guide.

Advanced consolidation setup

If you need more advanced settings for your consolidation, you can set up consolidation manually. For example, if you have companies that you own only partially, or you have companies that you do not want to include in the consolidation.

Set up the consolidated company

First, you must set up the consolidated company. You set up the consolidated company in the same way that you set up other companies. For more information, see [Getting Ready for Doing Business](#).

The following list illustrates key aspects of the consolidated company.

1. Set up the chart of accounts

For more information, see [Setting Up or Changing the Chart of Accounts](#).

The charts of accounts can be identical across a business unit and the consolidated company, or the consolidated company can have a different chart of account. If a business unit's chart of accounts is

different from that of the consolidated company, you must specify the mapping between accounts on the accounts in the business unit. For more information, see the [Prepare general ledger accounts for consolidation](#) section.

2. Add business units

To consolidate several companies' financial data in a consolidated company, you must enter information about the subsidiary as business units to be included and about how much their figures will be included.

For more information, see the [Add business units](#) section.

3. You can specify exchange rates when consolidating the financial statements of business units if the financial statements are in a foreign currency.


The three exchange rates that are used are **Average Rate (Manual)**, **Closing Rate**, and **Last Closing Rate**. For more information, see the [Specify exchange rates for consolidations](#) section.

4. You can consolidate dimension information and general ledger accounts.

For more information, see the [Include or exclude dimensions](#) section.

Add business units

Business Central lets you set up a list of business units to consolidate, verify the accounting data before you consolidate it, import files, and generate consolidation reports.

1. Sign in to the consolidated company.
2. Choose the  icon, enter **Business Units**, and then choose the related link.
3. Choose **New**, and then fill in the required fields. Hover over a field to read a short description.

IMPORTANT

When you fill in the **Starting Date** and **Ending Date** fields, make sure you comply with GAAP rules concerning the fiscal periods of the business unit versus the parent company.


4. Repeat step 3 for each additional business unit

If your business unit uses a foreign currency, you must specify the exchange rate to use in the consolidation. You must also enter consolidation information about the business unit's general ledger accounts. These processes are described in the following sections.

Prepare general ledger accounts for consolidation

The chart of accounts for a company that will be consolidated must specify accounts for consolidation. For each posting general ledger account in each company, you must specify the general ledger account in the consolidated company to which the balance will be transferred on consolidation. This is a mapping that will allow companies with different chart of accounts to be consolidated together.

If the chart of accounts in the business unit differs from the consolidated company, you must prepare general ledger accounts for consolidation. You can specify the accounts to post debits and credits to, and the method to use to translate currencies in the consolidated company. For example, this is useful if you frequently run the report.

1. In each business unit's Business Central, choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Open the card for the account, and then fill in the fields on the **Consolidation** FastTab. Hover over a field to read a short description.


Specify exchange rates for consolidations

If a business unit uses a different currency than the consolidated company, you must specify exchange rate methods for each account before you consolidate. For each account, the content of the **Consol. Translation Method** field determines the exchange rate. In the consolidated company, on each business unit card, in the **Currency Exchange Rate Table** field, you specify whether consolidation will use exchange rates from the business unit or the consolidated company. If you use exchange rates from the consolidated company, you can change the exchange rates for a business unit. For business units, if the **Currency Exchange Rate Table** field on the business unit card contains **Local**, you can change the exchange rate from the business unit card. The exchange rates are copied from the **Currency Exchange Rate** table, but you can change them before consolidating.

The following table describes the exchange rate methods you can use for accounts.

EXCHANGE RATE	TYPICAL USE
Average Rate (Manual)	You manually calculate the average rate for the period to consolidate. Calculate the average either as an arithmetic average or as a best estimate, and specify the result for each business unit. Used for income statement accounts.
Closing Rate	Used for balance sheet accounts.
Last Closing Rate	The rate that was valid in the foreign exchange market on the date for which the balance sheet or income statement is being prepared. You enter this rate for each business unit. Used for balance sheet accounts.
Historical Rate	The exchange rate that was valid when the transaction occurred.
Composite Rate	The current period amounts are translated at the average rate and added to the previously recorded balance in the consolidated company. This method is typically used for retained earnings accounts because they include amounts from different periods and are therefore a composite of amounts translated with different exchange rates.
Equity Rate	This is similar to Composite . Differences are posted to separate general ledger accounts.

To specify exchange rates for business units, follow these steps:

1. Choose the  icon, enter **Business Units**, and then choose the related link.
2. On the **Business Unit List** page, choose the business unit, and then choose the **Average Rate (Manual)** action.
3. On the **Change Exchange Rate** page, the contents of the **Relational Exch. Rate** field have been copied from the **Currency Exchange Rate** table, but you can modify them. Close the page.
4. Choose the **Closing Rate** action.
5. In the **Relational Exch. Rate Amount** field, enter the exchange rate.

Include or exclude dimensions

You can consolidate dimension information and general ledger accounts.

- On the relevant dimensions, specify the **Consolidation Code** field, or leave it blank
 - To exclude a dimension in the consolidation, leave the **Consolidation Code** field blank on the dimension, and do not choose dimensions in the **Copy Dimensions** fields in any consolidation

functions or reports.

- To include dimension information in the consolidation, leave the **Consolidation Code** field blank. However, the consolidation will only work if the dimension values in the business unit are the same as the consolidated company.
- To consolidate the dimension value code in the business unit with a different dimension value code in the consolidated company, fill in the **Consolidation Code** field on the relevant dimensions.
- Add the relevant dimensions to the relevant general ledger accounts

Exclude a company from consolidation

If you do not want to include a business unit in the consolidation, you can exclude it. To do that, go to the business unit card, and clear the **Consolidate** check box.

Include a partially-owned company in consolidation

If you own only part of a company, you can include a percentage of each transaction that corresponds to the percentage of the company you own. For example, if you own 70% of the company, consolidation will include \$70 of an invoice for \$100. To specify the percentage of the company you own, go to the business unit card, and enter the percentage in the **Consolidation %** field.

See Also

[Consolidating Financial Data from Multiple Companies](#)

[Managing Intercompany Transactions](#)

[Working with Business Central](#)

[Exporting Your Business Data to Excel](#)

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Understanding the General Ledger and the COA

2/18/2021 • 2 minutes to read • [Edit Online](#)

The general ledger stores your financial data, and the chart of accounts shows the accounts that all general ledger entries are posted to. Business Central includes a standard chart of accounts that is ready to support your business.

General Ledger Setup and General Posting Setup

The setup of the general ledger is at the core of financial processes because it defines how you post data.

On the **General Ledger Setup** page, you specify how to handle certain accounting issues in your company, such as:

- Invoice rounding details
- Address formats
- Financial reporting

Similarly, on the **General Posting Setup** page, you specify how you want to set up combinations of general business and general product posting groups. Posting groups map entities like customers, vendors, items, resources, and sales and purchase documents to general ledger accounts. You fill in a line for each combination of business posting group and product posting group. For more information, see [Posting Group Setups](#).

TIP

The **General Ledger Setup** page includes generic fields and fields that are particular to your country or region. If you are not sure of the meaning of a field, we suggest you work with your accountant to determine whether it is of relevance to your organization.

The Chart of Accounts

The chart of accounts shows all general ledger accounts. From the chart of accounts, you can do things like:

- View reports that show general ledger entries and balances.
- Close your income statement.
- Open the G/L account card to add or change settings.
- See a list of posting groups that post to that account.
- View separate debit and credit balances for a single account

You can add, change, or delete general ledger accounts. However, to prevent discrepancies, you can't delete a general ledger account if its data is used in the chart of accounts.

Account Categories

You can personalize the structure of your financial statements by mapping general ledger accounts to account categories.

The **G/L Account Categories** page shows your categories and subcategories, and the G/L accounts that are assigned to them. You can create new subcategories and assign those categories to existing accounts.

You create a category group by indenting other subcategories under a line on the **G/L Account Categories**

page. This makes it easy for you to get an overview, because each grouping shows a total balance. For example, you can create subcategories for different types of assets, and then create category groups for fixed assets versus current assets.

You can specify whether the accounts in each subcategory must be included in specific types of reports. The account categories help define the layout of your financial statements.

For example, the default balance statement has a subcategory for Cash under Current Assets. If you want the balance statement consider petty cash and checking, you can:

1. Add two new subcategories. One for petty cash, and one for your checking account.
2. Specify the additional report definition **Cash Accounts** for these subcategories.
3. Indent them under the **Cash** subcategory.

The next time you generate account schedules your balance statement will show a total balance for cash and two lines with balances for petty cash and the checking account.

See Also

[Finance](#)

[Setting Up or Changing the Chart of Accounts](#)

[Business Intelligence](#)

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Working with Dimensions

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Dimensions are values that categorize entries so you can track and analyze them on documents, such as sales orders. Dimensions can, for example, indicate the project or department an entry came from.

For example, instead of setting up separate general ledger accounts for each department and project, you can use dimensions as a basis for analysis and avoid having to create a complicated chart of accounts. For more information, see [Business Intelligence](#).

Another example is to set up a dimension called *Department*, and use this dimension when you post sales documents. This will let you use business intelligence tools to see which department sold which items. The more dimensions you use, the more detailed reports you can base your business decisions on. For example, a single sales entry can include information from multiple dimensions, such as:

- The account the item sale was posted to
- Where the item was sold
- Who sold it
- The kind of customer who bought it

Analyzing by Dimensions

Dimensions play an important role in business intelligence, such as when defining analysis views. For more information, see [Analyze Data by Dimensions](#).

TIP

A quick way to analyze transactional data by dimensions is to use the **Set Dimension Filter** action filter totals by dimensions in the chart of accounts and on pages for entries.

Dimension Sets

A dimension set is a unique combination of dimension values. It is stored as dimension set entries in the database. Each dimension set entry represents a single dimension value. The dimension set is identified by a common dimension set ID that is assigned to each dimension set entry that belongs to the dimension set.

When you create a journal line, document header, or document line, you can specify a combination of dimension values. Instead of explicitly storing each dimension value in the database, a dimension set ID is assigned to the journal line, document header, or document line to specify the dimension set.

Setting Up Dimensions

You can define the dimensions and dimension values to categorize journals and documents, such as sales orders and purchase orders. You set up dimensions on the **Dimensions** page, where you create one line for each dimension, such as *Project*, *Department*, *Area*, and *Salesperson*.


You also set up values for dimensions. For example, values might be departments in your company. Dimension values can be set up in a hierarchical structure similar to the chart of accounts, so that data can be broken down into various levels of granularity, and subsets of dimension values can be totaled. You can define as many dimensions and dimension values as you need, and everyone in your company can use them.

When dimensions and values are set up, you can define global and shortcut dimensions on the **General Ledger Setup** page that will always be available to select as fields on journal and document lines, and ledger entries, without having to open the **Dimensions** page first. For more information, see [To set up global and shortcut dimensions](#).

- **Global Dimensions** are used as filters, for example, on reports, batch jobs, and XMLports. You can use only two global dimensions, so choose dimensions you will use often.
- **Shortcut Dimensions** are available as fields on journals, document lines, and ledger entries. You can create up to eight of these.

To set up default dimensions for customers, vendors, and other accounts

You can assign a default dimension for a specific account. The dimension will be copied to the journal or document when you enter the account number on a line, but you can delete or change the code on the line if appropriate. You can also make a dimension required for posting an entry with a specific type of account.

1. Choose the  icon, enter **Dimensions**, and then choose the related link.
2. On the **Dimensions** page, select the relevant dimension, and then choose the **Account Type Default Dim** action.
3. Fill in a line for each new default dimension that you want to set up. Hover over a field to read a short description.

TIP

If you want to make a dimension required but you do not want to assign a default value to the dimension, leave the **Dimension Value Code** field blank and then select **Code Mandatory** in the **Value Posting** field.

WARNING


If an account is used in the **Adjust Exchange Rates** batch job or the **Post Inventory Cost to G/L** batch job, do not select **Code Mandatory** or **Same Code**. These batch jobs cannot use dimension codes.

NOTE

If an account must have a different dimension than the default dimension for the account type, you must set up a default dimension for this account. The default dimension for the account then replaces the default dimension for the account type.

To set up default dimension priorities

Different account types, such as a customer account and an item account, can have different default dimensions set up. As a result, an entry can have more than one default dimension proposed for a dimension. To avoid such conflicts, you can apply priority rules to the different sources.


1. Choose the  icon, enter **Default Dimension Priorities**, and then choose the related link.
2. On the **Default Dimension Priorities** page, in the **Source Code** field, enter the source code for the entry table to which default dimension priorities will apply.
3. Fill in a line for each default dimension priority that you want for the selected source code.
4. Repeat the procedure for each source code for which you want to set up default dimension priorities.

IMPORTANT

If you set up two tables with the same priority for the same source code, Business Central will always select the table with the lowest table ID.

To set up dimension combinations

To avoid posting entries with contradictory or irrelevant dimensions, you can block or limit specific combinations of two dimensions. A blocked dimension combination means that you cannot post both dimensions on the same entry regardless of what the dimension values are. A limited dimension combination lets you post both dimensions to the same entry, but only for certain combinations of dimension values.

1. Choose the  icon, enter **Dimension Combinations**, and then choose the related link.
2. On the **Dimension Combinations** page, choose the field of the dimension combination and select one of the following options.

FIELD	DESCRIPTION
No limitation	This dimension combination has no restrictions. All dimensions values are allowed.
Limited	This dimension combination has restrictions depending on which dimension values that you enter. You must define the limitations on the Dimension Value Combination page.
Blocked	This dimension combination is not allowed.

3. If you selected the **Limited** option, you must define which combinations of dimension values are blocked. To do this, choose the field to define the dimension combination.
4. Now select a dimension value combination that is blocked and enter **Blocked** in the field. A blank field means that the dimension value combination is allowed. Repeat if multiple combinations are blocked.

NOTE

The same dimensions are displayed in both rows and columns and, therefore, all dimension combinations appear two times. Business Central automatically displays the setting in both fields. You cannot select anything in the fields from the upper-left corner and down, because these fields have the same dimension in both rows and columns.

The selected option is not visible before you exit the field.

To show the name of the dimensions instead of the code, select the **Show Column Name** field.

To set up global and shortcut dimensions

Global and shortcut dimensions can be used as filters in Business Central, including on reports, batch jobs, ledger entry pages, and analysis views. Global and shortcut dimensions are always available to be inserted directly without first opening the **Dimensions** page. On journal and document lines, you can select global and shortcut dimensions in a field on the line. You can set up two global dimensions and eight shortcut dimensions. Choose the dimensions that you use most frequently.


IMPORTANT

Changing a global or shortcut dimension requires that all entries posted with the dimension are updated. To change a global dimension, use the **Change Global Dimensions** function, but it can be time-consuming and may affect performance and tables may be locked during the update. Therefore, choose your global and shortcut dimensions carefully so that you do not have to change them later. To change a shortcut dimension, use the **Change Dimensions** action.

For more information, see [To change global dimensions](#).


NOTE

When you add or change a global or shortcut dimension, you are automatically signed out and back in so that the new value is prepared for use.

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **Dimensions** FastTab, fill in the fields. Hover over a field to read a short description.

To change global dimensions

When you change a global or shortcut dimension, all entries posted with the dimension in question are updated. Because this process may be time-consuming and can affect performance, two different modes are provided to adapt the process to the size of the database.

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. Choose the **Change Global Dimensions** action.
3. At the top of the page, select one of the following options to define in which mode the batch job is run.

OPTION	DESCRIPTION
<p>Sequential</p>	<p>(Default) The change is done in one transaction that reverts all entries to the dimensions they had before the change.</p> <p>This option is recommended if the company contains relatively few posted entries where it will take the shortest time to complete. The process locks multiple tables and blocks other users until it is done. Note that on large databases, the process may not be able to complete in this mode. In that case, use the Parallel option.</p>
<p>Parallel</p>	<p>The dimension change happens in multiple background sessions and the operation is split into multiple transactions. To use this option, turn on the Parallel Processing toggle.</p> <p>We recommended this option for large databases or companies with many posted entries because it will take the shortest time to complete. Note that with this mode, the update process will not start if there are more than one active database sessions.</p>

4. In the **Global Dimension 1 Code** and/or **Global Dimension 2 Code** fields, enter the new dimension(s). The current dimensions are displayed in gray behind the fields.

5. Depending on the mode, do one of the following:

- In **Sequential** mode, choose the **Start** action.
- In **Parallel** mode, choose the **Prepare** action.

The **Log Entries** tab is filled with information about the dimensions that will be changed.

6. Sign out of Business Central, and then sign in again.

7. Choose the **Start** action to start the parallel processing of the dimension changes.

Example of Dimension Setup

Let's say that your company wants to track transactions based on organizational structure and geographic locations. To do that, you can set up two dimensions on the **Dimensions** page:

- **AREA**
- **DEPARTMENT**

CODE	NAME	CODE CAPTION	FILTER CAPTION
AREA	Area	Area Code	Area Filter
DEPARTMENT	Department	Department Code	Department Filter

For **AREA**, you add the following dimension values:

CODE	NAME	DIMENSION VALUE TYPE
10	Americas	Begin-Total
20	North America	Standard
30	Pacific	Standard
40	South America	Standard
50	Americas, Total	End-Total
60	Europe	Begin-Total
70	EU	Standard
80	Non-EU	Standard
90	Europe, Total	End-Total

For the two main geographic areas, Americas and Europe, you add subcategories for regions by indenting the dimension values. This will let you report on sales or expenses in regions, and get totals for the larger geographic areas. You could also choose to use countries or regions as your dimension values, or counties or cities, depending on your business.

NOTE

To set up a hierarchy, the codes must be in alphabetical order. This includes the codes of the dimension values that are provided in Business Central.

For **DEPARTMENT**, you add the following dimension values:

CODE	NAME	DIMENSION VALUE TYPE
ADMIN	Administration	Standard
PROD	Production	Standard
SALES	Sales	Standard

With this set up, you can add your two dimensions as the two global dimensions on the **General Ledger Setup** page. This means that you can use AREA and DEPARTMENT as filters for general ledger entries, as well as on all reports and account schedules. Both global dimensions are also automatically available for use on entry lines and document headers as shortcut dimensions.

Getting an Overview of Dimensions used Multiple Times

The **Default Dimensions-Multiple** page specifies how a group of accounts use dimensions and dimension values. You can do this by highlighting multiple accounts and then specifying default dimensions and dimension values for all the accounts you have highlighted in the account list. When you specify default dimensions for the highlighted accounts, application will suggest these dimensions and dimension values whenever one of these accounts is used, for example on a journal line. This makes entry posting easier for the user, as the dimension fields are filled in automatically. However, the dimension values that are suggested can be changed on, for example, a journal line.

The **Default Dimensions-Multiple** page contains the following fields:

FIELD	DESCRIPTION
Dimension Code	Shows all dimensions that have been defined as default dimensions on one or more of the highlighted accounts. By choosing the field, you can see a list of all available dimensions. If you select a dimension, the selected dimension will be defined as a default dimension for all highlighted accounts.
Dimension Value Code	Shows either a single dimension value or the term (Conflict). If a dimension value is shown in the field, then all highlighted accounts have the same default dimension value for a dimension. If the term (Conflict) is shown in the field, then not all of the highlighted accounts have the same default dimension value for a dimension. By choosing the field, you can see a list of all available dimension values for a dimension. If you select a dimension value, the selected dimension value will be defined as a default dimension value for all highlighted accounts.
Value Posting	Shows either a single value posting rule or the term (Conflict). If a value posting rule is shown in the field, then all highlighted accounts have the same value posting rule for a dimension value. If the term (Conflict) is shown in the field, then not all of the highlighted accounts have the same value posting rule for a dimension value. By choosing the Value Posting field, you can see a list of value posting rules. If you select a value posting rule, it will be applied for all highlighted accounts.

Using Dimensions

In a document such as a sales order, you can add dimension information for both an individual document line and the document itself. For example, on the **Sales Order** page, you can enter dimension values for the first two shortcut dimensions on the individual sales lines, and you can add more dimension information if you choose the **Dimensions** button.


If you work in a journal instead, you can add dimension information to an entry in the same way, if you have set up shortcut dimensions as fields directly on journal lines.

You can set up default dimensions for accounts or account types, so that dimensions and dimension values are filled in automatically.

To view global dimensions in ledger entry pages

Global dimensions are always company-defined and company-named. To see the global dimensions for your company, open the **General Ledger Setup** page.

In a ledger entry page, you can see whether there are global dimensions for the entries. The two global dimensions differ from the rest of your dimensions because you can use them as filters anywhere in Business Central.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the **Chart of Accounts** page, choose the **Ledger Entries** action.
3. To see only the entries that are relevant, set one or more filters on the page.
4. To see all the dimensions for an entry, select the entry, and then choose the **Dimensions** action.

NOTE

The **Ledger Entry Dimensions** page displays the dimensions for one ledger entry at a time. As you scroll through the ledger entries, the content on the **Ledger Entry Dimensions** page changes accordingly.

Troubleshooting Dimensions Errors

When you post documents or journal lines that contain dimensions, various errors may occur that are typically related to wrong dimension setup or assignment.

NOTE

In the following list of potential error messages, the %X codes are placeholders for the data variables that the actual message will contain in the UI depending on the context. For example, *%1 %2 is blocked.* could appear in the UI as "Dimension Code AREA is blocked."

ISSUE	ERROR MESSAGE	POSSIBLE SOLUTION
Blocked dimension	%1 %2 is blocked.	-Find non-posted documents containing the dimension set with the blocked dimension and unblock it. -Remove the dimension set line for the blocked dimension.

ISSUE	ERROR MESSAGE	POSSIBLE SOLUTION
Deleted dimension	%1 %2 can't be found.	<ul style="list-style-type: none"> -Restore the missing dimension. -Find non-posted documents containing the dimension set with the missing dimension and add it. -Remove the dimension set line for the missing dimension.
Blocked dimension value	%1 %2 - %3 is blocked.	<ul style="list-style-type: none"> -Find non-posted documents containing the dimension set with the blocked dimension value and unblock it. -Remove the dimension set line for the blocked dimension value.
Deleted dimension value	%1 for %2 is missing.	<ul style="list-style-type: none"> -Restore the missing dimension value. -Find non-posted documents containing the dimension set with the missing dimension value and add it. -Remove the dimension set line for the missing dimension value.
Disallowed dimension value	Dimension Value Type for %1 %2 - %3 must not be %4.	<ul style="list-style-type: none"> -Change the Dimension Value Type field on the Dimension Values page to Standard or Begin - Total. -Remove the dimension set line for the blocked dimension value.
Blocked dimension combination	Dimensions %1 and %2 can't be used concurrently.	<ul style="list-style-type: none"> -Find non-posted documents containing the dimension set with the blocked dimension combination and unblock it. -Modify one of the conflicting permission set line for the dimension combination.
Blocked dimension value Combination	Dimension combinations %1 - %2 and %3 - %4 can't be used concurrently.	<ul style="list-style-type: none"> -Find non-posted documents containing the dimension set with the blocked dimension value combination and unblock it. -Modify one of the conflicting permission set line for the dimension value combination.
Blank dimension value code for default dimension where the Value Posting field contains Code Mandatory	<ul style="list-style-type: none"> -Select a %1 for the %2 %3. -Select a %1 for the %2 %3 for %4 %5. 	<ul style="list-style-type: none"> -Change the Value Posting field on the Default Dimension page. -Enter a non-blank dimension value for the conflicting dimension in the dimension set.
Wrong dimension value code for default dimension where the Value Posting field contains Same Code	<ul style="list-style-type: none"> -Select %1 %2 for the %3 %4. -Select %1 %2 for the %3 %4 for %5 %6 	<ul style="list-style-type: none"> -Change the Value Posting field on the Default Dimension page. -Enter the required dimension value for the conflicting dimension in the dimension set.

ISSUE	ERROR MESSAGE	POSSIBLE SOLUTION
Non-blank dimension value code for blank default dimension where the Value Posting field contains Same Code	-%1 %2 must be blank. -%1 %2 must be blank for %3 %4.	-Change the Value Posting field on the Default Dimension page. -Enter a blank dimension value code for the conflicting dimension in the dimension set.
Unexpected dimension value for default dimension where the Value Posting field contains No Code	-%1 %2 must not be mentioned. -%1 %2 must not be mentioned for %3 %4	-Change the Value Posting field on the Default Dimension page. -Remove the conflicting line from the dimension set.

See Related Training at [Microsoft Learn](#)

See Also

[Business Intelligence](#)

[Finance](#)

[Analyze Data by Dimensions](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create G/L Budgets

2/18/2021 • 3 minutes to read • [Edit Online](#)


You can have multiple budgets for identical time periods by creating budgets with separate names. First, you set up the budget name and enter the budget figures. The budget name is then included on all the budget entries you create.

When you create a budget, you can define four dimensions for each budget. These budget-specific dimensions are called budget dimensions. You select the budget dimensions for each budget from among the dimensions you have already set up. Budget dimensions can be used to set filters on a budget and to add dimension information to budget entries. For more information, see [Working with Dimensions](#).

Budgets play an important role in business intelligence, such as in financial statement based on account schedules that include budget entries or when analyzing budgeted versus actual amounts in the chart of accounts. For more information, see [Business Intelligence](#).

In cost accounting, you work with cost budgets in a similar way. For more information, see [Creating Cost Budgets](#).

To create a new G/L budget

1. Choose the  icon, enter **G/L Budgets**, and then choose the related link.
2. Choose the **Edit List** action, and then fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **Edit Budget** action.
4. At the top of the **Budget** page, fill in the fields as necessary to define what is displayed.

Only entries that contain the budget name that you entered in the **budget Name** field are shown. Because the budget name has just been created, there are no entries that match the filter. Therefore, the page is empty.

5. To enter an amount, choose the relevant cell in the matrix. The **G/L Budget Entries** page opens.
6. Create a new line and fill in the **Amount** field. Close the **G/L Budget Entries** page.
7. Repeat steps 5 and 6 until you have entered all of the budget amounts.

NOTE

On the **Filters** FastTab, you can filter the budget information by budget dimensions you have set up under the budget name.

Exporting and Importing G/L Budgets with Excel

As for practically all other pages, you can export data on budget pages to Excel for further processing or analysis. For more information, see [Exporting Your Business Data to Excel](#).

NOTE

The chart of accounts, that G/L budgets are based on, have lines of account type Heading that contain the total of the lines below it. When you export a G/L budget, data on all lines is exported regardless of the account type. However, only data on lines of account type Posting can be imported back in. Accordingly:

When you import a G/L budget, any values that existed on Heading lines will be deleted.

This is to avoid wrong totals after importing data that has been created or edited in Excel.

Scenario: You know that the new budgeted salaries cost is going to be LCY 1.200.000. You want to let the Salaries department budget for the three specific lines (of account type Posting) for Full-time Employees, Part-time Employees, and Temp Help. The three lines are grouped under a Salaries heading line.

You enter 1.200.000 on the Heading line, export the budget to Excel, and then send it to the Salaries department, telling them to distribute the LCY 1.200.000.

The Salaries department distributes the amount on the three posting accounts. When you import back into the G/L budget, the three accounts are filled in with the new Excel data, summing to LCY 1.200.000, and the Heading line is blank.

See Related Training at [Microsoft Learn](#)

See Also

[Exporting Your Business Data to Excel](#)

[Finance](#)

[Business Intelligence](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Post Transactions Directly to the General Ledger

2/18/2021 • 2 minutes to read • [Edit Online](#)


You use general journals to post financial transactions directly to general ledger accounts and other accounts, such as bank, customer, vendor, and employee accounts.

A typical use of the general journal is to post employees' expenditure of own money during business activities, for later reimbursement. For more information, see [Record and Reimburse Employees' Expenses](#).

General journals post financial transactions directly to general ledger accounts and other accounts, such as bank, customer, vendor, and employee accounts. Posting with a general journal always creates entries on general ledger accounts. This is true even when, for example, you post a journal line to a customer account, because an entry is posted to a general ledger receivables account through a posting group. You can personalize your version of a general journal by setting up a journal batch or template. For more information, see [Working with General Journals](#).

Unlike for entries that are posted with documents, which require a credit memo process, you can correctly reverse entries that are posted with the general journal. For more information, see [Reverse Journal Postings and Undo Receipts/Shipments](#).

To post a transaction directly to a general ledger account

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. Open the relevant general journal batch. For more information, see [Working with General Journals](#).
3. On a new journal line, fill in the fields as necessary. Hover over a field to read a short description.

NOTE

The general journal only shows a limited number of fields on the journal line by default. If you want to see additional fields, such as the **Account Type** field, choose the **Show More Columns** action. To hide the additional fields again, choose the **Show Fewer Columns** action. When you see fewer columns, then the same posting date is used for all lines. If you want to have multiple posting dates for the same journal entry, choose the **Show More Columns** action.

4. Repeat step 3 for all the separate transactions that you want to post.

TIP

If you want to enter multiple transaction lines above one balance-account line, for example, for one bank account, then select the **Suggest Balancing Amount** check box on the line for your batch on the **General Journal Batches** page. Then the **Amount** field on the balance-account line is automatically prefilled with the value that is required to balance the transactions.

5. Choose the **Post** action to record the transactions on the specified G/L accounts.

See Also

[Working with General Journals](#)

[Record and Reimburse Employees' Expenses](#)

Reverse Journal Postings and Undo Receipts/Shipments

Finance

Working with Business Central

NOTE

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Reverse Journal Postings and Undo Receipts/Shipments

2/18/2021 • 3 minutes to read • [Edit Online](#)

To undo an erroneous journal posting, you select the entry and create a reverse entry (entries identical to the original entry but with opposite sign in the amount field) with the same document number and posting date as the original entry. After reversing an entry, you must make the correct entry.

You can only reverse entries that are posted from a general journal line. An entry can only be reversed once.


To undo a receipt or shipment posting, before they are posted as invoiced, you can use the **Undo** function on the posted document. You can undo quantities of type **Item** and **Resource**.

If you have made an incorrect negative quantity posting, such as a purchase order with the wrong number of items, and posted it as received but not invoiced, then you can undo the posting.

If you have made an incorrect positive quantity posting, such as a sales shipment or a purchase return shipment with the wrong number of items, and posted it as shipped but not invoiced, then you can undo the posting.

To reverse the journal posting of a general ledger entry

You can reverse entries from all **Ledger Entries** pages. The following procedure is based on the **General Ledger Entries** page.


1. Choose the  icon, enter **General Ledger Entries**, and then choose the related link.
2. Select the entry that you want to reverse, and then choose the **Reverse Transaction** action. Note that it must originate from a journal posting.
3. On the **Reverse Transaction Entries** page, choose the **Reverse** action.
4. Choose the **Yes** button on the confirmation message.

NOTE

You cannot reverse entries that have been posted with information from a job, or which have realized gains and losses within the same transaction.


To post a negative entry

You can use the **Correction** field to post a negative debit instead of a credit, or to post a negative credit instead of a debit on an account. To meet legal requirements, this field is visible by default in all journals. The **Debit Amount** and **Credit Amount** fields include both the original entry, and the corrected entry. These fields have no effect on the account balance.

1. Choose the  icon, enter **General Journals**, and then choose the related link
2. In the **Batch Name** field, select the required batch name.
3. Enter information into the relevant fields.
4. In the journal line that you want to activate for negative entries, select the **Correction** check box.
5. To post the journal, choose the **Post** action, and then choose the **Yes** button.

To undo a quantity posting on a posted purchase receipt

The following described how to undo a posted receipt of items or resources. The steps are similar for posted shipments.


1. Choose the  icon, enter **Posted Purchase Receipts**, and then choose the related link.
2. Open the posted receipt that you want to undo.
3. Select the line or lines that you want to undo.
4. Choose **Undo Receipt** action.

A corrective line is inserted under the selected receipt line. If the quantity was received in a warehouse receipt, then a corrective line is inserted on the posted warehouse receipt.

The **Quantity Received** and **Qty. Rcd. Not Invoiced** fields on the related purchase order are set to zero.


To undo and then redo a quantity posting on a posted return shipment

The following describes how to undo a posted return shipment of items or resources and then repost the purchase return with a new quantity. The steps are similar for posted return receipts.

1. Choose the  icon, enter **Posted Return Shipments**, and then choose the related link.
2. Open the posted return shipment that you want to undo.
3. Select the line or lines you want to undo.
4. Choose the **Undo Return Shipment** action.

A corrective line is inserted in the posted document, and the **Return Qty. Shipped** and **Return Shpd. Not Invd.** fields on the return order are set to zero.

Now go back to the purchase return order to redo the posting.

5. On the **Posted Return Shipment** page, take a note of the number in the **Return Order No.** field.
6. Choose the  icon, enter **Purchase Return Orders**, and then select the related link.
7. Open the return order in question, and then choose the **Reopen** action.
8. Correct the entry in the **Quantity** field and post the purchase return order again.

See Also

[Undo Assembly Posting](#)

[Post Transactions Directly to the General Ledger](#)

[Working with General Journals](#)

[Finance](#)

[Working with Business Central](#)

NOTE

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Allocate Costs and Income

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can allocate an entry in a general journal to several different accounts when you post the journal. The allocation can be made by three different methods:


- Quantity
- Percentage (%)
- Amount

The allocation features can be used with recurring general journals and in fixed assets journals.


The following procedures describe how to prepare to allocate costs in a recurring general journal by defining allocation keys. When allocation keys are defined, you complete and post the journal like any other recurring general journal. For more information, see [Working with General Journals](#).

To set up allocation keys

You can allocate an entry in a recurring general journal to several different accounts when you post the journal. The allocation can be made by quantity, percentage, or amount.

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. Choose the **Batch Name** field to open the **General Journal Batches** page.
3. You can either modify allocations on an existing batch in the list or create a new batch with allocations.
 - To create a new batch, choose the **New** action, and go to the next step.
 - To change the allocations of an existing journal, select the journal and go to step 7.
4. In the **Name** field, enter a name for the batch, such as CLEANING. In the **Description** field, enter a description, such as Cleaning Expenses Journal.
5. When you are done, close the page. A new, empty recurring journal opens.
6. Fill in the fields on the line.
7. Choose the **Allocations** action.
8. Add a line for each allocation. You must fill in either the **Allocation %**, **Allocation Quantity**, or **Amount** field. You must also fill in the **Account No.** field and, if you are allocating the transaction among global dimensions, the global dimension fields.
9. If you enter a percentage on a line, the amount in the **Amount** field is calculated automatically. These amounts have the opposite sign from the total amount in the **Amount** field in the recurring journal.
10. After entering the allocations lines, choose **OK** to return to the **Recurring General Journal** page. The **Allocated Amt. (USD)** field is filled in and matches the **Amount** field.
11. Post the journal.

To change an allocation key that has already been set up

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. On the **Recurring General Journal** page, select the journal with the allocation.
3. Choose the line with the allocation, and then choose **Allocations** action.
4. Change the relevant fields, and then choose the **OK** button.

See Also

Closing Years and Periods

Working with General Journals

Posting Documents and Journals

Working with Business Central

NOTE

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Record and Reimburse Employees' Expenses

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central supports transactions for employee in a similar way as for vendors. Accordingly, employee posting groups exist to make sure that employee ledger entries are posted to the relevant accounts in the general ledger.

NOTE

Employee transactions can be posted in the local currency only. Reimbursement payments to employees do not support discounts and payment tolerances.


If employees spend their own money during business activities, you can post the expense to the employee's account. Then you can reimburse the employee by making a payment to the employee's bank account, similarly to how you pay vendors.

TIP

This article explains how to record the expense in the books and how to reimburse the employee. Your organization may have a portal or app where employees can submit their expense reports.

To record an employee's expense

You post employees' expenses on the **General Journal** page.

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. Open the relevant general journal batch. For more information, see [Working with General Journals](#).
3. On a new journal line, fill in the fields as necessary. Hover over a field to read a short description.

NOTE

The general journal only shows a limited number of fields on the journal line by default. If you want to see additional fields, such as the **Account Type** field, choose the **Show More Columns** action. To hide the additional fields again, choose the **Show Fewer Columns** action. When you see fewer columns, then the same posting date is used for all lines. If you want to have multiple posting dates for the same journal entry, choose the **Show More Columns** action.

4. Repeat step 3 for all the expenses that the employee has incurred.


TIP

If you want to enter multiple expense lines above one balance-account line for the employee's bank account, then select the **Suggest Balancing Amount** check box on the line for your batch on the **General Journal Batches** page. Then the **Amount** field on the balance-account line is automatically prefilled with the value that is required to balance the expenses.

5. Choose the **Post** action to record the expenses on the employee's account.

To reimburse an employee

You reimburse employees by posting payments to their bank account on the **Payment Journal** page.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Open the relevant payment journal batch. For more information, see [Working with General Journals](#).
3. Fill in the fields as necessary. For more information, see [Making Payments](#).
4. Alternatively, choose the **Suggest Employee Payment** action to automatically insert journal lines for pending employee reimbursements.
5. Choose the **Post** action to register the reimbursement.

To reconcile reimbursements with employee ledger entries

You apply employee payments to their related open employee ledger entries in the same way as you do for vendor payments, for example on the **Payment Reconciliation Journal** page, based on the related bank statement entries. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#). Alternatively, you can apply manually on the **Employee Ledger Entries** page. For more information, see the related [Reconcile Vendor Payments with the Payment Journal or from Vendor Ledger Entries](#).

See Also

[Post Transactions Directly to the General Ledger](#)

[Working with General Journals](#)

[Reverse Journal Postings and Undo Receipts/Shipments](#)

[Finance](#)

[Working with Business Central](#)

NOTE

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Defer Revenues and Expenses

2/18/2021 • 4 minutes to read • [Edit Online](#)

To recognize a revenue or an expense in a period other than the period in which the transaction was posted, you can use functionality to automatically defer revenues and expenses over a specified schedule.


To distribute revenues or expenses on the involved accounting periods, you set up a deferral template for the resource, item, or G/L account that the revenue or expense will be posted for. When you post the related sales or purchase document, the revenue or expense are deferred to the involved accounting periods, according to a deferral schedule that is governed by settings in the deferral template and the posting date.

To set up a G/L account for deferral

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary to create a G/L account for deferred revenues. For more information, see [The General Ledger and the Chart of Accounts](#).
4. Repeat steps 2 and 3 to create a new G/L account for deferred expenses.

For both types of deferral, select **Balance Sheet** in the **Type** field, and name the accounts appropriately, such as "Unearned Income" for deferred revenues and "Unpaid Expenses" for deferred expenses.

To set up a deferral template

1. Choose the  icon, enter **Deferral Templates**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary.
4. In the **Calc. Method** field, specify how the **Amount** field for each period on the **Deferral Schedule** page is calculated. You can choose between the following options:
 - **Straight-Line**: The periodic deferral amounts are calculated according to the number of periods, distributed according to period length.
 - **Equal Per Period**: The periodic deferral amounts are calculated according to the number of periods, distributed evenly on periods.
 - **Days Per Period**: The periodic deferral amounts are calculated according to the number of days in the period.
 - **User-Defined**: The periodic deferral amounts are not calculated. You must manually fill the **Amount** field for each period in the Deferral Schedule page. For more information, see the "To change a deferral schedule from a sales invoice" section.
5. In the **Period Desc.** field, specify a description that will be shown on entries for the deferral posting. You can enter the following placeholder codes for typical values, which will be inserted automatically when the period description is displayed.
 - %1 = The day number of the period posting date
 - %2 = The week number of the period posting date
 - %3 = The month number of the period posting date
 - %4 = The month name of the period posting date


- %5 = The accounting period name of the period posting date
- %6 = The fiscal year of the period posting date

Example: The posting date is 02/06/2016. If you enter "Expenses deferred for %4 %6", then the description displayed will be "Expenses deferred for February 2016".

To assign a deferral template to an item

NOTE


The steps in this procedure are the same as when you assign a deferral template to a G/L account or a resource.

1. Choose the  icon, enter **Item**, and then choose the related link.
2. Open the card for the item for which revenues or expenses must be deferred to the accounting periods when the item was sold or purchased.
3. In the **Default Deferral Template** field, select the relevant deferral template.

To change a deferral schedule from a sales invoice

NOTE

The steps in this procedure are the same as when you change a deferral schedule, for expenses, from a purchase invoice.

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Create a sales invoice for an item that has a deferral template assigned. For more information, see [Invoice Sales](#).

Notice that as soon as you enter the item (or resource or G/L account) on the invoice line, the **Deferral Code** field is filled with the code of the assigned deferral template.

3. Choose the **Deferral Schedule** action.
4. On the **Deferral Schedule** page, change settings on the header or values on the lines, for example to defer the amount to an additional accounting period.
5. Choose the **Calculate Schedule** action.
6. Choose the **OK** button. The deferral schedule is updated for the sales invoice. The related deferral template is unchanged.

To preview how deferred revenues or expenses will be posted to the general ledger

NOTE

The steps in this procedure are the same as when you preview how expense deferrals are posted.

1. On the **Sales Invoice** page, choose the **Preview Posting** action.
2. On the **Posting Preview** page, choose the **G/L Entry** action, and then choose the **Show Related Entries** action.


G/L entries to be posted to the specified deferral account, for example, Unearned Income, are denoted by the

description that you entered in the **Period Desc.** field in the deferral template, for example, "Expenses deferred for February 2016".

To review posted deferrals in the Sales Deferral Summary report

NOTE

The steps in this procedure are the same as when you review the Purchasing Deferral Summary report.

1. Choose the  icon, enter **Sales Deferral Summary**, and then choose the related link.
2. On the **Sales Deferral Summary** page, in the **Balance as of** field, enter the date up to which you want to see deferred revenues.
3. Choose the **Preview** button.

See Also

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Business Central](#)

NOTE

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Update Currency Exchange Rates

2/18/2021 • 4 minutes to read • [Edit Online](#)

As companies operate in increasingly more countries/regions, it becomes more important that they be able to trade and report financials in more than one currency. You must set up a code for each currency you use if you buy or sell in currencies other than your local currency, have receivables or payables in other currencies, or record G/L transactions in different currencies.

Your general ledger is set up to use your local currency (LCY), but you can set it up to also use another currency with a current exchange rate assigned. By designating a second currency as a so-called additional reporting currency, Business Central will automatically record amounts in both LCY and this additional reporting currency on each G/L entry and other entries, such as VAT entries. For more information, see [Set Up an Additional Reporting Currency](#).

Adjusting Exchange Rates

Because exchange rates fluctuate constantly, additional currency equivalents in your system must be adjusted periodically. If these adjustments are not done, amounts that have been converted from foreign (or additional) currencies and posted to the general ledger in LCY may be misleading. In addition, daily entries posted before a daily exchange rate is entered into application must be updated after the daily exchange rate information is entered.

The **Adjust Exchange Rates** batch job is used to manually adjust the exchange rates of posted customer, vendor and bank account entries. It can also update additional reporting currency amounts on G/L entries.

TIP

You can use a service to update exchange rates in the system automatically. For more information, see [To set up a currency exchange rate service](#). However, this does not adjust exchange rates on already posted transactions. To update exchange rates on posted entries, use the **Adjust Exchange Rates** batch job.

Effect on Customers and Vendors

For customer and vendor accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date that is specified in the batch job. The batch job calculates the differences for the individual currency balances and posts the amounts to the general ledger account that is specified in the **Unrealized Gains Acc.** field or the **Unrealized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the receivables/payables account in the general ledger.

The batch job processes all open customer ledger entries and vendor ledger entries. If there is an exchange rate difference for an entry, the batch job creates a new detailed customer or vendor ledger entry which reflects the adjusted amount on the customer or vendor ledger entry.

Dimensions on Customer and Vendor Ledger Entries

The adjustment entries are assigned the dimensions from the customer/vendor ledger entries, and the adjustments are posted per combination of dimension values.

Effect on Bank Accounts

For bank accounts, the batch job adjusts the currency by using the exchange rate that is valid on the posting date specified in the batch job. The batch job calculates the differences for each bank account that has a currency code and posts the amounts to the general ledger account that is specified in the **Realized Gains Acc.** field or the **Realized Losses Acc.** field on the **Currencies** page. Balancing entries are automatically posted to the

general ledger bank accounts that are specified in the bank account posting groups. The batch job calculates one entry per currency per posting group.

Dimensions on Bank Account Entries

The adjustment entries for the bank account's general ledger account and for the gain/loss account are assigned the bank account's default dimensions.

Effect on G/L Accounts

If you post in an additional reporting currency, you can have the batch job create new general ledger entries for currency adjustments between LCY and the additional reporting currency. The batch job calculates the differences for each general ledger entry and adjusts the general ledger entry depending on the contents of the **Exchange Rate Adjustment** field for each general ledger account.

Dimensions on G/L Account Entries


The adjustment entries are assigned the default dimensions from the accounts they are posted to.

IMPORTANT


Before you can use the batch job, you must enter the adjustment exchange rates that are used to adjust the foreign currency balances. You do so on the **Currency Exchange Rates** page.

To set up a currency exchange rate service

You can use an external service to keep your currency exchange rates up to date, such as FloatRates.

1. Choose the  icon, enter **Currency Exchange Rate Services**, and then choose the related link.
2. Choose the **New** action.
3. On the **Currency Exchange Rate Service** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **Enabled** check box to enable the service.

To update currency exchange rates through a service

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. Choose the **Update Exchange Rates** action.

The value in the **Exchange Rate** field on the **Currencies** page is updated with the latest currency exchange rate.

See Related Training at [Microsoft Learn](#)

See Also

[Set Up an Additional Reporting Currency](#)

[Closing Years and Periods](#)

[Working with Business Central](#)

NOTE

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Import Payroll Transactions


2/18/2021 • 2 minutes to read • [Edit Online](#)

To account for salary payments and related transactions, you must import and post financial transactions made by your payroll provider to the general ledger. To do this, you first import a file that you receive from the payroll provider into the **General Journal** page. Then you map the external accounts in the payroll file to the relevant G/L accounts. Lastly, you post the payroll transactions according to the account mapping.

NOTE

To use this functionality, an extension for payroll import must be installed and enabled. The Ceridian Payroll and the Quickbooks Payroll File Import extensions are pre-installed in Business Central. For more information, see [Customizing Business Central Using Extensions](#).

To import a payroll file

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. In the relevant general journal batch, choose the **Import Payroll Transactions** action. An assisted setup guide opens.
3. Follow the steps on the **Import Payroll Transactions** page.

TIP

In the step about mapping the external payroll records to your G/L accounts, the mappings that you make will be remembered next time the same records are imported. This will save you time as you do not have to manually fill in the **Account No.** field in the general journal every time you have imported recurring payroll transactions.

When you choose the **OK** button in the assisted setup guide, the **General Journal** page is filled with lines representing the transactions that the payroll file contains and with the relevant accounts prefilled in the **G/L Account** fields according to mappings you made in the guide.

4. Edit or post the journal lines as for any other general ledger transactions. For more information, see [Post Transactions Directly to the General Ledger](#).

See Also

[Finance](#)

[Customizing Business Central Using Extensions](#)

[Working with General Journals](#)

NOTE

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Work with VAT on Sales and Purchases

2/18/2021 • 12 minutes to read • [Edit Online](#)

If your country or region requires you to calculate value-added tax (VAT) on sales and purchase transactions so that you can report the amounts to a tax authority, you can set up Business Central to calculate VAT automatically on sales and purchase documents. For more information, see [Setting Up to Calculations and Posting Methods for Value-Added Tax](#).

There are, however, some VAT-related tasks that you can do manually. For example, you might need to correct a posted amount if you discover that a vendor uses a different rounding method.

Calculating and Displaying VAT Amounts in Sales and Purchase Documents

You can calculate and display VAT amounts in sales and purchase documents differently, depending on the type of customer or vendor that you are dealing with. You can also override the calculated VAT amount to match the VAT amount calculated by your vendor on a given transaction.

Unit Price and Line Amount Including/Excluding VAT on Sales Documents

When you choose an item number in the **No.** field on a sales document, Business Central fills in the **Unit Price** field. The unit price comes from either the **Item** card or the item prices allowed for the item and customer. Business Central calculates the **Line Amount** when you enter a quantity for the line.

If you are selling to retail consumers, you may want prices on sales documents to include VAT. To do this, choose the **Prices Including VAT** check box on the document.

Including or Excluding VAT on Prices

If the **Prices Including VAT** check box is chosen on a sales document, the **Unit Price** and **Line Amount** fields include VAT, and the field names will also reflect this. By default, VAT is not included in these fields.

If the field is not selected, application will fill in the **Unit Price** and **Line Amount** field excluding VAT and the field names will reflect this.

You can set up the default setting of the **Prices Including VAT** for all sales documents for a customer in the **Prices Including VAT** field on the **Customer** card. You can also set up item prices to include or exclude VAT. Normally, item prices contained in the Item Card will be the price excluding VAT. The application uses the information from the **Price Includes VAT** field on the **Item** card to determine the unit price amount for sales documents.

The following table provides an overview of how application calculates the unit price amounts for a sales document when you have not set up prices on the **Sales Prices** page:

PRICE INCLUDES VAT FIELD ON ITEM CARD	PRICES INCLUDING VAT FIELD IN SALES HEADER	ACTION PERFORMED
No check mark	No check mark	The Unit Price on the Item Card is copied to Unit Price Excl. VAT field on the sales lines.

PRICE INCLUDES VAT FIELD ON ITEM CARD	PRICES INCLUDING VAT FIELD IN SALES HEADER	ACTION PERFORMED
No check mark	Check mark	The application calculates the VAT amount per unit and adds to the Unit Price on the Item Card. This total Unit Price is then entered in the Unit Price Incl. VAT field on the sales lines.
Check mark	No check mark	The application calculates the VAT amount included in the Unit Price on the Item Card using the VAT% related to the VAT Bus. Posting Gr. (Price) and the VAT Prod. Posting Group combination. The Unit Price on the Item Card, reduced by the VAT amount, is then entered in the Unit Price Excl. VAT field in the sales lines.
Check mark	Check mark	The Unit Price on the Item Card is copied to Unit Price Incl. VAT field on the sales lines.

Correcting VAT Amounts Manually in Sales and Purchase Documents

You can make corrections to posted VAT entries. This allows you to change the total sales or purchase VAT amounts without changing the VAT base. You may need to do this, for example, if you receive an invoice from a vendor that has calculated VAT incorrectly.

Although you may have set up one or more combinations to handle import VAT, you must set up at least one VAT product posting group. For example, you can name it **CORRECT** for correction purposes, unless you can use the same general ledger account in the **Purchase VAT Account** field on the VAT posting setup line. For more information, see [Setting Up to Calculations and Posting Methods for Value-Added Tax](#).

If a payment discount has been calculated on the basis of an invoice amount that includes VAT, you revert the payment discount part of the VAT amount when the payment discount is granted. Note that you must activate the **Adjust for Payments Disc.** field in both the general ledger setup in general and the VAT posting setup for specific combinations of a VAT business posting group and a VAT product posting group.

To set the system up for manual VAT entry in sales documents

The following describes how to enable manual VAT changes on sales documents. The steps are similar on the **Purchases & Payables Setup** page.

1. On the **General Ledger Setup** page, specify a **Max. VAT Difference Allowed** between the amount calculated by application and the manual amount.
2. On the **Sales & Receivables Setup** page, place a check mark in the **Allow Vat Difference** field.

To adjust VAT for a sales document

1. Open the relevant sales order.
2. Choose the **Statistics** action.
3. On the **Invoicing** FastTab, choose the value in the **No. of Tax Lines** field.
4. Edit the **VAT Amount** field.

NOTE

The total VAT amount for the invoice, grouped by VAT identifier, is displayed in the lines. You can manually adjust the amount in the **VAT Amount** field on the lines for each VAT identifier. When you modify the **VAT Amount** field, application checks to ensure that you have not changed the VAT by more than the amount you have specified as the maximum difference allowed. If the amount is outside the range of the **Max. VAT Difference Allowed**, a warning will be displayed stating the maximum allowed difference. You will be unable to proceed until the amount is adjusted to within the acceptable parameters. Click **OK** and enter another **VAT Amount** that is within the allowed range. If the VAT difference is equal to or lower than the maximum allowed, the VAT will be divided proportionally among the document lines that have the same VAT identifier.

Calculating VAT Manually Using Journals

You can also adjust VAT amounts in general, sales, and purchase journals. For example, you might need to do this when you enter a vendor invoice in your journal and there is a difference between the VAT amount that Business Central calculated and the VAT amount on the vendor's invoice.

To set the system up for manual VAT entry in a general journals

You must perform the following steps before you manually enter VAT in a general journal.

1. On the **General Ledger Setup** page, specify a **Max. VAT Difference Allowed** between the amount calculated by application and the manual amount.
2. On the **General Journal Templates** page, choose the **Allow VAT Difference** check box for the relevant journal.

To set the system up for manual VAT entry in a sales and purchase journals

You must perform the following steps before you manually enter VAT in a sales or purchase journal.

1. On the **Purchases & Payables Setup** page, choose the **Allow VAT Difference** check box.
2. Repeat step 1 for the **Sales & Receivables Setup** page.
3. After you complete the setup described above, you can adjust the **VAT Amount** field on the general journal line, or the **Bal. VAT Amount** field on the sales or purchase journal line. Business Central will check that the difference is not greater than the specified maximum.


NOTE


If the difference is greater, a warning will be displayed stating the maximum allowed difference. To continue, you must adjust the amount. Choose **OK** and then enter an amount that is within the allowed range. If the VAT difference is equal to or lower than the maximum allowed, Business Central will show the difference in the **VAT Difference** field.

Posting Import VAT with Purchase Invoices


Instead of using journals to post an import VAT invoice, you can use a purchase invoice.

To set up purchasing for posting import VAT invoices

1. Set up a vendor card for the import authority that sends you the import VAT invoice. The **Gen. Bus. Posting Group** and **VAT Bus. Posting Group** must be set up in the same way as the general ledger account for the import VAT.
2. Create a **Gen. Product Posting Group** for the import VAT and set up an import VAT **Def. VAT Product Posting Group** for the related **Gen. Product Posting Group**.
3. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.

4. Select the import VAT general ledger account, and then choose the **Edit** action.
5. On the **Posting** FastTab, select the **Gen. Prod. Posting Group** setup for import VAT. Business Central automatically fills in the **VAT Prod. Posting Group** field.
6. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
7. Create a combination of the **Gen. Bus. Posting Group** for the VAT authority and the **Gen. Prod. Posting Group** for import VAT. For this new combination, in the **Purchase Account** field, choose the import VAT general ledger account.


To create a new invoice for the import authority vendor once you have completed the setup

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Create a new purchase invoice.
3. In the **Buy-from Vendor No.** field, choose the import authority vendor, and then choose the **OK** button.
4. In the purchase line, in the **Type** field, choose **G/L Account**, and in the **No.** field, choose the import VAT general ledger account.
5. In the **Quantity** field, type 1.
6. In the **Direct Unit Cost Excl. VAT** field, specify the VAT amount.
7. Post the invoice.

Processing Certificates of Supply

When you sell goods to a customer in another EU country/region, you must send the customer a certificate of supply that the customer must sign and return to you. The following procedures are for processing certificates of supply for sales shipments, but the same steps apply for service shipments of items, and return shipments to vendors.

To view certificate of supply details

1. Choose the  icon, enter **Posted Sales Shipments**, and then choose the related link.
2. Choose the relevant sales shipment to a customer in another EU country/region.
3. Choose **Certificate of Supply Details**.
4. By default, if the **Certificate of Supply Required** check box is selected for VAT Posting Group setup for the customer, the **Status** field is set to **Required**. You can update the field to indicate whether the customer has returned the certificate.

NOTE

If the VAT Posting Group setup does not have the **Certificate of Supply Required** check box selected, then a record is created and the **Status** field is set to **Not Applicable**. You can update the field to reflect the correct status information. You can manually change the status from **Not Applicable** to **Required**, and from **Required** to **Not Applicable** as needed.

When you update the **Status** field to **Required**, **Received**, or **Not Received**, a certificate is created.

TIP


You can use the **Certificates of Supply** page to get a view of the status of all posted shipments for which a certificate of supply has been created.

5. Choose **Print Certificate of Supply**.

NOTE

You can preview or print the document. When you choose **Print Certificate of Supply** and print the document, the **Printed** check box is automatically selected. In addition, if not already specified, the status of the certificate is updated to **Required**. If needed, you include the printed certificate with the shipment.

To print a certificate of supply

1. Choose the  icon, enter **Posted Sales Shipments**, and then choose the related link.
2. Choose the relevant sales shipment to a customer in another EU country/region.
3. Choose the **Print Certificate of Supply** action.

NOTE

Alternatively, you can print a certificate from the **Certificate of Supply** page.


4. To include information from the lines on the shipment document in the certificate, select the **Print Line Details** check box.
5. Choose the **Create Certificates of Supply if Not Already Created** check box to have Business Central create certificates for posted shipments that do not have one at the moment of execution. When you choose the check box, new certificates will be created for all posted shipments that do not have certificates within the selected range.
6. By default, the filter settings are for the shipment document that you have selected. Fill in the filter information to select a specific certificate of supply that you want to print.
7. On the **Certificate of Supply** page, choose the **Print** action to print the report, or choose the **Preview** action to view it on the screen.

NOTE

The **Certificate of Supply Status** field and the **Printed** field are updated for the shipment on the **Certificates of Supply** page.

8. Send the printed certificate of supply to the customer for signature.

To update the status of a certificate of supply for a shipment

1. Choose the  icon, enter **Posted Sales Shipments**, and then choose the related link.
2. Choose the relevant sales shipment to a customer in another EU country/region.
3. In the **Status** field, choose the relevant option.

If the customer has returned the signed certificate of supply, choose **Received**. The **Receipt Date** field is updated. By default, the receipt date is set to the current work date.


You can modify the date to reflect the date that you received the customer's signed certificate of supply. You can also add a link to the signed certificate using standard Business Central linking.

If the customer does not return the signed certificate of supply, choose **Not Received**. You must then send the customer a new invoice that includes VAT, because the original invoice will not be accepted by the tax authority.

To view a group of certificates, you start from the **Certificates of Supply** page, and then update the

information about the status of outstanding certificates as you receive them back from your customers. This can be useful when you want to search for all certificates that have a certain status, for example, **Required**, for which you want to update their status to **Not Received**.

To update the status of a group of certificates of supply

1. Choose the  icon, enter **Certificates of Supply**, and choose the related link.
2. Filter the **Status** field to the value that you want in order to create the list of certificates that you want to manage.
3. To update the status information, choose **Edit List**.
4. In the **Status** field, choose the relevant option.

If the customer has returned the signed certificate of supply, choose **Received**. The **Receipt Date** field is updated. By default, the receipt date is set to the current work date.

You can modify the date to reflect the date that you received the signed the certificate of supply. You can also add a link to the signed certificate using standard Business Central document linking.

NOTE

You cannot create a new certificate of supply on the **Certificate of Supply** page when you navigate to it using this procedure. To create a certificate for a shipment that was not set up to require one, open the posted sales shipment, and use either of two procedures described above:

- To manually create a certificate of supply certificate
- To print a certificate of supply.

See Related Training at [Microsoft Learn](#)

See Also

[Setting Up to Calculations and Posting Methods for Value-Added Tax Report VAT to a Tax Authority](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Report VAT to Tax Authorities

2/18/2021 • 8 minutes to read • [Edit Online](#)

This topic describes the reports in Business Central that you can use to submit information about value-added tax (VAT) amounts for sales and purchases to tax authorities in your region.

You can use the following reports :

- The **EC Sales List** European Community (EC) Sales List report lists the value added tax (VAT) amounts that you have collected for sales to VAT-registered customers in the European Union (EU) countries.
- The **VAT Return** report includes VAT for sales and purchases to customers and from vendors in all countries that use VAT.

If you want to view a complete history of VAT entries, every posting that involves VAT creates an entry on the **VAT Entries** page. These entries are used to calculate your VAT settlement amount, such as your payment and refund, for a specific period. To view VAT entries, choose the  icon, enter **VAT Entries**, and then choose the related link.

NOTE

Each Business Central environment is meant to handle regulatory reporting in one single country. For example, the Dutch version of Business Central handles VAT reporting in The Netherlands but not in other countries. Similarly, the United States version of Business Central handles 1099 reporting in the United States and does not support claiming VAT reporting in other countries, unless brought by an extension delivered by our partner ecosystem or a customer-specific code modification.

About the EC Sales List report

In the UK, all companies that sell goods and services to VAT-registered customers, including customers in other European Union (EU) countries, must submit an electronic version of the European Community (EC) Sales List report in XML format through Her Majesty's Revenue and Customs (HMRC) website. The EC Sales List report works only for countries in the EU.

The report includes one line for each type of transaction with the customer, and displays the total amount for each type of transactions. There are three types of transactions that the report can include:

- B2B Goods
- B2B Services
- B2B Triangulated Goods

B2B goods and services specify whether you sold a good or a service, and are controlled by the **EU Service** setting in the VAT posting setup. B2B Triangulated Goods indicate whether you engaged in trade with a 3rd party, and are controlled by the **EU 3-Party Trade** setting on sales documents, such as sales orders, invoices, credit memos, and so on.

After the tax authority reviews your report, they will send an email to the contact person for your company. In Business Central, the contact person is specified on the **Company Information** page. Before you submit the report, make sure that a contact person is chosen.

About the VAT Return report

Use this report to submit VAT for sales and purchase documents, such as purchase and sales orders, invoices, and credit memos. The information in the report is in the same format as on the declaration form from the customs and tax authorities.

VAT is calculated based on the VAT posting setup and the VAT posting groups that you have set up.


For the VAT return, you can specify the entries to include:

- Submit open transactions only, or open and closed. For example, this is useful when you prepare your final annual VAT return.
- Submit only entries from the specified periods, or also include entries from previous periods. This is useful for updating a VAT return that you have already submitted, for example, if a vendor sends you a late invoice.

To connect to your tax authority's web service

Business Central provides service connections to tax authority websites. For example, if you are in the UK, you can enable the **GovTalk** service connection to submit the EC Sales List and VAT Return reports electronically. If you want to submit the report manually, for example by entering your data on the tax authority's website, this is not required.


To report VAT to a tax authority electronically, you need to connect Business Central to the tax authority's web service. This requires that you set up an account with your tax authority. When you have an account, you can enable a service connection that we provide in Business Central.

1. Choose the  icon, enter **Service Connections**, and then choose appropriate link.
2. Fill in the required fields. Hover over a field to read a short description.


NOTE

It is a good idea to test your connection. To do this, choose the **Test Mode** check box, then prepare and submit your VAT report as described in the *To prepare and submit a VAT report* section. While in Test Mode, the service tests whether the tax authority can receive your report, and the status of the report will indicate whether the test submission was successful. It is important to remember that this is not an actual submission. To submit the report for real, you must clear the **Test Mode** check box, and then repeat the submission process.

To set up VAT reports in Business Central

1. Choose the  icon, enter **VAT Report Setup**, and then choose the related link.
2. To let users change and resubmit this report, choose the **Modify Submitted Reports** check box.
3. Choose the number series to use for each report.

To prepare and submit a VAT report

1. Choose the  icon, enter **EC Sales List** or **VAT Return**, and then choose the related link.
2. Choose **New**, and then fill in the required fields. Hover over a field to read a short description.
3. To generate the content of the report, choose the **Suggest Lines** action.

NOTE

For the EC Sales List report, you can review the transactions included in the report lines before you submit the report. To do that, choose the line, and then choose the **Show VAT Entries** action.

4. To validate and prepare the report for submission, choose the **Release** action.

NOTE

Business Central validates whether the report is set up correctly. If the validation fails, the errors display under **Errors and Warnings** so that you know what to fix. Typically, if the message is about a missing setting in Business Central, you can click the message to open the page that contains the information to correct.

5. To submit the report, choose the **Submit** action.

After you submit the report, Business Central monitors the service and keeps a record of your communications. The **Status** field indicates where the report is in the process. For example, when the authorities process your report, the status of the report changes to **Succeeded**. If the tax authority found mistakes in the report you submitted, the status of the report will be **Failed**. You can view the errors under **Errors and Warnings**, correct them, and then submit the report again. To view a list of all your EC Sales List reports, go to the **EC Sales List Reports** page.

Viewing communications with your tax authority

In some countries, you exchange messages with the tax authority when you submit reports. You can view the first and the last message you sent or received by choosing the **Download Submission Message** and **Download Response Message** actions.

Submitting VAT reports manually

If you use another method to submit the report, for example by exporting the XML and uploading it to a tax authority website, afterward you can choose **Mark as Submitted** to close the reporting period. When you mark the report as released, it becomes non-editable. If you must change the report after you mark it as released, you must reopen it.

VAT settlement

Periodically, you must remit the net VAT to the tax authorities. If you need to settle VAT frequently, you can run the **Calc. and Post VAT Settlement** batch job to close the open VAT entries and transfer purchase and sales VAT amounts to the VAT settlement account.

When you transfer VAT amounts to the settlement account, the purchase VAT account is credited, and the sales VAT account is debited with the amounts calculated for the specified period. The net amount is credited or debited, if the purchase VAT amount is larger, to the VAT settlement account. You can post the settlement immediately or print a test report first.

NOTE

When you use the **Calc. and Post VAT Settlement** batch job, if you do not specify a **VAT Bus. Posting Group** and a **VAT Prod. Posting group**, entries with all business posting groups and product posting group codes are included.

Configuring your own VAT reports

You can use the EC Sales List report out-of-the-box, however, you can also create your own reports. This requires that you create a few codeunits. If you need help with that, contact a Microsoft Partner.

The following table describes the codeunits that you must create for your report.

CODEUNIT	WHAT IT MUST DO
Suggest Lines	Fetch information from the VAT Entries table, and display it in lines on the VAT report.
Content	Control the format of the report. For example, whether it is XML or JSON. The format to use depends on the requirements of your tax authority's web service.
Submission	Control how, and when, you submit the report based on the requirements of your tax authority.
Response Handler	Handle the return from the tax authority. For example, it might send an email message to your company's contact person.
Cancel	Send a cancellation of a VAT report that was submitted earlier to your tax authority.

NOTE

When create codeunits for the report, pay attention to the value in the **VAT Report Version** field. This field must reflect the version of the report that is, or was, required by the tax authority. For example, you might enter **2017** in the field to indicate that the report conforms to the requirements that were in place that year. To find the current version, contact your tax authority.

See Related Training at [Microsoft Learn](#)

See also

[Setting Up to Calculations and Posting Methods for Value-Added Tax](#)

[Work with VAT on Sales and Purchases](#)

[Setting Up Sales](#)

[Invoice Sales](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Convert Service Contracts that Include VAT Amounts

2/18/2021 • 3 minutes to read • [Edit Online](#)

Because the VAT rate change tool cannot convert service contracts, these contracts must be converted manually. This topic describes several alternative methods that you can use for service contract conversion.

NOTE


This topic provides a high-level workflow.

The following procedure describes how to correct an invoice for a prepaid service contract that has been created a year in advance.

NOTE

For this example, you must change your work date to 01.01.2017.

To correct an invoice for a prepaid service contract

1. Choose the  icon, enter **Contract Management**, and then choose the related link.
2. Under **Lists**, choose **Service Contracts**.
3. Create a new prepaid service contract. Enter a start date of **01.01.2017** and an invoice period year for customer **20000**.
4. To sign the contract, choose the **Sign Contract** action.
5. Create a service invoice.
6. The invoice is listed as an unposted service invoice. To view the service invoice, choose the **Service** action, choose the **Contract Management** action, and then choose the **Service Invoices** action.
7. Post the service invoice.

NOTE

Do not change the unposted service invoice. Since the service ledger entries are created when the invoice is created, a change in the unposted invoice will not change the already created service ledger entries. However, the VAT entries are created when the invoice is posted. This lets you change the general product posting group and the GSP product posting group on the unposted service invoice.

To create a credit memo for VAT difference

The following procedure describes how to create a credit memo that only includes the VAT difference for the already invoiced period starting on **01.07.2017**. In this example, the VAT amount is only posted to the Financial Management module, not to the Service Management module. The VAT entries that are linked to the service ledger entry will not be corrected.

1. Create a new general ledger account for the VAT difference. This account will be used for direct posting of the VAT correction.
2. Add a new line to the VAT posting setup.

To create contract expiration dates in contract lines

The following procedure describes how to create new contracts by working with contract expiration dates in service contract lines.

1. On the **Service Contract** page, set the contract expiration date to **30.06.2017**.
2. Choose the **Create Credit Memo** action to automatically create a credit memo for July 2017 to December 2017.
3. Because the contract has expired, you need to create a new contract for the period with the new VAT rate for July 1, 2017 to December 31, 2017.

To create a new credit memo

The following procedure describes how to create a new credit memo using the **Get Prepaid Contract Entries** batch job. Entries that you do not want to correct from January 2017 to June 2017 will be deleted.

1. Run the VAT rate change tool on July 1, 2017. The general product posting group or the VAT product posting group is changed. For more information, see [Work with VAT on Sales and Purchases](#).
2. After running the VAT rate change tool, enter a contract expiration date for the service contract. You can now delete the service contract line and create a new line that is identical to the old one.
3. Create a new invoice for the period of January 2017 to December 2012 using the new VAT rate.
4. To create another credit memo, on the **Service Credit Memos** page, choose the **New** action to create a new service credit memo.
5. Choose the **Get Prepaid Contract Entries** action.
6. After the conversion is complete, VAT and service ledger entries will be correct.

See Also

[Work with Service Contracts and Service Contract Quotes](#)

[Finance](#)

[Report VAT to Tax Authorities](#)

[Work with VAT on Sales and Purchases](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Managing VAT Rate Changes

2/18/2021 • 6 minutes to read • [Edit Online](#)

VAT rates can change depending on local legislation. Any change in VAT impacts your data in Business Central whether or not the VAT rate is lowered, raised, or removed. VAT is connected to many entities in Business Central, such as customers, vendors, items, resources, item charges, and general ledger accounts. Changes in VAT rates usually happen at a specific date, from which point you will need to have changed the VAT setup, posting groups etc. to make sure new sales orders and purchase orders are created with the new VAT rate.

Changing VAT rates

The optimal approach to manage a VAT rate change is to fully post and close open orders and other documents before the VAT rate switch date, to make sure these are not impacted by the change. This is the cleanest approach that allows you to start up new orders and documents with the new VAT rate.

The following approach is suggested to manage a VAT rate change

1. Fully post and close open orders, journals and other documents before the switch date. You can wait to after the switch date as long as you do not add new lines and make sure the effective date will be prior the switch date.
2. Create the new VAT setup.
3. Make the VAT switch on entities (relevant customers, vendors, items, and so on).
4. At the VAT rate switch date you create new documents that will use the new rate.

NOTE

We are currently updating the VAT Rate Change tool. The functionality mentioned below may not match the functionality in your environment. The update will take place before July 1st 2020 and will not be a regular monthly update. Instead, all environments will be updated automatically (hotfix). When this update is complete, this message will no longer appear.

The VAT Rate Change tool

The VAT Rate Change tool can assist with conversion of VAT Rates on master data, journals and orders, to some extent. This is useful if you want to convert VAT on master data more easily or if you have orders that you cannot close before the switch date and will be processed over a longer period of time, crossing the VAT rate switch date. There are certain restrictions and limitations in the VAT Rate Change tool that applies.

Understanding the VAT rate conversion process and limitations

The VAT Rate Change tool performs VAT rate conversions for master data, journals, and orders in different ways. The selected master data and journals will be updated by the new general product posting group or VAT product post group. If an order has been fully or partially shipped, the shipped items will keep the current general product posting group or VAT product posting group. A new order line will be created for the unshipped items and updated to align current and new VAT or general product posting groups. In addition, item charge assignments, configuration templates for items, reservations, and item tracking information will be updated accordingly.

On order lines, the unit price will be updated for all lines of type Item and Resource, if using prices incl. VAT for the item. For other line types it is possible to decide whether or not the unit price should be updated.

There are a few things that the tool does not convert:


- Sales or purchase orders and invoices where shipments have been posted. These documents are posted using the current VAT rate.
- Documents that have posted prepayment invoices. For example, you have made or received prepayments on invoices that have not been completed before you use the VAT rate change tool. In this case, there will be a difference between the VAT that is due and the VAT that has been paid in the prepayments when the invoice is completed. The VAT rate change tool will skip these documents and you will have to manually update them.
- Sales or purchase orders with warehouse integration if they are partially shipped or received.
- Drop shipments.
- Special orders.
- Assembly orders.
- Service contracts.
- Credit memos.
- Return orders.
- Prices on Items (master data)
- Prices on Sales Prices (master data)
- Business Posting Groups on Customers and Vendors.

To prepare VAT rate change conversions


Before you set up the VAT rate change tool, you must make the following preparations.

- If you have transactions that use different rates, then they must be separated into different groups either by creating new general ledger accounts for each rate or by using data filters to group transactions according to rate.
- If you create new general ledger accounts, then you must create new general posting groups.
- To reduce the number of documents that get converted, post as many documents as possible and reduce unposted documents to a minimum.
- Back up data.

To set up the VAT rate change tool

1. Choose the  icon, enter **VAT Rate Change Setup**, and then choose the related link.
2. On the **Master Data, Journals, and Documents** FastTabs, choose a posting group value from the option list for needed fields. For each group you can choose whether to convert VAT product posting groups or general product posting groups, or convert both values if they are available in the master data item. For some areas you can also set a filter to convert only a subset of values, for example, G/L accounts.
3. On the **Prices Incl. VAT** FastTab, choose which line types on orders for which you want to update unit prices. Unit prices on lines of type Item and Resource will always be updated.

To set up product posting group conversion

1. Choose the  icon, enter **VAT Rate Change Setup**, and then choose the related link.
2. On the **VAT Rate Change Setup** page, choose either the **VAT Prod. Posting Group Conv.** or **Gen Prod. Posting Group Conv.** action.
3. In the **From Code** field, enter the current posting group.
4. In the **To Code** field, enter the new posting group.


To perform VAT rate change conversion

You use the VAT rate change tool to manage changes in the standard rate of VAT. You perform VAT and general posting group conversions to change VAT rates and maintain accurate VAT reporting. Depending on your setup, the following changes are made:

- VAT and general posting groups are converted.
- Changes are implemented in general ledger accounts, customers, vendors, open documents, journal lines, and so on.

IMPORTANT

Before you perform VAT rate change conversion, you can test the conversion. To do so, follow the steps below, but make sure to clear the **Perform Conversion** and **VAT Rate Change Tool Completed** check boxes. During test conversion, the **Converted** field in the **VAT Rate Change Log Entry** table is cleared and the **Converted Date** field in the **VAT Rate Change Log Entry** table is blank. After the conversion is complete, choose **VAT Rate Change Log Entries** to view the results of the test conversion. Verify each entry before you perform the conversion. In particular, verify transactions that use an old VAT rate.

1. Choose the  icon, enter **VAT Rate Change**, and then choose the **VAT Rate Change Setup** link.
2. Verify that you have already set up the VAT product posting group conversion or general product posting group conversion.
3. Choose the **Perform Conversion** check box.

IMPORTANT

Clear the **VAT Rate Change Tool Completed** check box. The check box is automatically selected when the VAT rate change conversion is completed.

4. Choose the **Convert** action.
5. After the conversion is complete, choose the **VAT Rate Change Log Entries** action to view the results of the conversion.

IMPORTANT

After the conversion, the **Converted** field in the **VAT Rate Change Log Entry** table is chosen and the **Converted Date** field in the **VAT Rate Change Log Entry** table displays the conversion date.

See Also

[Set Up Value-Added Tax](#)

[Setting Up Unrealized Value Added Tax](#)

[Report VAT to a Tax Authority](#)

[Work with VAT on Sales and Purchases](#)

[Local functionality in Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Analyzing Cash Flow in Your Company

2/18/2021 • 2 minutes to read • [Edit Online](#)

The charts on the Accountant Role Center provide insights that can help you make solid decisions about what to do with your cash.

TO ANSWER QUESTIONS LIKE THESE	USE THIS CHART
How long does the sales process tie up my cash? Should I increase or reduce inventory levels?	Cash Cycle
When did cash move in and out of my company? Are some periods better than others?	Cash Flow
Do the numbers seem off for a period? Should I investigate?	Income & Expense
When might a cash surplus or deficit happen? Should I pay down debt, or borrow to meet upcoming expenses?	Cash Flow Forecasts

On the Accountant Role Center, under **Finance Performance**, the **Cash Cycle**, **Cash Flow**, and **Income & Expense** charts offer ways to analyze cash flow:

- See figures for a period by using the timeline slider.
- Filter the chart by choosing the source in the legend.
- Change the length of the period, or go to the previous or next period, by choosing options on the **Finance Performance** drop down.
- View the entries by choosing a point in the chart. For example, a point on the timeline or a column segment. If the numbers seem off, this is where you can make adjustments.

Although it's separate, the **Cash Flow Forecast** chart is similar. You view details, filter results, and change what is displayed in the same ways. If you change a setting, you can refresh the forecast by choosing **Cash Flow Forecast**, and then **Recalculate Forecast**.

If you want to examine the forecast, in addition to forecast entries, you can also look at the cash flow worksheet. For example, you can see how the forecast:

- Handles confirmed sales and purchases.
- Subtracts payables and adds receivables.
- Skips duplicate sales orders and purchase orders.

To view a cash flow worksheet

1. Search for **Cash Flow Forecasts**, and then choose the related link.
2. Choose a cash flow forecast, and then choose the **Cash Flow Worksheet** action.
3. On the **Cash Flow Worksheet** page, choose the **Suggest Worksheet Lines** action.

See Related Training at [Microsoft Learn](#)

See Also

[Setting Up Finance](#)

[Working with Business Central](#)

[Setting Up Cash Flow Analysis](#)

NOTE

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Walkthrough: Making Cash Flow Forecasts by Using Account Schedules

2/18/2021 • 6 minutes to read • [Edit Online](#)

This walkthrough describes how you can use account schedules to make cash flow forecasts. Account schedules perform calculations that cannot be done directly in the chart of cash flow accounts. In the account schedules, you can set up subtotals for cash flow receipts and disbursements. These subtotals can be included in new totals that can then be used in making cash flow forecasts.

About This Walkthrough

This walkthrough describes the following tasks:

- Setting up a new cash flow account schedule name.
- Setting up account schedule lines.
- Setting up a new column layout.
- Assigning a column layout to an account schedule.
- Viewing and printing the cash flow forecast.

Prerequisites

To complete this walkthrough, you will need:

- Business Central
- The cash flow worksheet lines are registered

Roles

This walkthrough demonstrates tasks that are performed by the following user role:

- Controller


Story

Ken is a controller at CRONUS who makes monthly cash flow forecasts. He includes finance, sales, purchase, and fixed assets in the forecast, and then he presents it to CFO Sara for business insight.

Setting Up a New Account Schedule Name

An account schedule consists of a cash flow account schedule name with a series of lines and a column layout.

To set up a new account schedule name

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedule Names** page, choose the **New** to create a new cash flow account schedule name.
3. In the **Name** field, enter **Forecast**.
4. In the **Description** field, enter **Cash Flow Forecast**.
5. Leave the **Default Column Layout** and **Analysis View Name** fields blank.

Setting Up Account Schedule Lines

After an account schedule name is set up, Ken defines each line that appears in the cash flow account schedule. Ken defines lines that can be shown in reports in addition to lines that are only for calculation purposes.

To set up account schedule lines

1. On the **Account Schedule Names** page, select the new **Forecast** account schedule name that you have created, and then choose the **Edit Account Schedule** action.
2. On the **Account Schedule** page, enter each line as shown in the following table.

TIP

Using the **Insert CF Accounts** function, you can quickly mark the cash flow accounts from the chart of cash flow accounts and copy them to account schedule lines.

ROW NO.	DESCRIPTION	TOTALING TYPE	TOTALING	ROW TYPE	AMOUNT TYPE	SHOW
R10	Open sales orders	Cash Flow Entry Accounts	20	Net Change	Net Amount	Yes
R10	Rentals	Cash Flow Entry Accounts	30	Net Change	Net Amount	Yes
R10	Financial assets	Cash Flow Entry Accounts	40	Net Change	Net Amount	Yes
R10	Fixed assets disposal	Cash Flow Entry Accounts	50	Net Change	Net Amount	Yes
R10	Private investments	Cash Flow Entry Accounts	60	Net Change	Net Amount	Yes
R10	Miscellaneous receipts	Cash Flow Entry Accounts	70	Net Change	Net Amount	Yes
R10	Open service orders	Cash Flow Entry Accounts	80	Net Change	Net Amount	Yes
R20	Total Cash Receipts	Formula	R10	Net Change	Net Amount	Yes
R20	Total Cash Receipts	Formula	R10	Net Change	Net Amount	Yes
R30	Payables	Cash Flow Entry Accounts	1010	Net Change	Net Amount	Yes

ROW NO.	DESCRIPTION	TOTALING TYPE	TOTALING	ROW TYPE	AMOUNT TYPE	SHOW
R30	Open purchase orders	Cash Flow Entry Accounts	1020	Net Change	Net Amount	Yes
R30	Personnel costs	Cash Flow Entry Accounts	1030	Net Change	Net Amount	Yes
R30	Running costs	Cash Flow Entry Accounts	1040	Net Change	Net Amount	Yes
R30	Finance costs	Cash Flow Entry Accounts	1050	Net Change	Net Amount	Yes
R30	Investments	Cash Flow Entry Accounts	1070	Net Change	Net Amount	Yes
R30	Private consumptions	Cash Flow Entry Accounts	1090	Net Change	Net Amount	Yes
R30	VAT due	Cash Flow Entry Accounts	1100	Net Change	Net Amount	Yes
R30	Other expenses	Cash Flow Entry Accounts	1110	Net Change	Net Amount	Yes
R40	Total cash disbursements	Formula	R30	Net Change	Net Amount	Yes
R50	Surplus	Formula	R20+R40	Net Change	Net Amount	Yes
R60	Cash Flow Funds	Cash Flow Entry Accounts	2100	Net Change	Net Amount	Yes
R70	Total Cash Flow	Formula	R50+R60	Net Change	Net Amount	Yes

NOTE

The row number R10 is used to capture the account totals for receivables. The row number R20 is used to calculate the sum of all cash receipts. The row number R30 is used to capture the account totals for payables. The row number R40 is used to calculate the sum of all cash disbursements. The row number R50 is used to capture the sum of cash surplus. The row number R60 is used to capture the liquid funds. The row number R70 is used to calculate the forecasted cash flow.

Setting Up a New Column Layout

Before Ken can print the cash flow forecast, he needs to create the column layout for the numerical information. In the columns, he defines the information that he wants to use from the lines.

- The first column has the number *C10* with the title **Amount** and contains the net change.
- The second column has the number *C20* with the title **Balance at Date** and contains the transactions for the period.
- The third column has the number *C30* with the title **Entire Year** and contains the net change in the balances for the entire fiscal year.
- Finally, he assigns the column layout as the default column layout for the account schedule **Forecast**.

To set up a new column layout

1. In the **Account Schedule Names** window, select the new **Forecast** account schedule name that you have created. On the **Home** tab, in the **Process** group, choose **Edit Column Layout Setup**.

TIP

You can find the same action in the **Account Schedule** page if you are still editing the **Forecast** account schedule there.

2. Create a new column layout with the name **Cash Flow**.
3. Choose the OK button.
4. Enter each line exactly as shown in the following table.

COLUMN NO.	COLUMN HEADER	COLUMN TYPE	LEDGER ENTRY TYPE	AMOUNT TYPE	SHOW
C10	Amount	Net Change	Entries	Net Amount	Always
C20	Amount until Date	Balance at Date	Entries	Net Amount	Always
C30	Entire Fiscal Year	Entire Fiscal Year	Entries	Net Amount	Always

Assigning the Column Layout to the Account Schedule Name

Ken is now ready to assign the column layout to the account schedule name.

To assign the column layout to the account schedule name

1. In the **Account Schedule** page where you're working with the **Forecast** account schedule, choose the **Edit Column Layout Setup** action.
2. In the **Column Layout Name** field, choose the column layout **Cash Flow** to assign as the default column layout.

To view and print the cash flow forecast

1. On the **Account Schedule Names** page, choose the **Overview** action to view the cash flow forecast.
2. On the **Acc. Schedule Overview** page, you can select an amount and then view the cash flow forecast entries that make up the amount. In addition, you can view the formula that is used to calculate the amount. You can also filter the amounts by date and dimension.

3. Choose the **Print** action to print the cash flow forecast.

See Also

[Work with Account Schedules](#)

[Analyzing Cash Flow in Your Company](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Analyzing Financial Statements in Microsoft Excel

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can see KPIs and get overviews of the company's financial state. You can also open lists in Excel and analyze the data there. But you can also export heavy financial statements such as the balance sheet or the income statement to Excel, analyze the data, and print the reports.

In the Business Manager and Accountant Role Centers, you can choose which financial statements to view in Excel from a drop-down menu in the Reports section of the ribbon. When you choose a statement, it will be opened in Excel or Excel Online. An add-in connects the data to Business Central. However, you have to sign in with the same account that you use with Business Central.

Getting the Overview and the Details in Excel

In the ribbon, choose the relevant Excel report, and let it open so you can get the overview that you were looking for. In this version of Business Central, we offer the following Excel reports:

- Balance Sheet
- Income Statement
- Cash Flow Statement
- Retained Earnings Statement
- Aged Accounts Payable
- Aged Accounts Receivable

Let's say you want to dig deeper into your cash flow. From the Business Manager or Accountant Role Center, you can open the **Cash Flow Statement** report in Excel, but what actually happens is that we export the relevant data for you and create an Excel workbook based on a predefined template. Depending on your browser, you might be prompted to open or save the workbook.

In Excel, you see a tab where the data is laid out for you on the first worksheet. All the data that was exported is also present in other worksheets in case you need it. You can print the report right away, or you can modify it until you have the overview and the details that you want. Use the Business Central Excel Add-in to further filter and analyze data.

Understanding the Excel templates

The predefined Excel reports are based on the data in the current company. For example, the demonstration company has set up the chart of accounts to list three cash accounts under *Current Assets*: 10100 **Checking account**, 10200 **Saving account**, and 10300 **Petty Cash**. The accounts have the **Account Subcategory** field set to *Cash*, and it's their combined amount that shows up as *Cash* in the **Balance Sheet** Excel report.

Additional sheets in the Excel workbook show the data behind the report. But to find out what is hiding behind the groupings in the Excel reports, you might have to go back to Business Central and apply filters to the lists, for example.

The Business Central Excel add-in

Your Business Central experience includes an add-in for Excel. Depending on your subscription, you are logged in automatically, or you must specify the same login details that you use for Business Central. For more information, see [Viewing and Editing in Excel From Business Central](#).

With the add-in, you can get fresh data from Business Central, and you can push changes back into Business

Central. However, the ability to push data back to the database is disabled for the financial Excel reports in the list above.

See Related Training at [Microsoft Learn](#)

See Also

[Viewing and Editing in Excel From Business Central](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Business Central](#)

NOTE

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Transfer Bank Funds

2/18/2021 • 2 minutes to read • [Edit Online](#)


You may sometimes need to transfer an amount from one bank account in Business Central to another. To do this, you must post the a transaction on the **General Journal** page. The task varies depending on whether the bank accounts use the same currency or different currencies.

To post a transfer between bank accounts with the same currency code

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. On a journal line, fill in the **Posting Date** and **Document No.** fields.
3. In the **Account Type** field, select **Bank Account**.
4. In the **Account No.** field, select the bank from which you want to transfer the funds.
5. In the **Amount** field, enter the amount to be transferred.
6. Choose the **Show More Columns** action to view all available fields.
7. In the **Bal. Account Type** field, select **Bank Account**.
8. In the **Bal. Account No.** field, select the bank account to which you want to transfer the funds.
9. Post the journal.

To post a transfer between bank accounts with different currency codes

To transfer funds between bank accounts that use different currencies, you must post two general journal lines.

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. Create two journal lines, and fill in the **Posting Date** and **Document No.** fields.
3. On the first journal line, in the **Type** field, select **Bank Account**.
4. In the **Account No.** field, select the bank account from which you want to transfer the funds.
5. In the **Amount** field, enter the amount in the currency of the bank account. Enter credit amounts with a minus sign. Enter debit amounts without a minus sign.
6. In the **Bal. Account Type** field, select **Bank Account**.
7. In the **Bal. Account No.** field, select the bank account to which you want to transfer the funds.
8. On the second journal line, in the **Type** field, select **Bank Account**.
9. In the **Account No.** field, select the bank account to which you want to transfer the funds.
10. In the **Amount** field, enter the amount in the currency of the bank account. Enter credit amounts with a minus sign. Enter debit amounts without a minus sign.
11. In the **Bal. Account Type** field, select **Bank Account**.
12. In the **Bal. Account No.** field, select the bank account from which you want to transfer the funds.

NOTE

If the exchange rates used in the journal are different than the exchange rates on the [Currency Exchange Rates](#) page, enter a third line for the exchange rate gain or loss. Enter **G/L Account** in the **Account Type** field. Enter the G/L account number for exchange rate gain or loss in the **Account No.** field. Enter the exchange rate gain or loss in the **Amount** field with or without a minus sign for credits and debits respectively.

13. Post the journal.

See Also

[Reconciling Bank Accounts](#)

[Setting Up Banking](#)

[Working with General Journals](#)

[Working with Business Central](#)

NOTE

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Accountant Experiences in Dynamics 365 Business Central

2/18/2021 • 5 minutes to read • [Edit Online](#)

Any business must do its books and sign off on the accounting. Some businesses employ an external accountant, and others have an accountant on staff. No matter which type of accountant you are, you can use the **Accountant** Role Center as your Home in Business Central. From here, you can access all pages that you need in your work.

Accountant Role Center

The Role Center is a dashboard with activity tiles that show you real-time key figures and give you quick access to data. In the ribbon at the top of the page, you have access to more actions, such as opening the most commonly used financial reports and statements in Excel. In the navigation bar at the top, you can quickly switch between the lists you use most often. Here, you will see other areas, such as **Posted Documents** with the various types of documents that the company has posted.

If you are new to Business Central, you can launch a list of videos right from your Role Center. You can also launch a **Getting Started** tour that points out key areas.

Company Hub

If you work in multiple Business Central companies, you might find it useful to use the **Company Hub** page to keep track of work. For more information, see [Manage Work across Multiple Companies in the Company Hub](#).

Inviting Your External Accountant to Your Business Central

If you use an external accountant to manage your books and financial reporting, your administrator can invite them to your Business Central so they can work with you on your fiscal data. Business Central includes three licenses of type External Accountant. For more information about licensing, see the [Microsoft Dynamics 365 Business Central Licensing Guide](#).

Once your accountant has gained access to your Business Central, they can use the **Accountant** Role Center that gives easy access to the most relevant pages for their work. They can also use the company hub in their own Business Central to manage their work. For more information, see [Manage Work across Multiple Companies in the Company Hub](#).

We have made it easy for you to invite your external accountant. Simply open the **Users** page, and then choose the **Invite External Accountant** action in the ribbon. An email is made ready for you, just add your accountant's work email, and send the invitation.

NOTE

This requires that you have set up SMTP email. For more information, see [Set Up Email](#).

IMPORTANT

The accountant's email address must be a work address that is based on Azure Active Directory. If the accountant uses another type of email, then the invitation cannot be sent.

This task requires access to managing users and licenses in Azure Active Directory. The user who sends this invitation must be assigned the **Global admin** role or **User admin** role in the Microsoft 365 admin center. For more information, see [About admin roles](#) in the Microsoft 365 admin content.

Adding your accountant to your Microsoft 365 in the Azure portal

If your administrator or reselling partner do not want to use the **Invite External Accountant** guide, they can add an external user in the Azure portal and assign this user the *External Accountant* license. For more information, see [Quickstart: Add guest users to your directory in the Azure portal](#).

To add your accountant as a guest user

1. Open the [Azure portal](#).
2. In the left pane, select **Azure Active Directory**.
3. Under **Manage**, select **Users**.
4. Select **New guest user**.
5. On the **New user** page, select **Invite user** and then add information about your external accountant.

Optionally, include a personal welcome message to the accountant to let them know that you are adding them to your Business Central.

6. Select **Invite** to automatically send the invitation. A notification appears in the upper right with the message **Successfully invited user**.
7. After you send the invitation, the user account is automatically added to the directory as a guest.

Next, you must assign the new guest user a license to Business Central.

To give your accountant access to your Business Central

1. In the Azure portal, on the newly added user, choose **Profile**, and then choose **Edit**.
2. Update the **Usage Location** field to the relevant country, and then choose **Save**.
3. Choose **Licenses**, and then open **Assignments**.
4. Choose the **Dynamics 365 Business Central External Accountant** license.

If this license is not available, contact your reselling partner to add the license to your subscription.

Specifically for evaluation purposes in a trial tenant, you can use an available **Dynamics 365 Business Central for IWs** license instead. However, you cannot use this type of license if you have already purchased Business Central.

5. Save the assignment.

If successful, the license is assigned to the guest user, and the guest account is created.


Importing the new user into Business Central

The accountant will receive an email that notifies them that they have been given access to your Active Directory. Next, you must give them access to the right company in Business Central.

To add the accountant to the right company

1. Open the Business Central company that you want to give the accountant access to at

<https://businesscentral.dynamics.com>.

2. Choose the  icon, enter **Users**, and then chose the related link.
3. Choose the **Get New Users from Office 365** action.

This imports the user account that you created in the Azure portal to the company. For more information, see [To add a user in Business Central](#).

If you want to give access to multiple companies, then you must log into each company and repeat this process. Alternatively, you can update the permission groups for the accountant's user profile in Business Central, such as assigning them the *D365 Bus Premium* user group. For more information, see [Assign Permissions to Users and Groups](#).

See Also

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Closing Years and Periods](#)

[Working with Dimensions](#)

[Analyzing Financial Statements in Excel](#)

[Manage Work across Multiple Companies in the Company Hub](#)

[Working with Business Central](#)

[Setting Up Cash Flow Analysis](#)

NOTE

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Business Intelligence

2/18/2021 • 2 minutes to read • [Edit Online](#)

Businesses capture a tremendous amount of data through daily activity. This data, which reflects such things as the organization's sales figures, purchases, operational expenses, employee salaries, and budgets, can become valuable information, or business intelligence, for decision makers. Business Central contains a number of features that help you gather, analyze, and share your company data.

The Dimensions functionality plays an important role in business intelligence. A dimension is data that you can add to an entry as a kind of marker. This data is used to group entries with similar characteristics, such as customers, regions, products, and salesperson, and easily retrieve these groups for analysis. Among other uses, you use dimensions when defining analysis views and when creating account schedules for reporting. For more information, see [Working with Dimensions](#).

TIP

As a quick way to analyze transactional data by dimensions, you can filter totals in the chart of accounts and entries in all **Entries** pages by dimensions. Look for the **Set Dimension Filter** action.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
View actual amounts compared to budgeted amounts for all accounts and for several periods.	Analyze Actual Amounts Versus Budgeted Amounts
Create new account schedules to define financial statements for reporting or for display as charts.	Prepare Financial Reporting with Account Schedules and Account Categories
Analyze your financial performance by setting up KPIs based on account schedules, which you then publish as web services. The published account-schedule KPIs can be viewed on a web site or imported to Microsoft Excel using OData web services.	Set Up and Publish KPI Web Services Based on Account Schedules
Set up analysis views to analyze data using dimensions.	Analyze Data by Dimensions
Create new analysis reports for sales, purchases, and inventory, and set up analysis templates.	Create Analysis Reports
Enable global financial reporting by to international accounting organizations with the eXtensible Business Reporting Language standard.	Create Reports with XBRL
Change the database access intent on reports, pages of the type API, and queries to reduce load and improve performance.	Manage Database Access Intent

See Also

[Finance](#)

Using Business Central as a Power BI Data Source

Closing Fiscal Periods

Importing Data from Other Finance Systems

Working with Business Central

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Financial Reports in Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

Financial reporting in Business Central allows financial and business professionals to create, maintain, deploy, and view financial statements. It moves beyond traditional reporting constraints to help you efficiently design various types of reports. Business Central includes several reports, tracing functions, and tools that help auditors or controllers who are responsible for reporting to the finance department. Financial reporting includes support for dimensions, so account segments or dimensions are immediately available. No additional tools or configuration steps are required.

Reports

The following table describes some of the key reports in financial reporting.

REPORT	DESCRIPTION
Adjust Cost - Item Entries	Adjusts inventory values in value entries so that you use the correct adjusted cost for updating the general ledger and so that sales and profit statistics are up to date. The cost adjustment forwards any cost changes from inbound entries, such as those for purchases or production output, to the related outbound entries, such as sales or transfers.
Trial Balance	Shows the chart of accounts with balances and net changes. You can choose to see a trial balance for selected dimensions. You can use the report at the close of an accounting period or fiscal year.
Trial Balance by Period	Shows the opening balance by general ledger account, the movements in the selected period of month, quarter, or year, and the resulting closing balance.
Trial Balance/Budget	Shows a trial balance in comparison to a budget. You can choose to see a trial balance for selected dimensions. You can use the report at the close of an accounting period or fiscal year.
Detailed Trial Balance	Shows a detail trial balance for selected general ledger accounts. You can use the report at the close of an accounting period or fiscal year. You can define which accounts are included in the report by setting filters.
Trial Balance/Previous Year	Shows a trial balance in comparison to the previous year's figures. You can choose to see a trial balance for selected dimensions. You can use the report at the close of an accounting period or fiscal year. Note that <i>the previous year</i> means the same period one calendar year earlier.
Account Schedule	Account schedules can be used to display the general ledger accounts in a different way than in the chart of accounts. For example, account schedules can be used for reports on key figures.

Tasks

The following articles describe some of the key tasks for analyzing the state of your business:

- [Analyze Actual Amounts Versus Budgeted Amounts](#)
- [Prepare Financial Reporting with Account Schedules and Account Categories](#)
- [Set Up and Publish KPI Web Services Based on Account Schedules](#)
- [Analyze Data by Dimensions](#)
- [Create Analysis Reports](#)
- [Create Reports with XBRL](#)
- [Manage Database Access Intent](#)

See also

[Creating Cost Budgets](#)

[Report VAT to Tax Authorities](#)

[Closing Years and Periods](#)

[Using Pre-Closing Reports](#)

[Preparing Closing Statements](#)

[Analyzing Financial Statements in Microsoft Excel](#)

[Working with Dimensions](#)

[Setting Up Finance](#)

[Finance](#)

[Local Functionality Overview](#)

[Accountant Experiences in Dynamics 365 Business Central](#)

NOTE

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Analyze Actual Amounts Versus Budgeted Amounts


2/18/2021 • 3 minutes to read • [Edit Online](#)

As a part of gathering, analyzing, and sharing your company data, you view actual amounts compared to budgeted amounts for all accounts and for several periods.

To analyze budgeted amounts, you must first create G/L budgets. For more information, see [Create G/L Budgets](#).

To view a G/L budget

In a budget with dimensions, you can filter the entries and see specific budgets.

1. Choose the  icon, enter **G/L Budgets**, and then choose the related link.
2. On the **G/L Budgets** page, open the budget that you want to view.
3. At the top of the page, fill in the fields as necessary to define what is shown. Hover over a field to read a short description.

NOTE

If you have selected **Period** in either the **Show as Lines** or the **Show as Columns** field, then you must fill in the **View by** field. If you have not selected **Period** in either the **Show as Lines** or **Show as Columns** field, then enter the appropriate period in **Date Filter** field.

NOTE


Only entries from the general ledger budget with the filter codes that you enter on the **Filters** FastTab are included in the calculation. Budget entries with other filter codes or without any filter codes are not included. As long as the filter remains on the page, the budget only displays the budget entries with these filter codes.

TIP

If you want to modify the budget, you can modify the budget entries. Choose an amount to view the underlying general ledger budget entries.

To view actual and budgeted amounts for all accounts

You can view general ledger budgets and compare them with actual figures in several areas of Business Central.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the **Chart of Accounts** page, choose the **G/L Balance/Budget** action.
3. At the top of the page, fill in the fields as necessary to define what is shown.
4. To see a specification that makes up the amount shown, choose the field.

NOTE

The filters you set on the page header will be applied to general ledger entries and also budget entries.

The leftmost columns contain the chart of accounts. Of the five columns on the rightmost side, the first four


columns show actual and budgeted debit and credit amounts for each account. The fifth column shows the proportional relationship between the actual and the budgeted amounts on the general ledger account.

TIP

Use the **View by** field on the **G/L Balance/Budget** page to select the period length. Use the **View as** field to select the way the amounts will be calculated, **Net Change** or **Balance at Date**. Choose the **Previous Period** or **Next Period** action to change the period.

To view actual and budgeted amounts for several periods

Instead of viewing the actual and budgeted amounts for all accounts within a single period, you can view a number of periods for a single account.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the **Chart of Accounts** page, select the relevant general ledger account, and then choose the **G/L Account Balance/Budget** action.
3. At the top of the page, fill in the fields as necessary to define what is shown.
4. To see a specification of an amount shown, choose the field.

See Related Training at [Microsoft Learn](#)

See Also

[Business Intelligence](#)

[Work with Account Schedules](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

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Prepare Financial Reporting with Account Schedules and Account Categories

2/18/2021 • 10 minutes to read • [Edit Online](#)

Use account schedules to get insight into the financial data stored in your chart of accounts. Account schedules analyze figures in G/L accounts, and compare general ledger entries with general ledger budget entries. The results display in charts on your Role Center, such as the Cash Flow chart, and in reports, such as the Income Statement and the Balance Sheet reports.

You access these two reports, for example, with the **Financials Statements** action on the Business Manager and Accountant Role Centers.

Business Central provides a few sample account schedules that you can use right away, or you can set up your own rows and columns to specify the figures to compare. For example, you can create account schedules to calculate profit margins on dimensions like departments or customer groups. You can create as many customized financial statements as you want.

Setting up account schedules requires an understanding of the financial data in the chart of accounts. For example, you can view general ledger entries as percentages of budget entries. This requires that budgets are created. For more information, see [Create G/L Budgets](#).

Account Schedules

Account schedules are used to arrange accounts listed in the chart of accounts in ways suited for presentation of information about those accounts. You can set up various layouts to define the information that you want to extract from the chart of accounts. One of the main functions of account schedules is to provide a place for calculations that cannot be made directly in the chart of accounts, such as creating subtotals for groups of accounts, which can be included in new totals and can then be used in other totals. For example, users can create account schedules to calculate profit margins on such dimensions as departments or customer groups. In addition, general ledger entries and general ledger budget entries can be filtered, for example, by net change or debit amount.

You can also compare two or more account schedules and column layouts by using formulas. This kind of comparison provides the ability to:

- Create customized financial reports.
- Create as many account schedules as needed, each with a unique name.
- Set up various report layouts and print the reports with the current figures.

G/L Account Categories

You can use G/L account categories to change the layout of your financial statements. After you set up your account categories on the **G/L Account Categories** page, and you choose the **Generate Account Schedules** action, the underlying account schedules for the core financial reports are updated. The next time you run one of these reports, such as the **Balance Statement** report, new totals and subentries are added, based on your changes.

NOTE

The top-level account categories, such as the **Liabilities** node are fixed and you cannot add your own. However, you can delete and add account categories at lower levels and change their structure to define how the related account schedule appears in reports.


It is recommended to create and structure your own lower-level G/L account categories from scratch, in a hierarchy if needed, rather than try to rearrange the existing ones. For example, you can restructure the **Liabilities** node to contain a new **Equity** node followed by the **Current Liabilities** and **Long Term Liabilities** nodes.

To create a new account schedule

You use account schedules to analyze figures in general ledger accounts or to compare general ledger entries with general ledger budget entries. For example, you can view the general ledger entries as percentages of the budget entries.

The account schedules in the standard version of Business Central are the basis of the standard financial reports, which may not suit the needs of your business. To quickly create your own financial reports, you can start by copying an existing account schedule. See step 3 below.

The **Acc. Schedule Overview** page is where you preview the financial report that the account schedule defines. In the following, it is important to understand that what you set up as account schedule rows and columns can only be seen and validated on the **Acc. Schedule Overview** page, which you open from an account schedule by choosing the **Overview** action. The **Account Schedule** page itself is only a setup area.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedules** page, choose the **New** action to create a new account schedule name.
3. Alternatively, choose the **Copy Account Schedule** action, fill in the two fields, and then choose the **OK** button.
4. Fill in the fields as necessary. In the **Default Column Layout** field select an existing layout. You can edit it later if you want.

You use column layouts to define columns for different parameters by which the financial data on the rows are shown. For example, you can design a column layout to compare net change and balance for the same period this year and last year, with four columns. For more information, see [To edit a column layout](#).

5. Choose the **Edit Account Schedule** action.
6. Create a row for each financial element that you want to appear in the report, such as one row for current assets and another row for fixed assets. For inspiration, see existing account schedules in the CRONUS demonstration company.
7. Choose the **Overview** action to see the resulting financial report.
8. On the **Acc. Schedule Overview** page, in the **Column Layout Name** field, select another column layout to see the financial data by other parameters.
9. Choose the **OK** button.

You have now defined the basis of the account schedule, the rows of financial data to be displayed, and an existing layout of columns to show the data on the rows per different parameters. If the default column layout that you selected in step 4 does not suit your purpose, follow the next procedure.

To edit a column layout

You use column layouts to define what columns should be included in the resulting report. For example, you can

design a layout to compare net change and balance for the same period this year and last year.

NOTE

A printed/previewed/saved version of an account schedule can display a maximum of five columns. If the account schedule is only meant for analysis on the **Acc. Schedule Overview** page, you can create as many columns as you want.


1. On the **Account Schedules** page, select the relevant account schedule, and then choose the **Edit Column Layout Setup** action.
2. On the **Column Layouts** page, create a row for each column by which financial data is shown in the financial report. Hover over a field to read a short description.
3. Choose the **OK** button.
4. Open the **Acc. Schedule Overview** page from time to time to verify that the new column layout works as intended.

NOTE

The columns that you define on each row represent columns 3 and up on the **Acc. Schedule Overview** page. The first two columns, **Row No.** and **Description**, are fixed.


To create a column that calculates percentages

Sometimes you may want to include a column in an account schedule to calculate percentages of a total. For example, if you have a number of rows that break down sales by dimension, you may want a column to indicate the percentage of total sales that each row represents.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedule Names** page, select an account schedule.
3. Choose the **Edit Account Schedule** action to set up an account schedule row to calculate the total on which the percentages will be based.
4. Insert a line immediately above the first row for which you want to display a percentage.
5. Fill in the fields on the line as follows: In the **Totaling Type** field, enter **Set Base for Percent**. In the **Totaling** field, enter a formula for the total that the percentage will be based on. For example, if row 11 contains the total sales, enter **11**.
6. Choose the **Edit Column Layout Setup** action to set up a column.
7. Fill in the fields on the line as follows: In the **Column Type** field, select **Formula**. In the **Formula** field, enter a formula for the amount that you want to calculate a percentage for, followed by **%**. For example, if column number N contains the net change, enter **N%**.
8. Repeat steps 4 through 7 for each group of rows that you want to break down by percentage.

To set up account schedules with overviews

You can use an account schedule to create a statement comparing general ledger figures and general ledger budget figures.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedule Names** page, select an account schedule.
3. Choose the **Edit Account Schedule** action
4. On the **Account Schedule** page, in the **Name** field, select the default account schedule name.

5. Choose the **Insert Accounts** action.
6. Select the accounts that you want to include in your statement, and then choose the **OK** button.

The accounts are now inserted into your account schedule. If you want you can also change the column layout.
7. Choose the **Overview** action.
8. On the **Acc. Schedule Overview** page, on the **Dimension Filters** FastTab, set the budget filter to the desired filter name.
9. Choose the **OK** button.

Now you can copy and paste your budget statement into a spreadsheet.

Comparing Accounting Periods using Period Formulas

Your account schedule can compare the results of different accounting periods, such as this month versus same month last year. To do that, open the **Column Layout** page, and personalize it by adding the **Comparison Period Formula** field as a column. For more information, see [Personalize Your Workspace](#). You can then set that field to a period formula.

An accounting period does not have to match the calendar, but each fiscal year must have the same number of accounting periods, even though each period can be different in length.

Business Central uses the period formula to calculate the amount from the comparison period in relation to the period represented by the date filter on the report request. The comparison period is based on the period of the start date of the date filter. The abbreviations for period specifications are:

ABBREVIATION	DESCRIPTION
P	Period
LP	Last period of a fiscal year, half-year, or quarter.
CP	Current period of a fiscal year, half-year, or quarter. Use CP in formulas to set the period that starts or ends the formula. For example, FY[1..CP] denotes the time from the beginning of the current fiscal year to the current period.
FY	Fiscal year. For example, FY[1..3] denotes first quarter of the current fiscal year

Examples of formulas:

FORMULA	DESCRIPTION
<Blank>	Current period
-1P	Previous period
-1FY[1..LP]	Entire previous fiscal year
-1FY	Current period in previous fiscal year
-1FY[1..3]	First quarter of previous fiscal year

FORMULA	DESCRIPTION
-1FY[1..CP]	From the beginning of previous fiscal year to current period in previous fiscal year, including both periods
-1FY[CP..LP]	From current period in previous fiscal year to last period of previous fiscal year, including both periods

If you want to calculate by regular time periods, you must enter a formula in the **Comparison Date Formula** field instead. For example, if the field is set to -1Y, Business Central compares to the same period 1 year earlier.

NOTE

It is not always transparent which periods you are comparing because you can set a date filter on a report that spans different dates than the accounting periods that are reflected in the data in the chart of accounts. For example, you create an account schedule where you want to compare this period with the same period last year, so you set the **Comparison Date Formula** field to *-1FY*. Then, you run the report on February 28th and set the date filter to January and February. As a result, the account schedule compares January and February this year to January last year, which is the only completed accounting period of the two for last year.

For more information about date formulas, see [Working with Calendar Dates and Times](#).

See Related Training at [Microsoft Learn](#)

See Also

[Business Intelligence](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Business Central](#)

NOTE

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Set Up and Publish KPI Web Services Based on Account Schedules

2/18/2021 • 2 minutes to read • [Edit Online](#)

On the **Account Schedule KPI Web Service Setup** page, you set up how to show the account-schedule KPI data and which specific account schedules to base the KPIs on. When you choose the **Publish Web Service** button, the specified account-schedule KPI data is added to the list of published web services on the **Web Services** page.

To set up and publish a KPI web service that is based on account schedules

1. Choose the  icon, enter **Account Schedule KPI Web Service Setup**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Forecasted Values Start	<p>Specify at what point in time forecasted values are shown on the account-schedule KPI graphic.</p> <p>The forecasted values are retrieved from the general ledger budget that you select in the G/L Budget Name field. Note: To obtain KPIs that show forecasted figures after a certain date and actual figures before the date, you can change the Allow Posting From field on the General Ledger Setup page. For more information, see Allow Posting From.</p>
G/L Budget Name	<p>Specify the name of the general ledger budget that provides forecasted values to the account-schedule KPI web service.</p>
Period	<p>Specify the period that the account-schedule KPI web service is based on.</p>
View By	<p>Specify which time interval the account-schedule KPI is shown in.</p>
Web Service Name	<p>Specify the name of the account-schedule KPI web service.</p> <p>This name will appear in the Service Name field on the Web Services page.</p>

Specify one or more account schedules that you want to publish as a KPI web service according to the setup that you made in the previous table.

3. On the **Account Schedules** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Acc. Schedule Name	Specify the account schedule that the KPI web service is based on.
Acc. Schedule Description	Specify the description of the account schedule that the KPI web service is based on.

- Repeat step 3 for all the account schedules that you want to base the account-schedule KPI web service on.
- To view or edit the selected account schedule, on the **Account Schedule** FastTab, choose the **Edit Account Schedule** action.
- To view the account-schedule KPI data that you have set up, choose the **Account Schedule KPI Web Service** action.
- To publish the account-schedule KPI web service, choose the **Publish Web Service** action. The web service is added to the list of published web services on the **Web Services** page.

NOTE

You can also publish the KPI web service by pointing to the **Account Schedule KPI Web Service Setup** page object from the **Web Services** page. For more information, see [Publish a Web Service](#).

See Also

[Business Intelligence](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Business Central](#)

NOTE

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Analyze Data by Dimensions

2/18/2021 • 4 minutes to read • [Edit Online](#)

In financial analysis, a dimension is data that you can add to an entry as a kind of marker. This data is used to group entries with similar characteristics, such as customers, regions, products, and salesperson, and easily retrieve these groups for analysis. Dimensions can be used on entries in journals, documents, and budgets. The term dimension describes how analysis occurs. A two-dimensional analysis, for example, would be sales per area. However, by using more than two dimensions when creating an entry, you can carry out a more complex analysis, such as sales per sales campaign per customer group per area. For more information, see [Working with Dimensions](#).


Analyzing data by dimensions gives you greater insight into your business, so you can evaluate information, such as how well your business is operating, where it is thriving and where it is not, and where more resources should be allocated.

TIP

As a quick way to analyze transactional data by dimensions, you can filter totals in the chart of accounts and entries in all **Entries** pages by dimensions. Look for the **Set Dimension Filter** action.


To set up an analysis view

An analysis by dimensions displays a selected combination of dimensions. You can store and retrieve each analysis you have set up. The information for setting up an analysis is stored on an **Analysis View** card to simplify future analysis.

1. Choose the  icon, enter **Analysis Views**, and then choose the related link.
2. On the **Analysis View List** page, choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. To add other dimension codes in addition to the four on the **Dimensions** FastTab, choose the **Filter** action, fill in the fields, and then choose the **OK** button.
5. To update the view, choose the **Update** action.

To analyze by dimensions

You can use the **Analysis by Dimensions** matrix to view the amounts in your general ledger by using the analysis views that you have already set up. You fill on the **Analysis by Dimensions** page to define what will be shown in the matrix, and then you choose the **Show Matrix** action to view the matrix.

1. Choose the  icon, enter **Analysis Views**, and then choose the related link.
 2. Select the relevant analysis view, and then choose the **Analysis by Dimensions** action.
 3. On the **Analysis by Dimensions** page, fill in the fields to define which data is shown and how.
 4. Choose the **Show Matrix** action to open the respective matrix page for the defined analysis view.
 5. To see a specification of an amount shown in the matrix page, choose the amount to drill down.
- The leftmost columns contain information based on what you have selected in the **Show as Lines** field in the header.
 - The rightmost columns contain information based on to what you have selected in the **Show as Columns** field in the header.

IMPORTANT

You cannot select a period length shorter than the period specified for the date compression on the **Analysis View** card. The **Next Set** and **Previous Set** commands are inactive if you have selected **Period** in either the **Show as Lines** or the **Show as Columns** field.

NOTE

You can use the **Dimensions - Detail** report to display a detailed classification of how dimensions have been used on entries over a selected period. You can use the **Dimensions - Total** report to display only the total amounts.


TIP

You can also change the view by changing the contents of the **Show as Lines** field and **Show as Columns** field. To reverse a view setting, choose the **Reverse Lines and Columns** action.

To update an analysis view

The amounts that are displayed on the **Analysis by Dimensions** page give you a picture of the company's state at the time of the last update. To get a picture of the current state, you must update the analysis view by running the update function.

The following procedure is for updating an analysis view from the **Analysis by Dimensions** page. The steps are similar from the **Analysis View Card** and the **Analysis View List** pages.

1. Choose the  icon, enter **Analysis Views**, and then choose the related link.
2. Select the relevant analysis view, and then choose the **Analysis by Dimensions** action.
3. On the **Analysis by Dimensions** page, choose the **Analysis View Code** field.
4. Select the line with the relevant analysis view.
5. On the **Analysis Views** page, select the analysis view, and then choose the **Update** action.

TIP

If you select the **Update on Posting** check box on an analysis view card, the view is automatically updated when an involved transaction is posted.

NOTE

To update some or all analysis views at the same time, you must use the **Update Analysis Views** batch job.

See Related Training at [Microsoft Learn](#)

See Also

[Business Intelligence](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Dimensions](#)

NOTE

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Create Analysis Reports

2/18/2021 • 6 minutes to read • [Edit Online](#)

Sales managers need to analyze turnover, gross profit and other key sales performance indicators on a regular basis. Purchasers, are more interested in the dynamics of purchase volumes, vendors' performance and purchase prices. Whereas logistics/inventory managers need information on inventory turnover, analysis of inventory movement, and statistics on inventory value.

You can use analysis reports to create customized reports based on records of your posted transactions, for example, sales, purchases, transfers and inventory adjustments. In a customizable report, the source data, which is derived from the item ledger (with associated value entries), can be combined, compared and presented in meaningful user-defined ways. In this sense, the analysis report is very similar to a PivotTable report in Microsoft Excel.

You can create your personalized report that focuses on your key accounts in terms of total turnover both in amounts and quantities sold, gross profit and gross profit percentage during the current month, and have it compare those figures with the results from previous months or the same month last year, and calculate deviations. All this can be done in one and the same view, with the possibility to navigate to the cause of identified problem areas by choosing the drop-down button to access details on the level of individual transactions.

The analysis report consists of the objects that you want to analyze, such as customers, customer groups, sales people and so on, represented as lines, and the analysis parameters, that is, the way you want to analyze the object, represented as columns, such as profit calculations, periodic comparisons of sales amounts and volumes or periodic comparisons of actual and budgeted figures.

In addition to analysis reports, you can create and view similar information in analysis views, which are based on dimensions. For more information, see [Analyze Data by Dimensions](#).

Example

You can set up lines like these:

- Computers
- Displays
- Spare Parts

Then you can set up columns like these:

- Sales Current Month
- Sales Last Month
- Sales in Pct. of last Month

Setting Up Line and Column Layouts

On the **Analysis Report** page, you can view different line and column layouts according to the lines or line templates that you set up on the **Analysis Line Templates** page. You can define the name of the report and the objects you want to show in the lines of your report. You set up your columns on the **Analysis Column Templates** page. You can define the name of the column template and the analysis parameters that you want to show in the report as columns. On the **Analysis Column Templates** page, each line represents a column in your report. Note that analysis lines and analysis columns are independent from each other.

Based on the lines and columns you have set up, Business Central will aggregate the result of your report in the **Analysis Report** page, as shown in the following table.

-	SALES CURRENT MONTH	SALES LAST MONTH	SALES LAST MONTH %
Computers			
Displays			
Spare parts			
Total			


You can, for example, set up one set of lines and several sets of column layouts to show monthly and annual reports respectively.

To set up analysis column templates

The following procedure is based on analysis views for sales. The steps are similar for purchase and inventory analysis views.

In an analysis report, your analysis parameters are shown as columns. You can define the columns that you want to include in your analysis report by setting up analysis column templates.

A template contains a set of lines each representing the analysis columns that you see in the analysis report. To define a column you must assign an analysis type code to a line. This analysis type code determines the type of source data in the item ledger entries that the analysis will be based on. Source data includes cost, sales amount, or quantity, and their associated value entries. You can set up as many column templates as you like, and then use them to create new analysis reports.

1. Choose the  icon, enter **Sales Column Templates**, and then choose the related link.
2. Select the first empty line, and then fill in the fields as necessary.
3. Choose the **Columns** action.
4. On the **Analysis Columns** page, fill in the fields to specify the columns that you want to include in your analysis report.

NOTE

To define a column, you must fill in the **Analysis Type Codes** field for all column types except **Formula**. Set up the analysis type codes on the **Analysis Types** page.

Also, in the **Ledger Entry Type** field, if you select **Item Entries**, the actual figures from the item ledger entry are copied. If you select **Item Budget Entries**, the budgeted figures from the budget are copied.


5. Choose the **OK** button to save your changes.

To set up analysis line templates

The following procedure is based on analysis reports for sales. The steps are similar for purchase and inventory analysis reports.

In an analysis report your analysis objects are shown on the lines. You can define the lines that you want to include in your analysis report by setting up analysis line templates.

A template contains a set of lines representing the analysis lines that you see in the analysis report. A line can specify one or a range of items, customers, vendors, or groups. You can also create a formula in a line to sum up the other lines. You can set up as many line templates as you like, and then use them to create new analysis reports.

1. Choose the  icon, enter **Sales Line Templates**, and then choose the related link.
2. Select the first empty line, and then fill in the fields as necessary.
3. Choose the **Lines** action.
4. On the **Analysis Lines** page, create lines for the items, customers, vendors, or salespeople you want to view figures for in your analysis report. You must fill in the **Type**, **Range**, and the **Description** fields.


NOTE

Alternatively, when you want to create many individual lines for each item, customer, and so on, you can select the appropriate insert option to fill in all the relevant fields on the line. If you need to, you can then edit the lines manually. To insert lines, choose the **Insert Items** action or the **Insert Item Groups** action.

To create a new sales analysis report

The following procedure is based on analysis reports for sales. The steps are similar for purchase and inventory analysis reports.

You use analysis reports to analyze the dynamics of your sales according to key sales performance indicators that you select, for example, sales turnover in both amounts and quantities, contribution margin, or progress of actual sales against the budget. You can also use the report to analyze your average sales prices and evaluate the sales performance of your sales force.

1. Choose the  icon, enter **Sales Analysis Reports**, and then choose the related link.
2. On the **Analysis Report Sale** page, choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **Edit Analysis Report** action.
5. On the **Sales Analysis Report** page, choose the **Show Matrix** action

NOTE

Building combinations of line and column templates to create reports and assigning them unique names is optional. If you do this, selecting a report name means that you will not need to select line and column templates on the **Sales Analysis Report** page. After you have chosen a report name, you can change line and column templates independently and then later select the report name again to restore the original combination.

See Also

[Business Intelligence](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Business Central](#)

NOTE

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Create Reports with XBRL

2/18/2021 • 8 minutes to read • [Edit Online](#)

XBRL, which stands for eXtensible Business Reporting Language, is an XML-based language for tagging financial data, and enabling businesses to efficiently and accurately process and share their data. The XBRL initiative enables global financial reporting by numerous ERP software companies and international accounting organizations. The goal of the initiative is to provide a standard for the uniform reporting of financial information for banks, investors, and government authorities. Such business reporting can include:

- Financial statements
- Financial information
- Non-financial information
- Regulatory filings, such as annual and quarterly financial statements

NOTE

You can import G/L-related schemas and create XBRL instance documents by mapping G/L data from the chart of accounts to elements in taxonomies that were designed for financial reports, such as balance sheets, income statements, and so on.

The XBRL capabilities in Business Central support taxonomies for Specification 2.1, however, taxonomies might contain unsupported elements such as Formula linkbases, iXBRL, or have other structural differences. We recommend that you validate the XBRL capability before you use it for reporting.

Full support for taxonomies may require third party XBRL tagging and tools. The XBRL International organization has a list of tools and services that you can use for XBRL reporting. Depending on the XBRL reporting requirements for a given taxonomy, you might want to explore those resources. For more information, see [Getting Started for Business](#) and [Tools and Services](#).

eXtensible Business Reporting Language

XBRL (eXtensible Business Reporting Language) is an XML-based language for financial reporting. XBRL provides a standard for uniform reporting for all users of the financial information supply chain; such as public and private companies, the accounting profession, regulators, analysts, the investment community, capital markets and lenders, as well as key third parties such as software developers and data aggregators.

Taxonomies are maintained by www.xbrl.org. You can download taxonomies or read more detailed information on the XBRL website.

Someone who wants financial information from you, provides you with a taxonomy (an XML document) containing one or more schemas, each with one or more lines to fill out. The lines correspond to the individual financial facts required by the sender. You import this taxonomy and then fill out the schema(s) by entering which account or accounts correspond to each line and what kind of time frame to use, for example, net change or balance at date. In some cases you can enter a constant instead, for example, a number of employees. You are now ready to send the instance document (an XML document) to the requester. The idea is that this might be a recurring event, so unless changes have been made to the taxonomy, you just export new instance documents for new periods on request.

XBRL is comprised of the following components

The **XBRL Specification** explains what XBRL is, and how to build XBRL instance documents and XBRL

taxonomies. The XBRL Specification explains XBRL in technical terms and is intended for a technical audience.

The XBRL **Schema** are the core low-level components of XBRL. The schema is the physical XSD file that expresses how instance documents and taxonomies are to be built.

The XBRL **Linkbases** are the physical XML files that contain various information about the elements defined in the XBRL Schema, such as labels in one or more languages, how they relate to each other, how to sum up elements, and so on.

An XBRL **Taxonomy** is a "vocabulary" or "dictionary" created by a group, compliant with the XBRL Specification, in order to exchange business information.

An XBRL **Instance document** is a business report, such as a financial statement prepared to the XBRL specification. The meaning of the values in the instance document is explained by the taxonomy. An instance document is somewhat useless unless you know the taxonomy for which it is prepared.

Layered Taxonomies

A taxonomy can consist of a base taxonomy, for example, us-gaap or IAS, and then have one or more extensions. To reflect this, a taxonomy refers to one or more schemas, each of which are separate taxonomies. When the additional taxonomies are loaded into the database, the new elements are simply added to the end of the existing elements.

Linkbases


In XBRL Spec. 2, the taxonomy is described in several XML-files. The primary XML file is the taxonomy schema file itself (.xsd file) which only contains an unordered list of elements or facts to be reported. In addition to this, there are usually associated some linkbase files (.xml). The linkbase files contain data which is complementary to the raw taxonomy (.xsd file). There are six types of linkbases files of which four have relevance for Product Name XBRL. These are:

- **Label linkbase:** This linkbase contains labels or names for the elements. The file may contain labels in different languages which are identified with an XML property called 'lang'. The XML language identifier usually contains a two-letter abbreviation, and although it should be easy to guess what the abbreviation means, there is no connection to the Windows language code or to the language codes defined in the demo data. Therefore, when the user looks up the languages for a specific taxonomy, he will see all the labels for the first element in the taxonomy, meaning that he can then see an example of each language. A taxonomy can have several label linkbases attached to it as long as these linkbases contain different languages.
- **Presentation linkbase:** This linkbase contains information about the structure of the elements, or more precisely; how the issuer of the taxonomy suggests that application presents the taxonomy to the user. The linkbase contains a series of links that each connect two elements as parent and child. When applying all these links, the elements can be shown in a hierarchical way. Note that the presentation linkbase deals with just that: the presentation of elements to the user.
- **Calculation linkbase:** This linkbase contains information about which elements roll up to which. The structure is quite similar to the presentation linkbase, except that each link or 'arc', as they are called, has a weight property. The weight can be either 1 or -1 indicating whether the element should be added to or subtracted from its parent. Note that the rollups are not necessarily in keeping with the visual presentation.
- **Reference linkbase:** This linkbase is an xml file that contains supplementary information about the data that is required by the taxonomy issuer.

To set up XBRL lines

After you import or update the taxonomy, the lines of the schemas must be supplied with all the information that is required. This information will include basic company information, the actual financial statements, notes to the financial statements, supplemental schedules, and other information that is required to satisfy the particular financial reporting requirements.

You set up the XBRL Lines by mapping the data in the taxonomy to the data in your general ledger.

1. Choose the  icon, enter **XBRL Taxonomies**, and then choose the related link.
2. On the **XBRL Taxonomies** page, select a taxonomy from the list.
3. Choose the **Lines** action.
4. Select a line and fill in the fields.
5. To read detailed information about what to fill in, choose the **Information** action.
6. To set up the mapping of the general ledger accounts in the chart of accounts to the XBRL lines, choose the **G/L Map Lines** action.
7. To add notes to the financial statement, choose the **Notes** action.

TIP

To exclude lines from the export, choose **NOT APPLICABLE** as the source type.

NOTE


You can only export data that corresponds to the selection in the **Source Type** field. This includes descriptions and notes.

NOTE

Taxonomies might contain elements that Business Central does not support. If an element is not supported, the **Source Type** field will display **Not Applicable** and the **Description** field will show an error message, such as **Unexpected type: "specific type not recognized"**. If you must export the element, choose a matching source type. Typically, this is a constant or a description. This will allow you to enter and export data, however, such elements might have validation rules that cannot be checked before exporting.

To import an XBRL taxonomy

The first step in working with the XBRL functionality is to import the taxonomy into your company database. A taxonomy consists of one or more schemas and some linkbases. After you have completed the import of both schemas and linkbases and have applied the linkbases to the schema, you can set up the lines and map the general ledger accounts in the chart of accounts to the appropriate taxonomy lines.


1. Choose the  icon, enter **XBRL Taxonomies**, and then choose the related link.
2. On the **XBRL Taxonomies** page, create a new line and enter the name and description of the taxonomy.
3. Choose the **Schemas** action, and then insert the description of the schema.
4. To import the schema, on the **XBRL Schemas** page, choose the **Import** action, and then select a folder and an XSD file. Choose the **Open** button.
5. To import the linkbase, on the **XBRL Schemas** page, choose the **Linkbases** action, and then select a folder and an XML file. Choose the **Open** button.
6. You can now choose to apply the linkbase to the schema. Repeat until you have imported all linkbases.
7. Choose the **Apply to Taxonomy** action to apply the linkbase to the schema.

IMPORTANT

Instead of individually applying the linkbases after the import, you can wait until you have imported all linkbases and then apply them at the same time. To do this, choose the **NO** button when you are prompted to apply the newly imported linkbase to the schema. Then select the lines with the linkbases that you want to apply.

To update an XBRL taxonomy

When a taxonomy changes you need to update the current taxonomy accordingly. The reason for the update can be an altered schema, an altered linkbase, or a new linkbase. After updating the taxonomy, you only need to map the lines for the changed or new lines.

1. Choose the  icon, enter **XBRL Taxonomies**, and then choose the related link.
2. On the **XBRL Taxonomies** page, choose the **Schemas** action.
3. To update a schema, select the schema you want to update, and then choose the **Import** action.
4. To update or add a new linkbase, choose the **Linkbases** action.
5. Select the relevant linkbase or press Ctrl+N for a new line, select the type of linkbase, and then insert a description.
6. To import the linkbase, choose the **Import** action.
7. Choose the **Yes** button to apply the linkbase to the schema.

See Related Training at [Microsoft Learn](#)

See Also

[Finance](#)

[Business Intelligence](#)

[Working with Business Central](#)

NOTE

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Managing Database Access Intent

2/18/2021 • 2 minutes to read • [Edit Online](#)

As a super user or administrator, you can change the database access intent on reports, pages of the type API, and queries to improve performance of the service.

Overview

Business Central can be set up to use read-only replicas of the primary (read-write) database. Using the database replica reduces the load on the primary database. In some cases, it will also improve the performance when viewing data in the client. Replicas are beneficial for objects, like reports, queries, and API pages, that are used for viewing data only, not modifying data.

When objects run, the database access intent determines whether to use a read-only replica, if one is available, or the primary database. Reports, API pages, and queries are developed with a predefined database access intent (see [DatabaseAccessIntent property](#)).

The **Database Access Intent List** page lets you override the predefined database access intent for objects when they're run.

In database terms, this feature is commonly known as *read scale-out*. For more information about read-scale out and data access intent in Business Central, see [Utilizing Read Scale-Out for Better Performance](#) in the Business Central Developer and Administration help.

To change the database access intent

1. Choose the  icon, enter **Database Access Intent List**, and then choose the related link.

The page lists all reports, pages, and queries. The **Access Intent** column includes one of the following values:

SETTING	DESCRIPTION
Default	Indicates that the object uses the predefined database access intent.
Allow Write	Sets the object to use the primary database, allowing the user to modify data.
Read Only	Sets the object to use the database replica, which means that the user can only view data, not change data.

2. Choose the **Edit List** action.
3. On the **Edit - Database Access Intent List** page, change the **Access Intent** field for the objects.

NOTE

If an object that is editable, like the Customer Card, is set to **Read Only**, the primary database will still be used, regardless of the access intent, allowing users to make changes as normal.

See Related Training at [Microsoft Learn](#)

See Also

[Business Functionality](#)

[General Business Functionality](#)

[Working with Business Central](#)

[Getting Started](#)

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Sales

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You create a sales invoice or sales order to record your agreement with a customer to sell certain products on certain delivery and payment terms.

You must use sales orders if your sales process requires that you can ship parts of an order quantity, for example, because the full quantity is not available at once. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use sales orders. In all other aspects, sales orders work the same way as sales invoices. With sales orders, you can also use the Order Promising functionality to communicate certain delivery dates to your customers.

You can negotiate with the customer by first creating a sales quote, which you can convert to a sales invoice or sales order when you agree on the sale. After the customer has confirmed the agreement, you can send an order confirmation to record your obligation to deliver the products as agreed.

You can easily correct or cancel a posted sales invoice before it is paid. This is useful if you want to correct a typing mistake or if the customer requests a change early in the order process. If the posted sales invoice is paid, then you must create a sales credit memo or a sales return order to reverse the sale.

Good sales and marketing practices are all about how to make the best decisions at the right time. Marketing functionality in Business Central provides precise and timely overview of your contact information so that you can serve your prospective customers more efficiently and increase customer satisfaction. For more information, see [Relationship Management](#).

If you use Dynamics 365 Sales for customer engagement, you can enjoy seamless integration in the lead-to-cash process by using Business Central for backend activities such as processing orders, managing inventory, and doing your finances. For more information, see [Using Dynamics 365 Sales from Business Central](#).

In business environments where the customer must pay before products are delivered, such as in retail, you must wait for the receipt of payment before you deliver the products. In most cases, you process incoming payments some weeks after delivery by applying the payments to their related posted, unpaid sales invoices. For more information, see [Reconcile Payments Using Automatic Application](#).

Sales documents can be sent as PDF files attached to email. The email body will contain an extract of the sales document, such as products, total amount, and a link to the PayPal site. For more information, see [Send Documents by Email](#).

For all sales processes, you can incorporate an approval workflow, for example, to require that large sales to certain customers are approved by the accounting manager. For more information, see [Using Workflows](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create a customer card for each customer that you sell to.	Register New Customers
Create a sales quote where you offer products on negotiable terms before converting the quote to a sales invoice.	Make Sales Quotes
Create a sales invoice to record your agreement with a customer to sell products on certain delivery and payment terms.	Invoice Sales

TO	SEE
Process a sales order that involves partial shipping or drop shipment.	Sell Products
Understand what happens when you post sales documents.	Posting Sales
Prepare to pick items for shipment.	Print the Picking List
Set up standard sales or purchase lines that you can quickly insert on documents, for example, for recurring replenishment orders.	Create Recurring Sales and Purchase Lines
Link a sales order to a purchase order to sell a drop-shipment item that will be delivered directly from your vendor to your customer.	Make Drop Shipments
Have a catalog item shipped from a vendor to your warehouse so that you can ship the item on to your customer.	Create Special Orders
Perform an action on an unpaid posted sales invoice to automatically create a credit memo and either cancel the sales invoice or recreate it so you can make corrections.	Correct or Cancel Unpaid Sales Invoices
Create a sales credit memo to revert a specific posted sales invoice to reflect which products the customer returns and which payment amount you will refund.	Process Sales Returns or Cancellations
Manage your customer's commitment to purchase large quantities delivered in several shipments over time.	Work with Blanket Sales Orders
Sell assembly items that are not currently available by creating a linked assembly order to supply the full or partial sales order quantity.	Sell Items Assembled to Order
Invoice a customer once for multiple shipments by combining the shipments on one invoice.	Combine Shipments on a Single Invoice
Inform your customers of order delivery dates by calculating either the capable-to-promise date or the available-to-promise date.	Calculate Order Promising Dates
Register your estimates for future sales, specified by item and by period, to function mainly as input to production planning.	Create a Forecast
Resolve confusion when two or more records exist for the same customer.	Merge Duplicate Records

See Related Training at [Microsoft Learn](#)

See Also

[Setting Up Sales](#)

[Register New Customers](#)

[Managing Receivables](#)

[Managing Payables](#)

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Walkthrough: Conducting a Sales Campaign

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A campaign is any kind of activity that involves several contacts. An important part of setting up a campaign involves selecting the target audience for your campaign. For this purpose, in Business Central, you create a segment, or a group of contacts using filters.

You use these features in Sales & Marketing to carefully plan your marketing activities and to manage your interactions with contacts and customers. You can create campaigns and set up segments of your contacts for mailings and other types of interactions with your contacts and prospective customers.

The Campaign and Segment features with their automated processes enable you to plan, organize, and keep track of your marketing activities. This will increase the chances of winning new customers and retaining existing customers.

About This Walkthrough

This walkthrough demonstrates the process for following up on a trade show and targeting potential customers (contacts) in a follow-up campaign.

The walkthrough introduces the campaign and segment management feature in the Sales & Marketing department. This walkthrough illustrates the following tasks:

- Setting up a campaign.
- Selecting the target audience.
- Mining data.
- Sending letters to contacts.
- Registering campaign responses.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Marketing Manager or Sales Manager
- Marketing Staffer

Prerequisites

Before you can perform the tasks in the walkthrough, you must install the Business Central.

Story

The marketing manager in the Sales department of CRONUS is responsible for planning campaigns and for executing them. He also makes decisions about which trade shows to participate in and he evaluates campaign progress.

The marketing staffer in the Marketing department handles producing, distributing, and placing marketing material.

The company has just launched a new product called the Millennium Server. The product was recently promoted at a trade show, Computer Futurus. Many customers expressed great interest in the product, and as part of a promotional effort, customers who bought Millennium Server during a campaign period were offered a special

campaign price.

One of the marketing staffer's tasks after the trade show is to enter all the potential customers as contacts.


The marketing manager sets up a campaign, creates a segment that contains all the new contacts and then mines the contact data to select the target audience for the campaign.

The staffer helps send out thank you letters to all the contacts who left their cards with the staff at the stand, and finally, the manager records all the responses they receive from the prospective customers.

Setting Up a Campaign

As soon as the staffer has entered the business cards received at the trade show, the marketing manager sets up a campaign card to manage the activities involved in the campaign.

To set up a campaign

1. Choose the  icon, enter **Campaigns**, and then choose the related link.
2. Choose the **New** action to create a new campaign. On the campaign card, press Enter to have a campaign number automatically inserted.
3. In the **Description** field, enter a description for the campaign, for example, **FUTURUS trade show**.
4. Choose the **Status Code** field, and select a status code from the list that opens on the **Campaign Status** page.
5. Fill in the **Starting Date** and **Ending Date** fields of the campaign as appropriate.

Selecting the Target Audience

The marketing manager creates a segment to select the contacts that he wants to interact with.

To create a segment with the relevant contacts

1. Choose the **Segments** action.
2. Choose the **New** action to create a new segment. On the segment card, press Enter to have a segment number automatically inserted.
3. On the **General** FastTab, in the **Description** field, enter, for example, **Visitors at the FUTURUS trade show**.

After entering general information about the segment, select the contacts to be included in the segment.

You can use a variety of criteria to select contacts, for example, you can select contact persons who work at a customer site or a prospective customer site who are responsible for purchases at their company.

You use filters to add contacts according to the criteria that best fit your purposes. For example, you can choose to filter by the job responsibility of the contact person or the business relation or industry of the contact company. For this walkthrough, choose the **Job Responsibility** filter to select contacts.

4. On the **Segment** page, choose the **Add Contacts** action to open the **Add Contacts** filter.
5. On the **Job Responsibility** FastTab, select the **Purchase** filter as the **Job Responsibility Code** and choose the **OK** button.

The **Segment** page now contains a list of contacts based on the filter you entered. On the **General** FastTab, in the **No. of Lines** field, you can see at a glance the number of contacts that meet these criteria.

NOTE

You can save your segmentation criteria to be reused at a later stage.

- a. On the **Segment** page, choose the **Segment** action, and then choose the **Save Criteria** action.
- b. On the **Save Segment Criteria** page, enter a code for the segment. In the **Description** field, enter a description of the segment criteria.
- c. Choose the **OK** button.

Mining the Data

The marketing manager takes a closer look at the segmented list of contacts and realizes that the list is much too big. He decides to reduce the list based on actual, prospective customers to make sure he focuses on the correct target group. This process of refining and reducing the data is also referred to as data mining.

To remove contacts from the segment

1. On the **Segment** page, choose the **Contacts** action, and then choose the **Reduce Contacts** action to open the **Remove Contacts – Reduce** page.
2. On the **Business Relation** FastTab, select the **PROS** filter as the **Business Relation Code**, and choose the **OK** button.

The **Segment** page now contains a reduced list of contacts, and in the **No. of Lines** field, you can see the number of contacts that now meet these new criteria.

NOTE

If you have to reverse this removal of a group of contacts, you can do this using the **Go Back** function. In other words, you can undo your last segmentation.

On the **Segment** page, choose the **Segment** action, and then choose the **Go Back** action.

The contacts that you just removed are added back to the list of contacts.

Linking a Segment to a Campaign

The marketing manager decides that the reduced list is the final list of contacts that he wants to be part of the campaign. He therefore links this segment to the campaign FUTURUS trade show.

To link a segment to the campaign

1. On the **Segment** page, on the **Campaign** FastTab, choose the **Campaign No.** field to select the campaign that you want the segment to be attached to, for example, **CP0001**.
2. Since this segment is the target of the campaign, select the **Campaign Target** check box.

Sending Letters and Email Messages to Contacts

The marketing staffer helps the marketing manager send out correspondence to the prospective customers, in which he thanks them for visiting the trade show.

To use a segment to send a letter to a contact

1. Open the **Segment** card for the **Visitors at the FUTURUS trade show**.
2. On the **Interaction** FastTab, in the **Interaction Template Code** field, select the Business Letter template, code **BUS**.
3. In the **Subject (Default)** field, enter the following example text: **Thank you for visiting the trade show**.

NOTE


This template consists of more than one attachment document, each of them written in a different language. Example languages include English and Danish.

4. Choose the **Language Code (Default)** field to open the **Segment Interaction Languages** page. Select a language code and then choose the **OK** button.
5. You can display the document in the selected language. Choose the **Attachment** action, and then choose the **Open** action.


To respond to the message that requests permission to start Word, choose the **Allow for this client session** option.

This opens the attached Word document so that you can inspect it. You can also take this opportunity to edit and modify the letter. Close Word when you are finished.

6. Enter the subject of the letter in the **Subject** field, in the language selected for the template.
7. Choose the **Log** action.
8. Choose the **Send Attachments** check box to have the attachments printed.
 - a. Select the **Create Follow-up Segment** check box.
 - b. Choose the **OK** button to start the **Log Segment** batch job.
9. The attachments are sent. When the process is done, choose the **OK** button for the message that states that the segment has been logged.

The letters are automatically printed and the segment is logged. Because the segment has been logged, it is no longer in the list of segments but is moved to the list of logged segments. To see that list, Choose the  icon, enter **Logged Segments**, and then choose the related link.

10. After the segment is logged, each letter that is sent is recorded as an interaction, which you can view in the log.

Choose the  icon, enter **Interaction Log Entries**, and then choose the related link. There is an entry for each sent letter.

To send an email message to a contact

1. On the **Interaction** FastTab, in the **Interaction Template Code** field, select the Business Letter template, code **BUS**.
2. In the **Subject (Default)** field, enter the following example text: **Thank you for visiting the trade show**.
3. In the **Correspondence Type** field, choose **E-Mail**.
4. Specify language settings, as in the previous procedure.
5. Choose the **Log** action. The **Log Segment** page opens.
6. Select the **Send Attachments** check box to have the attachments sent by email.
7. Select the **Create Follow-up Segment** check box.
8. Choose the **OK** button.

The letters are automatically sent by email, and the segment is logged. Because the segment has been logged, it is no longer in the list of segments but is saved in the list of logged segments. To see that list,

Choose the  icon, enter **Logged Segments**, and then choose the related link.

Registering Campaign Responses

During the next couple of weeks, the prospective customers respond to the letter. The marketing manager wants to keep track of the responses and record these interactions.

For this purpose, set up a segment for the contacts who have responded to the letter.

To register campaign responses

1. On the **Segment** page, expand the **Interaction** FastTab.

2. Choose the **Interaction Template Code** field.

There is no interaction template for recording responses to campaigns. Therefore, create a new template.

3. On the **Interaction Templates** page, choose the **New** action.

4. In the **Code** field, enter **RESP**, and in the **Description** field, enter **Campaign Responses**.

5. Choose the **OK** button.

6. Select this interaction template in the **Interaction Template Code** field and confirm the message that asks if you want to update the segment lines with the same Interaction Template Code.

Now specify that these contacts have responded to the campaign:

7. On the **Campaign** FastTab, in the **Campaign No.** field, select your campaign.

8. Leave the **Campaign No.** field and confirm the message that asks if you want to update the segment lines with the same Interaction Template Code.

9. Select the **Campaign Response** field and confirm the subsequent message.

Log the segment to make sure that the interactions are recorded.

10. On the **Segment** page, choose the **Log** action.

11. On the **Log Segment** page, clear the **Send Attachments** check box, and then choose the **OK** button and confirm the message that appears.

After the segment is logged, an entry for the campaign is automatically created to record this action on the **Campaign Entries** page.

See Also

[Relationship Management](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

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Walkthrough: Setting Up and Invoicing Sales Prepayments

2/18/2021 • 9 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

Prepayments are payments that are invoiced and posted to a sales or purchase prepayment order before final invoicing. You may require a deposit before you manufacture items to order, or you may require payment before you ship items to a customer. You use the prepayments functionality in Business Central to invoice and collect deposits that are required from customers or remit deposits to vendors. Thus, you can make sure that all payments are posted against an invoice.

Prepayment requirements can be defined for a customer or vendor for all items or selected items. After you complete the required setup, you can generate prepayment invoices from sales and purchase orders for the calculated prepayment amount. You can change the default amounts on the invoice as needed. For example, you can send additional prepayment invoices if additional items are added to the order.

About This Walkthrough

This walkthrough will take you through the following scenarios:

- Setting up prepayments
- Creating an order that requires a prepayment
- Creating a prepayment invoice
- Correcting the prepayment requirements on an order
- Applying prepayments to an order
- Invoicing the final amount on an order with prepayment

Roles

This walkthrough includes tasks for the following roles:

- Accounting Manager (Phyllis)
- Order Processor (Susan)
- Accounts Receivable Administrator (Arnie)

Story

Phyllis is an accounting manager. She makes decisions about which customers are required to pay a deposit before items are manufactured or shipped. Phyllis sets up Business Central to calculate prepayments automatically.

Susan is a sales order processor. When a customer calls to place an order, she enters the order into the system while the customer is on the telephone. This way, she can verify prices and payment terms with the customer immediately, and she can make adjustments to the order while she negotiates with the customer.

Arnie works in the Accounts Receivable department, where he posts invoices and payments.

In this scenario, Phyllis sets up prepayment requirements for the customer Selangorian, based on their credit history, and gives Susan instructions for how to handle their orders.

When the customer calls, Susan negotiates with the customer until they reach an agreement. She can then choose to calculate the prepayment in several different ways.

After Susan sends the prepayment invoice, the customer orders an extra item. Susan updates the order and creates a second prepayment invoice.

Arnie registers the customer's payment and applies it to the invoices, and then sends the final invoice.


Setting Up Prepayments

Phyllis sets up the system to handle prepayments for customers.

- Phyllis decides to have the same number series for prepayments as the one used for sales invoicing.
- Phyllis sets application to check if prepayments are required before final invoicing on an order.
- Phyllis sets up default values for a required prepayment percentage for particular items and customers.

The following procedures describe how to complete Phyllis' tasks:

To set up number series for prepayments

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales & Receivables Setup** page, expand the **Numbering** FastTab.
3. Verify that the number series for posted prepayment invoices in the **Posted Prepmt. Inv. Nos.** field is the same as for posted sales invoices (**Posted Invoice Nos.**) and the number series for posted prepayment credit memos (**Posted Prepmt. Cr. Memo Nos.**) is the same as for posted credit memos (**Posted Credit Memo Nos.**).

To block shipments for unpaid prepayment



1. On the **Sales & Receivables Setup** page, on the **General** FastTab, select the **Check Prepayment when Posting** check box.

Now you cannot ship or invoice an order that has an unpaid prepayment amount.

By default, Phyllis requires customer 20000 to be invoiced for a 30% down payment on all orders. Therefore, she will enter a default prepayment percentage on the customer card.

Phyllis requires all customers to be invoiced a 20% deposit for item 1100. Customer 20000 has a poor payment history. Therefore, she requires a 40% prepayment from customer 20000 for item 1100. The following procedure illustrates how to set up default prepayment percentages.

To assign default prepayment percentages to customers and items

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for customer 20000 (Selangorian).
3. In the **Prepayment %** field, type 30.
4. Choose the **OK** button to close the customer card.
5. Choose the  icon, enter **Items**, and then choose the related link.
6. Open the card for customer 1100.
7. Choose the **Prepayment Percentages** action.
8. Fill in two lines on the **Sales Prepayment Percentages** page as follows.


SALES TYPE	SALES CODE	ITEM NO.	PREPAYMENT %
Customer	20000	1100	40
All Customers		1100	20

IMPORTANT

Depending on your country/region, you must also specify a tax group code on the **Invoicing** FastTab for items 1000 and 1100.

9. Close all pages.

To specify an account for sales prepayments in general posting setup

1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. Select the line where the **Gen. Bus. Posting Group** field is set to **EXPORT**, and the **Gen. Prod. Posting Group** field is set to **RETAIL**, and then choose the **Edit** action.
3. On the **General Posting Setup Card** page, in the **Sales Prepayments Account** field, specify the relevant account.
4. Choose the **OK** button.


Creating an Order that Requires a Prepayment

In the following scenario, Susan, the order processor, creates an order when talking to a customer. The items that the customer orders require a prepayment, and the customer has made some late payments in the past. Therefore, Susan has been instructed to require a fixed amount of 2,000 as a prepayment on the order.

The customer requests to be able to pay 35%, to which Susan can agree. Therefore, she changes the order.

Susan creates the prepayment invoice and sends it to the customer.

To create a sales order with a prepayment

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. In the **Sell-to Customer No.** field, select **20000**.
4. Accept the overdue balance warning that is displayed.
5. Fill in two sales lines with the following information.

TYPE	NO.	QUANTITY
Item	1000	1
Item	1100	1

By default, the prepayment fields on the sales line are hidden, so you must display them.

6. Verify that the **Prepayment %** field on the line with item **1000** contains **30**. The default value was taken from the sales header, which was populated from the customer card.

The **Prepayment %** field on the line with item **1100** contains **40**. This is the percentage you entered on the **Sales Prepayment Percentages** page for item **1100** and customer **20000**.

For more information, see [Set Up Prepayments](#).

7. Choose the **Statistics** action.
8. On the **Prepayment** FastTab, the **Prepmt. Line Amount Excl. VAT** field contains **1,560**. If you create a prepayment invoice for the order now, then this is the amount that is displayed on the invoice.

In this scenario, Susan has been instructed to suggest a total prepayment of 2000 for the order.

IMPORTANT

Depending on your country/region, the following step might not apply.

9. Change the amount in the **Prepmt. Line Amount Excl. VAT** field to **2000** and then close the page.
10. Verify the **Prepayment %** field on the sales lines, and you will see that it has been recalculated to **40.81625**.

The recalculation includes all lines that have a prepayment percentage that is greater than 0.

Now the customer asks if the prepayment percent can be set to 35%. Susan's supervisor approves the change.

11. On the **Sales Order** page, in the **Prepayment %** field, enter **35**.
12. In the warning that appears, choose the **Yes** button. A rate of 35% will be applied as the payment percentage for the whole order.
13. Verify that the lines have been updated accordingly.

Creating a Prepayment Invoice

After entering the correct prepayment values on the order, Susan creates the prepayment invoice and sends it to the customer.

To create a prepayment invoice

1. On the **Sales Order** page, choose the **Post Prepayment Invoice** action.

NOTE

Susan would select **Post and Print Prepmt. Invoice** and mail the invoice to the customer.

Creating an Additional Prepayment Invoice

The following day, the customer calls Susan and makes changes to the order. The customer wants two of item 1100. Susan reopens and updates the order, and then she creates a second prepayment invoice on the order and sends it to the customer.

To create an additional prepayment invoice

1. On the **Sales Order** page, choose the **Reopen** action.
2. On the line for item **1100**, in the **Quantity** field, enter **2**.


Scroll to see the prepayment fields. The **Prepayment Line Amount Excl. VAT** field now contains **630**, and the **Prepmt. Amt. Inv. Excl. VAT** field contains **315**. This shows that there is an additional prepayment amount that has not been invoiced yet.

3. To post an invoice for the additional prepayment amount, choose the **Post Prepayment Invoice** action.

Applying the Prepayments

The customer pays the prepayments amount and Arnie, who works in the accounts department, registers the payment and applies it to the prepayment invoices.

To apply a payment to the prepayment invoices

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. Fill in a journal line with the following information.

FIELD NAME	ENTER
Document Type	Payment
Account Type	Customer
Account No.	20000

3. Choose the **Apply Entries** action.
4. On the **Apply Customer Entries** page, select the first prepayment invoice, and then choose the **Set Applies-to ID** action.
5. Repeat the previous step for the second prepayment.
6. Choose the **OK** button.

The amount field has now been filled in with the sum of the two prepayment invoices.

7. Post the journal.

Invoicing the Remaining Amount

Now Arnie has been informed that the items on the order have been shipped and that the order is ready for invoicing. Arnie creates the invoice for the order.

To invoice the remaining amount

1. Open the sales order.
2. Choose the **Ship and Invoice** action, and then choose the **OK** button.

NOTE

Normally, the shipping department would have already posted the shipment.

Arnie can view the history to verify that the sales invoice was created as intended.

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.

Next Steps

This walkthrough has taken you through steps to set up Business Central to handle prepayments. You have set up default prepayment percentages on customers and items, and you have also used different methods to calculate the prepayments on an order. You have tried to assign one total prepayment amount to the order, and you have had the prepayment amount calculated as a percentage of the whole order.

You have also posted a prepayment invoice, created a second prepayment invoice when the order has changed, and posted the final invoice for the remaining amount.

The prepayments functionality in Business Central makes it easy to set up and enforce prepayment rules for customers and items, and it enables you to post every payment against an invoice.

See Also

[Invoicing Prepayments](#)

[Finance](#)

[Working with Business Central](#)

[Business Process Walkthroughs](#)

NOTE

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Register New Customers

2/18/2021 • 3 minutes to read • [Edit Online](#)

Customers are the source of your income. You must register each customer you sell to as a customer card. Customer cards hold the information that is required to sell products to the customer. For more information, see [Invoice Sales](#) and [Register New Items](#).

Before you can register new customers, you must set up various sales codes that you can select from when you fill in customer cards. For more information, see [Setting Up Sales](#).


Adding new customers

To register a new customer, you must fill in a customer card. You can establish templates for different customer profiles, or you can add customers without templates.

NOTE

If customer templates exist for different customer types, then a page appears when you create a new customer card from where you can select an appropriate template. If only one customer template exists, then new customer cards always use that template.

To create a new customer card

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. On the **Customers** page, choose the **New** action.

If only one customer template exists, then a new customer card opens with some fields filled with information from the template.

If more than one customer template exists, then a page opens from which you can select a customer template. In that case, follow the next two steps.

3. On the **Select a template for a new customer** page, choose the template that you want to use for the new customer card.
4. Choose the **OK** button. A new customer card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the customer card as necessary. Hover over a field to read a short description.

On the **Sales Prices** FastTab, you can view special prices or discounts that you grant for the customer if certain criteria are met, such as item, minimum order quantity, or ending date. Each row represents a special price or line discount. Each column represents a criterion that must apply to warrant the special price that you enter in the **Unit Price** field, or the line discount that you enter in the **Line Discount %** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

The customer is now registered, and the customer card is ready to be used on sales documents.

If you want to use this customer card as a template when you create new customer cards, you can save it as a template. For more information, see the following section.

To save the customer card as a template

1. On the **Customer Card** page, choose the **Save as Template** action. The **Customer Template** page opens showing the customer card as a template.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** page opens showing any dimension codes that are set up for the customer.
4. Edit or enter dimension codes that will apply to new customer cards created by using the template.
5. When you have completed the new customer template, choose the **OK** button.

The customer template is added to the list of customer templates, so that you can use it to create new customer cards.

Deleting customer cards

If you have posted a transaction for a customer, you cannot delete the card because the ledger entries may be needed for auditing. To delete customer cards with ledger entries, contact your Microsoft partner to do so through code.

See Also

[Defining Payment Methods](#)

[Merge Duplicate Records](#)

[Create Number Series](#)

[Sales](#)

[Setting Up Sales](#)

[Working with Business Central](#)

NOTE

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Make Sales Quotes


2/18/2021 • 4 minutes to read • [Edit Online](#)

You create a sales quote to record your offer to a customer to sell certain products on certain delivery and payment terms. You can send the sales quote to the customer to communicate the offer. You can email the document as a PDF attachment. You can also have the email body prefilled with a summary of the quote. For more information, see [Send Documents by Email](#).

While you negotiate with the customer, you can change and resend the sales quote as much as needed. When the customer accepts the quote, you convert the sales quote to a sales invoice or a sales order in which you process the sale. For more information, see [Invoice Sales](#) or [Sell Products](#).

You can fill customer fields on the sales quote in two ways depending on whether the customer is already registered. See steps 2 and 3 in the following procedure.

To create a sales quote

1. Choose the  icon, enter **Sales Quotes**, and then choose the related link.
2. In the **Customer** field, enter the name of an existing customer.

Other fields on the **Sales Quote** page contain standard information of the selected customer. If the customer is not registered, follow these steps:

3. In the **Customer** field, enter the name of the new customer.
4. In the dialog box about registering the new customer, choose the **Yes** button.
5. On the **Select a template for a new customer** page, choose a template to base the new customer card on, and then choose the **OK** button.
6. A new customer card displays the information on the selected customer template. Fill in the remaining fields. For more information, see [Register New Customers](#).
7. When you have completed the customer card, choose the **OK** button to return to the **Sales Quote** page.

Several fields on the sales quote are now filled with information that you specified on the new customer card.

8. Fill in the remaining fields on the **Sales Quote** page as necessary. Hover over a field to read a short description.

You are now ready to fill in the sales order lines for products that you are selling to the customer or for any transaction with the customer that you want to record in a G/L account.

If you have set up recurring sales lines for the customer, such as a monthly replenishment order, then you can insert these lines on the order by choosing the **Get Recurring Sales Lines** action.

9. On the **Lines** FastTab, in the **Type** field, select what type of product, charge, or transaction that you will post for the customer with the sales line.
10. In the **No.** field, select a record to post according to the value in the **Type** field.

You leave the **No.** field empty in the following cases:

- If the line is for a comment. Write the comment in the **Description** field.

- If the line is for a catalog item. Choose the **Select Catalog Items** action. For more information, see [Work With Catalog Items](#).

11. In the **Quantity** field, enter how many units of the product, charge, or transaction that the line will record for the customer.

NOTE

If the item is of type **Service**, or the **Type** field contains **Resource**, then the quantity is a time unit, such as hours, as indicated in the **Unit of Measure Code** field on the line. For more information, see [Set Up Item Units of Measure](#)

The value in the **Line Amount** field is calculated as *Unit Price x Quantity*.

The price and line amounts are with or without sales tax, depending on what you selected in the **Prices Including Tax** field on the customer card.

12. If you want to give a discount, enter a percentage in the **Line Discount %** field. The value in the **Line Amount** field updates accordingly.

If special item prices are set up on the **Sales Prices and Sales Line Discounts** FastTab on the customer or item card, the price and amount on the sales line automatically update if the price criteria is met. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

13. Repeat steps 9 through 12 for every product you want to offer the customer.

The totals under the lines are automatically calculated as you create or modify lines.

14. In the **Invoice Discount Amount** field, enter an amount that should be deducted from the value shown in the **Total Incl. Tax** field.

If you have set up invoice discounts for the customer, then the specified percentage value is automatically inserted in the **Invoice Discount %** field if the criteria are met, and the related amount is inserted in the **Inv. Discount Amount Excl. Tax** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

TIP

To have the **Quote Valid Until Date** filled in automatically with a certain number of days after quote creation, you can fill in the **Quote Validity Calculation** field on the **Sales & Receivables** page.

15. When the sales quote lines are completed, choose the **Send by Email** action.
16. On the **Send Email** page, fill in any remaining fields and review the embedded sales quote. For more information, see [Send Documents by Email](#).
17. If the customer accepts the quote, choose the **Make Invoice** or the **Make Order** action.

The sales quote is removed from the database. A sales invoice or a sales order is created based on the information in the sales quote in which you can process the sale. In the **Quote No.** field on the sales invoice or sales order, you can see the number of the sales quote that it was made from. For more information, see [Invoice Sales](#) or [Sell Products](#).

See Also

[Sales](#)
[Setting Up Sales](#)

Send Documents by Email
Working with Business Central

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Invoice Sales

2/18/2021 • 9 minutes to read • [Edit Online](#)

You create a sales invoice or sales order to record your agreement with a customer to sell certain products on certain delivery and payment terms.

There are a couple of scenarios where you must use a sales order instead of a sales invoice:

- If you need to ship only part of an order quantity, for example, because the full quantity is not on hand.
- If you ship products after you post the corresponding sales invoices.
- If you sell items that your vendor delivers directly to your customer, known as drop shipment. For more information, see [Make Drop Shipments](#).

In all other aspects, sales orders and sales invoices work in the same way. For more information, see [Sell Products](#).

You can negotiate with the customer by first creating a sales quote, which you can convert to a sales invoice when you agree on the sale. For more information, see [Make Sales Quotes](#).


If the customer decides to buy, you post the sales invoice to create the related quantity and value entries. When you post the sales invoice, you can also email the document as a PDF attachment. You can have the email body prefilled with a summary of the invoice and payment information, such as a link to PayPal. For more information, see [Send Documents by Email](#). When the customer then pays the invoice, you can register that payment in different ways, depending on the size and preferred workflows of your organization. For more information, see the [Registering Payments](#) section.

You can easily correct or cancel a posted sales invoice before it is paid. For example, this is useful if you want to correct a typing mistake or if the customer requests a change early in the order process. For more information, see [Correct or Cancel Unpaid Sales Invoices](#). If the posted sales invoice is paid, then you must create a sales credit memo to reverse the sale. For more information, see [Process Sales Returns or Cancellations](#).

The item card can be of type **Inventory**, **Service**, and **Non-Inventory** to specify if the item is a physical inventory unit, a labor time unit, or a physical unit that is not kept on inventory. For more information, see [Register New Items](#). The sales invoice process is the same for all three item types.

You can fill customer fields on the sales invoice in two ways depending on whether the customer is already registered. See step 2 in the following procedure.

To create a sales invoice

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. In the **Customer** field, enter the name of an existing customer.

Other fields on the **Sales Invoice** page contain standard information about the selected customer.

If the customer is not registered, follow these steps:

- a. In the **Customer** field, enter the name of the new customer.
- b. In the dialog box about registering the new customer, choose the **Yes** button.
- c. On the **Select a template for a new customer** page, choose a template to base the new customer card on, and then choose the **OK** button.
- d. A new customer card displays the information on the selected customer template. Fill in the remaining

fields. For more information, see [Register New Customers](#).

- e. When you have completed the customer card, choose the **OK** button to return to the **Sales Invoice** page.

Several fields on the sales invoice are now filled with information that you specified on the new customer card.

3. Fill in the remaining fields on the **Sales Invoice** page as necessary. Hover over a field to read a short description.

NOTE

If you allow the customer to pay immediately, for example, by cash or by PayPal, then fill in the **Payment Method Code** field. The payment is then recorded as soon as you post the sales invoice. If you select CASH, then the payment is recorded in a specified balancing account.

You are now ready to fill in the sales invoice lines for products that you are selling to the customer or for any transaction with the customer that you want to record in a G/L account.

If you have set up recurring sales lines for the customer, such as a monthly replenishment order, then you can insert these lines on the order by choosing the **Get Recurring Sales Lines** action.

4. On the **Lines** FastTab, in the **Type** field, select what type of product, charge, or transaction that you will post for the customer with the sales line.
5. In the **No.** field, select a record to post according to the value in the **Type** field.

You leave the **No.** field empty in the following cases:

- If the line is for a comment. Write the comment in the **Description** field.
- If the line is for a catalog item. Choose the **Select Catalog Items** action. For more information, see [Work With Catalog Items](#).

6. In the **Quantity** field, enter how many units of the product, charge, or transaction that the line will record for the customer.

NOTE

If the item is of type **Service**, or the **Type** field contains **Resource**, then the quantity is a time unit, such as hours, as indicated in the **Unit of Measure Code** field on the line. For more information, see [Set Up Item Units of Measure](#)

The value in the **Line Amount** field is calculated as *Unit Price x Quantity*.

The price and line amounts are with or without sales tax, depending on what you selected in the **Prices Including Tax** field on the customer card.

7. If you want to give a discount on the sales line, enter a percentage in the **Line Discount %** field. The value in the **Line Amount** field updates accordingly.

If special item prices are set up on the customer or item card, the price and amount on the sales line automatically update if the price criteria is met. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

8. Repeat steps 9 through 12 for every product or charge that you want to invoice the customer for.

The totals fields under the lines are automatically updated as you create or modify lines to display the amounts that will be posted to the ledgers.

NOTE

In very rare cases, the posted amounts may deviate from what is displayed in the totals fields. This is typically due to rounding calculations in relation to VAT or sales tax.

To check the amounts that will actually be posted, you can use the **Statistics** page, which takes into account the rounding calculations. Also, if you choose the **Release** action, the totals fields will be updated to include rounding calculations.

9. Optionally, in the **Invoice Discount Amount** field, enter an amount that should be deducted from the value shown in the **Total Incl. Tax** field.

If you have set up invoice discounts for the customer, then the specified percentage value is automatically inserted in the **Invoice Discount %** field if the criteria are met, and the related amount is inserted in the **Inv. Discount Amount Excl. Tax** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

10. When the sales invoice lines are completed, choose the **Post and Send** action.

The **Post and Send Confirmation** dialog box displays the customer's preferred method of receiving documents. You can change the sending method by choosing the lookup button for the **Send Document to** field. For more information, see [Set Up Document Sending Profiles](#).

The related item and customer ledger entries are now created in your system, and the sales invoice is output as a PDF document. The sales invoice is removed from the list of sales invoices and replaced with a new document in the list of posted sales invoices.

Calculating invoice discounts on sales

When all the items have been entered on the sales lines, you can calculate the invoice discount for the entire document by choosing the **Calculate Invoice Discount** action.

The discount is calculated based on all the lines in the sales document for items where the **Allow Invoice Disc.** field on the sales order line contains **Yes**. This is the default setting for items. Lines with item charges, for example, are not included in the calculation of the invoice discount. If you want to apply a discount to such lines, you must set the **Line Discount %** field on the relevant lines.

TIP

If the **Calc. Inv. Discount** field is selected in the **Sales and Receivables Setup** page, then the invoice discount is calculated automatically when you do either of the following on a sales document:

- View statistics
- View a test report
- Print
- Post

The invoice discount terms for a customer are defined in the **Cust. Invoice Discounts** page for the customer. The currency code on the sales document is used to find the invoice discount terms in the corresponding currency.

If invoice discounts have not been defined for foreign currencies, then the invoice discount terms defined in the **Cust. Invoice Discounts** page with amounts in your local currency and the exchange rate on the posting date on the sales document are used to calculate the invoice discount in the foreign currency.

Registering payments

Depending on your business needs, you can get paid and register that payment in different ways: manually, automatically, and through payment services.

You can process the payments straight from the customer card. Use the **Register Customer Payments** action to get an overview of unpaid invoices for that customer. Then, mark the invoice as paid partially or in full. This payment reconciliation processes your customer payments by matching amounts received on your bank account with the related unpaid sales invoices, and then posts the payments. For more information, see [To reconcile payments individually](#).

In business environments where the customer pays some time after delivery, according to the payment term, a posted sales invoice remains open (unpaid) until the Accounts Receivable department verifies that payment is received and applies the payment to the posted sales invoice. This can be done manually or automatically. For more information, see [Reconcile Customer Payments with the Cash Receipt Journal or from Customer Ledger Entries](#) and [Reconcile Payments Using Automatic Application](#).

In business environments where the customer pays immediately, for example by PayPal or cash, payment is recorded immediately when you post the sales invoice, that is, the posted sales invoice is closed as fully applied. You select the relevant method in the **Payment Method Code** field on the sales order. See under step 8. For electronic payments, such as PayPal, you must also fill in the **Payment Service** field. For more information, see [Enable Customer Payments Through Payment Services](#).

You can even create directly-paid invoices for non-registered customers by first setting up a "cash customer" card, which you point to on the sales invoice. For more information, see [Set Up Cash Customers](#).

TIP

If you want to send your customers reminders of overdue payments, you must set up reminder levels and terms. For more information, see [Set Up Reminder Terms and Levels](#).

See Related Training at [Microsoft Learn](#)

See Also

[Sales](#)

[Setting Up Sales](#)

[Print the Picking List](#)

[Inventory](#)

[Send Documents by Email](#)

[Collect Outstanding Balances](#)

[Bulk Invoicing from Microsoft Bookings in Business Central](#)

[Working with Business Central](#)

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Sell Products

2/18/2021 • 10 minutes to read • [Edit Online](#)

You create a sales order or sales invoice to record your agreement with a customer to sell certain products on certain delivery and payment terms.

NOTE

Use sales orders if your sales process requires that you can ship parts of an order quantity, for example, because the full quantity is not available at once. If you use sales invoices, then Business Central assumes that you ship the full quantity when you post the invoice. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use sales orders. For more information, see [Make Drop Shipments](#). In all other aspects, sales orders work the same way as sales invoices. For more information, see [Invoice Sales](#).

You can negotiate with the customer by first creating a sales quote, which you can convert to a sales order when you agree on the sale. For more information, see [Make Sales Quotes](#).

After the customer has confirmed the agreement, for example after a quote process, you can send an order confirmation to record your obligation to deliver the products as agreed.

When you deliver the products, either fully or partially, you post the sales order as shipped or as shipped and invoiced to create the related item and customer ledger entries in your system. When you post the sales order, you can also email the document as a PDF attachment. You can have the email body prefilled with a summary of the order and payment information, such as a link to PayPal. For more information, see [Send Documents by Email](#).

In business environments where the customer pays some time after delivery, according to the payment term, a posted sales invoice remains open (unpaid) until the Accounts Receivable department verifies that payment is received and applies the payment to the posted sales invoice. For more information, see [Reconcile Payments Using Automatic Application](#).

In business environments where the customer pays immediately, for example by PayPal or cash, payment is recorded immediately when you post the sales order as invoiced, that is, the posted sales invoice is closed as fully applied. You select the relevant method in the **Payment Method Code** field on the sales order. See under step 8. For electronic payments, such as PayPal, you must also fill in the **Payment Service** field. For more information, see [Enable Customer Payments Through Payment Services](#).


You can even create directly-paid orders for non-registered customers by first setting up a "cash customer" card, which you point to on the sales order. For more information, see [Set Up Cash Customers](#).

You can easily correct or cancel a posted sales invoice resulting from a sales order before it is paid. This is useful if you want to correct a typing mistake or if the customer requests a change early in the order process. For more information, see [Correct or Cancel Unpaid Sales Invoices](#). If the posted sales invoice is paid, then you must create a sales credit memo to reverse the sale. For more information, see [Process Sales Returns or Cancellations](#).

The item card can be of type **Inventory**, **Service**, and **Non-Inventory** to specify if the item is a physical inventory unit, a labor time unit, or a physical unit that is not kept on inventory. For more information, see [Register New Items](#). The sales order process is the same for all three item types.

You can fill customer fields on the sales order in two ways depending on whether the customer is already registered. See steps 2 and 3 in the following procedure.

To create a sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. In the **Customer** field, enter the name of an existing customer.

Other fields on the **Sales Order** page are now filled with the standard information of the selected customer. If the customer is not registered, then follow these steps:

3. In the **Customer** field, enter the name of the new customer.
4. In the dialog box about registering the new customer, choose the **Yes** button.
5. On the **Select a template for a new customer** page, choose a template to base the new customer card on, and then choose the **OK** button.

A new customer card opens, prefilled with the information on the selected customer template. The **Name** field is prefilled with the new customer's name that you entered on the sales order.

6. Proceed to fill in the remaining fields on the customer card. For more information, see [Register New Customers](#).
7. When you have completed the customer card, choose the **OK** button to return to the **Sales Order** page.

Several fields on the sales order are now filled with information that you specified on the new customer card.
8. Fill in the remaining fields on the **Sales Order** page as necessary. Hover over a field to read a short description.

NOTE

If you allow the customer to pay immediately, for example, by credit card or PayPal, then fill in the **Payment Method Code** field. The payment is then recorded as soon as you post the sales order as invoiced. If you select CASH, then the payment is recorded in a specified balancing account.

You are now ready to fill in the sales order lines with inventory items or services that you want to sell to the customer.

If you have set up recurring sales lines for the customer, such as a monthly replenishment order, then you can insert these lines on the order by choosing the **Get Recurring Sales Lines** action.

9. On the **Lines** FastTab, in the **Item** field, enter the number of an inventory item or service.
10. In the **Quantity** field, enter the number of items to be sold.

NOTE

For items of type Service, the quantity is a time unit, such as hours, as indicated in the **Unit of Measure Code** field on the line.

The **Line Amount** field is updated to show the value in the **Unit Price** field multiplied by the value in the **Quantity** field.

The price and line amounts are shown with or without sales tax depending on what you selected in the **Prices Including Tax** field on the customer card.

11. In the **Line Discount %** field, enter a percentage if you want to grant the customer a discount on the product. The value in the **Line Amount** field is updated accordingly.

If you have set up special item prices on the **Sales Prices and Sales Line Discounts** FastTab on the customer or item card, then the price and amount on the quote line are automatically updated if the agreed price criteria are met. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

12. To add a comment about the quote line that the customer can see on the printed sales quote, write a text in the **Description** field on an empty line.

13. Repeat steps 9 through 12 for every item that you want to sell to the customer.

The totals under the lines are automatically calculated as you create or modify lines.

14. A new customer card displays the information on the selected customer template. Fill in the remaining fields. For more information, see [Register New Customers](#).

15. When you have completed the customer card, choose the **OK** button to return to the **Sales Order** page.

Several fields on the sales order are now filled with information that you specified on the new customer card.

16. Fill in the remaining fields on the **Sales Order** page as necessary. Hover over a field to read a short description.

You are now ready to fill in the sales order lines for products that you are selling to the customer or for any transaction with the customer that you want to record in a G/L account.

If you have set up recurring sales lines for the customer, such as a monthly replenishment order, then you can insert these lines on the order by choosing the **Get Recurring Sales Lines** action.

17. On the **Lines** FastTab, in the **Type** field, select what type of product, charge, or transaction that you will post for the customer with the sales line.

18. In the **No.** field, select a record to post according to the value in the **Type** field.

You leave the **No.** field empty in the following cases:

- If the line is for a comment. Write the comment in the **Description** field.
- If the line is for a catalog item. Choose the **Select Catalog Items** action. For more information, see [Work With Catalog Items](#).

19. In the **Quantity** field, enter how many units of the product, charge, or transaction that the line will record for the customer.

NOTE

If the item is of type **Service**, or the **Type** field contains **Resource**, then the quantity is a time unit, such as hours, as indicated in the **Unit of Measure Code** field on the line. For more information, see [Set Up Item Units of Measure](#).

The value in the **Line Amount** field is calculated as *Unit Price x Quantity*.

The price and line amounts are with or without sales tax, depending on what you selected in the **Prices Including Tax** field on the customer card.

20. If you want to give a discount, enter a percentage in the **Line Discount %** field. The value in the **Line Amount** field updates accordingly.

If special item prices are set up on the **Sales Prices and Sales Line Discounts** FastTab on the customer or item card, the price and amount on the sales line automatically update if the price criteria is met. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

21. Repeat steps 9 through 12 for every product or charge you want to sell to the customer.

The totals fields under the lines are automatically updated as you create or modify lines to display the amounts that will be posted to the ledgers.

NOTE

In very rare cases, the posted amounts may deviate from what is displayed in the totals fields. This is typically due to rounding calculations in relation to VAT or sales tax.

To check the amounts that will actually be posted, you can use the **Statistics** page, which takes into account the rounding calculations. Also, if you choose the **Release** action, the totals fields will be updated to include rounding calculations.

22. In the **Invoice Discount Amount** field, enter an amount that should be deducted from the value shown in the **Total Incl. Tax** field.

If you have set up invoice discounts for the customer, then the specified percentage value is automatically inserted in the **Invoice Discount %** field if the criteria are met, and the related amount is inserted in the **Inv. Discount Amount Excl. Tax** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

23. To only ship a part of the order quantity, enter that quantity in the **Qty. to Ship** field. The value is copied to the **Qty. to Invoice** field.
24. To only invoice a part of the shipped quantity, enter that quantity in the **Qty. to Invoice** field. The quantity must be lower than the value in the **Qty. to Ship** field.
25. When the sales order lines are completed, choose the **Post and Send** action.

The **Post and Send Confirmation** dialog box displays the customer's preferred method of receiving documents. You can change the sending method by choosing the lookup button for the **Send Document to** field. For more information, see [Set Up Document Sending Profiles](#).

The related item and customer ledger entries are now created in your system, and the sales order is output as a PDF document. When the sales order is fully posted, it is removed from the list of sales orders and replaced with new documents in the list of posted sales invoices and the list of posted sales shipments.

See Also

[Sales](#)

[Setting Up Sales](#)

[Print the Picking List](#)

[Inventory](#)

[Send Documents by Email](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print the Picking List


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can print an inventory picking list directly from a sales order, a sales invoice, or any other document that initiates shipment of items.

This report is typically used in companies without dedicated functionality for warehouse management, so that an inventory worker can simply view or print the picking list from the related sales document. In companies with higher volume or more complex processes, picking is planned and performed in dedicated warehouse documents. For more information, see [Pick Items](#).

To print a picking list from a sales order

The following procedure is based on a sales order. The steps are similar for all sales documents that can be used to initiate shipment of items.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open the sales order that you want to pick items for.
3. Choose the **Report** action, and then choose the **Picking List by Order** action.
4. Choose the **Print** button to print the picking list or choose the **Preview** button to view it on the screen.

You can also save the picking list as a document, for example, to send to someone or to add as an attachment to the sales order. For more information, see [Manage Attachments, Links, and Notes on Cards and Documents](#).

NOTE

If you used the **Explode BOM** function on the sales order, then only the components of the related assembly item are shown in the report. For more information, see [Work with Bills of Material](#).

See Also

[Inventory](#)

[Pick Items](#)

[Working with Business Central](#)

NOTE

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Posting Sales

2/18/2021 • 3 minutes to read • [Edit Online](#)

Under the **Posting** menu in a sales document, you can choose between the following posting functions:

- **Post**
- **Post and New**
- **Post and Send**
- **Preview Posting**
- **Post Batch**
- **Test Report**

[NOTE!] For sales orders, you can also see options related to the prepayments functionality. For more information, see [Invoicing Prepayments](#).

When you have completed all the lines and entered all the information on the sales order, you can post it. This creates a shipment and an invoice.

When a sales order is posted, the customer's account, the general ledger, and the item ledger entries are updated.

For each sales order, a sales entry is created in the **G/L Entry** table. An entry is also created in the customer's account in the **Cust. Ledger Entry** table and a general ledger entry is created in the relevant receivables account. In addition, posting the order may result in a VAT entry and a general ledger entry for the discount amount. Whether an entry for the discount is posted depends on the contents of the **Discount Posting** field on the **Sales & Receivables Setup** page.

For each sales order line, an item ledger entry will be created in the **Item Ledger Entry** table (if the sales lines contain item numbers) or a general ledger entry will be created in the **G/L Entry** table (if the sales lines contain a general ledger account). In addition to this, sales orders are always recorded in the **Sales Shipment Header** and **Sales Invoice Header** tables.

IMPORTANT

When you post an order, you can create both a shipment and an invoice. These can be done at the same time or independently. You can also create a partial shipment and a partial invoice by completing the **Qty. to Ship** and **Qty. to Invoice** fields on the individual sales order lines before you post. Note that you cannot create an invoice for something that is not shipped. That is, before you can invoice, you must have recorded a shipment, or you must choose to ship and invoice at the same time.

You can either post, or post and send. If you choose to post and send, a PDF file is generated that you can then send. You can also choose the **Post Batch** function, which lets you post several orders at the same time. For more information, see [Post Multiple Documents at the Same Time](#).

Viewing Ledger Entries

When the posting is completed, the posted sales lines are removed from the order. A message tells you when the posting is completed. After this, you will be able to see the posted entries in the various pages that contain posted entries, such as the **Cust. Ledger Entries**, **G/L Entries**, **Item Ledger Entries**, **Posted Sales Shipments**, and **Posted Sales Invoices** pages.

In most cases, you can open ledger entries from the affected card or document. For example, on the **Customer Card** page, choose the **Ledger Entries** action.

Editing Ledger Entries

You can edit certain fields on posted purchase documents, such as the **Package Tracking No.** field. For more information, see [Edit Posted Documents](#). For more critical fields that affect the auditing trail, you must reverse or undo posting. For more information, see [Reverse Journal Postings and Undo Receipts/Shipments](#).

See Related Training at [Microsoft Learn](#)

See Also

[Sales](#)

[Post Multiple Documents at the Same Time](#)

[Edit Posted Documents](#)

[Send Documents by Email](#)

[Correct or Cancel Unpaid Sales Invoices](#)

[Finding Pages and Information with Tell Me](#)

[Working with Business Central](#)

NOTE

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Create Recurring Sales and Purchase Lines

2/18/2021 • 4 minutes to read • [Edit Online](#)

If you often need to create sales and purchase lines with similar information, you can set up standard lines that you can then insert on recurring sales and purchase documents, for example, for recurring replenishment orders.

The following procedures show how to work with standard sales lines on a sales invoice. It works in a similar way for all other sales documents and for all purchase documents.

To set up recurring sales lines

1. Choose the  icon, enter **Recurring Sales Lines**, and then choose the related link.
2. On the **Recurring Sales Lines** page, choose the **New** action.
3. On the **General** FastTab, fill the fields as necessary. Hover over a field to read a short description.
4. On the **Lines** FastTab, enter information in the fields to prepare sales lines that reflect the standard lines that you expect to use as recurring lines on sales documents.

NOTE


You cannot define prices on recurring sales lines because prices, discounts, etc. are calculated on the actual sales documents after you insert the recurring sales lines.

TIP

In the default version of Business Central, line numbers are hidden. If you want to see the line numbers, you must personalize the current page and add the **Line No.** field. For more information, see [Personalize Your Workspace](#).

To assign recurring sales lines to a customer

Assign one or more recurring sales lines to a customer so that they are available to insert on sales documents for that customer.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for a relevant customer.
3. Choose the **Recurring Sales Lines** action.
4. On the **Recurring Sales Lines** page, select codes for the recurring sales lines that you want to be able to insert on sales documents for the customer.
5. Fill in the additional fields to define when, how, and where the recurring sales lines are to be used.

If you plan to use the recurring sales lines set together with the **Create Recurring Sales Invoices** batch job, use the **Valid From Date** and **Valid To Date** fields to restrict when the recurring sales lines are used for creation of invoices. For more information, see [To create multiple sales invoices based on standard sales lines](#).

You can also specify a direct-debit payment method and a direct-debit mandate. The sales invoices that are created with the **Create Recurring Sales Invoices** batch job will then include the information


required to collect payment with SEPA direct debit. For more information, see [Collect Payments with SEPA Direct Debit](#).

6. In the four fields where you select how the lines are inserted on four document types, select one of the following options:

OPTION	DESCRIPTION
Manual	You must manually look up and insert a recurring sales line that exists for the customer.
Automatic	<p>If multiple recurring sales lines exist for the customer, you will get a notification from where you can pick which one to insert. If only one recurring sales line exists, it will be inserted automatically.</p> <p>Note that this only works if the new document was created from a document list, for example by choosing the New action on the Sales Orders page. It does not work if the document was created from a customer card, for example.</p>
Always Ask	A notification appears and all existing recurring sales lines are shown so that you can select one.


To insert recurring sales lines on a sales invoice

If recurring sales lines exist for the customer, you can insert them, or have them inserted, on all types of sales documents, such as a sales invoice. If you have activated the **Always Ask** options, you will be informed if recurring sales lines exist.

1. Choose the  icon, enter **Invoices**, and then choose the related link.
2. Open the sales invoice that you want to insert one or more standard sales lines on.
3. Choose the **Get Recurring Sales Lines** action.
4. On the **Recurring Sales Lines** page, choose the lookup button in the **Code** field, and then select a set of standard sales lines.
5. Choose the **OK** button to insert the standard sales lines on the invoice where you can reuse them as is or edit the information.

To create multiple sales invoices based on recurring sales lines

You can use the **Create Recurring Sales Invoices** batch job to create sales invoices according to standard sales lines that are assigned to the customers and with posting dates within the valid-from and valid-to dates that you specify on the standard sales lines.

1. Choose the  icon, enter **Create Recurring Sales Invoices**, and then choose the related link.
2. On the **Create Recurring Sales Invoices** page, fill in the fields as necessary.
3. In the **Code** filter field, enter the code for standard sales lines that are assigned to a customer that you want to create sales invoices for.
4. Choose the **OK** button.

Sales invoices are created for the customers with the specified standard customer sales code, and any specified direct-debit information, for posting on the specified date.

See Also

NOTE

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Make Drop Shipments

2/18/2021 • 2 minutes to read • [Edit Online](#)

A drop shipment is the shipment of items from one of your vendors directly to one of your customers.

When a sales order is marked for drop shipment, and you create a purchase order specifying the customer in the **Ship-to** field, **Customer Address**, you can link the two documents to instruct the vendor to ship directly to the customer.

To create a sales order for drop shipment

To prepare a drop shipment, you create a sales order for an item and indicate on the sales line that the sale requires drop shipment.

1. Create a sales order for an item. For more information, see [Sell Products](#).
2. On the sales order line for the drop shipment, select the **Drop Shipment** check box. Use the **Choose Columns** function if the field is not visible. For more information, see [Personalize Your Workspace](#).

To create the purchase order for drop shipment

To prepare a drop shipment, you indicate on the purchase order that it must be shipped to your customer, not to yourself.


1. Create a purchase order. Do not fill any fields on the lines. For more information, see [Record Purchases](#).
2. In the **Ship-to** field, select **Customer Address**.
3. In the **Customer** field, select the customer that you are selling to.
4. Choose the **Drop Shipments** action, and then choose the **Get Sales Order** action.
5. On the **Sales List** page, select the sales order that you prepared in [To create a sales order for drop shipment](#).
6. Choose the **OK** button.

The line information from the sales order is inserted on the purchase order line(s).

You can now instruct the vendor to ship the items to your customer, for example, by mailing the purchase order as a PDF.

To create multiple purchase orders for drop shipments

You can also use the requisition worksheet to create the purchase order for the vendor. The advantage of using the requisition worksheet is that it can create purchase orders for all outstanding drop shipments, so you don't have to create each one individually.


1. Choose the  icon, enter **Requisition Worksheets**, and then choose the related link.
2. Choose the **Drop Shipments** action, and then choose the **Get Sales Order** action.
3. Choose the **OK** button.
4. Review the purchase order lines, and in the **Vendor No.** field, select vendor that supplies required goods.
5. Choose the **Carry Out Action Message** action to convert reviewed lines to a purchase order.

To view the linked purchase order from the sales order

- Select the drop-shipment sales order line, choose the **Order** action, choose the **Drop Shipment** action, and then choose the **Purchase Order** action.

To post a drop shipment

After the vendor ships the items, you can post the sales order as shipped. You can also post the purchase order, but only with the **Receive** option until the sales order has been invoiced.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open the sales order that you created in [To create a sales order for drop shipment](#).
3. In the **Qty. to Ship** field, specify how many of the order quantity to ship, the full or a partial order quantity.
4. Choose the **Post** or **Post and Send** action.
5. Choose either the **Ship** option to invoice later, or the **Ship and Invoice** option to invoice immediately.

See Also

[Create Special Orders](#)

[Purchase Items for a Sale](#)

[Sell Products](#)

[Record Purchases](#)

[Sales](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Create Special Orders


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can create a special order for a specific catalog item to be shipped to a specific customer. Your vendor ships the item to your warehouse and you can then ship the item on to your customer either independently or together with other items on another order.


Special orders imply that the purchase and sales order are linked to ensure that the specific catalog item is picked and delivered to the customer.

Before you can use this feature, you must first set up the customer, vendor, and item cards necessary for the order.

To create a special order

1. Choose the  icon, enter **Sales Order**, and then choose the related link.
2. Choose the **New** action. Create and fill in a sales order for the item. For more information, see [Sell Products](#).
3. On the **Lines** FastTab, fill in the sales line. In the **Purchasing Code** field, select a purchasing code that has the **Special Order** field selected.

You must now create a purchase order from a requisition worksheet.

4. Choose the  icon, enter **Requisition Worksheet**, and then choose the related link.
5. Choose the **Special Order** action, and then choose the **Get Sales Orders** action.
6. On the **Get Sales Orders** page, show results where the **Document No.** is the sales order number. Choose the **OK** button. A requisition worksheet line is created for the item.
7. On the requisition worksheet line, in the **Action Message** field, select **New**.
8. On the **Req. Worksheet** page, choose the **Carry Out Action Message** action. The **Carry Out Action Msg. - Req.** page opens. Choose the **OK** button.

A message appears telling you that the purchase orders have been created. Choose the **OK** button.

A purchase order created as a special order for a sales order is respected by the planning system as it balances demand and supply. That is, the purchase order (supply) remains linked to the sales order (demand), even if that purchase order could supply another earlier demand. For more information, see [Design Details: Reordering Policies](#).

NOTE

You cannot use the special order functionality if the item is already reserved. Therefore, for items that are sold on special orders, make sure the **Reserve** field on the item card is not set to **Always**.

See Also

[Work with Catalog Items](#)

[Sales](#)

[Make Drop Shipments](#)

NOTE

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Process Sales Returns or Cancellations

2/18/2021 • 15 minutes to read • [Edit Online](#)

If a customer wants to return items or be reimbursed for items or services that you have sold and received payment for, you must create and post a sales credit memo that specifies the requested change. To include the correct sales invoice information, you can create the sales credit memo directly from the posted sales invoice or you can create a new sales credit memo with copied invoice information.

If you need more control of the sales return process, such as warehouse documents for the item handling or better overview when receiving items from multiple sales documents with one sales return, then you can create sales return orders. A sales return order automatically issues the related sales credit memo and other return-related documents, such as a replacement sales order, if needed. For more information, see [To create a sales return order based on one or more posted sales documents](#).

NOTE

If a posted sales invoice has not yet been paid, then you can use the **Correct** or **Cancel** functions on the posted sales invoice to reverse transactions. These functions work only for unpaid invoices, and they do not support partial returns or cancellations. For more information, see [Correct or Cancel Unpaid Sales Invoices](#).

A return or reimbursement may relate to only some of the items or services on the original sales invoice. In that case, you must edit information on the lines on the sales credit memo or sales return order. When you post the sales credit memo or sales return order, the sales documents that are affected by the change are reversed and a refund payment can be created for the customer. For more information, see [Making Payments](#).

In addition to the original posted sales invoice, you can apply the sales credit memo or sales return order to other sales documents, for example another posted sales invoice because the customer is also returning items delivered with that invoice.

You can send the posted sales credit memo to the customer to confirm the return or cancellation and communicate that the related value will be reimbursed, for example when the items are returned.

The credit memo posting will also revert any item charges that were assigned to the posted document, so that the item's value entries are the same as before the item charge was assigned.

NOTE

The bookkeeping aspects of sales returns, such as the payments to customers as reimbursement, is considered bookkeeping work and not described here. For more information, see [Managing Payables](#).

Inventory Costing

To preserve correct inventory valuation, you typically want to put returned items back in inventory at the unit cost that they were sold at, not at their current unit cost. This is referred to as exact cost reversing.


Two functions exist to assign exact cost reversing automatically.

FUNCTION	DESCRIPTION
Get Posted Document Lines to Reverse function on the Sales Return Order page	Copies lines of one or more posted documents to be reversed into the sales return order. For more information, see To create a sales return order based on one or more posted sales documents .
Copy from Document function in the Sales Credit Memo and Sales Return Order pages	Copies both the header and lines of one posted document to be reversed. Requires that the Exact Cost Reversing Mandatory check box is selected on the Sales & Receivables Setup page.

To assign exact cost reversing manually, you must choose the **Appl.-from Item Entry** field on any type of return document line, and then select the number of the original sales entry. This links the sales credit memo or sales return order to the original sales entry and ensures that the item is valued at the original unit cost.

For more information, see [Design Details: Inventory Costing](#).

To create a sales credit memo from a posted sales invoice

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. On the **Posted Sales Invoices** page, select the posted sales invoice that you want to reverse, and then choose the **Create Corrective Credit Memo** action.

The sales credit memo header contains some information from the posted sales invoice. You can edit this, for example, with new information that reflects the return agreement.

3. Edit information on the lines according to the agreement, such as the number of returned items or the amount to reimburse.
4. Choose the **Apply Entries** action.
5. On the **Apply Customer Entries** page, select the line with the posted sales document that you want to apply the sales credit memo to, and then choose the **Applies-to ID** action.

The identifier of the sales credit memo displays in the **Applies-to ID** field.

6. In the **Amount to Apply** field, enter the amount that you want to apply if it's smaller than the original amount.

At the bottom of the **Apply Customer Entries** page, you can see the total amount to apply to reverse all involved entries, namely when the value in the **Balance** field is zero.

7. Choose the **OK** button. When you post the sales credit memo, it is applied to the posted sales documents.


After you create or edit sales credit memo lines, and the single or multiple applications are specified, you can post the sales credit memo.

8. Choose the **Post and Send** action.


The **Post and Send Confirmation** dialog box opens showing the preferred sending method for the customer. You can change the sending method by choosing the lookup button for the **Send Document** to field. For more information, see [Set Up Document Sending Profiles](#).

The posted sales documents that you applied the credit memo to are now reversed, and a refund payment can be created for the customer. The sales credit memo is removed and replaced with a new document in the list of posted sales credit memos.

To create a sales credit memo by copying a posted sales invoice

1. Choose the  icon, enter **Sales Credit Memos**, and then choose the related link.
2. Choose the **New** action to open a new empty sales credit memo.
3. In the **Customer** field, enter the name of an existing customer.
4. Choose the **Copy from Document** action.
5. On the **Copy Sales Document** page, in the **Document Type** field, select **Posted Invoice**.
6. Choose the **Document No.** field to open the **Posted Sales Invoices** page, and then select the posted sales invoice that contains lines that you want to reverse.
7. Select the **Recalculate Lines** check box if you want the copied posted sales invoice lines to be updated with any changes in item price and unit cost since the invoice was posted.
8. Choose the **OK** button. The copied invoice lines are inserted in the sales credit memo.
9. Complete the sales credit memo as explained in [To create a sales credit memo from a posted sales invoice](#).

To create a sales return order based on one or more posted sales documents

1. Choose the  icon, enter **Sales Return Orders**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields on the **General** FastTab as necessary.
4. On the **Lines** FastTab, fill the lines manually, or copy information from other documents to fill the lines automatically:
 - Use the **Get Posted Document Lines to Reverse** function to copy one or more posted document lines from one or more posted documents. This function always exactly reverses the costs from the posted document line. This function is described in the following steps.
 - Use the **Copy from Document** function to copy an existing document to the return order. Use this function to copy the entire document. It can be either a posted document or a document that is not yet posted. This function only enables exact cost reversing when the **Exact Cost Reversing Mandatory** check box is selected on the **Sales and Receivables Setup** page.
5. Choose the **Get Posted Document Lines to Reverse** action.
6. At the top of the **Posted Sales Document Lines** page, select the **Show Reversible Lines Only** check box if you want to see only lines that have quantities that have not yet been returned. For example, if a posted sales invoice quantity has already been returned, you may not want to return that quantity on a new sales return document.

NOTE

This field only works for posted shipments and posted invoice lines, not for posted return or posted credit memo lines.

At the left side of the page, the different document types are listed, and the number in brackets shows the number of documents available of each document type.

7. In the **Document Type Filter** field, select the type of posted document lines you would like to use.
8. Select the lines that you would like to copy to the new document.

NOTE

If you use Ctrl+A to select all lines, all lines within the filter you have set are copied, but the **Show Reversible Quantity Only** filter is ignored. For example, suppose you have filtered the lines to a particular document number with two lines, one of which has already been returned. Even if the **Show Reversible Quantity Only** field is selected, if you press Ctrl+A to copy all lines, both lines are copied, instead of only the one that has not yet been reversed.

9. Choose the **OK** button to copy the lines to the new document.

The following processes occur:

- For posted document lines of the type **Item**, a new document line is created that is a copy of the posted document line, with the quantity that has not yet been reversed. The **Appl.-from Item Entry** field is filled in as appropriate with the number of the item ledger entry of the posted document line.
- For posted document lines that are not of the type **Item**, such as item charges, a new document line is created that is a copy of the original posted document line.
- Calculates the **Unit Cost (LCY)** field on the new line from the costs on the corresponding item ledger entries.
- If the copied document is a posted shipment, posted receipt, posted return receipt, or posted return shipment, the unit price is calculated automatically from the item card.
- If the copied document is a posted invoice or credit memo, the unit price, invoice discounts, and line discounts from the posted document line are copied.
- If the posted document line contains item tracking lines, the **Appl.-from Item Entry** field on the item tracking lines is filled with the appropriate item ledger entry numbers from the posted item tracking lines.

When you copy from a posted invoice or posted credit memo, application copies any relevant invoice discounts and line discounts as valid at the time of posting that document from the posted document line to the new document line. Be aware, however, that if the **Calc. Inv. Discount** option is activated on the **Sales & Receivables Setup** page, then the invoice discount will be newly calculated when you post the new document line. The line amount for the new line may therefore be different than the line amount for the posted document line, depending on the new calculation of the invoice discount.

NOTE

If part of the quantity of the posted document line has already been reversed or sold or consumed, a line is created for only the quantity that remains in inventory or that has not been returned. If the full quantity of the posted document line has already been reversed, a new document line is not created.

If the flow of goods in the posted document is the same as the flow of goods in the new document, a copy of the original posted document line in the new document is created. The **Appl.-from Item Entry** field is not filled in because, in this case, exact cost reversing is not possible. For example, if you use the **Get Posted Document Lines to Reverse** function to get a posted sales credit memo line for a new sales credit memo, only the original posted credit memo line is copied to the new credit memo.

10. On the **Sales Return Order** page, in the **Return Reason Code** field on each line, select the reason for the return.

11. Choose the **post** action.

To create a replacement sales order from a sales return order

You may decide to compensate a customer for an item that you have sold them by replacing the item. You can make a replacement with the same item or a different item. This situation could occur if you mistakenly shipped the wrong item to the customer, for example.

1. On the **Sales Return Order** page for an active return process, on an empty line, make a negative entry for the replacement item by inserting a negative amount in the **Quantity** field.
2. Choose the **Move Negative Lines** action.
3. On the **Move Negative Sales Lines** page, fill in the fields as necessary.
4. Choose the **OK** button. The negative line for the replacement item is deleted from the sales return order and inserted in a new **Sales Order** page. For more information, see [Sell Products](#).

To create return-related documents from a sales return order

You can have replacement sales orders, purchase return orders, and replacement purchase orders created automatically during the sales return process. This is useful, for example, in situations where you want to handle items with warranties provided by vendors.

1. On the **Sales Return Order** page for an active return process, choose the **Create Return-Related Documents** action.
2. In the **Vendor No.** field, enter the number of a vendor if you want to create vendor documents automatically.
3. If a returned item must be returned to the vendor, select the **Create Purch. Ret. Order** check box.
4. If a returned item must be ordered from the vendor, select the **Create Purchase Order** check box.
5. If a replacement sales order must be created, select the **Create Sales Order** check box.

To create a restock charge

You may decide to charge your customer a restock fee to cover the physical handling costs of returning an item. This could occur if the customer mistakenly ordered the wrong item or changed their mind after receiving the item you sold them, for example.

You can post this increased cost as an item charge in a credit memo or a return order and assign it to the posted shipment. The following describes it for a sales return order, but the same steps apply to a sales credit memo.


1. Open the **Sales Return Order** page for an active return process.
2. On a new line, in the **Type** field, select **Charge (Item)**.
3. Fill in the fields as for any item charge line. For more information, see [Use Item Charges to Account for Additional Trade Costs](#).

When you post the sales return order, the restock charge is added to the relevant sales entry amount. In this way, you can maintain accurate inventory valuation.

To create a sales allowance

You can send a customer a credit memo with a price reduction if the customer has received slightly damaged items or received the items late.

You can post this reduced price as an item charge in a credit memo or a return order and assign it to the posted shipment. The following describes it for a sales credit memo, but the same steps apply to a sales return order.

1. Choose the  icon, enter **Sales Credit Memos**, and then choose the related link.
2. Choose the **New** action to open a new empty sales credit memo.
3. Fill in the credit memo header with relevant information about the customer that you want to give the sales

allowance to.

4. On the **Lines** FastTab, in the **Type** field, select **Charge (Item)**.
5. In the **No.** field, select the appropriate item charge value.
You may want to create a special item charge number to cover sales allowances.
6. In the **Quantity** field, enter 1.
7. In the **Unit Price** field, enter the amount of the sales allowance.
8. Assign the sales allowance as an item charge to the items in the posted shipment. For more information, see [Use Item Charges to Account for Additional Trade Costs](#). When you have assigned the allowance, return to the **Sales Credit Memo** page.

When you post the sales return order, the sales allowance is added to the relevant sales entry amount. In this way, you can maintain accurate inventory valuation.

To combine return receipts


You can combine return receipts if your customer returns several items that are covered by different sales return orders.

When you receive the items into your warehouse, post the relevant sales return orders as received. This creates posted return receipts.

When you are ready to invoice this customer, instead of invoicing each sales return order separately, you can create a sales credit memo and automatically copy the posted return receipt lines to this document. Then you can post the sales credit memo and conveniently invoice all the open sales return orders at once.


To combine return receipts, the **Combine Shipments** check box must be selected on the **Customer Card** page.

To manually combine return receipts

1. Choose the  icon, enter **Sales Credit Memo**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as necessary.
4. Choose the **Get Return Receipt Lines** action.
5. Select the return receipt lines that you want to include in the credit memo:
 - To insert all lines, select all lines, and then choose the **OK** button.
 - To insert specific lines, select the lines, and then choose the **OK** button.
6. If an incorrect shipment line was selected or you want to start over, you can simply delete the lines on the credit memo and re-run the **Get Return Receipt Lines** function.
7. Post the invoice.

To automatically combine return receipts


You can automatically combine return receipts and have the option of automatically posting the credit memos using the **Combine Return Receipts** function.

1. Choose the  icon, enter **Combine Return Receipts**, and then choose the related link.
2. On the **Combine Return Receipts** page, fill in the fields to select the relevant return receipts.
3. Select the **Post Credit Memos** check box. If not, you must manually post the resulting purchase credit memos.
4. Choose the **OK** button.

To remove a received and invoiced return order

When you invoice return receipts in this way, the return orders from which the return receipts were posted still exist, even if they have been fully received and invoiced.

When return receipts are combined on a credit memo and posted, a posted sales credit memo is created for the credited lines. The **Quantity Invoiced** field on the originating sales return order is updated based on the invoiced quantity.

1. Choose the  icon, enter **Delete Invoiced Sales Return Orders**, and then select the link.
2. Specify in the **No.** filter field which return orders to delete.
3. Choose the **OK** button.

Alternatively, delete individual sales return orders manually.

See Related Training at [Microsoft Learn](#)

See Also

[Sales](#)

[Setting Up Sales](#)

[Managing Payables](#)

[Send Documents by Email](#)

[Process Purchase Returns or Cancellations](#)

[Working with Business Central](#)

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Correct or Cancel Unpaid Sales Invoices

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can correct or cancel an unpaid posted sales invoice, provided that it has not been fully shipped. This is useful if you make a mistake or if the customer requests a change before the shipment is complete. In all other scenarios, we recommend that you create a corrective sales credit memo directly. For more information, see [To create a sales credit memo from a posted sales invoice](#).

NOTE

After a posted sales invoice has been partially or fully paid, you cannot correct or cancel it from the posted sales invoice itself. Instead, you must manually create a sales credit memo to void the sale and reimburse the customer, optionally managed with a sales return order. For more information, see [Process Sales Returns or Cancellations](#).

The difference between canceling or correcting a posted sales invoice that has not been paid or shipped is described in the following table.


ACTION	DESCRIPTION
Cancel	The posted sales invoice is canceled. A corrective sales credit memo is automatically created and posted to void the initial posted sales invoice. On the initial posted sales invoice, the Canceled and Paid check boxes are selected.
Correct	<p>The posted sales invoice is canceled. A new sales invoice with the same information is created, unless the posted sales order was posted from a sales order. In that case, we suggest you cancel the posted sales invoice instead and then make the correction and continue the sales process from the original sales order.</p> <p>The new sales invoice has a different number than the initial sales invoice. A corrective sales credit memo is automatically created and posted to void the initial posted sales invoice. On the initial posted sales invoice, the Canceled and Paid check boxes are selected.</p>

When you correct or cancel a posted sales invoice, the corrective sales credit memo is applied to all general ledger and inventory ledger entries that were created when the initial sales invoice was posted. This reverses the posted sales invoice in your financial records and leaves the corrective posted sales credit memo for your audit trail.

TIP

If you have posted a prepayment invoice for a sales invoice that you then correct or cancel, you must correct or cancel the prepayment as well. For more information, see [Correct Prepayments](#).

To cancel a posted sales invoice

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. Select the posted sales invoice that you want to cancel.

NOTE

If the **Canceled** check box is selected, then you cannot cancel the posted sales invoice because it has already been canceled or corrected.

3. On the **Posted Sales Invoice** page, choose the **Cancel** action.


A sales credit memo is automatically created and posted to void the initial posted sales invoice. The **Canceled** field on the initial posted sales invoice is changed to **Yes**.

4. Choose **Show Corrective Credit Memo** to view the posted sales credit memo that voids the initial posted sales invoice.

Partial invoice posting also supported

If the cancellation is related to a partial invoice posting, then the originating sales order line is updated to reflect the canceled invoiced quantity. The **Qty. to Invoice** and **Qty. Invoiced** fields on the related sales order line are reset to the values before the partial posting.

To correct a posted sales invoice

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. Select the posted sales invoice that you want to correct.

NOTE

If the **Canceled** check box is selected, then you cannot correct the posted sales invoice because it has already been corrected or canceled.

3. On the **Posted Sales Invoice** page, choose the **Correct** action.

NOTE

If the sales invoice was posted from a sales order, we recommend that you *cancel* this sales invoice and then process the correction from the original sales order. If the original sales order has been deleted, such as if it has been fully shipped, you can create a new sales order by using the **Copy Document** action. For more information, see [To create a sales credit memo by copying a posted sales invoice](#).

4. A new sales invoice with the same information is created where you can make the correction. The **Canceled** field on the initial posted sales invoice is changed to **Yes**.

A sales credit memo is automatically created and posted to void the initial posted sales invoice.

5. Choose the **Show Corrective Credit Memo** action to view the posted sales credit memo that voids the initial posted sales invoice.

See Also

[Sales](#)

[Setting Up Sales](#)

[Send Documents by Email](#)

[Working with Business Central](#)

NOTE

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Work with Blanket Sales Orders or Blanket Purchase Orders

2/18/2021 • 6 minutes to read • [Edit Online](#)

A blanket sales order represents a framework for a long-term agreement between you and your customer. Similarly, you use blanket purchase orders to manage long-term agreements between you and your vendor.

A blanket order is typically made when a customer has committed to purchasing large quantities that are to be delivered in several smaller shipments over a certain period of time. Often blanket orders cover only one item with predetermined delivery dates. The main reason for using a blanket order rather than a sales order is that quantities entered on a blanket order do not affect item availability and thus can be used as a worksheet for monitoring, forecasting, and planning purposes.


On the blanket order, each separate shipment can be set up as an order line, which can then be converted into a sales order at the time of shipping.

An example of when a blanket sales order could be used is if a customer calls and places an order of 1000 units of an item and they want the items to be delivered in 250 units every week over the next month.

NOTE

Blanket purchase orders work in a similar way as blanket sales orders. This documentation covers blanket sales orders only.

To create a blanket sales order

1. Choose the  icon, enter **Blanket Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. Leave the **Order Date** field blank. When the separate sales orders are created from the blanket order, the order date of the sales order is set to equal the actual work date.
5. On the **Lines** FastTab, create separate lines for each shipment. For instance, if your customer wants 1000 units split out equally between four weeks, you would enter four separate lines of 250 units each.

To create a sales order from a blanket sales order


1. To create an order for any of the lines in the blanket sales order, remove the quantity in the **Qty. to Ship** field on all the lines that you do not wish to ship at this time.
2. When you are ready to create orders, choose the **Make Order** action, and then choose **Yes**. A message appears informing you that the blanket order has been assigned an order number. Note that the blanket order has not been deleted.
3. Choose the **OK** button.
4. To see the results of the preceding steps, choose the **Line** action, choose the **Unposted Lines** action, and then choose the **Orders** action.
5. On the **Sales Lines** page, select the appropriate sales order, choose the **Line** action, and then choose the **Show Document** action.

The following applies to sales orders after they have been created from blanket sales orders:

- After the blanket order is converted into a sales order, the sales order contains all the lines from the blanket order. The lines where the quantity in the **Qty. to Ship** field was deleted appear, but with blank **Quantity** fields. You may choose to leave, edit, or delete the lines.
- It is important to remember that the sales order line quantity must not exceed the quantity of the associated blanket order line. Otherwise, posting of the sales order will not be possible.
- When the sales order is posted as shipped and/or invoiced, the **Quantity Shipped** and **Quantity Invoiced** fields are updated on the related blanket order.
- The blanket order number and line number are recorded as properties of the sales lines when created from a blanket order.
- When sales orders are not created directly from the blanket order but still relate to it, a link between a sales order and a blanket order can be established by entering the associated blanket order number in the **Blanket Order No.** field on the sales order line.
- After the sales order has been created for the total quantity of a blanket order line, no other sales order can be created for the same line. Users are prevented from entering a quantity in the **Qty. to Ship** field. If, however, additional quantities need to be added to a blanket order, the value in the **Quantity** field can be increased and additional orders can then be created.
- The invoiced blanket sales order remains in the system until it is deleted, either by deleting individual blanket orders or by running the **Delete Invoiced Blanket Sales Orders** batch job.
- If a customer is also recorded as a contact in the Marketing application area, and if you have specified an interaction template code for blanket sales order on the **Marketing Setup** page, an interaction is recorded in the Interaction Log Entry table when you select **Print** to print the blanket sales order.


To view the status of a blanket sales order

You can see the status of a blanket sales order on the **Blanket Sales Order Statistics** page. This may be relevant when you start to invoice the order that is created from the blanket sales order.

1. Choose the  icon, enter **Blanket Sales Orders**, and then choose the related link.
2. Select a blanket sales order, and then choose the **Statistics** action.
3. On the **Blanket Sales Order Statistics** page, on the **General** FastTab, you can see summary information about the entire order based on the total quantity in the various **Quantity fields** on the blanket sales order lines.
 - On the **Invoicing** FastTab, you can see summary information based on the total quantity in the **Qty. to Invoice** fields on the sales blanket order lines.
 - On the **Shipping** FastTab, you can see summary information based on the total quantity in the **Qty. to Receive** fields on the sales blanket order lines.
 - On the **Prepayment** FastTab, you can see summary information about any prepaid amounts.
 - On the **Vendor** FastTab, you can see certain basic information about the vendor.

To view unposted and posted blanket sales order lines

The link between the blanket sales order and the originating sales order, and any other sales document, is retained after posting as a list of posted and unposted sales order invoice lines.

1. Choose the  icon enter **Blanket Sales Orders**, and then choose the related link.
2. Open the blanket sales order you want to view.
3. To view unposted entries, select the line in question, choose the **Line** action, and then choose the **Unposted Lines** action. Choose one of the following options.

OPTION	DESCRIPTION
Orders	Specifies open orders associated with the selected line.
Invoices	Specifies open invoices that have been associated with the selected line. Open invoices are manually associated with a blanket order by entering the blanket order number on the sales invoice line.
Return Orders	Specifies open return orders that have been associated with the selected line.
Credit Memos	Specifies open credit memos that have been associated with the selected line.

4. To view posted entries, select the line in question, choose the **Line** action, and then choose the **Posted Lines** action. Choose one of the following options.

OPTION	DESCRIPTION
Shipments	Posted shipments associated with the selected line.
Invoices	Posted invoices associated with the selected line.
Return Receipts	Posted return receipts that have been associated with the selected line.
Credit Memos	Posted credit memos that have been associated with the selected line.

5. On the **Sales Lines** page, choose the **Show Document** action to view the entry.

See Also

[Sales](#)

[Create Blanket Assembly Orders](#)

[Setting Up Sales](#)

[Working with Business Central](#)

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Combine Shipments on a Single Invoice

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If you want to invoice more than one shipment at a time, you can use the combined shipments feature.

Before you can create a combined shipment, more than one sales shipment for the same customer in the same currency must be posted. In other words, you must have create two or more sales orders and post them as shipped, but not invoiced.

To manually combine shipments on a single invoice


1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Choose the **New** action. For more information, see [Invoice Sales](#).
3. In the **Sell-to Customer No.** field, enter the customer who will receive the invoice for the shipped items.
4. On the **Lines** FastTab, choose the **Get Shipment Lines** action.
5. Select the shipment line that you want to include in the invoice:
 - To insert all lines, select all lines and choose the **OK** button.
 - To insert specific lines, select the lines and choose the **OK** button. You can use the Ctrl key to select multiple nonsequential lines.

If an incorrect shipment line was selected or you want to start over, you can simply delete the lines on the invoice and re-run the **Get Shipment Lines** function.

6. To post the invoice, choose the **Post** action.

To automatically combine shipments on a single invoice

Business Central will select only sales orders where **Combine Shipments** is chosen.

1. Choose the  icon, enter **Combine Shipments**, and then choose the related link. The batch job request page opens.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **Post Invoices** check box.
4. Choose the **OK** button.


NOTE

You will need to manually post the invoices if the **Post Invoices** check box was not selected on the batch job.

To remove open sales orders after combined shipment posting

When shipments are combined on an invoice and posted, a posted sales invoice is created for the invoiced lines. The **Quantity Invoiced** field on the originating blanket sales order or sales order is updated based on the invoiced quantity.

When you invoice shipments in this way, the orders from which the shipments were posted still exist, even if they have been fully shipped and invoiced.

1. Choose the  icon, enter **Delete Invoiced Sales Orders**, and then select the link.
2. Specify in the **No.** filter field which sales orders to delete.
3. Choose the **OK** button.

Alternatively, delete individual sales orders manually.

Repeat steps 1 through 3 for any other affected documents, such as blanket sales orders.

See Also

[Sales](#)

[Working with Business Central](#)

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Calculate Order Promising Dates

2/18/2021 • 8 minutes to read • [Edit Online](#)

A company must be able to inform their customers of order delivery dates. The **Order Promising Lines** page enables you to do this from a sales order line.

Based on an item's known and expected availability dates, Business Central instantly calculates shipment and delivery dates, which can then be promised to the customer.

If you specify a requested delivery date on a sales order line, then that date is used as the starting point for the following calculations:

- requested delivery date - shipping time = planned shipment date
- planned shipment date - outbound whse. handling time = shipment date

If the items are available to pick on the shipment date, then the sales process can continue. If the items are not available to be picked on the shipment date, then a stock-out warning is displayed.

If you do not specify a requested delivery date on a sales order line, or if the requested delivery date cannot be met, then the earliest date on which that the items are available is calculated. That date is then entered in the **Shipment Date** field on the line, and the date on which you plan to ship the items as well as the date on which they will be delivered to the customer are calculated using the following calculations:

- shipment date + outbound whse. handling time = planned shipment date
- planned shipment date + shipping time = planned delivery date

About Order Promising

The Order Promising functionality enables you to promise an order to be shipped or delivered on a specific date. The date that an item is available to promise or capable to promise is calculated, and order lines are created for those dates that you accept. The functionality calculates the earliest possible date that an item is available for shipment or delivery. It also creates requisition lines, in case the items must first be purchases, for those dates that you accept.

Business Central uses two fundamental concepts:

- Available to Promise (ATP)
- Capable to Promise (CTP)

Available to Promise

Available to promise (ATP) calculates dates based on the reservation system. It performs an availability check of the unreserved quantities in inventory with regard to planned production, purchases, transfers, and sales returns. Based on this information, Business Central automatically calculates the delivery date of the customer's order because the items are available, either in inventory or on planned receipts.

Capable to Promise

Capable to promise (CTP) assumes a "what if" scenario, which only applies to item quantities that are not in inventory or on scheduled orders. Based on this scenario, Business Central calculates the earliest date that the item can be available if it is to be produced, purchased, or transferred.

Example

If there is an order for 10 pieces, and 6 pieces are available in inventory or on scheduled orders, then the Capable-to-Promise calculation will be based on 4 pieces.

Calculations

When Business Central calculates the customer's delivery date, it performs two tasks:

- Calculates the earliest delivery date when the customer has not requested a specific delivery date.
- Verifies if the delivery date requested by the customer or promised to the customer is realistic.

If the customer does not request a specific delivery date, the shipment date is set to equal the work date, and availability is then based on that date. If the item is in inventory, Business Central calculates forward in time to determine when the order can be delivered. This is accomplished by the following formulas:

- $\text{Shipment Date} + \text{Outbound Warehouse Handling Time} = \text{Planned Shipment Date}$
- $\text{Planned Shipment Date} + \text{Shipping Time} = \text{Planned Delivery Date}$

Business Central then verifies if the calculated delivery date is realistic by calculating backward in time to determine when the item must be available to meet the promised date. This is accomplished by the following formulas:

- $\text{Planned Delivery Date} - \text{Shipping Time} = \text{Planned Shipment Date}$
- $\text{Planned Shipment Date} - \text{Outbound Warehouse Handling} = \text{Shipment Date}$


The shipment date is used to make the availability check. If the item is available on this date, Business Central confirms that therequested/promised delivery can be met by setting the planned delivery date to equal the requested/promised delivery date. If the item is unavailable, it returns a blank date and the order processor can then use the CTP functionality.

Based on new dates and times, all related dates are calculated according to the formulas listed earlier in this section. The CTP calculation takes longer but it gives an accurate date when the customer can expect to have the item delivered. The dates that are calculated from CTP are presented in the **Planned Delivery Date** and **Earliest Shipment Date** fields on the **Order Promising Lines** page.

The order processor finishes the CTP process by accepting the dates. This means that a planning line and a reservation entry are created for the item before the calculated dates to ensure that the order is fulfilled.

In addition to the external order promising that you can perform on the **Order Promising Lines** page, you can also promise internal or external delivery dates for bill-of-material items. For more information, see [View the Availability of Items](#).

To set up order promising

1. Choose the  icon, enter **Order Promising Setup**, and then choose the related link.
2. Enter a number and time unit code in the **Offset(Time)** field. Select one of the following codes.

CODE	DESCRIPTION
d	Calendar day
w	Week
m	Month
q	Quarter
y	Year


For example, "3w" indicates that the offset time is three weeks. To indicate the current period, prefix to

any of these codes with the letter "c". For example, if you want the offset time to be the current month, enter **cm**.

3. Enter a number series in the **Order Promising Nos.** field by selecting a line from the list on the **No. Series** page.
4. Enter an order promising template in the **Order Promising Template** field by selecting a line from the list on the **Req. Worksheet Template List** page.
5. Enter a requisition worksheet in the **Order Promising Worksheet** field by selecting a line from the list on the **Req. Wksh. Names** page.

To enter inbound warehouse handling time in the inventory setup page


If you want to include warehouse handling time in the order promising calculation on the purchase line, you can set it up as a default for the inventory and for your location.

1. Choose the  icon, enter **Inventory Setup**, and then choose the related link.
2. On the **General** FastTab, in the **Inbound Whse. Handling Time** field, enter the number of days that you want to include in the order promising calculation.

NOTE

If you have filled in the **Inbound Whse. Handling Time** field on the **Location Card** for your location this field is used as the default inbound warehouse handling time.

To enter inbound warehouse handling time on location cards


1. Choose the  icon, enter **Location**, and then choose the related link.
2. Open the relevant location card.
3. On the **Warehouse** FastTab, in the **Inbound Whse. Handling Time** field, enter the number of days that you want to be included in the order promising calculation.

NOTE

If you leave the **Inbound Whse. Handling Time** field blank, then the calculation uses the value in the **Inventory Setup** page.

To enter outbound warehouse handling time in the inventory setup page


If you want to set up an outbound warehouse handling time to be included in the order promising calculation on the sales line, you can set this up as a default for the inventory.

1. Choose the  icon, enter **Inventory Setup**, and then choose the related link.
2. On the **General** FastTab, in the **Outbound Whse. Handling Time** field, enter the number of days you want to include in the order promising calculation.

NOTE

If you have filled in the **Outbound Whse. Handling Time** field on the **Location card** for your location, this field is used as the default outbound warehouse handling time.

To enter outbound warehouse handling time on location cards

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the relevant location card.
3. On the **Warehouse** FastTab, in the **Outbound Whse. Handling Time** field, enter the number of days that


you want to include in the order promising calculation.

NOTE


If you leave the **Outbound Whse. Handling Time** field blank, then the calculation uses the value in the **Inventory Setup** page.

To make an item critical

Before an item can be included in the order promising calculation, it must be marked as critical. This setup ensures that non-critical items do not cause irrelevant order promising calculations.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the relevant item card.
3. On the **Planning** FastTab, select the **Critical** field.

To calculate an order promising date

1. Choose the  icon, enter **Sales Order**, and then choose the related link.
2. Open the relevant sales order and select the sales order lines that you want application to calculate.
3. Choose the **Order Promising** action, and then choose the **Order Promising Lines** action.
4. Select a line, and then select one of the following options:
 - Select **Available-to-Promise** if you want to calculate the earliest date that the item will be available with respect to inventory, scheduled receipts, and gross requirements.
 - Select **Capable-to-Promise** if you know that the item is presently out of stock and you want to calculate the earliest date that the item can be available by issuing new replenishment requisitions.
5. Choose the **Accept** button to accept the earliest shipment date available.

See Also

[Sales](#)

[Date Calculation for Purchases](#)

[Working with Business Central](#)

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Track Packages

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A number of shipping agents provide services on the Internet that allow you to track parcels you have handed over to the agent. If you use one or more of these shipping agents, you can set up certain basic information and use the automatic tracking feature from posted shipments, posted sales invoices, posted sales credit memos, and posted return receipts. For more information, see [Set Up Shipping Agents](#).

The following procedure shows how to track a package from a posted sales shipment, but the same steps apply to enable package tracking from the Posted Sales Invoice, Posted Sales Credit Memo, and Posted Return Receipt pages.

To track a package

1. Choose the  icon, enter **Posted Sales Shipment**, and then choose the related link.
2. Open the relevant shipment.
3. Choose the **Update Document** action.
4. In the **Package Tracking No.** field, enter the package number you have received from the shipping agent. Update **Shipping Agent** if needed and close the page.
5. Choose the **Track Package** action.

Your default browser opens the shipping agent's tracking page.

See Also

[Set Up Shipping Agents](#)

[Sales](#)

[Setting Up Sales](#)

[Send Documents by Email](#)

[Working with Business Central](#)

NOTE

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Date Calculation for Sales

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central automatically calculates the earliest possible date that an item on a sales order line can be shipped.

If the customer has requested a specific delivery date, then the date on which the items must be available to pick to meet that delivery date is calculated.

If the customer does not request a specific delivery date, then the date on which the items can be delivered is calculated, starting from the date on which the items are available for picking.

Calculating a Requested Delivery Date

If you specify a requested delivery date on the sales order line, that date becomes the starting point for the following calculations.

- requested delivery date - shipping time = planned shipment date
- planned shipment date - outbound whse. handling time = shipment date

If the items are available to pick on the shipment date, then the sales process can continue. Otherwise, a stock-out warning is displayed.

NOTE

If your process is based on backward calculation, for example, if you use the requested delivery date to get the planned shipment date, we recommend that you use date formulas that have fixed durations, such as "5D" for five days or "1W" for one week. Date formulas without fixed durations, such as "CW" for current week or CM for current month, can result in incorrect date calculations. For more information about date formulas, see [Working with Calendar Dates and Times](#).

Calculating the Earliest Possible Delivery Date

If you do not specify a requested delivery date on the sales order line, or if the requested delivery date cannot be met, then the earliest date on which that the items are available is calculated. That date is then entered in the Shipment Date field on the line, and the date on which you plan to ship the items as well as the date on which they will be delivered to the customer are calculated using the following formulas.

- shipment date + outbound whse. handling time = planned shipment date
- planned shipment date + shipping time = planned delivery date

See Also

[Date Calculation for Purchases](#)

[Calculate Order Promising Dates](#)

[Working with Business Central](#)

NOTE

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Merge Duplicate Records

2/18/2021 • 4 minutes to read • [Edit Online](#)

As different users create new customer, vendor, or contact cards over time, or the new records are created automatically during migration, a customer, vendor, or contact may be represented in the system with more than one record. In this case, you can use the **Merge Duplicate** page from the card of the record that you want to keep. The page gives you an overview of duplicated field values and provides functions to select which values to keep or discard when merging two records into one.


NOTE

Only users with the MERGE DUPLICATES permission set can use this functionality.

TIP

The **Merge Duplicate** page shows all fields where the values are different for the two records being compared. Therefore, a duplicate is indicated by the page showing very few fields. Whereas, if the page shows many fields, then the suspected record is probably not a duplicate.

The following procedure is based on a customer card. The steps are similar for a vendor and contact cards.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select the customer that you know or suspect that a duplicate record exists for, and then choose the **Edit** action.
3. On the **Customer Card** page, choose the **Merge With** action.
4. On the **Merge Duplicate** page, in the **Merge With** field, select the customer that you believe is a duplicate of the one you have opened, indicated in the **Current** field.

The **Fields** FastTab lists fields where the values are different for the two customers. This means that if the selected customer is really a duplicate, then only very few fields should be listed, such as typing errors and other data entry mistakes.

The **Related Tables** FastTab lists tables where there are fields with a relation to both customers. The **Current Count** and **Duplicate Count** fields show the number of fields in related tables where the **No.** value of both the current and the duplicate customer is used. On the **Merge Duplicate** page, this section is informational only, however, if merge conflicts exist, you will resolve them on the **Merge Duplicate Conflicts** page. See steps 8 through 12.

5. For each field where you want to use another value than the current one, select the **Override** check box. The value in the **Alternate Value** field will then be transferred to the current record when you complete the process.
6. When you have finished selecting which values to keep or override, choose the **Merge** action.

The system checks if the merge of values for the duplicate customer into the current customer causes any conflicts. A conflicts exists if a value in at least one primary-key field is the same for both customers while the value in the **No** field is different for the two customers.

7. If no conflicts are found, choose the **Yes** button in the confirmation message box.

The duplicate customer is renamed so that all usage of its **No.** value in all fields with relations to the customer table will be replaced with the **No.** value of the current customer.

8. If conflicts exist, choose the **Resolve (xx) conflicts before merge.** action on the **Conflicts** FastTab, which will appear if conflicts exist.
9. On the **Merge Duplicate Conflicts** page, select the line for a related table with a conflict, and then choose the **View Details** action.

The **Merge Duplicate** page now shows the fields in the selected table that cause a merge conflict between the two customer records. Notice in both the summarized values in the **Current** and **Conflicts With** fields and on the lines that at least one primary-key field is the same for both customers and the value of the **No.** field is different for the two customers.

10. If you do not want to keep the duplicate customer record, choose the **Remove Duplicate** action, and then choose the **Close** button.

Identical field values, other than the value in the **No.** field, are removed from the duplicate record and inserted on the current record.

11. If you want to keep the duplicate customer record after the merge, choose the **Rename Duplicate.**
12. On lines, not for the **No.** field, where the field has the same value on both records, change the value in the **Alternate Value** field, and then choose the **Close** button.

The conflicting field value is updated on the duplicate record so that it can be merged with the current record. The duplicate record continues to exist after the merge.

13. Repeat steps 8 through 12 until all conflicts are resolved. The **Conflicts** FastTab disappears.
14. On the **Merge Duplicate** page, choose the **Merge** action again, and then select the **Yes** button in the confirmation message box.

NOTE

For contacts, you can use functionality to find duplicate contacts before you use the **Merge Duplicate** page. For more information, see [Searching for Duplicate Contacts](#).

See Also

[Sales](#)

[Set Up Contacts](#)

[Working with Business Central](#)

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Work with recurring revenue in Business Central

2/18/2021 • 5 minutes to read • [Edit Online](#)

Many companies are moving from a business revenue model where revenue is made from a customer's one-time purchase to a subscription model where revenue is made on a recurring basis in return for consistent access to the delivery of a good or service. Business Central has the following options for automating how you send subscription invoices to your customers and register recurring revenue.

Register revenue with a recurring general journal

A recurring journal is a general journal with specific fields for managing transactions that you post frequently with few or no changes, such as rent, subscriptions, electricity, or heat. Using these fields for recurring transactions, you can post both fixed and variable amounts. With a recurring journal, entries that will be posted regularly need to be typed in only once. That is, the accounts, dimensions and dimension values and so on that you enter will remain in the journal after posting. If any adjustments are necessary, you can make them with each posting.

Why use this option

With this option, you define flexible invoicing periods with [Date Formulas](#).

However, with this option, you cannot print and send invoices in the default version of Business Central.

For more information, see [Working with Recurring Journals](#).

Create multiple invoices based on a recurring job journal

The recurring job journal is a more advanced alternative to the general journal. You define Items, Resources and G/L Accounts, that must be repeated for each job, and you specify the frequency of recurrence.

After posting a recurring job journal, you can create multiple invoices with the **Create Job Sales Invoice** task. You can review and post created invoices in the **Sales Invoices** page.

Why use this option

With this option, you follow the standard invoicing procedure with all the benefits of that, including standard and customer layouts for communication preferences. You can also define prices for each job individually.

However, for each new customer, you must create a new job and add lines to the recurring journal.

For more information, see [Create job journal lines](#) and [Create multiple job sales invoices](#).

Create multiple invoices based on recurring sales lines

If you often need to create sales and purchase lines with similar information, you can set up recurring sales lines that you can then insert on recurring sales and purchase documents, for example, for recurring replenishment orders. Use the **Create Recurring Sales Invoices** batch job to create sales invoices according to recurring sales lines that are assigned to the customers and with posting dates within the valid-from and valid-to dates that you specify on the recurring sales lines.

Why use this option

With this option, you can assign the same recurring lines to multiple customers. You can define period of validity for the recurring sales lines for specific customer. You can assign multiple recurring lines to the same customer and all of them will be included in the invoice.

However, there is no way to set fixed prices for items because Business Central will use the actual prices and discount valid on document date, trying to find best combination that gives the lowest price.

For more information, see [Create Recurring Sales and Purchase Lines](#).

Recurring invoices with service contract

A service contract contains the service contract agreements between your customers and your company. A service contract includes service level agreements and the service items that you service as a part of the contract.

You can define the starting date of the contract, the invoice period, whether or not the contract is prepaid, price update specifications if you plan to change prices while contract is active. You can use both service items or items in service contract lines. You can create contract templates to define how to create certain types of contracts.

Why use this option

With this option, you use a part of the advanced service management functionality that not limited to issuing of recurring invoices but support repair shop and field service operations.

However, this option requires the Premium license. Setting up service management and maintaining it might not give huge advantages in simpler subscription scenarios.

For more information, see [Work with Service Contracts and Service Contract Quotes](#) and [Invoice several service contracts](#).

Related features

There are several related capabilities in Business Central.

Blanket sales orders

A blanket sales order represents a framework for a long-term agreement between your company and your customer. A blanket order is typically made when a customer has committed to purchasing large quantities that are to be delivered in several smaller shipments over a certain period of time. Often blanket orders cover only one item with predetermined delivery dates. The main reason for using a blanket order rather than a sales order is that quantities entered on a blanket order do not affect item availability, however it can be used for planning purposes.

Why use this option

With this option, you use the anticipated demand, so the information is considered during the normal planning routines. For more information, see [Demand Forecasts and Blanket Orders](#).

However, the default version does not offer an out-of-the-box possibility to process multiple blanket orders in bulk.

For more information, see [Work with Blanket Sales Orders](#).

Recurring Orders (Norway)

You can use recurring orders to create blanket order templates so that sales orders can be created based on date intervals that you define. For example, if you deliver the same sales order every two weeks, you can use a blanket sales order and create recurring orders. You can use recurring groups to define a range of parameters that show how you make the orders. These groups are assigned to blanket orders that have to be created regularly. To create the recurring orders, you will have to periodically run the create recurring orders process.

Why use this option

With this option, you can choose between fixed and "best" prices.

However, this is only available in Norway. Validity period can be defined on the recurring group level.

For more information, see [Recurring Orders](#).

Recurring revenue and subscription billing by other providers

At AppSource.microsoft.com, you can get extensions for Business Central. Some extensions are provided by Microsoft, and other extensions are provided by other companies. The list of the extensions by other companies grows each month. So keep an eye out for AppSource.microsoft.com and get apps to help you in your work in Business Central.

See also

[Date Formulas](#)

[Working with Recurring Journals](#)

[Create job journal lines](#)

[Create multiple job sales invoices](#)

[Create Recurring Sales and Purchase Lines](#)

[Work with Service Contracts and Service Contract Quotes](#)

[Invoice several service contracts](#)

[Demand Forecasts and Blanket Orders](#)

[Work with Blanket Sales Orders](#)

[Recurring Orders \(Norway\)](#)

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Purchasing

2/18/2021 • 2 minutes to read • [Edit Online](#)

You create a purchase invoice or purchase order to record the cost of purchases and to track accounts payable. If you need to control an inventory, purchase invoices are also used to dynamically update inventory levels so that you can minimize your inventory costs and provide better customer service. The purchasing costs, including service expenses, and inventory values that result from posting purchase invoices contribute to profit figures and other financial KPIs on your Role Center.

You must use purchase orders if your purchasing process requires that you record partial receipts of an order quantity, for example, because the full quantity was not available at the vendor. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use purchase orders. For more information, see [Make Drop Shipments](#). In all other aspects, purchase orders work the same way as purchase invoices.

You can have purchase invoices created automatically by using the OCR (Optical Character Recognition) service to convert PDF invoices from your vendors to electronic documents, which are then converted to purchase invoices by a workflow. To use this functionality, you must first sign up for the OCR service, and then perform various setup. For more information, see [Process Incoming Documents](#).

Products can be both inventory items and services. For more information, see [Register New Items](#).

For all purchase processes, you can incorporate an approval workflow, for example, to require that large purchases are approved by the accounting manager. For more information, see [Using Approval Workflows](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create a purchase invoice to record your agreement with a vendor to purchase products on certain delivery and payment terms.	Record Purchases
Create a purchase quote to reflect a request for quote from your vendor, which you can later convert to a purchase order.	Request Quotes
Create a purchase invoice for all or selected lines on a sales invoice.	Purchase Items for a Sale
Understand what happens when you post purchase documents.	Posting Purchases
Perform an action on an unpaid posted purchase invoice to automatically create a credit memo and either cancel the purchase invoice or recreate it so you can make corrections.	Correct or Cancel Unpaid Sales Invoices
Create a purchase credit memo to revert a specific posted purchase invoice to reflect which products you are returning to the vendor and which payment amount you will collect.	Process Purchase Returns or Cancellations
Prepare to invoice multiple receipts from the same vendor once by combining the receipts on one invoice.	Combine Receipts on a Single Invoice
Convert, for example, electronic invoices from your vendors to purchase invoices inside Business Central.	Receive and Convert Electronic Documents

TO	SEE
Learn how Business Central calculates when you must order an item to receive it on a certain date.	Date Calculation for Purchases
Resolve confusion when two or more records exist for the same vendor.	Merge Duplicate Records
Manage your commitment to a vendor to purchase large quantities delivered in several shipments over time.	Work With Blanket Purchase Orders

See Related Training at [Microsoft Learn](#)

See Also

[Setting Up Purchasing](#)

[Register New Vendors](#)

[Managing Payables](#)

[Managing Projects](#)

[Working with Business Central](#)

[General Business Functionality](#)

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Walkthrough: Setting Up and Using a Purchase Approval Workflow

2/18/2021 • 6 minutes to read • [Edit Online](#)

You can automate the process of approving new or changed records, such as documents, journal lines, and customer cards, by creating workflows with steps for the approvals in question. Before you create approval workflows, you must set up an approver and substitute approver for each approval user. You can also set approvers' amount limits to define which sales and purchase records they are qualified to approve. Approval requests and other notifications can be sent as email or internal note. For each approval user setup, you can also set up when they receive notifications.

NOTE

In addition to the Workflow functionality within Business Central, you can use Power Automate to define workflows for events in Business Central. Note that although they are two separate workflow systems, any flow template that you create with Power Automate is added to the list of workflow templates within Business Central. For more information, see [Using Business Central in an Automated Workflow](#).

You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps. For more information, see [Workflow](#).

About This Walkthrough

This walkthrough illustrates the following tasks:

- Setting up approval users.
- Setting up notifications for approval users.
- Modifying and enabling an approval workflow.
- Requesting approval of a purchase order, as Alicia.
- Receiving a notification and then approving the request, as Sean.

Story

Sean is a super user at CRONUS. He creates two approval users. One is Alicia who represents a purchasing agent. The other is himself representing Alicia's approver. Sean then gives himself unlimited purchase approval rights and specifies that he will receive notifications by internal note as soon as a relevant event occurs. Last, Sean creates the required approval workflow as a copy of the existing Purchase Order Approval Workflow workflow template, leaves all existing event conditions and response options unchanged, and then enables the workflow.

To test the approval workflow, Sean first signs in to Business Central as Alicia, and then requests approval of a purchase order. Sean then signs in as himself, sees the note on his Role Center, follows the link to the approval request for the purchase order, and approves the request.

Users


Before you can set up approval users and their notification method, you must make sure that two users exist in

Business Central: One user will represent Alicia. The other user, yourself, will represent Sean. For more information, see [Create Users According to Licenses](#).

Setting Up Approval Users

When signed in as yourself, set Alicia up as an approval user whose approver is yourself. Set up your approval rights and specify how and when you are notified of approval requests.

To set up yourself and Alicia as approval users

1. Choose the  icon, enter **Approval User Setup**, and then choose the related link.
2. On the **Approval User Setup** page, choose the **New** action.

NOTE

You must set up an approver before you can set up users who require that approver's approval. Therefore, you must set up yourself before you set up Alicia.

3. Set up the two approval users by filling the fields as described in the following table.

USER ID	APPROVER ID	UNLIMITED PURCHASE APPROVAL
YOU		Selected
ALICIA	YOU	

Setting Up Notifications

In this walkthrough, the user is notified by internal note about requests to approve. Approval notification can also be by email, and you can add a workflow response step that notifies the sender when a request is approved or rejected. For more information, see [Specify When and How to Receive Notifications](#).

To set up how and when you are notified

1. On the **Approval User Setup** page, select the line for yourself, and then choose the **Notification Setup** action.
2. On the **Notification Setup** page, in the **Notification Type** field, choose **Approval**.
3. In the **Notification Method** field, choose **Note**.
4. On the **Notification Setup** page, choose the **Notification Schedule** action.
5. On the **Notification Schedule** page, in the **Recurrence** field, select **Instantly**.


Creating the Approval Workflow

Create the purchase order approval workflow by copying the steps from the **Purchase Order Approval Workflow** workflow template. Leave the existing workflow steps unchanged, and then enable the workflow.

TIP

Optionally, add a workflow response step to notify the sender when their request is approved or rejected. For more information, see [Specify When and How to Receive Notifications](#).

To create and enable a purchase order approval workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. On the **Workflows** page, choose the **New Workflow from Template** action.
3. On the **Workflow Templates** page, select the workflow template named **Purchase Order Approval**

Workflow, and then choose the **OK** button.


The **Workflow** page opens for a new workflow containing all the information of the selected template. The value in the **Code** field is extended with *-01* to indicate that this is the first workflow that is created from the **Purchase Order Approval Workflow** workflow template.

4. On the header of the **Workflow** page, select the **Enabled** check box.

Using the Approval Workflow

Use the new Purchase Order Approval Workflow workflow by first signing in to Business Central as Alicia to request approval of a purchase order. Then sign in as yourself, view the note on the Role Center, follow the link to the approval request, and then approve the request.

To request approval of a purchase order, as Alicia

1. Sign in as Alicia.
2. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
3. Select the line for open purchase order 106001, and then choose the **Edit** action.
4. On the **Purchase Order** page, choose the **Send Approval Request** action.

Notice that the value in the **Status** field has changed to **Pending Approval**.

To approve the purchase order, as Sean

1. Sign in as Sean.
2. On the Role Center, in the **Self Service** area, choose the **Requests to Approve** tile.
3. On the **Requests to Approve** page, select the line about the purchase order by Alicia, and then choose the **Approve** action.

The value in the **Status** field on Alicia's purchase order changes to **Released**.

You have now set up and tested a simple approval workflow based on the first two steps of the Purchase Order Approval Workflow workflow. You can easily extend this workflow to automatically post Alicia's purchase order when Sean approves it. To do this, you must enable the Purchase Invoice Workflow workflow, in which the response to a released purchase invoice is to post it. First you must change the event condition on the first workflow step from (purchase) **Invoice** to **Order**.

The generic version of Business Central includes a number of workflow templates for scenarios that are supported by the application code. Most of these are for approval workflows.

You define variations of workflows by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [Create Workflows](#).

If a business scenario requires a workflow event or response that is not supported, a Microsoft partner must implement them through code, or you can set up a workflow using Power Automate. For more information, see [Using Business Central in an Automated Workflow](#) or [Events in AL](#) in the developer help, respectively.

See Also

[Set Up Approval Users](#)

[Setting Up Workflow Notifications](#)

[Create Workflows](#)

[Use Approval Workflows](#)

[Workflow](#)

[Using Business Central in an Automated Workflow](#)

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Record Purchases

2/18/2021 • 6 minutes to read • [Edit Online](#)

You create a purchase invoice or purchase order to record the cost of purchases and to track accounts payable. If you need to control an inventory, purchase invoices and purchase orders are also used to dynamically update inventory levels so that you can minimize your inventory costs and provide better customer service. The purchasing costs, including service expenses, and inventory values that result from posting purchase invoices or orders contribute to profit figures and other financial KPIs on your Role Center.

In addition to buying physical items (**Inventory** item type), which affect inventory valuation, you can purchase services represented by time units. You can do this either with the **Service** item type or with the **Resource** line type.

NOTE

You must use purchase orders if your purchasing process requires that you record partial receipts of an order quantity, for example, because the full quantity was not available at the vendor. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use purchase orders. For more information, see [Make Drop Shipments](#). In all other aspects, purchase orders work the same way as purchase invoices. The following procedure is based on a purchase invoice. The steps are similar for a purchase order.

When you receive the inventory items or when the purchased service is completed, you post the purchase invoice or order to update inventory and financial records and to activate payment to the vendor according to the payment terms. For more information, see [Posting Purchases](#) and [Making Payments](#).

Caution

Do not post a purchase invoice physical items until you receive the items and know the final cost of the purchase, including any additional charges. Otherwise, your inventory value and profit figures may be skewed.

You can easily correct or cancel a posted purchase invoice before you pay the vendor. This is useful if you want to correct a typing mistake or if you want to change the purchase early in the order process. For more information, see [Correct or Cancel Unpaid Purchase Invoices](#). If you have already paid for items or services on the posted purchase invoice, then you must create a purchase credit memo to reverse the purchase. For more information, see [Process Purchase Returns or Cancellations](#).

The item card can be of type **Inventory**, **Service**, and **Non-Inventory** to specify if the item is a physical inventory unit, a labor time unit, or a physical unit that is not kept on inventory. For more information, see [Register New Items](#). The purchase invoice process is the same for all three item types.

NOTE


With the **Resource** purchase line type, you can also purchase external resources, for example, to invoice a vendor for work delivered. For more information, see [Set Up Resources](#).

To use a purchased resource, you may need to set the resource's capacity and manually assign it to a job. Purchasing a resource will create a resource ledger entry, however, resource ledger entries are not tracked for quantity and value as, for example, items are. If quantity and value tracking is required, then consider using other line item types.

You can fill vendor fields on the purchase invoice in two ways depending on whether the vendor is already registered.

To create a purchase invoice

The following describes how to create a purchase invoice. The steps are similar for a purchase order. The main difference is that purchase orders have additional fields and actions for physical handling of items.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. In the **Vendor** field, enter the name of an existing vendor.

Other fields on the **Purchase Invoice** page are now filled with the standard information of the selected vendor. If the vendor is not registered, then follow these steps:

3. In the **Vendor** field, enter the name of the new vendor.
4. In the dialog box about registering the new vendor, choose the **Yes** button.
5. On the **Select a template for a new vendor** page, choose a template to base the new vendor card on, and then choose the **OK** button.
6. A new vendor card opens, prefilled with the information on the selected vendor template. The **Name** field is prefilled with the new vendor's name that you entered on the purchase invoice.
7. Proceed to fill in the remaining fields on the vendor card. For more information, see [Register New Vendors](#).
8. When you have completed the vendor card, choose the **OK** button to return to the **Purchase Invoice** page.

Several fields on the **Purchase Invoice** page are filled with information that you specified on the new vendor card.

9. Fill in the remaining fields on the **Purchase Invoice** page as necessary. Hover over a field to read a short description.

You are now ready to fill in the purchase invoice lines with items or resources that you have purchased from the vendor.

NOTE

If you have set up recurring purchase lines for the vendor, such as a monthly replenishment order, then you can insert these lines on the invoice by choosing the **Get Recurring Purchase Lines** action.

10. On the **Lines** FastTab, in the **Item No.** field, enter the number of an inventory item or service.
11. In the **Quantity** field, enter the number of items to be purchased.

NOTE

For items of type **Service** and for lines of type **Resource**, the quantity is a time unit, such as hours, as indicated in the **Unit of Measure Code** field on the line.

The **Line Amount** field is updated to show the value in the **Direct Unit Cost** field multiplied by the value in the **Quantity** field.

The price and line amount are shown with or without sales tax depending on what you selected in the **Prices Including Tax** field on the vendor card.

The totals fields under the lines are automatically updated as you create or modify lines to display the amounts that will be posted to the ledgers.

NOTE

In rare cases, the posted amounts may deviate from what is displayed in the totals fields. This is typically due to rounding calculations in relation to VAT or sales tax.

To check the amounts that will actually be posted, you can use the **Statistics** page, which takes into account the rounding calculations. Also, if you choose the **Release** action, the totals fields will be updated to include rounding calculations.

12. In the **Invoice Discount Amount** field, enter an amount that should be deducted from the value shown in the **Total Incl. Tax** field at the bottom of the invoice.

NOTE

If you have set up invoice discounts for the vendor, then the specified percentage value is automatically inserted in the **Vendor Invoice Discount %** field if the criteria are met, and the related amount is inserted in the **Invoice Discount Amount** field.

13. When you receive the purchased items or services, choose **Post**.

The purchase is now reflected in inventory, resource ledgers, and financial records, and the vendor payment is activated. The purchase invoice is removed from the list of purchase invoices and replaced with a new document in the list of posted purchase invoices.

See Related Training at [Microsoft Learn](#)

See Also

- [Purchasing](#)
- [Setting Up Purchasing](#)
- [Set Up Resources](#)
- [Posting Purchases](#)
- [Request Quotes](#)
- [Purchase Items for a Sale](#)
- [Register New Vendors](#)
- [Prepare Drop Shipments](#)
- [Working with Business Central](#)

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Request Quotes

2/18/2021 • 2 minutes to read • [Edit Online](#)

A purchase quote can be used as a preliminary draft for a purchase order, and the order can then be converted to a purchase invoice or an order.

To create a purchase quote

1. Choose the  icon, enter **Purchase Quotes**, and then choose the related link.
2. Create a new document, in the same way as you make a purchase order. For more information, see [Record Purchases](#).

To convert a purchase quote to a purchase order

When you have accepted the vendor's quote, you can convert it to a purchase invoice or order to process the purchase.

1. Open a purchase quote that is ready to convert, and then choose the **Make Order** action.

The purchase quote is removed from the database. A purchase invoice or a purchase order is created based on the information in the purchase quote in which you can process the purchase. In the **Quote No.** field on the purchase invoice or purchase order, you can see the number of the purchase quote that it was made from.

See Also

[Purchasing](#)

[Setting Up Purchasing](#)

[Send Documents by Email](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Purchase Items for a Sale

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From sales orders and sales invoices, you can use functions to quickly create purchase documents for missing item quantities that are required by the sale. You can use two different functions depending on the document type.


NOTE

This functionality is for replenishing sales items into your own inventory. To purchase items for direct delivery from your vendor to your customer, you must create a drop shipment. For more information, see [Make Drop Shipments](#).

FUNCTION	DESCRIPTION
Create Purchase Orders	From a sales order, this function creates a purchase order for each vendor of items on the sales order. You can edit the purchase quantity before you create the purchase orders. Only unavailable sales quantities are suggested.
Create Purchase Invoice	From a sales order and from a sales invoice, this function creates a purchase invoice for a selected vendor for all lines or selected lines on the sales document. The full sales quantity is suggested.

To create one or more purchase orders from a sales order

To create a purchase order for each unavailable item quantity on the sales order, you use the **Create Purchase Orders** function.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open a sales order that you want to purchase items for.
3. Choose the **Create Purchase Orders** action.

The **Create Purchase Orders** page opens showing a line for each different item on the sales order. Lines for both fully available sales quantities and unavailable sales quantities (grayed) are shown by default. You can choose the **Show Unavailable** action to only see lines for unavailable sales quantities.

The **Quantity to Purchase** field contains the unavailable sales quantity by default.

4. To purchase another quantity than the unavailable sales quantity, edit the value in the **Quantity to Purchase** field.

NOTE

You can also change the **Quantity to Purchase** field on grayed lines even though they represent fully available sales quantities.

5. Choose the **OK** button.

A purchase order is created for each vendor of items on the sales order, including any quantity changes

that you made on the **Create Purchase Orders** page.


6. Proceed to process the purchase order or orders, for example, by editing or adding purchase order lines. For more information, see [Record Purchases](#).

To create a purchase invoice from a sales order or sales invoice

To create a single purchase invoice for one or more lines on a sales document by first selecting which vendor to buy from, you use the **Create Purchase Invoice** function.

NOTE

This function creates a purchase invoice for the exact item quantity on the selected sales document. To change the purchase quantity, you must edit the purchase invoice after it is created.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open a sales invoice that you want to purchase items for.
3. Select one or more sales invoice lines that you want to use on the purchase invoice. To use all the sales invoice lines, select either all of them or do not select any lines.
4. Choose the **Create Purchase Invoice** action.
5. Select either **All Lines** or **Selected Lines**, and then choose the **OK** button.
6. In the list of vendors that appears, select the vendor that you want to buy all the items from, and then choose the **OK** button.

A purchase invoice is created that contains one, more than one, or all the lines on the sales invoice.

7. Proceed to process the purchase invoice, for example, by editing or adding purchase invoice lines. For more information, see [Record Purchases](#).

See Also

[Purchasing](#)

[Record Purchases](#)

[Invoice Sales](#)

[Register New Vendors](#)

[Working with Business Central](#)

NOTE

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Posting Purchases

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On a purchase document, you can choose between the following posting actions:

- **Post**
- **Preview Posting**
- **Post and Print**
- **Test Report**
- **Post Batch**

When a purchase document is posted, the vendor's account, the general ledger, the item ledger entries, and the resource ledger entries are updated.

For each purchase document, a purchase entry is created in the **G/L Entry** table. An entry is also created in the vendor's account in the **Vendor Ledger Entry** table and a G/L entry is created in the relevant payables account. In addition, posting the purchase may result in a VAT entry and a G/L entry for the discount amount. Whether an entry for the discount is posted depends on the contents of the **Discount Posting** field on the **Purchases & Payables Setup** page.

For each purchase line, the following entries will be created:

- An entry in the **Item Ledger Entry** table if the purchase line is of type **Item**.
- An entry in the **G/L Entry** table if the purchase lines is of type **G/L Account**
- An entry in the **Resource Ledger Entry** table if the purchase line is of type **Resource**.

In addition, purchase documents are always recorded in the **Purch. Recpt. Header** and **Purch. Inv. Header** tables.

Before you start to post, you can print a test report that contains all the information in the purchase order and indicates any errors there. To print the report, choose **Posting**, and then choose **Test Report**.

IMPORTANT

When you post a purchase order for items, you can create both a receipt and an invoice. These can be done simultaneously or independently. You can also create a partial receipt and a partial invoice by completing the **Qty. to Receive** and **Qty. to Invoice** fields on the individual purchase order lines before you post. Note that you cannot create an invoice for something that has not been received. That is, before you can invoice, you must have recorded a receipt, or you must choose to receive and invoice at the same time.

You can either post or post and print. If you choose to post and print, a report is printed when the order is posted. You can also choose the **Post Batch** function, which lets you post several orders at the same time. For more information, see [Post Multiple Documents at the Same Time](#).

Viewing Ledger Entries

When the posting is completed, the posted purchase lines are removed from the order. A message tells you when the posting is completed. After this, you will be able to see the posted entries in the various pages that contain posted entries, such as the **Vendor Ledger Entries**, **G/L Entries**, **Item Ledger Entries**, **resource ledger entries**, **Purchase Receipts**, and **Posted Purchase Invoices** pages.

In most cases, you can open ledger entries from the affected card or document. For example, on the **Vendor Card** page, choose the **Entries** action.

Editing Ledger Entries

You can edit certain fields on posted purchase documents, such as the **Payment Reference** field. For more information, see [Edit Posted Documents](#). For more critical fields that affect the auditing trail, you must reverse or undo posting. For more information, see [Reverse Journal Postings and Undo Receipts/Shipments](#).

See Related Training at [Microsoft Learn](#)

See Also

[Edit Posted Documents](#)

[Post Multiple Documents at the Same Time](#)

[Purchasing](#)

[Posting Documents and Journals](#)

[Correct or Cancel Unpaid Purchase Invoices](#)

[Finding Pages and Information with Tell Me](#)

[Working with Business Central](#)

NOTE

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Correct or Cancel Unpaid Purchase Invoices


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You can correct or cancel a posted purchase invoice. This is useful if you want to correct a typing mistake, or if you want to change the purchase early in the order process.

If you have already paid for products on the posted purchase invoice, you cannot correct or cancel it from the posted purchase invoice itself. Instead, you must manually create a purchase credit memo to reverse the purchase, optionally managed with a purchase return order. The same applies if you want to modify a posted purchase invoice that was based on combined purchase receipts. For more information, see [Process Purchase Returns or Cancellations](#).

On the **Posted Purchase Invoice** page, you can choose the **Correct** button or the **Cancel** button. When you correct or cancel a posted purchase invoice, the corrective purchase credit memo is applied to all general ledger and inventory ledger entries that were created when the initial purchase invoice was posted. This reverses the posted purchase invoice in your financial records and leaves the corrective posted purchase credit memo for your audit trail. In the following the use of **Correct** and **Cancel** is described.

To correct a posted purchase invoice

1. Choose the  icon, enter **Posted Purchase Invoices**, and then choose the related link.
2. Select the posted purchase invoice that you want to correct.

NOTE

If the **Canceled** check box is selected, then you cannot correct the posted purchase invoice because it has already been corrected or canceled.


3. On the **Posted Purchase Invoice** page, choose **Correct**.

A new purchase invoice with the same information is created where you can make the correction. For more information, see [Record Purchases](#). The **Canceled** field on the initial posted purchase invoice is changed to **Yes**.

A purchase credit memo is automatically created and posted to void the initial posted purchase invoice.

4. Choose **Show Corrective Credit Memo** to view the posted purchase credit memo that voids the initial posted purchase invoice.

To cancel a posted purchase invoice

1. Choose the  icon, enter **Posted Purchase Invoices**, and then choose the related link.
2. Select the posted purchase invoice that you want to cancel.

NOTE

If the **Canceled** check box is selected, then you cannot cancel the posted purchase invoice because it has already been canceled or corrected.

3. On the **Posted Purchase Invoice** page, choose **Cancel**.

A purchase credit memo is automatically created and posted to void the initial posted purchase invoice. The **Canceled** field on the initial posted purchase invoice is changed to **Yes**.

4. Choose **Show Corrective Credit Memo** to view the posted purchase credit memo that voids the initial posted purchase invoice.

Partial Invoice Posting also Supported

If the cancellation is related to a partial invoice posting, then the originating purchase order line is updated to reflect the canceled invoiced quantity. The **Qty. to Invoice** and **Qty. Invoiced** fields on the related purchase order line are reset to the values before the partial posting.

See Also

[Purchasing](#)

[Record Purchases](#)

[Working with Business Central](#)

NOTE

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Combine Receipts on a Single Invoice

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If you want to invoice more than one purchase receipt at a time, you can use the **Combine Receipts** function.


Before you can create a combined purchase receipt, more than one receipt from the same vendor in the same currency must be posted. In other words, you must have filled in two or more purchase orders and posted them as received, but not invoiced.

When purchase receipts are combined on an invoice and posted, then a posted purchase invoice is created for the invoiced lines. The **Quantity Invoiced** field on the originating purchase order, or blanket purchase order, is updated based on the invoiced quantity. However, this original purchase document is not deleted, even if it has been fully received and invoiced, and you must therefore delete the purchase document.

NOTE

The resulting purchase invoice cannot later be corrected or canceled. If you want to modify a purchase invoice that is created in this way, you must use purchase credit memos. For more information, see [Correct or Cancel Unpaid Purchase Invoices](#).


To combine receipts

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Choose the **New** action. For more information, see [Record Purchases](#).
3. On the **Lines** FastTab, choose the **Get Receipt Lines** action.
4. Select multiple receipt lines that you want to include in the invoice.

If an incorrect receipt line was selected or you want to start over, you can just delete the lines on the purchase invoice and then use the **Get Receipt Lines** function again.

5. To post the invoice, choose the **Post** action.

To remove open purchase orders after combined receipt posting

1. Choose the  icon, enter **Delete Invoiced Purchase Orders**, and select the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description..
3. Choose the **OK** button.

Alternatively, delete the individual orders manually.

Repeat steps 1 through 3 for any other affected documents, such as blanket purchase orders.

See Also

[Purchasing](#)

[Correct or Cancel Unpaid Purchase Invoices](#)

[Working with Business Central](#)

NOTE

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Process Purchase Returns or Cancellations

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If you want to return items to your vendor or cancel services that you have purchased, then you can create and post a purchase credit memo that specifies the requested change with regard to the original purchase invoice. To include the correct purchase invoice information, you can create the purchase credit memo directly from the posted purchase invoice or you can create a new purchase credit memo with copied invoice information.

If you need more control of the purchase return process, such as warehouse documents for the item handling or better overview when shipping back items from multiple purchase documents with one purchase return, then you can create purchase return orders. A purchase return order automatically issues the related purchase credit memo. For more information, see [To create a purchase return order based on one or more a posted purchase documents](#).

NOTE

If a posted purchase invoice has not yet been paid, then you can use the **Correct** or **Cancel** functions on the posted purchase invoice to automatically reverse the involved transactions. These functions only work for unpaid invoices, and they do not support partial returns or cancellations. You can also not correct or cancel purchase invoices that were posted with receipts from more than one purchase order. For more information, see [Correct or Cancel Unpaid Purchase Invoices](#).

Typically, you create a purchase credit memo or purchase return order in reaction to a credit memo sent to you by a vendor. The purchase credit memo or purchase return order functions as your internal documentation of the credit memo process for accounting purposes or to control the shipping of the involved items.

The change may relate to all the products on the original purchase invoice or only to some of the products. Accordingly, you can partially return received items or demand partial reimbursement of received services. In that case, you must edit the information on the purchase credit memo or purchase return order.

In addition to the original posted purchase invoice, you can apply the purchase credit memo or purchase return order to other purchase documents, for example another posted purchase invoice because you are also returning items delivered with that invoice.

The credit memo posting will also revert any item charges that were assigned to the posted document, so that the item's value entries are the same as before the item charge was assigned.

Inventory Costing

To preserve correct inventory valuation, you typically want to pick return items from inventory at the unit cost that they were purchased at, not at their current unit cost. This is referred to as exact cost reversing.

Two functions exist to assign exact cost reversing automatically.


FUNCTION	DESCRIPTION
Get Posted Document Lines to Reverse function on the Purchase Return Order page	Copies lines of one or more posted documents to be reversed into the purchase return order. For more information, see To create a purchase return order based on one or more posted purchase documents .

FUNCTION	DESCRIPTION
Copy from Document function in the Purchase Credit Memo and Purchase Return Order pages	<p>Copies both the header and lines of one posted document to be reversed.</p> <p>Requires that the Exact Cost Reversing Mandatory check box is selected on the Purchases & Payables Setup page.</p>

To assign exact cost reversing manually, you must choose the **Appl.-from Item Entry** field on any type of return document line, and then select the number of the original purchase entry. This links the purchase credit memo or purchase return order to the original purchase sales entry and ensures that the item is valued at the original unit cost.

For more information, see [Design Details: Inventory Costing](#).

To create a purchase credit memo from a posted purchase invoice

1. Choose the  icon, enter **Posted Purchase Invoices**, and then choose the related link.
2. On the **Posted Purchase Invoices** page, select the posted purchase invoice that you want to reverse, and then choose the **Create Corrective Credit Memo** action.

Most fields on the purchase credit memo header are filled with the information from the posted purchase invoice. You can edit all the fields, for example with new information that reflects the return agreement.

3. Edit information on the lines according to the agreement, such as the number of items returned or the amount to be reimbursement.
4. Choose the **Apply Entries** action.
5. On the **Apply Vendor Entries** page, select the line with the posted purchase document that you want to apply the purchase credit memo to, and then choose the **Applies-to ID** action. The number of the purchase credit memo is inserted in the **Applies-to ID** field.
6. In the **Amount to Apply** field, enter the amount that you want to apply if smaller than the original amount.

At the bottom of the **Apply Vendor Entries** page, you can see the total amount to apply to reverse all involved entries, namely when the value in the **Balance** field is zero.

7. Choose the **OK** button. When you post the purchase credit memo, it will be applied to the specified posted purchase documents.

When you have created or edited the needed purchase credit memo lines and the single or multiple applications are specified, you can proceed to post the purchase credit memo.


8. Choose the **Post** action.

The posted purchase invoices that you apply the credit memo to are now reversed. If you have already paid the original invoice, the vendor should now refund the payment to you. If the credit memo is only for part of the product on the original invoice, you may only pay the remaining amount on the original purchase invoice to close it.


The purchase credit memo is removed and replaced with a new document in the list of posted purchase credit memos.

To create a purchase credit memo by copying a posted purchase

invoice

1. Choose the  icon, enter **Purchase Credit Memos**, and then choose the related link.
2. Choose the **New** action to open a new empty purchase credit memo.
3. In the **Vendor** field, enter the name of an existing vendor.
4. Choose the **Copy from Document** action.
5. On the **Copy Purchase Document** page, in the **Document Type** field, select **Posted Invoice**.
6. Choose the **Document No.** field to open the **Posted Purchase Invoices** page, and then select the posted purchase invoice that contains lines that you want to reverse.
7. Select the **Recalculate Lines** check box if you want the copied posted purchase invoice lines to be updated with any changes in item price and unit cost since the invoice was posted.
8. Choose the **OK** button. The copied invoice lines are inserted in the purchase credit memo.
9. Complete the purchase credit memo as explained in [To create a purchase credit memo from a posted purchase invoice](#).

To create a purchase return order based on one or more posted purchase documents

1. Choose the  icon, enter **Purchase Return Orders**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields on the **General** FastTab as necessary.
4. On the **Lines** FastTab, fill the lines manually, or copy information from other documents to fill the lines automatically:
 - Use the **Get Posted Document Lines to Reverse** function to copy one or more posted document lines from one or more posted documents. This function always exactly reverses the costs from the posted document line. This function is described in the following steps.
 - Use the **Copy from Document** function to copy an existing document to the return order. Use this function to copy the entire document. It can be either a posted document or a document that is not yet posted. This function only enables exact cost reversing when the **Exact Cost Reversing Mandatory** check box is selected on the **Sales and Receivables Setup** page.
5. Choose the **Get Posted Document Lines to Reverse** action.
6. At the top of the **Posted Purchase Document Lines** page, select the **Show Reversible Lines Only** check box if you want to see only lines that have quantities that have not yet been returned. For example, if a posted purchase invoice quantity has already been returned, you may not want to include that quantity on a new purchase return document.

NOTE

This field only works for posted receipts and posted invoice lines, not for posted return or posted credit memo lines.

At the left side of the page, the different document types are listed, and the number in brackets shows the number of documents available of each document type.

7. In the **Document Type Filter** field, select the type of posted document lines you would like to use.
8. Select the lines that you would like to copy to the new document.

NOTE

If you use Ctrl+A to select all lines, all lines within the filter you have set are copied, but the **Show Reversible Quantity Only** filter is ignored. For example, suppose you have filtered the lines to a particular document number with two lines, one of which has already been returned. Even if the **Show Reversible Quantity Only** field is selected, if you press Ctrl+A to copy all lines, both lines are copied, instead of only the one that has not yet been reversed.

9. Choose the **OK** button to copy the lines to the new document.

The following processes occur:

- For posted document lines of the type **Item**, a new document line is created that is a copy of the posted document line, with the quantity that has not yet been reversed. The **Appl.-to Item Entry** field is filled in as appropriate with the number of the item ledger entry of the posted document line.
- For posted document lines that are not of the type **Item**, such as item charges, a new document line is created that is a copy of the original posted document line.
- Calculates the **Unit Cost (LCY)** field on the new line from the costs on the corresponding item ledger entries.
- If the copied document is a posted shipment, posted receipt, posted return receipt, or posted return shipment, the unit price is calculated automatically from the item card.
- If the copied document is a posted invoice or credit memo, the unit price, invoice discounts, and line discounts from the posted document line are copied.
- If the posted document line contains item tracking lines, the **Appl.-to Item Entry** field on the item tracking lines is filled with the appropriate item ledger entry numbers from the posted item tracking lines.

When you copy from a posted invoice or posted credit memo, application copies any relevant invoice discounts and line discounts as valid at the time of posting that document from the posted document line to the new document line. Be aware, however, that if the **Calc. Inv. Discount** option is activated on the **Purchases & Payables Setup** page, then the invoice discount will be newly calculated when you post the new document line. The line amount for the new line may therefore be different than the line amount for the posted document line, depending on the new calculation of the invoice discount.

NOTE

If part of the quantity of the posted document line has already been reversed or sold or consumed, a line is created for only the quantity that remains in inventory or that has not been returned. If the full quantity of the posted document line has already been reversed, a new document line is not created.

If the flow of goods in the posted document is the same as the flow of goods in the new document, a copy of the original posted document line in the new document is created. The **Appl.-from Item Entry** field is not filled in because, in this case, exact cost reversing is not possible. For example, if you use the **Get Posted Document Lines to Reverse** function to get a posted purchase credit memo line for a new purchase credit memo, only the original posted credit memo line is copied to the new credit memo.

10. On the **Purchase Return Order** page, in the **Return Reason Code** field on each line, select the reason for the return.

11. Choose the **Post** action.

To create a replacement purchase order from a purchase return order


You may agree with your vendor that they compensate you for a purchased item by replacing the item. The replacement item can be the same or it can be different. This situation could occur if the vendor mistakenly shipped the wrong item.

1. On the **Purchase Return Order** page for an active return process, on an empty line, make a negative entry for the replacement item by inserting a negative amount in the **Quantity** field.
2. Choose the **Move Negative Lines** action.
3. On the **Move Negative Purchase Lines** page, fill in the fields as necessary.
4. Choose the **OK** button. The negative line is deleted from the purchase return order, and a new purchase order is created. For more information, see [Record Purchases](#).

To create a purchase allowance

If you receive items from your vendor that are not what you wanted, for example, if they are slightly damaged, the wrong color or the wrong size, the vendor may offer you a purchase allowance.

You can post this reduced purchase cost as an item charge on a credit memo or return order and link it to the posted receipt. The following describes it for a purchase return order, but the same steps apply to a purchase credit memo.

1. Choose the  icon, enter **Purchase Credit Memos**, and then choose the related link.
2. Choose the **New** action to open a new empty purchase credit memo.
3. Fill in the credit memo header with information about the vendor who sent you the purchase allowance.
4. On the **Lines** FastTab, in the **Type** field, select **Charge (Item)**.
5. In the **No.** field, select the appropriate item charge value.

You may want to create a special item charge number to cover purchase allowances.

6. In the **Quantity** field, enter **1**.
7. In the **Direct Unit Cost** field, enter the amount of the purchase allowance.
8. Assign the purchase allowance as an item charge to the items in the posted receipt. For more information, see [Use Item Charges to Account for Additional Trade Costs](#). When you have assigned the allowance, return to the **Purchase Credit Memo** page.

When you post the purchase return order, the purchase allowance is added to the relevant purchase entry amount. In this way, you can maintain accurate inventory valuation.

To combine return shipments

If you want to return items covered by different purchase return orders to the same vendor, then you can use the **Combine Return Shipments** function.

When you ship the items, you post the related purchase return orders as shipped and this creates posted purchase return shipments.


When you are ready to invoice these items, instead of invoicing each purchase return order separately, you can create a purchase credit memo and automatically copy the posted purchase return shipment lines to this document. Then you can post the purchase credit memo and conveniently invoice all the open purchase return orders at the same time.

When return shipments are combined on a credit memo and posted, then a posted purchase credit memo is

created for the invoiced lines. The **Quantity Invoiced** field on the originating purchase return order is updated based on the invoiced quantity. However, this original purchase return order is not deleted, even if it has been fully received and invoiced, and you must therefore delete the purchase return order manually.

NOTE


The following procedure assumes that there are several purchase return orders for the vendor, and that they have been posted as shipped.

1. Choose the  icon, enter **Purchase Credit Memos**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as necessary.
4. Choose the **Get Return Shipment Lines** action.
5. Select multiple return shipment lines that you want to include in the invoice.

If an incorrect return shipment line was selected or you want to start over, you can just delete the lines on the purchase credit memo and then use the **Get Return Shipment Lines** function again.

6. Choose the **Post** action.

To remove open purchase return orders after combined return shipment posting

1. Choose the  icon, enter **Delete Invoiced Purchase Return Orders**, and then choose the related link.
2. Fill in the fields as necessary, and then choose the **OK** button.
3. Alternatively, delete the individual purchase return orders manually.

See Related Training at [Microsoft Learn](#)

See Also

[Purchasing](#)

[Record Purchases](#)

[Correct or Cancel Unpaid Purchase Invoices](#)

[Working with Business Central](#)

[Process Sales Returns or Cancellations](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Receive and Convert Electronic Documents

2/18/2021 • 3 minutes to read • [Edit Online](#)

The generic version of Business Central supports receiving electronic invoices and credit memos in the PEPPOL format, which is supported by the largest providers of document exchange services. To receive an invoice from a vendor as an electronic PEPPOL document, you process the document in the Incoming Documents page to convert it to a purchase invoice or general journal line in Business Central.

In addition to receiving electronic documents directly from trading partners, you can receive electronic documents from an OCR service that has turned your PDF or image files into electronic documents.

Before you can receive electronic documents through the document exchange service, you must set up various master data, such as company information, vendors, items, and units of measure. These are used to identify the business partners and items when converting data in elements in the incoming document file to fields in Business Central. For more information, see [Set Up a Document Exchange Service](#).

Before you can receive electronic documents through the OCR service, you must set up and enable the preconfigured service connection. For more information, see [Set Up Incoming Documents](#).

The traffic of electronic documents in and out of Business Central is managed by the Job Queue feature. Before you can receive electronic documents, the relevant job queue must be started.

You can either start the conversion of electronic documents manually, as described in this procedure, or you can enable a workflow to convert electronic documents automatically when they are received. The generic version of Business Central includes a workflow template, *From Incoming Electronic through OCR to Open Purchase Invoice Workflow*, which is ready to be copied to a workflow and enabled. For more information, see [Workflow](#).

NOTE


When you convert electronic documents received from the OCR service to documents or journal lines in Business Central, multiple lines on the source document will be summed on one line. The single line will be of type G/L Account and the **Description** and (G/L account) **No.** fields will be empty. The value in the **Amount** field will equal the total amount excluding VAT of all lines in the source document.

To make sure that the **Description** and **No.** fields are filled, you can choose the **Map Text to Account** button on the **Incoming Documents** page to define that a certain invoice text is always mapped to a certain debit or credit account in the general ledger. Going forward, the **Description** field on document or journal lines created from an electronic document for that vendor or customer will be filled with the text in question and the (G/L account) **No.** field with the account in question.

Instead of mapping to a G/L account, you can also map to a bank account. This is practical, for example, for electronic documents for expenses that are already paid where you want to create a general journal line that is ready to post to a bank account.

The following procedure describes how to receive a vendor invoice and convert it to a purchase invoice in Business Central. The procedure is the same when you convert a vendor invoice to a general journal line.

To receive and convert an electronic invoice to a purchase invoice

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. Select the line for the incoming document record that represents a new incoming electronic invoice, and then choose the **Edit** action.

On the **Incoming Document Card** page, the related XML file is attached, and most of the fields are prefilled with information from the electronic invoice. For more information, see [Create Incoming Document Records](#).

3. In the **Data Exchange Type** field, choose **PEPPOL - Invoice** or **OCR – Invoice** depending on the source of the electronic document.
4. To map text on the vendor invoice to a specific debit account, on the **Actions** tab, in the **General** group, choose **Map Text to Account**, and then fill the **Text-to-Account Mapping Worksheet** page.
5. Choose the **Create Document** action.

A purchase invoice will be created in Business Central based on the information in the electronic document.

Any validation errors, typically related to wrong or missing master data in Business Central will be shown on the **Error Messages** FastTab.

See Related Training at [Microsoft Learn](#)

See Also

[Managing Payables](#)

[Incoming Documents](#)

[Set Up Electronic Document Sending and Receiving](#)

[Exchanging Data Electronically](#)

[General Business Functionality](#)

NOTE

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Date Calculation for Purchases

2/18/2021 • 3 minutes to read • [Edit Online](#)

Business Central automatically calculates the date on which you must order an item to have it in inventory on a certain date. This is the date on which you can expect items ordered on a particular date to be available for picking.

If you specify a requested receipt date on a purchase order header, then the calculated order date is the date on which the order must be placed to receive the items on the date that you requested. Then, the date on which the items are available for picking is calculated and entered in the **Expected Receipt Date** field.

If you do not specify a requested receipt date, then the order date on the line is used as the starting point for calculating the date on which you can expect to receive the items and the date on which the items are available for picking.

Calculating with a requested receipt date

If there is a requested receipt date on the purchase order line, then that date is used as the starting point for the following calculations.

- requested receipt date - lead time calculation = order date
- requested receipt date + inbound whse. handling time + safety lead time = expected receipt date

If you entered a requested receipt date on the purchase order header, then that date is copied to the corresponding field on all the lines. You can change this date on any of the lines, or you can remove the date on the line.

NOTE

If your process is based on backward calculation, for example, if you use the requested receipt date to get the order date, we recommend that you use date formulas that have fixed durations, such as "5D" for five days or "1W" for one week. Date formulas without fixed durations, such as "CW" for current week or CM for current month, can result in incorrect date calculations. For more information about date formulas, see [Working with Calendar Dates and Times](#).

Calculating without a requested delivery date

If you enter a purchase order line without a requested delivery date, then the **Order Date** field on the line is filled with the date in the **Order Date** field on the purchase order header. This is either the date that you entered or the work date. The following dates are then calculated for the purchase order line, with the order date as the starting point.

- order date + lead time calculation = planned receipt date
- planned receipt date + inbound whse. handling time + safety lead time = expected receipt date

If you change the order date on the line, such as when items are not available at your vendor until a later date, then the relevant dates on the line are automatically recalculated.

If you change the order date on the header, then that date is copied to the **Order Date** field on all the lines, and all the related date fields are then recalculated.

Default values for lead time calculation

Business Central uses the value from the **Lead Time Calculation** field on the purchase order line to calculate the order and the expected receipt dates.

You can manually specify the value on the line or let the program use values that are defined on the vendor card, item card, stockkeeping unit card, or the item vendor catalog. However, the lead time value on the vendor card is used only if a lead time is not specified on the item card, stockkeeping unit card, or the item vendor catalog for the item. This is also the escalating order of priority for these values. If they are all provided, the lead time from the vendor card has the lowest priority, and the lead time from the item vendor catalog has the highest priority.

See Also

[Date Calculation for Sales](#)

[Calculate Order Promising Dates](#)

[Working with Business Central](#)

NOTE

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Merge Duplicate Records

2/18/2021 • 4 minutes to read • [Edit Online](#)

As different users create new customer, vendor, or contact cards over time, or the new records are created automatically during migration, a customer, vendor, or contact may be represented in the system with more than one record. In this case, you can use the **Merge Duplicate** page from the card of the record that you want to keep. The page gives you an overview of duplicated field values and provides functions to select which values to keep or discard when merging two records into one.


NOTE

Only users with the MERGE DUPLICATES permission set can use this functionality.

TIP

The **Merge Duplicate** page shows all fields where the values are different for the two records being compared. Therefore, a duplicate is indicated by the page showing very few fields. Whereas, if the page shows many fields, then the suspected record is probably not a duplicate.

The following procedure is based on a customer card. The steps are similar for a vendor and contact cards.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select the customer that you know or suspect that a duplicate record exists for, and then choose the **Edit** action.
3. On the **Customer Card** page, choose the **Merge With** action.
4. On the **Merge Duplicate** page, in the **Merge With** field, select the customer that you believe is a duplicate of the one you have opened, indicated in the **Current** field.

The **Fields** FastTab lists fields where the values are different for the two customers. This means that if the selected customer is really a duplicate, then only very few fields should be listed, such as typing errors and other data entry mistakes.

The **Related Tables** FastTab lists tables where there are fields with a relation to both customers. The **Current Count** and **Duplicate Count** fields show the number of fields in related tables where the **No.** value of both the current and the duplicate customer is used. On the **Merge Duplicate** page, this section is informational only, however, if merge conflicts exist, you will resolve them on the **Merge Duplicate Conflicts** page. See steps 8 through 12.

5. For each field where you want to use another value than the current one, select the **Override** check box. The value in the **Alternate Value** field will then be transferred to the current record when you complete the process.
6. When you have finished selecting which values to keep or override, choose the **Merge** action.

The system checks if the merge of values for the duplicate customer into the current customer causes any conflicts. A conflicts exists if a value in at least one primary-key field is the same for both customers while the value in the **No** field is different for the two customers.

7. If no conflicts are found, choose the **Yes** button in the confirmation message box.

The duplicate customer is renamed so that all usage of its **No.** value in all fields with relations to the customer table will be replaced with the **No.** value of the current customer.

8. If conflicts exist, choose the **Resolve (xx) conflicts before merge.** action on the **Conflicts** FastTab, which will appear if conflicts exist.
9. On the **Merge Duplicate Conflicts** page, select the line for a related table with a conflict, and then choose the **View Details** action.

The **Merge Duplicate** page now shows the fields in the selected table that cause a merge conflict between the two customer records. Notice in both the summarized values in the **Current** and **Conflicts With** fields and on the lines that at least one primary-key field is the same for both customers and the value of the **No.** field is different for the two customers.

10. If you do not want to keep the duplicate customer record, choose the **Remove Duplicate** action, and then choose the **Close** button.

Identical field values, other than the value in the **No.** field, are removed from the duplicate record and inserted on the current record.

11. If you want to keep the duplicate customer record after the merge, choose the **Rename Duplicate.**
12. On lines, not for the **No.** field, where the field has the same value on both records, change the value in the **Alternate Value** field, and then choose the **Close** button.

The conflicting field value is updated on the duplicate record so that it can be merged with the current record. The duplicate record continues to exist after the merge.

13. Repeat steps 8 through 12 until all conflicts are resolved. The **Conflicts** FastTab disappears.
14. On the **Merge Duplicate** page, choose the **Merge** action again, and then select the **Yes** button in the confirmation message box.

NOTE

For contacts, you can use functionality to find duplicate contacts before you use the **Merge Duplicate** page. For more information, see [Searching for Duplicate Contacts](#).

See Also

[Sales](#)

[Set Up Contacts](#)

[Working with Business Central](#)

NOTE

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Work with Blanket Sales Orders or Blanket Purchase Orders

2/18/2021 • 6 minutes to read • [Edit Online](#)

A blanket sales order represents a framework for a long-term agreement between you and your customer. Similarly, you use blanket purchase orders to manage long-term agreements between you and your vendor.

A blanket order is typically made when a customer has committed to purchasing large quantities that are to be delivered in several smaller shipments over a certain period of time. Often blanket orders cover only one item with predetermined delivery dates. The main reason for using a blanket order rather than a sales order is that quantities entered on a blanket order do not affect item availability and thus can be used as a worksheet for monitoring, forecasting, and planning purposes.


On the blanket order, each separate shipment can be set up as an order line, which can then be converted into a sales order at the time of shipping.

An example of when a blanket sales order could be used is if a customer calls and places an order of 1000 units of an item and they want the items to be delivered in 250 units every week over the next month.

NOTE

Blanket purchase orders work in a similar way as blanket sales orders. This documentation covers blanket sales orders only.

To create a blanket sales order

1. Choose the  icon, enter **Blanket Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. Leave the **Order Date** field blank. When the separate sales orders are created from the blanket order, the order date of the sales order is set to equal the actual work date.
5. On the **Lines** FastTab, create separate lines for each shipment. For instance, if your customer wants 1000 units split out equally between four weeks, you would enter four separate lines of 250 units each.

To create a sales order from a blanket sales order


1. To create an order for any of the lines in the blanket sales order, remove the quantity in the **Qty. to Ship** field on all the lines that you do not wish to ship at this time.
2. When you are ready to create orders, choose the **Make Order** action, and then choose **Yes**. A message appears informing you that the blanket order has been assigned an order number. Note that the blanket order has not been deleted.
3. Choose the **OK** button.
4. To see the results of the preceding steps, choose the **Line** action, choose the **Unposted Lines** action, and then choose the **Orders** action.
5. On the **Sales Lines** page, select the appropriate sales order, choose the **Line** action, and then choose the **Show Document** action.

The following applies to sales orders after they have been created from blanket sales orders:

- After the blanket order is converted into a sales order, the sales order contains all the lines from the blanket order. The lines where the quantity in the **Qty. to Ship** field was deleted appear, but with blank **Quantity** fields. You may choose to leave, edit, or delete the lines.
- It is important to remember that the sales order line quantity must not exceed the quantity of the associated blanket order line. Otherwise, posting of the sales order will not be possible.
- When the sales order is posted as shipped and/or invoiced, the **Quantity Shipped** and **Quantity Invoiced** fields are updated on the related blanket order.
- The blanket order number and line number are recorded as properties of the sales lines when created from a blanket order.
- When sales orders are not created directly from the blanket order but still relate to it, a link between a sales order and a blanket order can be established by entering the associated blanket order number in the **Blanket Order No.** field on the sales order line.
- After the sales order has been created for the total quantity of a blanket order line, no other sales order can be created for the same line. Users are prevented from entering a quantity in the **Qty. to Ship** field. If, however, additional quantities need to be added to a blanket order, the value in the **Quantity** field can be increased and additional orders can then be created.
- The invoiced blanket sales order remains in the system until it is deleted, either by deleting individual blanket orders or by running the **Delete Invoiced Blanket Sales Orders** batch job.
- If a customer is also recorded as a contact in the Marketing application area, and if you have specified an interaction template code for blanket sales order on the **Marketing Setup** page, an interaction is recorded in the Interaction Log Entry table when you select **Print** to print the blanket sales order.


To view the status of a blanket sales order

You can see the status of a blanket sales order on the **Blanket Sales Order Statistics** page. This may be relevant when you start to invoice the order that is created from the blanket sales order.

1. Choose the  icon, enter **Blanket Sales Orders**, and then choose the related link.
2. Select a blanket sales order, and then choose the **Statistics** action.
3. On the **Blanket Sales Order Statistics** page, on the **General** FastTab, you can see summary information about the entire order based on the total quantity in the various **Quantity fields** on the blanket sales order lines.
 - On the **Invoicing** FastTab, you can see summary information based on the total quantity in the **Qty. to Invoice** fields on the sales blanket order lines.
 - On the **Shipping** FastTab, you can see summary information based on the total quantity in the **Qty. to Receive** fields on the sales blanket order lines.
 - On the **Prepayment** FastTab, you can see summary information about any prepaid amounts.
 - On the **Vendor** FastTab, you can see certain basic information about the vendor.

To view unposted and posted blanket sales order lines

The link between the blanket sales order and the originating sales order, and any other sales document, is retained after posting as a list of posted and unposted sales order invoice lines.

1. Choose the  icon enter **Blanket Sales Orders**, and then choose the related link.
2. Open the blanket sales order you want to view.
3. To view unposted entries, select the line in question, choose the **Line** action, and then choose the **Unposted Lines** action. Choose one of the following options.

OPTION	DESCRIPTION
Orders	Specifies open orders associated with the selected line.
Invoices	Specifies open invoices that have been associated with the selected line. Open invoices are manually associated with a blanket order by entering the blanket order number on the sales invoice line.
Return Orders	Specifies open return orders that have been associated with the selected line.
Credit Memos	Specifies open credit memos that have been associated with the selected line.

4. To view posted entries, select the line in question, choose the **Line** action, and then choose the **Posted Lines** action. Choose one of the following options.

OPTION	DESCRIPTION
Shipments	Posted shipments associated with the selected line.
Invoices	Posted invoices associated with the selected line.
Return Receipts	Posted return receipts that have been associated with the selected line.
Credit Memos	Posted credit memos that have been associated with the selected line.

5. On the **Sales Lines** page, choose the **Show Document** action to view the entry.

See Also

[Sales](#)

[Create Blanket Assembly Orders](#)

[Setting Up Sales](#)

[Working with Business Central](#)

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Inventory

2/18/2021 • 3 minutes to read • [Edit Online](#)

For each physical product that you trade in, you must create an item card of type **Inventory**. Items that you offer to customers but do not keep in inventory you can register as catalog items, which you can convert to inventory items when necessary. You can increase or decrease the quantity of an item in inventory by posting directly to the item ledger entries, for example, after a physical count or if you do not record purchases.

Inventory increases and decreases are naturally also recorded when you post purchase and sales documents respectively. For more information, see [Record Purchases](#), [Sell Products](#), and [Invoice Sales](#). Transfers between locations changes inventory quantities across your company's warehouses.

To increase your overview of items and to help you find them, you can categorize items and give them attributes to search and sort by.

NOTE

The physical handling of items is referred to as warehouse activities. For more information, see [Warehouse Management](#).

Planning for items to fulfil demand is covered as part of supply planning functionality. For more information, see [Planning](#).

Inventory Reconciliation

When you post inventory transactions, such as sales shipments, purchase invoices, or inventory adjustments, the changed item costs are recorded in item value entries. To reflect this change of inventory value in your financial books, the inventory costs are automatically posted to the related inventory accounts in the general ledger. For each inventory transaction that you post, the appropriate values are posted to the inventory account, adjustment account, and COGS account in the general ledger. For more information, see [Reconcile Inventory Costs with the General Ledger](#).

Even though inventory costs are automatically posted to the general ledger, it is still necessary to ensure that the costs of goods are forwarded to the related outbound sales transaction, especially in situations where you sell goods before you invoice the purchase of those goods. This is referred to as cost adjustment. Item costs are automatically adjusted when you post item transactions, but you can also adjust item costs manually. For more information, see [Adjust Item Costs](#).

Related Tasks

The following table outlines related tasks.

TO	SEE
Create item cards for inventory items that you trade in.	Register New Items
Structure parent items that you sell as kits consisting of the parent's components or that you assemble to order or to stock.	Work with Bills of Material
Maintain an overview of items and help you find and sort items by organizing them in categories.	Categorize Items
Assign item attributes of different value types to your items to help you sort and find items.	Work with Item Attributes

TO	SEE
Create special item cards for items that you offer to customers but do not maintain inventory for.	Work with Catalog Items
Perform physical counting of your inventory with the Physical Inventory Order and Physical Inventory Recording pages.	Count Inventory Using Documents
Perform physical counting, make negative or positive adjustments, and change information, such as location or lot number, on item ledger entries.	Count, Adjust, and Reclassify Inventory Using Journals
View the availability of items per location, by period, by sales or purchase event, or by their use on assembly or production BOMs.	View the Availability of Items
Transfer inventory items between locations with transfer orders, to manage warehouse activities, or with the item reclassification journal.	Transfer Inventory Between Locations
Reserve inventory or inbound items for sales orders, purchase orders, service orders, assembly orders, or production orders.	Reserve Items
Set up a vendor's or customer's own description for an item, so that you can easily insert their item description on trade documents.	Use Item Cross References
Assign serial numbers or lot numbers to any outbound or inbound document or journal line, for example to track items in case of recalls.	Work with Serial and Lot Numbers
Set up a vendor's or customer's own item description on your item card so that you can quickly insert their item description on trade documents.	Use Item Cross-References
Find where any serial or lot number was used in its supply chain, for example in recall situations.	Trace Item-Tracked Items
Block items from being entered on sales or purchase lines or from being posted in any transaction.	Block Items
Manage business operations in sales offices, a purchasing departments, or plant planning offices across multiple locations.	Work with Responsibility Centers
Use resources with specific skills for various services and service items.	Set Up Resource Allocation

See Also

[Warehouse Management](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

[General Business Functionality](#)

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Register New Items

2/18/2021 • 6 minutes to read • [Edit Online](#)

Items, among other products, are the basis of your business, the goods or services that you trade in. Each item must be registered as an item card.

Item cards hold the information that is required to buy, store, sell, deliver, and account for items.

The item card can be of type **Inventory**, **Service**, or **Non-Inventory** to specify if the item is a physical inventory unit, a labor time unit, or a physical unit that is not tracked in inventory. For more information, see [About Item Types](#).

An item can be structured as a parent item with underlying child items in a bill of materials (BOM). In Business Central, a bill of material can be either an assembly BOM or a production BOM, depending on its use. For more information, see [Work with Bills of Material](#).

If you purchase the same item from more than one vendor, you can connect those vendors to the item card. The vendors will then appear on the **Item Vendor Catalog** page, so that you can easily select an alternate vendor.


Items that you offer to your customers but you do not want manage in your system until you start selling them can be set up as catalog items. Catalog items are not to be mistaken with regular items of type **Non-Inventory**. For more information, see [Work with Catalog Items](#).

NOTE

If item templates exist for different item types, then a page appears when you create a new item card from where you can select an appropriate template. If only one item template exists, then new item cards always use that template.

The following procedure explains how to create an item card from scratch. You can also create new item cards by copying existing ones. For more information, see [Copy Existing Items to Create New Items](#).

To create a new item card

1. Choose the  icon, enter **Items**, and then choose the related link.
2. On the **Items** page, choose the **New** action.

If only one item template exists, then a new item card opens with some fields filled with information from the template.

3. On the **Select a template for a new item** page, choose the template that you want to use for the new item card.
4. Choose the **OK** button. A new item card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the item card as necessary. Hover over a field to read a short description.

NOTE

In the **Costing Method** field, you set up how the item's unit cost is calculated by making assumptions about the flow of physical items through your company. Five costing methods are available, depending on the type of item. For more information, see [Design Details: Costing Methods](#).

If you select **Average**, then the item's unit cost is calculated as the average unit cost at each point in time after a purchase. Inventory is valued with the assumption that all inventories are sold simultaneously. With this setting, you can choose the **Unit Cost** field to view, on the **Average Cost Calc. Overview** page, the history of transactions that the average cost is calculated from.

You can view or edit special prices or discounts that you grant, or that your vendor grants you, for the item if certain criteria are met, such as customer, minimum order quantity, or ending date. You do this by choosing the **Set Special Prices** or **Set Special Discounts** actions. Each row on, for example, the **Sales Prices** page represents a special price. Each column represents a criterion that must apply to grant a customer the special price that you enter in the **Unit Price** field on the **Sales Prices** page. For more information, see [Record Sales Price, Discount, and Payment Agreements](#) or [Record Special Purchase Prices and Discounts](#).

The item is now registered, and the item card is ready to be used on purchase and sales documents.

If you want to use this item card as a template when you create new item cards, you can save it as a template. For more information, see the following section.

To save the item card as a template

1. On the **Item Card** page, choose the **Save as Template** action. The **Item Template** page opens showing the item card as a template.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** page opens showing any dimension codes that are set up for the item.
4. Edit or enter dimension codes that will apply to new item cards created by using the template.
5. When you have completed the new item template, choose the **OK** button.


The item template is added to the list of item templates, so that you can use it to create new item cards.

Items used in production orders

If you want to register items that are then used in production orders, you specify the replenishment system as *Prod. order* on the **Replenishment** FastTab. For more information, see [About Production Orders](#).

To set up multiple vendors for an item

If you purchase the same item from more than one vendor, you must enter information about each vendor of the item, such as prices, lead time, discounts, and so on.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the relevant item, and then choose the **Edit** action.
3. Choose the **Vendors** action.
4. Choose the **Vendor No.** field, and then select the vendor that you want to set up for the item.
5. Optionally, fill in the remaining fields.
6. Repeat steps 2 through 5 for each vendor that you want to buy the item from.

The vendors will now appear on the **Item Vendor Catalog** page, which you open from the item card, so that you can easily select an alternate vendor.

Categories, attributes, and variants

Categories and attributes are two different ways of grouping inventory items. Item variant is a way to indicate that a specific item is available in different colors or sizes, for example. Depending on how you set up your inventory, you can use categories to group chairs versus desks, and then use attributes to group green items versus blue items, for example. You can then supplement this setup by adding variants to each type of chair and desk. By adding variants, you can run reports such as **Item Availability by Variant** to identify differences between the blue chairs versus the green chairs, for example.

Deleting item cards

If you have posted a transaction for an item, you cannot delete the card because the ledger entries may be needed for inventory valuation or auditing. To delete item cards with ledger entries, contact to Microsoft partner to do so through code.

Manage inventory in warehouses

When you register a new item, you will see fields that are related to warehouse management, especially on the **Warehouse** FastTab. If your organization does not use the warehouse management capabilities in Business Central, then you can ignore those fields.

If your organization later sets up warehouse management, in most cases, you must then go back to each existing item to make sure that it has the right information in the various fields, so that the warehouse processes can run as expected. This information can includes fields such as **Warehouse Class Code** or **Put-away Template Code**. For more information, see [Design Details: Warehouse Setup](#).

See Also

[Inventory](#)

[Set Up Units of Measure](#)

[Tariff numbers](#)

[Reconcile Inventory Costs with the General Ledger](#)

[Create Number Series](#)

[Setting Up Posting Groups](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

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Work with Bills of Material

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You use bills of materials (BOMs) to structure parent items that must be assembled or produced by resources or machine centers from components. An assembly BOM can also be used to sell a parent item as a kit consisting of its components.

Assembly BOMs or Production BOMs

You use assembly orders for making end items from components in a simple process that can be performed by one or more basic resources, which are not machine or work centers, or without any resources. For example, an assembly process could be to pick two wine bottles and one coffee sack and then pack them as a gift item.

An assembly BOM is the master data that defines which component items go into an assembled end item and which resources are used to assemble the assembly item. When you enter an assembly item and a quantity in the header of a new assembly order, then the assembly order lines are automatically filled according to the assembly BOM with one assembly order line per component or resource. For more information, see [Assembly Management](#).

Assembly BOMs are described in this topic.

You use production orders for making end items from components in a complex process that requires a production routing and work or machine centers, which represent production capacities. For example, a production process could be to cut steel plates in one operation, weld them in the next operation, and paint the end item in the last operation. For more information, see [Manufacturing](#).

A production BOM is the master data that defines a production item and the components that go into it. For assembly items, the production BOM must be certified and assigned to the production item before it can be used in a production order. When you enter the production item on a production order line, either manually or by refreshing the order, then the production BOM content becomes the production order components. For more information, see [Create Production BOMs](#).

The concept of resources in production is much more advanced than in assembly management. Work centers and machine centers function as resources, and production steps are represented by operations that are assigned to resources in production routings. For more information, see [Create Routings](#).

Both assembly orders and production orders may be linked directly to sales orders. However, you can only use assembly orders to customize the end item directly for a customer request with the sales order.

To create an assembly BOM

To define a parent item that consists of other items, and potentially of resources required to put the parent together, you must create an assembly BOM.

Assembly BOMs usually contain items but can also contain one or more resources that are required to put the assembly item together.

Assembly BOMs can have multiple levels, which means that a component on the assembly BOM can be an assembly item itself. In that case, the **Assembly BOM** field on the assembly BOM line contains **Yes**.

Special requirements apply to items on assembly BOMs with regards to availability. For more information, see [To see the availability of an item by its use in assembly BOMs](#).

There are two parts to creating an assembly BOM:


- Setting up a new item
 - Defining the BOM structure of the assembly item.
1. Set up a new item. For more information, see [Register New Items](#).

Proceed to enter components or resources on the assembly BOM.

2. On the **Item Card** page for an assembly item, choose the **Assembly** action, and then choose the **Assembly BOM** action.
3. On the **Assembly BOM** page, fill in the fields as necessary. Hover over a field to read a short description.


To edit assembly BOMs

You can edit the lines on an assembly BOM at any time. But be aware that the BOM may be in use on ongoing sales or assemblies of the parent, which may be affected by the change. Choose the **Where-Used** action to see in which items it is being used and then whether sales or assembly orders may be affected.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **Yes** value in the **Assembly BOM** column.
3. On the **Assembly BOM** page, choose the **Edit List** action, and then change any field as needed.

To view components and resources indented according to the BOM structure

From the **Assembly BOM** page, you can open a separate page that shows the components and any resources indented according to their BOM position under the assembly item.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for an assembly item. (The **Assembly BOM** field on the **Items** page contains **Yes**.)
3. On the **Item Card** page, choose the **Assembly** action, and then choose the **Assembly BOM** action.
4. On the **Assembly BOM** page, choose the **Show BOM** action.

To replace the assembly item with its components on document lines


From any sales and purchase document that contains an assembly item, you can use a special function to replace the line for the assembly item with new lines for its components. This function is useful, for example, if you want to sell the components as a kit that represents the assembly item.

The Explode BOM function is also available on the **Assembly BOM** page as a method to view child items on any subassemblies on an assembly BOM.

Caution

When you have used the **Explode BOM** function, you cannot easily undo it. You must delete the sales order lines representing the components and then reenter a sales order line for the assembly item.

The following procedure is based on a sales invoice. The same steps apply to other sales documents and to all purchase documents.

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Open a sales invoice that contains a line for an assembly item.
3. Choose the line for an assembly item, and then **Explode BOM** line action.

All fields on the sales invoice line for the assembly item are cleared except for the **Item** and **Description** fields. Complete sales invoice lines are inserted for the components and possible resources that comprise the

assembly item.

NOTE

The **Picking List by Order** report is also changed to show the components only. This means that a warehouse worker picking the parent item, the assembly item, will not see it in the picking list. For more information, see [Print the Picking List](#).

To calculate the standard cost of an assembly item

You calculate the unit cost of an assembly item by rolling up the unit cost of each component and resource in the item's assembly BOM.

You can also calculate and update the standard cost for one or many items on the **Standard Cost Worksheet** page. For more information, see [Update Standard Costs](#).

The unit cost of an assembly BOM always equals the total of the unit costs of its components, including other assembly BOMs, and any resources.

NOTE

To calculate the unit cost of an assembly or production BOM, the parent item and its component items must use the *Standard* costing method. Any resources in the BOM are rolled up if they have a unit cost that is defined on the resource card.

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Items**, and then choose the related link.
2. Open the card for an assembly item. (The **Assembly BOM** field on the **Items** page contains **Yes**.)
3. On the **Item Card** page, choose the **Assembly** action, and then choose the **Assembly BOM** action.
4. On the **Assembly BOM** page, choose the **Calc. Standard Cost** action.
5. Select one of the following options, and then choose the **OK** button.

OPTION	DESCRIPTION
Top Level	Calculates the assembly item's standard cost as the total cost of all purchased or assembled items on that assembly BOM regardless of any underlying assembly BOMs.
All Levels	Calculates the assembly's item standard cost as the sum of: 1) The calculated cost of all underlying assembly BOMs on the assembly BOM. 2) The cost of all purchased items on the assembly BOM.

The costs of the items that make up the assembly BOM are copied from the component item cards. The cost of each item is multiplied by the quantity, and the total cost is shown in the **Unit Cost** field on the item card.

See Also

[Register New Items](#)

[View the Availability of Items](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Categorize Items

2/18/2021 • 2 minutes to read • [Edit Online](#)

To maintain an overview of your items and to help you sort and find items, it is useful to organize your items in item categories.

To find items by characteristics, you can assign item attributes to items and also to item categories. For more information, see [Work with Item Attributes](#).

To create an item category

1. Choose the  icon, enter **Item Categories**, and then choose the related link.
2. On the **Item Categories** page, choose the **New** action.
3. On the **Item Category Card** page, on the **General** FastTab, fill in the fields as necessary. Hover over a field to read a short description.
4. On the **Attributes** FastTab, specify any item attributes for the item category. For more information, see [To assign item attributes to item categories](#).

NOTE


If the item category has a parent item category, as indicated by the **Parent Category** field, then any item attributes that are assigned to that parent item category are prefilled on the **Attributes** FastTab.

NOTE

Item attributes that you assign to an item category will automatically apply to the item that the item category is assigned to.

If you change your mind about an item category, you can delete it. However, if it has already been assigned to an item, you must remove that assignment before you can delete the item category.

To assign an item category to an item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for the item that you want to assign to an item category.
3. Choose the lookup button in the **Item Category Code** field and select an existing item category.
Alternatively, choose the **New** action to first create a new item category as explained in [To create an item category](#).

Categories, attributes, and variants

Categories and attributes are two different ways of grouping inventory items. Item variant is a way to indicate that a specific item is available in different colors or sizes, for example. Depending on how you set up your inventory, you can use categories to group chairs versus desks, and then use attributes to group green items versus blue items, for example. You can then supplement this setup by adding variants to each type of chair and desk. By adding variants, you can run reports such as **Item Availability by Variant** to identify differences

between the blue chairs versus the green chairs, for example.

See Also

[Work with Item Attributes](#)

[Register New Items](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Work with Item Attributes

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When customers inquire about an item, either in correspondence or in an integrated web shop, they may ask or search according to characteristics, such as height and model year. To provide this customer service, you can assign item attribute values of different types to your items, which can then be used when searching for items.

You can also assign item attributes to item categories, which then apply to the items that use the item categories. For more information, see [Categorize Item](#).

TIP

If you attach pictures to items, the Image Analyzer extension can detect attributes in the image, and suggest the attributes so you can decide whether to assign them. The extension is ready to go. You just need to enable it. For more information, see [The Image Analyzer Extension](#).


To create item attributes

1. Choose the  icon, enter **Item Attributes**, and then choose the related link.
2. On the **Item Attributes** page, choose the **New** action.
3. On the **Item Attribute** page, fill in the fields as necessary. Hover over a field to read a short description.


NOTE

If you select **Option** in the **Type** field, then you can choose the **Item Attribute Values** action to create values for the item attribute. For more information, see [To create values for item attributes of type Option](#).

To create values for item attributes of type Option


1. Choose the  icon, enter **Item Attributes**, and then choose the related link.
2. On the **Item Attributes** page, select an item attribute of type **Option** that you want to create values for, and then choose the **Item Attribute Values** action.
3. On the **Item Attribute Values** page, fill in the fields as necessary. Hover over a field to read a short description.

To assign item attributes to items

1. Choose the  icon, enter **Items**, and then choose the related link.
2. On the **Items** page, select the item that you want to assign item attributes to, and then choose the **Attributes** action.
3. On the **Item Attribute Values** page, choose the **New** action.
4. Choose the lookup button in the **Attribute** field and select an existing item attribute. Alternatively, choose the **New** action to first create a new item attribute as explained in [To create item attributes](#).
5. In the **Value** field, enter the item attribute value, such as "2010" for the **Model Year** attribute.
6. For item attributes of type **Option**, choose the lookup button in the **Value** field and select an item attribute value. Alternatively, choose the **New** action to first create a new item attribute value as explained in [To create values for item attributes of type Option](#).

7. Repeat steps 4 through 6 for all item attributes that you want to assign to the item.


To assign item attributes to item categories

1. Choose the  icon, enter **Item Categories**, and then choose the related link.
2. On the **Item Categories** page, select the item category that you want to assign item attributes to, and then choose the **Edit** action.
3. On the **Item Category Card** page, on the **Attributes** FastTab, choose the **New** action.
4. Choose the lookup button in the **Attribute** field and select an existing item attribute. Alternatively, choose the **New** action to first create a new item attribute as explained in [To create item attributes](#).
5. In the **Default Value** field, choose the lookup button and select an item attribute value.
6. Repeat steps 4 and 5 for all item attributes that you want to assign to the item category.

NOTE

Item attributes for parent item categories will be inherited to child item categories. This is indicated by the **Inherited From** field on the **Attributes** FastTab. For more information, see [Categorize Items](#).

To filter by item attributes

1. Choose the  icon, enter **Items**, and then choose the related link.
2. On the **Items** page, choose the **Filter by Attributes** action.
3. On the **Filter Items by Attribute** page, choose the lookup button in the **Attribute** field and select an item attribute.
4. In the **Value** field, choose the lookup button and select an attribute value to filter items by.

NOTE

You can only select values directly for item attributes that have fixed values, such as Color. For item attributes that have variable values, such as Width, you must specify the item attribute value by first selecting a condition. See step 5.

5. In the **Value** field for a variable item attribute, choose the lookup button.
6. On the **Specify Filter Value** page, in the **Condition** field, choose the drop-down arrow and select a condition.
7. In the **Value** field, enter an attribute value to filter items by.

Example: To filter on items where the material description begins with "blue", fill in the fields as follows:
Attribute field: Material Description, **Condition** field: Begins With, **Value** field: blue.

8. Choose the **OK** button.

The items on the **Items** page are filtered by the specified item attribute values.

See Also

[Categorize Items](#)

[Register New Items](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Work with Catalog Items

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can offer certain items to your customers for their convenience, which you do not want to manage in your system until you start selling them. When you want to start managing such items in your system, you can convert them to normal item cards in two ways.

- From a catalog item card, create a new item card based on a template.
- From a sales order line of type **Item** with an empty **No** field, select a catalog item. An item card is then automatically created for the catalog item.

NOTE

You cannot select a catalog item from the **Sales Invoice** page.

You can select a catalog item from the **Sales Quote** page, but the catalog item will not be converted to a normal item when you use the **Make Order** function.


A catalog item typically has the item number of the vendor who supplies it. To enable conversion of a catalog item card to a normal item card, you must first set up how vendor item numbering is converted to your own item numbering.

IMPORTANT

Catalog items are not to be mistaken with non-inventory items, which are regular items that are given the type **Non-Inventory** to keep them out of availability and costing calculations, for example, because they are only used internally and have a low cost. For more information, see [About Item Types](#).


To create a catalog item

Catalog item cards have much less information than normal item cards because you only use them to offer on quotes and in other ways. For that reason, they must be converted to normal item cards before you can post sales transactions for them.


1. Choose the  icon, enter **Catalog Items**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

To set up how catalog item numbers are converted to your own numbering

To enable conversion of a catalog item card to a normal item card, you must first set up how the vendor's item numbering is converted to your own item number format.


1. Choose the  icon, enter **Catalog Item Setup**, and then choose the related link.
2. Fill in the fields as necessary.

To convert a catalog item to a normal item

1. Choose the  icon, enter **Catalog Items**, and then choose the related link.
2. Open the card for a catalog item that you want to convert to a normal item.
3. On the **Catalog Item Card** page, choose the **Create Item** action.

A new item card prefilled with information from the catalog item and a relevant item template is created. You can then fill or edit fields on the new item card as necessary. For more information, see [Register New Items](#).

To sell a catalog item, and convert it to a normal item

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action. Fill in the fields on the **General** FastTab as for any sales order. For more information, see [Sell Products](#).
3. On a new sales line, in the **Type** field, select **Item**, but leave the **No.** field empty.
4. Choose the **Line** action, and then choose the **Select Catalog Items** action.

The catalog item is converted to a normal item. A new item card prefilled with information from the catalog item and a relevant item template is created.

5. On the **Catalog Items** page, select the catalog item that you want to sell, and then choose the **OK** button.
6. When the sales order is complete, choose the **Post** action.

You can then fill or edit fields on the new item card as necessary. For more information, see [Register New Items](#).

NOTE

An Item cross reference record is automatically created for the vendor of the item between the vendor's item number and your new item number. For more information, see [Use Item Cross References](#).

See Also

[Register New Items](#)

[Create Special Orders](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Count Inventory Using Documents

2/18/2021 • 11 minutes to read • [Edit Online](#)

You can take a physical inventory of your items by using physical inventory order and physical inventory recording documents. The **Physical Inventory Order** page is used to organize the complete inventory counting project, for example one per location. The **Physical Inventory Recording** page is used by to communicate and capture the actual counting of items. You can create multiple recordings for one order, for example to distribute groups of items to different employees.

The **Physical Inventory Recording** report can be printed from each recording and contains empty quantity fields for entering the counted inventory. When a user is done counting, and the quantities are entered on the **Physical Inventory Recording** page, you choose the **Finish** action. This transfers the quantities to the related lines on the **Physical Inventory Order** page. Functionality ensures that no item count can be recorded twice.

NOTE

This article describes how to perform a physical inventory using documents, a method that provides more control and supports distributing the counting to multiple employees. You can also perform the task by using journals, such as the **Phys. Inventory Journals** and **Whse. Phys. Inventory Journals** pages. For more information, see [Count, Adjust, and Reclassify Inventory Using Journals](#).

Note that if you use the Zones functionality, then you cannot use physical inventory orders. Instead, use **Whse. Phys. Inventory Journal** page to count your warehouse entries before synchronizing them with item ledger entries.


Counting inventory by using documents consist of the following overall steps:

1. Create a physical inventory order with expected item quantities prefilled.
2. Generate one or more physical inventory recordings from the order.
3. Enter the counted item quantities on the recordings, as captured on print-outs, for example, and set it to **Finished**.
4. Complete and post the physical inventory order.

To create a physical inventory order

A physical inventory order is a complete document that consists of a physical inventory order header and some physical inventory order lines. The information on a physical inventory header describes how to take the physical inventory. The physical inventory order lines contain the information about the items and their locations.

To create the physical inventory order lines, you typically use the **Calculate Lines** function to reflect the current inventory as lines on the order. Alternatively, you can use the **Copy from Document** function to fill the lines with the content of another open or posted physical inventory order. The following procedure only describes how to use the **Calculate Lines** function.

1. Choose the  icon, enter **Physical Inventory Orders**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the required fields on the **General** FastTab. Hover over a field to read a short description.
4. Choose the **Calculate Lines** action.

5. Select options as necessary.
6. Set filters, for example, to only include a subset of items to be counted with the first recording.

TIP

To plan for multiple employees to count the inventory, it is advisable to set different filters each time you use the **Calculate Lines** action to only fill the order with the subset of inventory items that one user will be recording. Then as you generate multiple physical inventory recordings for multiple employees, you minimize the risk of counting items twice. For more information, see the [To create a physical inventory recording](#) section.

7. Choose the **OK** button.

A line for each item that exists on the chosen location and per the set filters and options is inserted on the order. For items that are set up for item tracking, the **Use Item Tracking** check box is selected, and information about the expected quantity of serial and lot numbers is available by choosing the **Lines** action and then **Item Tracking Lines**. For more information, see the [Handling Item Tracking when Counting Inventory](#) section.

You can now proceed to create one or more recordings, which are instructions to the employees who perform the actual counting.

To create a physical inventory recording

For each physical inventory order, you can create one or more physical inventory recording documents on which employees enter the counted quantities, either manually or through an integrated scanning device.

By default, a recording is created for all the lines on the related physical inventory order. To avoid that two employees count the same items in case of distributed counting, it is advisable to gradually fill the physical inventory order by setting filters on the **Calculate Lines** batch job (see the "To create a physical inventory order" section) and then create the physical inventory recording while selecting the **Only Lines Not in Recordings** check box. This settings makes sure that each new recording that you create only contains different items than the ones on other recordings.

In case of manual counting, you can print a list, the **Phys. Invt. Recording** report, which has an empty column to write the counted quantities in. When counting is completed, you enter the recorded quantities on the related lines on the **Phys. Inventory Recording** page. Lastly, you transfer the recorded quantities to the related physical inventory order by setting the status to **Finished**.

1. On a **Physical Inventory Order** page that contains lines for the items to be counted in one recording, choose the **Make New Recording** action.
2. Select options and set filters as necessary.
3. Choose the **OK** button.

A physical inventory recording document is created.

4. For every set of items to be counted, load them on the related physical inventory order and repeat steps 1 through 3 with the **Only Lines Not in Recordings** check box selected.
5. Choose the **Recordings** action to open the **Phys. Inventory Recording List** page.
6. Open the relevant recording.
7. On the **General** FastTab, fill in the fields as necessary.
8. For items that use item tracking, create an additional line for each lot number or serial number code by choosing the **Functions** action, and then the **Copy Line** action. For more information, see the [Handling](#)

[Item Tracking when Counting Inventory](#) section.

9. Choose the **Print** action to prepare the physical document that employees will use to write down the counted quantities.

To finish a physical inventory recording

When employees have counted the inventory quantities, you must prepare to record them in the system.

1. From the **Phys. Inventory Recording List** page, select the physical inventory recording that you want to finish, and then choose the **Edit** action.
2. On the **Lines** FastTab, fill the actual counted quantity in the **Quantity** field for each line.
3. For items with serial or lot numbers (the **Use Item Tracking** check box is selected), enter the counted quantities on the dedicated lines for the item's serial and lot numbers respectively question. For more information, see the [Handling Item Tracking when Counting Inventory](#) section.
4. Select the **Recorded** check box on each line.
5. When you have entered all data for a physical inventory recording, choose the **Finish** action. Note that all lines must have the **Recorded** checkbox selected.

NOTE

When you finish a physical inventory recording, each line is transferred to the line on the related physical inventory order that matches it exactly. To match, the values in the **Item No.**, **Variant Code**, **Location Code**, and **Bin Code** fields must be the same on the recording and the order lines.

If no matching physical inventory order line exists, and if the **Allow Recording Without Order** checkbox is selected, then a new line is inserted automatically and the **Recorded Without Order** checkbox on the related physical inventory order line is selected. Otherwise, an error message is displayed and the process is canceled.

If more than one physical inventory recording lines match a physical inventory order line, then a message is displayed and the process is canceled. If, for some reason, two identical physical inventory lines end up on the physical inventory order, you can use a function to resolve it. For more information, see the [To find duplicate physical inventory order lines](#) section.


To complete a physical inventory order

When you have finished a physical inventory recording, the **Qty. Recorder (Base)** field on the related physical inventory order is updated with the counted (recorded) values, and the **On Recording** check box is selected. If a counted value is different from the expected, then that difference is shown in the **Pos Qty. (Base)** and **Neg Qty. (Base)** field respectively.

To see expected quantities and any recorded differences for items with item tracking, choose the **Lines** action, and then choose the **Item Tracking Lines** action to select various views for serial and lot numbers involved in the physical inventory count.

You can also choose the **Phys. Inventory Order Diff.** action to view any differences between the expected quantity and the counted quantity.

To find duplicate physical inventory order lines


1. Choose the  icon, enter **Physical Inventory Orders**, and then choose the related link.
2. Open the physical inventory order that you want to view duplicate lines for.
3. Choose the **Show Duplicate Lines** action.

Any duplicate physical inventory order lines are displayed so that you can delete them and keep only one line with a unique set of values in the **Item No.**, **Variant Code**, **Location Code**, and **Bin Code** fields.

To post a physical inventory order

After completing a physical inventory order and changing its status to **Finished**, you can post it. You can only set the status of a physical inventory order to **Finished** if the following are true:

- All related physical inventory recordings have a status of **Finished**.
- Each physical inventory order line has been counted by at least one inventory recording line.
- The **In Recording Lines** and the **Qty. Exp. Calculated** check boxes have been selected for all of the physical inventory order lines.

1. Choose the  icon, enter **Physical Inventory Orders**, and then choose the related link.
2. Select the physical inventory order that you want to complete, and then choose the **Edit** action.

On the **Physical Inventory Order** page, you view the quantity recorded in the **Qty. Recorded (Base)** field.

3. Choose the **Finish** action.


The value in the **Status** field is changed to **Finished**, and you can now only change the order by first choosing the **Reopen** action.

4. To post the order, choose the **Post** action, and then choose the **OK** button.

The involved item ledger entries are updated along with any related item tracking entries.

To view posted physical inventory orders

After posting, the physical inventory order will be deleted and you can view and evaluate the document as a posted physical inventory order including its physical inventory recordings and any comments made.

1. Choose the  icon, enter **Posted Phys. Invt. Orders**, and then choose the related link.
2. On the **Posted Phys. Invt. Orders** page, select the posted inventory order that you want to view, and then choose the **View** action.
3. To view a list of related physical inventory recordings, choose the **Recordings** action.

Handling Item Tracking when Counting Inventory

Item tracking pertains to the serial or lot numbers that are assigned to items. When counting an item that is stored in inventory as, for example, 10 different lot numbers, the employee must be able to record which and how many units of each lot number are on inventory. For more information about item tracking functionality, see [Work with Serial and Lot Numbers](#).

The **Use Item Tracking** check box on physical inventory order lines is automatically selected if an item tracking code is set up for the item, but you can also select or deselect it manually.

Example - Prepare a Physical Inventory Recording for an Item-Tracked Item

Consider a physical inventory for Item A, which is stored in inventory as ten different serial numbers.

1. On the recording line for the item, select the **Use Item Tracking** check box.
2. Choose the **Serial No.** field, select the first serial number that exists in inventory for the item, and then choose the **OK** button.

Proceed to copy the line for the first item-tracked item to insert additional lines corresponding to the number of serial numbers that are stored in inventory.

3. Choose the **Functions** action, and then the **Copy Line** action.
4. On the **Copy Phys. Invt. Rec. Line** page, enter 9 in the **No. of Copies** field, and then choose the **OK**

button.

5. On the first of the copy lines, select the **Serial No.** field and select the next serial number for the item.
6. Repeat step 5 for the remaining eight serial numbers, taking care to not select the same one twice.
7. Choose the **Print** action to prepare the print-out that employees will use to write down the counted items and serial/lot numbers.

Notice that the **Phys. Invt. Recording** report contains ten lines for Item A, one for each serial number.

Example - Record and Post Counted Lot Number Differences

A lot-tracked item is stored in inventory with the "LOT" number series.

Expected Inventory:

LOT NO.	QUANTITY
LOT1001	80
LOT1003	30
LOT1006	10
Total	120

Recorded Quantities:

LOT NO.	QUANTITY
LOT1001	80
LOT0002	12
LOT1003	20
LOT1006	10
Total	112

Quantities to Post:

LOT NO.	EXPECTED QUANTITY	RECORDED QUANTITY	QUANTITY TO POST
LOT1001	80	80	0
LOT1002	0	12	+12
LOT1003	30	20	-10
LOT1006	10	0	-10
Total	120	112	-8

On the **Physical Inventory Order** page, the **Neg. Qty. (Base)** field will contain 8. For the order line in question, the **Phys. Invt. Item Track. List** page will contain the positive or negative quantities for the

individual lot numbers.

See Also

[Count, Adjust, and Reclassify Inventory Using Journals](#)

[Work with Serial and Lot Numbers](#)

[Inventory](#)

[Warehouse Management](#)

[Sales](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Count, Adjust, and Reclassify Inventory Using Journals

2/18/2021 • 15 minutes to read • [Edit Online](#)

At least once every fiscal year you must take a physical inventory, that is, count all the items on inventory, to see if the quantity registered in the database is the same as the actual physical quantity in the warehouses. When the actual physical quantity is known, it must be posted to the general ledger as a part of period-end valuation of inventory.

Although you count all items in inventory at least once a year, you may have decided to count some items more often, perhaps because they are more valuable, or because they are very fast movers and a large part of your business. For this purpose, you can assign special counting periods to those items. For more information, see [To perform cycle counting](#).

If you need to adjust recorded inventory quantities, in connection with counting or for other purposes, you can use an item journal to change the inventory ledger entries directly without posting business transactions. Alternatively, you can adjust for a single item on the item card.

If you need to change attributes on item ledger entries, you can use the item reclassification journal. Typical attributes to reclassify include dimensions and sales campaign codes, but you also perform "system transfers" by reclassifying bin and location codes. Special steps apply when you want to reclassify serial or lot numbers and their expiration dates. For more information, see [Work with Serial and Lot Numbers](#).

NOTE

In advanced warehouse configurations, items are registered in bins as warehouse entries, not as item ledger entries. Therefore, you perform counting, adjusting, and reclassifying in special warehouse journals that support bins. Then, you use special functions to synchronize the new or changed warehouse entries with their related item ledger entries to reflect the changes in inventory quantities and values. This is described in specific procedures below where relevant.

To perform a physical inventory

You must take a physical inventory, that is, count the actual items on hand, to check if the quantity registered is the same as the physical quantity in stock at the end of a fiscal year, if not more often. If there are differences, you must post them to the item accounts before you do the inventory valuation.

NOTE

This procedure describes how to perform a physical inventory using a journal, the **Phys. Inventory Journal** page. You can also perform the task using documents, the **Physical Inventory Order** and **Physical Inventory Recording** pages, which provide more control and support distributing the counting to multiple employees. For more information, see [Count Inventory Using Documents](#).

Note that the document-based functionality cannot be used to count items in bins, warehouse entries.

Apart from the physical counting task, the complete process involves the following three tasks:


- Calculate the expected inventory.
- Print the report to be used when counting.

- Enter and post the actual counted inventory.

You can perform the physical inventory in either of the following ways depending on your warehouse setup. For more information, see [Setting Up Warehouse Management](#).

- If your location is not using directed put-away and pick (basic warehouse configuration), you use the **Phys. Inventory Journal** page in the **Inventory** menu, and the procedure is much the same as when you conduct a physical inventory without cycle counting.
- If your location is using directed put-away and pick (advanced warehouse configuration), you first use the **Whse. Phys. Invt. Journal** page, and then you use the **Item Journal** page to run the **Calculate Whse. Adjustment** function.

To calculate the expected inventory in basic warehouse configurations

1. Choose the  icon, enter **Phys. Inventory Journals**, and then choose the related link.
2. Choose the **Calculate Inventory** action.
3. On the **Calculate Inventory** page, specify the conditions to use to create the journal lines, such as whether to include items that have zero recorded inventory.
4. Set filters if you only want to calculate inventory for certain items, bins, locations, or dimensions.
5. Choose the **OK** button.

NOTE

The item entries are processed according to the information that you specified, and lines are created in the physical inventory journal. Notice that the **Qty. (Phys. Inventory)** field is automatically filled in with the same quantity as the **Qty. (Calculated)** field. With this feature, it is not necessary for you to enter the counted inventory on hand for items that are the same as the calculated quantity. However, if the quantity counted differs from what is entered in the **Qty. (Calculated)** field, you must overwrite it with the quantity actually counted.

To print the report to be used when counting

1. On the **Phys. Inventory Journal** page containing the calculated expected inventory, Choose the **Print** action.
2. On the **Phys. Inventory List** page, specify if the report should show the calculated quantity and if the report should list inventory items by serial/lot numbers.
3. Set filters if you only want to print the report for certain items, bins, locations, or dimensions.
4. Choose the **Print** button.

Employees can now proceed to count inventory and record any discrepancies on the printed report.

NOTE

It can take several days before printed reports come back for final processing and posting. When you specify and post actual counted inventory, the system adjusts inventory to reflect the difference between the expected and the actual counted inventory. You must keep the originally calculated journal lines and not recalculate the expected inventory, because the expected inventory may change and lead to wrong inventory levels. If you need to issue multiple reports, such as for different locations or group of items, you must create and keep separate journal batches.

To enter and post the actual counted inventory in basic warehouse configurations

1. On each line on the **Phys. Inventory Journal** page where the actual inventory on hand, as determined by the physical count, differs from the calculated quantity, enter the actual inventory on hand in the **Qty. (Phys. Inventory)** field.


The related fields are updated accordingly.

NOTE

If the physical count reveals differences that are caused by items posted with incorrect location codes, do not enter the differences in the physical inventory journal. Instead, use the reclassification journal or a transfer order to redirect the items to the correct locations. For more information, see [Item Reclass. Journal or Create Transfer Orders](#).


2. To adjust the calculated quantities to the actual counted quantities, choose the **Post** action.

Both item ledger entries and physical inventory ledger entries are created. Open the item card to view the resulting physical inventory ledger entries.

3. Choose the  icon, enter **Items**, and then choose the related link.
4. To verify the inventory counting, open the item card in question, and then, choose the **Phys. Inventory ledger Entries** action.

To calculate the expected inventory in advanced warehouse configurations


Synchronize item ledger and warehouse before you perform the warehouse physical inventory, otherwise the results you post to the physical inventory journal and item ledger in the final part of the process will be the physical inventory results combined with other warehouse adjustments for the items that were counted. For more information, see [synchronize quantities in the item ledger and warehouse](#)

1. Choose the  icon, enter **Whse. Phys. Invt. Journal**, and choose the related link.
2. Choose the **Calculate Inventory** action. The **Whse. Calculate Inventory** batch job request page opens.
3. Set the filters to limit the items that will be counted in the journal, and then choose the **OK** button.

The application creates a line for each bin that fulfills the filter requirements. You can at this point still delete some of the lines, but if you want to post the results as a physical inventory, you must count the item in all the bins that contain it.

If you only have time to count the item in some bins and not others, you can discover discrepancies, register them, and later post them in the item journal using the **Calculate Whse. Adjustment** function.

To print the report to be used when counting

1. Choose the  icon, enter **Warehouse Physical Inventory List**, and choose the related link.
2. Open the report request page and print the lists on which you want employees to record the quantity of items that they count in each bin.

Employees can now proceed to count inventory and record any discrepancies on the printed report.

To enter and post the actual counted inventory in advanced warehouse configurations

1. When the counting is done, enter the counted quantities in the **Qty. (Phys. Inventory)** field in the warehouse physical inventory journal.

NOTE

In the warehouse physical inventory journal, **Qty. (Calculated)** field is filled in automatically on the basis of warehouse bin records and copies these quantities are copied to the **Qty. (Physical)** field on each line. If the quantity counted by the warehouse employee differs from what application has entered in the **Qty. (Physical)** field, you must enter the quantity actually counted.

2. When you have entered all the counted quantities, choose the **Register** action.

When you register the journal, application creates two warehouse entries in the warehouse register for every line that was counted and registered:

- If the calculated and the physical quantities differ, a negative or positive quantity is registered for the bin, and a balancing quantity is posted to the adjustment bin of the location.
- If the quantity calculated is equal to the physical quantity, application registers an entry of 0 for both the bin and the adjustment bin. The entries are the record that on the registering date, a warehouse physical inventory was performed, and there was no discrepancy in inventory for the item.

When you register the warehouse physical inventory, you are not posting to the item ledger, the physical inventory ledger, or the value ledger, but the records are there for immediate reconciliation whenever necessary. If you like to keep precise records of what is happening in the warehouse, however, and you counted all of the bins where the items were registered, you should immediately post the warehouse results as an inventory physical inventory. For more information, see [synchronize quantities in the item ledger and warehouse](#).

To perform cycle counting

Although you count all items in inventory at least once a year, you may have decided to count some items more often, perhaps because they are more valuable, or because they are very fast movers and a large part of your business. For this purpose, you can assign special counting periods to those items.


You can perform the cycle counting in either of the following ways depending on your warehouse setup. For more information, see [Setting Up Warehouse Management](#).

- If your location is not using directed put-away and pick (basic warehouse configuration), you use the **Phys. Inventory Journal** page in the **Inventory** menu, and the procedure is much the same as when you conduct a physical inventory without cycle counting.
- If your location is using directed put-away and pick (advanced warehouse configuration), you first use the **Whse. Phys. Invt. Journal** page, and then you use the **Item Journal** page to run the **Calculate Whse. Adjustment** function.


To set up counting periods

A physical inventory is typically taken at some recurring interval, for example monthly, quarterly, or annually. You can set up whatever inventory counting periods necessary.


You set up the inventory counting periods that you want to use and then assign one to each item. When you perform a physical inventory and use the **Calculate Counting Period** in the physical inventory journal, lines for the items are created automatically.

1. Choose the  icon, enter **Phys. Invt. Counting Periods**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

To assign a counting period to an item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item to which you want to assign a counting period.
3. In the **Phys Invt Counting Period Code** field, select the appropriate counting period.
4. Choose the **Yes** button to change the code and calculate the first counting period for the item. The next time you choose to calculate a counting period in the physical inventory journal, the item appears as a line on the **Phys. Invt. Item Selection** page. You can then begin to count the item on a periodic basis.

To initiate a count based on counting periods in basic warehouse configurations


1. Choose the  icon, enter **Phys. Inventory Journal**, and then choose the related link.
2. Choose the **Calculate Counting Period** action.

The **Phys. Invt. Item Selection** page opens showing the items that have counting periods assigned and

need to be counted according to their counting periods.

3. Perform the physical inventory. For more information, see [To perform a physical inventory](#).

To initiate a count based on counting periods in advanced warehouse configurations

1. Choose the  icon, enter **Whse. Phys. Invt. Journal**, and choose the related link.
2. Choose the **Calculate Counting Period** action.

The **Phys. Invt. Item Selection** page opens showing the items that have counting periods assigned and need to be counted according to their counting periods.


3. Perform the physical inventory. For more information, see [To perform a physical inventory](#).

NOTE

You must count the item in all the bins that contain the particular item. If you delete some of the bin lines that application has retrieved for counting on the **Whse. Phys. Inventory** page, then you will not be counting all the items in the warehouse. If you later post such incomplete results in the Phys. Inventory Journal, the amounts posted will be incorrect.

To adjust the inventory of one item

After you have made a physical count of an item in your inventory area, you can use the **Adjust Inventory** function to record the actual inventory quantity.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item for which you want to adjust inventory, and then choose the **Adjust Inventory** action.
3. In the **New Inventory** field, enter the inventory quantity that you want to record for the item.
4. Choose the **OK** button.

The item's inventory is now adjusted. The new quantity is shown in the ****Quantity on Hand **** field on the **Item Card** page.

You can also use the **Adjust Inventory** function as a simple way to place purchased items on inventory if you do not use purchase invoices or orders to record your purchases. For more information, see [Record Purchases](#).


NOTE

After you have adjusted inventory, you must update it with the current, calculated value. For more information, see [Revalue Inventory](#).

To adjust the inventory quantity of multiple items in basic warehouse configurations

On the **Item Journal** page, you can post item transaction directly to adjust inventory in connection with purchases, sales, and positive or negative adjustments without using documents.


If you often use the item journal to post the same or similar journal lines, for example, in connection with material consumption, you can use the **Standard Item Journal** page to make this recurring work easier. For more information, see [Working with Standard Journals](#).

1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **Post** action to make the inventory adjustments.

To adjust bin quantities in advanced warehouse configurations


If your location uses directed put-away and pick, use the **Whse. Item Journal** to post, outside the context of the physical inventory, all positive and negative adjustments in item quantity that you know are real gains, such as items previously posted as missing that show up unexpectedly, or real losses, such as breakage.

Unlike posting adjustments in the inventory item journal, using the warehouse item journal gives you an additional level of adjustment that makes your quantity records even more precise at all times. The warehouse thus always has a complete record of how many items are on hand and where they are stored, but each adjustment registration is not posted immediately to the item ledger. In the registering process, credits or debits are made to the real bin with the quantity adjustment and a counterbalancing entry is made in an adjustment bin, a virtual bin with no real items. This bin is defined in the **Invt. Adjustment Bin Code** on the location card.

1. Choose the  icon, enter **Whse. Item Journal**, and then choose the related link.
2. Fill in the header information.
3. Fill in the **Item No.** field on the line.
4. Enter the bin in which you are putting the extra items or where you have found items to be missing.
5. Fill in the quantity that you observe as a discrepancy in the **Quantity** field. If you have found extra items, enter a positive quantity. If items are missing, enter a negative quantity.
6. Choose the **Register** action.

To synchronize the adjusted warehouse entries with the related item ledger entries

At appropriate intervals as defined by company policy, you must post the warehouse adjustment bin records in the item ledger. Some companies find it appropriate to post adjustments to the item ledger every day, while others may find it adequate to reconcile less frequently.


1. Choose the  icon, enter **Item Journal**, and then choose the related link.
2. Fill in the fields on each journal line.
3. Choose the **Calculate Whse. Adjustment** action, and fill in the filters as appropriate in the batch job request page. The adjustments are calculated only for the entries in the adjustment bin that meet filter requirements.
4. On the **Options** FastTab, fill in the **Document No.** field with a number that you enter manually. Because no number series has been set up for this batch job, use the number scheme set up by the warehouse, or enter the date followed by your initials.
5. Choose the **OK** button. The positive and negative adjustments are totaled for each item and lines are created in the item journal for any items where the sum is a positive or negative quantity.
6. Post the journal lines to enter the quantity differences in the item ledger. The inventory in the warehouse bins now corresponds precisely to the inventory in the item ledger.

To reclassify an item's lot number

If you need to change attributes on item ledger entries, you can use the item reclassification journal. Typical attributes to reclassify include dimensions and sales campaign codes, but you also perform "system transfers" by reclassifying bin and location codes.

Special steps apply when you want to reclassify serial or lot numbers and their expiration dates. For more information, see [Work with Serial and Lot Numbers](#).

The following example is based on a location code. The steps are similar for other types of item attributes.

1. Choose the  icon, enter **Item Reclass. Journals**, and then choose the related link.
2. On the **Item Reclass. Journal** page, fill in the fields as necessary.
3. In the **Location Code** field, enter the item's current location code.

4. In the **New Location Code** field, enter the item's new location code.
5. Choose the **Post** action.

For information about transferring items with full control of quantities shipped and received, see [Transfer Inventory Between Locations](#).

See Also

[CountInventory Using Documents](#)
[Inventory Warehouse Management](#)
[Sales](#)
[Purchasing](#)
[Working with Business Central](#)

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View the Availability of Items

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From the context of a business task, you can get advanced information about when and where an item is available, such as when talking to a customer about a delivery date.

You can view the availability of all items per location, and you can view the availability of each item by event, by period, or by location. An event is any scheduled item transaction, such as a sales shipment or an inbound transfer receipt.

NOTE

Availability views by location require that you maintain inventory at more than one location. For more information, see [Set Up Locations](#).

If you use warehousing functionality, availability varies depending on allocations at the bin level when warehouse activities such as picks and movements occur and when the inventory reservation system imposes restrictions to comply with. A rather complex algorithm verifies that all conditions are met before allocating quantities to picks for outbound flows. For more information see [Design Details: Availability in the Warehouse](#).

In Business Central, availability figures are typically shown in two different fields, each with a different definition:

- The **Quantity on Hand** field, in some places named **Inventory**, shows the actual quantity today according to posted item ledger entries.
- The **Projected Available Balance** field is calculated and shows the quantity on hand plus scheduled receipts minus gross requirements. (In Business Central, scheduled receipts include quantities on purchase orders and inbound transfer orders. Gross requirements include quantities on sales orders and outbound transfer orders.)

TIP


The projected available balance is especially relevant to view in the **Item Availability by Periods** and **Item Availability by Event** pages because they contain the date dimension.

NOTE

The following procedures describe how to view advanced availability information from the items list and item card. You can also access the information from sales document lines for the item on the line. For more information, see [Sell Products](#).

To view the availability of an item according to when it will be received or shipped

You view the availability of an item according to scheduled item transactions on the **Availability by Event** page.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card of an item that you want to view availability for.


3. Choose the **Item Availability by** action, and then choose the **Event** action.

The **Item Availability by Event** page shows how the inventory quantity of the item will develop over time according scheduled shipment and receipt events. The page gives a condensed view that shows one line of accumulated information per time interval in which inventory quantities change. Time intervals where no events occurred are not shown. You can expand each line to show details about the event or events that caused the accumulated quantity on the line.

4. Choose the value in the **Projected Available Balance** field to view the item ledger entries or open documents that make up the value.

To view the availability of an item in different periods

You view the availability of an item over time for specified time periods on the **Item Availability by Periods** page.


1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card of an item that you want to view availability for.
3. Choose the **Item Availability by** action, and then choose the **Period** action.

The **Item Availability by Periods** page shows how the inventory quantity of the item will develop over time, shown for a period that you select, such as Day, Week, or Quarter.

4. Choose the value in the **Projected Available Balance** field to view the item ledger entries or open documents that make up the value.

To view the availability of an item at the locations where it is stored

You view the availability of an item at the different places where it is stored on the **Item Availability by Location** page.


1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card of an item that you want to view availability for.
3. Choose the **Item Availability by** action, and then choose the **Location** action.

The **Item Availability by Location** page shows how the inventory quantity of the item will develop in the future, shown for each location where it is stored.

4. Choose the value in the **Qty. on Hand** field to view the item ledger entries that make up the value.
5. Choose the value in the **Projected Available Balance** field to view the item ledger entries or open documents that make up the value.

To view the availability of all items by the location where they are stored

You view the availability of all your items across all your locations on the **Items by Location** page.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **Items by Location** action.

The **Items by Location** page shows for all your items how many are available at each location.

3. Choose the value in the **Qty. on Hand** field to view the item ledger entries that make up the value.

To view the availability of an item by its use in assembly or production BOMs

If an item is part of assembly or production BOMs as either a parent item or a component, you can view how many units of it are required on the **Item Availability by BOM Level** page. The page shows how many units of a parent item you can make based on the availability of child items on underlying lines. Any item that has an assembly or production BOM is shown on the page as a collapsible line. You can expand this line to see the underlying components and lower-level subassemblies with their own BOMs.

For example, you can use the page to determine whether you can fulfill a sales order for an item on a specified date by looking at its current availability and the quantities that can be supplied by its components. You can also use the page to identify bottlenecks in related BOMs.

On each line on the page for both parent items and child items, the following key fields specify the availability figures. You can use these figures to promise how many units of a parent you can supply if you start the related assembly process.

FIELD	DESCRIPTION
Able to Make Parent	Shows how many units of any subassembly in the top item you can make. The field specifies how many immediate parent units you can assemble. The value is based on availability of the item on the line.
Able to Make Top Item	Shows how many units of the top item you can make. The field specifies how many units of the top-line BOM item you can assemble. The value is based on availability of the item on the line.

To view the availability of an item according to demand for its parent

The **Item Availability by BOM Level** page shows information for the item on the card or document line that the page is opened for. The item is always shown on the top line. You can view information for other items or for all items by changing the value in the **Item Filter** field.

NOTE

By default, availability figures on the lines show the total availability of all items under the top item. These figures are displayed in the **Available Quantity** field, and the focus is on the top item. However, information about how many subassemblies you can make may be skewed. To get a true indication of how many of the shown subassemblies you can make, you must clear the **Show Total Availability** check box and then see the figure in the **Able to Make Parent** field.

The **Bottleneck** field specifies which item in the BOM structure restricts you from making a larger quantity than the quantity that is shown in the **Able to Make Top Item** field. For example, the bottleneck item can be a purchased component with an expected receipt date that is too late to make additional units of the top item by the date in the **Needed by Date** field.

To view the availability of an item by its units of measure

The **Item Availability by Unit of Measure** page shows the availability of an item in the units of measure that it is stored in.

NOTE

To keep this information accurate, you must convert item units of measure. For example, if you purchase an item in one unit of measure, such as boxes, and you sell items in another unit of measure, such as pieces, you must use an item journal to convert the units of measure, or "unbox" items. You can use a negative adjustment item journal line to reduce inventory in the purchase unit of measure, for example boxes, and a positive adjustment to increase inventory in the sales unit of measure, for example pieces.

Assembly Availability Page

The **Assembly Availability** page shows detailed availability information for the assembly item. It opens:

- Automatically from a sales order line in assemble-to-order scenarios when you enter a quantity that causes a component availability issue.
- Automatically from an assembly order header when you enter a value in the Quantity field that causes a component availability issue.
- Manually when you open it from an assembly order. On the Actions tab, in the Functions group, click Show Availability.

The **Details** FastTab shows detailed availability information for the assembly item, including how many of the assembly order quantity can be assembled by the due date based on availability of the required components. This is shown in the **Able to Assemble** field on the Details FastTab.

The value in the **Able to Assemble** field is shown in red font if the quantity is lower than the quantity in the **Remaining Quantity** field, indicating that there are not enough components available to assemble the full quantity.

The **Lines** FastTab shows detailed availability information for the assembly components.

If one or more assembly components are not available, then this is reflected in the **Able to Assemble** field on the line in question as a quantity less than the quantity in the **Remaining Quantity** field on the **Details** FastTab.

See Also

[Manage Inventory](#)

[Assembly Management](#)

[Work with Bills of Materials](#)

[Set Up Locations](#)

[Transfer Inventory Between Locations](#)

[Sell Products](#)

[Working with Business Central](#)

[General Business Functionality](#)

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Transfer Inventory Between Locations

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You can transfer inventory items between locations by creating transfer orders. Alternatively, you can use the item reclassification journal.

With transfer orders, you ship the outbound transfer from one location and receive the inbound transfer at the other location. This allows you to manage the involved warehouse activities and provides more certainty that inventory quantities are updated correctly.


With the reclassification journal, you simply fill in the **Location Code** and the **New Location Code** fields. When you post the journal, the item ledger entries are adjusted at the locations in question. With this method, warehouse activities are not managed.

NOTE

If you have items recorded in your inventory without a location code, for example from a time when you only had one warehouse, then you cannot transfer those items using transfer orders. Instead, you must use the reclassification journal to reclassify the items from a blank location code to an actual location code. For more information, see step 3 in [To transfer items with the item reclassification journal](#).

To transfer items, locations and transfer routes must be set up. For more information, see [Set Up Locations](#).

To transfer items with a transfer order

1. Choose the  icon, enter **Transfer orders**, and then choose the related link.
2. On the header of the **Transfer Order** page, fill in the fields as necessary. Hover over a field to read a short description.

NOTE

If you have filled in the **In-Transit Code**, **Shipping Agent Code**, and **Shipping Agent Service** fields on the **Trans. Route Spec.** page when you set up the transfer route, then the corresponding fields on the transfer order are filled in automatically.

When you fill in the **Shipping Agent Service** field, the receipt date at the transfer-to location is calculated by adding the shipping time of the shipping agent service to the shipment date.


3. To fill in the lines, either enter them manually or choose one of the following options on the under the **Functions** action:
 - Choose the **Get Bin Content** action to select existing items from a specific bin at the location.
 - Choose the **Get Receipt Lines** to select items that have just arrived at the transfer-from location.As a warehouse worker at the transfer-from location, proceed to ship the items.
4. Choose the **Post** action, choose the **Ship** option, and then choose the **OK** button.

The items are now in transit between the specified locations, according to the specifies transfer route.

As a warehouse worker at the transfer-from location, proceed to receive the items. The transfer order lines are the same as when shipped and cannot be edited.

5. Choose the **Post** action, choose the **Receive** option, and then choose the **OK** button.

To transfer items with the item reclassification journal

1. Choose the  icon, enter **Item Reclass. Journals**, and then choose the related link.
2. On the **Item Reclass. Journal** page, fill in the fields as necessary. Hover over a field to read a short description.
3. In the **Location Code** field, enter the location where the items are currently stored.

NOTE

To transfer items that have no location code, leave the **Location Code** field blank.

4. In the **New Location Code** field, enter the location that you want to transfer the items to.
5. Choose the **Post** action.

See Also

[Manage Inventory](#)

[Set Up Locations](#)

[Working with Business Central](#)

[Change Which Features are Displayed](#)

[General Business Functionality](#)

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Reserve Items


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You can reserve items for sales orders, purchase orders, service orders, assembly orders, and production orders. You can reserve items on inventory or inbound on open document or journal lines. You perform the work on the **Reservation** page.

Each line on the **Reservation** page, which you open to reserve items, displays information about one type of line (sales, purchase, journal) or inventory entry. The lines describe how many items are available to be reserved from each type of line or entry.

To reserve items for sales

The following describes how to reserve items from a sales order. The steps are similar for purchase, service, and assembly orders.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. On a sales order, on the **Lines** FastTab, choose the **Reserve** action. The **Reservation** page opens.
3. Select the line that you want to reserve the items from.
4. Choose one of the following actions.

FUNCTION	DESCRIPTION
Auto Reserve	To automatically reserve items on the Reservation page.
Reserve from Current Line	To reserve the items from the document on the line you have selected.
Cancel Reservation from Current Line	To cancel reservation of the items from the document on the line you have selected.


NOTE

If item tracking lines exist for the sales order, the reservation system will take you through special steps. For more information, see [To reserve a specific serial or lot number](#).

To reserve an item for a production order line

You can reserve items for production orders. You have to distinguish between production order lines, meaning the parent item, and production order components.

In the following procedure, a firm planned production order is used.

1. Choose the  icon, enter **Firm Planned Prod. Order**, and then choose the related link.
2. Open the firm planned production order you want to reserve parent items for.
3. Select the relevant production order line.
4. On the **Lines** FastTab, choose the **Reserve** action.


5. On the **Reservation** page, select the **Sales Line, Order** line, and then choose the **Reserve from Current Line** action.

The quantity you entered in the firm planned production order line is now reserved.

To reserve items for production order components

You can reserve items for production orders. You have to distinguish between production order lines, meaning the parent item, and production order components.

In the following procedure, a firm planned production order is used.

1. Choose the  icon, enter **Firm Planned Prod. Order**, and then choose the related link.
2. Open the firm planned production order you want to reserve component items for.
3. Select the relevant production order line.
4. On the **Lines** FastTab, choose **Line**, and then choose **Components**.
5. Select the relevant component line.
6. Choose On the **Lines** FastTab, choose the **Reserve** action.
7. On the **Reservation** page, select a line, and then choose the **Reserve from Current Line** action.

The quantity you entered in the firm planned production component line is now reserved.

To change a reservation

Sometimes, you may want to change an item reservation.

1. From the document line that you have reserved from, on the **Lines** FastTab, choose the **Reserve** action.
2. On the **Reservation** page, choose the **Reservation Entries** action.
3. The **Reservation Entries** page, update the **Quantity** field on the line you want to change.
4. Confirm the subsequent message, by choosing the **OK** button.

To cancel a reservation

Sometimes, you may want to cancel an item reservation.

1. From the document line that you want to cancel a reservation from, on the **Lines** FastTab, choose the **Reserve** action.
2. On the **Reservation** page, choose **Reservation Entries** action.
3. On the **Reservation Entries** page, choose the **Cancel Reservation** action.
4. Confirm the subsequent message, by choosing the **OK** button.

To reserve a specific serial or lot number

From outbound documents for item-tracked items, such as sales orders or production component lists, you can reserve specific serial or lot numbers. This may be relevant, for example, if you need production components from a specific lot to ensure consistency with earlier production batches, or because a customer has requested a specific serial number. For more information, see [Work with Serial and Lot Numbers](#).

This is referred to as a specific reservation, because you reserve from the quantity of Item X that belongs to Lot X. If you simply reserve from quantities of Item X, then it is a normal, non-specific, reservation. For more information, see [Design Details - Item Tracking and Reservations](#).

The following procedure is based on a sales order.

1. Choose the  icon, enter **Sales Orders**, and then select the related link.

2. Create a sales order line for an item-tracked item.
3. Assign serial and lot numbers to the sales order line. For more information, see [Work with Serial and Lot Numbers](#).
4. On the sales order line, choose the **Reserve** action.
5. Choose the **Yes** button to reserve specific serial or lot numbers.
6. In the **Item Tracking List** page, select the serial and lot number combination that you have just assigned.
7. Choose the **OK** button to open the **Reservation** page showing only supply with the specified item tracking number. If there are any non-specific reservations on any of the item tracking numbers that you have specified for this line, you are informed of the quantity that has already been reserved.
8. Choose either the **Auto Reserve** or the **Reserve from Current Line** action to create the reservation on the specific item tracking numbers.

See Also

[Inventory](#)

[Design Details: Reservation, Order Tracking, and Action Messaging](#)

[Design Details - Item Tracking and Reservations](#)

[Work with Serial and Lot Numbers](#)

[Working with Business Central](#)

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Work with Serial and Lot Numbers

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You can assign serial numbers and lot numbers to any outbound or inbound document, and its posted item tracking entries are displayed in the related item ledger entries. You perform the work on the **Item Tracking Lines** page, which you can open from an inbound or outbound document.

The matrix of quantity fields at the top of the **Item Tracking Lines** page displays the quantities and sums of item tracking numbers being defined on the lines. The quantities must correspond to those of the document line, which is indicated by 0 in the **Undefined** fields.

As a performance measure, application collects the availability information on the **Item Tracking Lines** page only once, when you open the page. This means that application does not update the availability information during the time that you have the page open, even if changes occur in inventory or on other documents during that time.

Items with serial or lot numbers can be traced both backwards and forward in the supply chain. This is useful for general quality assurance and for product recalls. For more information, see [Trace Item-Tracked Items](#).

About Picking Serial or Lot Numbers in the Warehouse

Outbound handling of serial or lot numbers is a frequent task in different warehouse processes.

In some processes, the inventory items do not carry serial or lot numbers, and the warehouse worker must assign new during the outbound handling, typically from a predefined number series.

In simple processes, the inventory items already carry serial or lot numbers, for example assigned during the put-away, and these numbers are automatically transferred through all outbound warehouse activities without interaction by warehouse workers.

In special situations for serial- or lot-numbered inventory, specific serial or lot numbers are defined on the source document, such as a sales order, which the warehouse worker must respect during the outbound warehouse handling. This may be because the customer requested a specific lot during the order process. When the inventory pick or warehouse pick document is created from an outbound source document where serial or lot numbers are already defined, then all fields on the **Item Tracking Lines** page under the inventory pick are locked for writing, except the **Qty. to Handle** field. In that case, the inventory pick lines specify the item tracking numbers on individual take and place lines. The quantity is already split into unique serial or lot number combinations because the sales order specifies the item tracking numbers to ship.

Item Tracking Availability

When you work with serial and lot numbers, Business Central calculates availability information for lot and serial numbers and shows it in the various item tracking pages. This lets you see how much of a lot or serial number is currently being used on other documents. This reduces errors and uncertainty caused by double allocations.

On the **Item Tracking Lines** page, a warning icon is shown in the **Availability, Lot No.** or **Availability, Serial No.** field if some or all of the quantity you have selected is already being used in other documents or if the lot or serial number is not available.

On the **Lot No./Serial No.-List** page, the **Lot No./Serial No.-Availability** page, and the **Item Tracking - Select Entries** page, information is displayed about how much quantity of an item is being used. This includes


the following information.

FIELD	DESCRIPTION
Total Quantity	The total number of item currently in inventory
Total Requested Quantity	The total number of items that are requested that will be used in this and other documents
Current Pending Quantity	The number of items that are requested that will be used on the current document but that is not yet committed to the database
Current Requested Quantity	The number of items that are requested that will be used on the current document
Total Available Quantity	The total number of items in inventory, minus the quantity of the item that are requested on this and other documents (total requested quantity), and minus the quantity that is requested but not yet committed on this document (current pending quantity)

If you work on the **Item Tracking Lines** page for a long period of time or if there is a great deal of activity with the item you are working with, then you can choose the **Refresh Availability** action. In addition, the availability of the item is automatically rechecked when you close the page to confirm that there are no availability problems.

To set up item tracking codes

An item tracking code reflects the different considerations a company has regarding the use of serial and lot numbers for items moving through the inventory.

1. Choose the  icon, enter **Item Tracking Codes**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. On the **Serial No.** and the **Lot No.** FastTabs, define policies of item tracking by serial and lot numbers respectively.

NOTE

If you want to track specific items or specific lots throughout their lifetime, you must choose the **SN Specific Tracking** and **Lot Specific Tracking** fields, respectively. As a result, when handling an outbound unit of an item with this item tracking code, you must always specify which existing serial number or which existing lot number to handle. This means that when selling a unit of the item, it must be applied against a specific pool of serial numbers or a specific lot number in inventory. Or in other words, a serial number or lot number assigned to the item when entering into inventory must follow that item type out of inventory.

As this particular setup field covers all possible transactions with the item, the individual inbound/outbound fields will also be selected. However, the individual inbound/outbound fields have nothing to do with application across inventory - they merely define your company's work flow concerning when to assign item tracking numbers.

To set up expiration rules for serial or lot numbers


For some items you might want to set up specific expiration dates and rules in the item tracking code. This functionality allows you to keep track of when specific serial numbers and lot numbers expire.

1. Select an existing item tracking code, and then choose the **Edit** action.
2. On the **Misc.** FastTab, select the following check boxes.

FIELD	DESCRIPTION
Strict Expiration Posting	Specifies that an expiration date assigned to the item tracking number as it entered inventory must be respected when it exits inventory.
Man. Expir. Date Entry Reqd.	Specifies that you must manually enter an expiration date on the item tracking line.
Ignore Expiration Dates	Specifies that you do not want to calculate expiration dates.

To set up warranties for serial or lot numbers

For some items, you might want to set up specific warranties in the item tracking code. This functionality allows you to keep track of when the warranties on specific serial or lot numbers in your inventory will run out.

1. Choose the  icon, enter **Item Tracking Codes**, and then choose the related link.
2. Select an existing item tracking code, and then choose the **Edit** action.
3. On the **Misc.** FastTab, fill in the **Warranty Date Formula** field, and then select the check box as follows.

FIELD	DESCRIPTION
Warranty Date Formula	Specifies the last day of warranty for the item.
Man. Warranty Date Entry Reqd.	Specifies that you must manually enter a warranty date on the item tracking line.


To assign serial or lot numbers during an inbound transaction

Companies may want to keep track of items from the moment they enter the company. In this situation, the purchase order is often the central document, although item tracking may be handled from any inbound document and its posted entries displayed in the related item ledger entries.

The exact rules for handling item tracking numbers across your company are governed by the setup on the **Item Tracking Code Card** page.

NOTE

To use item tracking numbers in warehouse activities, the **Lot Warehouse Tracking** and **SN Warehouse Tracking** setup fields must be selected, as they define the special principles in handling serial and lot numbers in warehouse activities.

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Select the relevant document line and on the **Lines** FastTab, choose the **Line** action, and then choose the **Item Tracking Lines** action.

You can assign serial or lot numbers in the following ways:

- Automatically, by choosing **Assign Serial No.** or **Assign Lot No.** to assign serial/lot numbers from

predefined number series.

- Automatically, by choosing **Create Customized SN** to assign serial/lot numbers based on number series you define specifically for the arrived items.
- Manually, by entering serial or lot numbers directly, for example, the vendor's numbers.
- Manually, by assigning a specific number to each item unit.

3. To assign automatically, choose the **Create Customized SN** action.

4. In the **Customized SN** field, enter the starting number of a descriptive serial number series, for example **S/N-Vend0001**.

5. In the **Increment** field, enter 1 to define that each sequential number increases by one.

The **Quantity to Create** field contains the line quantity by default, but you can modify it.

6. Select the **Create New Lot No.** check box to organize the new serial numbers in a distinct lot.

7. Choose the **OK** button.

A lot number with individual serial numbers is created according to the item quantity of the document line, starting from **S/N-Vend0001**.

The matrix of quantity fields in the header displays dynamically the quantities and sums of the item tracking numbers you define on the page. The quantities must correspond to those of the document line, which is signified by 0 in the **Undefined** fields.

When the document is posted, the item tracking entries are carried to the associated item ledger entries.

To assign a serial or lot number during an outbound transaction

There are two ways to add serial and lot numbers to outbound transactions:

- Selecting from existing serial or lot numbers. This applies when item tracking numbers have already been assigned during an inbound transaction. For more information, see [To select from existing serial numbers and lot numbers](#).
- Assigning new serial or lot numbers during outbound transactions. This applies when item tracking numbers are not assigned to items until they are sold and ready to be shipped.

The different rules for item tracking numbers are set up on the **Item Tracking Code Card** page.

NOTE

To assign item tracking numbers in warehouse activities, the **SN Warehouse Tracking** and **Lot Warehouse Tracking** check boxes must be selected on the item's item tracking code card.

1. Select the relevant document and, on the **Lines** FastTab, choose the **Order** action, and then choose the **Item Tracking Lines** action.

You can assign item tracking numbers in the following ways:

- Automatically, from predefined number series: Choose the **Assign Serial No.** or **Assign Lot No.** action.
- Automatically, based on parameters you define specifically for the outbound item: Choose the **Create Customized SN** action.
- Manually, by entering serial or lot numbers, without using a number series.

2. For this procedure, assign a serial number automatically by choosing **Assign Serial No.**

The **Quantity to Create** field contains the line quantity by default, but you can modify it.

3. Select the **Create New Lot No.** field to organize the new serial numbers in a distinct lot.
4. Choose the **OK** button to create a lot number and new individual serial numbers according to the quantity to handle on the related document line.

The matrix of quantity fields at the top displays dynamically the quantities and sums of the item tracking numbers that you define on the page. The quantities must correspond to those of the document line, which is signified by 0 in the **Undefined** fields.

When the document is posted, the item tracking entries are carried to the associated item ledger entries.

To select from existing serial or lot numbers

When you are working with items that require item tracking and you are creating outbound transactions, where the items go out of inventory, you typically need to select the lot or serial numbers from those that already exist in inventory.

The exact rules for handling item tracking numbers across your company are governed by the setup of the **Item Tracking Code** table.

NOTE

To handle item tracking numbers in warehouse activities, the item must be set up with SN/Lot Warehouse Tracking, as this dictates the special principles governing serial and lot numbers in the warehouse.

1. From any outbound document, select the line that you want to select serial or lot numbers for.
2. On the **Lines** FastTab, choose the **Actions** action, choose the **Line** or the **Item** action, and then choose the **Item Tracking Lines** action.
3. On the **Item Tracking Lines** page, you have three options for specifying lot or serial number:
 - Select the **Lot No.** or **Serial No.** field, and then select a number from the **Item Tracking Summary** page.
 - Choose the **Select Entries** action. The **Select Entries** page shows all lot or serial numbers along with availability information.
4. In the **Selected Quantity** field, enter the quantity of each lot or serial number that you would like to use.
5. Choose the **OK** button, and the selected item tracking information is transferred to the **Item Tracking Lines** page.
6. Type or scan in the item tracking number.

The matrix of quantity fields in the header dynamically displays the quantities and sums of the item tracking numbers you define on the page. The quantities must correspond to those of the document line, which is signified by 0 in the **Undefined** fields.

When you post the document line, the item tracking information is transferred to the associated item ledger entries.


To handle serial and lot numbers on transfer orders

Procedures for handling serial and lot numbers that are being transferred between different locations are similar to those applied when items are sold and purchased.

However, the transfer order is unique in that shipment and receipt are both done from the same transfer line and, therefore, use the same instance of the **Item Tracking Lines** page. This means that item tracking numbers

shipped from one location must be received unchanged at the other location.

The exact rules for handling item tracking numbers across your company are governed by the setup of the **Item Tracking Code** table.

1. Choose the  icon, enter **Transfer Orders**, and then choose the related link.
2. Open the transfer order you want to process. On the **Lines** FastTab, choose the **Line** action, choose the **Item Tracking Lines** action, and then choose the **Shipment** action.
3. On the **Item Tracking Lines** page, assign or select serial or lot numbers as for any other outbound item transaction.

When handling serial and lot numbers for transfer items, the items typically have numbers already assigned to them. Therefore, the process typically consists of selecting from existing serial or lot numbers.

4. Post the transfer order, first ship and then receive, to record that the items are transferred carrying their item tracking entries.

During the transfer, the **Item Tracking Lines** page remains locked for writing.

To handle serial and lot numbers when getting receipt lines from a purchase invoice

When you use functionality to get posted receipt or shipment lines from related invoices or credit memos, then any item tracking lines on the warehouse documents are transferred automatically, however, they are processed in a special way.


The functionality supports the following inbound processes:

- **Get Receipt Lines** - from a purchase invoice.
- **Get Return Shipment Lines** - from a purchase credit memo.

The functionality supports the following outbound processes:

- **Get Shipment Lines** - from a sales invoice or combined shipments.
- **Get Return Receipt Lines** - from a sales credit memo.

In these situations, the existing item tracking lines are copied automatically to the invoice or credit memo, but the **Item Tracking Lines** page does not permit changes to the serial or lot numbers. Only the quantities can be changed.

1. Choose the  icon, enter **Purchase Invoices**, and then select the related link.
2. Open a purchase invoice for items that are purchase with serial or lot numbers.
3. From a purchase invoice line, on the **Lines** FastTab, choose the **Get Receipt Lines** action.
4. On the **Get Receipt Lines** page, select a receipt lines that has item tracking lines, and then choose the **OK** button.

The source document is copied to the purchase invoice as a new line, and its item tracking lines are copied to the underlying **Item Tracking Lines** page.

5. In the purchase invoice, select the transferred receipt line.
6. On the **Lines** FastTab, choose the **Line** action, and then choose the **Item Tracking Lines** action to see the transferred item tracking lines.

The contents of the **Serial No.** and **Lot No.** fields are not editable. However, you can delete complete lines or

change the quantities to match changes being made on the source line.

To record serial or lot number information

If you need to link special information to a specific item tracking number, for example, for quality assurance, you can do so in a serial or lot number information card.


1. Open a document that has serial or lot numbers assigned.
2. Open the **Item Tracking Lines** page for the document.
3. Choose, for example, the **Serial No. Information Card** action.

The **Serial No.** and **Lot No.** fields are prefilled from the item tracking line.

4. Enter a short piece of information in the **Description** field, for example about the condition of the item.
5. Choose the **Comment** action to create a separate comment record.
6. Select the **Blocked** check box to exclude the serial or lot number from any transactions.

You can modify created serial or lot information cards later.


To modify existing serial or lot number information

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select an item that has an item tracking code and has serial or lot number information.
3. From the **Item Card** page, choose the **Entries** action, and then choose **Ledger Entries**.
4. Choose the **Lot No.** or **Serial No.** field. If information exists for the item tracking number, then the **Lot No. Information List** or **Serial No. Information List** page opens.
5. Select a card, and then choose the **Lot No./Serial No. Information Card** action.
6. Modify the short description text, the comment record, or the **Blocked** field.

You cannot modify the serial or lot numbers or quantities. To do so, you must reclassify the item ledger entry in question. For more information, see [To reclassify lot or serial numbers](#).

To reclassify serial or lot numbers

Reclassifying item tracking for an item means changing a lot or serial number to a new lot or serial number or changing the expiration date to a new expiration date. If you are working with lots, you can also merge multiple lots into one. You perform these tasks using the item reclassification journal.

1. Choose the  icon, enter **Item Reclass. Journal**, and then choose the related link.
2. Fill in the line with the relevant information. For more information, see [Count Inventory Using Documents](#) or [Count, Adjust, and Reclassify Inventory Using Journals](#).
3. Choose the **Item Tracking Lines** action.
4. In the **Serial No.** or **Lot No.** field, select the current serial or lot number.
5. If you want to enter a new item tracking number, enter it in the **New Serial No.** or **New Lot No.** field. If you want, you can merge one or more lots to one new or existing lot.

NOTE

Be aware that when you reclassify expiration dates, then the items with the earliest expiration dates for outbound transactions are suggested first. For more information, see [Picking by FEFO](#).

6. If you would like to enter a new expiration date for the serial or lot number, enter it in the **New Expiration Date** field.

IMPORTANT

If you are reclassifying a lot to the same lot number but with a different expiration date, you must reclassify the entire lot, using one item reclassification journal line. If you are reclassifying more than one lot to one new lot number, meaning that you are merging more than one lot into one new lot, you must enter the same new expiration date for all the lots. If you are reclassifying one existing lot to a second existing lot that has a different expiration date, you must use the expiration date from the second lot. If you leave the **New Expiration Date** field blank, the lot or serial number will be reclassified with a blank expiration date.

7. If you have existing information on the old serial or lot number, you can copy it to the new serial or lot number.
 - a. On the **Item Tracking Lines** page, choose the **New Serial No. Information** action or the **New Lot No. Information** action.
 - b. To copy information from the old lot or serial number, choose the **Copy Info** action.
 - c. In the information list page, select the lot or serial number that you would like to copy from, and choose the **OK** button.
8. If you want to modify the existing information for the lot or serial number, you can record lot or serial information.
9. Post the journal to link the renewed item tracking numbers or expiration dates to the associated item ledger entry

See Also

[Trace Item-Tracked Items](#)

[Inventory](#)

[Design Details: Item Tracking Design Details - Item Tracking and Reservations](#)

[Reserve Items](#)

[Working with Business Central](#)

NOTE

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Use Item Cross References

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If you set up a cross reference between the item description that you use for an item and the description that the vendor of that item uses, then the vendor's item description is automatically inserted on purchase documents for the vendor when you fill in the **Cross-Reference No.** field. The same functionality applies for customer item numbers on sales documents.

The following procedures describe how to use item cross references on the purchase side. The steps are similar for the sales side.

NOTE

It's becoming more common for item identifiers such as GTINs or GUIDs to contain 30 or more characters, which is more than the current feature for item cross references can handle. If you need to use references that contain more than 30 characters, your administrator can turn on the **Write longer item references** feature on the [Feature Management](#) page (link requires that you have a Business Central tenant). How you use references doesn't change, but the names of things like pages and buttons will. For example, the **Item Cross-Reference Entries** page will become the **Item Reference Entries** page.


To set up an item cross reference to a vendor's item description

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for an item for which you want to create a cross reference to the item description that the vendor uses for that item.
3. Choose the **Cross References** action.

If you cannot find the **Cross References** action, choose to view more options, and then find it under **Related > Item**.

4. On a new line on the **Item Cross-Reference Entries** page, fill in the fields as necessary. Hover over a field to read a short description..

To enter a vendor's item description on a purchase order

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Create a purchase order for the vendor that you set up an item cross reference for in the previous procedure.
3. Create a purchase line for the item that you set up an item cross reference for in the previous procedure.
4. In the **Cross-Reference No.** field, select the item cross reference that you have created, and then choose the **OK** button.

The **Description** field on the line is overwritten with the vendor's item description, as set up on the item cross-reference entry.

See Also

[Register New Items](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Trace Item-Tracked Items

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You can see where an item-tracked item was used, including how and when it was received or produced, transferred, sold, consumed, or returned. You can also find all current instances of a specific serial or lot number in the database. You do this by using the Item Tracing and the [Find Entries](#) features.


These features can be particularly useful in quality control when you need to find out which customers received products with a particular lot number or when you need to find out which lot a defective component came from.

On the **Item Tracing** page, you can trace forwards and backwards in a sequence of posted inventory transactions for the serial or lot number.

On the **Find Entries** page, you cannot see the sequence of transactions, but you can see all records of the serial or lot number, both posted entries and open records.

The two features can be used in combination by transferring a traced serial or lot number to the **Find Entries** page to finish a complete trace scenario. For more information, see [Walkthrough: Tracing Serial-Lot Numbers](#).

To trace item-tracked items

1. Choose the  icon, enter **Item Tracing**, and then choose the related link.
2. In the filter fields at the top of the page, enter the specific item numbers or a filter on the item numbers that you would like to trace.
3. In the **Show Components** field, select whether you would like to also see where the components for the items came from. Your options in this field are as follows.

FIELD	DESCRIPTION
No	Select this option if you do not want to see any components.
Item-tracked Only	Select this option if you want to see only components that have lot or serial numbers.
All	Select this option if you want to see all components.

4. In the **Trace Method** field, select the method you would like to use for tracing the item. The options are as follows

FIELD	DESCRIPTION
Usage->Origin	This method traces the item starting from where it was used to where it came from. For instance, if a manufactured item was sold to a customer, the Item Tracing page shows this with the sales shipment line first, which you can then expand to see from which production order it came.

FIELD	DESCRIPTION
Origin->Usage	This method traces the item starting from where it came into inventory to where it was used. For instance, if a manufactured item was sold to a customer, the Item Tracing page shows this with the finished production order first, which you can then expand to see sale shipment lines where the item was used.

5. Choose the **Trace** action to run the trace.

NOTE


If you have received the same lot on more transactions, then the **Item Tracing** page may not show all transactions. Only applied transactions are shown.

NOTE

If additional transaction history under an item tracing line has already been traced by another line above it, then the **Already Traced** check box is selected. To provide a simpler view, such underlying lines are not shown.

To find the item tracing lines where the transaction history has already been traced, choose the **Go to Already Traced** button. The item tracing line in question is selected, and all underlying lines are expanded.

To find item-tracked items with Find Entries

1. Choose the  icon, enter **Find Entries**, and then select the related link.
2. Choose **Actions > Find by > Find by Item Reference**.
3. In the **Serial No.** and **Lot No.** fields, enter the item tracking numbers that you want to trace.
4. Choose the **Find** action to find all instances of the serial or lot number in the database.

See Also

[Inventory](#)

[Design Details: Item Tracking Design Details - Item Tracking and Reservations](#)

[Reserve Items](#)

[Working with Business Central Walkthrough: Tracing Serial-Lot Numbers](#)

[Find Entries](#)

NOTE

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Block Items from Sales or Purchasing

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You can block an item from being entered on lines in sales or purchase documents, and you can block it from being posted in any transaction. For example, this is useful when an item has a known defect. If someone chooses a blocked item on a sales or purchase document a message will inform them that the item is blocked.

The following table describes what occurs when items are blocked.


OPTION	DESCRIPTION
Sales Blocked	You cannot enter the item in a sales document or in a sales item journal.
Purchasing Blocked	You cannot enter the item in a purchase document, in a purchase item journal, or in purchase planning processes.
Blocked	You cannot use the item for any item transaction.

NOTE


Blocked items can be returned. This means that none of the above settings apply when the item is used on return orders and credit memos.

When you use the **Copy from Document** function to create new documents based on existing documents, you are notified if any items on the source document lines are blocked. The blocked document lines are excluded from the new document, and a notification shows an overview of all document lines that are blocked in the source document.


To block an item from being entered on sales lines

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item that you want to block, and then select the **Sales Blocked** check box.

To block an item from being entered on purchase lines

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item that you want to block, and then select the **Purchasing Blocked** check box.

To block an item from being posted

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item that you want to block, and then select the **Blocked** check box.

See Also

[Register New Items Inventory](#)

NOTE

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Work with Responsibility Centers


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Responsibility centers provide the ability to handle administrative centers. A responsibility center can be a cost center, a profit center, an investment center, or other company-defined administrative center. Examples of responsibility centers are a sales office, a purchasing department for several locations, and a plant planning office. Using this functionality, for example, companies can set up user-specific views of sales and purchase documents related exclusively to a particular responsibility center.


Using multiple locations together with responsibility centers provides the ability to manage business operations in the most flexible, yet optimal way.

Multiple locations allows companies to manage their inventory in multiple locations using one database. Two concepts, locations and stockkeeping units, are the cornerstones of this granule. A location is defined as a place that handles physical placement and quantities of items. The concept is broad enough to include locations such as plants or production facilities as well as distribution centers, warehouses, showrooms and service vehicles. A stockkeeping unit is defined as an item at a specific location and/or as a variant. Using stockkeeping units, companies with multiple locations are able to add replenishment information, addresses, and some financial posting information at the location level. As a result, they have the ability to replenish variants of the same item for each location as well as to order items for each location on the basis of location-specific replenishment information.

To set up a responsibility center

1. Choose the  icon, enter **Responsibility Centers**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

If you are using responsibility centers to administer your company, it can be useful to have a default responsibility center for your company.

4. Choose the  icon, enter **Company Information**, and then choose the related link.
5. In the **Responsibility Center** field, enter a responsibility center code.

This code will be used on all purchase, sales, or service documents, if the user, customer, or vendor has no default responsibility center. On any sales, purchase, or service document, you can enter another responsibility center than the default.


NOTE

When you enter a responsibility center code on a document, it affects the address, dimensions, and prices on the document.

To assign responsibility centers to users

You can set up users so that in their daily routines application retrieves only the documents relevant for their particular work areas. Users are usually associated with one responsibility center and work only with documents related to specific application areas at that particular center.

To set this up, you assign responsibility centers to users in three functional areas: Purchases, Sales, and Service Management.

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. On the **User Setup** page, select the user you want to assign a responsibility center to. If the user not is on the list, you must enter a user ID in the **User ID** field.
3. In the **Sales Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to sales.
4. In the **Purchase Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to purchasing.
5. In the **Service Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to service management.

NOTE

Users can view only those posted documents that related to their own responsibility center. However, they can view all ledger entries and navigate to other posted documents from the ledger entries.

See Also

[Setting Up Inventory](#)

[Setting Up Warehouse Management Inventory](#)[Warehouse Management](#)

[Warehouse Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

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Project Management

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In Business Central, you can perform common project management tasks, such as configuring a job and scheduling a resource, as well as providing the information needed to manage budgets and monitor progress. You can track machine and employee hours on the project by using time sheets. As a project manager, you have a good overview, not only of individual jobs, but also of the allocation of employees, machinery and other resources being used in all projects.

Before you can use Business Central to manage projects, you must set up resources, time sheets, and jobs. For more information, see [Setting Up Project Management](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create jobs, assign job tasks, and prepare job planning lines.	Create Jobs
Allocate resources to jobs and manage resource prices.	Use Resources for Jobs
Create a time sheet with integrated job task and planning lines and post time sheet lines to a job journal.	Use Time Sheets for Jobs
Budget for resources to be used in jobs and compare actual item and resource usage to budgeted usage to improve the quality and cost efficiency of future projects.	Manage Job Budgets
Review and record usage on various parts of your job, which is automatically updated as you modify and transfer information from job planning lines to job journals or job invoices for posting.	Record Usage for Jobs
Purchase supplies for a job, either on purchase orders or invoices, and record item and time usage.	Manage Job Supplies
Learn about WIP (Work in Process), a feature that ensures correct financial statements and enables you to estimate the financial value of jobs that are ongoing.	Understanding WIP Methods
Post the consumption of materials, resources, and other expenses of job work in process (WIP) to monitor its financial value and to maintain correct financial statements even though you post job expenses before invoicing the job.	Monitor Job Progress and Performance
Record job costs for resource usage, materials, and job-related purchases on an on-going basis and invoice the customer, either when the job is finished or according to an invoicing schedule.	Invoice Jobs

Get started with projects

Project management is complicated enough in itself, and learning how to create jobs and managing work in process in a new tool can be another complication. To help you get started with project management in Business

Central, you can see [a video about creating jobs](#) on the Business Central YouTube channel.

See Also

[Setting Up Project Management](#)

[Video: How to create a job in Dynamics 365 Business Central](#)

[Change Which Features are Displayed](#)

[Purchasing](#)

[Sales](#)

[Finance](#)

[Working with Business Central](#)

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Create Jobs

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When you start a new project, you must create a job card with integrated job tasks and job planning lines, structured in two layers.

The first layer consists of job tasks. You must create at least one job task per job because all posting refers to a job task. Having at least one job task in your job enables you to set up job planning lines and to post consumption to the job.

The second layer consists of job planning lines, which specify the detailed use of resources, items and various general ledger expenses.


The layer structure enables you to divide the job into smaller tasks, and therefore use more specific details in budgeting, quotes, and registration. In addition, it gives you insight into how a job is progressing. For example, you can track whether you are meeting designated milestones or if you are on target to meet budget expectations.

TIP

Choose the **New Job** action on the **Project Manager** Role Center to launch an assisted setup guide that takes you through the steps of creating a job with integrated tasks and planning lines. The following procedure describes how to perform the steps manually. For an example of how to create a job manually, see [Video: How to create a job in Dynamics 365 Business Central](#).

To create a job card

You create a job card and then create job task lines and job planning lines for it.


1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields as necessary. Hover over a field to read a short description.
3. To specify the job with information on other jobs, choose the **Copy Job** action, fill in the fields as necessary, and then choose the **OK** button.

NOTE

If you are using time sheets with your job, you must also designate a person responsible. This person can approve time sheets for the employee tasks associated with the job. For more information, see [Set Up Timesheets](#).

To create tasks for a job

A key part of creating a job is to specify the various tasks involved in the job. You do this by adding new lines on the **Tasks** FastTab on the **Job Card** page, one task per line. Every job must have at least one task.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open the job card for a relevant job.
3. On the **Tasks** FastTab, fill in the fields as necessary on a new line.
4. To indent tasks and create a hierarchy, Choose the **Tasks** action, the then choose **Indent Job Tasks** action.
5. Repeat steps 3 and 4 for all the tasks that you need for the job.

- To specify the job tasks with information on other job tasks, choose the **Copy Job Tasks from** action, fill in the fields as necessary, and then choose the **OK** button.


To create planning lines for a job

You can refine your new job tasks on job planning lines. A planning line can be used to capture any information that you want to track for a job. You can use planning lines to add information such as what resources are required or to capture what items are needed to perform the job. For example, if you have a task to obtain customer approval of a job, you can associate that task with planning lines for items such as meeting with the customer and assigning a resource.

A job planning line can have one of the following types.

TYPE	DESCRIPTION
Budget	Provides estimated usage and costs for the job, typically in a time and materials type project. Planning lines of this type cannot be invoiced.
Billable	Provides estimated invoicing to the customer, typically in a fixed price project.
Both Budget and Billable	Provides budgeted usage equal to what you want to invoice.

Note. As you enter information on job planning lines, cost information is automatically filled in. For example, the cost, price, and discount for resources and items are initially based on the information that is defined on the resource and item cards.

- Choose the  icon, enter **Jobs**, and then choose the related link.
- Open a relevant job card.
- Select a job task for which the **Job Task Type** field contains **Posting**, and then choose the **Job Planning Lines** action.
- On the **Job Planning Lines** page, on a new line, fill in the fields as necessary.
- Repeat steps 3 and 4 for all planning lines that you need for the job task.

See Also

[Project Management](#)

[Video: How to create a job in Dynamics 365 Business Central](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

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Use Resources for Jobs

2/18/2021 • 2 minutes to read • [Edit Online](#)

You record the usage of resources in the job journal to keep track of costs, prices, and the work types that are linked to jobs. For more information, see [Record Usage for Jobs](#).

NOTE


You can also purchase external resources, for example, to invoice a vendor for work delivered. For more information, see [Record Purchases](#).

You can also post the usage of a resource in a resource journal. Entries posted in a resource journal have no effect on the general ledger.

To assign resources to jobs


You assign resources to jobs by creating job planning lines for the job. For more information, see [Create Jobs](#).

To record resource usage for a job

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. Open a relevant job journal batch, and then fill in the fields as necessary. Hover over a field to read a short description.
3. When the journal is complete, choose the **Post** action.

To adjust resource prices

If you want to change costs or prices for a large number of resources, you can use a batch job.


1. Choose the  icon, enter **Adjust Resource Costs/Prices**, and then choose the related link.
2. Fill in the fields on a line as necessary, and then choose the **OK** button.

NOTE

This batch job does not create or adjust alternate costs or prices for resources. It only changes the contents of the field on the resource card for the **Adjust Field** field that you selected in the batch job. The adjustment will take effect immediately for resources, so check your adjustment factors before you run the batch job.


To get resource price change suggestions based on existing alternate prices

If you have already set up alternate resource price for some resources, you can use a batch job to set up multiple alternate resource prices.

1. Choose the  icon, enter **Resource Price Changes**, and then choose the related link.
2. Choose the **Suggest Res. Price Chg. (Price)** action, and then fill in the fields as necessary.
3. Choose the **OK** button.
4. When the batch job is finished, the **Resource Price Changes** page shows the results of the batch job.


To get resource price change suggestions based on standard prices

If you want to set up multiple alternate resource prices based on the standard prices on the resource cards, you can use a batch job.

1. Choose the  icon, enter **Resource Price Changes**, and then choose the related link.
2. Choose the **Suggest Res. Price Chg. (Res.)** action, and then fill in the fields as necessary.
3. Choose the **OK** button.
4. When the batch job is finished, open the **Resource Price Changes** page to see the results of the batch job.

To get resource price change suggestions based on alternate prices

If you have already set up alternate resource price for some resources, you can use a batch job to set up multiple alternate resource prices.

1. Choose the  icon, enter **Suggest Res. Price Chg. (Price)**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **OK** button.
4. When the batch job is finished, open the **Resource Price Changes** page to see the results of the batch job.

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Use Time Sheets for Jobs

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You use the **Create Time Sheets** batch job to set up time sheets for a specified number of time periods or weeks. You must have permissions to be able to create time sheets.


You can copy and use your job planning lines in a time sheet. In that way, you must only enter the information in one place and the line information is always correct.

After you have approved time sheet entries for a job, you can post them to the relevant job journal or resource journal.

Before you can use time sheets, you must set up general information and specify an administrator and one or more approvers of time sheets. For more information, see [Set Up Time Sheets](#).

To create a time sheet

You can use the **Create Time Sheets** batch job to set up time sheets for a specified number of time periods or weeks. Then, the time sheet owner can open it and record time that has been spent on a task.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. On the **Time Sheet List** page, choose the **Create Time Sheets** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

NOTE


The **Use Time Sheet** and **Time Sheet Owner User ID** fields must be filled in on the card for the resource of the time sheet.

4. Choose the **OK** button.

You can view the time sheets that you have created on the **Time Sheet list** page.

To copy job planning lines to a time sheet

The following procedure describes how to quickly add job planning lines to a time sheet.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. On the **Time Sheet List** page, select a time sheet for the relevant time period, and then choose the **Edit Time Sheet** action.
3. Choose the **Create lines from job planning** action. Any job planning lines in the time sheet time period are copied to the time sheet for the person or machine in the **Resource No.** field on the time sheet.

To define work types and add one to a time sheet


You can define the work type for all time sheet lines for jobs. In this way, you can add information that you need to bill the customer for different types of work.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. Open the relevant time sheet.

3. Choose the **Description** field.
4. On the **Time Sheet Line Job Detail** page, choose the **Work Type Code** field, and select a work type from the list, such as **Miles**.
5. If no work types exist, choose the **New** action.
6. On the **Work Types** page, fill in the fields as necessary.
7. Repeat step 4 to assign the new work type to the time sheet.

To reuse time sheet lines in other time sheets


If your time sheet information remains the same from time period to time period, you can save time by copying the lines from the previous time period. Then, you just enter your time usage for the new period.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. Open the time sheet for a period later than the period for an existing time sheet with lines.
3. Choose the **Copy Lines from Previous Time Sheet** action.

The lines are copied, including details such as type and description. For example, if the line is related to a job, the **Job No.** is copied. All copied lines have the status **Open**. You can now modify the lines as needed.

To fill in a time sheet lines and submit for approval

Time sheet registration is tracked in hours, the standard base unit of measure for resources. By default, a time sheet shows the common work days of Monday through Friday.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. Select a time sheet for the relevant time period, and then choose the **Edit Time Sheet** action.
3. Fill in the fields on a line as necessary. Enter the number of hours used by the resource on each day of the week.

TIP

You can review the sum of time sheet hours that you have entered in the **Actual/Budgeted Summary** FactBox.

4. Repeat step 3 for other work types that the resource performs.
5. Choose the **Submit** action, and then choose the **All open lines** action to submit all lines or the **Selected lines only** action to submit only the lines that are selected on the **Time Sheet** page.

NOTE

You can only submit time sheet lines for which you have entered time.

6. To modify information on a line that has been set to **Submitted**, select the line, and then choose the **Reopen** action.


NOTE

A manager may reject a time sheet line that is submitted for approval. If a line has a status of **Rejected**, you can make changes to the line, and then choose **Submit** again.

7. Choose the **OK** button.

To approve or reject a time sheet

A time sheet must be submitted for approval before it can be used. You can approve and reject individual lines on a time sheet or send them back to the submitter for additional action. A time sheet can be approved in two ways:


- A time sheet administrator can approve any time sheet.
 - The person who is specified in the **Time Sheet Approver User ID** field on a resource card can approve that resource's time sheets. For more information, see [Set Up Time Sheets](#).
1. Choose the  icon, enter **Manager Time Sheets**, and then choose the related link.
 2. Select a time sheet from the list.
 3. On the **Time Sheet** page, choose the **Approve** action, and then choose the **All submitted lines** action to approve all lines or the **Selected lines only** action to approve only the lines that are selected on the **Time Sheet** page.
 4. Choose the **OK** button.
 5. Alternatively, choose the **Reject** action and follow steps 4 through 5.

TIP

Use the **Time Sheet Status** and **Actual/Budgeted Summary** FactBoxes to get an overview of time sheet information.

After you have approved or rejected a time sheet, it cannot be modified unless it is first reopened. The following procedure explains how to reopen an approved or rejected time sheet.

To reopen a time sheet

1. Choose the  icon, enter **Manager Time Sheets** or **Time Sheets**, and then choose the related link.
2. Open a time sheet from the list.

NOTE

You can only reopen lines that have the status **Approved**. You cannot reopen lines that have the status **Rejected**. You cannot reopen a time sheet if it has been posted.

3. On the **Time Sheet** page, choose the **Reopen** action, and then choose the **All submitted lines** action to reopen all lines or the **Selected lines only** action to reopen only the lines that are selected on the **Time Sheet** page.
4. Choose the **OK** button. The status of the time sheets line or lines is changes to **Submitted**.

To view and approve time sheets by job

On a job, you can specify a person who is responsible for the job. That information is linked to time sheet lines, and can be used to provide a list of the time sheets that a project manager is required to review and approve. For example, the team project manager may be responsible for certain jobs in your company. In that case, the manager should be designated as the **Person Responsible** on the job card. In this view of time sheet information, you can see the job tasks associated with a job and the quantity of hours used.

NOTE

To be able to approve time sheets in the **Manager Time Sheet by Job** window, you must first select a **Time Sheet by Job Approval** option in the **Resources Setup** page. For more information, see [Set Up Resources](#).

To approve or reject a time sheet by job

1. In the **Search** box, enter **Manager Time Sheet by Job**, and then choose the related link. Microsoft Dynamics NAV displays a list of time sheet lines associated with the jobs for which you have responsibility.
2. On the **Home** tab, choose **Approve**. Choose **All** to approve all lines. Choose **Selected** to approve only selected lines.

NOTE

You can only approve time sheets that have the status of **Submitted**.


3. To provide additional information about the approval or rejection, select a time sheet line, and on the **Navigate** tab, select **Comments**. In the **Date** field, enter a date, and then enter a comment in the **Comment** field.
4. Choose the **OK** button.

NOTE

After you have approved or rejected a time sheet line by job, it cannot be reopened or modified in the **Time Sheet** window.


To post time sheet lines in a resource journal

After you have approved time sheet entries for a resource, you can post them to the relevant resource journal.

1. Choose the  icon, enter **Resource Journal**, and then choose the related link.
2. Choose the **Suggest Lines from Time Sheets** action.
3. Fill in the fields as necessary.
4. Choose the **OK** button. Entries for usage are created in the resource journal, where you can modify the information as needed.
5. Choose the **Post** action.
6. To verify the posting, choose the **Ledger Entries** action. The **Resource Ledger Entries** page opens showing the result of posting the resource journal.

To post time sheet lines in a job journal

After you have approved time sheet entries for a job, you can post them to the relevant job journal.

1. Choose the  icon, enter **Job Journal**, and then choose the related link.
2. Choose the **Suggest Lines from Time Sheets** action.
3. Fill in the fields as necessary.
4. Choose the **OK** button. Entries for usage are created in the job journal, where you can modify the information as needed.

NOTE

Information about work type and whether the work is chargeable is copied from the time sheet line. If needed, you can reduce the quantity of hours and do a partial posting. If you reduce the quantity, then the next time that you choose the **Suggest Lines From Time Sheets** action, the line that is created will contain the remaining quantity of hours.



5. Choose the **Post** action.
6. To verify the posting, choose the **Ledger Entries** action. The **Job Ledger Entries** page opens showing the result of posting the resource journal.

To archive time sheets

After you have posted time sheets, you can archive them for future reference. All time sheets lines must be posted before a time sheet can be archived.

NOTE

When you archive a time sheet, it is removed from the lists in both the **Time Sheets** page and the **Manager Time Sheets** page.

1. Choose the  icon, enter **Move Time Sheets to Archive**, and then choose the related link.
2. Fill in the fields as necessary, and then choose the **OK** button.
3. To review archived time sheets, choose the  icon, enter **Time Sheet Archives** or **Manager Time Sheet Archives**, and then choose the related link.

See Also

[Project Management](#)

[Setting Up Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

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Manage Job Budgets


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You can set up a budget for each job. The budget is used to plan the resources that you allocate to a job. The budget can be either general with few entries or it can contain more entries that are divided into activity levels. You can then compare the budgeted amounts with the actual usage as recorded in the job journal. By monitoring differences between actual usage and budgeted usage, you can control an ongoing project and improve the quality of future jobs by reducing the risk of underestimating costs.

The following procedure describes how to estimate budgeted costs during planning. For information about recording budgeted versus actual job prices and costs, see [Record Usage for Jobs](#).

To estimate the budgeted costs for a job

When a customer wants to know the price of a job that will be invoiced based on usage, you must have to determine the budgeted costs for the job. You use the **Job Task Lines** page to do this.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open a relevant job.
3. Select a task line of type Posting, and then choose the **Job Planning Lines** action.
4. On a new line, fill in the fields as necessary. Hover over a field to read a short description.

For the **Line Type** field, refer to the following information.

LINE TYPE	DESCRIPTION
Both Budget and Billable	The cost and price amounts entered on the planning line are the budgeted costs for the particular planning line. The price amount will be invoiced.
Budget	The customer is not charged for usage. Usage is not transferred to an invoice, but will still be used in the calculation of WIP.
Billable	The customer is charged for usage. Usage is transferred to the invoice, based on the quantity specified in the Qty. to Transfer to Invoice field.

NOTE

The **Planned Delivery Date** field for the planning line contains the date when usage related to the planning line is expected to be completed. It is also the date when the planning line may be transferred to a sales invoice and posted.

On the underlying job task on the **Job Card** page, the **Start Date** and **End Date** fields respectively contain the value of the **Planned Delivery Date** field on the earliest and latest job planning lines in the related **Job Planning Lines** page.

NOTE

When you fill in the **Quantity** field, all total price and total cost information will be calculated and filled in for that planning line. You can edit them at any time.

On the **Job Card** page, you can now see a summary of the total budgeted costs, budgeted price, billable cost and billable price for each task.

For information about recording budgeted versus actual job prices and costs, see [Record Usage for Jobs](#).

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Record Usage for Jobs

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On the **Job Planning Lines** page, you can review and record usage on various parts of your job, which is automatically updated as you modify and transfer information between jobs and job journals or job invoices. This requires that you have set up a job so that the **Apply Usage Link by Default** is turned on. For more information, see [Set Up Jobs](#).


For example, for planning lines of type **Budget**, you can enter the quantity of a resource, and indicate what quantity to transfer to the job journal. If the type of the planning line is **Billable**, you can enter the quantity of the resource, and indicate what quantity to transfer to an invoice. By comparing the quantity that has been transferred to the journal or invoice with the remaining quantity, you can quickly review usage information.

The following procedures describe how to record actual (billable) or budgeted job prices and costs. For information about estimating budgeted values during planning, see [Manage Job Budgets](#).

TIP

In the following sections, we use the term *record usage* to cover two tasks: Record job planning lines and invoice the customer accordingly.

To record usage for a job planning line of type Budget

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the relevant job, and then choose the **Job Planning Lines** action.
3. Select a job planning line of type **Budget** or **Both Budget and Billable** for which you want to record usage.
4. In the **Qty. To Transfer to Journal** field, enter the number that you want to transfer. The default quantity is the value that you enter in the **Quantity** field.

The **Remaining Quantity** field shows the quantity that remains to complete the job and be transferred to the journal.

5. Choose the **Create Job Journal Lines** action.

TIP


If you are going to add more job planning lines for this job, wait with this step until you have added all job planning lines.

6. On the **Job Transfer Job Planning Line** page, fill in the fields as necessary, and then choose the **OK** button. Hover over a field to read a short description.
7. Choose the **Open Job Journal** action.
8. On the **Job Journal** page, select the relevant line and then choose the **Post** action.
9. On the **Job Planning Lines** page, review the recorded usage by observing the **Quantity**, **Remaining Quantity**, and **Qty. To Transfer to Journal** fields.

10. Repeat steps 3 through 8 to record additional usage.

To record usage for a job planning line of type Billable

In the next task, you also record usage, but for a job planning line of type **Billable**. Typically, in this case, you invoice your usage, but you can also transfer it to a journal. However, when you do that, a job planning line of type **Budget** is created to match the billable line. For more information, see [Manage Job Budgets](#).

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the relevant job, and then choose the **Job Planning Lines** action.
3. Select a job planning line of type **Billable** for which you want to record usage.
4. In the **Qty. To Transfer to Invoice** field, enter the number that you want to transfer. The default quantity is the value that you enter in the **Quantity** field.

The **Quantity to Invoice** field shows the quantity that remains to complete the job and be invoiced.

5. Choose the **Create Sales Invoice** action.

TIP


If you are going to add more job planning lines for this job, wait with this step until you have added all job planning lines.

6. On the **Job Transfer to Sales Invoice** page, fill in the fields as necessary, and then choose the **OK** button.
7. Review the recorded usage by observing the **Quantity**, **Quantity to Invoice**, **Qty. To Transfer to Invoice** fields, and, if the sales invoice is posted, the **Qty. Invoiced** fields.
8. Repeat steps 3 through 7 to record additional usage.
9. To review a related posted sales invoice, choose the **Sales Invoices/Credit Memos** action.

If more than one invoice exists for this job, you must choose the relevant invoice on the **Job Invoices** page, and then choose the **Open Sales Invoice/Credit Memo** action.

To create job journal lines from job planning lines

When you are ready to post financial information for jobs, you must create job journal lines that you can post.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select a relevant open job, and then choose the **Job Planning Lines** action.
3. On the **Job Planning Lines** page, on a relevant job planning line, in the **Qty. to Transfer to Journal** field, enter the quantity that you want to transfer to a job journal.
4. Choose the **Create Job Journal Lines** action.
5. On the **Job Transfer Job Planning Line** page, fill in the fields as necessary.
6. Choose the **OK** button. Job journal lines are created.
7. To verify the transfer, open the relevant job journal batch and check the entries.
8. When the job journal lines are complete, choose the **Post** action.

To create job journal lines manually

1. Choose the  icon, enter **Job Journals**, and then choose the related link.


2. In the **Batch Name** field, choose a relevant job journal batch.
3. On a new line, enter document number, job number, job task number, type, and the quantity of the type being consumed.
4. When the job journal lines are complete, choose the **Post** action.

To review planning lines for a job ledger entry

After you have posted job journal lines, you can see the planning lines that are associated with the job journal entries that have been posted.

NOTE

This requires that the **Apply Usage Link by Default** check box has been selected for the job, or is the default setting for all jobs in your organization. For more information, see [Set Up Jobs](#).

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. Select a relevant job journal, and then choose the **Ledger Entries** action.
3. On the **Job Ledger Entries** page, choose **Show Linked Job Planning Lines** action.

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

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Manage Job Supplies


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Managing project supplies of items, services, and expenses is an integral and critical aspect of the execution of all jobs. You can use inventory quantities or make job-specific purchases using purchase orders or purchase invoices. For example, a service job on a computer requires a new disk. You create a purchase invoice to buy a new disk and record the job that it will be used on.

If the purchase process does not require that the physical transaction be recorded separately, then a purchase may be processed on the **Job G/L Journal** page. For more information, see [Record Usage for Jobs](#).

To purchase items or services for a job


The following procedure shows how to use a purchase invoice to purchase products for a job. The same steps apply when using a purchase order.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Choose the **New** action and fill in the fields as necessary. For more information, see [Record Purchases](#).
3. In the **Job No.** and **Job Task No.** fields, select the information of the job that you want to purchase items or services for. Use the personalization tools if a field is not visible. For more information, see [Personalize Your Workspace](#).

The value that you select in the **Job Line Type** field defines whether a planning line is created when you post the usage of the item. If the field contains **Billable**, then job planning lines that are ready to be invoiced to the customer are created. For more information, see [Invoice Jobs](#).

4. Choose the **Post** action.

To view the value of purchases for a job

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open a relevant job card.


On the **Tasks** FastTab, the **Outstanding Orders** field shows the total outstanding amount, in local currency, of inventory items and services on purchase documents for the job task line.

The **Amt. Rec. Not Invoiced** field shows the value of items delivered on purchase documents, but not yet invoiced.

3. Choose either of the fields to open the **Purchase Lines** page where you can review information about the related purchase document lines, including which items or services have been received.

To post a job-related expense

If you incur extraordinary or one-time job expenses, you can use the **Job G/L Journal** page to post them directly to the relevant job account.

1. Choose the  icon, enter **Job G/L Journals**, and then choose the related link.
2. Create a new line and enter information about the expense, including information in the **Job No.** and **Job Task No** fields.
3. When the journal is complete, choose the **Post** action.

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Understanding WIP Methods

2/18/2021 • 3 minutes to read • [Edit Online](#)

As a job progresses, materials, resources, and other expenses are consumed and must be posted to the job. Work in Process (WIP) is a feature that enables you to estimate the financial value of jobs in the general ledger while the jobs are ongoing. In many cases, you might post expenses for a job before invoicing a job. When only expenses have been posted, your financial statement will be inaccurate.

To track the value in the general ledger, you can calculate WIP and post the value to the general ledger. For more information, see [Monitor Job Progress and Performance](#).

Business Central supports the following methods of calculating and recording the value of work in process.

WIP METHOD	CALCULATION FORMULA	CALCULATION DESCRIPTION
Cost Value	<p>Recognized Revenue = Billable Invoiced Price</p> <p>Estimated Total Costs = Billable Total Price x Budget Cost Ratio</p> <p>WIP Costs = (Percentage of Completion - Invoiced %) x Estimated Total Costs</p> <p>Percentage of Completion = Usage Total Costs / Budget Total Costs Invoiced % = Billable Invoiced Price</p> <p>Billable Total Price Recognized Costs = Usage Total Costs - WIP</p>	<p>Cost value calculations start by calculating the value of what has been provided by taking a proportion of the estimated total costs based on percentage of completion. Invoiced costs are subtracted by taking a proportion of the estimated total costs based on the invoiced percentage.</p> <p>This calculation requires that the billable total price, budget total price, and budget total costs be correctly entered for the whole job.</p>
Cost of Sales	<p>Recognized Revenue = Billable Invoiced Price</p> <p>Recognized Costs = Budget Total Cost x Invoiced Percentage</p> <p>Invoiced % = Billable Invoiced Price / Billable Total Price</p> <p>(Invoiced % exists as column on job task lines)</p> <p>WIP Costs = Usage Total Costs – Recognized Costs</p>	<p>Cost of sales calculations begin by calculating the recognized costs. Costs are recognized proportionally based on budget total costs.</p> <p>This calculation requires that the billable total price and budget total costs be correctly entered for the whole job.</p>

WIP METHOD	CALCULATION FORMULA	CALCULATION DESCRIPTION
Sales Value	<p>Recognized Costs = Usage Total Costs</p> <p>Recognized Revenue = Usage Total Price x Expected invoicing ratio</p> <p>Cost Recovery % = Billable Total Price / Budget Total Price</p> <p>WIP Sales = Recognized Sales - Billable Invoiced Price</p>	<p>Sales value calculations recognize revenue proportionally based on usage total costs and the expected cost recovery ratio.</p> <p>This calculation requires that the billable total price and budget total price be correctly entered for the whole job.</p>
Percentage of Completion	<p>Recognized Costs = Usage Total Costs</p> <p>Recognized Revenue = Billable Total Price x Percentage of Completion</p> <p>Percentage of Completion = Usage Total Costs / Budget Total Costs (Referred to as "Cost Completion %" on job task lines)</p> <p>WIP Sales = Recognized Sales - Billable Invoiced Price</p>	<p>Percentage of completion calculations recognize revenue proportionally based on the percentage of completion, that is, usage total costs vs. budget costs.</p> <p>This calculation requires that the billable total price and budget total costs be correctly entered for the whole job.</p>
Completed Contract	<p>WIP Amount = WIP Cost Amount = Usage (Total Cost)</p> <p>WIP Sales Amount = Billable (Invoiced Price)</p>	<p>Completed contract does not recognize revenue and costs until the job is complete. You may want to do this when there is high uncertainty around the estimates of costs and revenue for the job.</p> <p>All usage is posted to the WIP Costs account (asset) and all invoiced sales are posted to the WIP Invoiced Sales account (liability) until the job is complete.</p>

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Monitor Job Progress and Performance

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As a job progresses, materials, resources, and other expenses are consumed and must be posted to the job. Work in Process (WIP) is a feature that enables you to estimate the financial value of jobs in the general ledger while the jobs are ongoing. In many cases, you might post expenses for a job before invoicing a job. When only expenses have been posted, your financial statement will be inaccurate. For more information, see [Understanding WIP Methods](#).

To track the value in the general ledger, you can calculate WIP and post the value to the general ledger.

You can calculate WIP based on the following:

- Cost Value
- Sales Value
- Recognizable Cost
- Percentage of Completion
- Completed Contract



If you want to view the result using a different method, you can change the method and calculate WIP again. There is no limit to the number of times that you calculate WIP. WIP is only calculated, it does not get posted to the general ledger. After you have calculated WIP, you can post to the general ledger.

To create a job WIP method

You can create a job WIP method that reflects the needs of your organization. After you have created it, you can set it as the default job WIP calculation method that will be used in your organization.


NOTE

After you have used your new method to create WIP entries, you cannot delete the method or modify it.

1. Choose the  icon, enter **Job WIP Methods**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields as necessary. Hover over a field to read a short description.
3. Close the page.
4. To make this new method the default, choose the  icon, enter **Jobs Setup**, and then choose the related link.
5. In the **Default WIP Method** field, choose the method from the list.


To define a WIP method for a job

When you create a new job, you must specify which job WIP method that applies. In some cases, which Job WIP method that you can use has been set up for you as a default.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Choose the **New** action. For more information, see [Create Jobs](#).
3. On the **Job Card** page, in the **WIP Method** field, select a WIP method from the list. If a default method has been defined, you can select another option if needed.

To calculate WIP

You can determine the WIP amount that is to be posted to balance sheet accounts for the period end reporting. You use the **Job Calculate WIP** batch job to do this.


1. Choose the  icon, enter **Job Calculate WIP**, and then choose the related link.
2. Choose the **Calculate WIP** action.
3. On the **Job Calculate WIP** page, fill in the fields as necessary.
4. Choose the **OK** button.

NOTE

The batch job only calculates the WIP. It is not posted to the general ledger. To do so, you must run the **Post WIP to G/L** batch job when you have calculated the WIP. For more information, see the following procedure.

To post WIP

When you have calculated WIP, you can post it to balance sheet accounts for the period end reporting. You use the **Job Post WIP to G/L** batch job to do this.

1. Choose the  icon, enter **Job Post WIP to G/L**, and then choose the related link.
2. On the **Job Post WIP to G/L** page, fill in the fields as necessary.
3. Choose the **OK** button.


To view job usage estimates and post updates

You can view job usage up to the completion of a project in one step. To do so, you use the **Job Calc. Remaining Usage** batch job for all the tasks up to and including the end of a job.

This lets you track and compare your original estimates against actual results and make modifications or new entries as needed. For example, you may have estimated that a job required 10 hours, and to date, it has taken 15 hours. You can add the extra five hours to the existing journal line or create a new journal line to report these five hours as overtime, which is another work type. The appropriate cost and price are calculated, and you can then post to the journal.


NOTE

Item entries create item ledger entries and reduce the inventory quantity. The **Post Inventory Cost to G/L** batch job transfers the cost from inventory to the general ledger. Resource entries create resource ledger entries.

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. Select a relevant job journal, and then choose the **Calc. Remaining Usage** action.
3. On the **Job Calc. Remaining Usage** page, enter the document number and posting date that is to be inserted in the journal, and then choose the **OK** button.
4. Update the journal with any modifications that may be needed.
5. Choose the **Post**.

To view job ledger entries

All job-related entries are recorded in job registers and are numbered sequentially, starting with 1. From the job register, you can get an overview of all job ledger entries.

1. Choose the  icon, enter **Job Registers**, and then choose the related link.
2. Select a relevant register, and then choose **Job Ledger** action.

On the **Job Ledger Entries** page you can review the entries that are associated with any job.

See Also

[Managing Projects](#) [Managing Inventory Costs](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

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Invoice Jobs

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During the project, job costs from resource usage, materials, and job-related purchases can accumulate. As the job progresses, these transactions get posted to the job journal. It is important that all costs get recorded in the job journal before you invoice the customer.

NOTE

You can also purchase external resources unrelated to a job, for example, to invoice a vendor for work delivered. For more information, see [Record Purchases](#).

You can invoice the whole job from the **Job Task Lines** page or only invoice selected billable lines from the **Planning Lines** page. Invoicing can be done after the job is finished or at certain intervals during the job's progress based on an invoicing schedule.


NOTE

If you select **Billable** in the **Job Line Type** field on the purchase documents for job-related purchases, then job planning lines that are ready to be invoiced to the customer are created. For more information, see [Manage Project Supplies](#).

To create multiple job sales invoices

You can create an invoice for a job or for one or more job tasks for a customer when either the work to be invoiced is complete or the date for invoicing based on an invoicing schedule has been reached.

The following procedure shows how to use a batch job to invoice multiple jobs.

1. Choose the  icon, enter **Job Create Sales Invoice**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Set filters if you want to limit the jobs that the batch job will process.
4. Choose the **OK** button to create the invoices.


You can review and post created invoices in the **Sales Invoices** window.

NOTE

Alternatively, invoice a customer by selecting the job, and then choosing the **Create Job Sales Invoice** action.

To create and post job sales invoice from job planning lines

You can create an invoice from a job planning lines, and indicate at that time the quantity of the item, resource, or general ledger account that you want to invoice.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open a relevant job.
3. Select a job task for which the **Job Task Type** field contains **Posting**, and then choose the **Job Planning Lines** action.

4. On a job planning line, in the **Qty. To Transfer to Invoice** field, enter the quantity of the item, resource, general ledger account type that you want to invoice.
5. Choose the **Create Sales Invoice** action.
6. On the **Job Create Sales Invoice** page, enter the posting date and whether you want to create a new invoice or append this invoice to an existing one.
7. Choose the **OK** button.
8. On the **Job Planning Lines** page, choose the **Sales Invoices/Credit Memos** action.

The **Sales Invoice** page opens, showing the quantity that you have transferred to the invoice.


9. Make any additional changes, and then choose the **Post** action.

NOTE

The above procedure is similar for creating, reviewing, and posting a job-related sales credit memo.

To calculate and post job completion entries

When you have completed all activities for a job, including usage posting and invoicing, you must update the job to have a **Status** of **Completed**. Then, you must reverse any WIP that has been posted to the general ledger.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select an open job, and then choose the **Edit** action.
3. In the **Status** field, select **Completed**.
4. Follow the assistance steps to calculate and post WIP. Alternatively, follows steps 5 and 6 to do so manually.
5. Choose the **Calculate WIP** action.
6. On the **Job Calculate WIP** page, fill in the fields as necessary.

The job WIP entries created by running the batch job will have the **Job Complete** check box selected to show that they are completion entries.

7. Choose the **Job Post WIP to G/L** action.
8. On the **Job Post WIP to G/L** page, fill in the fields as necessary.

The job WIP general ledger entries created by running the batch job will have the **Job Complete** check box selected to show they are completion entries.

See Also

[Managing Projects](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Fixed Assets

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The Fixed Assets functionality in Business Central provides an overview of your fixed assets and ensures correct periodic depreciation. It also enables you to keep track of your maintenance costs, manage insurance policies, post fixed asset transactions, and generate various reports and statistics.

For each fixed asset, you must set up a card containing information about the asset. You can set up buildings or production equipment as a main asset with a component list, and you can group them in various ways, such as by class, department, or location. Then you can begin to acquire, maintain, and sell the fixed assets. You can also set up budgeted assets. This makes it possible to include any anticipated acquisitions and sales in reports.

To keep track of fixed asset depreciations as well as other financial transactions related to fixed assets, you set up one or more depreciation books for each fixed asset in your company. Depreciation is done by running a report to calculate periodic depreciation and fill in a journal with the resulting entries, ready to be posted. Business Central supports several depreciation methods. For more information, see [Depreciation Methods](#). You can set up multiple depreciation books per fixed asset for different purposes, such as one for tax reporting and another for internal reporting.

For each asset, you can record maintenance costs and the next service date. Keeping track of maintenance expenses can be important for budgeting purposes and for making decisions about whether to replace a fixed asset.

Each fixed asset can be attached to one or more insurance policies. You can therefore easily verify that insurance policy amounts are in accordance with the value of the assets that are linked to the policy. This also makes it easy to monitor annual insurance premiums.

NOTE

You can record fixed asset transactions on the **Fixed Asset G/L Journal** page or on the **Fixed Asset Journal** page, depending on whether the transactions are for financial reporting or for internal management. Help for Fixed Assets only describes how to use the **Fixed Asset G/L Journal** page. For more information, see [Set Up Fixed Asset Depreciation](#).

Before you can begin to manage fixed assets, you must set up default values, fixed asset accounting, posting groups, allocation keys, journals, and posting types. For more information, see [Setting Up Fixed Assets](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create fixed assets, assign depreciation methods, post acquisitions, salvage values, and print fixed asset lists.	Acquire Fixed Assets
Record service visits, post maintenance costs, and monitor maintenance costs.	Maintain Fixed Assets
Update insurance information, post acquisition costs to insurance policies, modify insurance coverage, view insurance statistics, and list insurance policies.	Insure Fixed Assets

TO	SEE
Reclassify fixed assets, transfer fixed assets to different locations, split up or combine assets.	Transfer, Split, or Combine Fixed Assets
Adjust values of fixed assets, post appreciation, and post write-down transactions.	Revalue Fixed Assets
Calculate depreciation, post depreciation, and analyze depreciation in fixed assets reports.	Depreciate or Amortize Fixed Assets
Post disposal transactions, view disposal ledger entries, and post partial disposals.	Dispose of or Retire Fixed Assets
Manage fixed asset budgets, budget acquisition costs, budget disposals of fixed assets, and budget depreciation.	Manage Budgets for Fixed Assets

Video Overview

The following video covers the basics of fixed assets.

See Also

[Setting Up Fixed Assets](#)

[Change Which Features are Displayed](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

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Acquire Fixed Assets

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For each fixed asset, you must set up a card containing information about the asset. You can set up buildings or production equipment as a main asset with a component list, and you can group them in various ways, such as by class, department, or location. A depreciation book must be set up and assigned to each fixed asset before you can acquire it.


When a fixed asset is set up and a depreciation book assigned, you must acquire the fixed asset. To acquire a fixed asset, you record its acquisition cost in the relevant G/L account, bank account, or vendor by posting an acquisition transaction from the **Fixed Asset G/L Journal** page. You can use the **Assisted Fixed Asset Acquisition** page to create and post the required general journal lines automatically.

The salvage value is the residual value of a fixed asset when it can no longer be used. You can post the salvage value at the same time as you post the acquisition cost. For more information, see [Depreciate or Amortize Fixed Assets](#).

Indexation is used to adjust values for general price-level changes. The **Index Fixed Assets** batch job can be used to calculate the acquisition costs at replacement costs.

To create a fixed asset and acquire it automatically

The following procedure describes how to create a fixed asset and then acquire it by using the **Assisted Fixed Asset Acquisition** page to create and post the required fixed asset G/L journal lines. You can also create and post the journal lines manually. For more information, see [To post a fixed asset acquisition manually with the fixed asset G/L journal](#).

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields on the **General** FastTab as necessary. Hover over a field to read a short description.
3. On the **Depreciation Book** FastTab, fill in the fields as necessary. This step assigns a depreciation book to the fixed asset.
4. If you need to assign more than one depreciation book to the fixed asset, choose the **Add More Depreciation Books** action. For more information, see [To assign a depreciation book to a fixed asset](#).

When all fields required to acquire a fixed asset are filled in, the **You are ready to acquire the fixed asset. Acquire** notification appears at the top of the page.

5. Choose the **Acquire** action in the notification.
6. Follow the steps on the **Assisted Fixed Asset Acquisition** page to complete the automatic acquisition of the fixed asset.

NOTE



You can also post acquisition cost as credits. In that case, remember that the value in the **Acquisition Cost Incl. VAT** field must be with a minus sign to indicate a credit.

When you choose **Finish**, the **Book Value** field on the **Fixed Asset Card** page is filled, indicating that the fixed asset has been acquired at the specified acquisition cost.

To set up a component list for a main asset

You can group your fixed assets into main assets and their components. For example, you may have a production machine that consists of many parts that you want to group in this manner.

Both the main asset and all its components must be set up as individual fixed asset cards. After you have set up a component list, Business Central automatically fills in the **Main Assets/Component** and **Components of Main Asset** fields on the fixed asset cards.


1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that is the main asset, and then choose the **Main Asset Components** action.
3. On the **Main Asset Components** page, choose the **FA No.** field, and then select the fixed asset that you want to add as a component of the main asset.
4. Close the page.
5. Repeat steps 3 and 4 for each component asset that you want to add.
6. Choose the  icon, enter **Fixed Asset Setup**, and then choose the related link.
7. Select the **Allow Posting to Main Assets** check box.

To post a fixed asset acquisition manually with the fixed asset G/L journal

The following procedure describes how to acquire a fixed asset manually by creating and posting lines on the **Fixed Asset G/L Journal** page. You can also acquire a fixed asset automatically by using the **Assisted Fixed Asset Acquisition** page. For more information, see step 5 in [To create a fixed asset and acquire it automatically](#).

NOTE

You can also post acquisition cost as credits. In that case, remember that the value in the **Amount** field must be with a minus sign to indicate a credit.

1. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
2. On the **Fixed Asset G/L Journal** page, in the **FA Posting Type** field, select **Acquisition Cost**.
3. Fill in the remaining fields as necessary.
4. Choose the **Post** action.

TIP

If you fill in the **Insurance No.** field in the fixed asset G/L journal when you post an acquisition cost, then Business Central will also post the acquisition cost of the fixed asset to the insurance coverage ledger. For more information, see [Insure Fixed Assets](#).


To cancel an acquisition cost posting for one fixed asset

If you make an error when posting an acquisition cost, you can remove the entry with the **Cancel FA Entries** batch job and then post the correct acquisition entry. The erroneous entries are transferred to the **FA Error Ledger Entries** page.

For example, if you post an acquisition with the wrong date, you must correct it as soon as possible because the fixed asset posting date is used in many critical calculations.

IMPORTANT


You cannot use the **Reverse Transactions** function for fixed asset entries.

1. Choose the  icon, enter **Cancel FA Entries**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **OK** button to run the batch job.
4. When the incorrect entry or entries are canceled, proceed to post the correct acquisition cost.

To cancel ledger entries for multiple fixed assets at a time, use the **Cancel FA Ledger Entries** batch job.

To post the salvage value together with the acquisition cost

You can post the salvage value together with the acquisition cost from a fixed asset journal.

1. Choose the  icon, enter **FA Journals**, and then choose the related link.
2. On the **Fixed Asset Journals** page, create the acquisition line. For more information, see [To post a fixed asset acquisition manually with the fixed asset G/L journal](#).
3. In the **Salvage Value** field on the journal line, enter the salvage value amount as a credit (with a minus sign).
4. Choose the **Post** action.

NOTE

If a salvage value exists for a fixed asset, then that value will be used in depreciation posting instead of the value in the **Ending Book Value** field on the **FA Depreciation Books** page. For more information, see [To manage the ending book value](#).

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

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Maintain Fixed Assets

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Maintenance expenses are routine periodic costs undertaken to preserve the value of fixed assets. Unlike capital improvements, they do not increase values.

You can record and maintain an up-to-date file on maintenance and service of your fixed assets to have complete maintenance records on a fixed asset easily accessible. Each time a fixed asset is sent to service, you record all relevant information such as date of service, vendor number and service agent's phone number. Maintenance registration is recorded for each fixed asset from the relevant fixed asset card.



Indexation is used to adjust values for general price-level changes. The **Index Fixed Assets** batch job can be used to recalculate the maintenance costs.

To record maintenance work on a fixed asset

Every time maintenance has been performed, such as a service visit, you can record it for the relevant fixed asset on the **Maintenance Registrations** page.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to record maintenance for, and then choose the **Maintenance Registration** action.
3. On the **Maintenance Registration** page, fill in the fields as necessary. Hover over a field to read a short description.

To post maintenance costs from a fixed asset G/L journal

1. Choose the  icon, enter **Depreciation Book List**, and then choose the related link.
2. Select the depreciation book that is assigned to the fixed asset, and then choose the **Edit** action.
3. On the **Depreciation Book Card** page, make sure the **Maintenance** check box is not selected. This ensures that maintenance costs are not posted to the general ledger.
4. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
5. Create an initial journal line and fill in the fields as necessary.
6. In the **FA Posting Type** field, select **Maintenance**.
7. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for maintenance posting.


NOTE

Step 7 only works if you have set up the following: On the **FA Posting Group Card** page for the posting group of the fixed asset, the **Maintenance Account** field contains the general ledger debit account and the **Maintenance Bal. Account** field contains the general ledger account to which you want to post balancing entries for appreciation. For more information, see [To set up fixed asset posting groups](#).

8. Choose the **Post** action.


To follow up on fixed assets service visits

You can print the **Maintenance - Next Service** report to see which assets you have scheduled a service visit for. You can also use this report when you are updating the **Next Service Date** field on fixed asset cards.

1. Choose the  icon, enter **Maintenance Next Service**, and then choose the related link.
2. Fill in the **Starting Date** and **Ending Date** fields.
3. Choose the **Print** or **Preview** button.

To monitor maintenance costs


You can view the maintenance costs when you look at the statistics of a fixed asset.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset you want to view maintenance costs for, and then choose the **Depreciation Books** action.
3. On the **FA Depreciation Books** page, select the relevant fixed asset depreciation book, and then choose the **Statistics** action.
4. On the **Fixed Asset Statistics** page, choose the **Maintenance** field.

The **Maintenance Ledger Entries** page opens showing the entries that make up the amount in the **Maintenance** field.


To view or print maintenance costs for multiple fixed assets

In the **Maintenance - Analysis** report, you can select to see maintenance based on one, two, or three maintenance codes for a specified date or period. You can see the total of all selected assets or a total for each asset.

1. Choose the  icon, enter **Maintenance Analysis**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **Print** or **Preview** button.


To view maintenance ledger entries

You can also study maintenance costs by viewing the maintenance ledger entries.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to view ledger entries for, and then choose the **Depreciation Books** action.
3. On the **FA Depreciation Books** page, select the relevant fixed asset depreciation book, and then choose the **Maintenance Ledger Entries** action.

To view or print maintenance ledger entries for multiple fixed assets

In the **Maintenance - Details** report, you can view or print maintenance ledger entries for one or many fixed assets.

1. Choose the  icon, enter **Maintenance Details**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **Print** or **Preview** button.

See Also

Fixed Assets

Setting Up Fixed Assets

Finance

Getting Started

Working with Business Central

NOTE

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Insure Fixed Assets

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An insurance policy for a fixed asset is represented by an insurance card. You can assign one fixed asset to one insurance policy or multiple fixed assets to one insurance policy.

You assign a fixed asset to an insurance policy by posting to the insurance coverage ledger from the **Insurance Journal** page.

In addition, you can assign a fixed asset to an insurance policy and create coverage ledger entries when you post its acquisition cost. You do this by posting an acquisition cost from the fixed asset journal with the **Insurance No.** field filled in. The **Automatic Insurance Posting** check box on the **Fixed Asset Setup** page must be selected. For more information, see [To post a fixed asset acquisition manually with the fixed asset G/L journal](#).

If the **Automatic Insurance Posting** check box on the **Fixed Asset Setup** page is not selected, then posting acquisitions from the fixed asset journal will create lines on the **Insurance Journal** page, which you must then post manually.

WARNING


If you do not select the **Automatic Insurance Posting** check box on the **Fixed Asset Setup** page, then your insurance journal should be based on a journal template without a number series. This is because the inserted document numbers from the fixed asset journal line will otherwise conflict with the number series of the insurance journal. For more information about journal templates and batches, see [Set Up General Fixed Assets Information](#).

After you have assigned a fixed asset to an insurance policy, the **Insured** check box is selected on the fixed asset card. When you sell the fixed asset, the check box is automatically deselected.

To create or modify an insurance card

An insurance policy for a fixed asset must be represented by an insurance card.


When you receive information about changes in the coverage amount, you must enter the new information on the **Insurance Card** page to ensure that you analyze insurance policy coverage correctly.

1. Choose the  icon, enter **Insurance**, and then choose the related link.
2. Choose the **New** action to create a new card for an insurance policy. Hover over a field to read a short description.
3. Alternatively, select the insurance policy that you want to change, and then choose the **Edit** action.

To assign a fixed asset to an insurance policy by posting from the insurance journal

You assign a fixed asset to an insurance policy by posting to the insurance coverage ledger.

The following procedure explains how to create an insurance journal line manually. If the **Automatic Insurance Posting** check box is selected on the **FA Setup** page, then insurance journal lines are automatically created when you post acquisition costs. In that case, all you have to do is post the journal.

1. Choose the  icon, enter **Insurance Journals**, and then choose the related link.
2. Open the relevant journal, and fill in the journal lines as necessary.


3. To assign multiple fixed assets to one insurance policy, create journal lines with the same value in the **Insurance No.** field and different values in the **FA No.** field.
4. Choose the **Post** action.

NOTE

The entries from an insurance journal are only posted to the insurance coverage ledger.

To update the insurance value of a fixed asset

You can use the **Index Insurance** batch job to update the value of the fixed assets that are covered.


1. Choose the  icon, enter **Index Insurance**, and then choose the related link.
2. Fill in the fields as necessary.

NOTE

In the **Index Figure** field, you enter a decrease of 5%, for example, as 95, whereas you enter an increase of 2% as 102.

3. Choose the **OK** button.

The batch job calculates the new amount as a percentage of the total value insured, as stated on the **Insurance Statistics** page, and then creates a line in the insurance journal.

4. Choose the  icon, enter **Insurance Journals**, and then choose the related link.
5. Open the relevant insurance journal, review the created values, and then post them to the insurance coverage ledger.

To monitor insurance coverage

Business Central provides dedicated reports and statistics pages for use in analyzing insurance policies and whether your fixed assets are over- or under-insured.

Overview of Insurance Policies

To get an overview of your insurance policies, preview or print the **Insurance - List** report. The report shows all the policies and the most important fields from the insurance cards.

Insurance Coverage

To see which insurance policies cover each asset and by which amount, you can preview or print the **Insurance - Tot. Value Insured** report.

Over/Under Coverage

You can check if fixed assets are over- or under-insured in the following ways:


- The **Insurance Statistics** page. A positive amount in the **Over/Under Insured** field means that the fixed asset is over-insured. A negative amount means that it is underinsured.
- The **Fixed Asset Statistics** page. Choose the **Total Value Insured** field to view the **Ins. Coverage Ledger Entries** page.
- The **Over/Under Coverage** report.
- The **Insurance Analysis** report.

Uninsured Fixed Assets

To check if you have forgotten to assign a fixed asset to an insurance policy, you can print or preview the **Insurance - Uninsured FAs** report. This report displays fixed assets for which amounts have not been posted to the insurance coverage ledger.


To view insurance coverage ledger entries

You can view the entries that you have made in the insurance coverage ledger.

1. Choose the  icon, enter **Insurance**, and then choose the related link.
2. Select the relevant insurance policy, and then choose the **Coverage Ledger Entries** action.


To view the total insurance value of fixed assets

A dedicated matrix page shows the insurance values that are registered for each insurance policy for each fixed asset as a result of insurance-related amounts that you have posted.

1. Choose the  icon, enter **Insurance**, and then choose the related link.
2. Select the relevant insurance policy, and then choose the **Total Value Insures per FA** action.
3. Fill in the fields as necessary.
4. Choose the **Show Matrix** action.
5. To see the underlying insurance coverage ledger entries, choose a value in the matrix.

To correct insurance coverage entries

If a fixed asset has been attached to the wrong insurance policy, you can correct it by creating two reclassification entries from the insurance journal.

1. Choose the  icon, enter **Insurance Journals**, and then choose the related link.
2. Create one journal line for the fixed asset and the correct insurance policy where the value in the **Amount** field is positive.
3. Create another journal line for the fixed asset and the incorrect insurance policy where the value in the **Amount** field is negative.
4. Choose the **Post** action.

The fixed asset will be detached from the incorrect insurance policy, on the second line, and attached to the correct insurance policy, on the first line.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Transfer, Split, or Combine Fixed Assets

2/18/2021 • 4 minutes to read • [Edit Online](#)


You use the fixed asset reclassification journal to transfer, split up, and combine fixed assets. You view or print the results of fixed asset reclassification with the **Fixed Asset-Book Value 02** report.

To transfer a fixed asset to a different department

You may need to transfer a fixed asset to a different department when, for example, you place an asset in the production department while it is under construction and then move it to the administration department when it is finished.

1. Set up a new fixed asset. Enter the new department as a dimension.
2. Assign a fixed asset depreciation book to the new fixed asset. For more information, see [Acquire Fixed Assets](#).
3. Choose the  icon, enter **Fixed Asset Reclassification Journals**, and then choose the related link.
4. Create a journal line where the **FA No.** field contains the original fixed asset, and the **New FA No.** field contains the new fixed asset to be moved. Fill in the other fields as appropriate.
5. Choose the **Reclassify** action.


Two lines are now created in the fixed asset G/L journal using the template and batch that you have specified on the **FA Journal Setup** page for the specified depreciation book. For more information, see [Set Up Fixed Asset Depreciation](#).

6. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
7. On the **Fixed Asset G/L Journal** page, choose the **Post** action to post the reclassification that you performed in steps 4 and 5.


If you have posted an acquisition cost for one asset, you can use the fixed asset reclassification journal to split the acquisition cost among several assets.

To split a fixed asset into three fixed assets

You can split one fixed asset into multiple fixed assets, for example when you need to distribute a fixed asset onto three different departments. In that case, you can move, for example, 25 percent of the acquisition cost and depreciation for the original fixed asset to the second fixed asset and 45 percent to the third asset. The remaining 30 percent will remain on the original fixed asset.


1. Set up two new fixed assets. Enter the relevant departments as dimensions.
2. Assign fixed asset depreciation books to the new fixed assets. For more information, see [Acquire Fixed Assets](#).
3. Choose the  icon, enter **Fixed Asset Reclassification Journals**, and then choose the related link.
4. Create two reclassification journal lines, one for each new fixed asset.
5. On the first line, enter the second fixed asset in the **New FA No.** field and 25 in the **Reclassify Acq. Cost %** field.

6. On the second line, enter the third fixed asset in the **New FA No.** field and 40 in the **Reclassify Acq. Cost %** field.
7. On both lines, select the **Reclassify Acquisition Cost** and **Reclassify Depreciation** check boxes.
8. Choose the **Reclassify** action.


Two lines are now created in the fixed asset G/L journal using the template and batch that you have specified on the **FA Journal Setup** page for the specified depreciation book. For more information, see [Set Up Fixed Asset Depreciation](#).
9. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
10. On the **Fixed Asset G/L Journal** page, choose the **Post** action to post the reclassification that you performed in steps 4 through 8.

To combine two fixed assets into one


You can combine multiple fixed assets into one fixed asset, for example when you move distributed fixed assets into one department. If you have posted acquisition costs and depreciation for the fixed asset to be moved, those values will be combined in the single fixed asset.

1. Choose the  icon, enter **Fixed Asset Reclassification Journals**, and then choose the related link.
2. Create a reclassification journal where the **FA No.** field contains the fixed asset to be moved/combined, and the **New FA No.** field contains the fixed asset that it will be combined with.
3. Leave the **Reclassify Acq. Cost %** field empty to move/combine the entire acquisition cost.
4. Select the **Reclassify Acquisition Cost** and **Reclassify Depreciation** check boxes.
5. Choose the **Reclassify** action.

Two lines are now created in the fixed asset G/L journal using the template and batch that you have specified on the **Fixed Asset Journal Setup** page for the specified depreciation book. For more information, see [Set Up Fixed Asset Depreciation](#).

6. Choose the  icon, enter **Fixed Asset G/L Journals**, and then choose the related link.
7. On the **Fixed Asset G/L Journal** page, choose the **Post** action to post the reclassification that you performed in steps 2 through 5.

To view changed depreciation book values due to fixed asset reclassification

1. Choose the  icon, enter **Fixed Asset Book Value 02**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **Print** or **Preview** button.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

NOTE

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Revalue Fixed Assets

2/18/2021 • 6 minutes to read • [Edit Online](#)


Revaluation of fixed assets can consist of appreciations, write-downs, or general value adjustments.

When the value of a fixed asset has increased, you post a journal line with a higher amount, an appreciation, to the depreciation book. The new amount is recorded as an appreciation according to the fixed asset posting setup.

When the value of a fixed asset has decreased, you post a journal line with a lower amount, a write-down, to the depreciation book. The new amount is recorded as a write-down according to the fixed asset posting setup.

Indexation is used to adjust multiple fixed asset values, for example per general price changes. The **Index Fixed Assets** batch job can be used to change various amounts, such as write-down and appreciation amounts.

To post an appreciation from the fixed asset G/L journal


1. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
2. Create an initial journal line and fill in the fields as necessary.
3. In the **FA Posting Type** field, select **Revaluation**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for appreciation posting.

NOTE

Step 4 only works if you have set up the following: On the **FA Posting Group Card** page for the posting group of the fixed asset, the **Appreciation Account** field contains the general ledger debit account and the **Appreciation Bal. Account** field contains the general ledger account to which you want to post balancing entries for appreciation. For more information, see [To set up fixed asset posting groups](#).

5. Choose the **Post** action.

To post a write-down from the fixed asset G/L journal

1. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
2. Create an initial journal line, and fill in the fields as necessary.
3. In the **FA Posting Type** field, select **Write-Down**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for write-down posting.


NOTE

Step 4 only works if you have set up the following: On the **FA Posting Group Card** page for the posting group of the fixed asset, the **Write-Down Account** field contains the general ledger credit account and the **Write-Down Expense Account** field contains the general ledger debit account to which you want to post balancing entries for write-downs. For more information, see [To set up fixed asset posting groups](#).


5. Choose the **Post** action.

To perform general revaluation of fixed assets

Indexation is used to adjust multiple fixed asset values, for example per general price changes. The **Index Fixed Assets** batch job can be used to change various amounts, such as write-down and appreciation amounts. The **Allow Indexation** check box on the **Depreciation Book** page must be selected.

1. Choose the  icon, enter **Index Fixed Assets**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **OK** button.

Revaluation lines are created per your settings in step 2. The lines are created in either the fixed asset journal or the fixed asset G/L journal, depending on your template and batch setup on the **FA Journal Setup** page. For more information, see [Set Up General Fixed Asset Information](#).

4. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
5. Select the journal with the fixed assets that you want to revalue, and then choose the **Ledger Entries** action.
6. Check the created entries, and then choose the **Post** action to post the journal.

TIP

If the index figures are for simulation purposes only, you can create a special depreciation book to store them in. Then these entries will not affect any of the other depreciation books.

To post additional acquisition costs

You post additional acquisition cost for a fixed asset in the same way as you post the original acquisition cost: from a purchase invoice or from a fixed asset journal. For more information, see [Acquire Fixed Assets](#).

If depreciation has already been calculated for the fixed asset, select the **Depr. Acquisition Cost** check box to have the additional acquisition cost less the salvage value depreciated in proportion to the amount by which the previously acquired fixed asset has already been depreciated. This ensures that the depreciation period is not changed.

The depreciation percentage is calculated as:

$$P = (\text{total depreciation} \times 100) / \text{depreciable basis}$$

$$\text{Depreciation amount} = (P/100) \times (\text{extra acquisition cost} - \text{salvage value})$$

Remember to select the **Depr. until FA Posting Date** check box on the invoice, the fixed asset G/L journal, or the fixed asset journal lines to ensure that depreciation is calculated from the last fixed asset posting date to the posting date of the additional acquisition cost.

Example - Posting Additional Acquisition Costs

A machine is purchased on August 1, 2000. The acquisition cost is 4,800. The depreciation method is straight-line over four years.

On August 31, 2000, the **Calculate Depreciation** batch job is run. Depreciation is calculated as:

$$\text{book value} \times \text{number of depreciation days} / \text{total number of depreciation days} = 4800 \times 30 / 1440 = 100$$

On September 15, 2000, an invoice is posted for painting the machine. The invoice amount is 480.

If you selected the **Depr. until FA Posting Date** check box on the invoice before posting, the following calculation is made:

15 days of depreciation (from 09/01/00 to 09/15/00) is calculated as:

$$\text{book value} \times \text{number of depreciation days} / \text{remaining number of depreciation days} = (4800 - 100) \times 15 / 1410 = 50$$

If you selected the **Depr. Acquisition Cost** check box on the invoice before posting, the following calculation is made:

$$\text{The additional acquisition cost is depreciated by } ((150 \times 100) / 4800) / 100 \times 480 = 15$$

The depreciable basis is now $5280 = (4800 + 480)$, and the accumulated depreciation is $165 = (100 + 50 + 15)$, corresponding to 45 days of depreciation of the total acquisition cost. This means that the asset will be totally depreciated within the estimated lifetime of four years.

When the **Calculate Depreciation** batch job is run on 09/30/00, the following calculation is made:

$$\text{Remaining depreciable life is 3 years, 10 months and 15 days} = 1395 \text{ days}$$

$$\text{Book value is } (5280 - 165) = 5115$$

$$\text{Depreciation amount for September 2000: } 5115 \times 15 / 1395 = 55.00$$

$$\text{Total of depreciation} = 165 + 55 = 220$$

If you did not select the **Depr. until FA Posting Date** check box, the asset would lose 15 days of depreciation because the **Calculate Depreciation** batch job run on 09/30/00 would calculate depreciation from 09/15/00 to 09/30/00. This means that when the **Calculate Depreciation** batch job is run on 09/30/00, the calculation is as follows:

$$\text{Remaining life time is 3 years, 10 months and 15 days} = 1395 \text{ days}$$

$$\text{Book value is } (4800 + 480 - 100 - 15) = 5165$$

$$\text{Depreciation amount for September 2000: } 5165 \times 15 / 1395 = 55.54$$

$$\text{Total of depreciation} = 100 + 15 + 55.54 = 170.54$$

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

NOTE

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Depreciate or Amortize Fixed Assets

2/18/2021 • 5 minutes to read • [Edit Online](#)

Depreciation is used to allocate the cost of fixed assets, such as machinery and equipment, over their depreciable life. For each fixed asset, you must define how it will be depreciated.

There are two ways to post depreciation:

- Automatically, by running the **Calculate Depreciation** batch job.
- Manually, by using the fixed asset G/L journal.

Business Central can calculate daily depreciation, which allows you to calculate depreciation for any period. You can therefore analyze current operating results on, for example, a monthly, quarterly, or annual basis. The calculation uses a standard year of 360 days and a standard month of 30 days. For more information, see [Depreciation Methods](#).


If several departments use a fixed asset, periodic depreciation can be automatically allocated to these departments according to a user-defined allocation table.

You can cancel incorrect depreciation entries by using the **Cancel FA Ledger Entries** batch job. Afterward, you can post the correct amount by running the **Calculate Depreciation** batch job again. The errors you correct are posted as fixed asset error ledger entries.

Indexation is used to adjust values for general price-level changes. You can use the **Index Fixed Assets** batch job to recalculate the depreciation amounts.

To calculate depreciation automatically

Once a month, or whenever you choose, you can run the **Calculate Depreciation** batch job. The batch job ignores fixed assets that have been sold, are blocked or inactive, or use the manual depreciation method.

1. Choose the  icon, enter **Calculate Depreciation**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **OK** button.


The batch job calculates the depreciation and creates lines in the fixed asset G/L journal.

4. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.

On the **Fixed Asset G/L Journal** page, in the **No. of Depreciation Days** field, you can see how many days of depreciation have been calculated.

5. Choose the **Post** action.

To post depreciation manually from the fixed asset G/L journal

1. Choose the  icon, enter **Fixed Asset G/L Journal**, and then choose the related link.
2. Create an initial journal line and fill in the fields as necessary.
3. In the **FA Posting Type** field, select **Depreciation**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for depreciation posting. For more information, see [To set up fixed asset posting groups](#).
5. Choose the **Post** action to post the journal.

The **Book Value** field on the **Fixed Asset Card** page is updated accordingly.

If you have set up fixed asset allocation keys to allocate amounts to different departments or projects, the amounts are allocated during posting. For more information, see [Set Up General Fixed Assets Information](#).

To manage the ending book value

In the **Ending Book Value** field on the **FA Depreciation Books** page, you can specify the book value that you want your fixed asset to have in the current depreciation book after it has been fully depreciated. You can do this manually or you can fill in the **Default Ending Book Value** field on the related **Depreciation Book** page, which will then be used to automatically fill the field.


NOTE

If the last depreciation means that the **Book Value** field on the **Fixed Asset Card** page is zero, the last depreciation is automatically reduced by this amount.

If the value in the **Book Value** field is greater than zero after the last depreciation, for example because of a rounding problem or because a salvage value exists, the value in the **Ending Book Value** field on the **FA Depreciation Books** page is ignored. For more information, see [To post the salvage value together with the acquisition cost](#).


To calculate allocations in the fixed asset G/L journal

If a fixed asset is used by several departments, periodic depreciation can be automatically allocated to these departments according to a user-defined allocation table.

1. Choose the  icon, enter **Fixed Asset G/L Journal**, and then choose the related link.
2. Create an initial line and fill in the fields as necessary.
3. In the **FA Posting Type** field, select **Allocation**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for allocation posting.
5. Choose the **Post** action to post the journal.

Use duplication lists to prepare to post to multiple depreciation books


When you fill in journal lines to post to a depreciation book, you can duplicate the lines in a separate journal so you can post to a different depreciation book. For more information, see [To post entries to different depreciation books](#).

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. Open the depreciation book, and then select the **Part of Duplication List** check box.

IMPORTANT

If you have selected the **Use Duplication List** field, do not use number series on the journal. The reason is that the number series for the fixed asset G/L journal does not the number series for the fixed asset journal.

To post entries to different depreciation books

1. Choose the  icon, enter **Fixed Asset G/L Journal**, and then choose the related link.
2. In the journal that you want to post depreciation with, select the **Use Duplication List** check box.
3. Fill in the remaining fields as necessary.

4. Choose the **Post** action.
5. Choose the  icon, enter **FA Journals**, and then choose the related link.

NOTE

The **Fixed Asset Journal** page contains new lines for different depreciation books according to the duplication list.


6. Review or edit the lines, and then choose the **Post** action.

NOTE

Another way to duplicate an entry in a separate book is to enter a depreciation book code in the **Duplicate in Depreciation Book** field when you fill in a journal line.

You can copy entries from one depreciation book to another by using the **Copy Depreciation Book** batch job. The batch job creates journal lines in the journal batch that you have specified on the **FA Journal Setup** page for the depreciation book that you want to copy to. For more information, see the following procedure.

To copy fixed asset ledger entries between depreciation books

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. Open the relevant depreciation book card, and then choose the **Copy Depreciation Book** action.
3. On the **Copy Depreciation Book** page, fill in the fields as necessary.
4. Choose the **OK** button.

The copied lines are created in either the fixed asset G/L journal or the fixed asset journal, depending on whether the depreciation book that you are copying has integration to the general ledger.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Working with Business Central](#)

NOTE

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Dispose of or Retire Fixed Assets

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When you sell or otherwise dispose of a fixed asset, the disposal value must be posted to calculate and record the gain or loss. A disposal entry must be the last entry posted for a fixed asset. For partially disposed fixed assets, you can post more than one disposal entry. The total of all posted disposal amounts must be a credit amount.

NOTE

If you trade-in a fixed asset for another one, you must record both the sale of the old asset (disposal) and the purchase of the new one (acquisition). For more information, see [Acquire Fixed Assets](#).

The following steps assume that you have already set up the relevant posting groups in the **FA Posting Groups** page. For more information, see [To set up fixed asset posting groups](#).

To post a disposal from the fixed asset G/L journal

1. Choose the  icon, enter **Fixed Asset G/L Journals**, and then choose the related link.
2. Create an initial journal line and fill in the fields as necessary. Hover over a field to read a short description.
3. In the **FA Posting Type** field, select **Disposal**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for disposal posting.

NOTE


Step 4 only works if you have set up the following: On the **FA Posting Group Card** page for the posting group of the fixed asset, the **Disposal Account** field contains the general ledger debit account and the **Disposal Bal. Account** field contains the general ledger account to which you want to post balancing entries for appreciation. For more information, see [To set up fixed asset posting groups](#).

5. Choose the **Post** action.

If you sell or dispose of part of a fixed asset, you must split up the asset before you can record the disposal transaction. For more information, see [Transfer, Split, or Combine Fixed Assets](#).

To view disposal ledger entries

When you sell or dispose of a fixed asset, the disposal value is posted to the general ledger where you can view the result.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to view entries for, and then choose the **Depreciation Books** action.
3. Select the depreciation book that you want to view entries for, and then choose the **Ledger Entries** action.
4. Select a line with **Disposal** in the **FA Posting Category** field, and then choose the **Find Entries** action.
5. On the **Find Entries** page, select the general ledger entry line, and then choose the **Show Related Entries**

action.

The **General Ledger Entries** page opens where you can see the entries that the disposal posting resulted in.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

To set up fixed asset posting groups.

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

[Find Entries](#)

NOTE

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Manage Budgets for Fixed Assets

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You can set up budgeted fixed assets. For example, this lets you include anticipated acquisitions and sales in reports.

To prepare your budgeted income statement, budgeted balance sheet, and cash budget, you need information about future investments, disposals and depreciation of fixed assets. You can get this information from the **Fixed Asset - Projected Value** report. Before you print this report, you must prepare the budget.

To budget the acquisition cost of a fixed asset


To prepare a budget, you have to set up fixed asset cards for fixed assets that you intend to buy in the future. The budget fixed assets are set up as ordinary fixed assets, but it must be set up to not post to the general ledger.

When you post the acquisition cost, you enter the number of the budgeted fixed asset in the **Budgeted FA No.** field. This will post an acquisition cost with an opposite sign for the budgeted asset. This means that the total acquisition cost on the budgeted asset is the difference between the budgeted and the actual acquisition cost.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Choose the **New** action to create a new fixed asset card for the budgeted fixed asset.
3. Select the **Budgeted Asset** check box to prevent posting to the general ledger.
4. Fill in the remaining fields, assign a depreciation book, and then post the first acquisition cost with the budgeted fixed asset entered in the **Budgeted FA No.** field on the journal line. For more information, see [Acquire Fixed Assets](#).


To budget the disposal of a fixed asset

If you plan to sell assets within the budget period, you can enter information about sales price and sales date.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset to be disposed of, and then choose the **Depreciation Books** action.
3. On the **FA Depreciation Books** page, fill in the **Projected Disposal Date** and **Projected Proceeds on Disposal** fields. Hover over a field to read a short description.

To view projected disposal values

To see the projected disposal values and have the gain and loss calculated, you can use the **FA Projected Value** report.

1. Choose the  icon, enter **FA Projected Value**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **Print** or **Preview** button.

To budget depreciation

You can use the **Fixed Asset - Projected Value** report to calculate future depreciation. The report shows the book value and accumulated depreciation at the start of the selected period, changes during the period, and the book value and accumulated depreciation at the end of the selected period.

1. Choose the  icon, enter **Fixed Asset Projected Value**, and then choose the related link.

2. Fill in the fields as necessary.
3. To see total values for all assets, clear the **Print per Fixed Asset** check box.
4. Leave the **Fixed Asset** FastTab blank to have all assets included. In the **Budgeted Asset** field, enter **No** to exclude budgeted assets or **Yes** to see budgeted assets only.
5. Choose the **Print** or **Preview** button.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Getting Started](#)

[Working with Business Central](#)

NOTE

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Managing Relationships

2/18/2021 • 2 minutes to read • [Edit Online](#)

The relationship management features of Business Central help you manage and support your sales efforts. With these features, you have access to complete and accurate information so you can focus your interactions on preferred customer/contact segments.

Good sales and marketing practices are all about how to make the best decisions at the right time. Business Central provides a precise and timely overview of your contact information so that you can serve your prospective customers more efficiently and increase customer satisfaction.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Define default settings for the use of contacts and interactions and set up number series.	Setting Up Relationship Management
Define the external entities that you have business relations with, such as customers, prospective customers, vendors, lawyers, and consultants, either as Person type or Company type.	Managing Contacts
Manage all types of communications between your company and your contacts, such as by email, letter, telephone, meetings.	Managing Interactions
Define segments to select a group of contacts according to specific criteria, such as the industry that the contacts belong to.	Managing Segments
Process incoming leads by creating opportunities and associating them to salespeople so that you can keep track of potential sales.	Managing Sales Opportunities
Create marketing plans to identify, attract, and retain customers.	Managing Marketing Campaigns
Use Dynamics 365 Sales for customer engagement and enjoy seamless integration in the lead-to-cash process by using Business Central for backend activities such as processing orders, managing inventory, and doing your finances.	Integrating with Dynamics 365 Sales

NOTE

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Setting Up Relationship Management

2/18/2021 • 3 minutes to read • [Edit Online](#)

Before you get started working with your contacts and marketing interests, there are a few decisions and steps that you should take to set up how the marketing area manages certain aspects of your contacts. For example, you can decide whether to synchronize the contact card with the customer card, vendor card, and bank account card, how number series are defined, or what the standard salutation should be when writing to your contacts.

Managing your contacts and having a strategy in place to identify, attract, and retain customers will help optimize your business and increase customer satisfaction. Using a good contact management system will also help you create and maintain relationships with your customers. Communication is the key to these relationships. Being able to tailor communication with potential and existing customers, vendors, and business partners according to their needs, is necessary for companies to succeed. Establishing a strategy and defining how your company uses contact information is a primary step. This information will be viewed by many different groups in your company, so having a good system in place will help everyone be more productive.

You set up the marketing and contact management from the **Marketing Setup** page. To open the **Marketing Setup** page, choose the  icon, enter **Marketing Setup**, and then choose the related link.

Automatically Copying Specific Information from Contact Companies to Contact Persons

Some information about contact companies is identical to the information about the contact persons working within these companies, for example, the address details. In the **Inheritance** section of the **Marketing Setup** page, you can set the application to automatically copy specific fields from the contact company card to the contact person card each time you create a contact person for a contact company. For example, you can select to copy the salesperson code, address details (address, address 2, city, post code, and county), communication details (fax number, telex answer back, and phone number), and more.

When you modify one of these fields on the contact company card, application will automatically modify the field on the contact person card (unless you have manually modified the field on the contact person card).

For more information, see [Create Contacts](#).

Using Predefined Defaults on New Contacts

You can decide that the application automatically assigns a specific language code, territory code, salesperson code, and country/region code as defaults to each new contact you create. You can also enter a default sales cycle code that application automatically assigns to each new opportunity you create.

The inheritance of fields overwrites the default values you have set up. For example, if you have set up English as the default language, but the contact company's language is German, application will automatically assign German as the language code for the contact persons recorded for that company.

Automatically Recording Interactions

Business Central can automatically record sales and purchase documents as interactions (for example, orders, invoices, receipts, and so on), as well as emails, phone calls, and cover sheets.

For more information, see [Automatically Record Interactions with Contacts](#).

Synchronizing Contacts with Customers and More

In order to synchronize the contact card with the customer card, the vendor card and the bank account card, you must select a business relation code for customers, vendors, and bank accounts. For example, you can only link a contact with an existing customer if you have selected a business relation code for customers on the **Marketing Setup** page.

For more information, see [Synchronizing Contacts with Customers, Vendors, and Bank Accounts](#).

Assigning a Number Series to Contacts and Opportunities

You can set up a number series for contacts and opportunities. If you have set up a number series for contacts, when you create a contact, and press Enter in the No. field on the contact card, application automatically enters the next available contact number.

For more information about number series, see [Create Number Series](#).

Searching for Duplicate Contacts when Contacts are Created

You can choose to have application automatically search for duplicates each time you create a contact company, or you can choose to search manually after you have created contacts. You can also choose to have application update the search strings automatically each time you modify contact information or create a contact. You can decide the search hit percentage, that is, the percentage of identical strings two contacts must have for application to consider them as duplicates.

See Also

[Managing Contacts](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Managing Contacts

2/18/2021 • 2 minutes to read • [Edit Online](#)

Employees in your company regularly meet prospective business relations that may develop into formal relationships. All such external contacts and their detailed information should be recorded in the system so that communication is more successful and so they can easily be converted to formal customer, vendor, or bank relationships.

Use the **Contacts** list to manage your contacts. From there, you can create opportunities and manage other interactions with individual contacts. You can also see statistics about a contact, and you can access a range of reports. For information about how to find the right contact in the list, see [Sorting, Searching, and Filtering](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up contact management prior to creating contacts.	Set Up Contacts
Create a contact card for each new person or company that you interact with, such as a customer or vendor.	Create Contacts
Set up profile questionnaires that you want to use when entering information about your contacts' profiles.	Use Profile Questionnaires to Classify Business Contacts
Resolve confusion when two or more records exist for the same contact.	Merge Duplicate Records

See Also

[Managing Sales Opportunities](#)

[Sorting, Searching, and Filtering](#)

[Working with Business Central](#)

NOTE

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Set Up Contacts

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When creating contacts, you can enter specific information, such as the industry that the contact belong to and your business relationship with the contacts.

Before you create contacts and record details about your business relationships, you must set up the different codes that you will use to assign this information to your contact companies and people. Codes can be set up for mailing groups, industry groups, business relationships, Web sources, organizational levels and job responsibilities. You can set these up by choosing the **New** action as you look up to the lists from the contact card.

By having this information set up, creating contacts is much more organized and being able to find all contacts based on a certain group will be more efficient. Every group at your company will be able to find the is information making communication with the contacts more successful.

To assign industry groups to a contact

You use industry groups to indicate the type of industry to which your contacts belong, for example, the retail industry or the automobile industry.

NOTE

This is only possible for contacts of type **Company**.

The industry group code defines the type or category of the group, such as ADVERT for advertising, or PRESS, for TV and radio. You can have several industry group codes. To define the industry groups, you use the **Industry Groups** page.

1. Open the relevant contact card.
2. Choose the **Company** action, and then the **Industry Groups** action. The **Contact Industry Groups** page opens.
3. In the **Industry Groups Code** field, select the industry groups you want to assign.

Repeat these steps to assign as many industry groups as you want. You can also assign industry groups from the contact list by following the same procedure.

The number of industry groups that you have assigned to the contact is displayed in the **No. of Industry Groups** field in the **Segmentation** section on the **Contact Card** page.

After you have assigned industry groups to your contacts, you can use this information to select contacts for your segments. For more information, see [Add Contacts to Segments](#).

To assign mailing groups to a contact

You can use mailing groups to identify groups of contacts that you want to receive the same information. For example, you can set up a mailing group for the contacts that you want to send a notification of an office move, or another group for sending holiday gifts.

The mailing group code defines the type or category of the group, such as MOVE for office move, or GIFT for holiday gift. You can have several industry group codes. To define the industry groups, you use the **Mailing**

Groups page.

1. Open the relevant contact card.
2. Choose the **Mailing Groups** action. The **Contact Mailing Groups** page opens.
3. In the **Mailing Groups Code** field, select the mailing group that you want to assign.

Repeat these steps to assign as many mailing groups as you want. You can also assign mailing groups from the contact list by following the same procedure.

The number of mailing groups you have assigned to the contact is displayed in the **No. of Mailing Groups** field in the **Segmentation** section on the **Contact Card** page.

After you have assigned mailing groups to your contacts, you can use this information to select contacts for your segments. For more information, see [Add Contacts to Segments](#).

To define a contact's alternate address

You can assign an alternate address where your contact sometimes wants to receive mail and information, for example, their summer cottage. You can also assign one or several date ranges to each alternate address you have entered for your contacts to specify when each address is valid.

1. Open the relevant contact card.
2. Choose the **Alternative Address** action, and then choose the **Card** action.

To define that the alternate address applies in a specific period, choose the **Date Range** action instead.

3. On the **Contact Alt. Address List** page, enter a new alternate address and fill in the fields on the **Contact Alternative Address** page.

Repeat these steps to assign as many alternate addresses as you want. For each alternate address you may want to specify one or several date ranges.

To assign job responsibilities to a contact

You can add information about the job responsibilities of contact persons to indicate what the contact person is responsible for within their company, for example, IT, management, or production. You can use this information when entering information about your contacts.

NOTE

This is only possible for contacts of type **Person**.

The job responsibility code defines the type or category of the job, such as **MARKETING** or **PURCHASE**. You can have several job responsibility codes. To define the job responsibility, you use the **Job Responsibilities** page.

1. Open the relevant contact card.
2. Choose the **Person** action, and then choose the **Job Responsibilities** action. The **Contact Job Responsibilities** page opens.
3. In the **Job Responsibility Code** field, select the job responsibility that you want to assign.

Repeat these steps to assign as many job responsibilities as you want. You can also assign job responsibilities from the contact list by following the same procedure.

The number of job responsibilities you have assigned to the contact is displayed in the **No. of Job Responsibilities** field in the **Segmentation** section on the **Contact** page.

After you have assigned job responsibilities to your contacts, you can use this information to select contacts for your segments. For more information, see [Add Contacts to Segments](#).

To assign organizational levels to a contact

You can use organizational levels on your contacts to specify which position they have in the company, for example, top management. You can use this information when entering information about your contacts.

NOTE

This is only possible for contacts of type **Person**.

The organizational level code defines the type or category of the organizational level, such a CEO or CFO. You can have several organizational level codes. To define the organizational level, you use the **Organizational Levels** page.

1. Open the relevant contact card.
2. In the **Organizational Levels** field, select the code you want to assign.

After you have assigned organizational levels to your contacts, you can use this information to create segments.

After you have assigned job responsibilities to your contacts, you can use this information to select contacts for your segments. For more information, see [Add Contacts to Segments](#).

To assign web sources to a contact

You can use web sources with your contact companies to identify, for example, search engines and web sites, on the Internet that you want to use to search for information about the contacts. When assigning web sources, you specify which search engine and search word the application will use to find the requested information.

NOTE

This is only possible for contacts of type **Company**.

When assigning web sources, you specify which search engine and search word that the application will use to find the requested information.

1. Open the relevant contact card.
2. Choose the **Company** action, and then choose the **Web Sources** action. The **Contact Web Sources** page opens.
3. In the **Web Source Code** field, choose the web source you want to assign.
4. In the **Search Word** field, enter the search word that you want to use to find the information.

Repeat these steps to assign as many web sources as you want.

To assign business relations to a contact

You can use business relations to indicate the business relationship you have with your contacts, for example, a prospect, bank, consultant, service supplier, and so on.

NOTE

This is only possible for contacts of type **Company**.

1. Open the relevant contact card.
2. Choose the **Company** action, and then the **Business Relations** action.
3. On the **Contact Business Relations** page, in the **Business Relation Code** field, select the business relation you want to assign.

Repeat these steps to assign as many business relations as you want.

The number of business relations you have assigned to the contact is displayed in the **No. of Business Relations** field in the **Segmentation** section on the **Contact** page.

After you have assigned business relations to your contacts, you can use this information to select contacts for your segments. For more information, see [Add Contacts to Segments](#).

Automatically Copying Specific Information from Contact Companies to Contact Persons

Some information about contact companies is identical to the information about the contact persons working within these companies, for example, the address details. On the **Inheritance** FastTab on the **Marketing Setup** page, you can specify which fields on the contact card for a company is copied to the contact card for a person each time you create a contact person for the contact company.

When you modify one of these fields on the contact company card, the same fields on the contact person card are updated, unless you have manually modified the field on the contact person card.

For more information, see [Create Contacts](#).

Using Predefined Defaults on New Contacts

You can decide that the application automatically assigns a specific language code, territory code, salesperson code, and country/region code as defaults to each new contact you create. You can also enter a default sales cycle code that application automatically assigns to each new opportunity you create. You set this up on the **On the Defaults** FastTab on the **Marketing Setup** page

The inheritance of fields overwrites the default values you have set up. For example, if you have set up English as the default language, but the contact company's language is German, application will automatically assign German as the language code for the contact persons recorded for that company.

Synchronizing Contacts with Customers, Vendors, and Bank Accounts

In order to synchronize the contact card with a linked customer, vendor, or bank account card, you must fill in the relevant field in the **Bus. Relation Code** for section on the **Interactions** FastTab on the **Marketing Setup** page.

For more information, see [Synchronizing contacts with customers, vendors, and bank accounts](#).

Searching for Duplicate Contacts

You can choose to have application automatically search for duplicates each time you create a contacts, or you can choose to search manually after you have created contacts. You can also choose to have application update the search strings automatically each time you modify contact information or create a contact. You can decide the search hit percentage, that is, the percentage of identical strings two contacts must have for application to consider them as duplicates. You set this up on the **Duplicates** FastTab on the **Marketing Setup** page.

When you have found a duplicate contact, you can use the **Merge Duplicate** page to merge it into an existing contact record that you want to keep. For more information, see [Merge Duplicate Records](#).

See Also

[Managing Contacts](#)

[Create Contacts](#)

[Managing Sales Opportunities](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Contacts

2/18/2021 • 6 minutes to read • [Edit Online](#)

When you develop a business relationship to someone in another company, add them as a contact in Business Central. Then, add any information about them, or their company, that can be useful for future communications. On the **Contact Card** page, you can create the following types of contacts:


- **Person** - Typically, this is when you've had direct contact with someone and have their contact details.
- **Company** - For example, if the contact is not an individual person but an entity, such as a contractor or a bank.

The information that's relevant for each type of contact differs, so the fields and actions that are available are different. For example, you can only assign job responsibilities to a person, and an industry group to a company.

You can change the value of the **Type** field later. Alternatively, use the fields on the **Inheritance** FastTab on the **Marketing Setup** page to specify the data to share between a person and their company. For more information, see [Setting Up Contacts](#).

When a contact is converted to a customer, for example, the contact person or contact company becomes the name of the customer. The record for the contact is kept, and you can link the contact and the customer so that their data is synchronized going forward.

To create a contact manually

1. Choose the  icon, enter **Contacts**, and then choose the related link.
2. Choose the **New** action.
3. In the **No.** field, enter a number for the contact.

Alternatively, if you have set up a number series for contacts on the **Marketing Setup** page, you can press **Enter** to insert the next available contact number.


4. Fill in the remaining fields as required. Hover over a field to read a short description.

To create a contact from a customer, vendor, or bank account

If you have customers, vendors, and bank accounts that you want to create contact cards for, you can use the **Create Contacts from** batch jobs to create contacts from the existing data. When you create a contact this way, the contact information is afterwards synchronized with the related customer, vendor, or bank account information. For more information, see [Synchronizing Contacts with Customers, Vendors, and Bank Accounts](#).

NOTE

Before you can create contacts based on existing data, you must specify a business relation code for customers, vendors, or bank accounts on the **Interactions** FastTab on the **Marketing Setup** page. For more information, see [Set up Contacts](#).

1. Choose the  icon, enter one of the following, depending what you want to create contacts from, and then choose the related link.
 - **Create Contacts from Customers**
 - **Create Contacts from Vendors**

- **Create Contacts from Bank Accounts**

2. On the request page that opens, in the **Customer**, **Vendor**, or **Bank Account** section, set filters if you want to create contacts from specific customers, vendors, or bank accounts.
3. Choose the **OK** button to start creating contacts.

The next contact numbers in the number series are assigned to the new contacts. The business relations that are specified on the **Marketing Setup** page is assigned to the newly created contacts.

TIP


You can also do this the other way around, namely by creating a customer, vendor, or bank account from a contact. For more information, see [To create a contact as a customer, vendor, or bank account](#).

To create a customer, vendor, employee, or bank account from a contact

If you have a customer, vendor, employee, or bank account for the company that you want to create a contact for, use the **Create as** action. When you create a contact this way, the contact information is afterwards synchronized with the related customer, vendor, employee, or bank account information. For more information, see [Synchronizing Contacts with Customers, Vendors, and Bank Accounts](#).

NOTE

Before you can create customers, vendors, employees, or bank accounts from contacts, you must specify a business relation code on the **Marketing Setup** page on the **Interactions** FastTab. For more information, see [Setting up Contacts](#).

1. Choose the  icon, enter **Contacts**, and then choose the related link.
2. Select the contact you want to create as a customer, vendor, employee, or bank account.
3. Choose the **Create As** action, and then choose either **Customer**, **Vendor**, **Bank**, or **Employee**.
4. Choose the **OK** button.

The contact information is transferred from the contact card to a new customer, vendor, employee, or bank account card. You may want to add specific information to each of the cards, such as invoicing and payment details. For more information, see, for example, [Register New Customers](#).

To link a contact to an existing customer, vendor, employee, or bank account

If you have a contact and either a customer, vendor, employee, or bank account for the same company, you can link the two entities to synchronize data.

1. Open the contact that you want to link.
2. Choose the **Link with existing** action, and then choose the **Customer**, **Vendor**, **Bank**, or **Employee** action.
3. On the page that opens, select the customer, vendor, employee, or bank account to link to.
4. In the **Current Master Fields** field, specify whose fields to prioritize in when there is conflicting information in fields common to the contact and customer, vendor, employee, or bank account. For example, if the salesperson code is different for the contact and customer, you can choose to keep the one on the contact card by selecting **Contact**.
5. Choose the **OK** button.

To remove a link between a contact and an existing customer, vendor, employee, or bank account

If you have wrongly linked a contact and a customer, vendor, employee, or bank account, remove the link between the entities so that data no longer synchronizes.

1. Open the contact that has the wrong link.
2. Choose the **Business Relations** action.
3. On the page that opens, select the customer, vendor, employee, or bank account to remove the link from.
4. Choose the **Delete** action.

NOTE

Do not use the **Business Relations** window to change existing relations. Instead, remove the relation and use the **Link with existing** action. For more information, see the [To link a contact to an existing customer, vendor, or bank account](#) section.

Synchronizing Contacts with Customers, Vendors, Employees, and Bank Accounts

If some of your contacts are also customers, vendors, employees, or bank accounts, you can synchronize them with data from the contact and gain the following benefits:

- You only have to update information in one place. For example, if you modify the phone number on the contact, the phone number is automatically updated for the customer, vendor, employee, or bank account.
- If you have specified a number series for contacts, when you create a customer, vendor, employee, or bank account card, a contact is automatically created.
- You can create sales quotes and orders, and purchase quotes and orders, from the contact.
- You can record your interactions, such as printing orders, blanket orders, creating sales service orders, sending e-mails, and so on.
- If you delete a contact linked to a customer, vendor, employee, or bank account, only the contact is removed. The customer, vendor, employee, or bank account remains.
- If you delete a customer, vendor, employee, or bank account that is linked to a contact, the contact remains.

NOTE


Certain details, such as invoicing and posting details, are not available for contacts. When you create contacts as customers, vendors, employees, or bank accounts, you may want to add them manually.

There are three ways to enable data synchronization between contacts and customers, vendors, employees, or bank accounts:

- When you create contacts from customers, vendors, employees, or bank accounts. See [To create a contact from a customer, vendor, or bank account](#).
- When you create customers, vendors, employees, or bank accounts from contacts. See [To create a customer, vendor, or bank account from a contact](#).
- When you link contacts with existing customers, vendors, employees, or bank accounts from the contact card. See [To link a contact to an existing customer, vendor, or bank account](#).

To view which customer, vendor, employee, or bank account a contact

is related to

1. Choose the  icon, enter **Contacts**, and then choose the related link.
2. Select the line for a contact, choose the **Related Information** action, and then choose the **Customer/Vendor/Bank Acc/Employee** action.

See Also

[Managing Contacts](#)

[Setting Up Contacts](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Use Profile Questionnaires to Classify Business Contacts

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set up profile questionnaires that you want to use when entering information about your contacts' profiles. Within each questionnaire, you can set up the different questions you intend to ask your contacts.

You can also run the questionnaire to answer some of the questions based on contact, customer, or vendor data automatically.

To add a profile questionnaire

1. Choose the  icon, enter **Questionnaire Setup**, and then choose the related link.
2. Choose the **New** Action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

To add questions to a profile questionnaire

1. Choose the relevant profile questionnaire, and then choose the **Edit Questionnaire Setup** action.
2. On the first empty line, in the **Type** field, choose **Question** and type your question in the **Description** field. Fill in the other fields on this line.
3. On the next empty line, in the **Type** field, choose **Answer** and type your answer in the **Description** field.
4. In the **Priority** field, select the priority. In the **From Value** and **To Value** fields, define a point range. Contacts that receive points within the defined range will get the answer.

Repeat these steps to enter all the questions and answers within the profile questionnaire.

After you have created a questionnaire, you must create contact ratings to classify your contacts. You can also set up questions that are rated automatically based on information in the contact card.

NOTE

If you enter a question that is automatically answered, choose **Line**, and then choose **Question Details**, to enter the criteria to automatically answer the question.

The Automatic Classification of Contacts

You can automatically classify your contacts according to customer, vendor, and contact information, by setting up automatically answered profile questions on the **Profile Questionnaire Setup** page.

NOTE

Only contacts that are recorded as customers can be assigned a classification based on customer data and only contacts that are recorded as vendors can be assigned a classification based on vendor data. The automatic classification is not updated automatically. Consequently, you may want to update the profile questionnaires, after you have updated the customer, vendor or contact data they are based on.

After you have set up automatically answered profile questions, if you assign the profile questionnaire containing these questions to a contact, Business Central will automatically assign the right answers for the

contact.

Example

You can classify your contacts according to how much they bought from you:

ANSWER	APPLIES TO
A	contacts who bought for 500,000 LCY or more
B	contacts who bought for 100,000 up to 499,999 LCY
C	contacts who bought for 99,999 LCY or less

To do this, fill on the **Profile Questionnaire Setup** page as follows:

TYPE	DESCRIPTION	AUTOMATIC CLASSIFICATION	FROM VALUE	TO VALUE
Question	ABC Classification	Click to insert a check mark		
Answer	A		500,000	
Answer	B		100,000	499,999
Answer	C			99,999

Then fill on the **Profile Question Details** page as follows:

FIELD	VALUE
Customer Classification Field	Sales (LCY)
Classification Method	Defined Value

When you assign the profile questionnaire containing this question to a contact, application automatically enters the relevant answer for this contact on the profile lines of the contact card.

See Also

[Creating Contacts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Merge Duplicate Records

2/18/2021 • 4 minutes to read • [Edit Online](#)

As different users create new customer, vendor, or contact cards over time, or the new records are created automatically during migration, a customer, vendor, or contact may be represented in the system with more than one record. In this case, you can use the **Merge Duplicate** page from the card of the record that you want to keep. The page gives you an overview of duplicated field values and provides functions to select which values to keep or discard when merging two records into one.


NOTE

Only users with the MERGE DUPLICATES permission set can use this functionality.

TIP

The **Merge Duplicate** page shows all fields where the values are different for the two records being compared. Therefore, a duplicate is indicated by the page showing very few fields. Whereas, if the page shows many fields, then the suspected record is probably not a duplicate.

The following procedure is based on a customer card. The steps are similar for a vendor and contact cards.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select the customer that you know or suspect that a duplicate record exists for, and then choose the **Edit** action.
3. On the **Customer Card** page, choose the **Merge With** action.
4. On the **Merge Duplicate** page, in the **Merge With** field, select the customer that you believe is a duplicate of the one you have opened, indicated in the **Current** field.

The **Fields** FastTab lists fields where the values are different for the two customers. This means that if the selected customer is really a duplicate, then only very few fields should be listed, such as typing errors and other data entry mistakes.

The **Related Tables** FastTab lists tables where there are fields with a relation to both customers. The **Current Count** and **Duplicate Count** fields show the number of fields in related tables where the **No.** value of both the current and the duplicate customer is used. On the **Merge Duplicate** page, this section is informational only, however, if merge conflicts exist, you will resolve them on the **Merge Duplicate Conflicts** page. See steps 8 through 12.

5. For each field where you want to use another value than the current one, select the **Override** check box. The value in the **Alternate Value** field will then be transferred to the current record when you complete the process.
6. When you have finished selecting which values to keep or override, choose the **Merge** action.

The system checks if the merge of values for the duplicate customer into the current customer causes any conflicts. A conflict exists if a value in at least one primary-key field is the same for both customers while the value in the **No** field is different for the two customers.

7. If no conflicts are found, choose the **Yes** button in the confirmation message box.

The duplicate customer is renamed so that all usage of its **No.** value in all fields with relations to the customer table will be replaced with the **No.** value of the current customer.

8. If conflicts exist, choose the **Resolve (xx) conflicts before merge.** action on the **Conflicts** FastTab, which will appear if conflicts exist.
9. On the **Merge Duplicate Conflicts** page, select the line for a related table with a conflict, and then choose the **View Details** action.

The **Merge Duplicate** page now shows the fields in the selected table that cause a merge conflict between the two customer records. Notice in both the summarized values in the **Current** and **Conflicts With** fields and on the lines that at least one primary-key field is the same for both customers and the value of the **No.** field is different for the two customers.

10. If you do not want to keep the duplicate customer record, choose the **Remove Duplicate** action, and then choose the **Close** button.

Identical field values, other than the value in the **No.** field, are removed from the duplicate record and inserted on the current record.

11. If you want to keep the duplicate customer record after the merge, choose the **Rename Duplicate.**
12. On lines, not for the **No.** field, where the field has the same value on both records, change the value in the **Alternate Value** field, and then choose the **Close** button.

The conflicting field value is updated on the duplicate record so that it can be merged with the current record. The duplicate record continues to exist after the merge.

13. Repeat steps 8 through 12 until all conflicts are resolved. The **Conflicts** FastTab disappears.
14. On the **Merge Duplicate** page, choose the **Merge** action again, and then select the **Yes** button in the confirmation message box.

NOTE

For contacts, you can use functionality to find duplicate contacts before you use the **Merge Duplicate** page. For more information, see [Searching for Duplicate Contacts](#).

See Also

[Sales](#)

[Set Up Contacts](#)

[Working with Business Central](#)

NOTE

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Managing Segments

2/18/2021 • 2 minutes to read • [Edit Online](#)

You create segments to select a group of contacts according to specific criteria. For example, a segment could be the industry that the contacts belong to or your business relationship with the contacts. You can create a segment to select the contacts you want to target with a campaign.

There are two main tasks in creating a segment:

- Enter general information about the segment. Before you can select the contacts within the segment, you must first create the segment.
- Select the contacts to be included within the segment.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create segments which allow you to select a group of contacts. For example, direct mail.	Create Segments
Manage the contacts that are assigned to segments.	Add Contacts to Segments
Learn about using interactions for segments, including logging.	Managing Interactions for Segments

See Also

[Managing Sales Opportunities](#)

[Managing Contacts](#)

[Working with Business Central](#)

NOTE

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Create Segments

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You can create segments to select a group of contacts, for example, if you want to create an interaction involving several contacts, such as direct mail.

To create a segment

1. Choose the  icon, enter **Segments**, and then choose the related link.
2. Choose the **New** action.
3. In the **General** section, in the **No.** field, enter a number for the segment.

Alternatively, if you have set up number series for segments on the **Marketing Setup** page, you can press Enter to select the next available segment number.

4. Fill in the other fields on the header.

You can now add contacts to the segment. For more information, see [Add Contacts to Segments](#).

See Also

[Managing Segments](#)

[Managing Sales Opportunities](#)

[Working with Business Central](#)

NOTE

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Add Contacts to Segments

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After you have created a segment and entered basic information about it, you may want to add contacts to the segment. You can do this by filling in the lines on the **Segment** page manually, but it is easier and faster to use the **Add Contacts** action.

To add a contact to a segment

1. Choose the  icon, enter **Segments**, and then choose the related link.
2. Select the segment, and then choose the **Add Contacts** action. The **Add Contacts** batch job page opens.
3. In the **Contact** section, set filters to specify the information by which you want to select contacts.

To enter additional filters, repeat this procedure on each of the remaining sections, and then choose the **OK** button.

If you have added contacts by mistake and want to go back one step, then choose the **Go Back** action.

To refine the number of contacts

After you have selected the contacts within a segment, you may decide to remove some but keep others. You can manually remove contacts from the lines on the **Segment** page, but it is easier and faster to use the **Refine Contacts** action.

1. Open the segment.
2. Choose **Contacts**, and then choose the **Refine Contacts** action. The **Remove Contacts - Refine** page opens.
3. In the **Contact** section, enter filters to specify the information that you want to use to select the contacts to be removed from the segment.
4. Add additional filters as needed, and then choose the **OK** button.

You can refine a segment as many times as you want. If you have refined the segment by mistake and want to go one step back, choose the **Go Back**.

To see a list of the segment criteria that you have used, in the **General** section, choose the **No. of Criteria Actions** field.

To reduce the number of contacts

After you have selected the contacts within a segment, you may want to remove some of them. You can do this by manually removing them from the lines in the **Segment** page, but it is easier and faster to use the **Reduce Contacts** function to specify which contacts to remove, and to use the **Refine Contacts** function to specify which contacts to keep.

1. Open the segment.
2. Choose **Contacts**, and then choose the **Reduce Contacts** action. The **Remove Contacts - Reduce** page opens.
3. In the **Contact** section, enter filters to specify the information that you want to use to select the contacts to be removed from the segment.
4. Add additional filters as needed, and then choose the **OK** button.

You can reduce a segment as many times as you want. If you have refined the segment by mistake and want to go one step back, then choose the **Go Back** action.

See Also

[Create a Segment](#)

[Managing Segments](#)

[Managing Sales Opportunities](#)

[Working with Business Central](#)

NOTE

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Manage Interactions for Segments

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Segment** page is a type of worksheet where you can:

- Create segments.
- Save the segmentation criteria you have used to select contacts.
- Log the segment and record interactions involving the contacts within the segment.

Segmenting

There are several ways to create segments:

- You can manually enter the contacts you want to include in the segment in the segment lines.
- You can select contacts.
- You can reuse a logged segment as the basis to create a new one.
- You can reuse saved segmentation criteria.

Interactions

On the **Segment** page, you can create interactions for several contacts simultaneously. For example, you can merge a segment with a Microsoft Word document, so that you can send a letter to all the contacts in the segment.

You can specify information about the interaction for the segment on the **Segment** header. For example, you can decide which interaction template you want to use for all the contacts, specify a description, a correspondence type, and so on. However, you can modify this information in the segment line for each particular contact, for example, by specifying another description for one contact. If you are merging a segment with a Microsoft Word document, you can personalize the document to be sent for one or several of the contacts within the segment, for example, by adding individualized comments to the document.

Logging

On the **Segment** page, when you choose **Log**, the application records the interactions on the **Interaction Log Entry** page, and logs the segment. After you have logged the segment, you can only find it on the **Logged Segments** page.

On the **Logged Segments** page, you can decide to create a follow-up segment containing the same contacts as the segment you have logged.

See Also

[Create Segments](#)

[Create Interactions for Segments](#)

[Managing Segments](#)

[Recording Interactions With Contacts](#)

[Managing Sales Opportunities](#)

[Creating and Managing Contacts](#)

[Working with Business Central](#)

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Managing Interactions

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In Business Central, interactions are all types of communications between your company and your contacts. For example, communications can be email, letter, telephone, meetings, and so on.

You can record all the interactions that you have with your contacts in order to keep track of the sales and marketing efforts you have directed at your contacts and to improve your future business interactions with them.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up your system to record interactions.	Set Up Contacts
Create interactions to record all the interactions and communications you have with your contacts and segments, such as emailing.	Create Interactions on Contacts and Segments
Set up your system to automatically record interactions for sales, purchase, and service documents, such as when a documented is created, posted, or printed.	Automatically Record Interactions with Contacts

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Record Interactions With Contacts

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Setting up your application to record interactions consists of these tasks:

- Setting up interaction templates
- Creating interactions on contacts or segments
- View and manage recorded interactions

Setting up Interaction Templates

Before you can create and record interactions, you must set up interaction templates. When creating interactions, you must specify the interaction templates they are based on. An interaction template is a model that defines the basic characteristics of an interaction. You set up an interaction template on the **Interaction Templates** page.

After you have entered information about the interaction template, you can create an attachment, for example, a Microsoft Word document. Repeat the steps to set up as many interaction templates as you want.

Creating Interactions

There are two ways of recording interactions:

- You can manually create interactions that are linked to a single contact or to a segment. For more information, see [Create Interactions on Contacts and Segments](#).
- You can automatically record interactions when you perform actions in the application, for example, when you print an invoice, or quote. For more information, see [Automatically Record Interactions with Contacts](#).


Viewing and Managing Recorded Interactions

You can view all the recorded interactions that have not been deleted on the **Interaction Log Entries** page. You can open this page by:

- Using the **Search for Page or Report** icon to search on **Interaction Log Entries**.
- Choosing the **Interaction Log Entries** action on a contact or segment. The **Interaction Log Entry** page contains the interactions you create manually and the interactions that the application records automatically.

In this page, you can:

- View the status of interactions.
- Mark interactions as canceled.

You can delete interaction log entries that have been canceled. To delete interaction log entries, choose the  icon, enter **Delete Canceled Interaction Log Entries**, and then choose the related link, and then fill in the information.

See Also

[Managing Contacts](#)

[Managing Sales Opportunities](#)

[Working with Business Central](#)

NOTE

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Create Interactions on Contacts and Segments

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You can create interactions to record all the interactions and communications you have with your contacts and segments, for example, direct mail.

Before you create interactions, you must set up interaction templates. For more information, see [Set Up Interaction Templates](#).

To create an interaction

1. Open the contact, salesperson, or interaction log entry.
2. Choose the **Create Interaction** action.
3. Fill in the fields, and then choose the **OK** button.


NOTE

If you need to perform another task before finishing the interaction, you can choose **Cancel** and then finish the interaction at a later time. This postpones the interaction.

To finish and delete postponed interactions

1. Open the contact, salesperson, or interaction log entry.
2. Choose **Postponed Interactions**.
3. Select the interaction you want to finish, and then choose the **Resume** action.

To create an interaction on a segment

1. Choose the  icon, enter **Segments**, and then choose the related link.
2. In the **Segment page**, in the **Interaction** section, fill in the fields to specify which interaction you want to assign to the segment.

After you have assigned an interaction to the segment, you can personalize the interaction for each particular contact within the segment, for example, by selecting another interaction template on the lines on the **Segment** page.

3. To log the segment and interactions, choose the **Log** action. The **Log Segment** page opens.
4. If you want to create a new segment containing the same contacts, select the **Create Follow-up Segment** check box. To create a follow-up segment, you must have specified number series for segments on the **Marketing Setup** page.

An interaction is recorded for each contact within the segment in the **Interaction Log Entry** table, and the segment is logged. Logged segments can be found on the **Logged Segment** page.

If you have selected the **Create Follow-up Segment** check box, a new segment is created that contains the same contacts as the segment you have just logged.

See Also

Recording Interactions

Managing Contacts

Managing Sales Opportunities

Working with Business Central

NOTE

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Recording Interactions with Contacts Automatically

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You can set up the application to automatically record interactions for sales, purchase and service documents, cover sheets, e-mails, phone calls, such as:

- Print sales or purchase quotes, orders, invoices, credit memos, cover sheets.
- Create sales service orders.
- Post sales service orders.
- Send e-mails to your contacts.
- Call your contacts, if you have a TAPI-compliant telephone and the correct installation.

To set up the automatic recording of these interactions, you specify interaction templates for these documents and actions by using the **Interaction Template Setup** page.

To open the **Interaction Template Setup** page, choose the  icon, enter **Interaction Template Setup**, and then choose the related link.

See Also

[Recording Interactions With Contacts](#)

[Working with Business Central](#)

NOTE

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Managing Sales Opportunities

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Any incoming lead can be considered a sales opportunity. You can create opportunities and associate them to a salesperson so that you can keep track of potential sales.

Before you can start using opportunity management, you must set up sales cycles and sales cycle stages. As you create opportunities, you should provide information about the contact, salesperson, sales cycle, and dates, as well as your estimates for the sales value of the opportunity and your estimation of the chances of its success.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up the sales cycles that you usually follow, and the different stages within each opportunity sales cycle.	Set Up Opportunity Sales Cycles and Cycle Stages
Create sales opportunities that you have from your contacts.	Create Opportunities
Move a sales opportunity through the sales cycle to completion.	Process Sales Opportunities

See Also

[Sales](#)

[Creating and Managing Contacts](#)

[Working with Business Central](#)

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Set Up Opportunity Sales Cycles and Cycle Stages


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Before you can start using sales opportunities, you must set up sales cycles and sales cycle stages. A sales cycle is made up of a series of stages that go from the initial contact to the closing of a sale. Each stage can have certain requirements that must be met, such as requiring a sales quote, before an opportunity can go to the next stage. You can also specify whether a stage can be skipped. You can setup as many sales cycles as you need, and you can set up as many sales cycle stages as necessary within a sales cycle.

Implementing opportunity sales cycles involves setting up the sales cycle, defining the different stages of the cycle, and then assigning the cycle to opportunities. Assigning the relevant activity or tasks to the opportunity may also be part of setting up a sales cycle.

This topic also describes how to set up tasks and activities, and how to assign tasks to activities. For more information, see [To set up activities with tasks](#).

To set up opportunity sales cycle codes

1. Choose the  icon, enter **Sales Cycles**, and then choose the related link. The **Sales Cycles** page opens, and lists all the existing sales cycles.
2. Choose the **New** action, and fill in the fields as necessary. Hover over a field to read a short description.

Repeat these steps to set up as many sales cycles as you want. After you have set up opportunity sales cycles, you may want to set up the different stages within each cycle.

To define opportunity sales cycle stages

1. On the **Sales Cycles** page, select the opportunity sales cycle for which you want to set up stages, and then choose the **Stages** action. The **Sales Cycle Stages** page opens.
2. Choose the **New** action to enter a new stage in the sales cycle.


Repeat these steps to set up as many stages as you want within the sales cycle.

To assign stage cycles to opportunities

After you add the opportunities stage cycle, you can start to add sales opportunities, and then assign the stage cycle to opportunities by setting the **Sales Cycle Code** field. For more information, see [Create Sales Opportunities](#).

To set up activities with tasks

You can combine multiple task, for example tasks that each represent a step, in activities. Activity tasks are related to each other by a date formula. You can assign activities to opportunities, salespeople, or contacts.

1. Choose the  icon, enter **Activities**, and then choose the related link.
2. Choose the **New** action, and fill in the fields as necessary.
3. On the **Lines** FastTab, fill in the fields as necessary to define one or more tasks in the activity.


To assign tasks or activities of tasks to opportunities

When you have set up a task, you can assign it to a sales opportunity and thereby assign the activity that the

task belongs to.

NOTE

This procedure describes how to assign activity tasks to opportunities. the steps are similar when you assign tasks to salespeople and contacts.

1. Choose the  icon, enter **Opportunities**, and then choose the related link.
2. Select an opportunity, and then choose the **Tasks** action.
3. On the **Task List** page, choose the **Create Task** action.
4. The **Create Task** page, fill in the fields as necessary.

Notice in the **Opportunity** field, that it is automatically assigned to the opportunity in question.

5. Choose the OK button.
6. On the **Task List** page, select the new task, and then choose the **Assign Activities** action.
7. On the **Assign Activity** page, fill in the fields as necessary, and then choose the OK button.

See Also

[Processing Sales Opportunities](#)

[Sales](#)

[Working with Business Central](#)

NOTE

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Create Sales Opportunities


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You can create opportunities for the sales opportunities you have on your contacts. All opportunities must be assigned to a salesperson or purchaser and must have a contact.


You can create opportunities from the **Opportunity List** page. But you typically will create opportunities from the specific contact or salespeople.

Before you can create opportunities, you must set up opportunity sales cycles. For more information see [Set Up Opportunity Sales Cycles and Stages](#).

To create an opportunity from a salesperson

1. Choose the  icon, enter **Salespeople**, and then choose the related link.
2. Select the salesperson from the list for whom you want to create an opportunity.
3. Choose the **Opportunities** action, and then choose **List**.
4. Choose **New**, and then fill in the fields as relevant. Hover over a field to read a short description.

To create an opportunity from a contact

1. Choose the  icon, enter **Contacts**, and then choose the related link.
2. Select the contact from the list for whom you want to create an opportunity.
3. Do one of the following:
 - Choose the **Create Opportunity** action.
 - Choose the **Opportunities** action, and then choose **New**.
4. Fill in the relevant fields.

See Also

[Sales](#)

[Creating and Managing Contacts](#)

[Working with Business Central](#)

NOTE

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Track Email Message Exchanges Between Salespeople and Contacts

2/18/2021 • 8 minutes to read • [Edit Online](#)

Get more out of the communications between salespeople and your existing or potential customers by tracking email exchanges, and then turning them into actionable opportunities. Business Central can work with Exchange Online to keep a log of the inbound and outbound messages. You can view and analyze the contents of each message on the **Interaction Log Entries** page.

Set up Public Folders and Rules for Email Logging in Exchange Online

Before you can set up email logging, you must prepare your Exchange Online with [public folders](#). You can do this in the [Exchange admin center](#), or you can use the [Exchange Management Shell](#).

TIP

If you want to use the [Exchange Management Shell](#), you can find inspiration for how to set up your script in a sample script that we published to [the BCTech repo](#).

The following list describes the main steps with links to learn more.

- Create an admin role for public folders based on the information in the following table:

PROPERTY	VALUE
Name	Public Folders Management
Selected roles	Public Folders
Selected members	The email of the user account that Business Central will use to run the email logging job

For more information, see [Manage role groups](#).

- Create a new public folder mailbox based on the information in the following table:

PROPERTY	VALUE
Name	Public MailBox

For more information, see [Create a public folder mailbox in Exchange Server](#).

- Create new public folders
 - Create a new public folder with the name *Email Logging* in the root so that the full path to the folder becomes `\Email Logging\`
 - Create two subfolders so that the the result is the following full paths to the folders:
 - `\Email Logging\Queue\`
 - `\Email Logging\Storage\`

For more information, see [Create a public folder](#).

- Mail-enable the *Queue* public folder

For more information, see [Mail-enable or mail-disable a public folder](#)

- Mail-enable sending emails to the *Queue* public folder using Outlook or the Exchange Management Shell

For more information, see [Allow anonymous users to send email to a mail-enabled public folder](#)

- Set the email logging user as an owner of both public folders, *Queue* and *Storage* public folders using Outlook or the Exchange Management Shell based on the information in the following table:

PROPERTY	VALUE
User	The email of the user account that Business Central will use to run the email logging job
Permission level	Owner

For more information, see [Assign permissions to the public folder](#).

- Create two mail flow rules based on the information in the following table

PURPOSE	NAME	CONDITIONS	ACTION
A rule for incoming email	Log Email Sent to This Organization	<i>The sender is located Outside the organization, and the recipient is located Inside the organization</i>	BCC the email account that is specified for the <i>Queue</i> public folder
A rule for outgoing email	Log Email Sent from This Organization	<i>The sender is located Inside the organization, and the recipient is located Outside the organization</i>	BCC the email account that is specified for the <i>Queue</i> public folder

For more information, see [Manage mail flow rules in Exchange Online](#) and [Mail flow rule actions in Exchange Online](#).

NOTE

If you make changes in the Exchange Management Shell, the changes become visible in the Exchange admin center after a delay. Also, the changes made in Exchange will be available in Business Central after a delay.

Next, you connect Business Central with Exchange Online.

Setting Up Business Central to Log Email Messages

Get started with email logging in two easy steps:

1. Connect Business Central with Exchange Online for your Microsoft 365 subscription. Exchange Online handles your email messages. We've made this step easy by providing an assisted setup guide. You just need your administrator credentials for your administrator account in Microsoft 365. To start the guide, go to **Assisted Setup**, and then choose **Set up email logging**.
2. Make sure that valid email addresses have been entered in Business Central for your sales people and contacts, depending on whether they are potential or existing customers. To do that, for each customer or

salesperson, open the **Contact** or **Salesperson/Purchaser** card and have a look in the **Email** field.

TIP

After you complete the steps in the guide you can check whether the connection was successful. Search for **Marketing Setup**, choose **Process**, then **Functions**, and then **Validate Email Logging Setup**.

Viewing Email Message Exchanges in the Interaction Log

Business Central creates an entry on the **Interaction Log** page each time a salesperson and a contact exchange an email message. To view the interaction log, open the **Contact** or **Salesperson Purchaser** card for the person, and then choose **History**, and then choose **Interaction Log Entries**. There are a few things we can do with each entry in the log, for example:

- View the content of the email message that was exchanged by clicking the **Show Attachments** action.
- Turn an email exchange into a sales opportunity - If an entry looks promising, you can turn it into an opportunity and then manage its progress toward a sale. To do that, choose the entry, and then choose the **Create Opportunity** action. For more information, see [Managing Sales Opportunities](#).

Connecting On-Premises Versions to Microsoft Exchange

You can connect Business Central on-premises to Exchange on-premises or Exchange Online for email logging. For both versions of Exchange, settings for the connection are available on the **Marketing Setup** page. For Exchange Online, you can also use an assisted setup guide.

Connecting to Exchange On-premises

To connect Business Central on-premises to Exchange on-premises, on the **Marketing Setup** page, you can use **Basic** as the **Authentication Type**, and then enter credentials for the user account for Exchange on-premises. Then turn on the **Enabled** toggle to start logging email.

Connecting to Exchange Online

To connect to Exchange Online, you must use **OAuth2** as the **Authentication Type**. You must also register an application in Azure Active Directory, and provide the application ID, key vault secret, and the redirect URL to use. The redirect URL is pre-populated and should work for most installations. For more information, see [To register an application in Azure AD for connecting from Business Central to Exchange Online](#).

You must set up your installation to use HTTPS. For more information, see [Configuring SSL to Secure the Business Central Web Client Connection](#). If you are setting up your server to have a different home page, you can change the URL. The client secret will be saved as an encrypted string in your database.

To register an application in Azure AD for connecting from Business Central to Exchange Online

The following steps assume that you use Azure Active Directory to manage identities and access. For more information, see [Quickstart: Register an application with the Microsoft identity platform](#). If you do not use Azure Active Directory, see [Using Another Identity and Access Management Service](#).

1. In the Azure Portal, under **Manage**, choose **Authentication**.
2. Under **Redirect URL**, add the redirect URL that is suggested on the **Marketing Setup** page in Business Central. If the redirect URL on the Marketing Setup page is empty, find the suggested redirect URL on the **Email Logging Assisted Setup** page.

NOTE

If you do not specify the redirect URL, you can do so later by choosing **Add a platform**, and then choosing **Web** to add the web application and the redirect URL.

3. Under **Manage**, choose **Manifest**.
4. Locate the **requiredResourceAccess** property in the manifest, and add the following code in the brackets ([]) to add the required permissions. For more information, see [Register your application](#).

```
{
  "resourceAppId": "00000002-0000-0ff1-ce00-000000000000",
  "resourceAccess": [
    {
      "id": "3b5f3d61-589b-4a3c-a359-5dd4b5ee5bd5",
      "type": "Scope"
    },
    {
      "id": "dc890d15-9560-4a4c-9b7f-a736ec74ec40",
      "type": "Role"
    }
  ]
}
```

5. Choose **Save**.
6. Under **Manage**, choose **API permissions**, and then confirm that the following permissions are listed:
 - EWS.AccessAsUser.All
 - full_access_as_app
7. Under **Manage**, choose **Certificates & Secrets**, and then create a new secret for your app. You will use the secret either in Business Central, in the **Client Secret** field on the **Marketing Setup** page, or store it in secure storage and provide it in an event subscriber.
8. Choose **Overview**, and then find the **Application (client) ID** value. This is the client ID of your application. You must enter it either on the **Marketing Setup** page, in the **Client ID** field, or store it in secure storage and provide it in an event subscriber.
9. In Business Central, set up email logging on the **Marketing Setup** page, or use the **Email Logging Assisted Setup** guide for assistance with the process.
 - Provide the email account of the user on behalf of whom the scheduled job will connect to Exchange Online and process emails. The user must have a valid license for Exchange Online.
 - Provide the URL for your Exchange Online. Typically, this is the domain that you specified in the user's email address.
 - Provide the **Queue Folder Path** and **Storage Folder Path**.
10. To start logging email, turn on the **Enabled** toggle.
11. Sign in with your administrator account for Azure Active Directory (this account must have a valid license for Exchange and be an administrator in your Exchange Online). After you sign in you will be prompted to allow your registered application to sign in to Exchange Online on behalf of the organization. You must give consent to complete the setup.


NOTE

If you are not prompted to sign in with your administrator account, it might be because pop ups are blocked. To sign in, allow pop-ups from <https://login.microsoftonline.com>.

Using Another Identity and Access Management Service

If you are not using Azure Active Directory to manage identities and access, you will need some help from a developer. If you prefer to store the app ID and secret in a different location, you can leave the Client ID and Client Secret fields blank and write an extension to fetch the ID and secret from the location. You can provide the secret at runtime by subscribing to the `OnGetEmailLoggingClientId` and `OnGetEmailLoggingClientSecret` events in codeunit 1641 "Setup Email Logging".

To stop logging email

1. Choose the  icon, enter **Marketing Setup**, and then choose the related link.
2. Turn off the **Enabled** toggle.

See Also

[Managing Relationships](#)

NOTE

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Process Sales Opportunities

2/18/2021 • 3 minutes to read • [Edit Online](#)

After you create an opportunity, there are several features for managing the opportunity and moving it through to completion.

To view opportunities

The existing sale opportunities are available from the **Opportunity List** page. There are different ways to access this page for processing sales opportunities:

TO VIEW OPPORTUNITIES FOR	THEN
All salespeople and contacts	Choose the  icon, enter Opportunity List , and then choose the related link.
A specific sales person	Choose the  icon, enter Salespeople , and then choose the related link. Select the salesperson, choose the Opportunities action, and then choose the List action.
A specific contact	Choose the  icon, enter Contacts , and then choose the related link. Select the contact from the list, and then choose the Opportunities action.

Each of these tasks opens the **Opportunity List** page.

To close opportunities

You can close opportunities when the negotiations are over. When closing an opportunity, you can specify whether it was won or lost, and the reasons for closing it. To specify a reason, you must set up closed opportunity codes.

1. On the **Opportunity List** page, select the opportunity, and then choose the **Close** action. The **Close Opportunity** page opens.
2. Fill in the relevant fields, and then choose the **OK** button.

The **Close Opportunity Code** and **Date Closed** fields are required fields and must be filled in before you can choose the **OK** button.

In the **Close Opportunity Code** field, you can choose from one of the existing close opportunity codes or add a new code. To add a new code, from the drop-down list, choose **Select from full list**, and then choose **new**. On the new blank line, fill in the **Code**, **Type**, and **Description** fields, and then choose the **OK** button.

To create quotes for opportunities

You can create sales quotes for contacts that are not recorded as customers.

1. On the **Opportunity List** page, select the opportunity, and then choose the **Assign Sales Quote** action. The **Sales Quote** page opens.
2. Fill in the relevant fields.

To create sales orders for opportunities

You can make sales orders from the sales quotes that you have created for your opportunities. Before you can create sales orders for your contacts, you must create the contact as a customer. For more information, see [Create Contacts](#).

1. On the **Opportunity List** page, find the opportunity that you have created a sales quote for.
2. Choose the **Assign Sales Quote** action. The **Sales Quote** page opens to show the sales quote that you have assigned to the opportunity.
3. Fill in the additional fields, and then choose the **Make Order** action.


When handling sales opportunities, you may need to create a quote for the contact that the opportunity is linked to.

To delete opportunities

You can delete opportunities, for example, after you have concluded a deal. However, you can only delete closed opportunities. There are two ways to delete closed opportunities. You can delete individual closed opportunities from the **Opportunity List** page or you can run the **Delete Closed Opportunities** batch job to delete multiple opportunities based on a specified criteria.

To delete closed opportunities from the **Opportunity List** page, select the opportunity, and then choose the **Delete** action.

To delete closed opportunities by using the **Delete Closed Opportunities** batch job, follow these steps:

1. Choose the  icon, enter **Delete Opportunities**, and then choose the related link.
2. In the **Opportunity** section, set up the filters that specify the closed opportunities to delete.
3. Choose the OK button.

After you have deleted an opportunity, it is removed it from the **Opportunity List** page.

To move an opportunity through sales cycle stages

If an opportunity follows a sales cycle, you can move it forward or back through the different stages, such as moving the next or previous stage, and even skipping a stage.

1. On the **Opportunity List** page, choose the **Update** action. The **Update Opportunity** opens,
2. Use the **Action Type** field to move the opportunity through the sales cycle stages:
 - **Next** moves the opportunity forward one stage.
 - **Skip** moves the opportunity forward one or several stages in the sales cycle, which you specify in the **Presentation** field. You can only skip stages that have been set up to allow skipping.
 - **Previous** moves the opportunity back one stage.
 - **Jump** moves the opportunity back one or several stages in the sales cycle, which you specify in the **Presentation** field.
 - **Update** enables you to change information (such as to modify your evaluation of their chances of success and estimated values) without moving to another stage.
3. Fill in the other fields as needed, and then choose the OK button.

See Also

[Sales](#)

[Creating and Managing Contacts](#)

[Working with Business Central](#)

NOTE

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Use Profile Questionnaires to Classify Business Contacts

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set up profile questionnaires that you want to use when entering information about your contacts' profiles. Within each questionnaire, you can set up the different questions you intend to ask your contacts.

You can also run the questionnaire to answer some of the questions based on contact, customer, or vendor data automatically.

To add a profile questionnaire

1. Choose the  icon, enter **Questionnaire Setup**, and then choose the related link.
2. Choose the **New** Action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

To add questions to a profile questionnaire

1. Choose the relevant profile questionnaire, and then choose the **Edit Questionnaire Setup** action.
2. On the first empty line, in the **Type** field, choose **Question** and type your question in the **Description** field. Fill in the other fields on this line.
3. On the next empty line, in the **Type** field, choose **Answer** and type your answer in the **Description** field.
4. In the **Priority** field, select the priority. In the **From Value** and **To Value** fields, define a point range. Contacts that receive points within the defined range will get the answer.

Repeat these steps to enter all the questions and answers within the profile questionnaire.

After you have created a questionnaire, you must create contact ratings to classify your contacts. You can also set up questions that are rated automatically based on information in the contact card.

NOTE

If you enter a question that is automatically answered, choose **Line**, and then choose **Question Details**, to enter the criteria to automatically answer the question.

The Automatic Classification of Contacts

You can automatically classify your contacts according to customer, vendor, and contact information, by setting up automatically answered profile questions on the **Profile Questionnaire Setup** page.

NOTE

Only contacts that are recorded as customers can be assigned a classification based on customer data and only contacts that are recorded as vendors can be assigned a classification based on vendor data. The automatic classification is not updated automatically. Consequently, you may want to update the profile questionnaires, after you have updated the customer, vendor or contact data they are based on.

After you have set up automatically answered profile questions, if you assign the profile questionnaire containing these questions to a contact, Business Central will automatically assign the right answers for the

contact.

Example

You can classify your contacts according to how much they bought from you:

ANSWER	APPLIES TO
A	contacts who bought for 500,000 LCY or more
B	contacts who bought for 100,000 up to 499,999 LCY
C	contacts who bought for 99,999 LCY or less

To do this, fill on the **Profile Questionnaire Setup** page as follows:

TYPE	DESCRIPTION	AUTOMATIC CLASSIFICATION	FROM VALUE	TO VALUE
Question	ABC Classification	Click to insert a check mark		
Answer	A		500,000	
Answer	B		100,000	499,999
Answer	C			99,999

Then fill on the **Profile Question Details** page as follows:

FIELD	VALUE
Customer Classification Field	Sales (LCY)
Classification Method	Defined Value

When you assign the profile questionnaire containing this question to a contact, application automatically enters the relevant answer for this contact on the profile lines of the contact card.

See Also

[Creating Contacts](#)

NOTE

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Using Dynamics 365 Sales from Business Central

2/18/2021 • 8 minutes to read • [Edit Online](#)

If you use Dynamics 365 Sales for customer engagement, you can enjoy seamless integration in the lead-to-cash process by using Business Central for backend activities such as processing orders, managing inventory, and doing your finances.

Before you can use the integration capabilities, your system administrator must set up the connection and define users in Dynamics 365 Sales. For more information, see [Integrating with Dynamics 365 Sales](#).

NOTE

These steps describe the process of integrating online versions of Dynamics 365 Sales and Business Central. For information about on-premises configuration, see [Preparing Dynamics 365 Sales for Integration on-premises](#).

Integrating the applications lets you access data in Sales from Business Central, and in some cases the other way around. You can work with and synchronize data that both services have in common, such as customers, contacts, and sales information, and keep the data up to date in both applications.

For example, a sales person in Dynamics 365 Sales can use the price lists from Business Central when they create a sales order. When they add the item to the sales order line in Dynamics 365 Sales, they can see the inventory level (availability) of the item from Business Central.

Conversely, order processors in Business Central can handle sales orders that are automatically or manually transferred from Dynamics 365 Sales. For example, they can create and post sales order lines for items or resources that were entered in Dynamics 365 Sales as write-in products. For more information, see [Handling Sales Order Data](#).

IMPORTANT

Business Central integrates only with Dynamics 365 Sales. Other Dynamics 365 applications that change the standard workflow or data model in Dynamics 365 Sales, for example Project Service Automation, can break the integration between Business Central and Dynamics 365 Sales.

Coupling Records

The assisted setup guide lets you choose the data to synchronize. Later, you can also set up synchronization for specific records. This is referred to as *coupling*. For example, you can couple a specific account in Dynamics 365 Sales with a specific customer in Business Central. This section describes what to take into consideration when you couple records.

For example, if you want to see accounts in Dynamics 365 Sales as customers in Business Central, you must couple the two types of records. To do that, on the **Customers** list page in Business Central, use the **Set Up Coupling** action. Then specify which Business Central customers to match to which accounts in Dynamics 365 Sales.

You can also create (and couple) an account in Dynamics 365 Sales based on, for example, a customer record in Business Central using **Create Account in Dynamics 365 Sales**, or vice versa, using **Create Customer in Business Central**.

When you set up coupling between two records, you can also manually request current record, for example a

customer, to be overwritten immediately by account data from Sales (or from Business Central) using **Synchronize Now** action. **Synchronize Now** action which will ask whether to overwrite Sales or Business Central record data.

In some cases you must couple certain sets of data before other sets of data, as shown in the following table.

DATA	WHAT TO COUPLE FIRST
Customers and accounts	Couple salespeople with Dynamics 365 Sales users
Items and resources	Couple units of measure with Dynamics 365 Sales unit groups
Items and resource prices	Couple customer price groups with Dynamics 365 Sales prices

NOTE

If your prices or customers use foreign currencies, make sure that you couple currencies to Sales transaction currencies.

In Dynamics 365 Sales, sales orders depend on information such as customers, units of measure, currencies, customer price groups, and items and/or resources. For the integration with sales orders to work you must couple customers, units of measure, currencies, customer price groups, and items and/or resources.

Fully Synchronizing Records

At the end of the assisted setup guide you can choose the **Run Full Synchronization** action to start synchronizing all Business Central records with all related records in Dynamics 365 Sales. On the **Dynamics 365 Sales Full Synch Review** page, you choose the **Start** action. Full synchronization can take some time to complete, but you can continue to work in Business Central while it runs in the background.

To check the progress of individual jobs in a full synchronization, on the **Dynamics 365 Sales Full Synch Review** page choose a record to view details. To update the status during synchronization, refresh the page.

From the **Microsoft Dynamics 365 Connection Setup** page, you can get details about full synchronization at any time. From here, you can also open the **Integration Table Mappings** page to see details about the tables in Business Central and Sales that must be synchronized.

Handling Sales Order Data

Sales orders that people submit in Dynamics 365 Sales will be automatically transferred to Business Central if you select the **Automatically Create Sales Orders** check box on the **Microsoft Dynamics 365 Connection Setup** page. Alternatively, you can manually convert submitted sales orders from Dynamics 365 Sales by using the **Create in Business Central** action available on **Sales Orders - Dynamics 365 for Sales** page. On such sales orders, the **Name** field on the original order is transferred and mapped to the **External Document Number** field on the sales order in Business Central.

This can also work if the original sales order contains write-in products, meaning items or resources that are not registered in either app. In that case, you must fill in the **Write-in Product Type** and **Write-in Product No.** fields on the **Sales & Receivables Setup** page so that sales of non-registered products are mapped to a specified item or resource number.

NOTE

You cannot map a write-in to an item or resource in Business Central that is coupled with a product in Dynamics 365 Sales. To allow for write-ins, we recommend that you create an item or resource specifically for that purpose, and do not couple it with a product in Dynamics 365 Sales.

If the description of the item on the original sales order is long, an additional sales order line of the type **Comment** is created to hold the full text on the sales order in Business Central.

Updates to fields on sales order headers, such as the Last Shipment Date or Requested Delivery Date fields, that are mapped in the **SALESORDER-ORDER** integration table mapping are periodically synchronized to Dynamics 365 Sales. Processes such as releasing a sales order and shipping or invoicing a sales order are posted to the sales order timeline in Dynamics 365 Sales. For more information, see [Introduction to activity feeds](#).

NOTE

Periodical synchronization based on the **SALESORDER-ORDER** integration table mapping will work only when sales order integration is enabled. For more information, see [Connection settings on the Sales Connection Setup Page](#). Only sales orders created from submitted sales orders in Dynamics 365 Sales are synchronized. For more information, see [Enable Sales Order Processing Integration](#).

Handling Sales Quotes Data

Sales quotes that are activated in Dynamics 365 Sales will be transferred to Business Central if you select the **Automatically Process Quotes** check box on the **Microsoft Dynamics 365 Connection Setup** page. Alternatively, you can manually convert activated sales quotes from Dynamics 365 Sales by using the **Process in Business Central** action on the **Sales Quotes - Dynamics 365 Sales** page. On such sales quotes, the **Name** field on the original quote is transferred and mapped to the **External Document Number** field on the sales order in Business Central. Also **Effective To** field on quote is transferred and mapped to the **Quote Valid Until** field on sales quote in Business Central.

Sales quotes go through many revisions while they are being finalized. Both manual and automatic processing of sales quotes in Business Central ensures that previous versions of sales quotes are archived before processing new revisions of sales quotes from Dynamics 365 Sales.

When you choose **Process** in Business Central for a quote that is in state **Won**, a sales order is created in Business Central only if a corresponding sales order is submitted in Dynamics 365 Sales. Otherwise, the quote is only released in Business Central. If a corresponding sales order is submitted in Dynamics 365 Sales later, and a sales order is created from it, the **Quote No.** is updated on the sales order and the quote is archived.

Handling Posted Sales Invoices, Customer Payments, and Statistics

After fulfilling a sales order, invoices will be created for it. When you invoice a sales order, you can transfer the posted sales invoice to Dynamics 365 Sales if you select the **Create Invoice in Dynamics 365 Sales** check box on the **Posted Sales Invoice** page. Posted invoices are transferred to Dynamics 365 Sales with the status, **Billed**.

When the customer payment is received for the sales invoice in Business Central, the sales invoice status will be changed to **Paid** with the **Status Reason** field set to **Partial**, if partially paid, or **Complete** if completely paid, when you choose the **Update Account Statistics** action on the customer page in Business Central. The **Update Account Statistics** function will also refresh values, such as the **Balance** and **Total Sales** fields in the

Business Central Account Statistics FactBox in Dynamics 365 Sales. Alternatively, you can have the scheduled jobs, Customer Statistics and POSTEDSALESINV-INV automatically run both of these processes in the background.

See Also

[Integrating with Dynamics 365 Sales](#)

[Relationship Management](#)

[Working with Business Central](#)

[Change Which Features are Displayed](#)

[Assign Permissions to Users and Groups](#)

[Overview of Sales and Sales Hub](#)

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Coupling and Synchronizing

2/18/2021 • 2 minutes to read • [Edit Online](#)

This topic describes how to couple one or more records in Business Central with records in Dataverse or Dynamics 365 Sales. Coupling records lets you view Dataverse information from Business Central, and vice versa. The coupling also enables you to synchronize data between the records. You can couple existing records, or create and couple new records.

NOTE

Coupling and synchronizing data is available only if your system administrator has created a connection between Business Central and Dataverse or Dynamics 365 Sales. A quick way to check is to open the **Customer** card and look for the **Set Up Coupling** action. If the action is available, the apps are connected.

Video Example

To couple a record

1. In Business Central, open the card for the record you want to couple. For example, the Customer or Contact card.

You can also just open the list page and select the record that you want to couple.

2. Choose the **Set Up Coupling** action.
3. Fill in the fields, and then choose **OK**.

To synchronize a single record

1. In Business Central, open the card for the record you want to couple. For example, the Customer or Contact card.
2. Choose the **Synchronize Now** action.
3. If a record can be synchronized in one direction, select the option that specifies the direction of data update, and then choose **OK**.

To synchronize a single record from Dynamics 365 Sales

1. In Dynamics 365 Sales, open the form for the record you want to couple. For example, the Account card or Contact card form.
2. Choose the **Business Central** action in the ribbon to open and couple record automatically.

NOTE

You can synchronize a single record from Dynamics 365 Sales automatically only when **Sync. Only Coupled Records** is disabled and the synchronization direction is set to Bidirectional or From Integration Table on the **Integration Table Mapping** page for the record. For more information, see [Mapping the Tables and Fields to Synchronize](#).

To synchronize multiple records

1. In Business Central, open the list page for the record, such as the Customers or Contacts list pages.
2. Select the records that you want to synchronize, and then choose the **Synchronize Now** action.
3. If records can be synchronized in one direction, select the option that specifies the direction, and then choose **OK**.

Uncoupling Records

You can uncouple one or more records from list pages or the **Coupled Data Synchronization Errors** page by choosing one or more lines and choosing **Delete Coupling**. You can also remove all couplings for one or more table mappings on the **Integration Table Mappings** page.

See Also

[Using Dynamics 365 Sales from Business Central](#)

NOTE

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View the Status of Synchronization Jobs

2/18/2021 • 2 minutes to read • [Edit Online](#)

NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)


Use the **Coupled Data Synchronization Errors** page to view the status of synchronization jobs that have been run for coupled records in a Dataverse or Dynamics 365 Sales integrations. This includes jobs that were run from the job queue and manual synchronization jobs that ran on records from Business Central. For example, viewing their status is helpful when troubleshooting because it gives you access to details about errors related to coupled records. Typically, these types of errors are caused by user actions, for example, when:

- Two people made a change to the same data in both business apps.
- Someone deleted data in one of the apps, but not both.

NOTE

The **Coupled Data Synchronization Errors** page shows information about jobs related to coupled records. If you resolve all of the errors but records are still not synchronizing, it might have something to do with a setting for the integration. Typically, your administrator will need to resolve those types of errors.

To view and resolve synchronization errors for coupled records

1. Choose the  icon, enter **Coupled Data Synchronization Errors**, and then choose the related link.
2. The **Coupled Data Synchronization Errors** page shows issues that occurred when you synchronized coupled records. The following table includes actions that you can use to resolve issues one by one:

ACTION	DESCRIPTION
Remove Coupling	Uncouples the records and they will no longer synchronize. To restart the synchronization you must couple them again.
Retry and Retry All	For each record where an error is found, synchronization is skipped unless you fix the issue. Retry will include the selected record in the next synchronization, and Retry All includes all of the records.
Synchronize	The app will try to resolve a conflict where data was changed in both business apps. You can choose the data to use.
Restore Records and Delete Records	These are useful when a record was deleted in one of the business apps. Delete Records deletes the record or row in the app where it still exists. Restore Records recreates the record or row in the business app where it was deleted.

NOTE

To reduce the number of conflicts you need to resolve, you can set up your integration table mappings to apply these actions automatically. For more information, [Mapping Integration Tables](#).

To view the synchronization log for a specific (manually synchronized) record

1. Open, for example, a customer, item or any other record that is synchronizing data between Business Central and Dataverse or Dynamics 365 Sales.
2. Choose the **Synchronization Log** action to view the synchronization log for a selected record. For example, a specific customer you synchronized manually.

See Also

[Setting Up User Accounts for Integrating with Dynamics 365 Sales](#)
[Using Dynamics 365 Sales from Business Central](#)

NOTE

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Manage Human Resources

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can keep detailed records of your employees. You can register and maintain employee information, such as employment contracts, confidential information, qualifications, and employee contacts.

You can also register employee absences, which allows you to analyze registered absences as necessary.

To start using the Human Resources functionality, you must set up employees and other basic information. You can then associate various codes to an employee, which allows you to filter information for specific employees.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Register new employees or edit records for existing employees, and attach related information, such as contracts and articles.	Register Employees
Record employees' absence and view absence statistics by various filters.	Manage Employee Absence

See Also

[Finance](#)

[Working with Business Central](#)

[Change Which Features are Displayed](#)

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Register Employees

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To use the Human Resources functionality, you must first register each employee by creating a card with all the core and related information.


You can modify an employee's details at any time. Keeping up-to-date records about your employees simplifies personnel tasks. For example, if an employee's address changes, you register this on the employee card.

The following procedures describe how to create an initial employee card and how to assign two types of employee details to an employee. In addition, you can assign various other related information, such as qualifications and causes of inactivity. You assign employee information either by choosing a field or an action on the **Employee Card** page.

NOTE


You can reimburse employees for their expenses during business activities. For this purpose, you must fill in the fields on the **Payments** FastTab on the **Employee Card** page. For more information, see [Record and Reimburse Employees' Expenses](#).

To set up an employee

1. Choose the  icon, enter **Employees**, and then choose the related link.
2. Choose the **New** action.
3. On the **Employee Card** page, fill in the fields as necessary. Hover over a field to read a short description.

To insert a picture of an employee

If you have a picture of an employee in .bmp format, you can insert it on the employee card.


1. Choose the  icon, enter **Employees**, and then choose the related link.
2. Open the card for the relevant employee.
3. In the **Employee Picture** FactBox, choose the drop-down button, and then choose **Import**.
4. On the **Select a picture to upload** page, choose the **Choose** button.
5. Select the file, and then choose **Open**.

The picture is inserted in the **Employee Picture** FactBox.

To register various information about an employee

On the employee card, you can set up information, such as union membership, relatives, and contracts for the employee. The following describes how to set up an alternate address. The steps are similar for all other information that you can set up from an employee card.

You can use alternate addresses to keep track of your employees' location, for example if they are stationed abroad, on a long business trip, or residing at a summer residence.

1. Choose the  icon, enter **Employees**, and then choose the related link.
2. Open the card for the relevant employee.
3. Choose the **Alternate Addresses** action.

4. In the **Alternate Address List** page, fill in the fields as necessary.
5. Repeat step 4 for each alternate address.

See Also

[Record and Reimburse Employees' Expenses](#)

[Finance](#)

[Working with Business Central](#)

[Change Which Features are Displayed](#)

NOTE

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Manage Employee Absence

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To manage an employee's absence, you must record the absence on the **Absence Registration** page. It can then be viewed in different ways for analysis and reporting needs.

You can view employee absence in two different pages:

- The **Absence Registration** page, where you register all employee absences with a line for each absence.
- The **Employee Absences** page, where the absences for one employee only is shown. This is the information that you entered on the **Absence Registration** page, filtered by the particular employee.

To obtain meaningful statistics, you should always use the same unit of measure (hour or day) when registering employee absences.

To register employee absence

You can register employee absences on a daily basis or at some other interval that meets your organizational needs.

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Absence Registration**, and then choose the related link.
2. Choose the **New** action.
3. Fill in a line for each employee absence you want to register.
4. Close the page.

TIP

To obtain meaningful statistics, always use the same unit of measure, hour or day, when registering employee absences.

To view an individual employee's absence

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Employees**, and then choose the related link.
2. Select the relevant employee, and then choose the **Absences** action.

The **Employee Absences** page opens showing all the absences and the date on which they started and ended.

To view an employee's absence by categories

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Employees**, and then choose the related link.
2. Select the relevant employee, and then choose the **Absences by Categories** action.
3. On the **Empl. Absences by categories** page, fill in the filter fields as necessary, and then choose the **Show Matrix** action.

The **Empl. Absences by Cat. Matrix** page opens showing all absences, broken down by causes of absence.

To view all employee absences by category

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Absence Registration**, and then choose the related link.
2. On the **Absence Registration** page, choose the **Overview by Categories** action.
3. On the **Absence Overview by Categories** page, set a filter in the **Employee No. Filter** field to view employee absences for individual or a defined group of employees.
4. Choose the **Show Matrix** action.

The **Absence Overview by Categories Matrix** page opens showing all employees' absences broken down by the various causes of absence.

To view all employee absences by period

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Absence Registration**, and then choose the related link. On the **Absence Registration** page, choose the **Overview by Periods** action.
2. On the **Absence Overview by Periods** page, set a filter in the **Cause of Absence Filter** field to view employee absences for specified causes of absence.
3. Choose the **Show Matrix** action.

The **Abs. Overview by Periods Matrix** page opens showing employee absences broken down by periods.

See Also

[Manage Human Resources](#)

[Finance](#)

[Working With Business Central](#)

[Change Which Features are Displayed](#)

NOTE

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Planning

2/18/2021 • 2 minutes to read • [Edit Online](#)

The production operations required to transform inputs into finished goods must be planned daily or weekly depending on the volume and nature of the products. Business Central offers features to supply for anticipated and actual demand from sale, assembly, and production as well as features for distribution planning using stockkeeping units and location transfers.

NOTE

This topic mainly describes planning for companies involved in manufacturing or assembly management where the resulting supply orders can be either production, assembly, transfer, or purchase orders. The main interface for this planning work is the **Planning Worksheet** page.

Business Central also supports supply planning for wholesale companies where the resulting supply orders can only be transfer and purchase orders. The main interface for this planning work is the **Requisition Worksheet** page, which is described indirectly in this topic as most planning functionality applies to both worksheets.

Planning can be seen as the preparation of required supply orders in the purchasing, assembly, or manufacturing departments to fulfill sales or end-item demand. For more information, see [Purchasing](#), [Assembly Management](#), and [Manufacturing](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Get a brief introduction to how the planning system can be used to detect and prioritize demand and suggest a balanced supply plan.	About Planning Functionality
Understand how all aspects of the planning system work and how to adjust the algorithms to meet planning requirements in different environments.	Design Details: Supply Planning
Learn how the planning logic differentiates between demand at locations according to the SKU setup and demand without location codes.	Planning With or Without Locations
Forecast demand presented by expected sales and production components.	Create a Demand Forecast
Create one-to-one production orders automatically from a sales order to cover the exact demand of that sales order line.	Create Production Orders from Sales Orders
Create a project production order directly from a multiline sales order representing a production project.	Plan Project Orders
Use the Order Planning page to manually plan for sales or production demand one production BOM level at a time.	Plan for New Demand Order by Order

TO	SEE
Use the Planning Worksheet page to run both the MPS and MRP options to automatically create either a high-level or detailed supply plan at all item levels.	Run Full Planning, MPS or MRP
Use the Requisition Worksheet page to automatically create a detailed supply plan to cover demand for items that are replenished by purchase or transfer only.	Requisition worksheet
Initiate or update a production order as rough-scheduled operations in the master production schedule.	Replan or Refresh Production Orders Directly
Recalculate work or machine center calendars due to planning changes.	To calculate a work center calendar
Track the order demand (tracked quantity), forecast, blanket sales order, or planning parameter (untracked quantity) that has given rise to the planning line in question.	Track Relations Between Demand and Supply
View an item's projected available inventory by different views and see which gross requirements, planned order receipts, and other events influence it over time.	View the Availability of Items

See Also

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Business Central](#)

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About Planning Functionality

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The planning system takes all demand and supply data into account, nets the results, and creates suggestions for balancing the supply to meet the demand.

For detailed information, see [Design Details: Supply Planning](#).

NOTE

For all the fields that are mentioned in this topic, read the tooltip to understand their function. Hover over a field to read a short description.

Demand and Supply

Planning has two elements: demand and supply. These must be held in balance to ensure that the demand is met in a timely and cost-efficient manner.

- Demand is the common term used for any kind of gross requirement such as a sales order, service order, component need from assembly or production orders, outbound transfer, blanket order or forecast. In addition to these, application allows some other technical types of demand - such as a negative production or purchase order, negative inventory, and purchase return.
- Supply is the common word used for any kind of replenishment such as inventory, a purchase order, assembly order, production order, or inbound transfer. Correspondingly, there can be a negative sales or service order, negative component need or sales return – all of which in some way also represent supply.

Another goal of the planning system is to ensure that the inventory does not grow unnecessarily. In the case of decreasing demand, the planning system will suggest that you postpone, decrease in quantity, or cancel existing replenishment orders.

Planning Calculation

The planning system is driven by anticipated and actual customer demand, as well as inventory reordering parameters. Running the planning calculation will result in application suggesting specific actions (Action Messages) to take concerning possible replenishment from vendors, transfers between warehouses, or production. If replenishment orders already exist, the suggested actions could be to increase or expedite the orders to meet the changes in demand.

The basis of the planning routine is in the gross-to-net calculation. Net requirements drive planned order releases, which are scheduled based on the routing information (manufactured items) or the item card lead time (purchased items). Planned order release quantities are based on the planning calculation, and are affected by the parameters set on the individual item cards.

Planning with Manual Transfer Orders

As you can see from the **Replenishment System** field on a SKU card, the planning system can be set up to create transfer orders to balance supply and demand across locations.

In addition to such automatic transfer orders, you may sometimes need to perform a general move of inventory quantities to another location, irrespective of existing demand. For this purpose you would manually create a transfer order for the quantity to move. To ensure that the planning system does not try to manipulate this

manual transfer order, you must set the **Planning Flexibility** on the transfer line(s) to None.

Contrarily, if you do want the planning system to adjust the transfer order quantities and dates to existing demand, you must set the **Planning Flexibility** field to the default value, Unlimited.

Planning Parameters

The planning parameters control when, how much, and how to replenish based on the various settings on the item card (or stockkeeping unit - SKU), and the manufacturing setup.

The following planning parameters exist on the item or SKU card:

- Dampener Period
- Dampener Quantity
- Reordering Policy
- Reorder Point
- Maximum Inventory
- Overflow Level
- Time Bucket
- Lot Accumulation Period
- Rescheduling Period
- Reorder Quantity
- Safety Lead Time
- Safety Stock Quantity
- Assembly Policy
- Manufacturing Policy

The following order modifiers exist on the item or SKU card:

- Minimum Order Quantity
- Maximum Order Quantity
- Order Multiple

Global planning setup fields on the **Manufacturing Setup** page include:

- Dynamic Low-Level Code
- Current Demand Forecast
- Use Forecast on Locations
- Default Safety Lead Time
- Blank Overflow Level
- Combined MPS/MRP Calculation
- Components at Location
- Default Dampener Period
- Default Dampener Quantity

For more information, see [Design Details: Planning Parameters](#)

Other Important Planning Fields

Planning Flexibility

On most supply orders, such as production orders, you can select **Unlimited** or **None** in the **Planning Flexibility** field on the lines.

This specifies whether the supply represented by the production order line is considered by the planning system when calculating action messages. If the field contains **Unlimited**, then the planning system includes the line when calculating action messages. If the field contains **None**, then the line is firm and unchangeable, and the planning system does not include the line when calculating action messages.

Warning

The **Warning** information field on the **Planning Worksheet** page informs you of any planning line created for an unusual situation with a text, which the user can choose to read additional information. The following warning types exist:

- Emergency
- Exception
- Attention
- Emergency

The emergency warning is displayed in two situations:

- The inventory is negative on the planning starting date.
- Back-dated supply or demand events exist.

If an item's inventory is negative on the planning starting date, the planning system suggests an emergency supply order for the negative quantity to arrive on the planning starting date. The warning text states the starting date and the quantity of the emergency order.

Any document lines with due dates before the planning starting date are consolidated into one emergency supply order for the item to arrive on the planning starting date.

Exception

The exception warning is displayed if the projected available inventory drops below the safety stock quantity.

The planning system will suggest a supply order to meet the demand on its due date. The warning text states the item's safety stock quantity and the date on which it is violated.

Violating the safety stock level is considered an exception because it should not occur if the reorder point has been set correctly.

NOTE

Supply on planning lines with Exception warnings is normally not modified according to planning parameters. Instead, the planning system only suggests a supply to cover the exact demand quantity. However, you can set the planning run up to respect certain planning parameters for planning lines with certain warnings. For more information, see the description for the **Respect Planning Parameters for Exception Warnings** field in the [Run Full Planning, MPS or MRP](#) article.

Attention

The attention warning is displayed in two situations:

- The planning starting date is earlier than the work date.
- The planning line suggests to change a released purchase or production order.

NOTE

In planning lines with warnings, the **Accept Action Message** field is not selected, because the planner is expected to further investigate these lines before carrying out the plan.

Planning worksheets and requisition worksheets

As described in [Planning](#), you can choose between two worksheets for most planning activities, the planning worksheet and the requisition worksheet. Most processes are described based on the planning worksheet, but there are a couple of scenarios where the requisition worksheet is preferred.

Requisition worksheet

The **Requisition Worksheet** page lists items that you want to order. You can enter items in the worksheet in the following ways:

- Enter the items manually in the worksheet and fill in the relevant fields.
- Use the **Calculate Plan** batch job. This calculates a replenishment plan for items and stockkeeping units that have been set up with a replenishment system of **Purchase** or **Transfer**. When you use this batch job, the program automatically fills in the **Action Message** field with a suggestion for an action you can take to replenish the item. This could be increasing the item quantity on an existing order or creating a new order, for example.
- If you have used the **Calculate Plan** batch job from the **Planning Worksheet** page to calculate a replenishment plan, you can use the **Carry Out Action Message** batch job to copy purchase and transfer order proposals from the planning worksheet to the requisition worksheet. This is practical if separate users are responsible for handling production orders and purchase/transfer orders.
- You can use the **Drop Shipment** action to fill in the requisition worksheet lines. This action uses the **Get Sales Orders** batch job to determine the sales order lines that you want to designate for a drop shipment.
- You can use the **Special Order** action to fill in the requisition worksheet lines. This action uses the **Get Sales Orders** batch job to determine the sales order lines that you want to designate for a special order.

Requisition worksheet lines contain detailed information about the items that need to be reordered. You can edit and delete the lines to adjust your replenishment plan, and you can further process the lines by using the **Carry Out Action Message** batch job.

For details about planning with locations and transfers, see [Planning With or Without Locations](#).

See Also

[Design Details: Supply Planning](#)

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Setup Best Practices: Supply Planning](#)

[Working with Business Central](#)

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Subcontract Manufacturing

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Subcontracting selected operations to vendor is common in many manufacturing companies. Subcontracting can be a rare occurrence or can be an integral part of all production processes.

Business Central provides several tools for managing subcontract work:

- **Work Centers with assigned vendor:** This feature enables you to set up a work center that is associated with a vendor (subcontractor). This is called a subcontract work center. You can specify a subcontract work center on a routing operation, which allows you to easily process the subcontracted activity. In addition, the cost of the operation can be designated at the routing or the work center level.
- **Work Center cost based on units or time:** This feature enables you to specify whether costs associated with the work center are based on the production time or a flat charge per unit. Although subcontractors commonly use a flat charge per unit to charge for their services, the application can handle both options (production time and flat charge per unit).
- **Subcontracting Worksheet:** This feature allows you to find the production orders with material ready to send to a subcontractor and to automatically create purchase orders for subcontract operations from production order routings. The application automatically posts the purchase order charges to the production order during the posting of the purchase order. Only production orders with a status of released can be accessed and used from a subcontracting worksheet.

Subcontract Work Centers

Subcontract Work Centers are set up the same as regular work centers with additional information. They are assigned to routings in the same manner as other work centers.

Subcontract Work Center Fields

This **Subcontractor No.** field designates the work center as a subcontract work center. You can enter the number of a subcontractor who supplies the work center. This field can be used to administer work centers, which are not in-house but perform processing under contract.

If you subcontract with the vendor for a different rate for each process, then select the **Specific Unit Cost** field. This lets you set up a cost on each routing line and saves the time of re-entering each purchase order. The cost on the routing line is used in processing instead of the cost on the work center cost fields. Selecting the **Specific Unit Cost** field calculates costs for the vendor by the routing operation.

If you subcontract at a single rate per vendor, leave the **Specific Unit Cost** field blank. The costs will be set up by filling in **Direct Unit Cost**, **Indirect Cost %**, and **Overhead Rate** fields.

Routings that use Subcontract Work Centers

Subcontract work centers can be used for operations on routings in the same way as regular work centers.

You can set up a routing that uses an outside work center as a standard operational step. Alternatively, you can modify the routing for a particular production order to include an outside operation. This might be needed in an emergency such as a server not working correctly, or during a temporary period of higher demand, where the work generally performed in-house must be sent to a subcontractor.

For more information, see [Create Routings](#).

Calculate Subcontracting Worksheets and Create Subcontract

Purchase Orders


Once you have calculated the subcontracting worksheet, the relevant document, in this case a purchase order, is created.

The **Subcontracting Worksheet** page functions like the **Planning Worksheet** by calculating the needed supply, in this case purchase orders, which you review in the worksheet and then create with the **Carry Out Action Message** function.

NOTE


Only production orders with status **Released** can be accessed and used from a subcontracting worksheet.

To calculate the subcontracting worksheet

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. To calculate the worksheet, choose the **Calculate Subcontracts** action.
3. On the **Calculate Subcontracts** page, set filters for the subcontracted operations, or the work centers where they are performed, to calculate only the relevant production orders.
4. Choose the **OK** button.

Review the lines on the **Subcontracting Worksheet** page. The information in this worksheet comes from the production order and production order routing lines and flows to the purchase order when that document is created. You can delete a row from the worksheet without affecting the original information, just as you can with the other worksheets. The information will reappear the next time you run the **Calculate Subcontracts** function.

To create the subcontract purchase order

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. Choose the **Carry Out Action Message** action.
3. Select the **Print Orders** field to print the purchase order as it is created.
4. Choose the **OK** button.


If all subcontracted operations are sent to the same vendor location, then only one purchase order is created.

The worksheet line that was turned into a purchase order is deleted from the worksheet. Once a purchase order is created, it will not appear in the worksheet again.

Posting Subcontract Purchase Orders

Once the Subcontractor Purchase Orders have been created, they can be posted. Receiving the order posts a Capacity Ledger Entry to the production order and invoicing the order posts the direct cost of the purchase order to the production order.

To post a subcontract purchase order

1. Choose the  icon, enter **Purchase Orders**, and then select the related link.
2. Open a purchase order that is created from the subcontracting worksheet.

On the purchase order lines, you see the same information that was in the worksheet. The **Prod. Order No.**, **Prod. Order Line No.**, **Operation No.**, and **Work Center No.** fields are filled in with the information from the source production order.

3. Choose the **Post** action.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

When the purchase order is posted as invoiced, then the direct cost of the purchase order is posted to the production.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

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Planning With or Without Locations

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Concerning planning with or without location codes on demand lines, the planning system operates in a straight forward way when:

- demand lines always carry location codes and the system fully uses stockkeeping units, including the relevant location setup.
- demand lines never carry location codes and the system does not use SKUs or any location setup (see last scenario below).

However, if demand lines sometimes have location codes and other times do not, the planning system will follow certain rules depending on setup.

Demand at Location

When the planning system detects demand at a location (a line with a location code), it will behave in different ways depending on 3 critical setup values.

During a planning run, the system checks for the 3 setup values in sequence and plans accordingly:

1. Is there a check mark in the **Location Mandatory** field?

If yes, then:

2. Does SKU exist for the item?

If yes, then:

The item is planned according to planning parameters on the SKU card.

If no, then:

3. Does the **Components at Location** field contain the demanded location code?

If yes, then:

The item is planned according to planning parameters on the item card.

If no, then:

The item is planned according to: Reordering Policy = *Lot-for-Lot*, Include Inventory = *Yes*, all other planning parameters = Empty. (Items using reordering policy *Order* remain using *Order* as well as the other settings.)

NOTE

This minimal alternative only covers the exact demand. Any planning parameters defined are ignored.

See variations in the scenarios below.

Demand at "Blank Location"

Even if the **Location Mandatory** check box is selected, the system will allow demand lines to be created without a location code – also referred to as *BLANK* location. This is a deviation for the system because it has

various setup values tuned to dealing with locations (see above) and as a result, the planning engine will not create a planning line for such a demand line. If the **Location Mandatory** field is not selected but any of the location setup values exist, then that is also considered a deviation and the planning system will react by outputting the "minimal alternative":

The item is planned according to: Reordering Policy = *Lot-for-Lot (Order remains Order)*, Include Inventory = *Yes*, all other planning parameters = Empty.

See variations in the setup scenarios below.

Setup 1:

- Location Mandatory = *Yes*
- SKU is set up for *RED*
- Component at Location = *BLUE*

Case 1.1: Demand is at RED location

The item is planned according to planning parameters on the SKU card (including possible transfer).

Case 1.2: Demand is at BLUE location

The item is planned according to planning parameters on the item card.

Case 1.3: Demand is at GREEN location

The item is planned according to: Reordering Policy = *Lot-for-Lot (Order remains Order)*, Include Inventory = *Yes*, all other planning parameters = Empty.

Case 1.4: Demand is at BLANK location

The item is not planned because no location is defined on the demand line.

Setup 2:

- Location Mandatory = *Yes*
- No SKU exists
- Component at Location = *BLUE*

Case 2.1: Demand is at RED location

The item is planned according to: Reordering Policy = *Lot-for-Lot (Order remains Order)*, Include Inventory = *Yes*, all other planning parameters = Empty.

Case 2.2: Demand is at BLUE location

The item is planned according to planning parameters on the item card.

Setup 3:

- Location Mandatory = *No*
- No SKU exists
- Component at Location = *BLUE*

Case 3.1: Demand is at RED location

The item is planned according to: Reordering Policy = *Lot-for-Lot (Order remains Order)*, Include Inventory = *Yes*, all other planning parameters = Empty.

Case 3.2: Demand is at BLUE location

The item is planned according to planning parameters on the item card.

Case 3.3: Demand is at BLANK location

The item is planned according to: Reordering Policy = *Lot-for-Lot (Order remains Order)*, Include Inventory = *Yes*, all other planning parameters = Empty.

Setup 4:

- Location Mandatory = *No*

- No SKU exists
- Component at Location = *BLANK*

Case 4.1: Demand is at *BLUE* location

The item is planned according to: Reordering Policy = *Lot-for-Lot* (*Order* remains *Order*), Include Inventory = *Yes*, all other planning parameters = *Empty*.

Case 4.2: Demand is at *BLANK* location

The item is planned according to planning parameters on the item card.

As you can see from the last scenario, the only way to get a correct result for a demand line without a location code is to disable all setup values relating to locations. Similarly, the only way to get stable planning results for demand at locations is to use stockkeeping units.

Therefore, if you often plan for demand at locations, it is strongly advised to use the Stockkeeping Units feature.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

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[Design Details: Supply Planning](#)

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Create a Demand Forecast

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You can create sales and production forecasts with the **Demand Forecast** page.

Forecasting functionality is used to create anticipated demand; actual demand is created from sales and production orders. During creation of the Master Production Schedule (MPS), the forecast is netted against the sales and production orders. The *Component* option on the forecast determines which type of requirements to take into consideration in the netting process. If the forecast is for a sales item, only sales orders net the forecast. If it is for components, only dependent demand from production order components net the forecast.

Forecasting allows your company to create "what if" scenarios and efficiently and cost-effectively plan for and meet demand. Accurate forecasting can make a critical difference in customer satisfaction levels with regard to order promising dates and on-time delivery.

Sales Forecasts and Production Forecasts

The forecasting functionality in application can be used to create sales or production forecasts, in combination or independently. For example, most make-to-order companies do not carry finished goods inventory, because each item is produced when it is ordered. Anticipating orders (sales forecasting) is critical for a reasonable turnaround time on the finished goods (production forecasting). As an example, component parts with lengthy delivery times, if not on order or on inventory, can delay production.

- The sales forecast is the sales department's best guess at what will be sold in the future, and is specified by item and by period. However, the sales forecast is not always adequate for production.
- The production forecast is the production planner's projection of how many end items and derived subassemblies to produce in specific periods to meet the forecasted sales.

In most cases, then, the production planner modifies the sales forecast to fit the conditions of production, yet still satisfies the sales forecast.

You create forecasts manually on the **Demand Forecast** page. Multiple forecasts can exist in the system, and are differentiated by name and type. Forecasts can be copied and edited as necessary. Note that only one forecast is valid for planning purposes at a time.

The forecast consists of a number of records each stating item number, forecast date, and forecasted quantity. The forecast of an item covers a period, which is defined by the forecast date and the forecast date of the next (later) forecast record. From a planning point of view, the forecasted quantity should be available at the start of the demand period.

You must designate a forecast as *Sales Item*, *Component*, or *Both*. The forecast type *Sales Item* is used for sales forecasting. The production forecast is created using the *Component* type. The forecast type *Both* is only used to give the planner an overview of both the sales forecast and the production forecast. With this option, the forecast entries are not editable. By designating these forecast types here, you can use the same worksheet to enter a sales forecast as you do a production forecast, and use the same sheet to view both forecasts simultaneously. Note that the system treats the different inputs (sales and production) differently when calculating planning, based on item, manufacturing, and production setup.

Component Forecast

The component forecast can be seen as an option forecast in relation to a parent item. This can, for example, be useful if the planner can estimate the demand for the component.

As the component forecast is designed to define options for a parent item, the component forecast should be equal or less than the sales item forecast quantity. If the component forecast is higher than the sales item forecast, the system treats the difference between these two types of forecast as independent demand.

Forecasting Periods

The forecast period is valid from its starting date until the date the next forecast starts. The time interval page gives you multiple choices to insert the demand at a specific date in a period. It is therefore recommended not to change the forecast period scope unless you want to move all forecast entries to the starting date of this period.

Forecast by Locations

It can be stated in the **Manufacturing Setup** page how you want to deal with locations that are defined on forecasts when you calculate a plan.

Use forecast by locations

If you choose the **Use Forecast by Location** field, then Business Central will respect any location codes that are specified for each Demand Forecast entry and calculate the remaining forecast for each location.

Consider this example: Your company purchases and sells items on two locations: EAST and WEST. For both locations, you have configured a lot-to-lot reordering policy. You create a forecast for the two locations:

- 10 pieces for location EAST
- 4 pieces for location WEST

Then, you create a sales order with a quantity of 12 on location WEST. The planning system will suggest that you do the following:

- Replenish 10 pieces for location EAST, based on data from the forecast.
- Replenish 12 pieces for location WEST, based on sales order. The 4 pieces that were specified in the forecast are fully consumed by the actual demand of the sales order. For more information, see [Forecast Demand is Reduced by Sales Orders](#).

NOTE

If location-based forecasts are viewed in isolation, the overall forecast might not be representative.

Do not use forecast by locations

If you disable **Use Forecast by Location**, then Business Central will ignore location codes that are specified for each Demand Forecast entry and aggregate the forecasts into a forecast for empty locations.

Consider this example: Your company purchases and sells items on two locations: EAST and WEST. For both locations, you have configured a lot-to-lot reordering policy. You create a forecast for the two locations:

- 10 pieces for location EAST
- 4 pieces for location WEST


Then, you create a sales order with a quantity of 12 on location WEST. The planning system will suggest that you do the following:

- Replenish 12 pieces for location WEST, based on the sales order.
- Replenish 2 pieces for the empty location. The 10 and 4 pieces that were specified in the forecast are partially consumed by the actual demand of the sales order. Business Central ignored the location codes that were specified by the user and uses a blank location instead.

NOTE

You can set a filter by locations, but location-based results might not match planning results without filters.

To create a demand forecast

1. Choose the  icon, enter **Demand Forecast**, and then choose the related link.
2. On the **General** FastTab, select a forecast in the **Demand Forecast Name** field. Multiple forecasts can exist and are differentiated by name and forecast type.
3. In the **Location Filter** field, select the location to which this forecast will apply.
4. In the **View by** field to change the period that is displayed in each column. You can select from the following intervals: **Day**, **Week**, **Month**, **Quarter**, **Year**, or the **Accounting Period** as set up in your finance area.

NOTE

You should consider which time interval that you want to use for future forecasts so that the time interval is consistent throughout. When you enter a forecast quantity, it is valid on the first day of the time interval that you select. For example, if you select a month, then you enter the forecast quantity on the first day of the month. If you select a quarter, then you enter the forecast quantity on the first day of the first month in the quarter.

5. In the **View as** field, select how the forecast quantities are shown for the time interval. If you select **Net Change**, then the net change in balance is displayed for the time interval. If you select **Balance at Date**, then the page displays the balance as of the last day in the time interval.
6. In the **Forecast Type** field, select **Sales Item**, **Component**, or **Both**. If you select **Sales Item** or **Component**, then you can edit the quantity by period. If you select **Both**, then you cannot edit the quantity, but you can choose the drop-down arrow button and view the demand forecast entries.
7. Specify a **Date Filter** if you want to limit the amount of data displayed.
8. On the **Demand Forecast Matrix** FastTab, enter the forecasted quantities by typing a quantity in the cell representing an item on a particular date or period. Note that in empty cells, the lookup button opens an empty page indicating that you must enter a value manually.

NOTE

You can also edit an existing forecast. On the **Demand Forecast Matrix** page, choose the **Copy Demand Forecast** action and populate the **Demand Forecast** page with an existing forecast. You can then edit quantities as appropriate.

See Also

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

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Create Production Orders from Sales Orders

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You can create production orders for produced items directly from sales orders.

To create a production order from a sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select the sales order you want to create a production order for.
3. Choose the **Planning** action. On the **Sales Order Planning** page, you can view the availability of the sales order item.
4. Choose the **Create Prod. Order** action.
5. Select the status and order type.
6. Choose the **Yes** button to create the production order.

You can also choose to make a project production order. For more information, see [Plan Project Orders](#).

See Also

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

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Plan Project Orders

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This planning task starts from a sales order and uses the **Sales Order Planning** page. Once you have created a project production order, you can plan it further by using the **Order Planning** page.

To create a project production order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select the sales order that represents the production project, and then choose the **Planning** action.
3. On the **Sales Order Planning** page, choose the **Create Prod. Order** action.
4. On the **Create Order from Sales** page, in the **Order Type** field, select **Project Order**.
5. Choose the **Yes** button.
6. Choose the  icon, enter **Production Orders**, and then choose the related link.
7. Open the production order just created.

Notice that the **Source Type** field of the production order contains **Sales Header** and the order has multiple lines, one for each sales line item that must be produced.

8. Choose the **Planning** action.
9. On the **Order Planning** page, choose the **Refresh** action to calculate new demand.

The order header line for the project order is displayed with all unfulfilled demand lines expanded under it. Although the production order contains lines for several produced items, the total demand for all production order lines is listed under one order header line on the **Order Planning** page, and the original customer name is displayed. You can now proceed to plan for the demand as described in [Plan for New Demand Order by Order](#).

NOTE

Demand lines in the project production order that have **Prod. Order** in their **Replenishment System** field represent underlying production orders. After you have generated these production orders, you must again calculate a plan on the **Order Planning** page to identify any unfulfilled component demand for them. In that case, they are displayed as demand lines under a normal production order header line, meaning, the project relation is no longer visible on the page. However, if you are using the Order Tracking feature, then you can look back and forth to all supply orders made under the original sales order.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

NOTE

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Plan for New Demand Order by Order

2/18/2021 • 6 minutes to read • [Edit Online](#)

This planning task can be performed on the **Order Planning** page, which displays all new demand along with availability information and suggestions for supply. It provides the visibility and tools needed to effectively plan demand from sales lines and component lines and then create different types of supply orders directly.


You can enter the **Order Planning** page in two ways depending on your focus: From an order that you want to plan for specifically or in batch mode because you want to plan for all and any new demand.

To plan for new production order demand

1. Choose the  icon, enter **Planned Production Orders**, and then choose the related link. (You can perform these steps for planned, firm planned, or released production orders).
2. Open the production order you want to plan for, and then choose the **Planning** action.
3. On the **Order Planning** page, choose the **Calculate Plan** action.

The page displays planning lines according to the view filter **Production Demand**, meaning unfulfilled component lines of all existing production orders. Demand for only the one production order is not shown because it is necessary to plan for one production order with an overview of demand for potentially earlier components lines. Planning lines for the production order in context are expanded.

To plan for any new demand

1. Choose the  icon, enter **Order Planning**, and then choose the related link.
2. On the **Order Planning** page, choose the **Calculate Plan** action.
3. Choose the **Expand (+)** button in front of the date in the **Demand Date** field to see the underlying planning lines that represent demand lines with insufficient availability.
4. For each expanded planning line, that is, demand line, you can see values in information fields at the bottom of the page.

OPTION	DESCRIPTION
Qty. on Other Locations	Shows if the item exists on another location. You can then look up and select it.
Substitutes Exist	Shows if a substitute item is created for the item. You can then look up and select it. Note that this feature only applies to components, that is, from demand lines of type Production .
Quantity Available	Shows the total availability of the item, that is, the Projected Available Balance.
Earliest Date Available	Shows the arrival date of an inbound supply order that can cover the needed quantity on a date later than the demand date.

5. In the **Replenishment System** field, select which type of supply order to create.

The default value is that of the item card, or SKU card, but you can change it to one of three options:

OPTION	DESCRIPTION
Purchase	Creates a purchase order.
Transfer	Creates a transfer order.
Prod. Order	Creates a production order.

In the **Supply From** field you must select a value according to the selected replenishment system.

NOTE

If the field is not filled in, the system will display an error message when you use the **Make Supply Order** function, and no supply order will be created for the planning line in question. This, however, is not the case if the replenishment system is **Prod. Order**.

6. From the **Supply From** field, you can look up in the relevant list and select where the supply should come from:

- If replenishment system is **Purchase**, the look-up button in this field looks up on the **Item Vendor Catalog** page.
- If replenishment system is **Transfer**, the look-up button in this field looks up on the **Location List** page.

In case the item exists in another location, the **Qty. on Other Location** field at the bottom shows a value and you can then look up and select the location from which the item should be supplied when you make the transfer order.

If a substitute exists for the demanded item, the **Substitute Exists** field is set to **Yes**, and you can then look up to the **Item Substitution Entries** page and select the substitute.

7. Select the **Reserve** check box if you want to make a reservation between the supply order you are creating and the demand line that it is created for. It is empty by default.

NOTE

You can only select this check box if the item has **Optional** or **Always** in the **Reserve** field on its item card.

8. In the **Qty. to Order** field, you can enter the quantity that will go on the supply order you are creating. The default value is the same quantity as that in the **Needed Quantity** field. But you may decide to order more or less than this quantity based on your knowledge of the demand situation. If, for example, you see on the **Order Planning** page that several unrelated demand lines are for the same purchased item, and they are due around the same date, you can consolidate these by entering the total needed quantity in the **Qty. to Order** field of one line, and then delete the other, obsolete planning lines for that item.


9. In the **Due Date** and **Order Date** fields, you can enter the dates that should apply to the created supply orders.

These two fields are interrelated according to the **Default Safety Lead Time** field, which can be found on the **Manufacturing Setup** page. By default, the due date is the same as the demand date, but you can change this as you like.

NOTE

If you enter a date later than the demand date, you will receive a warning message.

To make supply orders

1. Choose the  icon, enter **Planned Production Orders**, and then choose the related link. You can perform these steps for a planned, firm planned, or released production order.
2. Open the production order you want to plan for, and then choose the **Planning** action.
3. Place the cursor on a relevant planning line, and then choose the **Make Orders** action.
4. On the **Make Supply Orders** page, on the **Order Planning** FastTab, in the **Make Orders for** field, select one of the following options.

OPTION	DESCRIPTION
The Active Line	Make a supply order only for the line where the cursor is placed.
The Active Order	Make supply orders for all lines in the order where the cursor is placed.
All Lines	Make supply orders for all lines on the Order Planning page.

5. On the **Options** FastTab, define what kind of supply orders, or requisition worksheet lines, should be made.

NOTE

The settings you last made on the **Make Supply Orders** page will be saved under your user ID so that they are the same the next time you use the page.

6. Choose the **OK** button to make the suggested supply orders or requisition worksheet lines.

You have now planned for the unfulfilled demand by making respective supply orders. Details about specific work flows when using the **Order Planning** page would depend on a company's internal policies.

When you have finished your planning work on the **Order Planning** page, for example defined an alternative way to supply the quantity, you can proceed to create supply orders for one or more of the planning lines.

NOTE

The supply orders you create may introduce new dependent demand, for example for underlying production orders, and you should therefore choose **Calculate Plan** again to find and resolve this before moving down the list.

See Also

[Walkthrough: Planning Supplies Manually](#)
[Planning](#)
[Setting Up Manufacturing](#)
[Manufacturing](#)

Inventory

Purchasing

Design Details: Supply Planning

Setup Best Practices: Supply Planning

Working with Business Central

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Run Full Planning, MPS or MRP

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The terms "running the planning worksheet" or "running MRP" refer to the calculation of the master production schedule and material requirements based on actual and forecasted demand. The planning system can calculate either Master Planning Schedule (MPS) or Material Requirements Planning (MRP) on request, or it can calculate both at the same time.

- **MPS** is the calculation of a master production schedule based on actual demand and the demand forecast. The MPS calculation is used for end items that have a forecast or a sales order line. These items are called MPS items and are identified dynamically when the calculation starts.
- **MRP** is the calculation of material requirements based on actual demand for components and the demand forecast on the component level. MRP is calculated only for items that are not MPS items. The purpose of MRP is to provide time-phased formal plans, by item, to supply the appropriate item, at the appropriate time, in the appropriate location, in the appropriate quantity.

The planning algorithms used for both MPS and MRP are identical. The planning algorithms pertain to netting, reuse of existing replenishment orders, and action messages. The planning system process examines what is needed or will be needed (demand) and what is on-hand or expected (supply). When these quantities are netted against each other, Business Central provides action messages. Action messages are suggestions to create a new order, change an order (quantity or date), or cancel an order already on order. The term "order" includes purchase orders, assembly orders, production orders, and transfer orders.

Links created by the planning engine between demand and its related supply can be tracked on the **Order Tracking** page. For more information, see [Track Relations Between Demand and Supply](#).

Proper planning results depend on the set up done on item cards, assembly BOMs, production BOMs, and routings.

Methods for Generating a Plan

- **Calculate Regenerative Plan:** This function processes or regenerates the material plan. This process starts by deleting all planned supply orders that are currently loaded. All items in the database are replanned.
- **Calculate Net Change Plan:** This function processes a net change plan. Items are considered in net change planning from two types of changes:
 - **Demand/supply changes:** These include modifications to quantities on sales orders, demand forecasts, assembly orders, production orders, or purchase orders. An unplanned inventory level change is also considered a quantity change.
 - **Planning parameter changes:** These include changes in safety stock, reorder point, routing, bill of material, and changes to the time bucket or lead time calculation.
- **Get Action Messages:** This function serves as a short-term planning tool by issuing action messages to alert the user of any modifications made since the last regenerative or net change plan was calculated.


With each planned method, Business Central generates worksheet entries assuming infinite capacity. Work center and machine center capacity is not considered when you develop schedules.

IMPORTANT

The Calculate Regenerative Plan function is the most common process. The Calculate Plan and Carry out Action Messages functions, however, can be used to run the Calculate Net Change Plan process.

The Get Action Messages Plan function can be run between regenerative and net change planning runs to obtain an immediate view of the effect of schedule changes, but it is not intended as a replacement of full regenerative or net change planning processes.

To calculate the planning worksheet

1. Choose the  icon, enter **Planning Worksheets**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action to open the **Calculate Plan** page.
3. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
MPS	Select to initiate the calculation of a master production schedule. Items with open sales orders or demand forecasts are considered in this run.
MRP	Select to initiate the calculation of material requirements planning. Items with dependent requirements are considered in this run. Typically, MPS and MRP are run at the same time. To run MPS and MRP at the same time, the Combined MPS/MRP Calculation field must be selected on the Planning FastTab on the Manufacturing Setup page.
Starting Date	This date is used to evaluate inventory availability. If an item's on-hand quantity is below the reorder point, the system forward-schedules a replenishment order from this date. If an item is below its safety stock (as of the starting date), the system back-schedules a replenishment order due on the planning starting date.
Ending Date	<p>This is the ending date of the planning horizon. Neither demand nor supply is considered after this date. If the reorder cycle for an item extends beyond the ending date, the effective planning horizon for that item is equal to the order date + reorder cycle.</p> <p>The planning horizon is the time that the plan is extended to. If the horizon is too short, items with a longer lead time are not ordered on time. If the horizon is too long, too much time is spent reviewing and processing information that likely changes before it is needed. It is possible to set one planning horizon for production and a longer one for purchases, although it is not required. A planning horizon for purchases and production should be set to cover the cumulative lead time for components.</p>

FIELD	DESCRIPTION
Stop and Show First Error	Select if you want the planning run to stop as soon as it encounters an error. At the same time, a message is displayed with information about the first error. If an error exists, only the successful planning lines made before the error was encountered will be presented in the planning worksheet. If you do not select this field, the Calculate Plan batch job will continue until it has completed, that is, errors will not interrupt the batch job. If one or more errors exist, a message will display after completion with information about how many items are affected. The Planning Error Log page will then open to provide more details about the error and links to the affected item cards.
Use Forecast	Select a forecast that should be included as demand when you run the planning batch job. The default forecast is set up on the Planning FastTab on the Manufacturing Setup page.
Exclude Forecast Before	Define how much of the selected forecast to include in the planning run by entering a date before which forecast demand is not included, thus allowing you to exclude old information.
Respect Planning Parameters for Exception Warnings	By default, this field is selected. Supply on planning lines with warnings is normally not modified according to planning parameters. Instead, the planning system only suggests a supply to cover the exact demand quantity. However, you can define certain planning parameters for planning lines to be respected with certain warnings.

4. On the **Item** FastTab, set filters to run the planning based on item, item description, or location.
5. Choose the OK button. The batch job runs and then the planning worksheet is populated with the planning lines.

To perform action messages

1. On the **Planning Worksheet** page, choose the **Carry Out Action Message** action.
2. On the **Options** FastTab, specify how to create the supplies. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Production Order	Specify how you want to create production orders. You can do this directly from the planning line proposals. You can create either planned or firm planned production orders.
Assembly Order	Specify how you want to create assembly orders. You can do this directly from the planning line proposals.

FIELD	DESCRIPTION
Purchase Order	Specify how you want to create purchase orders. You can do this directly from the planning line proposals. If you chose to copy the planning line proposals for purchase orders to the requisition worksheet, select the template and worksheet name.
Transfer Order	Specify how you want to create transfer orders. You can do this directly from the planning line proposals. If you chose to copy the planning line proposals for transfer orders to the requisition worksheet, select the template and worksheet name.
Combine Transfer Orders	Select if you want to combine transfer orders.
Stop and Show First Error	Select if you want the Carry Out Action Msg. - Plan. batch job to stop as soon as it encounters an error. At the same time, a message is displayed with information about the first error. If an error exists, only the planning lines processed before the error was encountered will create supply orders.

3. On the **Planning Line** FastTab, you can set filters to limit the perform action messages.
4. Choose the OK button.

The batch job deletes the lines in the planning worksheet after it has performed the action message. The other lines remain in the planning worksheet until they are either accepted at a later date or else deleted. You can also delete the lines manually.

Action Messages

Action messages are issued by the order tracking system when balance is unattainable in the existing order network. They can be viewed as a suggestion for you to process changes that reestablish equilibrium between supply and demand.

The generation of action messages occurs one level at a time, for each item's low-level code. This makes sure that all items that experience or will experience changes in supply or demand are considered.

To avoid small, superfluous, or unimportant action messages, the user can establish dampeners, which serve to restrict the generation of action messages to only those changes that exceed the defined quantity or number of days.

After you have reviewed the action messages and determined whether to accept some or all of the suggested changes, select the **Accept Action Message** field, and then you are ready to update the schedules accordingly.

NOTE

An action message is a suggestion to create a new order, cancel an order, or change the quantity or date of an order. An order is a purchase order, transfer order, or production order.

In response to any supply/demand imbalances, the following action messages are generated.

ACTION MESSAGE	DESCRIPTION
New	If a demand cannot be fulfilled by suggesting action messages to Change Qty. , Reschedule , or Reschedule & Change Qty. on existing orders, the action message New is generated, which suggests a new order. In addition, the message New is generated if there are no existing supply orders in the reorder cycle of the item in question. This parameter determines the number of periods forward and backward in the availability profile when it searches for an order to reschedule.
Change Quantity	When demand that is tracked to a supply order experiences a quantity change, the action message Change Qty. is generated, which indicates that the related supply should be changed relative to the change in demand. If a new demand emerges, Business Central searches for the nearest existing unreserved supply order in the reorder cycle, and issues a change of action message for that order.
Reschedule	When a supply or demand order experiences a date modification causing an imbalance in the order network, the action message Reschedule is generated. If there is a one-to-one relationship between demand and supply, an action message is generated suggesting that the supply order be moved accordingly. If the supply-order covers demand from more than one sales order, the supply order is re-scheduled equal to the date of the first demand.
Resch. & Chg. Qty.	If both the dates and quantities of an order have been modified, you must change plans with regard to both circumstances. Action messaging gathers both actions in one message, Resched. and Chg. Qty. , to ensure that the order network returns to balance.
Cancel	If a demand, which has been covered on an order-to-order basis, is deleted, an action message is generated to cancel the related supply order. If the relationship is not order-to-order, an action message is generated to change in order to reduce the supply. If through other factors, such as inventory adjustments, a supply order is not required at the time the action messages are generated by the user, Business Central suggests an action message of Cancel in the worksheet.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Business Central](#)

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Replan or Refresh Production Orders Directly

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The **Replan** function on production orders is typically used after you have added or changed components that constitute underlying production orders. The function calculates changes made to components and routing lines, and it includes items on lower production BOM levels for which it may generate new production orders.

Based on the changes you have made to the components and routing lines, the Replan function calculates and plans for any new demand for the production order.

The **Refresh** function on production orders is typically used after you have done one of the following:

- Created a production order header manually to calculate and create line data for the first time.
- Made changes to the production order header to recalculate all the line data.


The Refresh function calculates changes made to a production order header and does not involve production BOM levels. The function calculates and initiates the values of the component lines and routing lines based on the master data defined in the assigned production BOM and routing, according to the order quantity and due date on the production order's header.

You can either insert the production order lines manually or use the function that calculates the production order lines from the header.

NOTE

If you use the Refresh function to recalculate production order lines, the old production order lines are deleted and new lines are calculated.

To replan a production order

1. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.
2. Open the production order you want to replan.
3. On the **Lines** FastTab, choose the **Lines** action, and then choose the **Components** action.
4. Add a component, which is a produced item or subassembly.
5. From the production order, choose the **Replan** action.

On the **Replan Production Order** page, proceed to define how and what to replan.

6. In the **Scheduling Direction** field, select one of the following options.

OPTION	DESCRIPTION
Back	Calculates the operation sequence backwards from the earliest possible ending date, defined by due date and/or other scheduled orders, to the latest possible starting date. Note: This default option is relevant in the majority of situations.

OPTION	DESCRIPTION
Forward	Calculates the operation sequence forward from the earliest latest possible starting date, defined by due date and/or other scheduled orders, to the earliest possible ending date. Note: This option is only relevant for expedite orders.

7. In the **Plan** field, select whether to calculate production requirements for produced items on the production BOM, as follows.

OPTION	DESCRIPTION
No Levels	Do not consider lower level production. This only updates the item's schedule, like refresh.
One Level	Plan for first-level production demand. First-level production orders may be created.
All Levels	Plan for all-level production demand. All-level production orders may be created.


8. Select **One Level**, and choose the **OK** button to replan the production order, and calculate and create a new underlying production order for the introduced subassembly, if it is not fully available.

NOTE

Changes implemented with the **Replan** function are very likely to change the capacity need of the production order and you may therefore have to reschedule operations afterwards.

To refresh a production order

If you have amended production order lines, components, or routing lines, you must also refresh the information on the production order. In the following procedure, the components are calculated for a firm planned production order. The steps are similar for routing lines.

1. Choose the  icon, enter **Firm Planned Prod. Order**, and then choose the related link.
2. Choose the **New** action. For more information, see [Create Production orders](#).
3. Choose the **Refresh** action.
4. On the **Refresh Production Order** page, select one of the following options:

OPTION	DESCRIPTION	
Scheduling Direction	Forward	Scheduling starts from the starting date and proceeds forward to the finishing date. You must fill in the starting date to use this option.
	Backward	Scheduling starts from the ending date and proceeds backward to the starting date.

OPTION	DESCRIPTION	
Calculate	Lines	Select this field to calculate the production order lines.
	Routings	This field has no influence on calculating the production lines.
	Component Need	This field has no influence on calculating the production lines.
Warehouse	Create Inbound Request	This field has no influence on calculating the production lines.

5. Choose the **OK** button to confirm your selection. Now the production order lines are calculated.

NOTE

Calculating production order components deletes previous changes in the components.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Business Central](#)

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Track Relations Between Demand and Supply

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From any supply or demand document in the so-called order network, you can track the order demand (tracked quantity), forecast, blanket sales order, or planning parameter (untracked quantity) that has given rise to the planning line in question.

The planning worksheets also offers supporting planning information about non-order entities to help the planner obtain an optimal supply plan. For more information, see [Untracked Planning Elements](#).

To track linked items

Order tracking shows how sales orders, production orders, and purchase orders are related to the manufacturing order through the planning and reservation systems.

The following describes how to track linked items on a firm planned production order. The steps are similar for all other order types, and from planning worksheet lines.

1. Choose the  icon, enter **Firm Planned Prod. Order**, and then choose the related link.
2. Open the relevant firm planned production order from the list.
3. On the **Lines** FastTab, choose the **Functions** action, and then choose the **Order Tracking** action.

The lines in the **Order Tracking** display the documents that are related to the current production order line.

Untracked Planning Elements

The **Untracked Planning Elements** page opens when you choose the **Untracked Qty.** field on the **order Planning** page. It serves two purposes:

1. To hold information about untracked quantities displayed when the user looks up from the Order Tracking page to see untracked quantities.
2. To hold warning messages displayed when the user chooses the **Warning** icon on the **Planning Worksheet** page.

The page contains entries which account for an untracked surplus quantity in order tracking network. These entries are generated during the planning run and explain where the untracked surplus quantity in the order tracking lines came from. This untracked surplus can come from:

- Production forecast
- Blanket orders
- Safety stock quantity
- Reorder point
- Maximum inventory
- Reorder quantity
- Maximum order quantity
- Minimum order quantity
- Order multiple
- Dampener (% of lot size)

See Also

Planning
Setting Up Manufacturing
Manufacturing
Inventory
Purchasing
Design Details: Reservation, Tracking, and Action Messaging
Design Details: Supply Planning
Setup Best Practices: Supply Planning
Working with Business Central

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Assembly Management

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To support companies that supply products to their customers by combining components in simple processes without the need of manufacturing functionality, Business Central includes features to assemble items that integrate with existing features, such as sales, planning, reservations, and warehousing.

An assembly item is defined as a sellable item that contains an assembly BOM. For more information, see [Work with Bills of Material](#).

Assembly orders are internal orders, just like production orders, that are used to manage the assembly process and to connect the sales requirements with the involved warehouse activities. Assembly orders differ from other order types because they involve both output and consumption when posting. The assembly order header behaves similarly to an output journal line, and the assembly order lines behave similarly to consumption journal lines.

To support a just-in-time inventory strategy and the ability to customize products to customer requests, assembly orders may be automatically created and linked as soon as the sales order line is created. The link between the sales demand and the assembly supply enables sales order processors to customize the assembly item on the fly, promise delivery dates according to component availability, and to post output and shipment of the assembled item directly from their sales order interface. For more information, see [Sell Items Assembled to Order](#).

On one sales order line, you can sell a quantity that is available and must be picked from stock together with a quantity that must be assembled to the order. Certain rules exist to govern the distribution of such quantities to ensure that assemble-to-order quantities take priority over inventory quantities in partial shipping. For more information, see the "Combination Scenarios" section in [Understanding Assemble to Order and Assemble to Stock](#).

Special functionality exists to govern the shipping of assemble-to-order quantities. When an assemble-to-order quantity is ready to be shipped, the warehouse worker in charge posts an inventory pick for the sales order line(s) in question. This, in turn, creates an inventory movement for the components, posts the assembly output, and the sales order shipment. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in [Pick Items with Inventory Picks](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Learn about the difference between assembling items right before shipping sales orders and assembling items that are intended for storage.	Understanding Assemble to Order and Assemble to Stock
Fill in fields on location cards and in inventory setup to define how items flow to and from the assembly department.	Set Up Basic Warehouses with Operations Areas
Customize an assembly item to a customer's request during the sales process, and convert to a sale when accepted.	Quote an Assemble-to-Order Sale
Combine components to create an item in a simple process, to order or to stock.	Assemble Items

TO	SEE
Sell assembly items that are not currently available by creating a linked assembly order to supply the full or partial sales order quantity.	Sell Items Assembled to Order
When some assemble-to-order items are already in inventory, deduct that quantity from the assembly order and reserve it from inventory.	Sell Inventory Items in Assemble-to-Order Flows
When you are selling assembly items from inventory and all items are not available, initiate an assembly order to automatically supply a part or all of the sales order quantity.	Sell Assemble-to-Order Items and Inventory Items Together
Make customized assembly items for blanket sales orders before periodically making the actual sales orders according to the blanket order agreement.	Create Blanket Assembly Orders
Undo a posted assembly order, for example because the order was posted with mistakes that must be corrected.	Undo Assembly Posting
Learn about the difference between assembly BOMs and production BOMs and the involved processing differences.	Work with Bills of Material
Learn how assembly consumption and output are handled when you post assembly orders and how the derived item and resource costs are processed and distributed to the general ledger.	Design Details: Assembly Order Posting

See Related Training at [Microsoft Learn](#)

See Also

[Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Design Details: Supply Planning](#)

[Walkthrough: Planning Supplies Manually](#)

[Walkthrough: Selling, Assembling, and Shipping Kits](#)

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Understanding Assemble to Order and Assemble to Stock

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Assembly items can be supplied in the following two processes:

- Assemble to order.
- Assemble to stock.

Assemble to Order

You typically use *assemble to order* for items that you do not want to stock because you expect to customize them to customer requests or because you want to minimize the inventory carrying cost. The supporting functionality includes:

- Ability to customize assembly items when taking a sales order.
- Overview of availability of the assembly item and its components.
- Ability to reserve assembly components immediately to guarantee order fulfillment.
- Function to determine profitability of the customized order by rolling up price and cost.
- Integration to the warehouse to make assembly and shipping easier.
- Ability to assemble to order at the point of making a sales quote or a blanket sales order.
- Ability to combine inventory quantities with assemble-to-order quantities.

In the assemble-to-order process, the item is assembled in response to a sales order and with a one-to-one link between the assembly order and the sales order.

When you enter an assemble-to-order item on a sales line, an assembly order is automatically created with a header that is based on the sales line and with lines that are based on the item's assembly BOM multiplied by the order quantity. You can use the **Assemble-to-Order Lines** page to see the linked assembly order lines to support you in customizing the assembly item and in a delivery date that is based on component availability information. For more information, see [Sell Items Assembled to Order](#).

NOTE

Although it is not part of the default process, you can sell inventory quantities with the assemble-to-order quantities. For more information, see [Sell Inventory Items in Assemble-to-Order Flows](#).

To enable this process, the **Assembly Policy** field on the item card must be **Assemble-to-Order**.

Assemble to Stock

You typically use *assemble to stock* for items that you want to assemble ahead of sales, such as to prepare for a kit campaign, and keep in stock until they are ordered. These items are usually standard items such as packaged kits that you do not offer to customize to customer requests.

In the assemble-to-stock process, the item is assembled without an immediate sales demand and is stocked in the warehouse as an inventory item for later sale or consumption as a subassembly. For more information, see [Assemble Items](#). From this point, the item is picked and processed as a single item and is treated like a finished production item.

When you enter an assemble-to-stock item on a sales line, the line like any other item sold from inventory. For example, availability is checked for the assembly item only.

NOTE

Although it is not part of the default process, you can assemble an item to order even if it is set up to be assembled to stock. For more information, see [Sell Assemble-to-Order Items and Inventory Items Together](#).

To enable this process, the **Assembly Policy** field on the item card must be **Assemble-to-Stock**.

Combination Scenarios

A general principle in Assembly Management is that when combined on a sales order line, assemble-to-order quantities must be shipped before inventory quantities.

If an assembly order is linked to a sales order line, then the value in the **Qty. to Assemble to Order** field on the sales order line is copied to the **Quantity to Assemble** field, via the **Quantity** field on the assembly order header. For more information, see [Sell Items Assembled to Order](#).

In addition, the value in the **Quantity to Assemble** field is related to the **Qty. to Ship** field on the sales order line, and this relation manages the shipping of assemble-to-order quantities, both partially and completely. This is true both when the full sales line quantity is assembled to order and in combination scenarios where one part of the sales line quantity is assembled to order and another part is shipped from inventory. However, in the combination scenario, you have additional flexibility when shipping partially in that you can modify the **Quantity to Assemble** field, within predefined rules, to specify how many units to ship partially from inventory and how many to ship partially by assembling to order.

If the full sales line quantity must be assembled to order and shipped, then the value in the **Qty. to Ship** field is copied to **Quantity to Assemble** field on the linked assembly order when you change the quantity to ship. This ensures that the quantity being shipped is fully supplied by the assemble-to-order quantity.

However, in combination scenarios, the full value in the **Qty. to Ship** is not copied to the **Quantity to Assemble** field on the assembly order header. Instead, a default value is inserted in the **Quantity to Assemble** field that is calculated from the **Qty. to Ship** field according to a predefined rule that ensures shipment of assemble-to-order quantities first.

If you want to deviate from this default, for example because you only want to assemble more or less of the quantity in the **Qty. to Ship** field, then you can modify the **Quantity to Assemble** field, but only within predefined rules, as illustrated below.

An example of why you would want to modify the quantity to assemble is that you want to partially post shipment of inventory quantities before the assembly output can be shipped.

The following table explains the rules that define the minimum and maximum values that you can enter in the **Quantity to Assemble** field to deviate from the default value in a combination scenario. The table shows a combination scenario where the **Qty. to Ship** field on the linked sales order line is changed from 7 to 4, and the **Quantity to Assemble** is therefore defaulted to 4.

	SALES ORDER LINE	ASSEMBLY ORDER HEADER						
-	Quantity	Qty. to Ship	Qty. to Assemble to Order	Quantity Shipped	Quantity	Quantity to Assemble	Assembled Quantity	Remaining Quantity

	SALES ORDER LINE	ASSEMBLY ORDER HEADER						
-								
Initial	10	7	7	0	7	7	0	7
Change		4				4 (inserted by default)		

Based on the above situation, you can only modify the **Quantity to Assemble** field as follows:

- The minimum quantity that you can enter is 1. This is because you must at least assemble one unit to be able to sell the four units, assuming that the remaining three are available in the inventory.
- The maximum quantity that you can enter is 4. This is to ensure that you do not assemble more of this assemble-to-order item than what is needed on the sale.

See Also

[Assembly Management](#)

[Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Quote an Assemble-to-Order Sale

2/18/2021 • 2 minutes to read • [Edit Online](#)


You can use assembly management to customize an assembly item to a customer's request during the sales process. For more information, see [Sell Items Assembled to Order](#).

As when you sell any other type of item, you can also create a sales quote for a customized assembly item before converting it to a sales order. This process involves several extra steps when you compare it to creating a regular sales quote, and it uses a variation of a linked assembly order, which is an assembly quote.

NOTE

Like all types of quotes, the quantities on assembly quotes are not used in availability, planning, or reservations.

To create a sales quote for an assemble-to-order item

1. Choose the  icon, enter **Sales Quote**, and then choose the related link.
2. Create a sales quote line with one line for an assembly item. For more information, see [Make Sales Quotes](#).
3. In the **Qty. to Assemble to Order** field, enter the full quantity.

NOTE

You should not quote a partial quantity. Therefore, you must enter the same quantity that you entered in the **Quantity** field on the sales quote line.

4. On the **Lines** FastTab, choose **Line**, choose **Assemble to Order**, and then choose **Assemble-to-Order Lines**. Alternatively, choose the **Qty. to Assemble to Order** field on the line.
5. On the **Assemble-to-Order Lines** page, review or modify the assembly order lines according to the quote that the customer is requesting. If you want to view more information, choose the **Show Document** action to open the complete blanket quote order. You cannot change the contents of most fields, and you cannot post.
6. When you have adjusted the assembly order lines according to the quote, close the **Assemble-to-Order Lines** page to return to the **Sales Quote** page.
7. If the customer accepts the quote, then create a sales order for the quoted assembly item. For more information, see [Make Sales Quotes](#). The linked assembly quote and any customizations are linked to that new sales order to prepare for assembly of the item or items to be sold.

See Also

[Assembly Management](#)

[Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Assemble Items

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If the **Replenishment System** field on the item card contains **Assembly**, then the default method of supplying the item is to assemble it from defined components and potentially by a defined resource.

The components and resources that go into this kind of an assembly item must be defined in an assembly BOM. For more information, see [Work with Bills of Material](#).

Assembly items can be set up for two different assembly processes:

- Assemble to stock.
- Assemble to order.

You typically use **Assemble to Stock** for items that you want to assemble ahead of sales, such as to prepare for a kit campaign, and keep in stock until they are ordered. These items are usually standard items such as packaged kits that you do not offer to customize to customer requests.

You typically use **Assemble to Order** for items that you do not want to stock because you expect to customize them to customer requests or because you want to minimize the inventory carrying cost by supplying them just in time. For more information, see [Sell Items Assembled to Order](#).

For more information about how to set up an assembly item, see [Understanding Assemble to Order and Assemble to Stock](#).


These setup options are default settings that manage how sales and assembly order lines are initially processed. You can depart from these defaults and supply the assembly item in the most optimal way when processing a sale. For more information, see [Sell Inventory Items in Assemble-to-Order Flows](#) and [Sell Assemble-to-Order Items and Inventory Items Together](#).

NOTE

Assembly components are handled in a special way in basic warehouse configurations. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in [Pick Items with Inventory Picks](#).

In this procedure, you create and process an assembly order for items that are assembled to stock, which means without a linked sales order. The steps include initiating the assembly order, handling potential component availability issues, and partially posting assembly item output.

To assemble an item

1. Choose the  icon, enter **Assembly Orders**, and then choose the related link.
2. Choose the **New** action. The **New Assembly Order** page opens.
3. Fill in the fields as necessary. Hover over a field to read a short description.
4. In the **Item No.** field, select the assembly item that you want to process. The field is filtered to show only items that are set up for assembly, which means that they have assembly BOMs assigned.
5. In the **Quantity** field, enter how many units of the item that you want assembled.

NOTE

If one or more components are not available to fulfill the entered assembly item quantity on the defined due date, then the **Assembly Availability** page automatically opens to provide detailed information about how many assembly items can be assembled based on component availability. For more information, see [View the Availability of Items](#). When you close the page, the assembly order is created with availability alerts on the affected component lines.

The assembly order lines are automatically filled with the contents of the assembly BOM and with line quantities according to the assembly order header.

NOTE

If the **Assembly Availability** page opened when you filled in the assembly order header, then each affected assembly order line contains a **Yes** in the **Avail. Warning** field with a link to detailed availability information. For more information, see [Check Availability](#). You can resolve a component availability issue by postponing the starting date, replacing the component with another item, or selecting an available substitution if one is defined.

6. In the **Quantity to Assemble** field, enter how many units of the assembly item that you want to post as output the next time that you post the assembly order. This quantity can be lower than the value in the **Quantity** field to reflect a partial output posting.

NOTE

To make sure that component consumption posting matches the assembly item output posting, the quantity fields in the assembly order lines automatically adjust to the value that you enter in the **Quantity to Assemble** field.

7. On assembly order lines of type **Item** or **Resource**, in the **Quantity to Consume** field, specify how many units you want to post as consumed the next time that you post the assembly order.
8. When you are ready to partially or fully post, choose the **Post** action.

NOTE

If warnings are still present in any of the assembly order lines, then the posting is blocked. A message about which component or components are not in inventory is displayed.

After posting succeeds, the assembly item is posted as output to the location code and potential bin code that are defined on the assembly order. For manually created assembly orders, the location may be copied from the **Default Location for Orders** setup field. For assemble-to-order flows, the location code may be copied from the sales order line.

See Also

[Assembly Management](#)

[Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Sell Items Assembled to Order

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If the **Assembly Policy** field on the item card of an assembly item is **Assemble-to-Order**, then the item is not expected to be in inventory, and it must be assembled specifically to a sales order. When you enter the item on a sales order line, then an assembly order is automatically created and linked to the sales order.

NOTE


If some assemble-to-order items are already in inventory, then you can deduct that quantity from the assembly order and reserve it from inventory. For more information, see [Sell Inventory Items in Assemble-to-Order Flows](#).

In this procedure, you process the sale of an item that will be assembled according to specifications that are requested by the customer. The steps include initiating the sales order line, customizing the assembly item by editing its components and resources, checking availability to establish a delivery date, and releasing the sales order to be assembled and immediately shipped.

NOTE

The following procedure does not include the standard sales order steps before the step where you enter the assemble-to-order item on a sales order line.

To sell an item that is assembled to order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Create a sales order. For more information, see [Sell Products](#).
3. In the **No.** field, enter an item that is set up to be assembled to order.
4. In the **Location Code** field, define which location the item will be sold from. The assembly process will occur at that location.
5. In the **Quantity** field, enter how many units to sell.

NOTE

If one or more components of the requested assembly item quantity are not available, then a detailed availability warning page opens. For more information, see [Assembly Availability](#).

An assembly order is now automatically created and linked to the sales order line. The due date of this assembly order is synchronized with the shipment date of the sales order line.

The quantity to sell is copied to the **Qty. to Assemble to Order** field, which indicates that the item setup expects the full quantity on the sales line to be assembled to the order. You can decrease the quantity to assemble to order, such as if you know that some items are already available. For more information, see [Sell Inventory Items in Assemble-to-Order Flows](#).

6. To reflect that the customer wants an additional item in a kit, on the **Lines** FastTab, choose the **Line** action, choose the **Assemble to Order** action, and then choose the **Assemble-to-Order Lines** action to view and change the standard assembly components. Alternatively, choose the **Qty. to Assemble to**

Order field.

7. On the **Assemble-to-Order Lines** page, create a new line of type **Item** for the requested additional kit content. The line represents an additional assembly component.

You could also customize the order by increasing the quantity of one standard item in the kit. You can do this by increasing the value in the **Quantity Per** field on the specific assembly order line.

NOTE

The **Assemble-to-Order Lines** page only contains the basic fields that a salesperson is expected to use to customize the component list, add item tracking numbers, or to solve component availability issues. To see more assembly order information, such as the assembly order starting date, choose the **Show Documents** action. This opens a full view of the assembly order that is linked to the sales order line. You cannot change the contents of most fields on the assembly order header, and you cannot post assembly output from it because you must use shipment posting of the sales order line.

On the header of linked assembly orders, only the **Starting Date** field can be changed to enable assembly workers to specify a date that is earlier than the due date when they will start the process. All fields on the lines of the linked assembly order can be changed so that warehouse workers can enter consumption figures during the process.

8. Review or react to component availability issues. For example, select an available substitute item or establish a later due date.
9. Close the **Assemble-to-Order Lines** page. The linked assembly order is now ready to start to assemble the customized items by the due date.
10. On the sales order, choose the **Release** action to notify the assembly department that the assembly process can start.
11. In the assembly department, perform the steps of assembling the items that are sold in this procedure. For more information, see [Assemble Items](#).

See Also

[Assembly Management](#)

[Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Sell Inventory Items in Assemble-to-Order Flows

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If the **Assembly Policy** field on the item card of an assembly item contains **Assemble-to-Order**, then the default sales order process assumes that the item is not in inventory and must be assembled for that specific sales order. Therefore, a linked assembly order is automatically created when you add the item to a sales order line. For more information, see [Sell Items Assembled to Order](#). However, if a part of the sales order quantity is already available in inventory, then you can decrease the assembly order quantity by changing the **Qty. to Assemble to Order** field on the sales order line.

This scenario is rare because assemble-to-order items are expected to always be customized, and the chance that they are in inventory in the configuration that is requested by another customer is low. However, if a company does have assemble-to-order quantities in inventory because of returns or order cancellations, then these quantities should be picked and sold before new ones are assembled.

NOTE

No functionality exists on sales orders that automatically alerts or helps you deduct assembly order quantities that are already available. Instead, you must monitor availability information, such as in the **Sales Line Details** FactBox.


Similar functionality is available when you are selling assembly items from inventory and a part or all of the quantity is unavailable and can be supplied by an assembly order. For more information, see [Sell Assemble-to-Order Items and Inventory Items Together](#).

NOTE

Certain rules apply to the **Qty. to Ship** field on sales order lines that contain a combination of assemble-to-order quantities and inventory quantities. For more information, see the Combination Scenarios section in [Understanding Assemble to Order and Assemble to Stock](#).

In this procedure, you replace assemble-to-order quantities with inventory quantities on a sales order line. The steps include detecting that availability exists, deducting that quantity from the linked assembly order, and then reserving the inventory quantity to make sure that it is picked and shipped for the order.

To sell inventory items in assemble-to-order flows

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Create a sales order. For more information, see [Sell Products](#).
3. On a sales order line for an assemble-to-order item, in the **Quantity** field, enter the demanded quantity.
4. In the **Sales Line Details** FactBox, determine if all or some of the demanded quantity is available.
5. In the **Qty. to Assemble to Order** field, deduct the available quantity so that only the unavailable quantity is assembled to the order. The **Reserved Quantity** field is decreased accordingly to reflect that the order-to-order link, or reservation, only applies to the quantity to be assembled.
6. On the **Lines** FastTab, choose **Functions**, and then choose the **Reserve** action.
7. On the **Reservation** page, select the item ledger entry line or lines that contain the available quantities, choose the **Reserve from Current Line** action, and then choose the **OK** button.

On the **Sales Order** page, the **Reserved Quantity** field now shows that the whole order line quantity is reserved. The **Qty. to Assemble to Order** field still reflects the subquantity that has to be assembled.

8. Release the sales order for picking of the inventory items and for assembly of the unavailable items. For more information, see [Assemble Items](#).

Caution

The **Bin Code** field on the sales order may be prefilled according to the **Assemble-to-Order Shpt. Bin Code** or the **From-Assembly Bin Code** field on the location card. In that case, the **Bin Code** field on the sales order line may be incorrect in this combination of assemble-to-order and assemble-to-stock quantities. It is a good idea to look in the **Bin Code** field and ensure that the placement works for all quantities. Alternatively, enter the two different quantities on separate sales order lines.

See Also

[Assembly Management](#)

[Reserve Items](#)

[Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Sell Assemble-to-Order Items and Inventory Items Together

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If the **Assembly Policy** field on the item card of an assembly item contains **Assemble-to-Stock**, then the default sales order process assumes that the item is already assembled and can be picked from inventory, if it is available. Therefore, no assembly order is automatically created and linked to the sales order line. However, if a part (or all) of the quantity is not available, then you have the flexibility to create an assembly order for the remaining quantity by filling in the **Qty. to Assemble to Order** field on the sales order line. In this manner, you can assemble the item to order although it is set up to be assembled to stock by default.

Similar flexibility exists when you are selling items to be assembled to the order and a part of the quantity is in inventory, which you want to deduct from the assembly order. For more information, see [Sell Inventory Items in Assemble-to-Order Flows](#).

NOTE

Certain rules apply to the **Qty. to Ship** field on sales order lines that contain a combination of assemble-to-order quantities and inventory quantities. For more information, see the Combination Scenarios section in [Understanding Assemble to Order and Assemble to Stock](#).

NOTE

The following procedure does not include the standard sales order steps that you need to follow before you create an assembly order for unavailable quantities.

To sell assemble-to-order items and inventory items together

1. On a sales order line for an item that is set up to be assembled to stock, enter a quantity in the **Quantity** field that exceeds inventory. The **Check Availability** page appears. For more information, see [View the Availability of Items](#).
2. Note the **Total Quantity** field (a negative value), which you will enter in the next step.
3. In the **Qty. to Assemble to Order** field, enter the value from the previous step.
4. Perform any changes to the assembly components. For more information, see [Sell Items Assembled to Order](#).
5. Proceed to release the sales order, to prepare it for picking of the inventory items and for assembly of the unavailable items. For more information about these standard assembly steps, see [Assemble Items](#).

Caution

The **Bin Code** field on the sales order may be prefilled according to the **Assemble-to-Order Shpt. Bin Code** field or the **From-Assembly Bin Code** field on the location card. In that case, the **Bin Code** field on the sales order line may be incorrect in this combination of assemble-to-order and assemble-to-stock quantities. It is a good idea to examine the **Bin Code** field and make sure that the placement works for all quantities. Alternatively, enter the two different quantities on separate sales order lines.

See Also

[Assembly Management](#)
[Work with Bills of Material](#)

Inventory

Design Details: Warehouse Management

Working with Business Central

NOTE

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Create Blanket Assembly Orders

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You can use assembly management to customize an assembly item to a customer's request during the sales process. For more information, see [Sell Items Assembled to Order](#).

As with any other type of item, you can also create blanket sales orders for customized assembly items before periodically making the actual sales orders according to the blanket order agreement. This process involves several extra steps when you compare it to creating a regular blanket sales order, and it uses a variation of a linked assembly order, which is a blanket assembly order.

NOTE

Like all blanket orders, quantities on assembly blanket orders are only forecasts and are not operational until they are converted to actual assembly orders. Therefore, order functionality, such as availability calculation, reservation, and item tracking, is not active on blanket assembly orders.

To create a blanket assembly order for an assemble-to-order item

1. Choose the  icon, enter **Blanket Sales Orders**, and then choose the related link.
2. Create a new blanket sales order with one line for an assembly item. For more information, see [Create Blanket Sales Orders](#).
3. In the **Qty. to Assemble to Order** field on the blanket assembly order line, enter the full quantity.

NOTE

You should not create blanket order agreements for a partial quantity. Therefore, you must enter the same quantity that you entered in the **Quantity** field on the blanket sales order line.

4. Choose the **Assemble to Order** action, and then choose the **Assemble-to-Order Lines** action. Alternatively, choose the **Qty. to Assemble to Order** field on the line.
5. On the **Assemble-to-Order Lines** page, review or modify the assembly order lines according to the blanket order agreement that you have made with the customer. If you want to view more information, choose the **Show Document** action to open the complete blanket assembly order. You cannot change the contents of most fields, and you cannot post.
6. When you have adjusted the assembly order lines according to the blanket order agreement, close the **Assemble-to-Order Lines** page to return to the **Blanket Sales Order** page.
7. When the customer requests to create a sales order based on the agreed blanket sales order, create a sales order for the agreed assembly item or items. For more information, see [Create Blanket Sales Orders](#).

The linked blanket assembly order and any customizations are linked to that new sales order to prepare for assembly of the item or items to be sold.

See Also

Create Blanket Sales Orders
Assembly Management
Work with Bills of Material
Inventory
Design Details: Warehouse Management
Working with Business Central

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Undo Assembly Posting

2/18/2021 • 3 minutes to read • [Edit Online](#)

Sometimes you may need to undo a posted assembly order, for example when the order was posted with mistakes that must be corrected, or because it should not have been posted in the first place and must be rolled back.

When you undo a posted assembly order, a set of corrective item ledger entries is created to reverse the original entries. Each positive output entry for the assembly item is reversed by a negative output entry. Each negative consumption entry for an assembly component is reversed by a positive consumption entry. Fixed cost application is automatically created between the corrective and original entries to ensure exact cost reversal.

When you undo a fully posted assembly order, then you can choose to recreate the assembly order to its original state, for example to make corrections before reposting it. Alternatively, you can choose to not recreate the assembly order.

When you undo a partially posted assembly order, then all affected quantity fields, such as the **Assembled Quantity**, **Consumed Quantity**, and **Remaining Quantity** fields are restored to the values they had before the posting in question.

To recreate or restore assembly orders, the following conditions must apply to the assembly item that was output in the original posting:

- It must still be in inventory, that is, it is not sold or otherwise consumed by outbound transactions.
- It must not be reserved.
- It must exist in the bin that it was output to.


In addition, existing assembly orders can only be restored if the number of lines and the sequence of lines on the original assembly order are not changed.

TIP

To solve conflicts due to line changes, you can manually revert the changes on the lines in question before undoing the related posted assembly order. Alternatively, you can post the assembly order fully and then select to recreate it when undoing the posting.

The following procedure describes how to undo posted assembly orders where the items were assembled to stock. If you want to undo posted assembly orders where the items were assembled to a sales order, then you must use the **Undo Shipment** function on the posted shipment that relates to the posted assembly order. For more information, see [Reverse Journal Postings and Undo Receipts/Shipments](#). The undoing of the posted assembly order then happens automatically in the same way as described in this topic.

To undo posting of an assembly order

1. To undo a fully or partially posted assembly order, Choose the  icon, enter **Posted Assembly Orders**, and choose the related link.

The **Posted Assembly Orders** page opens showing one or more posted assembly orders that are posted from the assembly order in question. Each partial posting creates a separate posted assembly order.

2. Open the posted assembly order that you want to undo, and then choose the **Undo Assembly** action.

If the posted assembly order that you want to undo relates to a fully posted assembly order that is now deleted, then you have the option to recreate it, typically because you want to reprocess it.

3. If you want to recreate the assembly order, choose the **Yes** button. To undo the posting without recreating the related assembly order, choose the **No** button.

The **Reversed** field on the assembly order header changes to **Yes**. The assembly order posting is now reversed, and you can proceed to process the entire assembly order if you chose to recreate it or the open assembly order that you have restored to its original state.

NOTE

To restore quantities from multiple partial postings in an assembly order, you must undo all the posted assembly orders in question by following steps 1 through 3 above for each posted assembly order.

See Also

[Assembly Management](#)

[Reverse Journal Postings and Undo Receipts/Shipments](#)

[Process Sales Returns or Cancellations](#)

[Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Work with Bills of Material

2/18/2021 • 7 minutes to read • [Edit Online](#)

You use bills of materials (BOMs) to structure parent items that must be assembled or produced by resources or machine centers from components. An assembly BOM can also be used to sell a parent item as a kit consisting of its components.

Assembly BOMs or Production BOMs

You use assembly orders for making end items from components in a simple process that can be performed by one or more basic resources, which are not machine or work centers, or without any resources. For example, an assembly process could be to pick two wine bottles and one coffee sack and then pack them as a gift item.

An assembly BOM is the master data that defines which component items go into an assembled end item and which resources are used to assemble the assembly item. When you enter an assembly item and a quantity in the header of a new assembly order, then the assembly order lines are automatically filled according to the assembly BOM with one assembly order line per component or resource. For more information, see [Assembly Management](#).

Assembly BOMs are described in this topic.

You use production orders for making end items from components in a complex process that requires a production routing and work or machine centers, which represent production capacities. For example, a production process could be to cut steel plates in one operation, weld them in the next operation, and paint the end item in the last operation. For more information, see [Manufacturing](#).

A production BOM is the master data that defines a production item and the components that go into it. For assembly items, the production BOM must be certified and assigned to the production item before it can be used in a production order. When you enter the production item on a production order line, either manually or by refreshing the order, then the production BOM content becomes the production order components. For more information, see [Create Production BOMs](#).

The concept of resources in production is much more advanced than in assembly management. Work centers and machine centers function as resources, and production steps are represented by operations that are assigned to resources in production routings. For more information, see [Create Routings](#).

Both assembly orders and production orders may be linked directly to sales orders. However, you can only use assembly orders to customize the end item directly for a customer request with the sales order.

To create an assembly BOM

To define a parent item that consists of other items, and potentially of resources required to put the parent together, you must create an assembly BOM.

Assembly BOMs usually contain items but can also contain one or more resources that are required to put the assembly item together.

Assembly BOMs can have multiple levels, which means that a component on the assembly BOM can be an assembly item itself. In that case, the **Assembly BOM** field on the assembly BOM line contains **Yes**.

Special requirements apply to items on assembly BOMs with regards to availability. For more information, see [To see the availability of an item by its use in assembly BOMs](#).

There are two parts to creating an assembly BOM:


- Setting up a new item
 - Defining the BOM structure of the assembly item.
1. Set up a new item. For more information, see [Register New Items](#).

Proceed to enter components or resources on the assembly BOM.

2. On the **Item Card** page for an assembly item, choose the **Assembly** action, and then choose the **Assembly BOM** action.
3. On the **Assembly BOM** page, fill in the fields as necessary. Hover over a field to read a short description.


To edit assembly BOMs

You can edit the lines on an assembly BOM at any time. But be aware that the BOM may be in use on ongoing sales or assemblies of the parent, which may be affected by the change. Choose the **Where-Used** action to see in which items it is being used and then whether sales or assembly orders may be affected.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **Yes** value in the **Assembly BOM** column.
3. On the **Assembly BOM** page, choose the **Edit List** action, and then change any field as needed.

To view components and resources indented according to the BOM structure

From the **Assembly BOM** page, you can open a separate page that shows the components and any resources indented according to their BOM position under the assembly item.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for an assembly item. (The **Assembly BOM** field on the **Items** page contains **Yes**.)
3. On the **Item Card** page, choose the **Assembly** action, and then choose the **Assembly BOM** action.
4. On the **Assembly BOM** page, choose the **Show BOM** action.

To replace the assembly item with its components on document lines


From any sales and purchase document that contains an assembly item, you can use a special function to replace the line for the assembly item with new lines for its components. This function is useful, for example, if you want to sell the components as a kit that represents the assembly item.

The Explode BOM function is also available on the **Assembly BOM** page as a method to view child items on any subassemblies on an assembly BOM.

Caution

When you have used the **Explode BOM** function, you cannot easily undo it. You must delete the sales order lines representing the components and then reenter a sales order line for the assembly item.

The following procedure is based on a sales invoice. The same steps apply to other sales documents and to all purchase documents.

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Open a sales invoice that contains a line for an assembly item.
3. Choose the line for an assembly item, and then **Explode BOM** line action.

All fields on the sales invoice line for the assembly item are cleared except for the **Item** and **Description** fields. Complete sales invoice lines are inserted for the components and possible resources that comprise the

assembly item.

NOTE

The **Picking List by Order** report is also changed to show the components only. This means that a warehouse worker picking the parent item, the assembly item, will not see it in the picking list. For more information, see [Print the Picking List](#).

To calculate the standard cost of an assembly item

You calculate the unit cost of an assembly item by rolling up the unit cost of each component and resource in the item's assembly BOM.

You can also calculate and update the standard cost for one or many items on the **Standard Cost Worksheet** page. For more information, see [Update Standard Costs](#).

The unit cost of an assembly BOM always equals the total of the unit costs of its components, including other assembly BOMs, and any resources.

NOTE

To calculate the unit cost of an assembly or production BOM, the parent item and its component items must use the *Standard* costing method. Any resources in the BOM are rolled up if they have a unit cost that is defined on the resource card.

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Items**, and then choose the related link.
2. Open the card for an assembly item. (The **Assembly BOM** field on the **Items** page contains **Yes**.)
3. On the **Item Card** page, choose the **Assembly** action, and then choose the **Assembly BOM** action.
4. On the **Assembly BOM** page, choose the **Calc. Standard Cost** action.
5. Select one of the following options, and then choose the **OK** button.

OPTION	DESCRIPTION
Top Level	Calculates the assembly item's standard cost as the total cost of all purchased or assembled items on that assembly BOM regardless of any underlying assembly BOMs.
All Levels	Calculates the assembly's item standard cost as the sum of: 1) The calculated cost of all underlying assembly BOMs on the assembly BOM. 2) The cost of all purchased items on the assembly BOM.

The costs of the items that make up the assembly BOM are copied from the component item cards. The cost of each item is multiplied by the quantity, and the total cost is shown in the **Unit Cost** field on the item card.

See Also

[Register New Items](#)

[View the Availability of Items](#)

[Inventory](#)

[Working with Business Central](#)

NOTE

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Design Details: Assembly Order Posting

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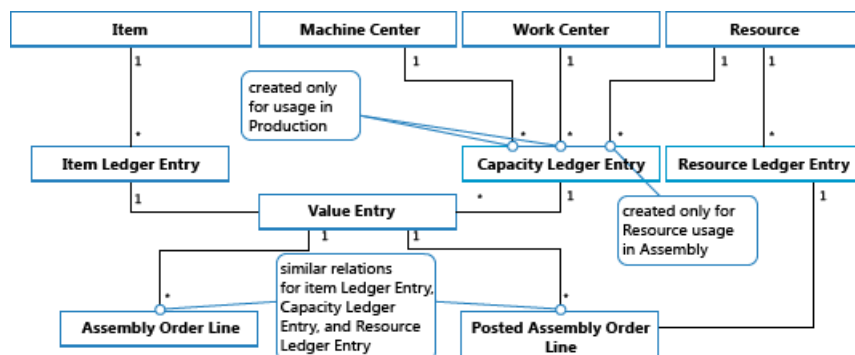
Assembly order posting is based on the same principles as when posting the similar activities of sales orders and production consumption/output. However, the principles are combined in that assembly orders have their own posting UI, like that for sales orders, while the actual entry posting happens in the background as direct item and resource journal postings, like that for production consumption, output, and capacity.

Similarly to production order posting, the consumed components and the used resources are converted and output as the assembly item when the assembly order is posted. For more information, see [Design Details: Production Order Posting](#). However, the cost flow for assembly orders is less complex, especially because assembly cost posting only occurs once and therefore does not generate work-in-process inventory.

The following journal postings occur during assembly order posting:

- The item journal posts positive item ledger entries, representing output of the assembly item, from the assembly order header
- The item journal posts negative item ledger entries, representing consumption of assembly components, from the assembly order lines.
- The resource journal posts usage of assembly resources (time units), from the assembly order lines.
- The capacity journal posts value entries relating to the resource usage, from the assembly order lines.

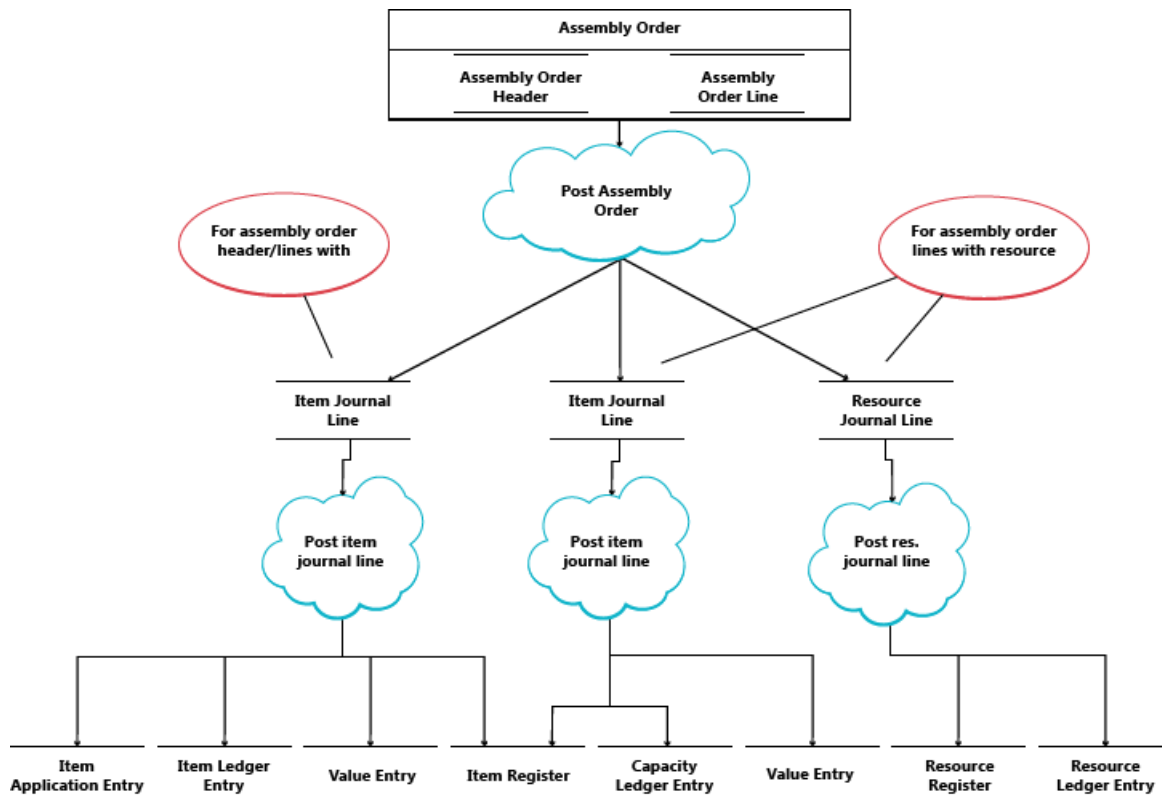
The following diagram shows the structure of item and resource ledger entries that result from assembly order posting.



NOTE

Machine and work centers are included to illustrate that capacity ledger entries are created from both production and assembly.

The following diagram shows how assembly data flows into ledger entries during posting:



Posting Sequence

The posting of an assembly order occurs in the following order:

1. The assembly order lines are posted.
2. The assembly order header is posted.

The following table outlines the sequence of actions.

ACTION	DESCRIPTION
Initialize Posting	<ol style="list-style-type: none"> 1. Make preliminary checks. 2. Add posting number and modify the assembly order header. 3. Release the assembly order.

ACTION	DESCRIPTION
Post	<ol style="list-style-type: none"> 1. Create the posted assembly order header. 2. Copy comment lines. 3. Post assembly order lines (consumption): <ol style="list-style-type: none"> a. Create a status page to calculate assembly consumption. b. Get the remaining quantity on which the item journal line will be based. c. Reset the consumed and remaining quantities. d. For assembly order lines of type Item: <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Transfer reservations to the item journal line. c. Post the item journal line to create the item ledger entries. d. Create warehouse journal lines and post them. e. For assembly order lines of type Resource: <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Post the item journal line. This creates capacity ledger entries. c. Create and post resource journal line. f. Transfer field values from the assembly order line into a newly created posted assembly order line. 4. Post the assembly order header (output): <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Transfer reservations to the item journal line. c. Post the item journal line to create the item ledger entries. d. Create warehouse journal lines and post them. e. Reset the assembly quantities and remaining quantities.

IMPORTANT

Unlike for production output, which is posted at expected cost, assembly output is posted at actual cost.

Cost Adjustment

Once an assembly order is posted, meaning that components (material) and resources are assembled into a new item, then it should be possible to determine the actual cost of that assembly item, and the actual inventory cost of the components involved. This is achieved by forwarding costs from the posted entries of the source (the components and resources) to the posted entries of the destination (the assembly item). The forwarding of costs is done by calculating and generating new entries, called adjustment entries that become associated with the destination entries.

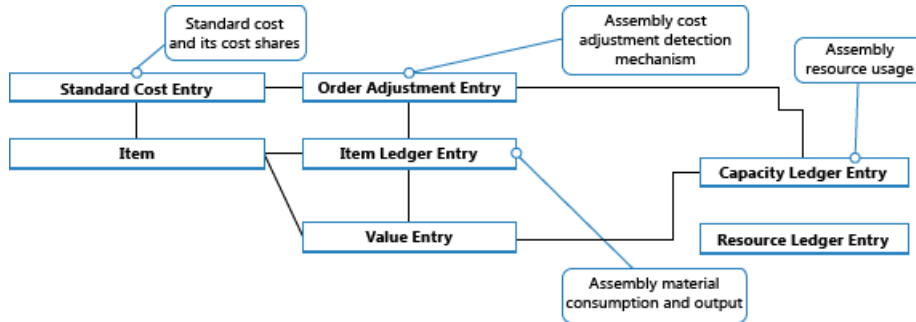
The assembly costs to be forwarded are detected with the Order Level detection mechanism. For information about other adjustment detection mechanisms, see [Design Details: Cost Adjustment](#).

Detecting the Adjustment

The order Level detection function is used in conversion scenarios, production and assembly. The function works as follows:

- Cost adjustment is detected by marking the order whenever a material/resource is posted as consumed/used.
- Cost is forwarding by applying the costs from material/resource to the output entries associated with the same order.

The following graphic shows the adjustment entry structure and how assembly costs are adjusted.



Performing the Adjustment

The spreading of detected adjustments from material and resource costs onto the assembly output entries is performed by the **Adjust Cost – Item Entries** batch job. It contains the Make Multilevel Adjustment function, which consists of the following two elements:

- Make Assembly Order Adjustment – which forwards cost from material and resource usage to the assembly output entry. Lines 5 and 6 in the algorithm below are responsible for that.
- Make Single Level Adjustments – which forwards costs for individual items using their costing method. Lines 9 and 10 in the algorithm below are responsible for that.

Make MultiLevel Adjustment	
1.	While not Done do
2.	case TRUE of
3.	LevelExceeded:
4.	Done := TRUE;
5.	Assembly To Adjust Exists (TempOrderAdjmtEntry) :
6.	Make Assembly Order Adjustments (TempOrderAdjmtEntry) ;
7.	WIP To Adjust Exists (TempProdOrderLine) :
8.	Make WIP Adjustments (TempProdOrderLine) ;
9.	Inventory To Adjust Exist (TempItem) :
10.	Make Single Level Adjustments (TempItem) ;
11.	ELSE
12.	Done := TRUE;
13.	end case

NOTE

The Make WIP Adjustments element, in lines 7 and 8, is responsible for forwarding production material and capacity usage to the output of unfinished production orders. This is not used when adjusting assembly order costs as the concept of WIP does not apply to assembly.

For information about how costs from assembly and production are posted to the general ledger, see [Design Details: Inventory Posting](#).

Assembly Costs are Always Actual

The concept of work in process (WIP) does not apply in assembly order posting. Assembly costs are only posted as actual cost, never as expected cost. For more information, see [Design Details: Expected Cost Posting](#).

This is enabled by the following data structure.

- In the **Type** field on item journal lines, in the **Capacity Ledger Entry** and **Value Entry** tables, *Resource* is used to identify assembly resource entries.
- In the **Item Ledger Entry Type** field on item journal lines, in the **Capacity Ledger Entry** and **Value Entry** tables, *Assembly Output* and *Assembly Consumption* are used to identify the output assembly item entries and the consumed assembly component entries respectively.

In addition, posting group fields on the assembly order header and assembly order lines are populated by default as follows.

ENTITY	TYPE	POSTING GROUP	GEN. PROD. POSTING GROUP
Assembly Order Header	Item	Inventory Posting Group	Gen. Prod. Posting Group
Assembly Order Line	Item	Inventory Posting Group	Gen. Prod. Posting Group
Assembly Order Line	Resource		Gen. Prod. Posting Group

Accordingly, only actual costs are posted to the general ledger, and no interim accounts are populated from assembly order posting. For more information, see [Design Details: Accounts in the General Ledger](#)

Assemble to Order

The item ledger entry that results from posting an assemble-to-order sale is fixed applied to the related item ledger entry for the assembly output. Accordingly, the cost of an assemble-to-order sale is derived from the assembly order that it was linked to.

Item ledger entries of type Sale that result from posting assemble-to-order quantities are marked with **Yes** in the **Assemble to Order** field.

Posting sales order lines where a part is inventory quantity and another part is assemble-to-order quantity results in separate item ledger entries, one for the inventory quantity and one for the assemble-to-order quantity.

See Also

[Design Details: Inventory Costing](#)

[Design Details: Production Order Posting](#)

[Design Details: Costing Methods](#)

[Managing Inventory Costs](#)

[Finance](#)

[Working with Business Central](#)

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Manufacturing

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NOTE

Functionality described in this topic and sub topics is only visible in the user interface if you have the **Premium** experience. For more information, see [Change Which Features are Displayed](#).

When demand is planned for and the materials have been issued according to production BOMs, then the actual production operations can start and be executed in the sequence defined by the production order routing.

An important part of executing production, from a system point of view, is to post production output to the database to report progress and to update inventory with the finished items. Output posting can be done manually, by filling and posting journal lines after production operations. Or, it can be done automatically with the use of backward flushing. In that case material consumption is automatically posted along with output when the production order changes to finished.

As an alternative to the batch journal for output posting for multiple production orders, you can use the **Production Journal** page to post consumption and/or output for one production order line.

Before you can begin to produce items, you must make various setup, such as work centers, routings, and production BOMs. For more information, see [Setting Up Manufacturing](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Understand how production orders work.	About Production Orders
Create production orders manually.	Create Production Orders
Outsource all or selected operations in a production order to a subcontractor.	Subcontract Manufacturing
Record and post production output along with material and time consumption for a single released production order line.	Post Consumption and Output for One Released Production Order Line
Batch post the quantity of components used per operation in a journal that can processes multiple planned production orders.	Batch Post Consumption
Post the quantity of finished items and the time spent per operation in a journal that can processes multiple released production orders.	Batch Post Output and Run Times
Undo output, for example because of a data entry error occurred and incorrect amount.	Reverse Output Posting
Post the number of items produced in each finished operation which do not qualify as finished output, but as scrapped material.	Post Scrap

TO	SEE
View the shop floor load as a result of planned and released production orders.	View the Load in Work and Machine Centers
Use the Capacity Journal page to post consumed capacities that are not assigned to a production order, such as maintenance work.	Post Capacities
Calculate and adjust the cost of finished production items and consumed components for financial reconciliation.	About Finished Production Order Costs

See Also

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

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About Production Orders

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Production orders are used to manage the conversion of purchased materials into manufactured items. Production orders route work through various work or machine centers on the shop floor.

Before proceeding with production, most companies perform supply planning, typically once a week, to calculate how many production orders and purchase orders to execute to fulfill that week's sales demand. Purchase orders supply the components that are required according to the production BOM to produce the end items.

Production orders are the central components of application's manufacturing functionality and they contain the following information:

- Products planned for manufacturing
- Materials required for the planned production orders
- Products that have just been manufactured
- Materials that have already been selected
- Products that have been manufactured in the past
- Materials that were used in previous manufacturing operations

Production orders are the starting points for:

- Planning future manufacturing
- Controlling current manufacturing
- Tracking of finished manufacturing

Production Order Creation

Production orders can be created on an order-by-order basis manually from the **Production Order** page, or generated from the **Sales Order Planning** or **Order Planning** pages. Multiple orders are created from the **Planning Worksheet** page.

Production orders are created using information from:

- Items
- Production BOMs
- Routings
- Machine centers
- Work centers

Limitations on Production Order Creation

Production orders are automatically reserved and tracked to their source when:

- Created from the **Planning Worksheet**
- Created with the Order function on the **Sales Order Planning** page
- Created from the **Order Planning** page
- Using the **Replan** function on production orders

For more information, see [Track Relations Between Demand and Supply](#).

Production orders created through other means are not automatically reserved and tracked.

Production Order Status

The production order status controls how the production order behaves within application. The form and content of the production are dictated by the order's status. The production orders are displayed in different pages according to their status. You cannot change the status of a production order manually; you must use the **Change Status** function.

Simulated Production Order

The Simulated Production Order is unique based on the following characteristics:

- As its name implies, it is a simulation and its main purpose is for quoting and costing - such as when the Research and Development department wants to get a cost estimate on a proposed item. A simulated production order serves as an example of a production order.
- It does not influence the planning of orders. Planning (MPS and MRP) neither considers nor is affected by simulated production orders. Also, a simulated production order cannot be used as a template because it disappears when you change its status.

Planned Production Order

The Planned Production Order is unique because of the following characteristics:

- You can automatically create a planned production order from a sales order.
- Planned production orders are like released production orders and provide input to capacity requirements planning by showing the total capacity requirements by work center or machine center.
- A planned production order represents the best estimate of the future load for the work center or machine center load based on available information. Typically, they are generated from planning, but can also be created manually. Because they are erased during subsequent planning generations, manual creation is not practical.
- Their generation in planning results in a suggested "planned order release" that includes quantity, release date, and due date. The planning system logic is based on the replenishment system, reorder policies, and order modifiers that it encounters in the net requirements planning process.
- To view their impact, look at the load for each work center or machine center on the planned production order's routing.

Firm Planned Production Order

The Firm Planned Production Order is unique because of the following characteristics:

- You can automatically create a firm planned production order from a sales order.
- A firm planned production order acts as a placeholder in the planning schedule for some future job released to the floor.
- A firm planned production order can be generated from planning or created manually or from sales orders. They are not erased during subsequent planning.
- Their generation in planning results in a suggested "planned order release" that includes: quantity, release date, and due date. The planning system logic is based on the replenishment system, reorder policies, and order modifiers that it encounters in the net requirements planning process.
- To view their impact, look at the load for each work center or machine center on the firm planned production order's routing.

Released Production Order

The Released Production Order is unique based on the following characteristics:

- You can automatically create a released production order from a sales order.
- When a production order has been released, it does not necessarily mean that materials have been picked or

the job has physically moved to its first operation.

- In a MTO (Make-to-Order) environment, it is not unusual to create a released production order immediately after the entry of the sales order.
- Actual material consumption and product output can be recorded manually with a released production order. In addition, automatic flushing of consumption and product output only occurs for released production orders.

Finished Production Order

The Finished Production Order is unique based on the following characteristics:

- A finished production order is typically one that has been manufactured.
- Finishing the production order is an important task in completing the costing lifecycle of the item that is being produced. By finishing a production order, costing can be adjusted and reconciled.
- Finished production orders are used for statistical reporting and to support the ability to track back to other orders (sales, production, and purchase, for example). The ability to track back to a finished production order allows you to review the detailed history.
- Finished production orders can never be changed.

Production Order Execution

Once a production order has been created and scheduled, it has to be released to the shop floor to be executed. During execution of the order, you record:

- Materials picked or consumed
- How much time was spent working on the order
- Quantity of the parent item produced

This information can be recorded manually or through automatic reporting, according to the items setup in the Flushing Method field.

Material Consumption

The application offers a variety of options for how a manufacturing company might want to record material consumption. For example, material consumption may be recorded manually, which might be desirable if there are frequent component substitutions or greater than expected scrap.

Consumption of materials may be processed through the consumption journal, but also may be recorded automatically by application, known as automatic reporting. The reporting methods are:

- Manual
- Forward
- Backward

Manual consumption reporting uses the consumption journal to specify material picking.

Forward consumption reporting assumes the expected quantity of all materials for the entire order is consumed at the release of a production order, unless using routing link codes. When using routing link codes, the material consumed after the start of the operational step is recorded in the Output Journal. To forward flush the entire production order, you need to do two things:

- All items in the top-level production BOM need to have forward flushing selected on their respective item card.
- All routing link codes on the production BOM must be removed.

Backward consumption reporting records the actual quantity of all material picked or consumed when the status of a production order is changed to *Finished*, unless using routing link codes. When using routing link

codes, the material is consumed after a quantity of the parent item is recorded for the operational step in the Output Journal.

When the Production Order is refreshed, the flushing method is copied from the item card. Because the flushing method for each production order component controls how and when the consumption is recorded, it is important to note that you can change flushing method for specific items directly on the Production Order.

Automatic Consumption Posting (Flushing)

The advantage of automatic flushing is that it greatly reduces data entry. With the ability to automatically flush an operation, the entire consumption and output recording process can be automated. The disadvantage of using automatic flushing is that you may not be accurately recording, or even aware of, scrap. The Automatic Reporting methods are:

- Forward Flush the Entire Order
- Forward Flushing by Operation
- Back Flushing by Operation
- Back Flushing the Entire Order

Automatic Reporting - Forward Flush the Entire Order

If you forward flush the production order at the start of the job, the behavior of application is very similar to a manual consumption. The major difference is that consumption happens automatically.

- The entire contents of the production BOM are consumed and deducted from inventory at the time the released production order is refreshed.
- The consumption quantity is the quantity per assembly stated on the production BOM, multiplied by the number of parent items you are building.
- There is no need to record any information in the consumption journal if all of the items are to be flushed.
- When consuming items from inventory, it does not matter when output journal entries are made, because the output journal has no effect on this mode of consumption posting.
- No routing link codes can be set.

Forward flushing an entire order is suited in production environments with:

- A low number of defects
- A low number of operations
- High component consumption in early operations

Automatic Reporting - Forward Flushing by Operation

Flushing by operation allows you to deduct inventory during a specific operation in the routing of the parent item. Material is tied to the routing using routing link codes, which correspond to routing link codes applied to components in the production BOM.

The flush takes place when the operation that has the same routing link code is started. Started means that some activity is recorded in the output journal for that operation. And that activity might just be that a setup time is entered.

The amount of the flush is for the quantity per assembly stated on the production BOM multiplied by the number of parent items being built (expected quantity).

This technique is best employed when there are many operations and certain components are not needed until late in the assembly sequence. In fact, a Just-in-Time (JIT) setup might not even have the items on hand when the RPO is begun.

Material can be consumed during operations by using routing link codes. Some components may not be used until final assembly operations and should not be withdrawn from stock until that time.

Automatic Reporting - Back Flushing by Operation

Back flushing by operation records consumption after the operation is posted in the output journal.

The advantage of this method is that the number of parent parts finished in the operation is known.

Material in the production BOM is linked to the routing records using routing link codes. The back flush takes place when an operation with a particular routing link code is posted with a finished quantity.

The amount of the flush is for the quantity per assembly stated on the production BOM multiplied by the number of parent items that were posted as output quantity at that operation. This might be different from the expected quantity.

Automatic Reporting - Back Flushing the Entire Order

This reporting method does not consider routing link codes.

No components are picked until the released production order status is changed to *Finished*. The amount of the flush is the quantity per assembly stated on the production BOM multiplied by the number of parent items that were finished and placed into inventory.

Backward flushing the entire production order requires the same setup as for forward flushing: The reporting method must be set to backward on each item card for all items within the parent BOM to be reported. In addition, all routing link codes must be removed from the production BOM.

Production Output

The application provides you with the capability to track how much time is spent working on a production order, in addition to recording the quantity produced. This information can help you more accurately determine the costs of production. Also, manufacturers using a standard costing system may want to record actual information in order to help them develop better standards.

Output may be processed through the output journal, but also may be recorded automatically by application. The application copies the flushing method from the machine center or work center card to the production order routing when refreshing. As with material consumption, there are three reporting methods for output:

- Manual
- Forward
- Backward

Manual method uses the Output Journal to specify time consumed and quantity produced.

Forward method records the expected output (and time), which is automatically recorded at the release of a Production Order. Routing link codes are not a factor in the forward flushing of the output.

Backward method records the expected output (and time), which is automatically recorded at the finish of a Production Order. Routing link codes are not a factor in the back flushing of the output.

Posting Consumption and Output

You can use any combination of automatic flushing and manually recorded information for both consumption and output. For example, you may want to automatically forward flush components, but still use the Consumption Journal to record scrap. Similarly, you may want to automatically record output, but use the Output Journal to record scrap of the parent item or additional time spent on the order.

Finally, if you enter consumption and output manually, you need to determine the sequence in which you are going to record this information. You can record consumption first and use a shortcut method to enter the information, which is based on expected quantity of output. Or, you can enter output first, using the **Explode Routing** function. You would then record consumption based on actual quantity of output.

Production Journal

The Production Journal combines the functions of the Consumption Journal and Output Journals into one journal, which is accessed directly from the Released Production Order.

The purpose of the Production Journal is to provide a single interface for you to register consumption and output from a Production Order.

The Production Journal has a simple view and provides you with the ability to:

- Easily record output and consumption related to a Production Order
- Relate the components to operations
- Relate actual operation data with the standard estimates on the Production Order routing and component lines
- Post and print an overview of registered operation data for the Production Order

The Production Journal performs many of the same functions as the Consumption and Output journals. Dimensions, Item Tracking, and Bin Contents are handled in the same way as on the Consumption and Output journals.

However, the Production Journal differs from the Consumption and Output journals in the following ways:

- It is called directly from a released production order line and preset with the relevant data.
- It allows you to define which types of components to handle based on a flushing method filter on the journal.
- Quantities and times already posted for the order are displayed at the bottom of the journal as actual entries.
- Fields where data entry is irrelevant are blank and non-editable.
- The user can set up the way output quantities are preset in the journal - for example, that the last operation must have zero as Output Quantity.
- If you happen to exit the journal without posting your changes, a request message is displayed allowing you to stay in the journal.
- It displays operations and components together in a logical structure that provides an overview of the production process.

In the production journal, consumption quantities are posted as negative item ledger entries, output quantities are posted as positive ledger entries, and times spent are posted as capacity ledger entries.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

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Create Production Order Headers


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You can create a production order manually, and the first step is to create a production order header.

Production orders are typically created automatically by a planning function to fulfill a known demand. For more information, see [Planning](#).

In the following procedure, a firm planned production order is created. You can also create production orders with a different status.

To create a production order header

1. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.
2. Choose the **New** action.
3. In the **No.** field, insert the next number in the series.
4. In the **Source Type** field, select the source of the production order.

Here you can select to produce for a family of items. For more information, see [Work With Production Families](#).

5. In the **Source No.** field, select the item number, family, or sales header for which the production order is to be generated.
6. Fill in the **Quantity** and **Due Date** fields according to your specifications.

When production requirements change, such as components or operations, you can quickly replan the production order. For more information, see [Replan or Refresh Production Orders Directly](#).

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Subcontract Manufacturing

2/18/2021 • 5 minutes to read • [Edit Online](#)

Subcontracting selected operations to vendor is common in many manufacturing companies. Subcontracting can be a rare occurrence or can be an integral part of all production processes.

Business Central provides several tools for managing subcontract work:

- **Work Centers with assigned vendor:** This feature enables you to set up a work center that is associated with a vendor (subcontractor). This is called a subcontract work center. You can specify a subcontract work center on a routing operation, which allows you to easily process the subcontracted activity. In addition, the cost of the operation can be designated at the routing or the work center level.
- **Work Center cost based on units or time:** This feature enables you to specify whether costs associated with the work center are based on the production time or a flat charge per unit. Although subcontractors commonly use a flat charge per unit to charge for their services, the application can handle both options (production time and flat charge per unit).
- **Subcontracting Worksheet:** This feature allows you to find the production orders with material ready to send to a subcontractor and to automatically create purchase orders for subcontract operations from production order routings. The application automatically posts the purchase order charges to the production order during the posting of the purchase order. Only production orders with a status of released can be accessed and used from a subcontracting worksheet.

Subcontract Work Centers

Subcontract Work Centers are set up the same as regular work centers with additional information. They are assigned to routings in the same manner as other work centers.

Subcontract Work Center Fields

This **Subcontractor No.** field designates the work center as a subcontract work center. You can enter the number of a subcontractor who supplies the work center. This field can be used to administer work centers, which are not in-house but perform processing under contract.

If you subcontract with the vendor for a different rate for each process, then select the **Specific Unit Cost** field. This lets you set up a cost on each routing line and saves the time of re-entering each purchase order. The cost on the routing line is used in processing instead of the cost on the work center cost fields. Selecting the **Specific Unit Cost** field calculates costs for the vendor by the routing operation.

If you subcontract at a single rate per vendor, leave the **Specific Unit Cost** field blank. The costs will be set up by filling in **Direct Unit Cost**, **Indirect Cost %**, and **Overhead Rate** fields.

Routings that use Subcontract Work Centers

Subcontract work centers can be used for operations on routings in the same way as regular work centers.

You can set up a routing that uses an outside work center as a standard operational step. Alternatively, you can modify the routing for a particular production order to include an outside operation. This might be needed in an emergency such as a server not working correctly, or during a temporary period of higher demand, where the work generally performed in-house must be sent to a subcontractor.

For more information, see [Create Routings](#).

Calculate Subcontracting Worksheets and Create Subcontract

Purchase Orders


Once you have calculated the subcontracting worksheet, the relevant document, in this case a purchase order, is created.

The **Subcontracting Worksheet** page functions like the **Planning Worksheet** by calculating the needed supply, in this case purchase orders, which you review in the worksheet and then create with the **Carry Out Action Message** function.

NOTE


Only production orders with status **Released** can be accessed and used from a subcontracting worksheet.

To calculate the subcontracting worksheet

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. To calculate the worksheet, choose the **Calculate Subcontracts** action.
3. On the **Calculate Subcontracts** page, set filters for the subcontracted operations, or the work centers where they are performed, to calculate only the relevant production orders.
4. Choose the **OK** button.

Review the lines on the **Subcontracting Worksheet** page. The information in this worksheet comes from the production order and production order routing lines and flows to the purchase order when that document is created. You can delete a row from the worksheet without affecting the original information, just as you can with the other worksheets. The information will reappear the next time you run the **Calculate Subcontracts** function.

To create the subcontract purchase order

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. Choose the **Carry Out Action Message** action.
3. Select the **Print Orders** field to print the purchase order as it is created.
4. Choose the **OK** button.


If all subcontracted operations are sent to the same vendor location, then only one purchase order is created.

The worksheet line that was turned into a purchase order is deleted from the worksheet. Once a purchase order is created, it will not appear in the worksheet again.

Posting Subcontract Purchase Orders

Once the Subcontractor Purchase Orders have been created, they can be posted. Receiving the order posts a Capacity Ledger Entry to the production order and invoicing the order posts the direct cost of the purchase order to the production order.

To post a subcontract purchase order

1. Choose the  icon, enter **Purchase Orders**, and then select the related link.
2. Open a purchase order that is created from the subcontracting worksheet.

On the purchase order lines, you see the same information that was in the worksheet. The **Prod. Order No.**, **Prod. Order Line No.**, **Operation No.**, and **Work Center No.** fields are filled in with the information from the source production order.

3. Choose the **Post** action.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

When the purchase order is posted as invoiced, then the direct cost of the purchase order is posted to the production.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Register Consumption and Output for One Released Production order line

2/18/2021 • 3 minutes to read • [Edit Online](#)

This execution task is performed on the **Production Journal** page. The journal combines the functions of the separate consumption journal and output journals into one journal. The combined journal is accessed directly from a released production order. Its main purpose is to manually post the consumption of components, the quantity of end items produced, and the time spent in operations. The values are posted to ledger entries under the released production order. Consumption quantities are posted as negative item ledger entries, output quantities are posted as positive ledger entries, and times spent are posted as capacity ledger entries. Such posted values can also be viewed at the bottom of the journal as actual quantities.


NOTE

Because consumption data is processed together with output data, this journal offers an opportunity to display linked components and operations in a logical process structure. Components are indented under their respective operation. This requires that you use routing link codes.

NOTE

Components without routing link codes are listed first in the journal.

To register consumption and output

1. Choose the  icon enter **Released Prod. Orders**, and then choose the related link.
2. Open a released production order line that is ready for registration, and then on the **Lines** FastTab, choose the **Line** action, and then choose the **Production Journal** action.

The **Production Journal** page opens showing journal lines for the production order line according to the **Prod. Order Component** and **Prod. Order Routing** pages. These lines originate from the production BOM and routing assigned to the item that is being produced. For more information, see [Create Production BOMs](#).

3. In the **Posting Date** field at the top of the journal, enter a posting date that applies to all lines. The work date is entered by default. The field is meant as a quick way to align posting dates on all lines, if relevant.

NOTE

Posting dates entered on individual lines will override this field.

4. In the **Flushing Method Filter** field at the top of the journal, you can choose to also view consumption and output that is posted automatically according to the flushing methods defined for the item and resource respectively.

On each type of line in the journal, only the relevant fields are shown. The rest are blank and write-protected.

When the journal is opened, it is preset with the quantities to be posted. If nothing is posted so far, all

quantity fields will show by default the expected quantities carried from the production order. If partial postings have been made, the quantity fields on the lines will show the remaining quantities. The quantities and times already posted for the order are displayed at the bottom of the journal as actual entries.

Concerning the quantities in the **Output Quantity** field, you have the option to set up which values to preset when the journal is first opened. This is done from the **Manufacturing Setup** page, **General** FastTab, in the **Preset Output Quantity** field.

5. Proceed to enter the relevant consumption and output quantities in the editable fields.

NOTE

Only the output quantity on the last journal line of entry type **Output** will adjust the inventory level when posting the journal. Therefore, do not to post the journal, with the expected output quantity preset on the last output line, until all end items are actually produced.

6. Select the **Finished** field of output lines to indicate that the operation is finished. This field is related to the **Routing Status** field on a production order routing line.
7. Choose the **Post** action to register the quantities you have entered and then close the journal.

If values remain to be posted, the journal will contain these remaining values next time it is opened. Posted values are shown as actual values in the bottom of the journal.

NOTE

If an item that is being consumed is blocked, the journal will not post consumption quantities for that item. If a machine or work center is blocked, the journal will not post output quantities or process times for the output line in question.

NOTE

If you close the journal without posting, the changes will be lost.

WARNING

The **Production Journal** page cannot be used by two users simultaneously. This means that if User 2 opens the page and enters data when User 1 is already working on the page, then User 2 may lose data when User 1 closes the page.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Batch Post Production Consumption

2/18/2021 • 2 minutes to read • [Edit Online](#)

If the flushing method is **Manual**, you must post the components manually, using a consumption journal.

You can also set the system up to automatically post (*flush*) components when you start or finish production orders. For more information, see [Enable Flushing of Components According to Operation Output](#).

To post consumption for one or more production order lines

1. Choose the  icon, enter **Consumption Journal**, and then choose the related link.
2. Fill in the fields with the production order data and the consumption data. Hover over a field to read a short description.

If the warehouse location where the components are stored is set up to use bins but does not require pick processing, assign a bin code to the journal line to indicate where the items should be taken from in the warehouse. For more information, see [Pick for Production or Assembly](#).

3. Choose the **Post** action to post the consumption. The related item ledger entries are reduced.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

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Batch Post Output and Run Times


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The output quantity represents the work progress in the form of the finished quantity.

NOTE

Only when you post output quantity on the last operation, the inventory is updated automatically.

To post output quantities for one or more production order lines


1. Choose the  icon, enter **Output Journal**, and then choose the related link.
2. Fill in the fields with the production order data and the output data. Hover over a field to read a short description.
3. If the operation has been completed, select the **Finished** field.

If the warehouse location where the items should be put away uses bins but does not require put-away processing, assign a bin code to the journal line to specify where the items should be placed in the warehouse. For more information, see [Put Away Production or Assembly Output](#).

4. Choose the **Post** action to post the operations. The output quantity will be posted. The item is now available for shipping.

To post run times for one or more production order lines

The run time represents work progress in the form of the necessary working time.

1. Choose the  icon, enter **Output Journal**, and then choose the related link.
2. Fill in the fields with the production order data and the output data.
3. If the operation is completed, select the **Finished** field.
4. Choose the **Post** action to post the time spent per operation. Capacity ledger entries are updated for the used work or machine centers.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

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[Working with Business Central](#)

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Reverse Output Posting

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There are times when output posting must be reversed. An example of this would be if a data entry error occurred and an incorrect amount of output is posted to a production order.

To reverse an output posting

1. Choose the  icon, enter **Output Journal**, and then choose the related link. Select your batch.
2. Fill in the fields as necessary. For more information, see [Batch Post Output and Run Times](#).
3. In the **Applies-To Entry** field, select the associated item ledger entry. This reverses the capacity and item ledger entries.
4. Post the reversal by posting the journal.

The output journal entries are posted to the item ledger as a positive adjustment.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Post Scrap Manually


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If scrap is produced during processing, it can be entered in the output journal.

NOTE

The scrap quantity does not increase the output quantity.

To post scrap manually

1. Choose the  icon, enter **Output Journal**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. In the **Scrapped Quantity** field, enter the scrap quantity.
4. In the **Scrap Code** field, enter the scrap code.
5. Choose the **Post** action to post the specified scrap per operation.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

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View Load on Work and Machine Centers

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In the **Work Center Card** and **Machine Center Card** pages, you can view the shop floor load as a result of planned and released production orders.

To view the load on work centers

1. Choose the  icon, enter **Work Centers**, and then choose the related link.
2. Open the relevant **Work Center** card from the list, and then choose the **Load** action.

Use the **View by** and **View as** fields on the **Options** FastTab to select the required period.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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Post Capacities

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In the capacity journal, you post consumed capacities that are not assigned to the production order. For example, maintenance work must be assigned to capacity, but not to a production order.

To post capacities

1. Choose the  icon, enter **Capacity Journals**, and then choose the related link.
2. Fill in the **Posting Date** and **Document No.** fields.
3. In the **Type** field, enter the type of the capacity, either **Machine Center** or **Work Center**, that you are posting.
4. In the **No.** field, enter the number of the machine center or work center.
5. Enter the relevant data in the other fields, such as **Starting Time**, **Ending Time**, **Quantity**, and **Scrap**.
6. Choose the **Post** action to post the capacities.

To view work center ledger entries

In the **Work Center Card** and **Machine Center Card** pages, you can view the posted capacities as a result of finished production orders.

1. Choose the  icon, enter **Work Centers**, and then choose the related link.
2. Open the relevant **Work Center** card from the list, and then choose the **Capacity Ledger Entries** action.

The **Capacity Ledger Entries** page displays the posted entries from the work center in the order they were posted.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Business Central](#)

NOTE

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About Finished Production Order Costs

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Finishing the production order is an important task in completing the costing lifecycle of the item that is being produced. Final costs, including variances in a standard cost environment, actuals in a FIFO, Average, or LIFO cost environment, are calculated using the **Adjust Cost - Item Entries** batch job, which allows for financial reconciliation of the costs of item production. For a production order to be considered for cost adjustment, the status must be **Finished**. It is therefore critical that upon completion, the status of a production order is changed to **Finished**.

Example

In a standard cost environment, when you consume material to produce an item, stated simply, the cost of the item plus labor and overhead go into WIP. When the item is produced, WIP is reduced by the amount of the standard cost of the item. Typically, these costs do not net to zero. So that these costs can net to zero, you must run the **Adjust Cost - Item Entries** batch job, noting that only production orders with the status of **Finished** will be considered for adjustment.

See Also

[Managing Inventory Costs](#)

[Manufacturing](#)

[Working with Business Central](#)

NOTE

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Warehouse Management

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After goods are received and before goods are shipped, a series of internal warehouse activities take place to ensure an effective flow through the warehouse and to organize and maintain company inventories.

Typical warehouse activities include putting items away, moving items inside or between warehouses, and picking items for assembly, production, or shipment. Assembling items for sale or inventory may also be considered warehouse activities, but these are covered elsewhere. For more information, see [Assembly Management](#).

In large warehouses, these different handling tasks can be separated by departments and the integration managed by a directed workflow. In simpler installations, the flow is less formalized and the warehouse activities are performed with so-called inventory put-aways and inventory picks. For more information about basic versus advanced warehouse configurations, see [Design Details: Warehouse Overview](#).

Before you can perform warehouse activities, you must set the system up for the relevant complexity of warehouse processing. For more information, see [Setting Up Warehouse Management](#).

The inventory-related tasks of counting, adjusting, and reclassifying items may involve warehouse tasks that must be performed on warehouse entries before they can be synchronized with the related item ledger entries. For more information, see [Count, Adjust, and Reclassify Inventory](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Record the receipt (including over-receipt) of items at warehouse locations, either with a purchase order only, in simple location setups, or with a warehouse receipt, in case of semi or fully automated warehouse processing at the location.	Receive Items
Bypass the put-away and pick processes to expedite an item straight from receiving or production to shipping.	Cross-Dock Items
Put away items received from purchases, sales returns, transfers, or production output according to the configured warehouse process.	Putting Items Away
Move items between bins in the warehouse.	Moving Items
Pick items to be shipped, transferred, or consumed in assembly or production, according to the configured warehouse process.	Picking Items
Record the shipment of items from warehouse locations, either with a sales order only, in simple location setups, or with a warehouse shipment, in case of semi or fully automated warehouse processes at the location.	Ship Items

See Also

[Inventory](#)
[Setting Up Warehouse Management](#)
[Assembly Management](#)
[Design Details: Warehouse Management](#)
[Working with Business Central](#)

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Receive Items


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When items arrive at a warehouse that is not set up for warehouse receipt processing, you simply record the receipt on the related business document, such as a purchase order, a sales return order, or an inbound transfer order.

When items arrive at a warehouse that is set up for warehouse receipt processing, you must retrieve the lines of the released source document that triggered their receipt. If you have bins, you can either accept the default bin that is filled in, or if the item has never been used before in the warehouse, fill in the bin where the item should be put away. You must then fill in the quantities of the items you have received, and post the receipt.

To receive items with a purchase order

The following describes how to receive items with a purchase order. The steps are similar for sales return orders and transfer orders.

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Open an existing purchase order, or create a new one. For more information, see [Record Purchases](#).
3. In the **Qty. to Receive** field, enter the received quantity.

NOTE

If the received quantity is higher than ordered on the purchase order, per the **Quantity** field, and the vendor has been set up to allow over-receipts, then you use the **Over-Receive** field to handle the excess quantity. For more information, see [To receive more items than ordered](#).


4. Choose the **Post** action.

The value in the **Qty. Received** field is updated. If this is a partial receipt, then the value is lower than the value in the **Quantity** field.

NOTE

If you use a warehouse document to post the receipt, then you cannot use the **Post** action on the purchase order. Instead, a warehouse worker has already posted the purchase order quantity as received. For more information, see [To receive items with a warehouse receipt](#).

To receive items with a warehouse receipt

1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Choose the **New** action.

Fill in the fields on **General** FastTab. When you retrieve source document lines, some of the information is copied to each line.

For warehouse configuration with directed put-away and pick, if the location has a default zone and bin for receipts, the **Zone Code** and **Bin Code** fields are filled in automatically, but you can change them as appropriate.

NOTE

If you wish to receive items with warehouse class codes other than the class code of the bin in the **Bin Code** field on the document header, you must delete the contents of the **Bin Code** field on the header before you retrieve source document lines for the items.

3. Choose the **Get Source Documents** action. The **Source Documents** page opens.

From a new or an open warehouse receipt, you can use the **Filters to Get Source Docs.** page to retrieve the released source document lines that define which items to receive or ship.

- a. Choose the **Use Filters to Get Src. Docs.** action.
- b. To set up a new filter, enter a descriptive code in the **Code** field, and then choose the **Modify** action.
- c. Define the type of source document lines that you want to retrieve by filling in the relevant filter fields.
- d. Choose the **Run** action.

All released source document lines that fulfill the filter criteria are now inserted in **Warehouse Receipt** page from which you activated the filter function.

The filter combinations that you define are saved on the **Filters to Get Source Docs.** page until the next time you need it. You can make an unlimited number of filter combinations. You can change the criteria at any time by choosing the **Modify** action.

4. Select the source documents for which you want to receive items, and then choose the **OK** button.

The lines of the source documents appear on the **Warehouse Receipt** page. The **Qty. to Receive** field is filled with the quantity outstanding for each line, but you can change the quantity as necessary. If you deleted the contents of the **Bin Code** field on the **General** FastTab before getting the lines, you must fill in an appropriate bin code on each receipt line.

NOTE

To fill in the **Qty. to Receive** field on all the lines with zero, choose the **Delete Qty. to Receive** action. To fill it in once again with the quantity outstanding, choose the **Autofill Qty. to Receive** action.

NOTE

You cannot receive more items than the number in the **Qty. Outstanding** field on the source document line. To receive more items, retrieve another source document that contains a line for the item by using the filter function to get source documents with the item.

5. Post the warehouse receipt. The quantity fields are updated on the source documents, and the items are recorded as part of company inventory.

If you are using warehouse put-away, the receipt lines are sent to the warehouse put-away function. The items, although received, cannot be picked until they have been put away. The received items are identified as available inventory only when the put-away has been registered.

If you are not using warehouse put-away but you are using bins, the put-away of the items in the bin specified on the source document line is recorded.

NOTE

If you use the **Post and Print** function, you both post the receipt and print a put-away instruction that shows you where to place the items in storage.

If your location uses directed put-away and pick, then the put-away templates are used to calculate the best place to put the items away. This is then printed on the put-away instruction.


To receive more items than ordered

When you receive more goods than you ordered, you may want to receive them instead of canceling the receipt. For example, it may be cheaper to keep the excess on your inventory than returning them or your vendor may offer you a discount for keeping them.

To set up over-receipts

You must define a percentage by which you allow the ordered quantity to be exceeded when receiving. You define this under an over-receipt code, which contains the percentage in the **Over-Receipt Tolerance %** field. You then assign the code to the cards of relevant items and/or vendors.

The following describes how to set up and assign an over-receipt code to an item. The steps are similar for a vendor.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for an item that you suspect may sometimes be delivered with a higher quantity than ordered.
3. Choose the look-up button in the **Over-Receipt Code** field.
4. Choose the **New** action.
5. On the **Over-Receipt Codes** page, create one or more new lines that define different over-receive policies. Hover over a field to read a short description..
6. Select a line, and then choose the **OK** button.

The over-receipt code is assigned to the item. Any purchase order or warehouse receipt for the item now allows receiving more than the ordered quantity according to the specified over-receipt tolerance percentage.

NOTE

You can set up an approval workflow to require that over-receipts must be approved before they can be handled. In that case, you must select the **Approval Required** check box on the **Over-Receipt Codes** page. For more information, see [Create Workflows](#).

To perform an over-receipt

On purchase lines and warehouse receipt lines, the **Over-Receipt Quantity** field is used to record over-received quantities, meaning quantities that exceed the value in the **Quantity** field, the ordered quantity.

When you handle an over-receipt, you can either increase the value in the **Qty. to Receive** field to the actually received quantity. The **Over-Receipt Quantity** field is then updated to show the excess quantity. Alternatively, you can enter the excess quantity in the **Over-Receipt Quantity** field. The **Qty. to Receive** field is then updated to show the ordered quantity plus the excess quantity. The following procedure described how to fill in the **Qty. to Receive** field.

1. On a purchase order or a warehouse receipt document where the received quantity is higher than ordered, enter the actually received quantity in the **Qty. to Receive** field.

If the increase is within the tolerance specified by the assigned over-receipt code, the **Over-Receipt Quantity** field is updated to show the quantity by which the value in the **Quantity** field is exceeded.

If the increase is above the specified tolerance, the over-receipt is not allowed. In that case, you can investigate if another over-receipt code exists that will allow it. Otherwise, only the ordered quantity can be received, and the excess quantity must be handled otherwise, for example, by returning it to the vendor.

2. Post the receipt as you would for any other receipt.

NOTE

Business Central does not include functionality to automatically initiate the financial administration of over-receipts. You must manually handle this in agreement with the vendor, for example, by the vendor forwarding a new or updated invoice.

See Related Training at [Microsoft Learn](#)

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Cross-Dock Items

2/18/2021 • 8 minutes to read • [Edit Online](#)

Cross-docking functionality is available to you if you have set up your location to require warehouse receive and put-away processing.

When you cross-dock items, you process items in receiving and shipping without ever placing them in storage, thereby expediting the item through the put-away and pick processes and limiting the physical handling of items. You can cross-dock items for both shipments and for production orders. When you prepare a shipment or pick items for production and you are using bins, the item is automatically picked from a cross-dock bin before any other bin. You must look in the cross-dock area to see if the items you need are available there before you get the items in their usual storage area.

If you have calculated cross-dock quantities, put-away lines to the cross-dock bin for cross-dock calculations are created when you post the receipt. Other put-away lines are created as usual.

If you want to post the cross-dock items right away to make them available for picking, you must also register a put-away for the other items originating from the receipt line, namely those that need to be stored. If only some items on a receipt line are being cross-docked, you must therefore make an effort to put away the remaining items as quickly as possible. Alternatively, your warehouse policy could be to encourage cross-docking of entire receipt lines whenever possible.

In the put-away instruction, you can to your advantage delete both Take and Place instruction lines for each receipt line that concern receipts that are to be fully put away in storage. These lines can later be created as put-away lines from the put-away worksheet or the posted receipt. When they are deleted, you can then put away and register the lines that concern cross-dock items.

If you have selected the **Use Put-away Worksheet** field on the location card and have posted your receipt with calculated cross-docks, all the receipt lines become available in the worksheet. The cross-dock information is lost and cannot be recreated. Therefore, if you wish to use cross-dock functionality, you should relay lines to the put-away worksheet by deleting put-away instructions rather than using the automatic relay function provided in the **Use Put-away Worksheet** field.

If you post the warehouse receipt and you do not have the **Use Put-away Worksheet** field selected, the items to be cross-docked appear as separate lines on the put-away instruction. The **Cross-Dock Information** field on each put-away line shows whether the line contains cross-dock items, items from the same receipt that all need to be stored, or items that need to be stored originating from a receipt line where some of the items are to be cross-docked. With this field, employees can easily see why the full receipt quantity is not being placed in storage.


The application does not keep separate records about items that have been cross-docked, but registers them as ordinary put-away instructions.

To set up the warehouse for cross-docking


1. Set up at least one cross-dock bin, if you are using bins. Set up a cross-dock zone, if you are using directed put-away and pick.

A cross-dock bin has the **Cross-Dock Bin** field selected and must have both **Receive** and **Pick** bin types selected. For more information, see [Create Bins](#) and [Set Up Bin Types](#).

If you are using zones, create a zone for your cross-dock bins, and select the **Cross-Dock Bin Zone** field. For more information, see [Set Up Locations to Use Bins](#).

2. Choose the  icon, enter **Location**, and then choose the related link.
3. On the **Location** page, select the location that you want to set up the warehouse for cross-docking, and then choose the **Edit** action.
4. On the **Warehouse** FastTab, select the **Use Cross-Docking** check box and fill in the **Cross-Dock Due Date Calc.** field with the time to search for cross-dock opportunities.


The **Use Cross-Docking** option is only available if the **Require Receive**, **Require Shipment**, **Require Pick**, and **Require Put-away** fields are selected.

5. If you are using bins, on the **Bins** FastTab, fill in the **Cross-Dock Bin Code** field with the code of the bin you would like to use as the default cross-dock bin.
6. Choose the  icon, enter **Stockkeeping Unit**, and select the related link.
7. For each item or stockkeeping unit that you want to be able to cross-dock, select the item, and then choose the **Edit** action.
8. On the **Stockkeeping Unit Card** page, select the **Use Cross-Docking** check box.

NOTE

Cross-docking is only possible if your location is set up to require warehouse receive and put-away processing.

To cross-dock items without viewing the opportunities

1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Create a warehouse receipts for an item that has arrived and can perhaps be cross-docked. For more information, see [Receive Items](#).
3. Fill in the **Qty. to Receive** field, and then choose the **Calculate Cross-Dock** action.

Outbound source documents requesting the items that are scheduled to leave the warehouse within the date formula time period are identified. Business Central calculates quantities so that you can cross-dock as much as possible and avoid having to put items away, without piling up too many items in the cross-dock area. The value in the **Qty. to Cross-Dock** field is thus the sum of all the outbound lines requesting the item within the look-ahead period minus the quantity of the items that have already been placed in the cross-dock area, or it is the value in the **Qty. to Receive** field on the receipt line, whichever is smaller. You cannot cross-dock more than you have received.

4. If you want to cross-dock the quantity as suggested, post the receipt. You can also decide to change the quantity to cross-dock to a higher or lower value and then post the receipt.


The amounts to be cross-docked now appear as lines in the put-away instruction, assuming the **Use Put-away Worksheet** field is cleared. The quantities not cross-docked also become lines in the put-away instruction.

If you have bins, the cross-docked items have been assigned to the default cross-dock bin defined on the location card.

5. Delete the **Take** and **Place** lines for items that are not going to be cross-docked at all.
6. Print the put-away instruction for the remaining lines, and place the quantities of the receipt that need to be stored in the appropriate bins or in the appropriate area of the warehouse. Place the cross-dock items in the area or bin designated for them by warehouse policy. Sometimes, warehouse policy might require that you to just leave them in the receiving area.

7. To register the cross-docked items as being put-away and available for picking, choose the **Register** action.

To cross-dock items after viewing the opportunities

1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Create a warehouse receipts for an item that has arrived and can perhaps be cross-docked. For more information, see [Receive Items](#).

You want to view the source document lines that are requesting the item before you post the receipt.

3. Choose the **Calculate Cross-Dock** action.

On the **Cross-Dock Opportunities** page you can see the most important details about the lines requesting the item, such as type of document, quantity requested, and due date. This information might help you to decide how much to cross-dock, where to place the items in the cross-dock area, or how to group them.

4. Choose **Autofill Qty. to Cross-Dock** action to see how the quantities on the receipt lines are calculated. When you change the number of items in the **Qty. to Cross-Dock** field on each line, the calculation is updated as you make changes. This does not mean that the particular shipment or production order will actually receive the items being suggested for cross-docking, because these manipulations are for testing purposes only. The process can be informative, however, if more than one unit of measure is involved.
5. If you want to reserve a quantity of the item for a particular order line, place your cursor on that line, and then choose the **Reserve** action. On the **Reservation** page, you can now reserve any available quantity of the item for this specific order. This reservation is like any other reservation and does not have higher priority because it was created in connection with cross-docking. For more information, see [Reserve Items](#).
6. When you are finished recalculating or reserving, choose the **OK** button to bring the calculation as you have revised it into the **Qty. to Cross-Dock** field on the receipt line, or choose the **Cancel** button if you want to return to the warehouse receipt, where you can calculate the cross-dock again if you wish.
7. Now post the receipt, and you can continue in the put-away instruction as described in steps 3 through 7 in the "To cross-dock items without viewing the opportunities" section.

NOTE

In the warehouse put-away, you can continue to change the quantities that are being put away in storage or cross-docked, as necessary. For example, you might decide to cross-dock an extra quantity to expedite the cross-dock registration.

To view cross-docked items in a shipment or pick worksheet

If you are using bins, you can see, each time you open a shipment or the pick worksheet, an updated calculation of the quantity of each item in the cross-dock bins. This is valuable information if you are waiting for an item to come in. When you see that the item is available in the cross-dock bin, you can then quickly create a pick for all the items on the shipment. In the pick worksheet, you can modify the lines as appropriate and then create a pick.

You have to look for items in the cross-dock area first when you pick items for shipment. If you have noted during the receipt process the source documents that were the basis for cross-docking, you have a better idea of whether the item can be found in the cross-dock area or not.

When a production order has been released, the lines are available in the pick worksheet, and you can see in the

Qty. on Cross-Dock Bin field whether the items you are waiting for have arrived and been placed in the cross-dock bins. When you create a pick instruction, application suggests that you first pick the cross-docked items and will only later search for the item in storage bins.

If you are not using bins, you must remember to check the cross-dock area from time to time, or rely on notifications from receipts that items for production have arrived.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Putting Items Away

2/18/2021 • 2 minutes to read • [Edit Online](#)

The warehouse activity of putting items away after they are received or output is performed in different ways depending on how warehouse management features are configured. The complexity can rank from no warehouse features, through basic warehouse configurations for order-by order handling in one or more activities only, to advanced configurations where all warehouse activities must be performed in a directed workflow. For more information, see [Setting Up Warehouse Management](#).

If you decide that you want to organize and record put-away information with warehouse documents, you place a check mark in the **Require Put-away** field on the location card. This indicates that when you have items coming into the warehouse location through an inbound source document, you want the put-away of those items to be controlled by the system. An inbound source document can be a purchase order, a sales return order, an inbound transfer order, or a production order whose output is ready for put-away.

If your location is set up to use put-away processing but not receive processing, you use the **Inventory Put-away** page to organize the put-away information, print it, enter the result of the actual put-away and post the put-away information, which in turn posts the receipt information for the source document. In the case of a production order, the posting process posts the output of the order and finishes the production order.

If your location is set up to require both receive and put-away processing, so that you have placed check marks in both the **Require Receive** and the **Require Put-away** field on the location card, there is a different process for putting items away. In this case, you will use the **Warehouse Put-away** page to handle the put-away. The warehouse put-away functions similarly to the inventory put-away, except that instead of posting the information, you register the put-away. Note that the registering of the warehouse put-away does not post the receipt of the items. It merely updates the bin content. As a warehouse manager, you can use a put-away worksheets to organize put-away information before creating the individual warehouse put-away instructions.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Post the receipt of items directly from the inbound order document and thereby record the put away, because no warehouse configuration exists.	Receive Items
Put items away order by order and post the receipt in the same activity, in a basic warehouse configuration.	Put Items Away with Inventory Put-aways
Put items away for multiple orders in an advanced warehouse configuration.	Put Items Away with Warehouse Put-aways
Put produced or assembled items away in a basic or an advanced warehouse configuration.	Put Away Production or Assembly Output
Plan optimized put-away instructions for a number of posted warehouse receipts rather than have warehouse workers act directly on receipts.	Plan Put-aways in Worksheets
Put back items that were picked technically with an internal pick, for example for a production order that did not consume the expected quantity.	Pick and Put Away Without a Source Document

TO	SEE
Split a put-away line to place part of the put-away quantity in available bins because the designated bin is filled up.	Split Warehouse Activity Lines
Get immediate access to put-aways that are assigned to you as a warehouse worker.	Find Your Warehouse Assignments

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

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Put Items Away with Inventory Put-aways

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When your location is set up to require put-away processing but not receive processing, you use the **Inventory Put-away** document to record and post put-away and receipt information for your source documents. The inbound source document can be a purchase order, a sales return order, an inbound transfer order, or an assembly or production order whose output is ready to be put away.

You can create an inventory put-away in three ways:


- Create the put-away in two steps by first creating a warehouse request from the source document, which acts as a signal to the warehouse that the source document is ready for put-away. The inventory put-away can then be created from the **Inventory Put-away** page based on the source document.
- Create the inventory put-away directly from the source document itself.
- Create inventory put-aways for several source documents at once by using a batch job.

To request an inventory put-away by releasing the source document

For purchase orders, sales return orders, inbound transfer orders, and assembly orders, you create the warehouse request by releasing the order. The following describes how to do this from a purchase order.

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Select the purchase order that you want to release, and then choose the **Release** action.

For production orders, you create the warehouse request by creating an inbound request from the released production order.

3. Choose the  icon, enter **Released Production Orders**, and then choose the related link.
4. Choose the **Create Inbound Whse. Request** action.


NOTE

You can also create the inbound warehouse request by selecting the **Create Inbound Request** check box when you refresh the production order. For more information, see [Refresh or Replan Production Orders](#).

When the warehouse request is created, a warehouse employee assigned to putting items away can see that the source document is ready and can create an inventory put-away document.

To create an inventory put-away based on the source document

Now that the request is created, the warehouse employee can create a new inventory put-away based on the released source document.


1. Choose the  icon, enter **Inventory Put-away**, and then select the related link.
2. Choose the **New** action.
3. In the **Source Document** field, select the type of source document you are putting away for.
4. In the **Source No.** field, select the source document.
5. Alternatively, choose the **Get Source Document** action to select the document from a list of inbound source documents that are ready for put-away at the location.

6. Choose the OK button to fill the put-away lines according to the selected source document.

To create an inventory put-away from the source document

1. In the source document, which can be a purchase order, sales return order, inbound transfer order, or production order, choose the **Create Inventory Put-away/Pick** action.
2. Select the **Create Invt. Put-away** check box.
3. Choose the OK button. A new inventory put-away is created.

To create multiple inventory put-aways with a batch job

1. Choose the  icon, enter **Create Invt. Put-away / Pick**, and then choose the related link.
2. On the **Warehouse Request** FastTab of the request page, use the **Source Document** and **Source No.** fields to filter on certain types of documents or ranges of document numbers.
3. On the **Options** FastTab, select the **Create Invt. Put-away** check box.
4. Choose the OK button. The specified inventory put-aways are created.

To record the inventory put-away

1. Open a previously created put-away document by selecting one from the **Inventory Put-aways** page.
2. In the **Bin Code** field on the put-away lines, the bin where the items must be put away is suggesting per the item's default bin. You can change the bin in this page if necessary.
3. Perform the put-away and enter the information for the actual quantity put away in the **Qty. to Handle** field.

If it is necessary to place the items for one line in more than one bin, for example because the designated bin is full, then use the **Split Line** function on the **Lines** FastTab. For more information about splitting lines, see [Split Warehouse Activity Lines](#).

4. When you have performed the put-away, choose the **Post** action.

The posting process will post the receipt, or for production orders, the output, of the source document lines that have been put away, and if the location uses bins, the posting will also create warehouse entries to post the bin quantity changes.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

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Put Items Away with Warehouse Put-aways

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
When your location is set up to require warehouse put-away processing and warehouse receive processing, you use the warehouse put-away documents function to control the putting away of items.

When you post a warehouse receipt, the source documents, such as purchase, inbound transfer, or sales return orders, are updated, the quantity received is posted to the item ledger, and the lines about the items received are sent to the put-away function in the warehouse. If you have internal put-away and pick, the internal put-away can also create lines for put-away.

Depending on the warehouse setup, the lines are either made available to the put-away worksheet or used to generate put-away instructions immediately. For more information, see [Plan Put-aways in Worksheets](#).

In addition to the standard ways to create warehouse put-aways that are described in this topic, you can create the put-away from the related posted warehouse receipt. This is useful if you have deleted put-away lines, or if you use directed put-away and pick and have decided not to use the put-away worksheet, because you can create or recreate put-away instructions from the posted receipt lines.


To put items away without directed put-away and pick

1. Choose the  icon, enter **Put-aways**, and then choose the related link.
2. Open the warehouse put-away that is ready to handle.

You can sort the put-away lines by various criteria, for example, by item, shelf number, or due date, and thereby optimize the put-away process.

3. On each line, in the **Qty. to Handle** field, enter the quantity you want to put away.
4. After you have completed putting the items away, choose the **Register Put-away** action to record the completion of the activity and make the items available for picking.

To put items away with directed put-away and pick

1. Choose the  icon, enter **Put-aways**, and then choose the related link. If put-away instructions have been created, a warehouse put-away is visible.
2. Open the warehouse put-away that you want to work on.
3. If your warehouse requires, enter your user ID on the **General** FastTab when you begin work on a particular put-away.
4. Perform the take and place actions indicated in the **Action Type** field on the lines.

Note that each receipt line has become at least two lines in the warehouse put-away:

- The first line, with **Take** in the **Action Type** field, indicates where the items are located in the receiving area. You cannot change the zone and bin field on this line.
- The next line, with **Place** in the **Action Type** field, shows where you must place the items in warehouse storage. If the warehouse has received a large number of items on one receipt line, they may have to be put away in several bins, so there is a Place line for each bin.

If the Take and Place lines for each receipt line do not immediately follow one another, and you

want them to do so, you can sort the lines by selecting **Item** in the **Sorting Method** field on the **General** FastTab.

If the physical layout of the warehouse reflects the bin rankings, you can use the **Bin Ranking** sorting method to prepare a put-away round that will minimize your steps through the warehouse.

5. When you have placed all the items in bins as instructed, choose the **Register Put-away** action.


At locations that are set up to use directed put-away and pick, the following settings are prerequisites for the procedure above:

- A put-away template is set up. For more information, see [Set Up Put-away Templates](#).
- The weight, cubage, and special storage requirements of the item or stockkeeping unit are defined. For more information, see [Gross Weight](#).
- The capacity, bin type, and bin ranking of the bins. For more information, see [Bin Ranking](#).

The bin ranking is taken into consideration when more than one bin matches put-away template criteria. If both the put-away template criteria and the bin ranking are the same for more than one bin, the bin with the highest number is selected.

To create a put-away from a posted receipt

If your location uses both put-away processing and receive processing and you have deleted put-away lines, or if you use directed put-away and pick and have decided not to use the put-away worksheet, you can create or recreate put-away instructions for the posted receipt lines.

1. Choose the  icon, enter **Posted Whse. Receipts**, and then choose the related link.
2. Select a posted receipt that might need to be put away.
3. Choose the **Card** action.

If the **Document Status** field is blank, the receipt has not been put away at all. Otherwise, the field indicates the receipt is partially put-away or completely put-away.

4. If the receipt is partially put away or not put away at all, choose the **Create Put-away** action.
5. Fill in the batch job request page to create the put-away, and then choose the **OK** button.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Put Away Production or Assembly Output

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How you put away your output from production depends on how your warehouse is set up as a location. For more information, see [Setting Up Warehouse Management](#).

In basic warehouse configurations where the location requires put-away processing, but not receive processing, you use the **Inventory Put-away** document to organize and record the put-away of output.

In advanced warehouse configurations where the location requires both put-away and receive processing, you create either an internal put-away document or a movement document to put away the output.

The first step in creating putting output away is to create the inbound warehouse request. This request informs the warehouse that the production or assembly order output is ready to be put away.


To create the inbound warehouse request

1. Choose the  icon, enter **Released Production Order**, and then choose the related link.
2. On the production order that is ready for put-away, choose the **Create Inbound Whse. Request** action.

NOTE

You can also create the inbound warehouse request by selecting the **Create Inbound Request** check box when you refresh the production order. For more information, see [Refresh or Replan Production Orders](#).

To put output away with an inventory put-away

1. Choose the  icon, enter **Inventory Put-away**, and then choose the related link.
2. Create a new inventory put-away. For more information, see [Put Items Away with Inventory Put-aways](#).
3. To access the production order output, choose the **Get Source Documents** action, and then select the released production order.
4. Fill in the put-away lines as appropriate.
5. When the lines are ready for posting, choose the **Post** action. The posting will create the necessary warehouse entries and post the output of the items.

You can also create an **Inventory Put-away** directly from the released production order. For more information, see [Put Items Away with Inventory Put-aways](#).

When you post an inventory put-away, it is assumed that all the operations are posted according to the standard routing, that is, output quantity is posted according to the last operation. You can use the output journal to post variances in output quantity and the setup and run times. If it is required to post partially after you have created the inventory put-away, you can do so on setup times and quantities for all operations except the last one. In that case, the last operation is controlled by the inventory put-away.

If you only need to post setup or run time on the last operation, then set the output quantity on the last operation to 0. Alternatively, you can choose not to post the last line at all by simply deleting it

To put output away with a warehouse internal put-away

1. Choose the  icon, enter **Whse. Internal Put-away**, and then choose the related link.

2. Choose the **New** action.
3. Fill in the header of a new internal put-away with at least the **Location Code**.
4. Fill in a line for each item you wish to move to the warehouse. You only have to fill in the **Item No.** and the **Quantity** fields.

NOTE


When you select the **Item No.** field, the **Bin Contents List** opens instead of the **Item List**. This is because you want to put away an item that is in a particular bin - a Bin Content - not just an item, and you already know the bin the item should be taken from.

5. To fill the worksheet lines with the entire bin content or the filtered bin content of bins in the location, choose the **Get Bin Content** action.
6. Choose the **Create Put-away** action, and the items you want to move out of production are now on put-away instructions waiting to be stored in the warehouse.

NOTE

When your warehouse location is set up to use directed put-away and pick, the warehouse is linked to your manufacturing facility through the default production bins: the inbound and outbound production bins and the open shop bin, all of which you define on the **Bins** FastTab of the location card. When you post the output of a production order, the output is placed in the **Outbound Production Bin**. You follow the same procedure as described above to put-away the production output, except that instead of using the item's default bin, you will move or put-away the items from the **Outbound Production Bin** to the item's default bin.

To manually specify a bin to store items from production output

1. Choose the  icon, enter **Movement Worksheet**, and then choose the related link.
2. Fill in the header, and create a line for each item you wish to move to the warehouse.
3. Fill in both the **From Bin Code** and the **To Bin Code** fields, and enter the quantity in the **Quantity** field.
4. To fill the worksheet lines with the entire bin content or the filtered bin content of bins in the location, choose the **Get Bin Content** action.
5. Choose the **Create Movement** action. The warehouse movement instructions are created with Take and Place lines for warehouse employees to perform.

NOTE

You cannot enter the source document number, such as the Production Order No., in the internal put-away, put-away, or movement documents for either of these procedures.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Plan Put-aways in Worksheets

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If your location requires both put-away and receive processing, and you want to plan put-away instructions for a number of receipts, rather than have employees follow the instructions that application creates for separate posted receipts, you can use the put-away worksheet.

To set up your warehouse so that receipt lines are available to you in the put-away worksheet as soon as they are posted, select the **Use Put-away Worksheet** field on the **Warehouse** FastTab of the location card. For more information, see [Setting Up Warehouse Management](#).


If you do not select this field, application will automatically create put-away instructions for receipts as they are posted.

NOTE

Regardless of the status of the **Use Put-away Worksheet** field on the location card, you can always get put-away instruction lines, that is, posted receipt lines, into the put-away worksheet by doing the following:

1. On the **Warehouse Put-away** page, press Ctrl+D to delete the entire put-away instruction, or select the lines that you want to process in the worksheet and delete them.
2. Continue the process in as many put-aways as you wish, until you have deleted the lines you want to work on in the worksheet. Now choose **Put-away Worksheets** and proceed with planning.

To plan instructions in the put-away worksheet

1. Choose the  icon, enter **Put-away Worksheet**, and then choose the related link.
2. Choose the **Get Warehouse Documents** action. The **Put-away Selection** page opens.

You see all the posted receipts and registered internal put-aways that have been forwarded to the put-away function, including those for which put-away instructions have already been created. Documents with put-away lines that have been completely put away and registered are not shown on this list.

3. Select the documents that you want to work on in the worksheet. You can work on lines from several documents at the same time.

NOTE

If you try to select a receipt or internal put-away document for which you have already created instructions for all its lines, application informs you that there is nothing to handle.

4. Fill in the **Sorting Method** field to sort the lines the way you prefer.

NOTE

The way the lines are sorted in the worksheet does not carry through automatically to the put-away instruction, but the same sorting possibilities exist, along with bin ranking. The line order you plan in the worksheet is thus easily recreated when you create the put-away instructions or by sorting in the put-away instructions.

5. Fill in the **Qty. to Handle** field. Choose the **Autofill Qty.to Handle** action, or fill in the fields manually.

- If necessary, edit the lines manually. You can delete lines, for example, if some items need to be put away in a bin far away from the bins for the other items.

NOTE

Lines deleted are only deleted from this worksheet, not from the put-away selection list.

- Choose the **Create Put-away** action. The **Create Document** page opens, where you can add more information to the put-away you are creating, as follows:
 - You can assign the put-away to a specific employee.
 - You can sort the put-away instruction lines as you did in the worksheet or by bin ranking. When you sort according to bin ranking, the Take lines appear first, since most receipt bins have a 0 bin ranking, and the Place lines appear last, starting with the bins with the lowest bin ranking. If you have structured your warehouse so bins of similar bin ranking are side by side, sorting lines in this way will ultimately save steps for your warehouse employees.
 - You can choose not to see the intermediate lines created when application breaks a larger unit of measure to smaller units of measure by selecting the **Set Breakbulk Filter** field. For more information, see [Enable Automatic Breaking Bulk with Directed Put-away and Pick](#).
 - You can choose not to have the **Qty. to Handle** field automatically filled in on the put-away instructions.
 - You can choose to print the document immediately.
- Choose the **OK** button, and application creates the put-away according to your requests.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Pick and Put Away Without a Source Document

2/18/2021 • 2 minutes to read • [Edit Online](#)

After items have been put away and before they are picked to fulfill the needs of a production order or shipment, they are stored in the warehouse as part of available inventory.

Situations can arise where items must be taken out of the warehouse pick bins temporarily, perhaps to serve as demonstration models in a sales presentation. These items are still owned by the company and are part of inventory, but they are not available for picking. They are registered in a special purpose bin that you create for this purpose; technically, the items are in the warehouse, but physically, they could be in a conference or demonstration room.

In other situations, the production unit might unexpectedly need a few parts for a process. You can pick items for the production bins using the internal pick. When the process is over and output is created, you post the consumption of the items and empty the production bin, which in turn decreases the quantity of the item at your location.

Likewise, items can be returned to the warehouse to be put away. The items may have been taken out of available inventory for a production order, and then not used at all. To make them part of available inventory again, they must be put away in the bin.


The **Internal Put-aways** enables you to perform put-aways without having to refer to a particular source document. You can easily set up all the information you need to create a put-away warehouse instruction.

NOTE


If you are not using internal picks and internal put-aways, these adjustments can be performed using the methods to move items from bin to bin or to post quantity adjustments in a bin.

When the location uses directed put-away and pick, and therefore uses bin types, you cannot manually move items in or out of a bin of bin type RECEIVE, because items that are in a RECEIVE-type bin must be registered as being put away before they are part of available inventory.

To create an internal pick

1. Choose the  icon, enter **Whse. Internal Pick**, and then choose the related link.
2. Fill in the **No.** field and the **To Bin Code** field on the **General** FastTab. The **To Bin Code** field specifies the bin from which you want to get the items. For production purposes, this bin would be the inbound production bin or the open shop bin. For other purposes, choose a To Bin Code of a bin type that is not used for picking, most likely a staging, shipping or special purpose bin.
3. Select an item in the **Item No.** field, and fill in the quantities you want to pick.
4. Choose the **Create Pick** action. A warehouse pick instruction is now ready for a warehouse employee to perform.

To create an internal put-away

1. Choose the  icon, enter **Whse. Internal Put-away**, and then choose the related link.
2. Fill in the **No.** and **From Bin Code** fields on the **General** FastTab. The **From Bin Code** field specifies the bin where the items being returned to the warehouse, perhaps from production, are located.
3. Fill in the item numbers and quantities on the lines.

4. Choose the **Create Put-away** action. A warehouse put-away instruction is now ready for a warehouse employee to perform.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

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Walkthrough: Receiving and Putting Away in Basic Warehouse Configurations

2/18/2021 • 5 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

In Business Central, the inbound processes for receiving and putting away can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	RECEIPTS	PUT-AWAYS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post receipt and put-away from the order line	X			2
B	Post receipt and put-away from an inventory put-away document			X	3
C	Post receipt and put-away from a warehouse receipt document		X		4/5/6
D	Post receipt from a warehouse receipt document and post put-away from a warehouse put-away document		X	X	4/5/6

For more information, see [Design Details: Inbound Warehouse Flow](#).

The following walkthrough demonstrates method B in the previous table.

About This Walkthrough

In basic warehouse configurations where your location is set up to require put-away processing but not receive processing, you use the **Inventory Put-away** page to record and post put-away and receipt information for your inbound source documents. The inbound source document can be a purchase order, sales return order, inbound transfer order, or production order with output that is ready to be put away.

NOTE

Even though the settings are called **Require Pick** and **Require Put-away**, you can still post receipts and shipments directly from the source business documents at locations where you select these check boxes.

This walkthrough demonstrates the following tasks.

- Setting up SILVER location for inventory put aways.
- Setting up SILVER location for bin handling.
- Defining a default bin for item LS-81. (LS-75 is already set up in CRONUS.)
- Creating a purchase order for vendor 10000 for 40 loudspeakers.
- Verifying that the put-away bins are preset by setup.
- Releasing the purchase order for warehouse handling.
- Creating an inventory put-away based on a released source document.
- Verifying that the put-away bins are inherited from the purchase order.
- Registering the warehouse movement into the warehouse and at the same time posting the purchase receipt for the source purchase order.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.


Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Purchasing Agent
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- CRONUS International Ltd. installed.
- To make yourself a warehouse employee at SILVER location by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account on the **Users** page.
 3. In the **Location Code** field, enter SILVER.
 4. Select the **Default** field.


Story

Ellen, the warehouse manager at CRONUS International Ltd., creates a purchase order for 10 units of item LS-75 and 30 units of item LS-81 from vendor 10000 to be delivered to SILVER Warehouse. When the delivery arrives at the warehouse, John, the warehouse worker, puts the items away in default bins defined for the items. When John posts the put-away, the items are posted as received into inventory and available for sale or other demand.

Setting up the Location

The setup of the **Location Card** page defines the company's warehouse flows.

To set up the location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the SILVER location card.
3. Select the **Require Put-away** check box.

Proceed to set up a default bin for the two item numbers to control where they are put away.

4. Choose the **Bins** action.
5. Select the first row, for bin S-01-0001, and then choose the **Contents** action.


Notice on the **Bin Content** page that item LS-75 is already set up as content in bin S-01-0001.

6. Choose the **New** action.
7. Select the **Fixed** and the **Default** fields.
8. In the **Item No.** field, enter LS-81.

Creating the Purchase Order

Purchase orders are the most common type of inbound source document.

To create the purchase order

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a purchase order for vendor 10000 on the work date (January 23) with the following purchase order lines.

ITEM	LOCATION CODE	BIN CODE	QUANTITY
LS_75	SILVER	S-01-0001	10
LS-81	SILVER	S-01-0001	30

NOTE

The bin code is entered automatically according to the setup that you performed in the "Setting up the Location" section.

Proceed to notify the warehouse that the purchase order is ready for warehouse handling when the delivery arrives.


4. Choose the **Release** action.

The delivery of loudspeakers from vendor 10000 has arrived at SILVER warehouse, and John proceeds to put them away.

Receiving and Putting the Items Away

On the **Inventory Put-away** page, you can manage all inbound warehouse activities for a specific source document, such as a purchase order.

To receive and put the items away

1. Choose the  icon, enter **Inventory Put-aways**, and then choose the related link.
2. Choose the **New** action.
3. Select the **Source Document** field, and then select **Purchase Order**.
4. Select the **Source No.** field, select the line for the purchase from vendor 10000, and then choose the **OK** button.

Alternatively, choose the **Get Source Document** action, and then select the purchase order.

5. Choose the **Autofill Qty. to Handle** action.

Alternatively, in the **Qty. to Handle** field, enter 10 and 30 respectively on the two inventory put-away lines.

6. Choose the **Post** action, select the **Receive** action, and then choose the **OK** button.

The 40 loudspeakers are now registered as put away in bin S-01-0001, and a positive item ledger entry is created reflecting the posted purchase receipt.

See Also

[Put Items Away with Inventory Put-aways](#)

[Set Up Basic Warehouses with Operations Areas](#)

[Move Components to an Operation Area in Basic Warehouse Configurations](#)

[Pick for Production or Assembly](#)

[Move Items Ad Hoc in Basic Warehouse Configurations](#)

[Design Details: Inbound Warehouse Flow](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

NOTE

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Walkthrough: Receiving and Putting Away in Advanced Warehouse Configurations

2/18/2021 • 7 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

In Business Central, the inbound processes for receiving and putting away can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	RECEIPTS	PUT-AWAYS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post receipt and put-away from the order line	X			2
B	Post receipt and put-away from an inventory put-away document			X	3
C	Post receipt and put-away from a warehouse receipt document		X		4/5/6
D	Post receipt from a warehouse receipt document and post put-away from a warehouse put-away document		X	X	4/5/6

For more information, see [Design Details: Inbound Warehouse Flow](#).

The following walkthrough demonstrates method D in the previous table.

About This Walkthrough

In advanced warehouse configurations where your location is set up to require receiving processing in addition to put-away processing, you use the **Warehouse Receipt** page to record and post the receipt of items on multiple inbound orders. When the warehouse receipt is posted, one or more warehouse put-away documents are created to instruct warehouse workers to take the received item and place them in designated places

according to bin setup or in other bins. The specific placement of the items is recorded when the warehouse put-away is registered. The inbound source document can be a purchase order, sales return order, inbound transfer order, or assembly or production order with output that is ready to be put away. If the receipt is created from an inbound order, more than one inbound source document can be retrieved for the receipt. By using this method you can register many items arriving from different inbound orders with one receipt.

This walkthrough demonstrates the following tasks.

- Setting up WHITE location for receiving and putting away.
- Creating and releasing two purchase orders for full warehouse handling.
- Creating and posting a warehouse receipt document for multiple purchase order lines from specific vendors.
- Registering a warehouse put-away for the received items.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

Roles


This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Purchasing Agent
- Receiving Staff
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- CRONUS International Ltd. installed.
- To make yourself a warehouse employee at WHITE location by following these steps:

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. Choose the **User ID** field, and select your own user account on the **Users** page.
3. In the **Location Code** field, enter WHITE.
4. Select the **Default** field.


Story

Ellen, the warehouse manager at CRONUS International Ltd., creates two purchase orders for accessory items from vendors 10000 and 20000 to be delivered to WHITE warehouse. When the deliveries arrive at the warehouse, Sammy, who is responsible for receiving items from vendors 10000 and 20000, uses a filter to create receipt lines for purchase orders arriving from the two vendors. Sammy posts the items as received into inventory in one warehouse receipt and makes the items available for sale or other demand. John, the warehouse worker, takes the items from the receiving bin and puts them away. He puts all units away in their default bins, except 40 out of 100 received hinges that he puts away in the assembly department by splitting the put-away line. When John registers the put-away, the bin contents are updated and the items are made available for picking from the warehouse.

Reviewing the WHITE Location Setup

The setup of the **Location Card** page defines the company's warehouse flows.

To review the location setup

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the **WHITE** location card.
3. Note on the **Warehouse** FastTab that the **Directed Put-away and Pick** check box is selected.

This means that the location is set up for the highest complexity level, reflected by the fact that all warehouse handling check boxes on the FastTab are selected.


4. Note on the **Bins** FastTab that bins are specified in the **Receipt Bin Code** and the **Shipment Bin Code** fields.

This means that when you create a warehouse receipt, this bin code is copied to the header of the warehouse receipt document by default and to the lines of the resulting warehouse put-aways.

Creating the Purchase Orders

Purchase orders are the most common type of inbound source document.

To create the purchase orders

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a purchase order for vendor 10000 on the work date (January 23) with the following purchase order lines.

ITEM	LOCATION CODE	QUANTITY
70200	WHITE	100 PCS
70201	WHITE	50 PCS

Proceed to notify the warehouse that the purchase order is ready for warehouse handling when the delivery arrives.

4. Choose the **Release** action.

Proceed to create the second purchase order.

5. Choose the **New** action.
6. Create a purchase order for vendor 20000 on the work date with the following purchase order lines.

ITEM	LOCATION CODE	QUANTITY
70100	WHITE	10 CAN
70101	WHITE	12 CAN


Choose the **Release** action.

The deliveries of items from vendors 10000 and 20000 have arrived at **WHITE** warehouse, and Sammy starts to process the purchase receipts.

Receiving the Items

On the **Warehouse Receipt** page, you can manage multiple inbound orders for source documents, such as a purchase order.

To receive the items


1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Choose the **New** action.
3. In the **Location Code** field, enter WHITE.
4. Choose the **Use Filters to Get Src. Docs.** action.
5. In the **Code** field, enter ACCESSORY.
6. In the **Description** field, enter **Vendors 10000 and 20000**.
7. Choose the **Modify** action.
8. On the **Purchase** FastTab, in the **Buy-from Vendor No. Filter** field, enter 10000|20000.
9. Choose the **Run** action. The warehouse receipt is filled with four lines representing purchase order lines for the specified vendors. The **Qty. to Receive** field is filled because you did not select the **Do not Fill Qty. to Handle** check box on the **Filters to Get Source Docs.** page.
10. Optionally, if you want to use a filter as described earlier in this section, choose the **Get Source Document** action, and then select purchase orders from the vendors in question.
11. Choose the **Post Receipt** action, and then choose the **Yes** button.

Positive item ledger entries are created reflecting the posted purchase receipts of accessories from vendors 10000 and 20000, and the items are ready to be put away in the warehouse from the receiving bin.

Putting the Items Away

On the **Warehouse Put-away** page, you can manage put-aways for a specific warehouse receipt document covering multiple source documents. Like all warehouse activity documents, each item on the warehouse put-away is represented by a Take line and a Place line. In the following procedure, the bin code on the Take lines is the default receiving bin at WHITE location, W-08-0001.

To put the items away

1. Choose the  icon, enter **Put-Aways**, and then choose the related link.
2. Select the only warehouse put-away document in the list, and then choose the **Edit** action.

The warehouse put-away document opens with a total of eight Take or Place lines for the four purchase order lines.

The warehouse worker is told that 40 hinges are needed in the assembly department, and he proceeds to split the single Place line to specify a second Place line for bin W-02-0001 in the assembly department where he places that part of the received hinges.

3. Select the second line on the **Warehouse Put-away** page, the Place line for item 70200.
4. In the **Qty. to Handle** field, change the value from 100 to 60.
5. On the **Lines** FastTab, choose **Functions**, and then choose **Split Line**. A new line is inserted for item 70200 with 40 in **Qty. to Handle** field.

6. In the **Bin Code** field, enter W-02-0001. The **Zone Code** field is automatically filled.

Proceed to register the put-away.

7. Choose the **Register Put-Away** action, and then choose the **Yes** button.

The received accessories are now put-away in the items' default bins, and 40 hinges are placed in the assembly department. The received items are now available for picking to internal demand, such as assembly orders, or to external demand, such as sales shipments.

See Also

[Put Items Away with Warehouse Put-aways](#)

[Move Items in advanced warehouse configurations](#)

[Design Details: Inbound Warehouse Flow](#)

[Walkthrough: Receiving and Putting Away in Basic Warehouse Configurations](#)

[Business Process Walkthroughs](#)

NOTE

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Moving Items

2/18/2021 • 2 minutes to read • [Edit Online](#)

The warehouse activity of moving items within the warehouse is performed in different ways depending on how warehouse management features are configured. The complexity can rank from no warehouse features, through basic warehouse configurations for order-by order handling in one or more activities only, to advanced configurations where all warehouse activities must be performed in a directed workflow. For more information, see [Setting Up Warehouse Management](#).

While in one warehouse location, items may need to be moved between bins to support the daily warehouse activities involved in keeping items flowing through the warehouse. Some movements happen in direct relation to internal operations, such as a production order that needs components delivered or end items put away. Other movements happen as mere warehouse space optimization or as ad-hoc movements to and from operations.

Additional movement tasks are to periodically replenish picking bins or shop floor bins and to modify bin content information.

Moving items to other locations affects the item ledger entries and must therefore be done by transfer order. For more information, see [Transfer Inventory Between Locations](#).

The inventory-related tasks of counting, adjusting, and reclassifying items may involve warehouse tasks that must be performed on warehouse entries before they can be synchronized with the related item ledger entries. For more information, see [Count, Adjust, and Reclassify Inventory](#)

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Move items between bins in basic warehouse configurations at any time and without source documents.	Move Items in Basic Warehouse Configurations
Use the warehouse movement worksheet to move items in advanced warehouse configurations, both for source documents and ad hoc.	Move Items in Advanced Warehouse Configurations
Bring component items to internal operations in basic warehouse configurations as requested by source documents for those operations.	Move Components to an Operation Area in Basic Warehouse Configurations
Plan which bins to fill or empty to maintain an efficient flow, such as emptying a bulk storage area before a large receipt.	Plan Warehouse Movements in Worksheets
Update the frequency at which bins, such as picking bins, must be replenished as a result of demand fluctuations.	Calculate Bin Replenishment
Restructure your warehouse with new bin codes and new bin characteristics and potentially move them around.	Restructure Warehouses

See Also

[Warehouse Management](#)

Inventory

Setting Up Warehouse Management

Assembly Management

Design Details: Warehouse Management

Working with Business Central

NOTE

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Move Items Ad Hoc in Basic Warehouse Configurations

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You may occasionally need to move items between internal bins, not receiving or shipping bins, without a specific demand from a source document. You may perform these ad hoc movements, for example, to reorganize the warehouse, to bring items to an inspection area, or to move additional items to and from a production area without a system relation to the production order source document.


In basic warehouse configurations, that is locations that use the **Bin Mandatory** setup field and possibly the **Require Pick** and the **Require Put-away** setup fields, you can register ad hoc movements without source documents in the following ways:

- With the **Internal Movement** page.
- With the **Item Reclassification Journal** page.

NOTE

In advanced warehouse configurations, that is locations that use the **Directed Put-away and Pick** setup field, you use the **Movement Worksheet** page or the **Internal Whse. Pick** or the **Internal Whse. Put-away** pages to move items ad hoc between bins.

To move items as an internal movement

1. Choose the  icon, enter **Internal Movement**, and then choose the related link.
2. On the **General** FastTab, fill in the **No.** field, either by leaving the field or by choosing the **AssistEdit** button to select from the number series.
3. In the **Location Code** field, enter the location where the movement takes place.

If the location is set up as your default location as a warehouse employee, the location code is inserted automatically.
4. In the **To Bin Code** field, enter a code for the bin that you want to move the item to. For production purposes, this could be the open shop floor bin code, for example, as defined on the location card or work center.
5. In the **Due Date** field, enter the date by which the movement must be completed.
6. On the **Lines** FastTab, choose the **Item No.** field to open the **Bin Contents List** page, and then select the item to move based on its availability in bins. Alternatively, choose the **Get Bin Contents** action to fill the internal movement lines based on your filters. For more information, see the tooltip for the **Get Bin Content** action.

When you have selected the item, the **From Bin Code** field is automatically filled according to the selected bin content, but you can change it to any other bin where the item is available.

NOTE

Because the **Item No.** field and the **From Bin Code** field are connected, their values may change interdependently when you edit either field.

The **To Bin Code** field is filled with the value you entered on the header, but you can change it on the line to any other bin code that isn't blocked or dedicated to special purposes. For more information about making bins dedicated, see [Dedicated](#).

7. When you have defined which bins you want to move the item from and to, enter the quantity to move in the **Quantity** field.

NOTE

Quantity must be available in the From Bin code.

8. When you are ready to process the internal movement, choose the **Create Inventory Movement** action.


NOTE

When you have created the inventory movement, the internal movement lines are deleted.

You perform the remainder of the ad hoc movement on the **Inventory Movement** page in the same way as you would for a movement based on source documents. For more information, see for example [Move Components to an Operation Area in Basic Warehouse Configurations](#)

To move items with the item reclassification journal

In stead of using warehouse movement documents, you can record the moving of items by reclassifying their bin codes. For more information, see [Count, Adjust, and Reclassify Inventory Using Journals](#).

1. Choose the  icon, enter **Item Reclass. Journal**, and then choose the related link.
2. On each journal line, define the bins from which and to which you want to move items by filling in the **Bin Code** and the **New Bin Code** fields.
 - a. To move a bin's entire contents to another bin, choose the **Get Bin Contents** action.
 - b. Fill in the filters to find the bin whose contents you would like to move and then choose the **OK** button. The journal lines are filled with the contents of the bin.
3. Fill in the remaining fields on each journal line.
4. Post the reclassification journal.

NOTE

Unlike with movement documents, a movement posted with the reclassification journal does not create a warehouse request to perform the physical task.

See Also

[Warehouse Management Inventory](#)

Setting Up Warehouse Management
Assembly Management
Design Details: Warehouse Management
Working with Business Central

NOTE

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Move Items in Advanced Warehouse Configurations

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In advanced warehouse configurations, that is, locations with directed put-away and pick, warehouse movements between bins are performed by a senior employee preparing warehouse movements in the movement worksheet and then creating the warehouse movements for warehouse employees to perform.

To move items with the warehouse movement worksheet

The **Movement Worksheet** page has two functions that can assist in automatically filling in the lines. The first is the **Calculate Bin Replenishment** function. This function uses the bin rankings to suggest replenishment for high-ranking bins from low-ranking bins. The second is the **Get Bin Content** function, which fills in the worksheet lines with the entire bin contents of the bin or bins you specify.

1. Choose the  icon, enter **Movement Worksheet**, and then choose the related link.
2. Enter the warehouse movement information on the worksheet lines as appropriate.
3. Choose the **Create Movement** action to create a warehouse movement document which can then be registered when the warehouse movement is completed.

To register the warehouse movement

1. Choose the  icon, enter **Movements**, and then choose the related link.
2. Open the warehouse movement that you want to process.
3. On lines of action type **Place**, specify where, which, and when to move the item in question by editing the **Zone Code**, **Bin Code**, **Qty. to Handle**, or **Due Date** fields.

If your warehouse has been set up so the bin codes follow the physical structure of the warehouse, you can take quantities of several items from successive bulk bins and then place them in forward picking bins, which also might be close to one another.


4. On lines of action type **Take**, specify in the **Qty. to Handle** field a part quantity of the bin content that you want to move. All other fields on lines of action type **Take** are read-only.
5. To move all suggested quantities as specified in the **Quantity** field, choose the **Autofill Qty. to Handle** action.
6. Choose the **Register** action.

NOTE

If the location uses directed put-away and pick, then you cannot manually move items in or out of bins of bin type RECEIVE, because items in such bins must be registered as being put away before they are part of available inventory.

To register the movement of an item that has already occurred

If your location uses directed put-away and pick, and you need to move items to other bins without a pre-existing warehouse put-away, pick, or movement, you can register the correct placement of the items in the warehouse using the **Whse. Reclassification Journal**.

1. Choose the  icon, enter **Whse. Reclassification Journal**, and then choose the related link.
2. Fill in the **Item No.**, **From Zone Code**, **From Bin Code**, **To Zone Code**, and **To Bin Code** fields.

3. Choose the **Register** action.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Move Components to an Operation Area in Basic Warehouse Configurations

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If item processing operations occur at your warehouse location, then you may have to move items between internal bins to respond to internal source documents, such as production, assembly, or service orders at the location.

NOTE

For information about moving items between bins without source documents, see [Internal Movement](#).

In advanced warehouse configurations, which are locations that use the **Directed Put-away and Pick** setup field, you can use the **Movement Worksheet** page to move items between bins. For more information, see [Move Items in Advanced warehouse Configurations](#).

In basic warehouse configurations, which are locations that use the **Bin Mandatory** setup field and the **Require Pick** setup field, you can register movement of items to internal operation areas based on internal source documents in the following ways:

- With the **Inventory Movement** page.
- With the **Inventory Pick** page.

NOTE

Inventory picks also post negative item ledger entries as consumption and are only supported for production components. For more information, see the [Inventory Pick](#) page.

For detailed information about inventory movements, see the [Inventory Movement](#) page.

Two different roles can create the initial inventory movement. An assembly worker, for example, can create it from a released assembly order so that it shows up in the warehouse worker's list of work to do. To create an inventory movement for assembly order lines that are ready to have components moved to their specified bins, the assembly worker uses the **Create Inventory Movement** function.

Alternatively, a warehouse worker can create it by pointing to the released assembly order in question. This is described in the following procedure.

NOTE


If the movement is for an assembly order where the item is assembled to a sales order, then you can define that the inventory movement document is automatically created when you create the inventory pick document that takes the finished assembly item and posts the shipment. To set this up, select the **Create Movements Automatically** field on the **Assembly Setup** page

For more information about assembly orders and basic warehouse configurations, see [Handling Assemble-to-Order Items with Inventory Picks](#).

This procedure shows how to create an inventory movement from the **Inventory Movement** page by referencing a released assembly order as a source document. The procedure is the same when you move

components for production orders and service orders.

To move components to an operation area in basic warehouse configurations

1. Choose the  icon, enter **Inventory Movement**, and choose the relevant link.
2. On the **General** FastTab, fill in the **No.** field. You can press the Enter key to select from the number series.
3. In the **Location Code** field, enter the location where the movement occurs.
4. Choose the **Get Source Documents** action. Alternatively, fill in the **Source Document** field, and then choose the **AssistEdit** button in the **Source No.** field.
5. On the **Source Documents** page, select the assembly order that you want to move components for, and then choose the **OK** button.

For each needed component that can be moved, one Take line and one Place line are generated on the **Inventory Movements** page. All fields except the **Qty. to Handle** field are prefilled according to the source document lines. The **Qty. to Handle** field is set to zero until you enter the quantity that you have actually moved.

You can change the bin code on a Take line but only according to availability. If you choose the **AssistEdit** button in the **Bin Code** field on a Take line, then the **Bin Contents** page opens and only shows bins where the component is available.

You cannot change the bin code on a Place line. Only the bin code that is defined on the component line of the source document is accepted. This supports the principle that the role who requests a component, which is an assembly worker in this procedure, knows where the component must be placed. If you want to place the components in a different bin, then you must first change the bin code on the component line and then re-create the inventory movement lines.

6. In the **Qty. to Handle** field, enter the full or partial quantity that you have actually moved. The value on the Take and the Place lines must be the same. Otherwise, you cannot register the movement.

NOTE

As in other warehouse activities, you can split the Place line by selecting the **Actions** action and then choosing the **Split Line** action. In that case, the sum of the two split Place lines must equal the quantity on the Take line.

7. When you are ready to register the movements that you have performed, choose the **Register Invt. Movement** action.

Warehouse entries are created reflecting that the components now exist in the bins specified on the assembly order lines.

NOTE

Unlike when you move components with an inventory pick, consumption is not posted when you register an inventory movement. That step must be performed separately by posting the assembly order output and consumption. For more information, see [Assembly Order](#).

See Also

[Warehouse Management Inventory](#)

Setting Up Warehouse Management
Assembly Management
Design Details: Warehouse Management
Working with Business Central

NOTE

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Calculate Bin Replenishment

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When the location is set up to use directed put-away and pick, priorities of the put-away template for the location are taken into account when putting receipts away. Priorities include the minimum and maximum quantities of bin content that have been fixed for a particular bin, and the bin rankings. Therefore, if items are arriving at a steady pace, the most-used pick bins will be filled up as they are emptied.

But inventory does not always arrive in a steady trickle. Sometimes, items are purchased in large quantities so that the company can obtain a rebate, or your production unit might produce a lot of one item to achieve a low unit cost. Then items will not be received in the warehouse again for some time, and the warehouse needs to periodically move items to pick bins from bulk storage areas.

It could also be that the warehouse is expecting new stock to arrive soon and wants to empty the bulk storage area of items before the new merchandise arrives.

Finally, if you have defined your bulk storage bins with a bin type action **Put Away** only, that is, the bin type does not have the **Pick** action selected, you must always keep your pick bins replenished, since Put Away-type bins are not suggested for a pick of inventory.

To replenish pick bins

1. Choose the  icon, enter **Movement Worksheet**, and then choose the related link.
2. Choose the **Calculate Bin Replenishment** action to open the report request page.
3. Fill in the batch job request page to limit the scope of the replenishment suggestions that will be calculated. For example, you might be concerned with particular items, zones, or bins.
4. Choose the **OK** button. Lines are created for the replenishment movements that need to be performed according to the rules that have been set up for the bins and bin contents, that is, items in bins.
5. If you want to perform all the suggested replenishments, choose the **Create Movement** action. Employees can now find instructions in the **Movements** menu item, carry them out and register them.
6. If you only want some of the suggestions to be performed, delete the lines that are less important and then create a movement.

The next time you calculate bin replenishment, the suggestions that you have deleted will be recreated, if they are still valid at that time.

NOTE

If the following conditions are met for an item:

- The item has an expiration date, and
- The **Pick According to FEFO** field on the location card is selected, and
- You use the **Calculate Bin Replenishment** functionality

then the **From Zone** and **From Bin** fields will be blank because the algorithm to calculate from where to move the items is triggered only when you activate the **Create Movement** function.

See Also

[Warehouse Management](#)

[Picking by FEFO](#)

Inventory

Setting Up Warehouse Management

Assembly Management

Design Details: Warehouse Management

Working with Business Central

NOTE

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Plan Warehouse Movements in Worksheets

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Plan movements in the worksheet using a bin replenishment function or manually planning the lines that you want to create as movement instructions.

To calculate a replenishment movement

As the warehouse ships items out to customers, the bins with the highest bin rankings contain fewer and fewer items. To fill up these high-ranking pick bins with items from other bins, run the **Calculate Bin Replenishment** function on the **Movement Worksheet** page

1. Choose the  icon, enter **Movement Worksheet**, and then choose the related link.
2. Choose the **Calculate Bin Replenishment** action.

Business Central creates lines that indicate precisely how you should move items from the low-ranking bins to the higher-ranking bins.

NOTE

A movement is suggested according to FEFO when you activate the **Create Movement** function if the following conditions are met for an item:


- The item has an expiration date.
- The **Pick According to FEFO** check box on the location card is selected.
- The **Bin Mandatory** check box on the location card is selected.
- The **From Zone** and **From Bin** fields are blank.

For more information, see [Picking by FEFO](#).

3. Look through the lines and change them if necessary, or delete some of them if there is not enough time to perform them all.
4. Choose the **Create Movement** action to make a warehouse instruction for action by warehouse employees.

To move the entire contents of one or more bins by using the Get Bin Content function

You can also use the movement worksheet to plan other movement of inventory within the warehouse. For example, when you want to place items in a bin for quality control, you can use the movement worksheet to plan this action and then create a movement to make instructions for an employee.

1. Choose the  icon, enter **Movement Worksheet**, and then choose the related link.
2. Choose the **Get Bin Content** action. Use the request page to filter which bins and items you want to appear on the movement worksheet lines.
3. Fill in the relevant fields in the batch job request page. For example, if you want to see the bin content of all the bins in a certain zone at the location, fill in the **Zone Code** field. If you want to retrieve lines for each bin that contains a particular item, fill in the **Item No.** field.

NOTE

You cannot manually move items in or out of a bin of bin type RECEIVE, because items that are in a RECEIVE-type bin must be registered as being put away before they are part of available inventory.

4. If you are retrieving many lines, choose **Sort** to select a sorting method to determine the order the lines will appear in the worksheet, and then choose the **OK** button.

NOTE

Movement lines are retrieved according to FEFO when you activate the **Get Bin Content** function if the following conditions are met for an item:

- The item has an expiration date.
- The **Pick According to FEFO** check box on the location card is selected.
- The **Bin Mandatory** check box on the location card is selected.
- The **From Zone** and **From Bin** fields are blank.

5. Complete some of the retrieved lines to reflect the changes you want to make. For each item that you want to move, you must fill in the **Item No.**, **From Bin Code**, **To Bin Code**, and **Quantity** fields.
6. Delete the incomplete lines that you used for information.
7. Once the movement worksheet lines accurately reflect how the movement action should be carried out by the warehouse employee, choose the **Create Movement** action to create the instructions for the employee.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Pick Items

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The warehouse activity of picking items before they are shipped or consumed is performed in different ways, depending on how warehouse management features are configured. The complexity can rank from no warehouse features, through basic warehouse configurations for order-by-order handling in one or more activities only, to advanced configurations where all warehouse activities must be performed in a directed workflow. For more information, see [Setting Up Warehouse Management](#).

If you decide to organize and record your picking activity with warehouse documents, you place a check mark in the **Require Pick** field on the location card. This indicates that when you have items that need to be picked for an outbound source document you want the picking of those items to be controlled by the system. An outbound source document can be a sales order, a purchase return order, an outbound transfer order, a service order, or a production order whose components should be picked.

NOTE

Even though the setting is called **Require Pick**, you can still post shipments directly from the source business document at location where you select this check box.

If your location is set up to require pick processing but not shipment processing, you use the **Inventory Pick** page to organize the picking information, print the picking information, enter the result of the pick, and post the picking information, which in turn posts the shipment of the items. In the case of picking components for a production order, the posting of the pick also posts the consumption.

If your location is set up to require both pick and shipment processing, so that you have placed check marks in both the **Require Pick** and **Require Shipment** field on the location card, you use the **Warehouse Pick** page to handle the pick. The warehouse pick functions similarly to the inventory pick, except that instead of posting the picking information, you register the pick. This registering process does not post the shipment, but merely makes the items available for shipment. As a warehouse manager, you can use a pick worksheets to organize pick information before creating the individual warehouse pick instructions.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Post the shipment of items directly in the outbound order document because no warehouse features exist. (Works the same for sales orders, outbound transfer orders, and return shipments.)	Ship Items
Pick items order by order and post the shipment in the same activity, in a basic warehouse configuration.	Pick Items with Inventory Picks
Pick items for multiple orders in an advanced warehouse configuration.	Pick Items with Warehouse Picks
Pick components for production or assembly in a basic warehouse configuration.	Pick for Production or Assembly in Basic Warehouse Configurations

TO	SEE
Pick components for production or assembly in an advanced warehouse configuration.	Pick for Production or Assembly in Advanced Warehouse Configurations
Plan optimized pick instructions for a number of shipments rather than have warehouse workers act directly on posted shipments.	Plan Picks in Worksheets
Pick items technically for a special purpose, such as a production unit in need of extra components, in such a way that the items do not technically leave the warehouse.	Pick and Put Away Without a Source Document
Understand how to automatically pick items according to their expiration date, for example perishable goods.	Picking By FEFO
Split a pick line into multiple lines, for example because there are not enough items to take from in the designated bin.	Split Warehouse Activity Lines
Get immediate access to picks that are assigned to you as a warehouse worker.	Find Your Warehouse Assignments

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

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Pick Items with Inventory Picks

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When your location is set up to require pick processing but not shipment processing, you use the **Inventory Pick** page to record and post picking and shipping information for your source documents. The outbound source document can be a sales order, a purchase return order, an outbound transfer order, or a production order whose components are ready to be picked.

NOTE

Components for assembly orders cannot be picked or posted with inventory picks. Instead, use the **Inventory Movement** page. For more information, see [Move Components to an Operation Area in Basic Warehousing](#).


When picking and shipping sales line quantities that are assembled to the order, you must follow certain rules when creating the inventory pick lines. For more information, see the [Handling Assemble-to-Order Items with Inventory Picks](#) section.

You can create an inventory pick in three ways:

- Create the pick in two steps by first requesting an inventory pick by releasing the source document. This signals to the warehouse that the source document is ready for picking. The inventory pick can then be created on the **Inventory Pick** page based on the source document.
- Create the inventory pick directly from the source document itself.
- You can create inventory picks for several source documents at the same time by using the batch job.

To request an inventory pick by releasing the source document

For sales orders, purchase return orders, and outbound transfer orders, you create the warehouse request by releasing the order. The following describes how to do this from a sales order.


1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select the sales order that you want to release, and then choose the **Release** action.

For production orders, you automatically create the warehouse request for the picking of components, called *flushing*, when the production order status is changed to **Released** or when the released production order is created. For more information, see [Pick for Production or Assembly](#).

After the warehouse request has been created, a warehouse employee assigned to picking items can see that the source document is ready to be picked and can create a new pick document based on the warehouse request.

To create an inventory pick based on the source document

Now that the request is created, the warehouse employee can create a new inventory pick based on the released source document.

1. Choose the  icon, enter **Inventory Picks**, and then choose the related link.
2. Choose the **New** action.
Make sure that the **No.** field on the **General** FastTab is filled in.
3. In the **Source Document** field, select the type of source document you are picking for.
4. In the **Source No.** field, select the source document.
5. Alternatively, choose the **Get Source Document** action to select the document from a list of outbound


source documents that are ready for picking at the location.

6. Choose the **OK** button to fill the pick lines according to the selected source document.

To create an inventory pick from the source document

1. In the source document, which can be a sales order, purchase return order, outbound transfer order, or production order, choose the **Create Inventory Put-away/Pick** action.
2. Select the **Create Invt. Pick** check box.
3. Choose the **OK** button. A new inventory pick will be created.

To create multiple inventory picks with a batch job


1. Choose the  icon, enter **Create Invt. Put-away / Pick**, and then choose the related link.
2. On the **Warehouse Request** FastTab, use the **Source Document** and **Source No.** fields to filter on certain types of documents or ranges of document numbers. For example, you can create picks only for sales orders.
3. On the **Options** FastTab, select the **Create Invt. Pick** check box.
4. Choose the **OK** button. The specified inventory picks are created.

NOTE

If picking and shipping sales line quantities that are assembled to the order you should follow certain rules when creating the inventory pick lines. For more information, see the [Handling Assemble-to-Order Items with Inventory Picks](#) section.

In basic warehouse configurations, items that are assembled to sales orders are picked from the related sales order, as explained in this topic. For more information, see the [Handling Assemble-to-Order Items with Inventory Picks](#) section.

To record the inventory picks

1. Choose the  icon, enter **Inventory Pick**, and then choose the related link.
2. In the **Bin Code** field on the pick lines, the bin that the items must be picked from is suggesting per the item's default bin. You can change the bin in this page if necessary.
3. Perform the pick and enter the information for the actual quantity put away in the **Qty. to Handle** field.

If it is necessary to pick the items for one line from more than one bin, for example because they are not available in the designated bin, then use the **Split Line** function on the **Lines** FastTab. For more information about splitting lines, see [Split Warehouse Activity Lines](#).

4. When you have performed the pick, choose the **Post** action.

The posting process will post the shipment of the source document lines that have been picked, or in the case of production orders, the posting process will post the consumption. If the location uses bins, the posting will also create warehouse entries to post the bin quantity changes.

To delete inventory pick lines

If items on the inventory pick are not available, then you can delete those inventory pick lines after posting and then delete the inventory pick document. The source document, such as a sales order or a production order, will have remaining items to be picked, which can be obtained through a new inventory pick later when the items become available.

WARNING

This process is not possible if serial/lot numbers are specified on the source document. For example, if a sales order line contains a serial/lot number, then that item tracking specification will be deleted if an inventory pick line for the serial/lot number is deleted.

If inventory pick lines have serial/lot numbers that are not available, you must not delete the lines in question. Instead, you must change the **Qty. to Handle** field to zero, post the actual picks, and then delete the inventory pick document. This ensures that the inventory pick lines for those serial/lot numbers can be recreated from the sales order later.

Handling Assemble-to-Order Items with Inventory Picks

The **Inventory Pick** page is also used to pick and ship for sales where items must be assembled before they can be shipped. For more information, see [Sell Items Assembled to Order](#).

Items to be shipped are not physically present in a bin until they are assembled and posted as output to a bin in the assembly area. This means that picking assemble-to-order items for shipment follows a special flow. From a bin, warehouse workers take the assembly items to the shipping dock and then post the inventory pick. The posted inventory pick then posts the assembly output, the component consumption, and the sales shipment.

You can set up Business Central to automatically create an inventory movement when the inventory pick for the assembly item is created. To enable this, you must select the **Create Movements Automatically** field on the **Assembly Setup** page. For more information, see [Move Components to an Operation Area in Basic Warehousing](#).

Inventory pick lines for sales items are created in different ways depending on whether none, some, or all of the sales line quantities are assembled to order.

In regular sales where you use inventory picks to post shipment of inventory quantities, one inventory pick line, or several if the item is placed in different bins, is created for each sales order line. This pick line is based on the quantity in the **Qty. to Ship** field.

In assemble-to-order sales where the full quantity on the sales order line is assembled to order, one inventory pick line is created for that quantity. This means that the value in the **Quantity to Assemble** field is the same as the value in the **Qty. to Ship** field. The **Assemble to Order** field is selected on the line.

If an assembly output flow is set up for the location, then the value in the **Asm.-to-Order Shpt. Bin Code** field or the value in the **From-Assembly Bin Code** field, in that order, is inserted in the **Bin Code** field on the inventory pick line.

If no bin code is specified on the sales order line, and no assembly output flow is set up for the location, then the **Bin Code** field on the inventory pick line is empty. The warehouse worker must open the **Bin Contents** page and select the bin where the assembly items are assembled.

In combination scenarios, where a part of the quantity must first be assembled and another must be picked from inventory, a minimum of two inventory pick lines are created. One pick line is for the assemble-to-order quantity. The other pick line depends on which bins can fulfill the remaining quantity from inventory. Bin codes on the two lines are filled in different ways as described for the two different sales types respectively. For more information, see the "Combination Scenarios" section in [Understanding Assemble to Order and Assemble to Stock](#).

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

Assembly Management

Walkthrough: Picking and Shipping in Basic Warehouse Configurations

Design Details: Warehouse Management

Working with Business Central

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Pick Items for Warehouse Shipment

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When the location is set up to require warehouse pick processing as well as warehouse shipment processing, you use the warehouse pick documents to create and process pick information prior to posting the warehouse shipment.

You cannot create a warehouse pick document from scratch because a pick activity is always part of a workflow, either in a pull or a push scenario.

You can create warehouse pick documents in a pull fashion by opening an empty warehouse shipment document, detect source documents that are released to shipment, and then create warehouse pick lines for those shipments. You can use the **Get Source Documents** or **Use Filter to Get Source Documents** functions to detect source documents that are ready for shipment.

Alternatively, you can use the **Pick Worksheet** page to pull and create pick lines in batch mode. For more information, see [Plan Picks in Worksheets](#).

You can also create warehouse pick documents in a push fashion from the **Warehouse Shipment** page by selecting **Create Pick**.

NOTE

Picking for warehouse shipment of items that are assembled to the sales order being shipped follows the same steps as for regular warehouse picks for shipment, as described in this topic. However, the number of pick lines per quantity to ship may be many to one because you pick the components, not the assembly item.

The warehouse pick lines are created for the value in the **Remaining Quantity** field on the lines of the assembly order that is linked to the sales order line that is being shipped. This ensures that all components are picked in one action.

For more information, see the "Handling Assemble-to-Order Items in Warehouse Shipments" section.

For information about picking components for assembly orders generally, including situations where the assembly item is not due on a sales shipment, see [Pick for Production or Assembly](#).

To pick items for warehouse shipment

1. Choose the  icon, enter **Picks**, and then choose the related link.

If you need to work on a particular pick, select the pick from the list or filter the list to find the picks that have been assigned to you specifically. Open the pick card.

2. If the **Assigned User ID** field is empty, enter your ID to identify yourself if necessary.
3. Perform the actual picking of items.

If the warehouse is set up to use bins, then the items' default bins are used to suggest where to take the items from. The instructions appear as two separate lines, at least one for each action type, Take and Place.

If the warehouse is set up to use directed put-away and pick, then the bin ranking is used to calculate the best bins to pick from, and those bins are then suggested on the pick lines. The instructions appear as two separate lines, at least one for each action type, Take and Place.

4. When you have performed the pick and placed the items in the shipping area or shipping bin, choose the

Register Pick action.

The person responsible for shipment can now bring the items to the shipment dock and post the shipment, including the related source document, on the **Warehouse Shipment** page. For more information, see [Ship Items](#).

In addition to picking for source documents, as described in this topic, you can take and place items between bins without referring to source documents. For more information, see [Pick and Put Away Without a Source Document](#).

Handling Assemble-to-Order Items in Warehouse Shipments

In assemble-to-order scenarios, the **Qty. to Ship** field on warehouse shipment lines is used to record how many units are assembled. The specified quantity is then posted as assembly output when the warehouse shipment is posted.

For other warehouse shipment lines, the value in the **Qty. to Ship** field is zero from the start.

When workers in charge of assembly finish assembling parts or all of the assemble-to-order quantity, they record it in the **Qty. to Ship** field on the warehouse shipment line and then choose the **Post Shipment** action. The result is that the corresponding assembly output is posted, including the component consumption. A sales shipment for the quantity is posted for the sales order.

From the assembly order, you can choose **Asm.-to-Order Whse. Shpt. Line** to access the warehouse shipment line. This is convenient for workers who do not typically use the **Warehouse Shipment** page.

After the warehouse shipment is posted, various fields on the sales order line are updated to show progress in the warehouse. The following fields are also updated to show how many assemble-to-order quantities remain to be assembled and shipped:

- **ATO Whse. Outstanding Qty.**
- **ATO Whse. Outstd. Qty. (Base)**

NOTE

In combination scenarios, in which a part of the quantity must first be assembled and another must be shipped from inventory, two warehouse shipment lines are created. One is for the assemble-to-order quantity, and one is for the inventory quantity.

In that case, the assemble-to-order quantity is handled as described in this topic, and the inventory quantity is handled as any other regular warehouse shipment line. For more information about combination scenarios, see [Understanding Assemble to Order and Assemble to Stock](#).

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

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Pick for Production or Assembly in Basic Warehouse Configurations

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How you put away your pick components for production or assembly orders depends on how your warehouse is set up as a location. For more information, see [Setting Up Warehouse Management](#).

In basic warehouse configurations where the location requires pick processing but not shipment processing, you use the **Inventory Pick** page to organize and record the picking of components.

In basic warehouse configurations, you must pick for assembly orders with the **Inventory Movement** page. For more information, see [Handling Assemble-to-Order Item with Inventory Picks](#).

In advanced warehouse configurations where locations require both picks and shipments, you use the **Warehouse Pick** page to bring components to production or assembly orders. For more information, see [Pick for Production or Assembly in Advanced Warehouse Configurations](#).

NOTE


The following important differences exist between inventory picks and inventory movements:

- When you register an inventory pick for an internal operation, such as production, the consumption of the picked components is posted at the same time. When you register an inventory movement for an internal operation, you only record the physical movement of the required components to a bin in the operation area without posting the consumption.
- When you use inventory picks, the **Bin Code** field on a production order component line defines the *take* bin from where components are decreased when posting consumption. When you use inventory movements, the **Bin Code** field on production order component lines defines the *place* bin in the operation area where the warehouse worker must place the components.

A system precondition for picking, or moving, components for source documents is that an outbound warehouse request exists to notify the warehouse area of the component need. The outbound warehouse request is created whenever the production order status is changed to Released or when a released production order is created.

To pick components in basic warehouse configurations

In basic warehouse configurations where the location is set up to use picking only, you can pick components for production activities with the **Inventory Pick** page. For more information, see [Pick Items with Inventory Picks](#).

1. Choose the  icon, enter **Inventory Picks**, and then choose the related link.
2. To access the production order components, choose the **Get Source Documents** action, and then select the released production order.
3. Perform the pick, and then record the actual picking information in the **Qty. Picked** field.
4. When the lines are ready for posting, choose the **Post** action. The posting creates the necessary warehouse entries and posts the consumption of the items.

You can also create an **Inventory Pick** directly from the released production order. Choose the **Create Inventory Put-away/Pick** action, select the **Create Invt. Pick** check box, and then choose the **OK** button.

Alternatively, you can use the **Inventory Movement** page to move items between bins ad hoc, meaning

without reference to a source document. For more information, see [Move Components to an Operation Area in Basic Warehouse Configurations](#).

Handling Assemble-to-Order Items with Inventory Picks

The **Inventory Pick** page is also used to pick and ship for sales where items must be assembled before they can be shipped. For more information, see [Sell Items Assembled to Order](#).

Items to be shipped are not physically present in a bin until they are assembled and posted as output to a bin in the assembly area. This means that picking assemble-to-order items for shipment follows a special flow. From a bin, warehouse workers take the assembly items to the shipping dock and then post the inventory pick. The posted inventory pick then posts the assembly output, the component consumption, and the sales shipment.

You can set up Business Central to automatically create an inventory movement when the inventory pick for the assembly item is created. To enable this, you must select the **Create Movements Automatically** field on the **Assembly Setup** page. For more information, see [Move Components to an Operation Area in Basic Warehousing](#).

Inventory pick lines for sales items are created in different ways depending on whether none, some, or all of the sales line quantities are assembled to order.

In regular sales where you use inventory picks to post shipment of inventory quantities, one inventory pick line, or several if the item is placed in different bins, is created for each sales order line. This pick line is based on the quantity in the **Qty. to Ship** field.

In assemble-to-order sales where the full quantity on the sales order line is assembled to order, one inventory pick line is created for that quantity. This means that the value in the **Quantity to Assemble** field is the same as the value in the **Qty. to Ship** field. The **Assemble to Order** field is selected on the line.

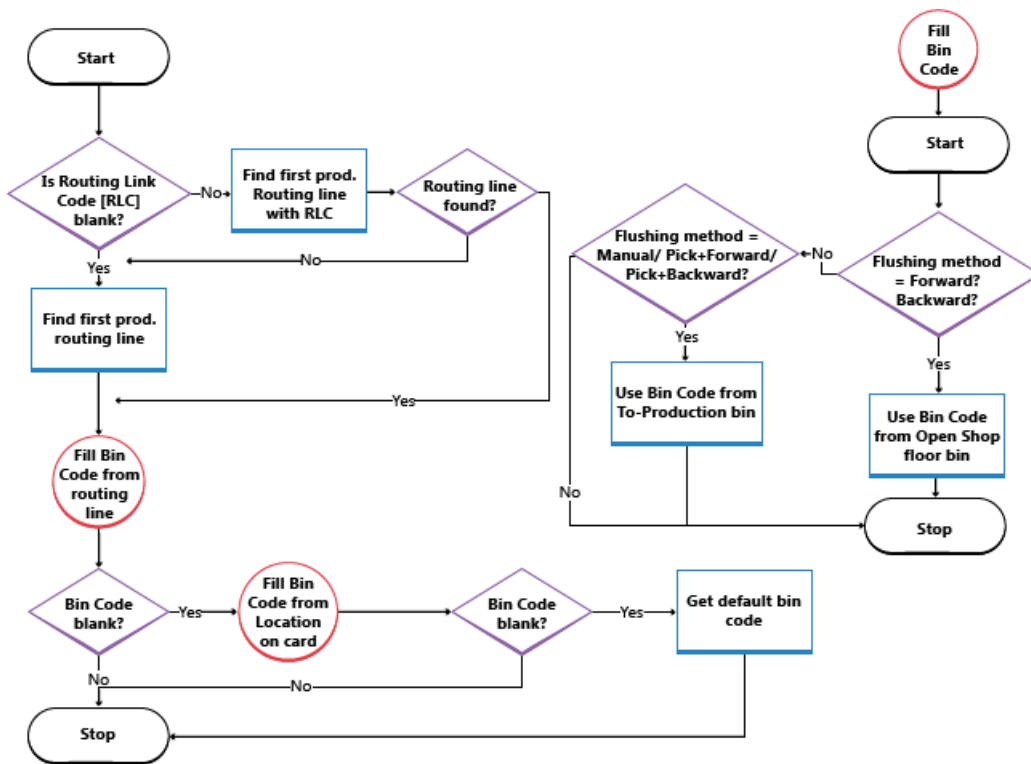
If an assembly output flow is set up for the location, then the value in the **Asm.-to-Order Shpt. Bin Code** field or the value in the **From-Assembly Bin Code** field, in that order, is inserted in the **Bin Code** field on the inventory pick line.

If no bin code is specified on the sales order line, and no assembly output flow is set up for the location, then the **Bin Code** field on the inventory pick line is empty. The warehouse worker must open the **Bin Contents** page and select the bin where the assembly items are assembled.

In combination scenarios, where a part of the quantity must first be assembled and another must be picked from inventory, a minimum of two inventory pick lines are created. One pick line is for the assemble-to-order quantity. The other pick line depends on which bins can fulfill the remaining quantity from inventory. Bin codes on the two lines are filled in different ways as described for the two different sales types respectively. For more information, see the "Combination Scenarios" section in [Understanding Assemble to Order and Assemble to Stock](#).

Filling the Consumption Bin

This flow chart shows how the **Bin Code** field on production order component lines is filled according to your location setup.



See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Pick for Production or Assembly in Advanced Warehouse Configurations

2/18/2021 • 2 minutes to read • [Edit Online](#)

In advanced warehouse configurations where the location is set up to use picking as well as shipping, you can pick components for production and assembly activities with the **Warehouse Pick** page.

Alternatively, you can use the **Movement Worksheet** page to move items between bins ad hoc, meaning without reference to a source document. For more information, see [Move Items in advanced warehouse configurations](#).

For information about picking items for internal operations in basic warehouse locations that are set up for picking only, see [Move Components to an Operation Area in Basic Warehouse Configurations](#).

You cannot create a warehouse pick document from scratch because a pick activity is always part of a workflow, either in a pull or a push scenario.

You can create the warehouse pick document in a push fashion by selecting **Create Whse. Pick** on the source document, such as a released assembly order or warehouse shipment. For more information, see [Pick Items with Warehouse Picks](#).


Alternatively, you can create the warehouse pick document in a pull fashion by using the **Pick Worksheet** page to detect pick requests, both for shipment and internal operations, and then create the required warehouse pick documents.

The following procedure explains a pull scenario where you pick components for a released production order through the **Pick Worksheet** page. The procedure also applies for an assembly order.

To create pick requests, both for pull and for push scenarios, the source documents in question must be released. Release source documents for internal operations in the following ways.

SOURCE DOCUMENT	RELEASE METHOD
Production Order	Change order type to released production order.
Assembly Order	Change status to Released.

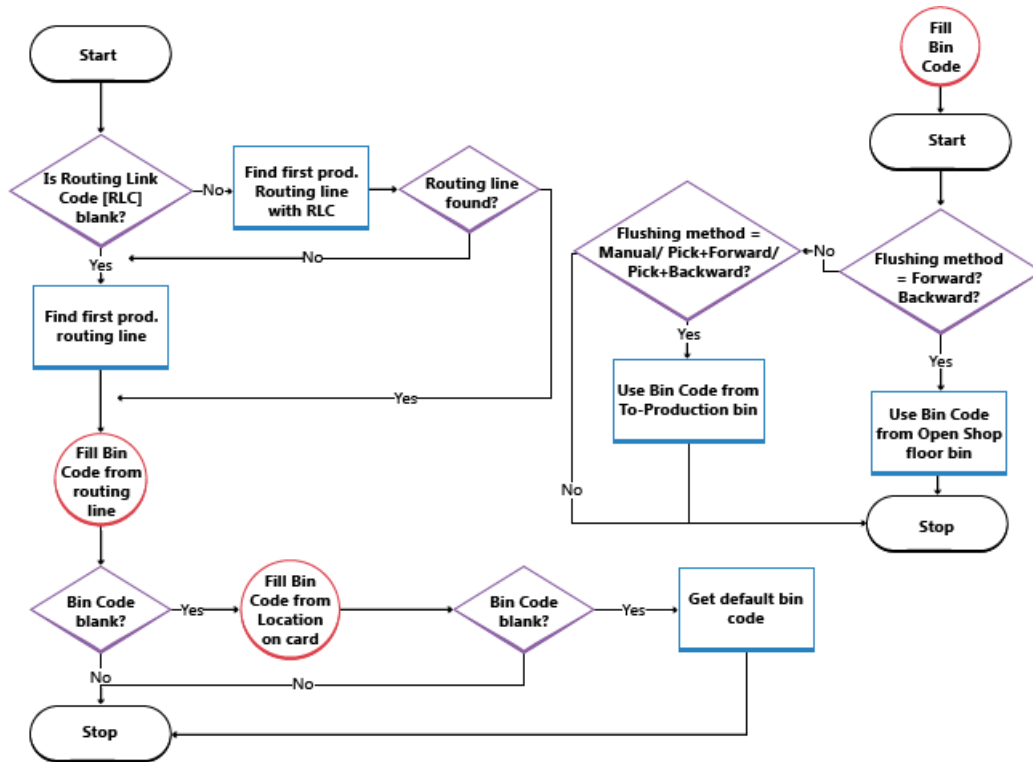
To pick components using the pick worksheet

1. Choose the  icon, enter **Pick Worksheet**, and then choose the related link.
2. Choose the **Get Warehouse Documents** action, and then select the component lines from the released production order.
3. Inspect the lines, sort them to ensure an efficient picking round, and combine them with other worksheet lines if necessary to make best use of employee time.
4. Choose the **Create Pick** action.
5. Define how to create the warehouse pick documents and how to sort pick lines by filling fields on the **Create Pick** page.
6. Choose the **OK** button. Warehouse pick documents are created with pick lines for each component that is required in the internal operation.

If the internal operation area, such as a production shop floor, is set up with a default bin for placement of components to be used in the operation, then that bin code is inserted in the Place lines on the warehouse pick document to instruct warehouse workers where to place the items. For more information, see the **To-Production Bin Code** or the **To-Assembly Bin Code** field.

Filling the Consumption Bin

This flow chart shows how the **Bin Code** field on production order component lines is filled according to your location setup.



See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

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Plan Picks in Worksheets

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If your warehouse is set up to require both pick and shipment processing, the warehouse can choose to operate so that the lines on shipment documents are not automatically transformed into pick instructions, but are made available instead to the pick worksheet.

NOTE

If warehouse pick instructions have already been created, and you would like to combine them into one efficient pick instruction, then you must delete the individual warehouse picks. The lines to be picked can now be listed in the worksheet.

In the pick worksheet, you can set up pick lists for employees that minimize the time the employee has to move about the warehouse picking items. There are fields that contain information about the quantities of items available in the cross-dock bins. This is useful in cross docking situations to plan your work assignments, because application will always propose a pick from a cross-dock bin before any other bin, regardless of the unit of measure. The lines in the worksheet can come from a number of source documents and be sorted by item, shelf number, source document, due date, or ship-to address.

If you sort by due date, you can choose to delete from the worksheet all lines except those that need immediate attention. The less urgent lines are not deleted as such, but just sent back to the **Pick Selection** worksheet. When you create the pick, the lines have already been sorted by due date, and you can choose to assign the pick to a particular employee.

NOTE


Picking for warehouse shipment of items that are assembled to the sales order being shipped follows the same steps as for regular warehouse picks for shipment, as described in this topic. However, the number of pick lines per quantity to ship may be many to one because you pick the components, not the assembly item.

The warehouse pick lines are created for the value in the **Remaining Quantity** field on the lines of the assembly order that is linked to the sales order line that is being shipped. This ensures that all components are picked in one action.


For more information, see "Handling Assemble-to-Order Items in Warehouse Shipments" in Warehouse Shipment.

For information about picking components for assembly orders generally, including situations where the assembly item is not due on a sales shipment, see [Pick for Assembly or Production in Advanced Warehouse Configurations](#).

To plan picks in the worksheet

1. Choose the  icon, enter **Pick Worksheet**, and then choose the related link.
2. Choose the **Get Warehouse Documents** action.
3. Select the shipments for which you want to prepare a pick. You can now sort the lines to some degree, but the sorting you do here will not be carried through to the pick instruction. You can also delete some of the lines to make a more effective pick. For instance, if there are a number of lines with items in cross-dock bins, you might want to create a pick for all the lines associated with these lines. The cross-docked items will be shipped, along with the other items on the shipments, and the cross-dock bins will have space for more incoming items.
4. Choose the **Create Pick** action, and fill in the **Create Pick** request page. The sorting you request here will

order the pick lines you create. For example, you can create one pick for each zone and sort the lines by bin ranking within each pick.

5. Choose the  icon, enter **Warehouse Picks**, and then choose the related link. The **Warehouse Picks** page opens.
6. You can now find the pick assignment you just created by selecting the pick with the highest number.
7. In the pick, you can still alter, if necessary, the assigned user ID and the way the lines are sorted.
8. Choose the **Print** action to print the pick instructions.
9. After you have performed the pick, choose the **Register** action.

If the bins have been numbered in a way that mirrors the physical layout of the warehouse, the lines sorted by bin code allow the picker to pick for a number of shipments in one round of the warehouse. The worker takes the required number of items for each shipment line out of each bin and places them along with the other items for the particular shipment. A picker can save a great deal of time by picking for several shipments in one visit to a bin.

Another effective sorting option is bin ranking, if the physical layout of the warehouse is more according to bin ranking than bin code.

In the pick worksheet, you can also sort by ship-to address, enabling you to assemble and ship the orders to far-away customers first.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Pick and Put Away Without a Source Document

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After items have been put away and before they are picked to fulfill the needs of a production order or shipment, they are stored in the warehouse as part of available inventory.

Situations can arise where items must be taken out of the warehouse pick bins temporarily, perhaps to serve as demonstration models in a sales presentation. These items are still owned by the company and are part of inventory, but they are not available for picking. They are registered in a special purpose bin that you create for this purpose; technically, the items are in the warehouse, but physically, they could be in a conference or demonstration room.

In other situations, the production unit might unexpectedly need a few parts for a process. You can pick items for the production bins using the internal pick. When the process is over and output is created, you post the consumption of the items and empty the production bin, which in turn decreases the quantity of the item at your location.

Likewise, items can be returned to the warehouse to be put away. The items may have been taken out of available inventory for a production order, and then not used at all. To make them part of available inventory again, they must be put away in the bin.


The **Internal Put-aways** enables you to perform put-aways without having to refer to a particular source document. You can easily set up all the information you need to create a put-away warehouse instruction.

NOTE


If you are not using internal picks and internal put-aways, these adjustments can be performed using the methods to move items from bin to bin or to post quantity adjustments in a bin.

When the location uses directed put-away and pick, and therefore uses bin types, you cannot manually move items in or out of a bin of bin type RECEIVE, because items that are in a RECEIVE-type bin must be registered as being put away before they are part of available inventory.

To create an internal pick

1. Choose the  icon, enter **Whse. Internal Pick**, and then choose the related link.
2. Fill in the **No.** field and the **To Bin Code** field on the **General** FastTab. The **To Bin Code** field specifies the bin from which you want to get the items. For production purposes, this bin would be the inbound production bin or the open shop bin. For other purposes, choose a To Bin Code of a bin type that is not used for picking, most likely a staging, shipping or special purpose bin.
3. Select an item in the **Item No.** field, and fill in the quantities you want to pick.
4. Choose the **Create Pick** action. A warehouse pick instruction is now ready for a warehouse employee to perform.

To create an internal put-away

1. Choose the  icon, enter **Whse. Internal Put-away**, and then choose the related link.
2. Fill in the **No.** and **From Bin Code** fields on the **General** FastTab. The **From Bin Code** field specifies the bin where the items being returned to the warehouse, perhaps from production, are located.
3. Fill in the item numbers and quantities on the lines.

4. Choose the **Create Put-away** action. A warehouse put-away instruction is now ready for a warehouse employee to perform.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Enable Picking Items by FEFO

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First-Expired-First-Out (FEFO) is a sorting method that ensures that the oldest items, those with the earliest expiration dates, are picked first.

This functionality only works when the following criteria are met:

- The item must have a serial/lot number.
- On the item's item tracking code setup, the **SN Warehouse Tracking** field or the **Lot Warehouse Tracking** field must be selected.
- The item must be posted to inventory with an expiration date.
- On the location card, the **Require Pick** check box must be selected.
- On the location card, the **Pick According to FEFO** check box must be selected.
- On the location card, the **Bin Mandatory** check box must be selected.

When all the criteria are met, then serial/lot-numbered items to be picked are sorted with the oldest first in all picks and movements, except for items that use SN-specific or lot-specific tracking.

NOTE

If some serial/lot-numbered items use specific tracking, then those are respected first and under them, the remaining, non-specific, serial/lot numbers are listed according to FEFO.

If two serial/lot-numbered items have the same expiration date, then application selects the item with the lowest serial or lot number.

When picking serial/lot-numbered items in locations set up for directed put-away and pick, only quantities on bins of type *Pick* are picked according to FEFO.

To enable movements according to FEFO, either on the **Inventory Movement** page or the **Movement Worksheet** page, you must leave the **From Bin** field empty.

If the **Strict Expiration Posting** field is selected, then only items that are not expired will be included in the pick. This applies even if you are not using Pick according to FEFO.

See Also

[Picking Items](#)

[Pick Items for Warehouse Shipment](#)

[Pick Items with Inventory Picks](#)

[Design Details: Warehouse Management](#)

[Inventory](#)

[Working with Business Central](#)

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Split Warehouse Activity Lines

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In warehouse put-aways, movements, or picks, and in inventory put-aways and inventory picks, bins are suggested for the picking or putting away of items. The actual quantity in the bin suggested may not be sufficient, or there is not enough room in the suggested bin to put away the required quantity. In these cases, you need to split the line, so that the items for one line are either taken from or placed into more than one bin.

The following procedure applies to warehouse documents, such as warehouse put-away, movement, and pick lines, or inventory put-away, movement, and pick lines.

To split warehouse activity lines

1. Open a warehouse activity line where you are trying to handle an insufficient quantity.
2. In the **Qty. to Handle** field, enter the reduced quantity that you are able to handle.
3. On the **Lines** FastTab, choose the **Actions** action, choose the **Functions** action, and then choose the **Split Line** action. A new line appears, which is a copy of the original line, except that the **Qty. to Handle** field contains the quantity that you removed from the original line.
4. Assign an appropriate bin and, if you are using directed put-away and pick, a zone, to this new line, or continue splitting the line as necessary until you find appropriate bins for all of the quantity.

NOTE

If the location uses directed put-away and pick and you split the lines, you must be familiar with the warehouse and be able to choose a bin that matches the storage requirements of the item and that fulfills the general requirements of the warehouse document. For example, you would not split a line on a pick document and place some items in the bulk storage.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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Walkthrough: Picking and Shipping in Basic Warehouse Configurations

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NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

In Business Central, the outbound processes for picking and shipping can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	PICKS	SHIPMENTS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post pick and shipment from the order line	X			2
B	Post pick and shipment from an inventory pick document		X		3
C	Post pick and shipment from a warehouse shipment document			X	4/5/6
D	Post pick from a warehouse pick document and post shipment from a warehouse shipment document		X	X	4/5/6

For more information, see [Design Details: Outbound Warehouse Flow](#).

The following walkthrough demonstrates method B in the previous table.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

About This Walkthrough

In basic warehouse configurations where your location is set up to require pick processing but not ship processing, you use the **Inventory Pick** page to record and post pick and ship information for your outbound source documents. The outbound source document can be a sales order, purchase return order, outbound transfer order, or a production order with component need.

This walkthrough demonstrates the following tasks:

- Setting up SILVER location for inventory picks.
- Creating a sales order for customer 10000 for 30 loudspeakers.
- Releasing the sales order for warehouse handling.
- Creating an inventory pick based on a released source document.
- Registering the warehouse movement from the warehouse and at the same time posting the sales shipment for the source sales order.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.



Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Order Processor
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- For Business Central online, a company based on the **Advanced Evaluation - Complete Sample Data** option in a sandbox environment. For Business Central on-premises, CRONUS International Ltd. installed.
- To make yourself a warehouse employee at the location SILVER by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account on the **Users** page.
 3. In the **Location Code** field, enter SILVER.
 4. Select the **Default** field.
- Make item LS-81 available at SILVER location by following these steps:
 1. Choose the  icon, enter **Item Journals**, and then choose the related link.
 2. Open the default journal, and then create two item journal lines with the following information about the work date (January 23).

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0001	20

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0002	20

3. Choose the **Post** action, and then select the **Yes** button.


Story

Ellen, the warehouse manager at CRONUS, sets up SILVER warehouse for basic pick handling where warehouse workers process outbound orders individually. Susan, the order processor, creates a sales order for 30 units of item LS-81 to be shipped to customer 10000 from the SILVER Warehouse. John, the warehouse worker must make sure that the shipment is prepared and delivered to the customer. John manages all involved tasks on the **Inventory Pick** page, which automatically points to the bins where LS-81 is stored.

Setting Up the Location

The setup of the **Location Card** page defines the company's warehouse flows.


To set up the location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the SILVER location card.
3. On the **Warehouse** FastTab, choose the **Require Pick** check box.

Creating the Sales Order

Sales orders are the most common type of outbound source document.

To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a sales order for customer 10000 on the work date (January 23) with the following sales order line.

ITEM	LOCATION CODE	QUANTITY
LS_81	SILVER	30

Proceed to notify the warehouse that the sales order is ready for warehouse handling.


4. Choose the **Release** action.

John proceeds to pick and ship the sold items.

Picking and Shipping Items

On the **Inventory Pick** page, you can manage all outbound warehouse activities for a specific source document, such as a sales order. Hover over a field to read a short description.

To pick and ship items

1. Choose the  icon, enter **Inventory Picks**, and then choose the related link.
2. Choose the **New** action.

Make sure that the **No.** field on the **General** FastTab is filled in.

3. Select the **Source Document** field, and then select **Sales Order**.
4. Select the **Source No.** field, select the line for the sale to customer 10000, and then choose the **OK** button.

Alternatively, choose the **Get Source Document** action, and then select the sales order.

5. Choose the **Autofill Qty. to Handle** action.

Alternatively, in the **Qty. to Handle** field, enter 10 and 20 respectively on the two inventory pick lines.

6. Choose the **Post** action, select **Ship**, and then choose the **OK** button.

The 30 loudspeakers are now registered as picked from bins S-01-0001 and S-01-0002, and a negative item ledger entry is created reflecting the posted sales shipment.

See Also

[Pick Items with Inventory Picks](#)

[Pick Items for Warehouse Shipment](#)

[Set Up Basic Warehouses with Operations Areas](#)

[Move Components to an Operation Area in Basic Warehouse Configurations](#)

[Pick for Production or Assembly](#)

[Move Items Ad Hoc in Basic Warehouse Configurations](#)

[Design Details: Outbound Warehouse Flow](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

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Ship Items

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When you ship items from a warehouse that is not set up for warehouse shipment processing, you simply record the shipment on the related business document, such as a sales order, service order, purchase return order, or outbound transfer order.


When you ship items from a warehouse that is set up warehouse shipment processing, you can ship items only on the basis of source documents that other company units have released to the warehouse for action.

NOTE

If your warehouse uses cross-docking and bins, for each line, you can view the quantity of items that have been placed in the cross-dock bins. The application calculates these quantities automatically whenever the fields on the shipment are updated. If they are the items that apply to the shipment you are preparing, you can create a pick for all the lines and then complete the shipment. For more information, see [Cross-Dock Items](#).

To ship items with a sales order

The following describes how to ship items from a sales order. The steps are similar for purchase return orders, service orders, and outbound transfer orders.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open an existing sales order, or create a new one. For more information, see [Sell Products](#).
3. In the **Qty. to Ship** field, enter the shipped quantity.

The value in the **Qty. Shipped** field is updated. If this is a partial shipment, then the value is lower than the value in the **Quantity** field.

4. Choose the **Post** action.

NOTE

If your organization does not use sales orders, then, when you post the sales invoice, Business Central assumes that you have shipped the full quantity. If this contradicts with how your organization works, then we recommend that you use sales orders and register shipments as explain in this article.

To ship items with a warehouse shipment

First you create a shipment document from a business source document. Then you pick the specified items for the shipment.

To create a warehouse shipment

Typically, the employee who is responsible for shipping creates a warehouse shipment. The following procedure describes how to create the shipment manually in the default version of Business Central, but your organization might have automated part of the process, such as with the use of hand-held or mounted scanners that are supported by external providers.

1. Choose the  icon, enter **Warehouse Shipments**, and then choose the related link.

2. Choose the **New** action.

Fill in the fields on **General** FastTab. When you retrieve source document lines, some of the information is copied to each line.

For warehouse configuration with directed put-away and pick, if the location has a default zone and bin for shipments, the **Zone Code** and **Bin Code** fields are filled in automatically, but you can change them as appropriate.

NOTE

If you wish to ship items with warehouse class codes other than the class code of the bin in the **Bin Code** field on the document header, you must delete the contents of the **Bin Code** field on the header before you retrieve source document lines for the items.

3. Choose the **Get Source Documents** action. The **Source Documents** page opens.

From a new or an open warehouse shipment, you can use the **Filters to Get Source Docs.** page to retrieve the released source document lines that define which items to ship.

- a. Choose the **Use Filters to Get Src. Docs.** action.
- b. To set up a new filter, enter a descriptive code in the **Code** field, and then choose the **Modify** action.
- c. Define the type of source document lines that you want to retrieve by filling in the relevant filter fields.
- d. Choose the **Run** action.

All released source document lines that fulfill the filter criteria are now inserted in **Warehouse Shipment** page from which you activated the filter function.

The filter combinations that you define are saved on the **Filters to Get Source Docs.** page until the next time you need it. You can make an unlimited number of filter combinations. You can change the criteria at any time by choosing the **Modify** action.

4. Select the source documents for which you want to ship items, and then choose the **OK** button.

The lines of the source documents appear on the **Warehouse Shipment** page. The **Qty. to Ship** field is filled with the quantity outstanding for each line, but you can change the quantity as necessary. If you deleted the contents of the **Bin Code** field on the **General** FastTab before getting the lines, you must fill in an appropriate bin code on each shipment line.


NOTE

You cannot ship more items than the number in the **Qty. Outstanding** field on the source document line. To ship more items, retrieve another source document that contains a line for the item by using the filter function to get source documents with the item.

When you have the lines you want to ship, you can start the process that sends the lines to warehouse employees to pick.


To pick and ship

Typically, a warehouse worker responsible for picking creates a pick document, or opens an already created pick document.

1. Choose the  icon, enter **Warehouse Shipments**, and then choose the related link.
2. Select the warehouse shipment that you want to pick for, and then choose the **Create Pick** action.
3. Fill in the fields in the request page, and then choose the **OK** button. The specified warehouse pick

document is created.

Alternatively, open an existing warehouse pick.

4. Choose the  icon, enter **Picks**, and then choose the related link. Select the warehouse pick that you want to work on.

If the warehouse is set up to use bins, then the pick lines have been converted to Take and Place action lines.

You can sort the lines, assign an employee to the pick, set a break-bulk filter, if you are using directed put-away and pick, and print the pick instructions.

5. Perform the actual picking of items and place them in the specified shipping bin, or in the shipping area, if you do not have bins.
6. Choose the **Register Pick** action.

The **Qty. to Ship** field and the **Document Status** field on the header of the shipment document are updated. The items you have picked are no longer available for picking for other shipments or for internal operations.

7. Print your shipping documents, prepare the shipment packages, and then post the shipment.

For more information about picking for warehouse shipments, see [Pick Items for Warehouse Shipment](#).

You can also use the pick worksheet to make several pick instructions into one instruction (for several shipments) and thereby improve the efficiency of picking in the warehouse. For more information, see [Plan Pick in Worksheets](#).

NOTE

If you are waiting for particular items to arrive at the warehouse, and you use cross-dock functionality, then Business Central calculates on each shipment or pick worksheet line the quantity of the item that is in the cross-dock bin. It updates this field each time you leave and open the shipment document or worksheet. For more information, see [Cross-Dock Items](#).

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

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Find Your Warehouse Assignments

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To find your warehouse assignments, open the card page for a selected item. If warehouse instructions have been created, Take and Place lines are visible, and you can begin working on an assignment. In some warehouses, the manager may have assigned specific instructions to each employee. For more information, see [Set Up Warehouse Employees](#).

To find an instruction assigned to you

1. Choose the  icon, enter **Warehouse Put-aways**, **Warehouse Picks**, or **Warehouse Movement**, and then choose the related link.

All three pages show assignments for all warehouse locations.

2. Sort the items by location. You can now see the instructions that have been assigned to you.
3. Select one of the lines with your initials in the **Assigned User ID** field and then choose the **OK** button. The put-away assignment then appears on the page, with your initials in the **Assigned User ID** field on the **General** FastTab.

You can use the **Assigned User ID** field on the header to claim work assignments, if the warehouse manager does not assign particular instructions to individuals. Simply enter your user ID in the header of the warehouse before you begin work on an instruction. Your co-workers can then choose to work on other instructions, and the warehouse will avoid a duplication of effort.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Use Automated Data Capture Systems (ADCS)

2/18/2021 • 5 minutes to read • [Edit Online](#)

NOTE

The Automated Data Capture System (ADCS) solution provides a way for Business Central to communicate with handheld devices through web services. You must work with a Microsoft partner who can provide the link between the web service and the specific handheld device.

You can use your automatic data capture system (ADCS) to register the movement of items in the warehouse and to register some journal activities, such as quantity adjustments in the warehouse item journal and physical inventories. ADCS typically involves scanning a barcode.

To use ADCS, you must give each item stored in the warehouse an item identifier. You must also set up miniforms, handheld functions, data exchanges, and specify settings for fields that control ADCS. You specify whether to use ADCS on the location card of a warehouse.


Based on the needs of your warehouse, you define the amount of information displayed in the miniform setup for the particular handheld device. The following are examples of information that you can display:

- Data from tables within Business Central, such as a list of pick documents from which the user can select.
- Text information.
- Messages to show confirmations or errors about activities performed and registered by the handheld device user.

To enable Web Services for ADCS

To use Automated Data Capture System, you must enable the ADCS web service.

To enable and publish the ADCS web service

1. Choose the  icon, enter **Web Services**, and then choose the related link.
2. Choose the **New** action.
3. On the **Web Services** page, enter the following information on a new line:

FIELD	VALUE
Object Type	Codeunit
Object ID	7714
Service Name	ADCS Important: It is required that you name the service ADCS .


4. Select the **Published** check box.
5. Choose the **OK** button.

To set up a warehouse to use ADCS

To use ADCS, you must specify which warehouse locations use the technology.


NOTE

We recommend that you do not set up a warehouse to use ADCS if the warehouse also has a bin capacity policy.

1. Choose the  icon, enter **Locations**, and choose the related link.
2. Select a warehouse from the list for which you want to enable ADCS, and then choose the **Edit** action.
3. On the **Location Card** page, select the **Use ADCS** check box.

To specify an item to use ADCS

Each warehouse item that you want to use with ADCS must be assigned an identifier code to link it with its item number. For example, you can use the item's bar code as the identifier code. An item can also have multiple identifier codes. You may find this useful in the case where an item is available in various units of measures, such as pieces and pallets. In this case, assign an identifier code to each.


1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select an item from the list that is part of your ADCS solution, and then choose the **Edit** action.
3. On the **Item Card** page, choose the **Identifiers** action.
4. On the **Item Identifiers** page, choose the **New** action.
5. In the **Code** field, specify the identifier for the item. For example, the identifier could be the item's bar code number.

You can also enter a **Variant Code** and a **Unit of Measure** code.


6. If needed, enter multiple codes for each item.
7. Choose the **OK** button.
8. To review the information, choose the **Identifier Code** field to open the **Item Identifiers** page.

To add an ADCS user

You can add any user as a user of an Automated Data Capture System (ADCS). When you do this, the user must also provide a password. Optionally, you can also provide a connection that identifies the ADCS user as a warehouse employee. The ADCS user password can be different from the Windows logon password of the user. For more information, see [Assign Permissions to Users and Groups](#).

1. Choose the  icon, enter **ADCS Users**, and then choose the related link.
2. Choose the **New** action.
3. In the **Name** field, enter a name for the user. The name cannot contain more than 20 characters, including spaces.
4. In the **Password** field, enter a password. The password is masked.

To specify that a warehouse employee is an ADCS user

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. If needed, add a new warehouse employee. For more information, see [Set Up Warehouse Employees](#).
3. Choose the **Edit List** action.
4. Select a warehouse employee from the list. In the **ADCS User** field, choose the drop-down arrow, and then select the name of an ADCS user from the list.

NOTE

The default warehouse for the employee must be one that uses ADCS.


To create and customize miniforms

You use miniforms to describe the information that you want to present on a handheld device. For example, you can create miniforms to support the warehouse activity of picking items. After you create a miniform, you can add functions to it for the common actions that a user takes with handheld devices, such as moving up or down a line.

NOTE

To implement or change the functionality of a miniform function, you must create a new codeunit for the **Handling Codeunit** field to perform the required action or response. You can learn more about ADCS functionality by examining codeunits, such as 7705, 7706, 7712, and 7713.

To create a miniform for ADCS


1. Choose the  icon, enter **Miniforms**, and then choose the related link.
2. Choose the **New** action.
3. In the **Code** field, enter a code for the miniform. Optionally, enter values in all other fields.

Select the **Start Miniform** check box to indicate that the miniform is the first form that the user sees at logon.

4. On the **Lines** FastTab, define the fields that appear on the miniform. The order in which you enter lines is the order in which the lines appear on the handheld device.

When you have created a miniform, the next steps are to create functions and to associate functionality for various keyboard inputs.

To customize miniform functions

1. Choose the  icon, enter **Miniforms**, and then choose the related link.
2. Select a miniform from the list, and then choose the **Edit** action.
3. Choose the **Functions** action.
4. In the **Function Code** drop-down list, select a code to represent the function that you want to associate with the miniform. For example, you can select ESC, which associates functionality with the press of the ESC key.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Business Central](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Walkthrough: Picking and Shipping in Basic Warehouse Configurations

2/18/2021 • 5 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

In Business Central, the outbound processes for picking and shipping can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	PICKS	SHIPMENTS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post pick and shipment from the order line	X			2
B	Post pick and shipment from an inventory pick document		X		3
C	Post pick and shipment from a warehouse shipment document			X	4/5/6
D	Post pick from a warehouse pick document and post shipment from a warehouse shipment document		X	X	4/5/6

For more information, see [Design Details: Outbound Warehouse Flow](#).

The following walkthrough demonstrates method B in the previous table.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

About This Walkthrough

In basic warehouse configurations where your location is set up to require pick processing but not ship processing, you use the **Inventory Pick** page to record and post pick and ship information for your outbound source documents. The outbound source document can be a sales order, purchase return order, outbound transfer order, or a production order with component need.

This walkthrough demonstrates the following tasks:

- Setting up SILVER location for inventory picks.
- Creating a sales order for customer 10000 for 30 loudspeakers.
- Releasing the sales order for warehouse handling.
- Creating an inventory pick based on a released source document.
- Registering the warehouse movement from the warehouse and at the same time posting the sales shipment for the source sales order.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.



Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Order Processor
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- For Business Central online, a company based on the **Advanced Evaluation - Complete Sample Data** option in a sandbox environment. For Business Central on-premises, CRONUS International Ltd. installed.
- To make yourself a warehouse employee at the location SILVER by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account on the **Users** page.
 3. In the **Location Code** field, enter SILVER.
 4. Select the **Default** field.
- Make item LS-81 available at SILVER location by following these steps:
 1. Choose the  icon, enter **Item Journals**, and then choose the related link.
 2. Open the default journal, and then create two item journal lines with the following information about the work date (January 23).

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0001	20

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0002	20

3. Choose the **Post** action, and then select the **Yes** button.


Story

Ellen, the warehouse manager at CRONUS, sets up SILVER warehouse for basic pick handling where warehouse workers process outbound orders individually. Susan, the order processor, creates a sales order for 30 units of item LS-81 to be shipped to customer 10000 from the SILVER Warehouse. John, the warehouse worker must make sure that the shipment is prepared and delivered to the customer. John manages all involved tasks on the **Inventory Pick** page, which automatically points to the bins where LS-81 is stored.

Setting Up the Location

The setup of the **Location Card** page defines the company's warehouse flows.


To set up the location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the SILVER location card.
3. On the **Warehouse** FastTab, choose the **Require Pick** check box.

Creating the Sales Order

Sales orders are the most common type of outbound source document.

To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a sales order for customer 10000 on the work date (January 23) with the following sales order line.

ITEM	LOCATION CODE	QUANTITY
LS_81	SILVER	30

Proceed to notify the warehouse that the sales order is ready for warehouse handling.


4. Choose the **Release** action.

John proceeds to pick and ship the sold items.

Picking and Shipping Items

On the **Inventory Pick** page, you can manage all outbound warehouse activities for a specific source document, such as a sales order. Hover over a field to read a short description.

To pick and ship items

1. Choose the  icon, enter **Inventory Picks**, and then choose the related link.
2. Choose the **New** action.

Make sure that the **No.** field on the **General** FastTab is filled in.

3. Select the **Source Document** field, and then select **Sales Order**.
4. Select the **Source No.** field, select the line for the sale to customer 10000, and then choose the **OK** button.

Alternatively, choose the **Get Source Document** action, and then select the sales order.

5. Choose the **Autofill Qty. to Handle** action.

Alternatively, in the **Qty. to Handle** field, enter 10 and 20 respectively on the two inventory pick lines.

6. Choose the **Post** action, select **Ship**, and then choose the **OK** button.

The 30 loudspeakers are now registered as picked from bins S-01-0001 and S-01-0002, and a negative item ledger entry is created reflecting the posted sales shipment.

See Also

[Pick Items with Inventory Picks](#)

[Pick Items for Warehouse Shipment](#)

[Set Up Basic Warehouses with Operations Areas](#)

[Move Components to an Operation Area in Basic Warehouse Configurations](#)

[Pick for Production or Assembly](#)

[Move Items Ad Hoc in Basic Warehouse Configurations](#)

[Design Details: Outbound Warehouse Flow](#)

[Business Process Walkthroughs](#)

[Working with Business Central](#)

NOTE

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Walkthrough: Receiving and Putting Away in Advanced Warehouse Configurations

2/18/2021 • 7 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

In Business Central, the inbound processes for receiving and putting away can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	RECEIPTS	PUT-AWAYS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post receipt and put-away from the order line	X			2
B	Post receipt and put-away from an inventory put-away document			X	3
C	Post receipt and put-away from a warehouse receipt document		X		4/5/6
D	Post receipt from a warehouse receipt document and post put-away from a warehouse put-away document		X	X	4/5/6

For more information, see [Design Details: Inbound Warehouse Flow](#).

The following walkthrough demonstrates method D in the previous table.

About This Walkthrough

In advanced warehouse configurations where your location is set up to require receiving processing in addition to put-away processing, you use the **Warehouse Receipt** page to record and post the receipt of items on multiple inbound orders. When the warehouse receipt is posted, one or more warehouse put-away documents are created to instruct warehouse workers to take the received item and place them in designated places

according to bin setup or in other bins. The specific placement of the items is recorded when the warehouse put-away is registered. The inbound source document can be a purchase order, sales return order, inbound transfer order, or assembly or production order with output that is ready to be put away. If the receipt is created from an inbound order, more than one inbound source document can be retrieved for the receipt. By using this method you can register many items arriving from different inbound orders with one receipt.

This walkthrough demonstrates the following tasks.

- Setting up WHITE location for receiving and putting away.
- Creating and releasing two purchase orders for full warehouse handling.
- Creating and posting a warehouse receipt document for multiple purchase order lines from specific vendors.
- Registering a warehouse put-away for the received items.

NOTE

This article uses names of locations from an earlier version of the demonstration company in Business Central. These names do not map directly to the locations in the current demonstration company. We encourage you to use the article to learn about locations and not as step-by-step instructions for how to use the demonstration company.

Roles


This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Purchasing Agent
- Receiving Staff
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- CRONUS International Ltd. installed.
- To make yourself a warehouse employee at WHITE location by following these steps:

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. Choose the **User ID** field, and select your own user account on the **Users** page.
3. In the **Location Code** field, enter WHITE.
4. Select the **Default** field.


Story

Ellen, the warehouse manager at CRONUS International Ltd., creates two purchase orders for accessory items from vendors 10000 and 20000 to be delivered to WHITE warehouse. When the deliveries arrive at the warehouse, Sammy, who is responsible for receiving items from vendors 10000 and 20000, uses a filter to create receipt lines for purchase orders arriving from the two vendors. Sammy posts the items as received into inventory in one warehouse receipt and makes the items available for sale or other demand. John, the warehouse worker, takes the items from the receiving bin and puts them away. He puts all units away in their default bins, except 40 out of 100 received hinges that he puts away in the assembly department by splitting the put-away line. When John registers the put-away, the bin contents are updated and the items are made available for picking from the warehouse.

Reviewing the WHITE Location Setup

The setup of the **Location Card** page defines the company's warehouse flows.

To review the location setup

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the **WHITE** location card.
3. Note on the **Warehouse** FastTab that the **Directed Put-away and Pick** check box is selected.

This means that the location is set up for the highest complexity level, reflected by the fact that all warehouse handling check boxes on the FastTab are selected.


4. Note on the **Bins** FastTab that bins are specified in the **Receipt Bin Code** and the **Shipment Bin Code** fields.

This means that when you create a warehouse receipt, this bin code is copied to the header of the warehouse receipt document by default and to the lines of the resulting warehouse put-aways.

Creating the Purchase Orders

Purchase orders are the most common type of inbound source document.

To create the purchase orders

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a purchase order for vendor 10000 on the work date (January 23) with the following purchase order lines.

ITEM	LOCATION CODE	QUANTITY
70200	WHITE	100 PCS
70201	WHITE	50 PCS

Proceed to notify the warehouse that the purchase order is ready for warehouse handling when the delivery arrives.

4. Choose the **Release** action.

Proceed to create the second purchase order.

5. Choose the **New** action.
6. Create a purchase order for vendor 20000 on the work date with the following purchase order lines.

ITEM	LOCATION CODE	QUANTITY
70100	WHITE	10 CAN
70101	WHITE	12 CAN


Choose the **Release** action.

The deliveries of items from vendors 10000 and 20000 have arrived at **WHITE** warehouse, and Sammy starts to process the purchase receipts.

Receiving the Items

On the **Warehouse Receipt** page, you can manage multiple inbound orders for source documents, such as a purchase order.

To receive the items


1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Choose the **New** action.
3. In the **Location Code** field, enter **WHITE**.
4. Choose the **Use Filters to Get Src. Docs.** action.
5. In the **Code** field, enter **ACCESSORY**.
6. In the **Description** field, enter **Vendors 10000 and 20000**.
7. Choose the **Modify** action.
8. On the **Purchase** FastTab, in the **Buy-from Vendor No. Filter** field, enter **10000|20000**.
9. Choose the **Run** action. The warehouse receipt is filled with four lines representing purchase order lines for the specified vendors. The **Qty. to Receive** field is filled because you did not select the **Do not Fill Qty. to Handle** check box on the **Filters to Get Source Docs.** page.
10. Optionally, if you want to use a filter as described earlier in this section, choose the **Get Source Document** action, and then select purchase orders from the vendors in question.
11. Choose the **Post Receipt** action, and then choose the **Yes** button.

Positive item ledger entries are created reflecting the posted purchase receipts of accessories from vendors 10000 and 20000, and the items are ready to be put away in the warehouse from the receiving bin.

Putting the Items Away

On the **Warehouse Put-away** page, you can manage put-aways for a specific warehouse receipt document covering multiple source documents. Like all warehouse activity documents, each item on the warehouse put-away is represented by a Take line and a Place line. In the following procedure, the bin code on the Take lines is the default receiving bin at WHITE location, W-08-0001.

To put the items away

1. Choose the  icon, enter **Put-Aways**, and then choose the related link.
2. Select the only warehouse put-away document in the list, and then choose the **Edit** action.

The warehouse put-away document opens with a total of eight Take or Place lines for the four purchase order lines.

The warehouse worker is told that 40 hinges are needed in the assembly department, and he proceeds to split the single Place line to specify a second Place line for bin W-02-0001 in the assembly department where he places that part of the received hinges.

3. Select the second line on the **Warehouse Put-away** page, the Place line for item 70200.
4. In the **Qty. to Handle** field, change the value from 100 to 60.
5. On the **Lines** FastTab, choose **Functions**, and then choose **Split Line**. A new line is inserted for item 70200 with 40 in **Qty. to Handle** field.

6. In the **Bin Code** field, enter W-02-0001. The **Zone Code** field is automatically filled.

Proceed to register the put-away.

7. Choose the **Register Put-Away** action, and then choose the **Yes** button.

The received accessories are now put-away in the items' default bins, and 40 hinges are placed in the assembly department. The received items are now available for picking to internal demand, such as assembly orders, or to external demand, such as sales shipments.

See Also

[Put Items Away with Warehouse Put-aways](#)

[Move Items in advanced warehouse configurations](#)

[Design Details: Inbound Warehouse Flow](#)

[Walkthrough: Receiving and Putting Away in Basic Warehouse Configurations](#)

[Business Process Walkthroughs](#)

NOTE

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Walkthrough: Planning Supplies Manually

2/18/2021 • 10 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

This walkthrough demonstrates the process of planning supply orders to fulfill new demand. You can initiate supply planning at fixed intervals, for example, every morning or every Monday, or when you are notified by sales or production, depending on the type of demand. In this walkthrough you will use the **Order Planning** page, a simple supply planning tool that is based on manual decision-making instead of parameter-based automatic planning.

About This Walkthrough

This walkthrough illustrates the following tasks:

- Planning a purchase order for manufacturing components.
- Planning a transfer order to fulfill sales demand.
- Planning a production order for a multilevel item.

Roles

This walkthrough demonstrates tasks performed by the following user roles:

- Production Planner
- Purchasing Agent
- Sales Order Processor

Prerequisites

Before you begin this walkthrough, you must install the Business Central. The following modifications must be made to the database:

- Delete all existing sales orders for bicycles.
- Create one sales order for 10 bicycles at EAST location.
- Delete all planned and firm planned production orders. Do not delete started orders with entries that are already posted.

As a rule, use the suggested data in this walkthrough because this data has the necessary records.

Story

Eduardo, the Production Planner of a small manufacturing company, is about to plan production and purchase orders to fulfill new sales demand.

Because the products have few BOM levels and the flow of orders is relatively low, Eduardo uses the **Order Planning** page to manually create supply orders, one product level at a time.

In a more complex manufacturing environment, the planning worksheet is used to plan supply based on item

parameters such as rescheduling period, safety lead time, reorder point, and batch calculations of consolidated demand from all product levels.

Setting Up the Sample Data

The standard CRONUS demonstration company currently has lots of unplanned demand. During the different planning tasks in this walkthrough, you will have to deviate from the realistic business flow by ignoring demand with close due dates and instead use demand with later due dates.

Using the Order Planning Page

The **Order Planning** page can be accessed from several different locations:

- Manufacturing, Planning
- Sales & Marketing, Order Processing
- Purchase, Planning
- In addition, you can open this page for a specific production order by choosing the **Planning** action.

To use the Order Planning page

1. Choose the  icon, enter **Order Planning**, and then choose the related link.

When the **Order Planning** page first opens, a plan must be calculated to show the new demand since it was last calculated.

2. Choose the **Calculate Plan** action.

The planning system analyzes any new demand that has been introduced, such as new sales, changed sales, or production orders.

Based on total availability, the quantity needed for each demand line is calculated. This calculation is performed order-by-order. This means that the order which includes the demand line with the earliest due date or shipment date will be calculated first. After that, additional demand lines will be calculated in the same order, regardless of the due date or shipment date.

3. Be sure that the **Order Planning** page is maximized and that column fields are resized to show all the default field names.

When the calculation is completed, the page displays all unfulfilled demand as collapsed order header lines sorted by earliest demand date.

Notice that CRONUS has several orders with unfulfilled demand. Each bold planning line represents an order, sales order, or production order, including at least one order line with insufficient availability.

4. In the **Show Demand As** field, select the **All Demand** filter.

With the **Demand Type** field, you can choose which order types that you want to display.

Orders that do not have availability problems are not shown. If no orders exist when a plan is calculated, a message will display and no planning lines will appear.

Planning a Purchase Order to Fulfill Component Demand

In this procedure, you create a purchase order for needed manufacturing components.

To plan a purchase order to fulfill component need in production

1. Expand the first line (choose the + symbol).
2. Choose the first demand line, with item LSU-15, and then choose the **Show Document** action.

3. Close the opened production order to return to the **Order Planning** page.

4. In the **Replenishment System** field, select **Purchase**.

The default value is from the item card, or SKU card, but you can change it to one of the following options:

- **Purchase** – To create a purchase order.
- **Transfer** – To create a transfer order.
- **Prod. Order** – To create a production order.

5. In the **Supply From** field, select one of the following options according to the selected replenishment system:

- **Vendor** – For purchases
- **Location** – For transfers

If the field is not filled in, an error message will display when you try to create the supply orders.

NOTE

If the components have a default vendor number set up on the item cards, the lines will be preset.

6. Choose the **Supply From** field.

7. On the **Item Vendor Catalogue** page, choose the **New** action, and then select vendor 30000.

8. Choose the **OK** button to return to the **Order Planning** page.

9. Copy vendor 30000 to the other lines for loudspeaker components on this production order.

You are now ready to create a purchase order.

10. Choose the **Make Orders** action. The **Make Supply Orders** page opens.

11. On the **Order Planning** FastTab, in the **Make Orders for** field, choose the **Active Order** option.

12. On the **Options** FastTab, in the **Create Purchase Order** field, choose the **Make Purch. Order** option.

13. Choose the **OK** button to create purchase orders for all the components of the order.

The purchase orders are now created and saved as the last orders in the list of purchase orders.

Planning a Transfer Order to Fulfill Sales Demand

In this procedure, you will plan for demand from a sales order. Demand lines represent sales lines and not component lines, as in production demand.

To plan a transfer order to fulfill sales demand

1. Move the pointer to the planning line for order 2008.

2. Expand the line and move the pointer to the demand line.

Sales order 2008 is for ten loudspeakers, item LS-120, ordered by John Haddock Insurance Co.

The item's defined replenishment system and default vendor will display.

NOTE

At the bottom of the page, there are four information fields. In the **Earliest Date Available** field, the ten pieces that are needed will be available, on an inbound supply order, nine days later than the current due date. If this is too late for the customer, the **Available for Transfer** field shows 13 pieces of the item at another location. You will want to plan for this stock.

3. Choose the **Available for Transfer** field to open the **Get Alternative Supply** page.
4. Choose the **OK** button to book the ten items that are available.

NOTE

In the demand line, the suggested purchase has been exchanged with a transfer from MAIN location. The **Make Orders** function creates a transfer order from MAIN to the demanded location. The **Substitutes Exists** field works in the same way.

5. Choose the **Make Orders** action. The **Make Supply Orders** page opens.
6. On the **Order Planning** FastTab, in the **Make Orders for** field, choose the **The Active Order** option.
7. On the **Options** FastTab, in the **Create Transfer Order** field, select the **Make Trans. Orders** option.
8. Choose the **OK** button to create the transfer order to supply the sales order.

The transfer order is now created and saved in the list as the last order in the list of open transfer orders.

Planning a Multilevel Production Order to Fulfill Sales Demand

In this procedure, you will plan to fulfill sales demand for a produced item with multiple product levels, each creating dependent production demand.

To plan multilevel production to fulfill sales demand

1. Select the planning line with sales demand for order **1001**, created earlier as prerequisite data.

This demand is a sales line, but the item has a defined replenishment system of **Prod. Order**. Proceed to add an extra bell to the component need of each bicycle.

2. Choose the **Components** action to open the **Planning Components** page.
3. On the line with the Bell item, change the **Quantity per** field from **1** to **2**.
4. On the **Order Planning** page, consider your planning alternatives. In this case, you have no alternative means of supply, no transfer, substitute, or later delivery. You must create the suggested supply order, a production order.
5. Choose the **Make Orders** action to create the production order.

On the **Order Planning** page, notice that the planning line for sales order **1001** no longer exists and that the initial sales demand has been covered.

6. Close the **Order Planning** page.

Now, you could choose to stay in this view and complete all the planning tasks. Instead, you will now take on the Production Planner role by going to the production order that you just created and access the **Order Planning** page.

As a production planner you now must plan a specific production order.

To plan a specific production order

1. Open the production order **101001**, for ten bicycles, that you just created by using the **Make Orders** function.
2. Open the **Prod. Order Components** page to check that the extra bell is reflected on the production order.
3. Choose the **Planning** action.

The **Order Planning** page opens in a view that is always filtered on the specific production demand. Sales demand is not displayed. You must calculate a plan before you can see any additional demand.

4. Choose the **Calculate Plan** action.

Notice that four new production orders appear as unplanned production demand derived from order **101001**. The new lines represent new production demand from the subassemblies that must be created to produce the order.

5. Choose the **Expand All** action to get an overview of all the production demand for the production orders.

To provide additional information about the demand lines, you may want to add the **Demand Quantity** and **Demand Qty. Available** fields to your view.

Now you must supply ten of each component.

Note that four of the demand lines have replenishment system Prod. Order. These four subassemblies represent the second product level of the bicycle.

The default replenishment settings are already filled in and you can proceed to make orders.

6. Choose the **Make Orders** action.

Before you choose the **OK** button, notice the text on the **Order Planning** FastTab. This text is important because you know that the bicycle has several produced components, subassemblies, in its product structure that might be in demand when you create this production order.

7. On the **Make Supply Order** page, in the **Make Orders for** field, choose the **All Lines** option, and then choose the **OK** button to create production orders for the second product level of the order.

Note that the top-level production demand for production order 101001 no longer exists. This means that the initial production demand for subassemblies has been planned for.

On the **Order Planning** page, you calculate a plan again in order to plan the bicycle structure.

8. Choose the **Calculate Plan** action to recalculate the plan as instructed by the embedded Help text.

The two new lines represent additional production demand derived from the subassemblies planned in the previous steps. It is suggested that you make two production orders to supply the wheel hubs, one for 10 front hubs and one for 10 back hubs.

9. Choose the **Expand All** action to get an overview of all the demand for the two production orders.

The suggested supply plan indicates that a total of four purchase orders will be created for the components. You decide to make the proposed orders.

10. Choose the **Make Orders** action.

11. In the **Make Orders for** field, select the **All Lines** option, and then choose the **OK** button. Check if additional demand exists for the production of the parent item, the bicycle, which is being sold on sales order 1001.

12. Choose the **Calculate Plan** action.

The message indicates that all required items are now supplied. Verify the firm planned production orders that are created.

13. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.

On the **Firm Planned Prod. Orders** page review how start times and end times of individual orders are scheduled according to the product structure. The lowest-level components are produced first. Therefore, you must plan multilevel orders as demonstrated in this planning workflow.

See Also

[Business Process Walkthroughs](#)

[Walkthrough: Planning Supplies Automatically](#)

NOTE

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Walkthrough: Planning Supplies Automatically

2/18/2021 • 14 minutes to read • [Edit Online](#)

NOTE

This walkthrough requires sample data that is not available in the default demonstration company in Business Central. For more information, see [To create a company with complete sample data in a sandbox](#).

Phrases like "run planning" and "run MRP" refer to the calculation of the master production schedule (MPS) and the material requirements plan (MRP) based on actual and forecasted demand.

- MPS is the calculation of a master production schedule based on actual demand and the demand forecast. The MPS calculation is used for end items that have a forecast or a sales order line. These items are called "MPS items" and are identified dynamically when the calculation starts.
- MRP is the calculation of material requirements based on actual demand for components and the demand forecast on the component level. MRP is calculated only for items that are not MPS items. The overall purpose of MRP is to provide time-phased formal plans, by item, to supply the right item at the right time, in the right place, in the right quantity.

The planning algorithms used for both MPS and MRP are identical. The planning algorithms use netting, reuse of existing supply orders, and action messages. The planning system process examines what is needed or will be needed (demand) and what is available or expected (supply). When these quantities are netted against each other, action messages are displayed in the planning worksheet. Action messages are suggestions to create a new supply order, change a supply order (quantity or date), or cancel an existing supply order. Supply orders can be production orders, purchase orders, and transfer orders. For more information, see [Design Details: Supply Planning](#).

The planning result is calculated partly from the demand-supply sets in the database and partly by the setup of stockkeeping unit cards or item cards, production BOMs, and routings.

About This Walkthrough

This walkthrough demonstrates how to use the supply planning system to automatically plan all the purchase and production orders required to produce 15 touring bicycles demanded on different sales orders. To provide a clear and realistic walkthrough, the number of planning lines is delimited by filtering out all other demand-supply sets in the CRONUS demonstration company except the sales demand at location EAST.

This walkthrough illustrates the following tasks:

- Creating the sales order and calculating a complete supply plan.
- Viewing planning parameters and order tracking entries behind the planning lines.
- Automatically creating the suggested supply orders.
- Creating new sales demand and replanning accordingly.

Roles

- Production Planner
- Purchasing Agent

Prerequisites

To complete this walkthrough, you will need:

- The CRONUS International Ltd. demonstration company.
- To change various item setup values by following the steps in the "Preparing Sample Data" section, later in this walkthrough.

Story

The customer, Cannon Group PLC, orders five touring bikes for shipment on 02-05-2021 (February 5).

Eduardo, the production planner, performs the routine supply planning for the first week of February 2021. He filters on his own location, EAST, and enters a planning interval of the work date (01-23-2021) to 02-07-2021 before he calculates an initial supply plan.

The only demand that week is for the Cannon Group sales order. Eduardo sees that none of the planning lines have warnings, and he proceeds to create supply orders without changes for the suggested planning lines.

The next day, before any of the initial supply orders are started or posted, Eduardo is notified that another customer has ordered ten touring bikes for shipment on 02-12-2021. He recalculates to adjust the supply plan according to the change of demand. The recalculation gives you a net change plan that suggests changes to both time and quantity of some of the supply orders created in the first run.

During the various planning steps, Eduardo looks up the involved orders, and uses the Order Tracking feature to see which demand is covered by which supply.


Preparing Sample Data

Create stockkeeping units (SKUs) for the touring bike and a selection of its components, item numbers 1001 to 1300. (Some components are excluded to simplify the procedures.) Adjust the planning parameters of the selected components to provide a more transparent planning result.

To create stockkeeping units

1. Open the item card for item 1001, Touring Bicycle.
2. Choose the **Create Stockkeeping Unit** action.
3. On the **Create Stockkeeping Unit** page, leave all options and filters unchanged, and then choose the **OK** button.
4. Repeat steps 1 through 3 for all items in the number range between 1100 and 1300.

To change selected planning parameters

1. Choose the  icon, enter **Stockkeeping Units**, and then choose the related link.
2. Open the EAST stockkeeping unit card for item 1100, Front Wheel.
3. On the **Planning** FastTab, fill in the fields as described in the following table.

REORDERING POLICY	SAFETY STOCK QUANTITY	LOT ACCUMULATION PERIOD	RESCHEDULING PERIOD
Lot-for-Lot	Blank	2W	2W


4. Repeat steps 2 and 3 for all SKUs in the number range between 1100 and 1300.

This completes the preparation of sample data for the walkthrough.

Creating a Regenerative Supply Plan

In reaction to a new sales order for five touring bikes, Ricardo begins the planning process by setting options, filters, and planning interval to exclude all other demand except that of the first week of February at location EAST. He begins by calculating a master production schedule (MPS), and then proceeds to calculate a complete supply plan for all lower-level demand (MRP).


To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. On the **Sales Order** page, fill in the fields as described in the following table.

SELL-TO CUSTOMER NAME	SHIPMENT DATE	ITEM NO.	LOCATION	QUANTITY
Cannon Group	02-05-2014	1001	EAST	5

4. Accept the availability warning and choose the **Yes** button to record the new demand quantity.

To create a regenerative plan to fulfill demand at location EAST

1. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action.
3. On the **Calculate Plan - Plan. Wksh.** page, fill in the fields as described in the following table.

CALCULATE PLAN	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO
MPS = Yes	01-23-2021	02-07-2021	1001..1300	Location Filter = EAST
MRP = No	(work date)			

4. Choose the **OK** button to start the planning run.

One planning line is created suggesting that a planned production order be issued to produce the ten touring bikes, item 1001, by 02-05-2021, the shipment date of the sales order.


Next, verify that this planning line relates to the Cannon Group sales order by using the **Order Tracking** function, which dynamically links demand with its planned supply.

5. Select the new planning line, and then choose the **Order Tracking** action.
6. On the **Order Tracking** page, choose the **Show** action.

The sales order for five touring bikes shipping to customer number 10000 on 02-05-2021, is shown.

7. Close the **Sales Order** and **Order Tracking** pages.

To calculate MRP to include underlying component needs

1. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action.
3. On the **Calculate Plan - Plan. Wksh.** page, fill in the fields as described in the following table.

CALCULATE	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO:
MPS = Yes	01-23-2021	02-07-2021	1001..1300	Location Filter = EAST
MRP = Yes				

4. Choose the **OK** button to start the planning run.

A total of 14 planning lines are created suggesting supply orders for all the demand that the touring bike sales order at EAST location represents.

Analyzing the Planning Result

To analyze the suggested quantities, Eduardo drills down on selected planning lines to view order tracking entries and planning parameters.

On the **Planning Worksheet** page, note in the **Due Date** column that the suggested supply orders are scheduled backward from the due date of the sales order, 02-05-2021. The timeline begins on the top planning line with the production order to produce the finished touring bikes. The timeline ends on the bottom planning line with the purchase order for one of the lowest-level items, 1255, Socket Back, due on 01-30-2021. Like the planning line for item 1251, Axle Back Wheel, this line represents a purchase order for components that are due on the starting date of its produced parent, subassembly item 1250, which in turn is due on 02-03-2014. Throughout the worksheet, you can see that all underlying items are due on the starting date of their parents.

The planning line for item 1300, Chain Assy, suggests ten pieces. This deviates from the five pieces that we expect to need to fulfill the sales order. Proceed to view the order tracking entries.

To view order tracking entries for item 1300

1. Select the planning line for item 1300, and then choose the **Order Tracking** action.

The two lines on the **Order Tracking** page show that five pieces are tracked from the planning line (first order tracking line) to sales order 1001 (second order tracking line). The last five pieces suggested on the planning line are not related to any document lines, but to a planning parameter, forecast entry, or blanket order entry. Such untracked quantities are summed in the **Untracked Quantity** field in the header of the **Order Tracking** page.

2. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** page shows that item 1300 uses a planning parameter, Minimum Order Quantity, of 10.00. Therefore, the planning line is for ten pieces in total, of which only five can be tracked to a demand. The last five pieces are an untracked quantity to satisfy the planning parameter. Proceed to review the planning parameter.

To check the planning parameter

1. On the **Untracked Planning Elements** page, select the order tracking line for item 1300.
2. Choose the **Item No.** field, and then choose the **Advanced** action.
3. On the **Item List** page, choose the **Stockkeeping Units** action.
4. On the **Stockkeeping Unit List** page, open the EAST stockkeeping unit card.
5. On the **Planning** FastTab, note that the **Minimum Order Quantity** field contains 10.
6. Close all pages except the **Planning Worksheet** page.

To view more order tracking entries

1. Select the planning line for item 1110, Rim, and then choose the **Order Tracking** action.

The **Order Tracking** page shows that five rims are needed for each production order for front and back wheels respectively.

The same order tracking applies to the planning lines for items 1120, 1160, and 1170. For item 1120, the **Quantity per** field on the production BOM of each wheel item is 50 PCS, which result in a total need of 100.

The planning line for item 1150 for six pieces looks irregular. Proceed to analyze.

2. Select the planning line for item 1150, and then, on then choose the **Order Tracking** action.

The **Order Tracking** page shows that five units are tracked to the front wheel, and one unit is untracked. Proceed to view the untracked quantity.

3. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** page shows that item 1150 uses a planning parameter, Order Multiple, of 2.00, which specifies that when the item is ordered, it must be in a quantity that is divisible by 2. The closest number to 5 that is divisible by 2 is 6.

The same order tracking applies to the planning lines for the Front Hub components, items 1151 and 1155, except that each need is multiplied by the scrap percentage that is defined for item 1150 in the **Scrap Percentage** field on the item card.

This completes the analysis of the initial supply plan. Notice that the **Accept Action Message** check box is selected in all planning lines indicating that they are ready to be converted to supply orders.

Carrying Out Action Messages

Next, Eduardo converts the suggested planning lines to supply orders by using the **Carry Out Action Msg.** function.

To automatically create the suggested supply orders

1. Select the **Accept Action Message** check box on all planning lines with a warning of type Exception.
2. Choose the **Carry Out Action Message** action.
3. On the **Carry Out Action Msg.-Plan.** page, fill in the fields as described in the following table.

PRODUCTION ORDER	PURCHASE ORDER	TRANSFER ORDER
Firm Planned	Make Purch. Orders	Make Trans. Orders

4. Choose the **OK** button to automatically create all the suggested supply orders.
5. Close the empty **Planning Worksheet** page.

This completes the initial calculation, analysis, and creation of a supply plan for demand at location EAST in the first week of February. In the following section, another customer orders ten touring bikes, and Eduardo must replan.

Creating a Net Change Plan

The next day, before any supply orders are started or posted, a new sales order arrives from Libros S.A. for ten touring bikes to be shipped on 02-12-2021. Eduardo is notified of the new demand, and he proceeds to replan in order to adjust the current supply plan. Eduardo uses the Net Change Plan function to calculate only the changes that are made to demand or supply since the last planning run. In addition, he expands the planning period to 02-14-2021 to include the new sales demand on 02-12-2014.


The planning system calculates the best way to cover the demand for these two identical products, such as to

consolidate some purchase and production orders, reschedule other orders, and create new orders where it is required.

To create the new sales demand and replan accordingly

1. Choose the **New** action.
2. On the **Sales Order** page, fill in the fields as described in the following table.

SELL-TO CUSTOMER NAME	SHIPMENT DATE	ITEM NO.	LOCATION	QUANTITY
Libros S.A.	02-12-2021	1001	EAST	10

3. Accept the availability warning and choose the **Yes** button to record the demand quantity.
4. Proceed to replan to adjust the current supply plan.
5. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
6. Choose the **Calculate Net Change Plan** action.
7. On the **Calculate Plan - Plan. Wksh.** page, fill in the fields as described in the following table.

CALCULATE PLAN	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO
MPS = Yes	01-23-2021	02-14-2021	1001..1300	Location Filter = EAST
MRP = Yes				

8. Choose the **OK** button to start the planning run.

A total of 14 planning lines are created. Notice in the first planning line that the **Action Message** field contains **New**, the **Quantity** field 10, and the **Due Date** field 02-12-21. This new line for the top parent item, 1001, Touring Bike, is created because the item uses a reordering policy of **Order**, which means that it must be supplied in a one-to-one relationship to its demand, the sales order of ten pieces.

The next two planning lines are the production orders for touring bike wheels. Each existing order of five, in the **Original Quantity** field, is increased to 15, in the **Quantity** field. Both production orders have unchanged due dates, as indicated in the **Action Message** field that contains **Change Qty**. This is also the case for the planning line for item 1300, except its order multiple of 10.00 rounds the tracked demand for 15 pieces up to the 20.

All other planning lines have an action message of **Resched. & Chg. Qty.**. This means that apart from being increased in quantity, the due dates are moved in relation to the supply plan to include the extra quantity in the available production time (capacity). Purchased components are rescheduled and increased to supply the production orders. Proceed to analyze the new plan.

Analyzing the Changed Planning Result

Because all lot-for-lot-planned items within the filter, 1100 to 1300, have a rescheduling period of two weeks, their existing supply orders are all modified to meet the new demand, which occurs within the specified two weeks.

Several planning lines are simply multiplied by three to provide 15 touring bikes instead of 5, and the due dates are moved back in time to provide the increased quantities by the shipment date of the sales order to the Cannon Group. For these planning lines, all quantities can be tracked. The remaining planning lines are increased by ten pieces in addition to moving their due dates. For these planning lines, a part of the quantities are untracked due to different planning parameters. Proceed to view some of these order tracking entries.

To view order tracking entries for item 1250

1. Select the planning line for item 1250, and then choose the **Order Tracking** action.

The seven lines on the **Order Tracking** page show that five and ten pieces are tracked through the back wheel to the touring bikes on the two sales orders respectively.

The last five pieces are untracked. Proceed to analyze.

2. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** page shows that item 1250 uses a planning parameter, Order Multiple, of 10.00. Therefore, the planning line is for 20 pieces in total to round the actual need up to the nearest number divisible by 10. The last five pieces are an untracked quantity to satisfy the planning parameter.

3. Close all pages except the **Planning Worksheet** page.

To view an existing order

1. In the planning line for item 1250, choose the **Ref. Order No.** field.
2. On the **Firm Planned Prod. Order** page for the Back Hub. The existing order for ten pieces, which you created in the first planning run, opens.
3. Close the firm planned production order.

This completes the walkthrough of how the planning system is used to automatically detect demand, calculate the appropriate supply orders according to demand and planning parameters, and then automatically create different types of supply orders with the appropriate dates and quantities.

See Also

[Business Process Walkthroughs](#)

[Walkthrough: Planning Supplies Manually](#)

[Design Details: Supply Planning](#)

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Service Management

2/18/2021 • 2 minutes to read • [Edit Online](#)

NOTE

Functionality described in this topic and sub topics is only visible in the user interface if you have the **Premium** experience. For more information, see [Change Which Features are Displayed](#).

Providing ongoing service to customers is an important part of any business and one that can be a source of customer satisfaction and loyalty, in addition to revenue. However, managing and tracking service is not always easy, and Business Central provides a set of tools to help. These tools are designed to support repair shop and field service operations, and can be used in business scenarios such as complex customer service distribution systems, industrial service environments with bills of materials, and high volume dispatching of service technicians with requirements for spare parts management.

With these tools you can accomplish the following:

- Schedule service calls and set up service orders.
- Track repair parts and supplies.
- Assign service personnel based on skill and availability.
- Provide service estimates and service invoices.

In addition, you can standardize coding, set up contracts, implement a discounting policy, and create route maps for service employees.

In general, there are two aspects to service management: configuring and setting up your system, and using it for pricing, contracts, orders, service personnel dispatch, and job scheduler.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up Service Management, including fault codes, policies, default documents and templates.	Setting Up Service Management
Manage service pricing, create service items, and understand how to monitor progress.	Planning Service
Create and manage contractual agreements between you and your customers.	Fulfilling Service Contracts
Provide service to customers, and invoice service orders.	Delivering Service

See Also

[Managing Receivables](#)

[Jobs](#)

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Planning Services

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With Business Central, you can set up the standard tasks that you need to fulfill your customer service requirements. To do this, you must determine what service items and offerings your service organization supports, and at what price.

Business Central also provides some statistics tools that you can use to determine how well things are going, and identify areas where you can improve.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Establish pricing for the services you provide.	Managing Service Pricing
Set up and customize service items and service groups. This includes establishing which skills a service requires and troubleshooting guidance.	Create Service Items
Know how to manage the status of repairs on service orders, and how to identify their priority.	Understanding Service Order and Repair Status
Understand the relationship between the status of a repair, and the effect they have on allocated resources, and vice versa.	Understanding Allocation Status and Repair Status
Use statistics to analyze your service processes.	Viewing Service Statistics

See Also

[Fulfilling Service Contracts](#)

[Delivering Service](#)

[Set Up Pricing and Additional Costs for Services](#)

[Set Up Service Items and Service Item Components](#)

[Set Up Statuses for Service Orders and Repairs](#)

[Setting Up Service Management](#)

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Service Price Management

2/18/2021 • 5 minutes to read • [Edit Online](#)

The service price management functionality lets you apply the best price to service orders, set up personalized service price agreements for customers, improve service employees' efficiency, and accelerate the invoicing process.

Service price management lets you set up different service price groups so you can consider the service item or service item group, in addition to the type of fault that the service task involves. You can set up these groups for a limited period of time, or for a specific customer or currency. You can use price calculation structures as templates to assign a specific price to a specific service task.

For example, this makes it possible to assign specific items included in the service price, in addition to the type of work included. This also makes it possible to use different VAT and discount amounts for different service price groups. To make sure that the correct prices are applied, you can assign fixed, minimum, or maximum prices, depending on the agreements that you have with your customers.

Before adjusting the price of a service item on a service order, you are provided with an overview of what the results of the price adjustment will be. You can approve of these results, or you can make additional changes, if you want to have a different result. The whole adjustment is performed line by line, which means that there are no additional lines created.

Finally, service price group statistics and standard reports let you keep track of the profitability of each service price group.

Service Price Adjustment Groups

You use service price adjustment groups to set up the different types of price adjustments for service lines. For example, you can set up a service price adjustment group that adjusts prices for spare parts, one that adjusts prices for labor, one that adjusts prices for costs, and so on. You can also specify whether the service price adjustment should be applied to just one specific item or resource, or to all items or resources.

The service price adjustment function does not apply to service items under the following conditions:

- The item belongs to service contracts. You can only adjust the service prices of items that are part of a service order.
- If the service item has a warranty.
- If the service line has been posted as invoice, either fully or partially.

When you run the service price adjustment function, all of the discounts in the order will be replaced by the values of the service price adjustment.

Service Price Groups

You can set up service price groups to create groups of service items that receive the same special service pricing. When you have set up service price groups, you can then assign them to service items on service item lines. You can also assign service price groups to service item groups.

Before you can assign a service price group to a service item, you have to determine to which fault area, currency, or service price adjustment group the service price group applies. You have to determine to which amount the service price should be adjusted, and whether this amount should include VAT and discounts. You also have to determine whether this adjustment concerns a fixed amount, or should only be applied under

certain conditions.


When you assign a service price group to a service item, all the special service pricing that you set up in this group will then apply for this service item.

Service Pricing

You set up the actual types of service pricing (price adjustment type and price) for a combination of service price groups and customer price groups. For each type of service pricing, you select a service price adjustment group. You also specify the service price adjustment type, fixed, maximum, or minimum, and the actual price.

For example, you can set up types of service pricing for a radio service price group. For customers without a price group, you can decide to have service pricing with maximum price on labor, which is the labor price adjustment group. For customers with a particular price group, you can decide to have service pricing with a fixed price on labor, the same labor price adjustment group.

- [Current Experience](#)

1. Choose the  icon, enter **Service Items**, and then choose the related link.
2. Select the service item, expand the **Prices and Sales** FastTab, choose the **Resource, Item, or G/L Account** action.
3. On the **Job Resource Prices, Job Item Prices, or Job G/L Account Prices** pages, fill in the fields as necessary.

Service Price Adjustment

Service price adjustment lets you adjust the price of an item, resource, general ledger account, or cost on a service order.

After you have entered an item on the service item line, you then enter all information about the costs of this item on the service lines. When you run the Adjust Service Price function, you can preview the price adjustments. You can make modifications if you have to. When you acknowledge the modifications, the adjustments are calculated, and are then transferred to the service lines. You then post the service order.

Depending on the type of service price adjustment, the total amount of the adjustments is calculated.

The following table describes the calculations.

OPTION	DESCRIPTION
Fixed Price	This means that you charge a fixed price for the service item, resource, general ledger account, or cost, regardless of the real costs or regular charges. Selecting this option means that the service price adjustment will reach the exact amount specified in the service price group.
Maximum	This means that you put an upper limit on the charge to your customer, regardless of the real costs or regular charges. Selecting this option means that the service price adjustment will only be performed if the total price exceeds the amount specified in the service price group.
Minimum	This means that you put a lower limit on the charge to your customer, regardless of the real costs or regular charges. Selecting this option means that the service price adjustment will only be performed if the total amount is less than the amount specified on the service price group.

See Also

[Set Up Pricing and Additional Costs for Services](#)

[Setting Up Service Management](#)

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Service Order Status and Repair Status

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The **Status** field on the **Service Order** page and the service item repair status, which is represented by the **Repair Status Code** field on the **Service Order** page have a certain relationship in Service Management. The service order status reflects the repair status of all the service items in the service order.

NOTE

These two status field are not related to the **Release Status** field on the service order header, which determines how the warehouse handles service items.

Each time the repair status of a service item is changed in a service order, the status of the order is updated. To display the status that reflects the overall repair status of the individual service items, you must specify the following:

- The service order status that each repair status is linked to.
- The level of priority of each service order status option.

When you convert a service quote to a service order, the repair status of each service item is changed in the order to **Initial** and the service order status is changed to **Pending**.

NOTE

Before you can create service orders, you must set up repair statuses and service status priorities. For more information, see [Set Up Statuses for Service Orders and Repairs](#).

Specifying Service Order Status for Repair Status

Each repair status is linked to a particular service order status. The options for the service order status are as follows:

- Pending
- In Process
- On Hold
- Finished

The repair status options are as follows:

- Initial
- In Process
- Referred
- Partly Serviced
- Quote Finished
- Waiting for Customer
- Spare Part Ordered
- Spare Part Received
- Finished

Pending

The service order status **Pending** indicates that the service can start or continue at any time. Therefore, the repair status options of **Initial**, **Referred**, **Partly Serviced**, and **Spare Part Received** can be linked to this service order status.

In Process

The service order status **In Process** indicates that the service is in process. Therefore, the repair status options **In Process** and **Spare Part Ordered** can both be linked to this service order status. If you link the **Spare Part Ordered** status to an **In Process** service order status, you must also link the **Spare Part Received** status to this service order status.

On Hold

The service order status **On Hold** indicates that the service is temporarily on hold because you are waiting for a customer response or spare parts before the service can start. Therefore, the repair status options of **Quote Finished**, **Spare Part Ordered**, and **Waiting for Customer** can be linked to this service order status.

Finished

The service order status **Finished** indicates that the service has been completed. Therefore, the **Finished** repair status is linked to this status.

Assigning Priority to Service Order Status

When a repair status of a service item is changed, the service order status options linked to the different repair status options of all the service items in the order are identified. If the service items are linked to two or more service order status options, the service order status option with the highest priority is selected.

You must decide which service order status contains the most important information about the status of the service order and assign that status the highest priority, and so on.

Then, when you create a new service order and you add service items to it, the **Priority** field on the service order header is updated based on the priorities on the service items.

Example

A typical priority level assignment could be as follows:

- In Process - High
- Pending - Medium high
- On Hold - Medium low
- Finished - Low

For example, if one service item has the repair status **Initial**, linked to the service order status **Pending**, another has the repair status **In Process**, linked to the service order status **In Process**, and a third has the repair status **Spare Part Ordered**, linked to the service order status **On Hold**, the resulting service order status will be **In Process** because this has the highest priority.

See Also

[Set Up Statuses for Service Orders and Repairs](#)
[Setting Up Service Management](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Allocation Status and Repair Status of Service Items

2/18/2021 • 3 minutes to read • [Edit Online](#)

The repair status of service items and the allocation status of the allocation entries for the service items have a certain relationship in Service Management. The allocation status changes when you change the repair status of the service item to **Finished** or **Partly Serviced** and when you convert a service quote to a service order. The repair status of the service item changes when you cancel the service item allocation or reallocate the service item to another resource. You can view the repair status of service items on the **Service Tasks** page and you can update the repair status in the **Repair Status Code** field on the **Service Item Worksheet** page. You can view the allocation status in the **Status** field on the **Resource Allocations** page.

Changing Repair Status

When you change the repair status of a service item on a service item line, there is a search for a corresponding allocation entry for this service item that has the status **Active**. If such an allocation entry is found, the status is updated in one of the following ways:

- If you change the repair status to **Finished**, the allocation status is changed from **Active** to **Finished**.
- If you change the repair status to **Partly Serviced**, that is, some of the service has been completed, or **Referred**, that is, no service has been done, the allocation status is changed from **Active** to **Reallocation Needed**.
- When a service order allocation entry is created that indicates that no resource has been allocated, the **Status** field on the **Resource Allocation** page is set to **Nonactive**.
- The allocation entry status is set to **Canceled** when you reallocate the referred service item in the service order allocation entry, which indicates that the allocated resource or resource group has not attempted the service task.

The allocation status reflects when the service process is finished, or when another resource is necessary in order to finish the service of the service item.

Converting Service Quotes to Service Orders

When you convert a service quote to a service order, the service order, the service items in the order and their allocation entries are updated in the following ways:

- The repair status of the service items is changed to **Initial**.
- The service order status is changed to **Pending**.
- There is a search for allocation entries for all the service items in the service order that have the status **Active**. If such allocation entries are found, their allocation status is changed from **Active** to **Reallocation Needed**.

Canceling Allocations

When you cancel an allocation for a service item, Business Central updates the allocation status of the corresponding allocation entry from **Active** to **Reallocation Needed**.

The repair status of the service item in the allocation entry is updated in the following ways:

- If the repair status is **Initial**, the repair status is changed to **Referred** (no service has been started).
- If the repair status is **In Process**, the repair status is changed to **Partly Serviced** (some service has been

completed).

Reallocating an Active Allocation Entry

When you reallocate a service item in an allocation entry that is **Active**, the allocation entry is updated in the following ways:

- If service was started when the allocation was **Active** (that is, if the repair status of the service item in the entry was changed to **In Process**), the allocation status is changed from **Active** to **Finished**.
- If service was not started when the allocation was **Active**, the allocation status is changed from **Active** to **Canceled**.

The repair status of the service item in the allocation entry is updated in the same way as if you had canceled the allocation:

- If the repair status is **Initial**, the repair status is changed to **Referred** (no service has been started).
- If the repair status is **In Process**, the repair status is changed to **Partly Serviced** (some service has been completed).

A new allocation entry that contains the new resource is created that has the status **Active**.

Reallocating a Service Item

When you reallocate a service item in an allocation entry that has the status **Reallocation Needed**, the allocation entry is updated in the following ways:

- If service was started when the allocation was **Active** (that is, if the repair status of the service item in the entry was changed to **In Process**), the allocation status is changed from **Reallocation Needed** to **Finished**.
- If service was not started when the allocation was **Active**, the allocation status is changed from **Reallocation Needed** to **Canceled**.

A new allocation entry that contains the new resource is created that has the status **Active**.

See Also

[Set Up Resource Allocations](#)

[Allocate Resources](#)

NOTE

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Viewing Service Statistics

2/18/2021 • 5 minutes to read • [Edit Online](#)

You can use statistics to analyze service documents and determine how well you are managing your service processes. You can analyze service contracts, items, quotes, orders, invoices, and credit memos by choosing the **Statistics** action. For service items and contracts, you can also use the **Service Item Trendscape** or **Contract Trendscape** to view a summary of service ledger entries for a specific service item.

Viewing Statistics for Service Orders

The service order statistics feature gives you a quick overview of the contents of the entire service order, the details on the specific service lines, and information related to invoicing, shipping and consuming, and the customer's balance.

The statistical data is displayed for a service order on the **Service Order Statistics** page for the relevant order. You can open the relevant statistics page from a service order. On the **Service Orders** page, choose **Statistics**. The FastTabs in this page show information such as quantity, amount, VAT, cost, profit, and customer credit limit. The amounts on the page are in the currency of the service order, unless otherwise indicated.

View totals for a service order

You can view the total amount on the service lines, including and excluding VAT, VAT part, cost, and profit on the service lines. The page also displays item-specific information, such as weight, volume, and the quantity of parcels.

View shipping information

You can see information about the items, resources, or costs to be shipped. To provide the information, the values specified in the **Qty. to Ship** field are used on each service line in the order.

View order details

You can view information about the items, resource hours, and costs to be invoiced and consumed. The following table describes this information.

COLUMN	DESCRIPTION
Invoicing	Displays amounts that are to be posted as invoiced from the service order.
Consuming	Displays the quantity and cost of items, or resources that will be posted as consumed.
Total	Displays the total amounts on the service order that result from adding the invoicing amounts to the consuming amounts.

Analyze service order lines

You can analyze the information by the types of service lines included in the service order. The amounts are shown separately for:

- Items
- Resources
- Costs and general ledger accounts

View customer information

See the balance on the customer's account, in addition to the maximum credit that can be extended to the customer who you created the service document for.

Viewing Service Item Statistics

On the **Service Item Statistics** page, you can see up-to-date information about a service item based on the following service ledger entry types:

- Resources
- Items
- Service cost
- Service contracts
- Total

For each entry type, you can see the invoiced amount, usage (amount), cost amount, quantity, quantity invoiced and quantity consumed, profit amount and profit percentage. The profit percentage is calculated according to the following formula:

- $(\text{Invoiced Amount} - \text{Usage (Cost)}) \times 100 / \text{Invoiced Amount}$

Using Trendscapes

For service items and service contracts, the **Service Item Trendscape** or **Service Contract Trendscape** pages provide a scrollable summary of service ledger entries in a period of time for a specific service item or contract. To view the trendscape, open the service item or service contract, choose the **Statistics** action, and then choose **Trendscape**.

When you scroll the list, the amounts are calculated in the local currency according to the specified time interval. All amounts are calculated from service ledger entries, which are entries that are created when you post service orders or service invoices.

You can filter the list by specifying the service items to include.

TIP


If you have set the time interval to **Day** and you want to scroll over a long period, you can do it faster by shifting to a larger interval such as **Quarter**. When you have found the desired period, you can shift back to the original interval to see the data in more detail.

Viewing Gains and Losses on Contracts

A contract gain or loss entry is generated when a contract quote is converted to a service contract, when contract lines are added or removed from a service contract, or when a contract is canceled. You can view contract gains or losses on the following pages.

PAGE	DESCRIPTION
Contract Gain/Loss (Contracts)	To view the contract gain/loss by service contract.
Contract Gain/Loss (Groups)	To view the contract gain/loss by service contract group.
Contract Gain/Loss (Customers)	To view the contract gain/loss by customer.

PAGE	DESCRIPTION
Contract Gain/Loss (Reasons)	To view the contract gain/loss by reason code.
Contract Gain/Loss (Resp.Ctr)	To view the contract gain/loss by responsibility center.

1. Choose the  icon, enter the name of the page to display, and then choose the related link.
2. Fill in the filter criteria you want to apply. For example, on the **Contract Gain/Loss (Reasons)** page, choose a value for **Reason Code Filter**.
3. Choose the **Show Matrix** action.

Viewing Statistics for Posted Service Documents

The service statistics feature lets you gain a statistical overview of the contents of posted service documents, such as a posted shipment, posted invoice, and posted credit memo.

The statistical information is displayed in the statistics page for the corresponding posted service document. You can open the relevant statistics page from posted service shipment, posted service invoice, or posted service credit memo documents. For each of these document types, choose the **Statistics** action. For example, from the **Posted Service Invoices** page, choose the **Statistics** action.

Posted Service Shipment Statistics

The **Service Shipment Statistics** page provides an overview of a posted service shipment. This includes information about the physical contents of the shipment, such as quantity of the shipped items, resource hours or costs, and weight and volume of the shipped items.

Posted Service Invoice Statistics

You can see a statistical summary on a posted service invoice on the **Service Invoice Statistics** page. You can view the totals of the posted service invoice. The data includes total amount on the service lines (including and excluding VAT) that has been posted as invoiced, VAT part, cost, and profit on the posted invoice. The page also displays information about the following:

- The items on the service invoice lines, such as weight, volume, and the quantity of parcels.
- The balance on the customer's account, and the maximum credit that you can extend the customer.

Posted Service Credit Memo Statistics

You can use the **Service Credit Memo Statistics** page to get a statistical overview of the lines in a posted service credit memo. The overview can include:

- The total amounts on the posted credit memo, displayed as quantity, amount, VAT, cost and profit. There is also information about the items on the service lines of the posted credit memo, such as quantity, weight, and volume.
- General information about the customer, such as the customer's credit limit and balance on the account.

See Also

[Create Service Orders](#)

[Create Service Items](#)

[Planning Service](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Fulfilling Service Contracts

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One way to set up a service management business is to have standard contractual agreements between you and your customers that describe the level of service and the service expectations. You can create contract templates that include necessary information, such as customer, start date of contract, and invoice period.

After you set up the template, you can customize the resulting contract to keep track of service hours, or other items that may vary from customer to customer. You can also set up a contract manually from a service contract quote. Finally, you can adjust your service pricing to keep track of discounts that a specific customer qualifies for, by specifying the discount amount on the **Service Contract** page.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Handle a service item under multiple contracts.	Multiple Contracts
Create service contracts either manually, or from a service contract quote.	Create Service Contracts and Service Contract Quotes
Adjust the annual amount of a service contract or contract quote, so make sure that you invoice the right amount.	Change the Annual Amount on Service Contracts or Contract Quotes

See also

[Planning Service](#)

[Delivering Service](#)

[Setting Up Service Management](#)

[Create Service Contracts and Service Contract Quotes](#)

NOTE

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Multiple Contracts

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Depending on your service level agreements with a customer, you may have to handle a service item under more than one service contract.

By handling a service item under multiple contracts, you can do the following:

- Issue different contracts for the same service item.
- Service parts separately.
- Consider different skills that are required to service different aspects of a service item, such as mechanical components and software.
- Specify different response times and frequencies in servicing different parts of a service item.
- Address different kinds of activities to be performed on a service item when the service item requires different types of service in different time periods.
- Select and assign an appropriate contract number to a service item line when you are creating a service order.
- Handle relevant financial information about service items and service level agreements.

You can consider the following examples of using the multiple contracts functionality.

Creating Multiple Contracts per Service Item

You can manually create a service contract or contract quote for service items already registered in non-canceled contracts owned by the same customer. To do this, follow the standard procedure of creating service contracts and service contract quotes. For more information, see [Work with Service Contracts and Service Contract Quotes](#).

When you add a service item on a contract line that is registered in other service contracts or contract quotes, a warning message is displayed stating that the service item already belongs to one or more service contracts or contract quotes. If you confirm this message, all relevant service item information is copied to a newly created contract line.

Copying Documents

You can automatically create a service contract or contract quote for service items that are already registered in other service contracts or contract quotes by using the **Copy from Document** action.

Creating Service Orders for Multiple Contracts

You can manually create a service order for a service item that is registered in multiple active contracts. A service contract is active when it is signed and not expired.

See Also

[Fulfilling Service Contracts](#)

[Create Service Orders](#)

NOTE

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
The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Work with Service Contracts and Service Contract Quotes

2/18/2021 • 13 minutes to read • [Edit Online](#)

You can create a service contract either manually or from a service contract quote. You can use a service contract quote as a forerunner of a service contract, in which your company makes an offer to the customer and obtains customer approval before you can convert it to a service contract. The procedures for creating either a service contract or service contract quote are similar.

To create a service contract or service contract quote

1. Choose the  icon, enter **Service Contracts** or **Service Contract Quotes**, and then choose the related link.
2. Create a new service contract or service contract quote.
3. Fill in the **No.** field. A dialog box opens, asking whether you want to fill it with the common data from a contract template. If you want to create such a service contract or service contract quote, choose the **Yes** button. The **Service Contract Template List** page opens.
4. Select the appropriate template, and then choose **OK** to use it to create the service contract or service contract quote.
5. In the **Customer No.** field, choose the customer.
6. If you do not want an annual amount difference to be distributed automatically, choose the **Allow Unbalanced Amounts** check box. The values in the **Annual Amount** and **Calcd. Annual Amount** fields are not automatically equalized. If you want application to do automatically distribute any annual amount difference that might occur from a change in the service contract, leave the **Allow Unbalanced Amounts** check box clear.
7. Add contract lines to the service contract or service contract quote.
8. Fill in the rest of the fields as necessary.

To convert a service contract quote to service contract

When a customer has accepted a service contract quote, you convert it to a service contract. At the same time, you can create a service invoice for the starting period of the contract if the starting date of the contract is before the beginning of the next invoice period.


After you complete the following steps, a service contract is created with the status **Signed**. If a service invoice is created for the starting period of the contract, the invoiced amount is calculated in the following way, depending on whether the contract is detailed or not.

For detailed contracts, the invoiced amount is calculated as follows:

- Invoiced amount = sum of the invoiced amount for each contract line.
- Invoiced amount for each contract line = ((quote value ÷ 12) × number of months in the starting period) + ((quote value ÷ number of days in the year) × number of days left in the starting period).
- If the contract line expires before the starting period ends, the expiration date becomes the ending date of the starting period for the line.

For contracts that are not detailed, the invoiced amount is calculated as follows:


- Invoiced amount = (annual amount ÷ number of days in the year) × number of days in the starting period.

- If the contract expires before the starting period ends, the expiration date becomes the ending date of the starting period.
1. Choose the  icon, enter **Service Contract Quotes**, and then choose the related link.
 2. Open the service contract quote you want to convert to a service contract.
 3. Choose the **Make Contract** action.
 4. If the starting date of the contract is before the beginning of the next invoice period, you are asked if you want to create an invoice for the starting period of the contract. Choose **Yes**.

The service invoice is posted to the service account of the contract, even if the contract is prepaid.


To create contract service credit memos

You can use a contract service credit memo when a customer cancels a prepaid service contract or removes a service item from a prepaid contract. You can also use it to correct an erroneous service invoice.

1. Choose the  icon, enter **Service Credit Memos**, and then choose the related link.
2. Create a new service credit memo.
3. Fill in the **No.** field.
4. In the **Customer No.** field, enter the number of the customer in the service contract.

The **Invoicing** FastTab shows information copied from the **Customer** card. If you want to post the credit memo to a different customer than the one specified on the **General** FastTab, enter the number of that customer in the **Bill-to Customer No.** field.

NOTE

You can compare the credit memo to the original posted document on the **Posted Service Invoices** page. Choose the  icon, enter **Posted Service Invoices**, and then choose the related link.

5. Fill in the **Posting Date** and **Document Date** fields.
6. On the credit memo lines, enter information about the items that have been returned or removed, or the allowance that will be sent. You can also use the **Get Prepaid Contract Entries** batch job.

To automatically create a credit memo when contract lines are removed from a service contract, on the **Service Contract** page, on the **Invoice Details** FastTab, select the **Automatic Credit Memos** check box.

To manually create a credit memo when contract lines are removed from a service contract, on the **Service Contract** page, choose the **Credit Memo** action.

Updating and evaluating contracts


Sometimes you have to change the terms of a contract after it has been created. In most cases, you open the relevant contract on the **Service Contract** page, and change it as necessary.

You can change the status of the contract, initially set to **Locked**, add and remove contract lines, and cancel a contract. If you want to see how your business is doing as measured by gain and loss, you can do quick business analysis using the contract trendscape feature.

To add a contract line to a service contract or contract quote


When a customer purchases a new item and wants to include it in the existing service contract or contract quote, you can register the item as a service item and then add it as a new contract line to the contract or contract

quote.

1. Choose the  icon, enter **Service Contracts**, and then choose the related link.
2. Open the relevant service contract or service contract quote that you want to add a new contract line for.
3. Choose the **Open Contract** action to open the service contract or service contract quote for editing.
4. On the **Invoice Details** FastTab, select the **Allow Unbalanced Amounts** field if you want to change the annual amount and distribute the annual amount difference manually on the contract lines. Otherwise, clear the check box in the **Allow Unbalanced Amounts** field. This will distribute the annual amount difference automatically on the contract lines after you change the annual amount.
5. On the **Lines** FastTab, add a service item or item, or text description, on each contract line. Alternatively, you can add contract quote lines. Note that you can create multiple contracts per service item to have it included in different service contracts or contract quotes at the same time.
6. Verify and correct the numbers in the **Line Discount %**, **Line Discount Amount**, **Response Time**, **Service Period**, and other fields as needed.

To remove contract lines

You may need to remove contract lines from the service contract as you remove corresponding service items from the service contract. Usually you remove a contract line that is expired or corresponds to the service item that has broken down.

1. Choose the  icon, enter **Service Contracts**, and then choose the related link.
2. Open the service contract from which you want to remove contract lines.
3. Choose the **Open Contract** action to open the service contract for editing.
4. Choose the contract line you want to remove. Fill in the **Contract Expiration Date** field with the date as of which you want to remove the line. For example, you could enter the date when the service item broke down.
5. Choose the **Remove Contract Lines** action. The **Remove Lines from Contract** page opens.
6. Fill in the default filters: **Contract No.**, **Service Item No.**, and **Contract Type**. If needed, you can apply more filters or change the existing ones.
7. Fill in the fields on the **Options** FastTab, and then choose the **Delete Lines** action.

NOTE

If the contract is not detailed, you must update the value in the **Annual Amount** field on the **Invoice Details** FastTab on the **Service Contract** page, reflecting the loss of the service item from the contract.

If the contract is detailed and prepaid, and you have posted invoices for the contract, you can create a credit memo for the contract. Choose the **Create Credit Memo** action. This is unnecessary if the check box in the **Automatic Credit Memos** field on the **Invoice Details** FastTab is selected. In that case, a credit memo is created automatically when you remove a contract line.

Service Line Cost and Value


On a service contract lines, the amounts in the **Line Cost** and **Line Value** are calculated as described in the following tables.

LINE COST OPTIONS	DESCRIPTION
-------------------	-------------

LINE COST OPTIONS	DESCRIPTION
Service item	The cost is automatically retrieved from the Default Contract Cost field in the Service Item table and copied into the Line Cost field. The following formula is used to calculate the line cost: Sales Unit Cost × Contract Value % ÷ 100
Item	The cost is automatically retrieved from the Unit Cost field in the Item table and the Contract Value % field value in the Service Mgt. Setup table. The following formula is used to calculate the line cost: Unit Cost × Contract Value % ÷ 100
Text description	The value in the Line Cost field is set to zero.
LINE VALUE OPTIONS	DESCRIPTION
Service item	The price is automatically retrieved from the Default Contract Value field in the Service Item table and copied into the Line Value field.
Item	Depending on the value in the Contract Value Calc. Method field in the Service Mgt. Setup table, the amount is retrieved from either the Unit Price or the Unit Cost field in the Item table. After that, this value is multiplied by the contents of the Contract Value % field in the Service Mgt. Setup table and divided by 100. This amount is copied into the Line Value field. NOTE: If the Contract Value Calc. Method field is set to None , the contents of the Line Value field are not calculated.
Text description	The contents of the Line Value field are set to zero.

To add a contract discount to service contract quotes

You can add contract discounts on services for contract quotes and service contracts. The discounts can be on spare parts in particular service item groups, on resource hours for resources in particular resource groups, and on particular service costs.

1. Choose the  icon, enter **Service Contract Quotes**, and choose the related link.
2. Choose the quote to add discounts for.
3. Choose the **Service Discounts** action. The **Contract/Service Discounts** page opens.
4. To create a new contract discount, choose the **New** action.
5. Fill in the fields on the line as necessary. Hover over a field to read a short description..

TIP

To add contract discounts directly to a service contract, perform similar steps from the **Service Contract** page.

To change the owner of a service contract

You may need to change the owner of a service contract. If a service item in a service contract is registered in noncanceled multiple contracts owned by the same customer, then the owner of all service contracts that include this service item and of all other service items included in these contracts is updated automatically.


NOTE

In this case, only noncanceled contracts are considered. The status of the contract quotes is not taken into account.

IMPORTANT


Service items and contracts can be related. Changing the owner of a service contract can affect these relationships.

For example, suppose service item No. 8 is included in contracts SC00003 and SC00015. Contract SC00015 also contains service item No. 15, which is also included in the contract SC00080. In this case, the owner for all three contracts and service items will be changed.

1. Choose the  icon, enter **Service Contracts**, and then choose the related link. Open the relevant service contract whose owner you want to change.
2. Choose the **Open Contract** action to open the contract for editing.
3. Choose the **Change Customer** action. The **Change Customer in Contract** page opens.
4. In the **Contract No.** and **Service Item No.** fields you can see the numbers of the contract and service item owned by the selected customer. If the customer owns more than one contract with more than one service item included, then the value of these fields will be **Multiple**. To see the list of related contracts or service items, select these field values.
5. In the **New Customer No.** field, choose the new customer.
6. In the **New Ship-to Code** field, choose the address.
7. Choose the **OK** button to change the customer and ship-to code of the service contracts.
8. Choose the **Lock Contract** action to lock the contract and to make sure that the changes will be part of the contracts.

To update a service contract price


You can update the prices on service contracts by specifying a price update percentage.

1. Choose the  icon, enter **Update Service Contract Prices**, and then choose the related link.
2. Choose the service contract.
3. In the **Update to Date** field, enter a date. The batch job will update prices for contracts with next price update dates on or before this date.
4. In the **Price Update %** field, enter the percentage that you want to update the prices by.
5. In the **Action** field, select **Update Contract Prices**.

To post prepaid contract entries

If you work with prepaid service contracts, you must regularly post prepaid contract entries, thereby transferring the prepaid payments from the prepaid contract accounts to the regular contract accounts.

Before you can post prepaid contract entries, you must specify a number series in the **Prepaid Posting Document Nos.** field on the **Service Mgt. Setup** page.

1. Choose the  icon, enter **Post Prepaid Contract Entries**, and then choose the related link.
2. In the **Post until Date** field, enter a date. The batch job posts prepaid service ledger entries with posting dates up to this date.

3. In the **Posting Date** field, enter the date you want to use as the posting date on the general journal line.
4. In the **Action** field, choose **Post Prepaid Transactions**.
5. Choose **OK** to post the entries.

Changing the Service Contract Status

After the service contract is signed, the **Change Status** field value is automatically set to **Locked**. If you want to modify information in the service contract or service contract quote, first you have to change the status of the contract or contract quote from **Locked** to **Open**. Note that you cannot create service invoices for the service contract with the **Open** change status. After the contract or contract quote is modified, you have to change the status back to **Locked** to make it possible to create service invoices and ledger entries for the service contract, which includes the changes that you made to it.

NOTE


The **Change Status** field is not related to the **Release Status** field on the service order header, which governs the warehouse handling of service items.

To cancel a service contract

You may need to cancel a service contract when the contract has expired or has been canceled by you or the customer.

NOTE

You cannot reopen a contract after it is canceled.

1. Choose the  icon, enter **Service Contracts**, and then choose the related link.
2. Open the relevant service contract to cancel.
3. Choose the **Open Contract** action to open the service contract for editing.
4. In the **Cancel Reason Code** field, choose the relevant reason code. To add more reason codes, choose the **Advanced** action.

If the check box in the **Use Contract Cancel Reason** field on the **Service Mgt. Setup** page is selected, you must specify a cancel reason code when canceling contracts.

5. In the **Status** field, choose **Canceled**.
6. If there are unposted invoices, credit memos, or opened prepaid entries for the contract, a confirmation message will appear. In the message box, choose **No** to return to the contract and post the documents, or **Yes** to continue the cancellation process.

Filing a service contract or contract quote

You can file service contracts and contract quotes at any time to record and archive a copy of the contract or contract quote. Business Central files service contracts automatically when you convert contract quotes to service contracts or cancel service contracts. You can file a contract or quote yourself by choosing the **File Contract** action in the **Service Contracts** or **Service Contract Quotes** pages. If you want to view your archived contracts or quotes by searching for **Filed Contracts**.

See Also

Set Up Service Contracts

Service Management

Convert Service Contracts that Include VAT Amounts

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Change the Annual Amount on Service Contracts or Contract Quotes

2/18/2021 • 8 minutes to read • [Edit Online](#)

You can change the annual amount of the service contract or contract quote to correct the amount that will be invoiced annually.

To change the annual amount of the service contract or contract quote

1. Choose the  icon, enter **Service Contracts** or **Service Contract Quotes**, and then choose the related link.
2. Choose the contract or contract quote.
3. Choose the **Open Contract** action to open the contract or contract quote for editing.
4. Choose the **Allow Unbalanced Amounts** check box if you want to change the annual amount and distribute the annual amount difference manually on the contract lines. Otherwise, clear the check box to automatically distribute the annual amount difference on the contract lines after you change the annual amount.
5. Change the contents of the **Annual Amount** field. You cannot sign, that is, convert into a service contract if you are working on a contract quote, or lock a service contract that has a negative annual amount. If you set the annual amount to zero, the contents of the **Invoice Period** field must be **None** when either signing or locking the service contract.
6. Depending on whether the **Allow Unbalanced Amounts** check box is selected, run either the manual or automatic distribution of the annual amount difference. The contract lines will be updated so that the **Calcd. Annual Amount** field value is equal to the new annual amount.

Distributing Differences Between New and Calculated Annual Amounts

If you change the annual amount of a service contract or contract quote, you may want to distribute the difference between its new and calculated annual amounts on the contract lines. There are three ways to distribute amounts:

- Even distribution
- Distribution based on line amounts
- Distribution based on Profit

Even Distribution

If you change the annual amount of the service contract or contract quote, you may want to distribute the difference between its new and calculated annual amounts on the contract lines. Even distribution is one of the automatic distribution methods that can help you spread equally the new and calculated annual amounts difference between line amounts on the contract lines. The following list of distribution procedure steps describe the main idea of this method:

1. The difference between the new **Annual Amount** and **Calcd. Annual Amount** field values is divided by the number of the contract lines in the service contract or contract quote.
2. The **Line Amount** field value is updated by adding the result of the previous operation.

3. The contents in the **Line Discount Amount**, **Line Discount %**, and **Profit** fields are updated with regard to the new value in the **Line Amount** field in the following way:

- $\text{Line Discount Amount} = \text{Line Value} - \text{Line Amount}$.
- $\text{Line Discount \%} = \text{Line Discount Amount} / \text{Line Value} * 100$.
- $\text{Profit} = \text{Line Amount} - \text{Line Cost}$.

The steps are repeated for each contract line.

Example

The **Allow Unbalanced Amounts** check box is not selected in the service contract that contains three contract lines with such information.

ITEM	LINE COST	LINE VALUE	LINE DISCOUNT %	LINE DISCOUNT AMOUNT	LINE AMOUNT	PROFIT
Item 1	30.00	40.00	0.00	0.00	40.00	10.00
Item 2	40.00	50.00	10.00	5.00	45.00	5.00
Item 3	50.00	70.00	10.00	7.00	63.00	13.00

The **Annual Amount** field value is equal to the contents of the **Calcd. Annual Amount** field, which is always set to the sum of the line amounts. In this case, it is equal to the following: $40 + 45 + 63 = 148$.

If you change the **Annual Amount** to 139, the amount is calculated that should be added to each **Line Amount** field value. This amount is calculated by subtracting the **Calcd. Annual Amount** from the new **Annual Amount** field value and dividing the result by the number of the contract lines in the service contract. In this case, it will be equal to the following: $(139 - 148) / 3 = -3$. Then, the last calculated figure is added to each **Line Amount** field value and the **Line Discount %**, **Line Discount Amount**, and **Profit** field values are updated using the formulas in the procedure described above.

Finally, the contract lines will contain this data.

ITEM	LINE COST	LINE VALUE	LINE DISCOUNT %	LINE DISCOUNT AMOUNT	LINE AMOUNT	PROFIT
Item 1	30.00	40.00	7.50	3.00	37.00	7.00
Item 2	40.00	50.00	16.00	8.00	42.00	2.00
Item 3	50.00	70.00	14.29	10.00	60.00	10.00

Distribution Based on Line Amount

If you change the annual amount of the service contract or contract quote, you may want to distribute the difference between its new and calculated annual amounts on the contract lines. Distribution Based on Line Amount is an automatic method that can help you spread the new and calculated annual amounts difference between the line amounts on the contract lines. This distribution will be performed proportionally to their line amount shares in the calculated annual amount. The following list of distribution procedure steps for each contract line describe the main idea of this method:

1. The line amount percentage contribution is calculated as follows: the contents of the **Line Amount** field is divided by the **Calcd. Annual Amount** field values on all contract lines.
2. The **Line Amount** field value is updated by adding to it the difference between the new and calculated

annual amounts, which is multiplied by the line amount percentage contribution.

3. The contents in the **Line Discount Amount**, **Line Discount %**, and **Profit** fields are updated with regard to the new value in the **Line Discount Amount** field in the following way:

- Line Discount Amount = Line Value - Line Amount
- Line Discount % = Line Discount Amount / Line Value * 100
- Profit = Line Amount - Line Cost

The steps are repeated for each contract line.

Example

The **Allow Unbalanced Amounts** check box is not selected in the service contract that contains three contract lines with such information.

ITEM	LINE COST	LINE VALUE	LINE DISCOUNT %	LINE DISCOUNT AMOUNT	LINE AMOUNT	PROFIT
Item 1	15.00	17.00	3.00	0.51	25.00	1.49
Item 2	20.00	23.00	None	0.00	55.10	3.00
Item 3	24.00	27.00	3.00	0.81	112.70	2.19

The **Annual Amount** field value is equal to the contents of the **Calcd. Annual Amount** field which is always set to the sum of the line amounts. In this case, it is equal to the following: 16.49 + 23.00 + 26.19 = 65.68.

If you change the **Annual Amount** to 60, the profit percentage contributions for each contract line is calculated:

- Item 1 – $5 / (5 + 5.1 + 12.7) = 0.2193 \%$
- Item 2 – $5.1 / (5 + 5.1 + 12.7) = 0.2237$
- Item 3 – $12.7 / (5 + 5.1 + 12.7) = 0.557$

The **Line Amount** field value is updated on each contract line using the following formula: Line Amount = Line Amount + difference between the new and calculated annual amounts * Percentage Contribution. After that, the **Line Discount Amount**, **Line Discount %**, and **Profit** field values are updated using the formulas described in the procedure above.

Finally, the contract lines will contain this data.

ITEM	LINE COST	LINE VALUE	LINE DISCOUNT %	LINE DISCOUNT AMOUNT	LINE AMOUNT	PROFIT
Item 1	15.00	17.00	11.41	1.94	15.06	0.06
Item 2	20.00	23.00	8.65	1.99	21.01	1.01
Item 3	24.00	27.00	11.37	3.07	23.93	-0.07

Distribution Based on Profit

If you change the annual amount of the service contract or contract quote, you may want to distribute the difference between its new and calculated annual amounts on the contract lines. Distribution Based on Profit is one of the automatic methods that can help you spread the new and calculated annual amounts difference between the line amounts on the contract lines. This distribution will be performed proportionally to their profit shares in the total contract or contract quote profit. The following list of distribution procedure steps for each

contract line describe the main idea of this method:

1. The profit percentage contribution is calculated as follows: the contents of the **Profit** field is divided by the sum of **Profit** field values on all contract lines.
2. The **Line Amount** field value is updated by adding to it the difference between the new and calculated annual amounts, which is multiplied by the profit percentage contribution.
3. The contents in the Line Discount Amount, Line Discount %, and Profit fields are updated with regard to the new value in the **Line Amount** field in the following way:
 - Line Discount Amount = Line Value - Line Amount
 - Line Discount % = Line Discount Amount / Line Value * 100
 - Profit = Line Amount - Line Cost

Example

The **Allow Unbalanced Amounts** check box is not selected in the service contract that contains three contract lines with such information.

ITEM	LINE COST	LINE VALUE	LINE DISCOUNT %	LINE DISCOUNT AMOUNT	LINE AMOUNT	PROFIT
Item 1	20.00	25.00	0.00	0.00	25.00	5.00
Item 2	50.00	58.00	5.00	2.90	55.10	5.10
Item 3	100.00	115.00	2.00	2.30	112.70	12.70

The **Annual Amount** field value is equal to the contents of the **Calcd. Annual Amount** field, which is always set to the sum of the line amounts. In this case, it is equal to the following: 25.00 + 55.10 + 112.70 = 192.80.

If you change the **Annual Amount** to 180, the profit percentage contributions for each contract line are calculated:

- Item 1 – $5 / (5 + 5.1 + 12.7) = 0.2193 \%$
- Item 2 – $5.1 / (5 + 5.1 + 12.7) = 0.2237$
- Item 3 – $12.7 / (5 + 5.1 + 12.7) = 0.557$

The **Line Amount** field value is updated on each contract line using the following formula: Line Amount = Line Amount + difference between the new and calculated annual amounts * Percentage Contribution. After that, the **Line Discount Amount**, **Line Discount %**, and **Profit** field values are updated using the formulas in the step 3 of the procedure described above.

Finally, the contract lines will contain this data.

ITEM	LINE COST	LINE VALUE	LINE DISCOUNT %	LINE DISCOUNT AMOUNT	LINE AMOUNT	PROFIT
Item 1	20.00	25.00	11.24	2.81	22.19	2.19
Item 2	50.00	58.00	9.93	5.76	52.24	2.24
Item 3	100.00	115.00	8.20	9.43	105.57	5.57

See Also

Create Service Contracts and Service Contract Quotes

Setting Up Service Management

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Delivering Service

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central provides features to help you deliver service according to the contracts that you have created and the service orders that you have committed to fulfilling. Your service technicians or dispatcher will find outstanding service orders easy to locate when they use the **Dispatch Board**. At a glance, the **Dispatch Board** shows which orders are in progress and which orders are complete.

Another way to review pending service orders is to use the **Service Tasks** page. In this view of your service obligations, you can see where in your service workflow an order is and change that status to reflect interactions with your customer.

The following table describes a sequence of tasks, with links to the topics that describe them.

A service management application must interface with a customer request for service. That service request usually is translated into a service order. Business Central provides tools to create an order both directly in response to a customer request or as part of the contract process, if that is how your application is set up.

If needed, you can manage a loaner program for your customers. You can also determine your pricing structure, put service pricing offerings into logical groupings, and create price adjustments.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create quotes that are drafts of service orders, and then convert the quotes to service orders.	Create Service Quotes
Create documents that contain information about a service, such as repairs and maintenance, on service items.	Create Service Orders
Plan the delivery of service by using the Dispatch Board . You can also use project management tools in the Jobs department to help in planning.	Allocate Resources
Deliver service to customers by performing service tasks.	Work on Service Tasks
Post service orders for services, so that your accounting is up-to-date.	Post Service Orders and Credit Memos
Create and post invoices for services that you have delivered.	Create Service Invoices or Credit Memos
Keep customers happy by lending them an item while you work on theirs.	Lend and Receive Loaner Items

See Also

[Planning Service](#)

[Fulfilling Service Contracts](#)

[Managing Projects](#)

NOTE

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Create Service Quotes

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You can think of service quotes as the basis for service orders. In fact, they are almost identical. They both contain information such as who the customer is, the type of order, the item that needs service, billing and shipping information, and information about the actual service work.

You can use a service quote as a preliminary draft for a service order, and then convert the quote to a service order.

To create a service quote

1. Choose the  icon, enter **Service Quotes**, and then choose the related link.
2. Create a new service quote.
3. In the **No.** field, enter a number for the service quote. Alternatively, if you have set up a number series for service quotes on the **Service Mgt. Setup** page, you can press Enter to select the next available service quote number.
4. In the **Customer No.** field, select the relevant customer from the list.

NOTE

The customer fields are filled in automatically with information from the **Customer** card. If a **Customer** card does not exist for the customer, and you have set up a customer template, you can create the customer from the service quote. Fill in the relevant fields, and then choose the **Create Customer** action.

5. Depending on the settings on the **Mandatory Fields** FastTab on the **Service Mgt. Setup** page, you may need to fill in the **Service Order Type** field and the **Salesperson Code** field.
6. Fill in the service item lines.
7. Register estimated costs on the service lines.

See Also

[Create Service Orders](#)

[Work on Service tasks](#)

NOTE

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Create Service Orders

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You can use the **Service Order** page to create documents where you enter information about a service, such as repairs and maintenance, on service items by customer request.

When creating a service order, you only have to fill in a few fields. Some fields are optional and many are automatically filled in when you fill in related fields.

To create a service order


1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Create a new service order.
3. In the **No.** field, enter a number for the service order.

Alternatively, if you have set up number series for service orders on the **Service Management Setup** page, you can press Enter to select the next available service order number.

4. In the **Customer No.** field, select the relevant customer from the list. The customer-relevant fields are filled in with information from the **Customer** table.
5. Depending on the settings on the **Mandatory Fields** FastTab on the **Service Management Setup** page, you may need to fill in the **Service Order Type** field and the **Salesperson Code** field.
6. Optionally, fill in the rest of the fields.
7. Register the service item lines.

To create a service order from a contract

You can automatically create service orders for the maintenance of service items based on service contracts.

1. Choose the  icon, enter **Create Contract Service Orders**, and then choose the related link.
2. On the **Service Contract Header** FastTab, set the filters you want to apply.
3. On the **Options** FastTab, fill in the **Starting Date** and **Ending Date** fields with the starting date and ending date for the period that you want to create contract service orders for. The batch job creates service orders that include service items in service contracts with next planned service dates within this period.

NOTE

There is a limit to the number of days you can use as the date range each time you use this batch job. You set this limit in the **Contract Serv. Ord. Max. Days** field on the **Service Management Setup** page.

4. In the **Action** field, choose **Create Service Order**.


NOTE

You will not be able to create order with multiple service item, if you set **One Service Item Line/Order** field on the **Service Management Setup** page.

To convert a service quote to a service order


When a customer has accepted a service quote, you convert it to a service order. The quote is deleted and a new service order is set up with the same description as the service quote. The response date and time are recalculated for the service order and the status is set to **Pending**. The repair status of the service items in the order are changed to **Initial**.

Business Central searches for allocation entries for all the service items in the service quote that have the status **Active**. If it finds such allocation entries, their allocation status is updated to **Reallocation Needed**. When you reallocate the service items in the service order, the status of the allocation entries registered for the quote are updated to **Finished**.

1. Choose the  icon, enter **Service Contract Quotes**, and then choose the related link.
2. Choose the service quote to convert to a service order.
3. Choose the **Make Order** action.

To check item availability for one or more orders

You can check and see if an item you need to fulfill an order is in stock, and if it is not, when the item will be in stock. In addition, if an item is available to reserve, you can reserve it to make sure it is available for your use. You can check availability for a particular order, or for all orders.

1. Choose the  icon, enter **Dispatch Board**, and then choose the related link.
2. Do one of the following:
 - For a particular order, choose the order, and then choose the **Demand Overview** action.
 - For all orders, choose **Show Document**. The **Service Order** page opens.
3. On the **Demand Overview** page, expand the item grouping, and view information about the availability of the item. For example, you can see how many items are in inventory. You can also see if and when an item will be available if it is on back order, that is, Source Type = Purchase, or whether it has been reserved.


To reserve an item for a service order

If you need to be sure that an item is available for a service order, you can reserve the item.

1. In the **Search** box, enter **Service Orders**, and then choose the related link.
2. Choose the service order, and then choose **Edit**.
3. Choose **Actions**, choose **Order**, and then choose **Service Lines**.
4. On the **Service Lines** page, choose the item to reserve, and then choose the **Reserve** action.
5. On the **Reservation** page, choose **Reserve from Current Line**.

To insert lines based on standard service codes

If you have set up standard service codes and assigned them to service item groups, you can insert the standard lines linked to the standard service codes on service documents. For more information, see [Set Up Standard Service Codes](#).

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Create a new service order.
3. Fill in the fields as necessary..
4. Fill in the service item lines with the required information.
5. Choose the line with the service item that you want to create service lines for, and then choose **Get Std. Service Codes**. The **Standard Serv. Item Gr. Codes** page opens with the standard codes for the service item group specified on the line.
6. Choose the appropriate code, and choose the **OK** button to enter standard service lines.

NOTE

If the **Service Item Group Code** field on the service item line of the document is blank, this means that the service item does not belong to any service item group. In this case, the **Standard Serv. Item Gr. Codes** page will contain a list of all standard service codes. You should select from the list to insert standard service lines in the document. You may also select from the list of standard service codes assigned to a specific service item group. To view the list, select the relevant code in the **Service Item Group Code** field on the **Standard Serv. Item Gr. Codes** page.


To register internal or public comments

You can add comments that will be printed on service orders and service quotes to provide additional information. You can add up to 80 characters, including spaces. If you need to enter additional text, choose another line. To register a comment, choose a line, and then choose the **Comments** action.

To delete invoiced service orders

Orders are usually deleted automatically after having been fully invoiced. When an invoice is posted, a corresponding entry is created on the **Posted Service Invoices** page. The posted document can be viewed on the **Posted Service Invoice** page.

Service orders are not deleted automatically, however, if the total quantity on the order has been posted not from the service order itself, but from the **Service Invoice** page. Then you may need to delete invoiced orders that were not deleted. You can do this by running the **Delete Invoiced Service Orders** batch job.

1. Choose the  icon, enter **Delete Invoiced Service Orders**, and then choose the related link. The **Delete Invoiced Service Orders** batch job request page opens.
2. To select the orders to be deleted, you can set filters in the **No.**, **Customer No.**, and **Bill-to Customer No.** fields.
3. Choose **OK**.

See Also

[Service Posting](#)

[Post a Service Order](#)

[Setting Up Service Management](#)

[Work on Service Tasks](#)

[Allocate Resources](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Service Invoices or Credit Memos

2/18/2021 • 5 minutes to read • [Edit Online](#)


Ease in invoicing your service orders is a key feature of Business Central. You can set up your Business Central so that a service technician in the field can create an invoice for a service that is not connected to a contract or order. Alternatively, set up Business Central so that you invoice service contracts periodically. The invoice period for each contract defines how often you invoice it.

To invoice several service contracts

1. Choose the  icon, enter **Create Service Contract Invoices**, and then choose the related link.
2. Set the filters you want to apply.
3. In the **Posting Date** field, enter the date to use as the posting date on the service invoices.
4. In the **Invoice to Date** field, enter the date up to which you want to invoice contracts. The batch job will include the contracts with the next invoice dates, up to this date.
5. In the **Action** field, choose **Create Invoices**.
6. Choose **OK** to create the service invoices.

You can also invoice a service contract directly from the **Service Contract** page, if the next invoice date on the contract is earlier than the working date.

To invoice a service contract from the Service Contract page


1. Choose the  icon, enter **Service Contracts**, and then choose the related link.
2. Choose the service contract to invoice, and open the contract card.
3. Choose **Create Service Invoice** action.
4. Choose **Yes** to create the service invoices.

NOTE

You cannot create service invoices for the service contract when the **Change Status** field value is set to **Open**.

To post an invoice from a service order

The following procedure describes how to define the part of service that you will charge the customer for.

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Choose the service order to invoice, and open the order card.
3. Choose the **Service Lines** action.
4. Find the required entries, and then specify the quantities for which you will charge the customer in the **Qty. to Invoice** field.

NOTE

You can invoice the customer for the registered service either fully or in parts. If you choose to invoice the customer fully, the value in the **Qty. to Invoice** field must be equal to the value in the **Quantity** field. You can post a full invoice together with a full shipment, and you can post a full invoice for an already posted full shipment that has been neither invoiced nor consumed previously.

When you post a partial invoice, there are two ways of specifying the quantity to invoice. If you are going to post the service with **the Ship and Invoice** option, the value in the **Qty. to Invoice** field must be equal to that in the **Qty. to Ship** field. If you want to invoice an already posted shipment, the quantity to invoice must be no larger than the value in the **Quantity Shipped** field.


5. Choose **Post**, and then either **Invoice** or **Ship and Invoice**. For more information about these options, see [Posting in Service Management](#).

The service line you have selected is posted. You can post several service lines at once by selecting them all and choosing **Post**. If you do this, make sure you have filled in all the necessary information on the lines you want to post.

When you post the order with the **Invoice** option, a posted service invoice is created along with the corresponding ledger entries and updates to the relevant fields on the service lines of the order. In addition, previously posted shipment documents are updated with the quantities that have been invoiced. If you select the **Ship and Invoice** posting option, a posted shipment is created.

To create a service invoice manually

Typically, after you post a service order with the **Invoice** or **Ship and Invoice** option, a service invoice is posted automatically. Yet, you may need to issue an invoice that is not linked either to a service contract or to a service order. This procedure explains how to issue an invoice at the same time that the customer receives the service.

1. Choose the  icon, enter **Service Invoices**, and then choose the related link.
2. Create a new service invoice.
3. Fill in the **No.** field.

NOTE

If you have set up number series for service invoices on the **Service Mgt. Setup** page, you can press Enter to select the next available service invoice number.

4. In the **Customer No.** field, enter the number of a customer. Select the relevant customer from the list.


The customer fields are filled in with information from the **Customer** card.

5. Enter a date in the **Posting Date** field. This date will appear on the posted entries. This field is filled with the current working date, but you can change it manually.
6. Fill in the **Document Date** field. The date you enter here will appear on the printed invoice and will be used to calculate the due date.
7. Fill in the service lines of the invoice. Fill in the **Type**, **No.**, and **Quantity** fields to register items, resources and costs that have been used in servicing.

To create an invoice that combines posted shipment lines from one or

more service orders


You might need to create a service invoice for the service that has already been shipped, either from one or several service orders, but not yet invoiced or consumed. You can fill in the invoice lines automatically with the selected posted shipment lines for a specific customer.

1. Choose the  icon, enter **Service Invoices**, and then choose the related link.
2. Fill in the fields on the line as necessary. Hover over a field to read a short description.
3. Create invoice lines for services shipped but not invoiced. Alternatively, you can use the **Get Shipment Lines** action to add posted shipment lines to the invoice.
4. Post the service invoice.

The posted service invoice and the corresponding ledger entries are created. Previously posted shipment documents are updated with the invoiced quantities and the relevant quantities on the service lines of the source orders.

To create a service credit memo

A service credit memo document is typically used when a customer returns an item, but it can also be used to give a customer some compensation or to correct an erroneous invoice.

1. Choose the  icon, enter **Service Credit Memos**, and then choose the related link.
2. Fill in the fields on the line as necessary. Hover over a field to read a short description.
3. The **Posting Date** and **Document Date** fields display the work date. If needed, you can change it.
4. On the credit memo lines, enter information about the items that have been returned or removed, or the compensation that will be given to the customer.

See Also

[Post Service Invoices](#)

[Setting Up Service Management](#)

[Service Posting](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Allocate Resources

2/18/2021 • 9 minutes to read • [Edit Online](#)


The key element to service management is the people who supply service. You can set up Business Central to assign the appropriate people to the appropriate jobs. Assignments can be based on service zones where the people are located or where the service occurs. In addition, you can group resources together when responding to service requests. For more information, see [Set Up Resource Allocation](#).

You can allocate resources, for example, technicians, by using the **Dispatch Board**, or from a service order. You can use resource availability to allocate resources to perform the service tasks in the orders or quotes.

You can allocate the same resource, for example, a technician, or resource group to all the service items in a service order. Allocation entries are created for the other service items in the order with the same resource number and allocation date as the line you allocated. The allocated hours are the hours you allocated divided by the number of service items in the order. The **Status** field is automatically set to **Active** for all the entries that were created.


To see an overview of service orders and service quotes

You may often need to see the list of service orders or service quotes that meet certain requirements to be able to perform specific actions with them one by one. For example, you may need to allocate resources to service orders that belong to a specific customer.

1. Choose the  icon, enter **Dispatch Board**, and then choose the related link.
2. In the **Document Filter** field, choose the type of the documents you want to see.
3. To get a list of documents that contain service tasks a certain resource or resource group is allocated to, fill in the **Resource Filter** and **Resource Group Filter** fields and press **Enter**.
4. To get a list of documents with a certain response date or response dates within a certain date period, fill in the **Response Date Filter** field and press **Enter**.
5. To get a list of documents with a specified allocation state or document status, fill in the **Allocation Filter/Status Filter** field and press **Enter**.
6. To get a list of documents that belong to a certain contract, customer, or zone, fill in the **Contract Filter/Customer Filter/Zone Filter** field and press **Enter**.
7. Choose a line that corresponds to a service order or service quote, and then choose the **Show Document** action.

The **Service Order** or **Service Quote** page opens, and you can work with the document. To return to the **Dispatch Board** page, choose **OK**.

To allocate a resource using resource or resource group availability

1. Choose the  icon, enter **Dispatch Board**, and choose the related link.
2. Choose the service order, and then choose the **Resource Allocations** action.
3. Choose the entry with the service task to which you want to allocate a resource.
4. Choose either the **Resource Availability** or **Res. Group Availability** action.

5. On the **Res. Availability (Service)** page, choose **Show Matrix**.
6. Choose a resource to allocate. You can base your selection on whether the resource is skilled for the task, whether it is located in the customer zone, and/or whether it is preferred by the customer.
7. Specify a date on which the resource has enough available hours for the task, and which is close to the response date of the service order.
8. In the **Qty. to Allocate** field, enter the number of hours you want to allocate the resource to the service task for.
9. Choose the **Allocate** action to allocate the selected resource on the selected date.

The **Status** field is automatically set to **Active**.


Repeat these steps for each date that you want to allocate the resource to the service task.

NOTE

For a service item in a service order, there can only be **Active** allocation entries with one resource or resource group at a time.

To allocate a resource using a service order

After you have created and filled in a service order or service quote, you can allocate resources, for example, technicians, to perform service tasks registered as service item lines in the document.

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Choose the service order, and then choose **Edit**.
3. Choose the service item line corresponding to the service task you want to allocate a resource to.
4. Choose **Resource Allocations**.
5. On the **Resource Allocations** page, choose a nonactive allocation entry with the service task you want to allocate the resource to. If the allocation entry does not exist, you can create a new one by choosing **New**.
6. Specify the service task by filling in the **Service Item No.** field on the same line.
7. In the **Resource No.** field, choose the resource. If the resource is a member of a resource group, the number of the resource group is entered automatically into the **Resource Group No.** field.
8. Fill in the **Allocation Date** and **Allocated Hours** fields. The **Status** field is set to **Active**. This means that the resource is allocated to the service task.
9. Optionally, to assign the resource to all items, choose **Allocate to All Service Items**.


NOTE

For a service item in a service order, there can only be active allocation entries with one resource or resource group at a time.

To reallocate resources on a service order


You can reallocate resources directly from a service order or service quote when you are working with it. The original entry will still exist, but its status is updated as follows:

- If service was started while the allocation was **Active**, that is, if the repair status of the service item in the entry was changed to **In Process**, the allocation status changes from **Reallocation Needed** to **Finished**.
- If service was not started while the allocation was **Active**, allocation status changes from **Reallocation Needed** to **Canceled**.

- If you are reallocating a service order that you have converted from a quote, the status of the allocation entries registered for the quote always changes to **Finished** when you reallocate the service items in the service order.
1. Choose the  icon, enter **Service Orders**, and then choose the related link.
 2. Open the relevant service order.
 3. Select the service item line corresponding to the service task you want to allocate a resource to, and then choose the **Resource Allocations** action.
 4. On the **Resource Allocations** page, select an allocation entry with the service task you want to reallocate the resource to. In the **Resource No.** field, select the relevant resource. This overwrites the resource number already in the field.
 5. Press the Enter key. A dialog box opens, asking whether you want to reallocate this entry. Fill in the **Reason Code** field if appropriate and choose the **Yes** button to confirm the reallocation.
 6. Fill in the **Allocation Date** and **Allocated Hours** fields. The entry now contains the new resource and its status is **Active**.

To reallocate a resource using the dispatch board

If the resource allocated to a service task cannot accomplish the work, it means that this service task needs reallocation. Usually you reallocate resources to a service task by using the **Dispatch Board**.

1. Choose the  icon, enter **Dispatch Board**, and then choose the related link.
2. In the **Allocation Filter** field, select **Reallocation Needed**. The **Dispatch Board** page now shows the list of service orders that include service tasks that need reallocation.
3. Select the relevant service order, and then choose the **Resource Allocations** action. The **Resource Allocations** page opens.
4. Select the allocation entry with the service task you want to reallocate a resource to.
5. In the **Resource No.** field, select the relevant resource. It overwrites the resource number already in the field.
6. Press Enter. The **Reallocation Entry Reasons** dialog box opens, asking whether you want to reallocate this entry. Fill in the **Reason Code** field if appropriate and choose the **Yes** button to confirm the reallocation.
7. Fill in the **Allocation Date** and **Allocated Hours** fields. The entry now contains the new resource and its status is **Active**.

NOTE

The old entry still exists but the status is updated in the following ways:

- If service was started while the allocation was **Active**, that is, if the repair status of the service item in the entry was changed to **In Process**, the allocation status changes from **Reallocation Needed** to **Finished**.
- If service was not started while the allocation was **Active**, the allocation status changes from **Reallocation Needed** to **Canceled**.
- If you are reallocating a service order that you have converted from a quote, the status of the allocation entries registered for the quote always changes to **Finished** when you reallocate the service items in the service order.


To register resource hours

When working on service items in service orders, you need to register the resource hours used for the service.

The following procedure shows how to register the resource hours on the **Service Item Worksheet** page.

You can use the same procedure to register the hours on the **Service Lines** page, which you can open from the Service Order page. Open the relevant service card, and then choose the **Service Lines** action.


If the same resource works on all the service items in the service order, you can register the total resource hours for one service item only and then split the resource line to assign the resource hours to the other service items.

1. Choose the  icon, enter **Service Tasks**, and then choose the related link.
2. Select the line that includes the relevant service item, and then choose the **Item Worksheet** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

To assign a resource to all service items in an order

If the same resource, for example a technician, works on all the service items in the service order, you can register the total resource hours for one service item only and then split the resource line to divide the resource hours onto the resource lines for the other service items.


The following procedure shows how to split resource lines on the **Service Invoice Lines** page.

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Open the relevant service order.
3. On the **Lines** FastTab, choose the **Service Lines** action. The **Service Lines** page opens.
4. Select the resource line you want to split. The contents of the **Quantity** field is divided between all the service items in the order.
5. Choose the **Split Resource Line** action. Choose **Yes** to confirm.

Resource lines for the other service items in the order are created with the same resource number as the line you split. The quantity is the quantity for the line you split divided by the number of service items in the order.

To cancel an allocation

You can cancel resource allocations for service tasks without reallocating the tasks.

1. Choose the  icon, enter **Dispatch Board**, and then choose the related link.
2. Choose the service order, and then choose the **Resource Allocations** action.
3. Choose the allocation entry with the service task that you want to cancel allocation for.
4. Choose the **Cancel Allocation** action.
5. In the **Reason Code** field, select the appropriate reason code.
6. Choose **Yes** to confirm the cancellation.

NOTE

In the **Status** field, the **Reallocation Needed** option is automatically selected. If the repair status of the service item in the entry is **Initial**, the repair status is changed to **Referred**, that is, no service has been started. If the repair status is **In Process**, it is changed to **Partly Serviced**, that is, some service has been completed.

See Also

Set Up Resource Allocation

Allocation Status and Repair Status

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Work on Service Tasks


2/18/2021 • 5 minutes to read • [Edit Online](#)

After you have created a service order or service quote, registered service item lines, and allocated resources to the service items in the order or quote, you can start repairing and maintaining the service items.

Business Central features a **Service Tasks** page that gives an overview of all the service items that need attention. Think of it as your service dashboard where you can see what orders are pending, look for and register spare parts, and keep your inventory up-to-date.

To track changes and get a graphical view of your service business, use Business Central statistics tools for quick, automatically generated charting and analysis.

To work on a service task


1. Choose the  icon, enter **Service Tasks**, and then choose the related link.
2. If you want a list of service tasks a certain resource or resource group is allocated to, fill in the **Resource Filter** or **Resource Group Filter** field and press Enter.
3. If you want a list of service tasks with a certain response date or response dates within a certain time period, fill in the **Response Date Filter** field and press Enter.
4. If you want a list of service tasks with a certain allocation status or repair status, fill in the **Allocation Status Filter** or **Repair Status Code Filter** field and press Enter.
5. Select the service task you want to work on. Choose the **Item Worksheet** action. The **Service Item Worksheet** page opens.
6. Register standard texts, spare parts, resource hours, and costs as appropriate using the corresponding options in the **Type** field: **Item**, **Resource**, and **Cost**.
7. In the **Repair Status** field, select the appropriate status.

NOTE

Fill in the **Repair Status** field with the **Finished** or **Partly Serviced** status if the service item has been completely serviced or another resource will continue servicing. The **Finished** or **Reallocation Needed** status is specified automatically for the allocation entry corresponding to the service item.

To register service operations

When performing a service on a service order, you can register the details specifying the items used, costs incurred, and the time spent. The data you specify is stored on the **Service Item Worksheet** page. You can update the data when necessary.


1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Open the service order to register the service for, and choose the item line.
3. Choose the **Service Item Worksheet** action
4. On the lines, specify the items used, costs incurred, and the time spent on the service.

NOTE

You can also register service directly on the service lines linked to the service order.


To register spare parts

When working on service items in service orders, you may need to use spare parts for the service. The following procedure shows how to register the spare parts you use on the **Service Item Worksheet** page.

1. Choose the  icon, enter **Service Tasks**, and then choose the related link.
2. Choose the line that includes the relevant service item, and then choose the **Item Worksheet** action.
3. Enter a new service line.
4. In the **Type** field, choose **Item**.
5. In the **No.** field, choose the relevant spare part.
6. In the **Quantity** field, enter the quantity of items you want to use.


You can use a similar procedure to register the spare parts on the **Service Lines** page, which you can open from the **Service Order** page.

To register spare parts from a service order

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Open the service order you want to register spare parts for.
3. Choose the line that includes the relevant service item. Choose **Actions**, choose **Order**, and then choose **Service Lines**.
4. enter a new service line.

To replace a service item or a service item component

When you service a service item that is composed of components, you may need to replace a faulty component with a new one. Every time that you enter a spare part for a service item with components, you have the option of replacing a component or creating a new one. The new item is not registered as a component of the service item until you post this service line or the service order.

1. Choose the  icon, enter **Service Tasks**, and then choose the related link.
2. Choose the line that includes the service item, and then choose the **Item Worksheet** action.
3. Enter a new service line.
4. In the **Type** field, choose **Item**.
5. In the **No.** field, choose the component to replace.
6. Press **Enter**. A dialog box opens with three options: **Replace Component**, **New Component**, and **Ignore**. The following table describes the options.


OPTION	DESCRIPTION
Replace Component	Changes the status of the component you are replacing to not active, and it will appear on the replaced component list for the service item.

OPTION	DESCRIPTION
New Component	Enters the new component in the component list of the service item.
Ignore	Does nothing to the component list of the service item.

7. Choose **Replace Component**.
8. Choose the component to replace, and then choose **OK**.


To change the response time for a service item line

When you register a service item line in a service order or quote, depending on whether the service item is on a service contract the response time in hours is automatically entered and the response date and time are calculated accordingly. You can change the response time in hours and the response date and time if you need to.

1. Choose the  icon, enter **Service Orders** or **Service Quotes**, and then choose the related link.
2. Choose the service order or quote to open the card.
3. On the service item line you want to change the response time for, either in the **Response Time (Hours)** field or in the **Response Date** and **Response Time** fields, enter the new response hours or response date and time.

To register fault/resolution codes

After repairing a service item, you can register both the fault code and the resolution code for the item by selecting a combination from the existing fault/resolution codes relationships. The fault and resolution codes will appear in the corresponding fields on the **Service Item Worksheet** page. You can also register the codes directly in this page.

1. Choose the  icon, enter **Service Tasks**, and then choose the related link.
2. Choose the line that includes the relevant service item, and then choose the **Item Worksheet** action.
3. On the **Service Item Worksheet** page, choose **Fault/Resol. Codes Relationships**. The **Fault/Resolution Codes Relationships** page opens.

[!NOTE] Filters are set on the relationships that are shown on the page by copying the service item group and the fault codes from the **Service Item Worksheet** page.

4. Fill out the line. Choose the combination of fault and resolution codes, and then choose **OK** to copy it to the service item. If an appropriate combination cannot be found, you can create a new combination on the page.

See Also

[Set Up Fault Reporting Allocation Status and Repair Status Service Posting](#)

NOTE

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Service Posting

2/18/2021 • 3 minutes to read • [Edit Online](#)

Service posting functionality lets you process your documents efficiently and maintain successful customer service policy. You can create and update posted documents, and create ledger entries both in the service area and in other modules to ensure the correct update.

NOTE

The following describes service posting regardless of how items are physically handled in the warehouse.

In a location that is not set up to require warehouse handling, you perform the posting actions directly from the **Service Lines** page. In locations that involve warehouse handling, the described posting actions, except Ship and Consume, are performed indirectly through varying warehouse ship functions, depending on setup. For more information, see [Pick Items with Inventory Picks](#).

Ship

The ship option lets you register the relevant items and time entered on the lines of a service order after you complete the service. A posted shipment is created and updates occur in the Inventory module and other modules in Business Central to reflect that the items have been taken out of the inventory and sent to the customer. In particular, the item ledger entries, value ledger entries, service ledger entries, and warranty ledger entries are produced.

If the location is set up to require warehouse handling, then the shipping and moving of service line items functions in the same ways as for other source documents. The only difference is that service line items can be consumed either externally or internally, which requires two different release functions.

Invoice

You have to use the invoice option to issue an invoice to the customer you want to charge for the service. Usually, it is the difference between the shipped quantity registered by the **Post Shipment** function and the consumed quantity registered by the **Post Consumption** function that is subject to invoice. You cannot invoice what has not been shipped. When you run the **Post Invoice** function, you create a posted service invoice and update the documents posted before to make them consistent with the quantities that are contained in the issued invoice. Like in other posting procedures, the relevant ledger entries that includes general ledger entries, are generated.

Ship and Invoice

The ship and invoice option lets you issue both a service shipment and an invoice at the same time.

Ship and Consume

With the ship and consume option, you can register and post items, costs, or hours that have been used for servicing but that cannot be included in the invoice to the customer. An invoice is not issued, but you can issue both a service shipment and service consumption at the same time to reflect the fact that some items or hours have been given to the customer free of charge. The corresponding ledger entries are also created to register consumption.

NOTE


The service posting procedure enables you to perform partial posting. You can create a partial shipment or a partial invoice by filling in the **Qty. to Ship** and **Qty. to Invoice** fields on the individual service lines of the service orders before you post. Note that you cannot create an invoice for something that is not shipped. That is, before you can invoice, you must have registered a shipment, or you must choose to ship and invoice at the same time.

After the posting has been completed, you will be able to view the posted service documents from the corresponding **Posted Service Shipment** and **Posted Service Invoice** pages. The posted entries created can be seen in various pages that contain posted entries, such as **G/L Entries**, **Item Ledger Entries**, **Warehouse Entries**, **Service Ledger Entries**, **Job Ledger Entries**, and **Warranty Ledger Entries**.

To view information about a posted service document

When you post a service invoice, a service shipment, or a service credit memo, the information on the document is transferred to the **Posted Service Invoice**, **Posted Service Shipment**, or **Posted Service Credit Memo** pages respectively. You cannot enter, change, or delete anything in these pages. You can print a shipment, invoice, or credit memo from these pages.

The following procedure uses a posted service invoice as an example, but the same procedure can apply to posted service shipments and posted credit memos.

1. Choose the  icon, enter **Posted Service Invoice**, and then choose the related link.
2. Open the posted service invoice you want to view.
3. To get an overview of the posted invoice, choose the **Statistics** action.

The **Service Order Statistics** page opens. The page displays information such as quantity, amount, VAT, cost, profit, and customer credit limit for the posted document.

See Also

[Post Service Orders](#)

[Create Service Orders](#)

NOTE

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Post Service Orders and Credit Memos

2/18/2021 • 7 minutes to read • [Edit Online](#)


When you have created a service order, filled in all the necessary information and made any modifications, you can post the service order. The order must contain at least one service item line and one service line before you can post it. Should the order contain more than one service line, all the lines are posted at one time.

If you have a large number of service orders, you can save time by using a batch job to post them at the same time. You can run the batch job from any service order.

TIP

Before you post a service document, it's a good idea to use the **Test Report** action to check for any errors or missing information. If there are errors, you must correct the problem. You can print a new test report to verify the fix, and then post the document.

To post a service order

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Open the relevant service order.
3. On the **Service Order** page, choose one of the following actions.

ACTION	RESULT
Test Report	Checks all parts of the document and presents the result in a report. If the report indicates any errors or a lack of information, you must correct the problem. You can then print a new test report.
Post	Posts the order without printing a shipment or an invoice.
Post and Print	Posts the order and prints a shipment (if you ship the order without invoicing it) or an invoice (if you invoice the order).
Post Batch	Posts multiple service orders at one time once.

4. When you post the order, you must specify one of the following options for how you want to post the order.


POSTING OPTION	RESULT
Ship	Posts shipment of the items.
Invoice	Invoices items that have already been shipped.
Ship and Invoice	Invoices and ships the items.

POSTING OPTION	RESULT
Ship and Consume	Posts shipment and consumption on the order. It updates the relevant quantities on the service lines of the order and on the previously posted service shipment document.

You can post consumption only if the line contains a quantity that has shipped but not invoiced or consumed.


When posting the order, the corresponding ledger entries and posted documents are created. The relevant fields are updated in the service order document.

To batch post service orders

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Choose the **Post Batch** action.
3. You can set a filter to select specific service order numbers or an interval of order numbers for the batch job to process.
4. Choose **OK** to start the batch job.

To post a service credit memo

When you have created a service credit memo and filled it in, you can post the credit memo. If there are errors or a lack of information on the credit memo while posting, the process will be interrupted by an error message.


1. Choose the  icon, enter **Service Credit Memos**, and then choose the related link.
2. Create a new service credit memo. Choose the **New** action.
3. Fill in the necessary fields.
4. Choose the **Post** action. If you want to print the credit memo at the same time as you post, choose the **Post and Print** action instead.
5. To test credit memos before you post them, choose **Test Report**. When you run the report, the posting dates specified in the document are verified.
6. To post several service credit memos at the same time, run the **Batch Post Service Cr. Memos** batch job. This can be an advantage if you have a large number of credit memos that must be posted.

NOTE

It is important to enter all the necessary information on the credit memos before they are batch posted. Otherwise, it is possible that they will not be posted. When the batch job has finished posting, a message is displayed that shows how many of the service credit memos have been posted.

To post consumption from a service order

The following procedure describes how to post the items, resource hours, and or costs used for a specific service operation for which you will not charge your customer. Note that you can post consumed items, hours, or costs only for a posted shipment that has no posted invoices or consumption.

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Open the service order to post consumption for.
3. Choose the service item. Choose the **Service Lines** action.
4. Find the required entries, and specify the quantities for which you will post consumption in the **Qty. to**

Consume field. The quantity cannot be larger than the quantity already shipped and the quantity remaining but not invoiced after partial invoicing of this shipment.

NOTE

To register consumption with respect to a job, fill in the **Job No.**, **Job Task No.**, and the **Job Line Type** fields on the service line.


5. Choose the lines to post, and then choose the **Post** action. On the page that opens, select **Ship and Consume**.

The service is posted as consumed either partially or fully, depending on the value in the **Qty. to Consume** field, and the relevant ledger entries are created. In addition, previously posted service shipment documents are updated chronologically with the consumed quantities. The relevant quantities will be updated on the service lines of the order.

To post shipments from service orders

After specifying the details of a service, you can adjust and post the quantities of items used, time spent, and costs incurred. As a result, Business Central makes the necessary changes to reflect the new state of your inventory and current status of the specific order processing.

The following procedure shows how to post shipment of service line items in locations that are not set up to require warehouse handling.

1. Choose the  icon, enter **Service Order**, and then choose the related link. 2. on the page for the selected service order, choose **Actions, Order, Service Lines**.
2. On the **Service Lines** page, find the required entries and specify the quantity to be posted in the **Qty. to Ship** field.

NOTE

The quantity to ship value depends on whether you want to post shipment fully or partially. If you choose to ship fully, the value in the **Qty. to Ship** field must be equal to the value in the **Quantity** field. When you post a partial shipment, you must specify the quantity you want to ship initially. If you have already shipped part of the service on the order, make a note of the value in the **Quantity Shipped** field. The maximum quantity you can enter in the **Quantity to Ship** field is the number of units that have not yet been shipped.

3. Choose the **Post** action. on the page that appears, choose the **Ship** button.

Business Central creates ledger entries (in the warranty ledger, item ledger, service ledger, or G/L), produces the posted service shipment document, and updates the relevant fields on the service lines of the service order.

If the location is set up to require warehouse handling, then the shipping and moving of service line items function in the same ways as for other source documents. The only difference is that service line items can be consumed either externally or internally and therefore require two different release functions.

For information about shipping service line items in advanced warehouse configurations, see [Picking Items for Warehouse Shipment](#).

To undo posted consumption

You can cancel the consumption on the service orders. For example, because it was posted by mistake.

1. Choose the  icon, enter **Posted Service Shipments**, and then choose the related link.

2. Open the posted service shipment for which the erroneous consumption was posted.
3. Choose the **Service Shipment Lines** action.
4. Choose the lines that contain the incorrect consumption, and then choose the **Undo Consumption** action.

A balancing service shipment line is inserted with negative values in the quantity fields for the selected lines.

NOTE


You cannot undo service consumption if:

- The service order has been closed.
- It has been posted to the Jobs area, so there are job ledger entries linked to it.

To post service lines

If you have to work on a service order for a considerable time without posting it, you may want to post some of the service lines linked to it as a way, for example, of keeping your inventory updated. You can post by specifying the relevant quantities on the lines to be posted. You may choose to post the lines one by one or by selecting several lines at a time.

The following procedure describes shipment posting directly from a service order in locations without warehouse handling set up. If the location is set up to require warehouse handling, then shipment posting happens in a different warehouse document, depending on the location setup.

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Open the service order, and then choose the **Service Lines** action.
3. On the lines you are going to post, fill in the **Qty. to Ship**, **Qty. to Invoice**, and **Qty. to Consume** fields, depending on how you will post the lines.
4. Choose the **Post** action.

See Also

[Posting in Service Management](#)

[Create a Service Order](#)

NOTE

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Lend and Receive Loaners

2/18/2021 • 2 minutes to read • [Edit Online](#)


You can lend customers loaners to temporarily replace service items that you have received for servicing.

To lend a loaner item

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Open the relevant service order card.
3. Select the service item line with the service item you want to replace with a loaner.
4. In the **Loaner No.** field, choose the relevant loaner item.
5. Choose **Yes** to confirm the loan.


To receive a loaner

When you receive a loaner from a customer, you must register the receipt. You do this in the **Service Order**, **Posted Service Shipment**, and **Loaner Card** pages. This procedure shows how to receive loaners on the **Service Order** page.

1. Choose the  icon, enter **Service Orders**, and then choose the related link.
2. Open the relevant service order.
3. Choose the service item line with the loaner you want to receive.
4. Choose **Actions**, choose **Functions**, and then choose **Receive Loaner**.

To register loaner comments

You can use the **General Service Comment Sheet** page to register comments on registered loaners.

1. Choose the  icon, enter **Loaners**, and then choose the related link.
2. Open the relevant loaner card.
3. Choose the **Comments** action. The **General Service Comment Sheet** page opens.
4. In the **Date** field, enter a date.
5. In the **Comment** field, enter a comment. You can enter a maximum of 80 characters. If you need to enter additional text, go to the next line. You can fill in as many lines as necessary.

See Also

[Set Up a Loaner Program](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Manage Work across Multiple Companies in the Company Hub

2/18/2021 • 3 minutes to read • [Edit Online](#)

Some people work in multiple companies in Business Central, and some also work in more than one organization, such as external accountants, or employees and managers of corporations with multiple subsidiaries. For these users, and many others, the company hub serves as a landing page for managing work across the various environments that they work in, across companies, environments, and regions.

You can access the company hub by switching to the **Company Hub** role in My Settings, or by opening the **Company Hub** page directly. You can do the same work in both places, but actions are placed slightly different in menus.

NOTE

You can connect the company hub to as many companies as you need. However, you can only connect the company hub to companies that are hosted in Business Central online.

Company hub home page

If you use the **Company Hub** role, your home page shows a list of companies that you have access to, including information about key point of interest (KPI) data, and links to open each company. Choose the **Company Hub** action to open the company hub, where you can work more closely with each company.

TIP

To access a specific company in Business Central, choose the name of the company, or choose the **Go To Company** menu item - you are logged in automatically in a new browser tab.



Company Hub

Environment Links

Reload all companies

My User Tasks

Actions

Fewer options

Summary		Manage				
Company Name	Environment Name	My User Tasks	My Overdue Tasks	Cash Accounts Balance	Overdue Pt Invoice Amc	
→ CRONUS USA, Inc.	Client Company	4	0	\$98,187.63	\$49,42	
My	Client Company	0	0			

Manage

- Refresh Current Company
- Go To Company
- Delete Line
- Select More

You can add new companies, such as when you get a new client, or when your corporation adds a new subsidiary. For more information, see [Add Companies to Your Company Hub](#).

TIP

In order to refresh the data in the company hub, you must have access to the data in the companies that the data comes from.

Assigned tasks

In Business Central, you can assign tasks to yourself and others, and others can assign tasks to you. The company hub gives you an overview of assigned tasks for each company, and you can also access a list of all assigned tasks by choosing **My User Tasks** on the **Home** page.

My user tasks

The **My User Tasks** list helps you prioritize your day by showing more information about tasks assigned to you across all your companies.

You can sort by due date, for example, or any other type of data that helps you prioritize your day. By default, the list shows all tasks that are assigned to you, but you can set up filters to only show tasks that are marked as high priority, for example.

To pick up a task, simply choose it from the list of pending user tasks. In the ribbon, the link **Go to Task Item** opens the page where you can do the work.

When you have completed a task, simply mark it as completed.

For more information about companies and environments, see [Environment links](#).

Access the company hub

In order to access the company hub, you must have access through either the *D365 COMPANY HUB* user group or through the *D365 COMPANY HUB* permission set. You must also have access to the companies that are listed in your company hub, which means that you must be a user in those companies. For more information, see [Create Users According to Licenses](#).

IMPORTANT

The company hub is a company-wide list, so any user who is granted access to the company hub will be able to see all companies in their own Business Central tenant, and all KPIs for the companies that they have access to.

If you cannot find the company hub, and you know that you have been granted access to it, then check with your administrator if the company hub is listed in the **Extension Management** page. For more information, see [Customizing Business Central Using Extensions](#).

Set up the company hub

To start using the company hub, you must add one or more companies to your dashboard. For more information, see [Add Companies to Your Company Hub](#).

But to add a company, you must have been given access to one or more instances of Business Central in addition to the company that you use the company hub in.

For example, if you are an accountant, your clients can invite you to their Business Central. For more information, see [Inviting Your External Accountant to Your Business Central](#).

Administrators can use the same assisted setup guide to add you to their Business Central, or they can add you to the relevant Azure AD account in the Microsoft 365 admin center. For more information, see [Manage users and groups](#).

See also

- [Add companies to your company hub](#)
- [Accountant Experiences in Business Central](#)
- [The Company Hub for Business Central Extension](#)
- [Change Basic Settings](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Add Companies to Your Company Hub

2/18/2021 • 2 minutes to read • [Edit Online](#)

With the company hub, you can access your work from across multiple companies from multiple Business Central environments. You can add a environments and companies manually, if your companies do not show up automatically in the company hub.

Right in the company hub landing page, you find the **Setup** menu, from where you can access the **Environment Links** page. Simply choose **New**, and then fill in the fields. Hover over a field to read a short description.

NOTE

You can connect the company hub to as many companies as you need. However, you can only connect the company hub to companies that are hosted in Business Central online.

Environment links

An environment link is a card where you specify the Business Central environment that hosts one or more companies that you do work in. The data in the card for each environment is specified by you, and you can change it as needed. However, the **Environment Link** field is critical - this is how you can access each company in Business Central. Use the **Test the connection** action in the ribbon to test that you entered the right link. The link that you must enter points at environment that hosts the company that you are adding, and it must include the Azure Active Directory (Azure AD) ID, or the organization's domain name. For example, if they have specified a domain such as MyBusiness.com, then the link to their Business Central is

`https://businesscentral.dynamics.com/mybusiness.com?redirectedfromsignup=1`. Otherwise, it will look something like this:

`https://businesscentral.dynamics.com/1a23b456-789c-0123-45de-678910fg12h/production?redirectedfromsignup=1`

The link is used when you choose the company in the company hub.



Company Hub

Environment Links Reload all companies My User Tasks Actions Fewer options

Summary		Manage				
Company Name	Environment Name	My User Tasks	My Overdue Tasks	Cash Accounts Balance	Overdue Pt Invoice Amc	
→ CRONUS USA, Inc.	Client Company	4	0	\$98,187.63	\$49,42	
My	Client Company	0	0			

Manage

- Refresh Current Company
- Go To Company
- Delete Line
- Select More

TIP

If you're working in the free trial version of Business Central, it is easy to add the companies in your tenant. You can find the environment link by copying the Azure Active Directory ID from the **Troubleshooting** section of the Help & Support page. The environment name is probably the default value, PRODUCTION. Add this information to the **Environment Link** field, such as

```
https://businesscentral.dynamics.com/1a23b456-789c-0123-45de-678910fg12h/production?redirectedfromsignup=1
```

, and then choose **Test the connection**. The evaluation company will be added to the list.

If you have moved to the thirty-day trial company, My Company, you can add that to the list by choosing the **Reload / Reload all Companies** action in the list.

Load companies

When you have added your environments, your companies show up automatically. However, if you know that a new company has been added to an environment, you can choose the **Reload all companies** action to refresh the list. Use the same action to refresh data from across your companies.

TIP

In order to refresh the data in the company hub, you must have access to the data in the companies that the data comes from.

See also

[Manage Work across Multiple Companies in the Company Hub](#)
[Resources for Help and Support](#)

NOTE

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Troubleshooting Your Company Hub

2/18/2021 • 2 minutes to read • [Edit Online](#)

Adding companies to the company hub dashboard is easy enough, but this article addresses issues that you may have on the way.

Check errors

Use the **Check Errors** action to view a list of recent errors. You can see additional details for each error, and you can clean up the log by deleting older entries.

Connection failed

There can be a couple of reasons why you cannot connect to a company, including the following:

- The URL in the **Environment Link** field is not valid

Go to the **Environment Links** page, open the environment that you cannot connect to, and then choose the **Test the connection** action.

- The client's company is currently offline, for example if it being upgraded

In your dashboard, choose the **Tools** menu item, and then choose **Check Errors**. This opens a list with technical details, so you might want to contact your administrator if you're seeing errors. For example, the error message "*The server has rejected the client credentials*" suggests that you do not have access.

- You do not have access to all companies in the environment that you are trying to connect to

In Business Central, an organization can have multiple business units called companies, and you might not have access to all companies. Work with your administrator or client to make sure that you have access to the companies that you have to work in.

Data does not refresh

When you add a company or request a refresh of the data, Business Central fetches the data. But you must refresh the page yourself, such as choosing the **Reload all companies** action, refresh the browser page, navigate away from the dashboard and then back again, or similar.

If you've added a company but it is not displaying in the list, you can also use the **Reload all companies** action to update the list.

See also

[Manage Work across Multiple Companies in the Company Hub](#)

[Add companies to your company hub](#)

[Accountant Experiences in Business Central](#)

NOTE

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Local Functionality in Dynamics 365 Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central has a combined localization strategy inclusive of both Microsoft-led and partner-led models. In this section, you can see descriptions of functionality that applies to the countries where Microsoft provides the regulatory compliance and other local functionality.

For a list of currently supported markets, see [Country/Regional Availability and Supported Translations](#).

Local Functionality

To learn about the local functionality for each country/region, choose the related link:

REGION	COUNTRY	MORE INFORMATION
Europe		
	Austria	Austria Local Functionality
	Belgium	Belgium Local Functionality
	Czechia	Czech Local Functionality
	Denmark	Denmark Local Functionality
	Germany	Germany Local Functionality
	Finland	Finland Local Functionality
	France	France Local Functionality
	Iceland	Iceland Local Functionality
	Italy	Italy Local Functionality
	Netherlands	Netherlands Local Functionality
	Norway	Norway Local Functionality
	Spain	Spain Local Functionality
	Sweden	Sweden Local Functionality
	Switzerland	Switzerland Local Functionality
	United Kingdom	United Kingdom Local Functionality
North America		

REGION	COUNTRY	MORE INFORMATION
	Canada	Canada Local Functionality
	Mexico	Mexico Local Functionality
	United States	United States Local Functionality
Asia Pacific		
	Australia	Australia Local Functionality
	New Zealand	New Zealand Local Functionality

Other Countries

Business Central is also available in other markets through localization apps. If a Microsoft partner has developed a localization app for your country/region, you can find it in [AppSource](#).

See Also

[Getting Started](#)

[Compliance](#)

[Country/Regional Availability and Supported Translations](#)

[International availability of Microsoft Dynamics 365](#)

[Development of a Localization Solution](#)

NOTE

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Australia Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Australian version of Business Central.

Feature Availability

- Tax
 - [Tax Available Now](#)
 - [Withholding Tax Available Now](#)
 - [Set Up Withholding Tax Available Now](#)
 - [Set Up Revenue Types for Withholding Tax Available Now](#)
 - [Set Up Vendors Without ABN for Calculating the Withholding Tax Available Now](#)
 - [Calculate and Post Withholding Tax Settlements Available Now](#)
 - [View Withholding Tax Entries Available Now](#)
 - [View Posted Tax Invoices Available Now](#)
 - [View Posted Tax Credit Memos Available Now](#)
 - [Set Up Goods and Service Tax Posting Available Now](#)
 - [Calculate Goods and Services Tax on Prepayments Available Now](#)
 - [Adjust Settlement Exchange Rates for VAT Entries Available Now](#)
 - [Print Goods and Service Tax Settlement Reports Available Now](#)
- Banking & Payments
 - [Compare Bank Cash Flow Available Now](#)
 - [Create Check Installments Available Now](#)
 - [Electronic Funds Transfer \(EFT\) Available Now](#)
 - [Print Bank Account Reconciliation Reports Available Now](#)
 - [Print Deposit Slip Reports Available Now](#)
- Core Finance
 - [Set Up Business Units for Business Activity Statements Available Now](#)
 - [Print Balance Sheet Reports Available Now](#)
 - [Print Income Statements Available Now](#)
 - [Calculating Distribution Amounts Available Now](#)
- General
 - [Addresses Available Now](#)
 - [Determine Sales Price by Cost Plus Percentage Available Now](#)
 - [Enter Australian Business Numbers Available Now](#)

See Also

[Working with Business Central](#)
[Country/regional availability and supported languages](#)

Start a [free trial!](#)

NOTE

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Tax Overview

2/18/2021 • 2 minutes to read • [Edit Online](#)

For information about tax in Australia, see the following topics:

[Set Up Withholding Tax](#)

[Set Up Vendors Without ABN for Calculating the Withholding Tax](#)

[Set Up Revenue Types for Withholding Tax](#)

[Calculate and Post Withholding Tax Settlements](#)

[View Withholding Tax Entries](#)

[Set Up Goods and Service Tax Posting](#)

[Print Goods and Service Tax Settlement Reports](#)

[Calculate Goods and Services Tax on Prepayments](#)

[Adjust Settlement Exchange Rates for VAT Entries](#)

[View Posted Tax Invoices](#)

[View Posted Tax Credit Memos](#)

See Also

[Australia Local Functionality](#)

NOTE

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Withholding Tax in the Australian Version

2/18/2021 • 3 minutes to read • [Edit Online](#)

Withholding Tax (WHT) is tax withheld by a company when making a payment to a vendor, in which the full amount owed to that vendor is reduced by the tax withheld. The withheld tax is then remitted to the Australian Taxation Office (ATO) during the next Business Activity Statement (BAS) submission.

The Australian government requires taxes to be withheld from payment to vendors under the following circumstances:

- The vendor is a local supplier who has not supplied an Australian Business Number (ABN) before the payment is processed, and the individual transaction amount is greater than the specified threshold amount.
- The vendor is a nonresident supplier, and the payment is to be made to this nonresident entity in the form of interest, royalty, or dividend payments. Currently, there is no minimum threshold amount. Withholding rates can vary due to payment or international tax treaties existing between Australia and the vendor's country.

Fields within **WHT Business Posting Groups** and **WHT Product Posting Groups** must be set up on the **WHT Posting Setup** page so that the correct WHT calculations are made for each vendor.

- **WHT Calculation Rule** – This field controls how calculation applies to the **WHT Minimum Invoice Amount**, or the invoice threshold amount. The following options exist:
 - **Less than**
 - **Less than or equal to**
 - **Equal to**
 - **Greater than**
 - **Greater than or equal to**

In Australia, WHT is not calculated if the individual invoice amount is less than or equal to the threshold amount. Australian companies should select **Less than or equal to**.

- **WHT Minimum Invoice Amount** – Enter the invoice threshold amount.
- **WHT %** – Enter the relevant WHT rate for the particular combination of **WHT Business Posting Group** and **WHT Product Posting Group**. If you do not want to calculate any withholding amount, enter 0.00.
- **Realized WHT Type** – Select **Payment** to calculate only the withholding amount at the time of payment. The other options of **Invoice** and **Earliest** do not apply to Australia.
- **Payable WHT Account Code** – Enter the number of the G/L account to which you want to post **Purchase WHT** for the particular combination of **WHT Business Posting Group** and **WHT Product Posting Group**.
- **Purch. WHT Adjustment Account No.** – Select an account number for **Purchase CR/Adj Note** adjustments.
- **Revenue Types** – Drill down to the **WHT Revenue Types** page. These values determine how the combination of **WHT Business Posting Group** and **WHT Product Posting Group** are displayed in reports. You must enter a value in order for this combination to appear in the WHT reports.

WHT for Suppliers Without an ABN

Ensure that there is a valid combination of **General Business** and **General Product Posting Groups** with the correct threshold. For example, in Australia today the minimum threshold is \$75 with a rate of 46.50%.

The percentage withheld is specified in **WHT Posting Setup**. The amount to be withheld is calculated automatically at the time of payment. The WHT certificate is printed automatically, and then sent to the vendor with payment. The WHT certificate explains the reasons for not sending the full invoiced amount.

WHT for Foreign Suppliers

Ensure that a valid combination of **General Business** and **General Product Posting Groups** has been established for vendors for whom you need to withhold tax, other than for non-ABN.

See Also

[Set Up Withholding Tax](#)

[Set Up Vendors Without ABN for Calculating the Withholding Tax](#)

[Set Up Revenue Types for Withholding Tax](#)

[Calculate and Post Withholding Tax Settlements](#)

[View Withholding Tax Entries](#)

[Australia Local Functionality](#)

NOTE

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Set Up Withholding Tax in the Australian Version

2/18/2021 • 4 minutes to read • [Edit Online](#)

Withholding tax (WHT) is the tax withheld by a company when it makes a payment to a vendor, in which the full amount owed to the vendor is reduced by the tax withheld. The withheld tax is then remitted to the Australian Taxation Office (ATO) when the next Business Activity Statement (BAS) is submitted.

If a supplier without an Australian Business Number (ABN) provides an invoice, a withholding tax amount must be withheld if the total amount of the invoice is more than the threshold amount. To use withholding tax, you must first enable WHT in the **General Ledger Setup** page and set up product posting groups and business posting groups for WHT.

To enable withholding tax

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **Local Functionalities** FastTab, choose the **Enable WHT** field.
3. Optionally, choose the **Round Amount for WHT Calc** field.

If you choose this field, all WHT amounts will be rounded down to the nearest number. For example, if the WHT amount on an invoice is calculated to be 33.90, and the **Round Amount for WHT Calc** field is chosen in the General Ledger Setup, then the WHT amount will round to 33.

Set up WHT posting groups


To use withholding tax, you must set up the business posting groups and product posting groups for withholding tax so that the correct WHT calculations are made for each vendor.

NOTE

As a prerequisite, you must have set up source codes for WHT settlement on the **Source Code Setup** page. For more information, see [Setting Up Source Codes and Reason Codes for Audit Trails](#).

The following procedure describes how to set up product posting groups for WHT, but the same steps also apply to setting up business posting groups for WHT.

To set up a product posting group for withholding tax


1. Choose the  icon, enter **WHT Product Posting Group**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specify the code for the product posting group. You can enter a maximum of 10 alphanumeric characters.
Description	Specify the description for the product posting group. You can enter a maximum of 50 alphanumeric characters.

3. Choose the OK button.

Finally, you must set up how these posting groups must be used when documents are posted.

To set up posting for withholding tax

1. Choose the  icon, enter **WHT Posting Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
WHT Business Posting Group	Specifies the business posting group code for withholding tax.
WHT Product Posting Group	Specifies the product posting group code for withholding tax.
WHT Calculation Rule	<p>Specifies the calculation rule for WHT, which is used with the amount specified in the WHT Minimum Invoice Amount field. This will help identify the transactions for which WHT will not be deducted.</p> <p>For example, if you select the Less than option here and enter 100 in the WHT Minimum Invoice Amount field, then WHT will not be deducted for those transactions with an amount less than 100.</p>
WHT Minimum Invoice Amount	Specifies the threshold amount that is below which WHT will not be deducted.
WHT %	Specifies the WHT rate. You must enter the rate without the percent sign.
Realized WHT Type	Specifies the mode of WHT calculation for purchases or sales of items.
Prepaid WHT Account Code	Specifies the general ledger account number to which sales WHT is to be posted.
Payable WHT Account Code	Specifies the general ledger account number to which purchase WHT is to be posted.
WHT Report	Specifies the withholding tax report type.
Bal. Prepaid Account Type	Specifies the type of balancing account for sales WHT transactions.
Bal. Prepaid Account No.	Specifies the account number or bank name for sales WHT transactions, based on the type selected in the Bal. Prepaid Account Type field.
Bal. Payable Account Type	Specifies the type of balancing account for purchase WHT transactions.
Bal. Payable Account No.	Specifies the account number or bank name for purchase WHT transactions. This is based on the type selected in the Bal. Payable Account Type field.
WHT Report Line No. Series	Specifies the number series for the WHT report line.

FIELD	DESCRIPTION
Revenue Type	Specifies the type of revenue.
Purch. WHT Adj. Account No.	Specifies the account number on which to post purchase credit memo adjustments.
Sales WHT Adj. Account No.	Specifies the account number on which to post sales credit memo adjustments.
Sequence	Specifies the sequence in which the withholding tax posting setup information must be displayed in reports.

3. Choose the **OK** button.

See Also

[Set Up Revenue Types for Withholding Tax](#)

[View Withholding Tax Entries](#)

[Calculate and Post Withholding Tax Settlements](#)

[Withholding Tax](#)

[Australian Taxation Office \(ATO\)](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up Revenue Types for Withholding Tax in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Revenue types are used to categorize withholding tax (WHT) entries and are used for WHT certificates.

You can use the **WHT Revenue Types** page to set up the revenue types for withholding tax.

To set up revenue types for withholding tax

1. Choose the  icon, enter **WHT Revenue Types**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specifies the unique code for the revenue type. You can enter a maximum of 10 alphanumeric characters.
Description	Specifies the description for the WHT revenue type.
Sequence	Specifies the sequence in which you want to group the revenue types. For example, a revenue type with sequence 0 will be displayed before sequence 1.

3. Choose the **OK** button.

See Also

[Withholding Tax](#)

[Set Up Withholding Tax](#)

[View Withholding Tax Entries](#)

[Calculate and Post Withholding Tax Settlements](#)

NOTE

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Set Up Vendors Without ABN for Calculating the Withholding Tax in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Withholding Tax (WHT) is calculated for local vendors who do not have an Australian Business Number (ABN), as required by tax law.

To set up vendors without ABN for calculating the withholding tax

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Choose the required vendor, and then choose the **Edit** action.
3. On the **Vendor Card** page, make sure the **ABN** field and the **Foreign Vend** field are empty.
4. Choose the **OK** button.

NOTE

The WHT percentage is automatically withheld in accordance with what was specified on the **WHT Posting Setup** page. The WHT certificate is produced for submission to the vendor. For more information, see [Withholding Tax](#).

See Also

[Withholding Tax](#)

[Set Up Withholding Tax](#)

NOTE

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Calculate and Post Withholding Tax Settlements in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **Calc. and Post WHT Settlement** page to calculate and post the withholding tax (WHT).


You can close WHT entries that are open or not settled and transfer the corresponding amount to the WHT settlement account.

The sum of all withheld amounts is reported as a truncated whole number to the Australian tax authorities.

NOTE

The truncated cents are accounted for in a rounding account.

To calculate and post withholding tax settlements

1. Choose the  icon, enter **Calc. and Post WHT Settlement**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Starting Date	The start date of the period for which WHT has to be settled.
Ending Date	The end date of the period for which WHT has to be settled.
Posting Date	The posting date of the WHT settlement entries.
Document No.	The document number of the WHT settlement entries.
Description	The WHT settlement description.
Settlement Account Type	The settlement account type.
Settlement Account	The account number based on the account type selected in the Settlement Account Type field.
Rounding G/L Account	The account to which the truncated amount is to be posted.
Show WHT Entries	Select to view the withholding tax entries for the specified period.
Post	Select to post the WHT settlement entries.

3. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Withholding Tax](#)

[Set Up Withholding Tax](#)

[Set Up Revenue Types for Withholding Tax](#)

[View Withholding Tax Entries](#)

NOTE

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View Withholding Tax Entries in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can view entries that have been posted with withholding tax (WHT) for a specified general ledger register.

On the **WHT Entry** page, you can view details about the withholding tax, such as the base amount, the calculated WHT amount, the WHT calculation method, and the unrealized WHT amount.

To view withholding tax entries

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. Select the general ledger register for which you want to view WHT entries, and then choose the **WHT Entry** action.

You can view the posted WHT entries on the **WHT Entry** page.

See Also

[Withholding Tax](#)

[Set Up Revenue Types for Withholding Tax](#)

[Set Up Withholding Tax](#)

[Calculate and Post Withholding Tax Settlements](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

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
View Posted Tax Invoices in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can use the **Posted Sales Tax Invoice** page and the **Posted Purchase Tax Invoice** page to view the details of posted sales tax invoices and posted purchase tax invoices.

The following procedure describes how to view the posted sales tax invoice, but the same steps also apply to viewing posted purchase tax invoices.

To view a posted sales tax invoice

1. Choose the  icon, enter **Posted Sales Tax Invoice**, and then choose the related link.
2. View the FastTabs as described in the following table.

FASTTAB	DESCRIPTION
General	General information about the invoice.
Posted Sales Tax Inv. Subform	Posted sales tax invoice information.
Invoicing	Invoice information.
Shipping	Shipping information.
Foreign Trade	Foreign trade information.

3. Choose the **OK** button.

See Also

[View Posted Tax Credit Memos](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


View Posted Tax Credit Memos in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **Posted Sales Tax Credit Memo** page and **Posted Purch. Tax Credit Memo** page to view details of sales tax credit memos and purchase tax credit memos that have been posted.

The following procedure describes how to view posted sales tax credit memos, but the same steps also apply for viewing posted purchase tax credit memos.

To view a posted sales tax credit memo

1. Choose the  icon, enter **Posted Sales Tax Credit Memo**, and then choose the related link.
2. View the FastTabs as described in the following table.

FASTTAB	DESCRIPTION
General	General information about the credit memo.
Posted Sales Tax Cr. Memo Sub	Posted sales tax credit memo information.
Invoicing	Invoice information.
Shipping	Shipping information.
Foreign Trade	Foreign trade information.

3. Choose the OK button.

See Also

[View Posted Tax Invoices](#)

[View Withholding Tax Entries](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Goods and Services Tax Posting


2/18/2021 • 2 minutes to read • [Edit Online](#)

Goods and services tax (GST) is the tax that is applied on most goods and services. The GST that is paid and received during a period is reported in the Business Activity Statement (BAS) that has to be submitted to the Australian Taxation Office (ATO).

To set up posting details for GST, you must define the posting groups, rate of GST, and the accounts to which GST is to be posted. You can set up this information for a particular combination of business posting groups and product posting groups.

You must set up GST posting before you generate the BAS report.

To set up goods and sales tax posting

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
VAT Bus. Posting Group	Specifies the VAT business posting group code.
VAT Prod. Posting Group	Specifies the VAT product posting group code.
VAT Identifier	Specifies the code that is used to group similar VAT setups with similar attributes. For example, you can group a number of VAT posting setups that have a common VAT percentage.
VAT %	Specifies the VAT rate.
VAT Calculation Type	Specifies the method that is used to calculate the purchase or sale of items.
Sales VAT Account	Specifies the number of the general ledger account to which you want to post the sales VAT. If you have selected the Reverse Charge VAT option in the VAT Calculation Type field, then do not enter a value in this field.
Purchase VAT Account	Specifies the number of the general ledger account to which you want to post the purchase VAT.
Reverse Chrg. VAT Acc.	Specifies the number of the general ledger account to which you want to post the reverse charge VAT. You can enter a value in this field only if you have selected the Reverse Charge VAT option in the VAT Calculation Type field.

3. Choose the OK button.

See Also

[Australian Local Functionality](#)

[Print Goods and Service Tax Settlement Reports](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Calculate Goods and Services Tax on Prepayments in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

When a partial payment or prepayment is made, you must calculate Goods and Services Tax (GST) for that partial payment or prepayment based on the total invoice amount, instead of on a partial amount. If you account for GST on a non-cash basis, you must report and pay GST on payments during the period in which you receive partial payment or issue a tax invoice for payment.

To calculate GST on prepayments

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **Local Functionalities** FastTab, select the **Full GST on Prepayment** check box to calculate GST for the total invoice amount when a prepayment invoice is posted.
3. Choose the **OK** button.

See Also

[Invoicing Prepayments](#)

[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Adjust Settlement Exchange Rates for VAT Entries in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **Adjust Settlement Exch. Rates** batch job to settle VAT entries according to the government exchange rate as defined in the **Currency Exchange Rate** table.

To adjust settlement exchange rates for VAT

1. Choose the  icon, enter **Adjust Settlement Exch. Rates**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Settlement Period	Specifies the start date of the settlement period.
Ending Date	Specifies the end date of the settlement period.
Posting Description	Specifies the posting description.
Document No.	Specifies the document number for which you want to settle VAT entries.
Posting Date	Specifies the posting date of the document.
Use Daily Settlement Exch. Rate	Select if you want to use the daily settlement exchange rate.

3. Choose the OK button.

The VAT entries are adjusted, and you can view them in the **VAT Register** report.

See Also

[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Goods and Service Tax Settlement Reports in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You must submit a periodic report of goods and services tax (GST) settlement. You can create this settlement from the **BAS Calc. Schedule List** page.

To print a goods and service tax settlement

1. Choose the  icon, enter **Calculate GST Statement**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Settlement Account Type	The settlement account type.
Settlement Account No.	The general ledger account number or vendor number, based on the type selected in the Settlement Account Type field.
Rounding G/L Account No.	The account to which the truncated cents will be posted.
Posting Date	The posting date for the settlement entries.
Document No.	The document number of the settlement entries.
Description	The settlement description.
Post	Select to post the withholding tax settlement entries.
Inter Company	Select if the posting is inter company.

3. On the **BAS Calculation Sheet** FastTab, select the appropriate filters.
4. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Set Up Goods and Service Tax Posting](#)

[Australian Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Compare Bank Cash Flow in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)


You can use the **Bank Detail Cashflow Compare** report to compare the flow of cash in a particular bank for a specified period.

The report displays the following details:

- Posting date
- Document type
- Document number
- Debit amount
- Credit amount
- Remaining amount

The debit and credit amounts are displayed in the local currency. You can also view the starting balance and ending balance for each bank.

To compare bank cash flow

1. Choose the  icon, enter **Bank Detail Cashflow Compare**, and then choose the relevant link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Compare Start Date	Specifies the start date for the comparison.
Compare End Date	Specifies the end date for comparison.
New Page per Bank Account	Specifies if the details of each bank account will be printed on a separate page.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Create Check Installments](#)
[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Check Installments in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can create check installments for post-dated checks. You can define the number of installments that a payment will be divided into, the percent of interest, and the period in which the checks will be created.

To create a check installment

1. Choose the  icon, enter **Post Dated checks-Purchases**, and then choose the relevant link.
2. Choose the relevant check, and then choose the **Edit** action.
3. On the **Post Dated Checks-Purchase** page, choose the **Create Check Installments** action.
4. On the **Options** FastTab, fill in the fields as described in the following table.
- 5.

FIELD	DESCRIPTION
No. of Installments	Specifies the number of installments into which the post-dated check will be divided.
Interest %	Specifies the percent of interest.
Period Length	Specifies the period for which the installments will be created. For example, if you want to divide the check into monthly installments, enter 1M .
Start Document No.	Specifies the starting number of the document. Based on the number of installments specified, the consecutive numbers are allocated to the documents created.

6. Choose the **OK** button.

The installment checks are created and displayed on the **Post Dated Checks-Purchases** page.

See Also

[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Electronic Funds Transfer (EFT) in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can pay vendors using the electronic funds transfer (EFT) system in Australia.

Setting up Electronic Funds Transfer

Business Central can export EFT files that you can then upload to your bank's website for additional processing. To submit EFT files, you must set up the following information:

- You must add EFT information to the bank account or bank accounts that you will use to pay vendors electronically. The EFT-specific fields are on the **Bank Account** page.
- For those vendors that you want to pay electronically, you must select the **EFT Payment** check box and specify the vendor bank account in the **EFT Vendor Bank Account Code** field on the **Vendor** page.

When you have set up bank accounts and vendors, you can create EFT files that are based on entries in the payment journal. When you create an EFT file, an entry is made in the **EFT Register** table. On the **EFT Register** page, you can drill down to see the vendor ledger entries for the EFT file. On the **Payment Journal** page, you can also import existing EFT register entries to the payment journal by using the **Transfer EFT Register** batch job.

NOTE

Electronic Funds Transfer (EFT) uses posted and nonposted payments as the basis to calculate withholding tax amounts for applied invoices. Payments that are not applied to an invoice can only be exported to an EFT file if the **Skip WHT** check box is selected. During export of the EFT file, the payment journal lines are not deleted and cannot be deleted as long as they have a reference to an EFT register. To remove the link between the EFT register and payment journal lines, choose the **Cancel Export** action either on the **EFT Register** page or the **Payment Journal** page.

See Also

[Export Payments to a Bank File](#)
[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Bank Account Reconciliation Reports in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the **Balance Sheet** report to view the company's balance sheet. This is a legal report that is required for auditing accounts. You can use this report to view assets and liabilities.

To print a balance sheet report

1. Choose the  icon, enter **Balance Sheet**, and then choose the relevant link.
2. On the **Balance Sheet** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Amounts in whole	Specifies the nearest unit to which the amounts must be rounded.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Reconcile Bank Accounts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Deposit Slip Reports in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Deposit Slip** report displays cash and check details in a format required by the bank.

To a print deposit slip report

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. Select the **Bank** journal.
3. Choose the **Edit Journal** action.
4. On the **Cash Receipt Journal** page, choose the **Print Deposit Slip** action.
5. On the **Gen. Journal Line** FastTab, select the appropriate filters.
6. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Business Units for Business Activity Statements in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can consolidate the financial statements of various companies into one financial statement.


You must set up a consolidation company to perform the consolidation. In this company, the total amounts for all accounts in the group, from both the parent company and subsidiaries, are added together. You must also indicate the general ledger accounts in the consolidated company to which the total should be transferred.

You can use the **BAS Business Units** page to set up the following:

- Parent company
- Subsidiaries
- Affiliates

You must provide information on the **General Ledger Setup** page before you can set up business units.


To set up a general ledger for a business activity statement

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. Fill in the required fields as described in the following table.

FIELD	DESCRIPTION
BAS to be Lodged as a Group	Select if you are logging a business activity statement for a group of companies.
BAS Group Company	Select if this company is the main company in the group of companies for which you are logging a group business activity statement.

3. Choose the OK button.

To set a business unit for a business activity statement

1. Choose the  icon, enter **BAS Business Units**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Company Name	Specify the name of the company that will be added to the group company's business activity statement.
Document No.	Specify the BAS document number that has to be consolidated. This field is associated with the BAS Version field.

FIELD	DESCRIPTION
BAS Version	Specify the BAS version number in which the transaction was included. This field is associated with the Document No. field.

3. Choose the **OK** button.

See Also

[Australian Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Balance Sheet Reports in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the **Balance Sheet** report to view the company's balance sheet. This is a legal report that is required for auditing accounts. You can use this report to view assets and liabilities.

To print a balance sheet report

1. Choose the  icon, enter **Balance Sheet**, and then choose the relevant link.
2. On the **Balance Sheet** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Amounts in whole	Specifies the nearest unit to which the amounts must be rounded.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Print Income Statements](#)

[Print Goods and Service Tax Settlement Reports](#)

[Compare Bank Cash Flow](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Print Income Statements in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **Income Statement** report to view the company's annual income statement.

This is a legal report that is required for auditing accounts. This report displays the details of revenues and expenses for the current year and the previous year.

To print the income statement report

1. Choose the  icon, enter **Income Statement**, and then choose the relevant link.
2. On the **Income Statement** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Amounts in whole	Specifies the nearest unit to which the amount must be rounded.
Show Amounts in Add. Reporting Currency	Specifies if the amounts will be displayed in the additional reporting currency.

3. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Calculate and Post Withholding Tax Settlements](#)

[View Withholding Tax Entries](#)

[Compare Bank Cash Flow Print Balance Sheet Reports](#)

[Print Goods and Service Tax Settlement Reports](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Calculating Distribution Amounts in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can reallocate the amount in one general ledger account to other general ledger accounts so that the balances of your accounts remain proportionate to one another.

Use the **Calculate Distribution Amount** function to calculate the allocation percentage based on the balances of the accounts or based on the net changes between the accounts. Run the **Calculate Distribution Amount** function from the **Allocation** page for the Standard Balance and Reverse Balance recurring methods in the **Recurring Journal**.

The net changes or balances of the accounts on the **Allocation** page determine the allocation percentage calculated.

See Also

[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Addresses in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

A single postal code can include multiple cities in the same region.

At the same time, cities with the same name are sometimes located in different states.

For example, Australian postal code 4069 covers the cities of Chapel Hill and Kenmore in the state of Queensland. However, there is also a city named Chapel Hill in the state of South Australia, located in postal code 5153.

To avoid confusion and improve address accuracy, available options display when you enter data in address fields. For example, when you enter a postal code on a customer card, you can select from a list of all available cities for that postal code in the **City** field drop-down list. Likewise, when you enter a city name, you can select from a list of all available states in the **State** field drop-down list.

To enable this functionality, you must enter the data into the **Post Code** table. You can do this manually, or you can download a copy of the Australian postal codes from the Australian Post Office website.

To increase postal efficiency in Australia, the postal department has introduced an address bar coding system in which every address is assigned a unique identifier called a Delivery Point Identifier (DPID). From the DPID, a bar code is generated and printed for each address. Companies can receive discounts on bulk mailings if they use these bar codes. To retrieve a DPID, you must connect to the local postal database that uses authorized Address Matching Approval System (AMAS) software. You can reduce your number of postal returns by validating customer addresses using the AMAS database.

When you print an address that has a DPID, a bar code will be printed together with the address. If you cannot print bar codes, the DPID will be printed together with the address.

Contact your Microsoft partner for information on how to obtain AMAS software.

See Also

[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Determine Sales Price by Cost Plus Percentage in the Australian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the cost plus percentage function to set a sales price based on the cost of an item. The cost of the item can be calculated along with cost plus calculation. The discount will be based on this calculation. This functionality eliminates the need for the use of spreadsheets in determining percentage discounts as they correspond to cost plus percentage.

To determine sales tax by cost plus percentage

1. Choose the **Receivables** action.
2. Choose the **Customers** action.
3. Open the card for a relevant customer.

–or–

Choose the **New** action.

NOTE

For a new customer, in the **No.** field, enter the customer number.

4. To open the **Sales Prices** page, choose the **Prices** action.
5. In the **General** section, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sales Type Filter	Select one of the following options: - Customer - Customer Price Group - All Customers - Campaign - None
Sales Code Filter	The sales code.
Item No. Filter	The item number.
Starting Date Filter	The starting date.
Currency Code Filter	The currency code.

6. Enter information into the relevant fields.
7. To send the details to a recipient, choose the **Send To** action, and then select one of the following formats:

- Recipient as Attachment
- Microsoft Word
- Microsoft Excel

8. Choose the OK button.

See Also

[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Australian Business Numbers and Adjustment Notes

2/18/2021 • 2 minutes to read • [Edit Online](#)

An Australian Business Number (ABN) is a single identifier for all business dealings with the tax office, and for dealings with other government departments and agencies.

ABNs and adjustment notes—or credit memos—are used to satisfy tax requirements.

ABN

All companies must register and apply for an ABN to report the details of payment summaries issued to their payees during the financial year. The payment summary includes the Tax File Numbers (TFN) or business numbers of the payees.

Adjustment Notes

Adjustment notes are issued by suppliers to a business when the amount of consideration for taxable supplies changes. The recipient needs an adjustment note to claim more or less GST credits than previously claimed.

Section 19-10 of A New Tax System (Goods and Services Tax) Act 1999 defines an adjustment event as any event that has the effect of:

- Canceling a supply or acquisition.
- Changing the consideration for a supply or acquisition.
- Causing a supply or acquisition to start or stop being a taxable supply or creditable acquisition.

An adjustment event may result in an increase or decrease to your net amount for the tax period.

Adjustment notes—or credit memos—should be connected to an invoice.

Because credit memos are used for adjustment notes, each credit memo should satisfy all of the legal requirements for an adjustment note. Each credit memo should have an original invoice number, date, and reason code assigned to it. The following fields are included in the adjustment note:

- **Adjustment Applies to:** The number of the document to which the adjustment note applies. If you use the **Copy Document** function, this field populates automatically. You must enter a reason code before the transaction can be posted. You can use this field to create an adjustment note for a paid or closed transaction.
- **Adjustment Reference No:** The number of the adjustment note. For **Sales & Receivables**, the number assigned to the posted document populates automatically in this field.
- **Adjustment Note Date:** Automatically populated from the document date.
- **Adjustment and BAS Adjustment:** These entries populate automatically. Some credit memos are Business Activity Statement (BAS) adjustments. Adjustment notes can only be applied against a single document.

See Also

[Enter Australian Business Numbers](#)
[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Enter Australian Business Numbers

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can enter an Australian Business Number (ABN) in the following pages:


- **Company Information**
- **Vendor Card**

An algorithm provided by the local tax office ensures that the number is in a valid format.

NOTE

All companies must register and apply for an ABN to report the details of payment summaries issued to their payees during the financial year. The payment summary includes the Tax File Numbers (TFN) or business numbers of the payees.

To enter Australian business numbers

1. Choose the  icon, enter **Company Information** or **Vendors**, and then choose the related link.
2. Select the required company or vendor.
3. Expand the **Registration** FastTab.
4. In the **ABN** field, enter the ABN.
5. In the **ABN Division Part No.** field, enter the division part number of the ABN, if applicable.

See Also

[Australian Business Numbers and Adjustment Notes](#)

[Australia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Austria Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Austrian version of Business Central.

Feature Availability

- VAT
 - [Create a VAT Statement Available Now](#)
 - [VAT Reporting Available Now](#)
- Banking & Payments
 - [Print Vendor Payments List Reports Available Now](#)
- Purchasing
 - [Delivery Reminders Available Now](#)
 - [Set Up Delivery Reminders Available Now](#)
 - [Set Up Delivery Reminder Terms, Levels, and Text Available Now](#)
 - [Assign Delivery Reminder Codes to Vendors Available Now](#)
 - [Generate Delivery Reminders Available Now](#)
 - [Create Delivery Reminders Manually Available Now](#)
 - [Issue Delivery Reminders Available Now](#)
 - [Print Test Reports for Delivery Reminders Available Now](#)
- General
 - [Print General Ledger Setup Information Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a free trial!

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create a VAT Statement

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central allows you to submit a periodic report of VAT transactions. The VAT statement is submitted as an FDF file that corresponds with an editable PDF file from the tax authorities.


NOTE

As of July 1st 2020, the Austrian authorities changed VAT on certain hospitality services to 5% as a temporary measure part of a plan to stimulate the economy in areas that are hit hard by COVID-19. If you have customers or vendors in the impacted areas, you must create VAT posting groups that reflect the correct VAT rate and use these for transactions created on or after July 1st 2020. To make sure that the new 5% VAT transactions get included correctly in the VAT statements, run the **Update VAT Statement** action from the **Search** field. This will rebuild the VAT statement and include the 5% transactions, ready for reporting in the corresponding box in the official VAT statement PDF template. Additionally, make sure that you acquire the official PDF template to use for VAT reporting.

IMPORTANT

You must fill in detailed information about your company address in the Company Information page before you create the VAT statement. This includes information about street, building, floor, and room number. This information is included in the FDF file.

To create a VAT statement

1. Choose the  icon, enter **VAT Statement AT**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Starting Date	Specifies the start date of the VAT period.
Ending Date	Specifies the end date of the VAT period.
Include VAT Entries	Specifies if you want to include VAT entries that are either open or closed, or both open and closed entries.
Include VAT Entries	Specifies if you want to include VAT entries that are from the specified period or also include entries from before the period.
Reporting Type	Select if this VAT statement is the quarterly report, monthly report, or if it applies to another period.
Check Positions	Select to verify the positions of the VAT statement during the export.
Round to Whole Numbers	Select to round amounts to whole numbers.
Surplus Used to Pay Dues	Select to use a potential surplus to cover other charges.

FIELD	DESCRIPTION
Additional Invoices sent via Mail	Select if you will send additional information.
Number §6 Abs. 1	Specify the number according to §6 section 1 if you want to claim tax-free revenues without input tax reduction.

3. Choose the **OK** button.
4. When prompted, choose to save or open the generated XML file and FDF file.

If your VAT statement does not contain errors, you can now submit the FDF file to the tax authorities. For more information, see the [Finanz-Online portal](#).

See Also

[VAT Reporting](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

VAT Reporting in the Austrian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

VAT Information Exchange System (VIES) reporting is required throughout the European Union (EU) and must follow local requirements, such as specific formats and files. Paper reports and XML files are created for Austrian VIES reporting.

You can print the following local VAT reports.

REPORT	DESCRIPTION
VAT Statement AT	The Austrian VAT statement serves as the basis for VAT registration for a selected period and is printed according to the VAT statement in the VAT Statement Line table. You can generate the report in three different formats. For more information, see VAT Statement AT.
VAT-VIES Declaration XML Report	Shows the VAT-VIES declaration for sales in other countries/regions of the EU. This data is written to an XML file, which you can submit to the Austrian tax authorities by uploading it to the Finanz Online Portal. The report is based on information in the VAT Entry table.

See Also

[Report VAT to the Tax Authorities](#)

[Work with VAT on Sales and Purchases](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Vendor Payments List Reports in the Austrian Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Vendor Payments List** report provides a list of payments for each vendor. The report can sort payments chronologically or grouped by vendor.

NOTE

The **Vendor Payments List** report is available in the following markets: Austria, Germany, Switzerland.

To print the vendor payments list report

1. Choose the  icon, enter **Vendor Payments List**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sorting	Specifies the sort order. You can sort by vendor or chronologically. If you sort by vendor, you will see a subtotal for each vendor. If you sort chronologically, you will not see subtotals.
Layout	<p>Specifies the layout of the report.</p> <p>The results can be displayed in the following layouts:</p> <p>Standard Displays the vendor number and vendor name, together with posting details, such as the document number and the amount in local currency.</p> <p>FCY Amounts Displays the vendor number, vendor name, document number, payment status (O for open, PP for partial payment, and C for closed), and payment amount.</p> <p>Posting Info Displays the vendor number, vendor name, cost center, cost object, user ID, and payment amount.</p>

At the end of the report, the number of processed payments is displayed.

See Also

[Making Payments](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Delivery Reminders in the Austrian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Delivery reminders are used to track overdue vendor shipments and to remind vendors about overdue deliveries. To create delivery reminders, you must set up the following:

- Delivery reminder terms

Delivery reminder terms are identified by a code that must be assigned to vendors. To use more than one combination of settings, you must set up a code for each setting separately. You can set up any number of delivery reminder terms.

- Delivery reminder levels

For every delivery reminder term, you must set up delivery reminder levels. These levels determine how often delivery reminders can be created for a specific term. Level 1 is the first delivery reminder that you create for an overdue delivery. Level 2 is the second delivery reminder, and so on. When delivery reminders are created, the number of reminders that were created previously is considered, and the current number is used to apply terms.

- Delivery reminder text messages

You must set up delivery reminder text messages for every delivery reminder level. There are two types of delivery reminder text messages: beginning and ending. The beginning text message is printed under the header section, before the list of entries that are marked for reminder. The ending text message is printed after this list.

After you have set up the delivery terms, levels, and texts, you must assign the relevant delivery reminder codes to your vendors.

You can create delivery reminders manually or automatically. You can use the **Create Delivery Reminder** batch job to create delivery reminders automatically so that you can select the purchase orders for which delivery reminders must be created.

You can also track documents in relation to purchase order lines and sales order lines.

Business Central provides the following reports:

- **Issued Delivery Reminder** - To view the delivery reminders for vendors.
- **Delivery Reminder - Test** - To verify the delivery reminders before you issue them.

See Also

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Generate Delivery Reminders](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

[Print Test Reports for Delivery Reminders](#)

NOTE

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Set Up Delivery Reminders in the Austrian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can use purchase delivery reminders to remind vendors about overdue deliveries. To create delivery reminders for vendors, you must set up base data for delivery reminder creation and number series for the delivery reminders on the **Purchases & Payables Setup** page.

To set up delivery reminders

1. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
2. In the **Default Del. Rem. Date Field** field, specify one of the options described in the following table.

OPTION	DESCRIPTION
Requested Receipt Date	Specifies that the date value in the Requested Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.
Promised Receipt Date	Specifies that the date value in the Promised Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.
Expected Receipt Date	Specifies that the date value in the Expected Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.

3. Fill in additional fields as described in the following table.

FIELD	DESCRIPTION
Delivery Reminder Nos.	The number series code for delivery reminders.
Issued Delivery Reminder Nos.	The number series code for issued delivery reminders.

4. Choose the **OK** button.

See Also

[Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Create Delivery Reminders Manually](#)

NOTE

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Set Up Delivery Reminder Terms, Levels, and Text in the Austrian Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

To create delivery reminders, you must set up the following:

- Delivery reminder terms
- Delivery reminder levels
- Delivery reminder text messages

Each delivery reminder term has two or more delivery reminder levels, and for each delivery reminder level, you can specify text that will be part of the delivery reminder.

To set up delivery reminder terms

1. Choose the  icon, enter **Delivery Reminder Terms**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	The code for the delivery reminder term. You can enter a maximum of 10 alphanumeric characters.
Description	The description for the delivery reminder term. You can enter a maximum of 30 alphanumeric characters.
Max. No. of Delivery Reminders	The maximum number of delivery reminders that can be created for an order. NOTE: This is the maximum number across all reminder levels for this reminder term. For example, if you have set up three levels, and you set Max. No. of Delivery Reminders to 5, the first reminder is created at level 1, the second at level 2, and the last three at level 3.

4. Choose the **OK** button.

To add delivery reminder levels to a delivery reminder term

1. On the **Delivery Reminder Terms** page, select the delivery reminder term for which you want to set up levels, and then choose the **Levels** action.
2. Choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
-------	-------------

FIELD	DESCRIPTION
No.	The delivery reminder level number. This field is filled in automatically.
Due Date Calculation	The formula for the due date calculation for the delivery reminder. You can enter a combination of numbers from 0 to 9,999, and date codes (D for day, WD for weekday, W for week, M for month, Q for quarter, or Y for year). The date codes denote the calculation for the delivery reminder due date. You can enter a maximum of 20 characters for the due date calculation formula.

4. Choose the **OK** button.

For each delivery reminder level, you can define text messages that are added to the delivery reminder. You can define beginning text that is added before the description of the overdue purchase order, and ending text that is added after the description of the overdue purchase order.

The following procedure describes how to set up beginning text messages, but the same steps apply for setting up ending text messages.

To set up delivery reminder text messages

1. On the **Delivery Reminder Levels** page, select a level, and then choose the **Beginning Text** action.
2. Choose the **New** action.
3. In the **Description** field, enter the beginning text message for the delivery reminder.
4. Choose the **OK** button.

See Also

[Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

NOTE

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Assign Delivery Reminder Codes to Vendors in the Austrian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In order to enable delivery reminders for overdue purchases, you must assign delivery reminder terms to vendors.

To assign delivery reminder codes to vendors

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the vendor for whom you want to set up delivery reminders, and then choose the **Edit** action.
3. In the **Delivery Reminder Terms** field, select a delivery reminder terms code for the vendor.
4. Choose the **OK** button.

See Also

[Register New Vendors](#)

[Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

NOTE

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Generate Delivery Reminders in the Austrian Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can create delivery reminders when a purchase has not been delivered as expected. You can generate delivery reminders for all overdue deliveries, or you can create a single delivery reminder manually.

NOTE

To create delivery reminders, you must have set up the delivery reminder terms, levels, and texts.

To generate delivery reminders for all overdue deliveries

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. Choose the **New** action.
3. On the **Delivery Reminder** page, choose the **Create Delivery Reminder** action.
4. Select the appropriate filters.
5. Choose the **OK** button.

If there are overdue deliveries that match the filters that you have set, delivery reminders are created. You can now issue and print the delivery reminders.

See Also

[Create Delivery Reminders Manually](#)

[Set Up Delivery Reminders](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Issue Delivery Reminders](#)

[Delivery Reminders](#)

NOTE

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Create Delivery Reminders Manually in the Austrian Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can create delivery reminders when a purchase has not been delivered as expected. You can create a single delivery reminder manually, or you can generate delivery reminders for all overdue deliveries.

NOTE

To create delivery reminders, you must have set up the delivery reminder terms, levels, and texts.

To create a delivery reminder manually

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. Choose the **New** action.
3. On the **Delivery Reminder** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	The unique identification number for the delivery reminder.
Vendor No.	The number of the vendor for whom you want to post the delivery reminder. When you select the vendor number, the Name , Address , Post Code/City , and Contact fields are filled in automatically.
Posting Date	The posting date for the delivery reminder. This date is copied to all of the delivery reminder ledger entries.
Document Date	The document date for the delivery reminder. This date is also used to calculate the due date for the delivery reminder. You can modify the posting date if required.
Reminder Level	The delivery reminder level. This value is based on the number of delivery reminders that have already been sent.
Reminder Terms Code	Specify the delivery reminder terms code that is set up for the vendor.
Due Date	The due date for the delivery reminder.

4. Choose the **Suggest Reminder Lines** action.

If there are overdue deliveries from the specified vendor, these are added to the delivery reminder.

5. Choose the **OK** button.

The delivery reminder is created. You can now issue and print the delivery reminder.

See Also

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Issue Delivery Reminders](#)

[Print Test Reports for Delivery Reminders](#)

NOTE

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Issue Delivery Reminders in the Austrian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

After you have created delivery reminders, you must issue and print them so that you can send reminders to vendors. Before you issue the delivery reminders, you can print a test report.

When you issue the delivery reminders, delivery reminder ledger entries are created. You can view the created ledger entries on the **Deliv. Reminder Ledger Entries** page.

To issue delivery reminders

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. On the **Delivery Reminder** page, select the delivery reminder that you want to issue, and then choose the **Edit** action.
3. Choose the **Issue** action.
4. On the **Issue Delivery Reminder** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Print	Select to print the delivery reminders when they are issued.
Replace Posting Date	Select to replace the existing posting date for the delivery reminder.
Posting Date	The posting date for the delivery reminder. This posting date is used for all delivery reminders if you have selected the Replace Posting Date check box. If the Replace Posting Date check box is cleared, this date will be used for only those delivery reminders for which a posting date is not available.

5. Optionally, on the **Delivery Reminder Header** FastTab, select the appropriate filters.


NOTE

You can remove filters and issue all delivery reminders at the same time.

6. Choose the **OK** button.

You can view the issued reminders on the **Issued Delivery Reminder** page. Optionally, you can now print a delivery reminder.

To view delivery reminder ledger entries

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Select the purchase order for which you want to view the reminder status, and then choose the **Edit** action.
3. Choose the **Deliv. Reminder Ledger Entries** action.

On the **Deliv. Reminder Ledger Entries** page, you can view the delivery reminder ledger entries for the selected purchase order.

See Also

[Print Test Reports for Delivery Reminders](#)

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Create Delivery Reminders Manually](#)

NOTE

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Print Test Reports for Delivery Reminders in the Austrian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

After you have created delivery reminders and made any needed modifications, you can either print the test reports or issue the delivery reminders.

A test report is a document that lets you review and modify a delivery reminder before you issue it.

To print test reports before issuing delivery reminders

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. On the **Delivery Reminder List** page, choose the **Delivery Reminder - Test** action.
3. On the **Delivery Reminder - Test** page, set a filter if you want to print only selected delivery reminders.
4. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Issue Delivery Reminders](#)

NOTE

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Print General Ledger Setup Information in the Austrian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you use Business Central for daily business tasks, you can run the **G/L Setup Information** report to display the master data that you have set up. You can look over this master data so that you have a baseline to compare to, and then verify that you have set up posting groups correctly, for example.

To print general ledger setup information

1. Choose the  icon, enter **G/L Setup Information**, and then choose the related link.
2. In the **Setup Information** field, select the master data area as described in the following table.

OPTION	DESCRIPTION
G/L Setup - Company Data - Consolidation	Displays tables for general ledger setup, company information, and business units.
Posting Groups	Displays customer posting group tables, vendor posting group tables, inventory posting group tables, and bank account posting group tables.
Posting Matrix	Displays general business posting group tables, general product posting group tables, and general posting group tables.
VAT Setup	Displays VAT business posting group tables, VAT product posting group tables, and VAT posting setup tables.
Source Code - Reason Code	Displays source tables, source code setup tables, and reason codes tables.
Check Number Series	Select to provide an overview of the use of number series so that you can identify number series that are problematic for the data export for the Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen (GDPdU). The report will show number series with one of the following issues: <ul style="list-style-type: none">- The number series allows manual document numbers.- The number series is not chronological.- The number series is used in more than one table or field.

3. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Setting Up Finance](#)

NOTE

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Belgium Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Belgian version of Business Central.

Feature Availability

- VAT
 - [Belgian VAT Available Now](#)
 - [Set Up Non-Deductible VAT Available Now](#)
 - [Make Manual Corrections to VAT Available Now](#)
 - [Print Periodic VAT Reports Available Now](#)
 - [Set Up Belgian Tariff Numbers Available Now](#)
 - [Belgian Intrastat Reporting Available Now](#)
 - [Set Up Intrastat Establishment Numbers Available Now](#)
 - [Print the Intrastat Form Report Available Now](#)
 - [Set Up Declaration Types Available Now](#)
 - [Export Intrastat Third-Party Declarations Available Now](#)
- Banking & Payments
 - [Set Up Bank Accounts for CODA Available Now](#)
 - [Apply CODA Statements Available Now](#)
 - [Automatically Transfer and Post CODA Statements Available Now](#)
 - [CODA Bank Statements Available Now](#)
 - [Belgian Electronic Banking Available Now](#)
 - [Set Up Electronic Banking Available Now](#)
 - [Set Up Export Protocols Available Now](#)
 - [Belgian Electronic Payments Available Now](#)
 - [Set Up IBLC-BLWI Transaction Codes Available Now](#)
 - [Set Up Vendors for Automatic Payment Suggestions Available Now](#)
 - [Create Payment Journal Templates and Batches Available Now](#)
 - [Test Electronic Payments Available Now](#)
 - [Generate Payment Suggestions Available Now](#)
 - [Import CODA Statements Available Now](#)
 - [Manage Electronic Payment Lines Available Now](#)
 - [Manually Transfer and Post CODA Statements Available Now](#)
 - [Print Payment Files Available Now](#)
 - [SEPA Payments Available Now](#)
 - [Activate SEPA Payments Available Now](#)
 - [File Non-Euro SEPA Payments Available Now](#)
 - [File SEPA Payments Available Now](#)
 - [Direct Debit Using Domiciliation Available Now](#)
 - [Set Up Domiciliations Available Now](#)
 - [Edit and Delete Domiciliation Lines Available Now](#)

- [Test Domiciliations Available Now](#)
- [Export and Post Domiciliations Available Now](#)
- [Generate Domiciliation Suggestions Available Now](#)
- [Summarizing Payment Lines and General Journal Lines Available Now](#)
- Core Finance
 - [Apply and Unapply General Ledger Entries Available Now](#)
 - [Create Financial Journals Available Now](#)
 - [Export to Accon Available Now](#)
- General
 - [Enterprise Numbers and Branch Numbers Available Now](#)
 - [Limit the Posting Period Available Now](#)
 - [Set the Work Date as the Posting Date Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a [free trial!](#)

NOTE

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Belgian VAT

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes Belgian enhancements to the VAT reporting feature that enables you to print VAT transaction details. You must send the following reports to the Belgian tax authorities:

- Monthly/Quarterly declaration - This report is used to create monthly or quarterly VAT declarations, depending on your company revenue.
- VAT annual listing (on paper/disk) - This report is used to annually report all amounts invoiced for both goods and services to all Belgian companies with a registered VAT number.
- VAT-VIES listing (on paper/disk) - This report is used to report the sales of goods to other countries.

You are also required to provide a printed statement detailing the VAT transactions to the Belgian tax authorities. For more information, see [VAT Statement](#).

Non-Deductible VAT

In Belgium, VAT can be fully or partially deductible. Expenses such as representation cost or purchases of cars are only partially deductible, and the transaction must specify how much of the VAT is non-deductible. For example, you create a general ledger account for fixed assets such as cars, and another account for representation cost. For each account, you specify how much of the reported VAT is non-deductible by setting the **Percentage Non deductible VAT** field. Then, when you post a transaction, the deductible VAT will post to the corresponding VAT account, and the non-deductible VAT will be added to the base amount and posted to the same account as a tangible or intangible asset.

For fixed assets, the non-deductible VAT depreciates just like the base acquisition cost of the fixed asset. You must set up separate fixed asset posting groups for each percentage of non-deductible VAT. You must do this because each fixed asset posting group posts to a general ledger account where the **Percentage Non deductible VAT** field specifies how much VAT must post to the same account as the fixed asset.

If you select the **Incl. Non Deductible VAT** field in a VAT statement line, non-deductible VAT is included in the VAT amount. The **Calc. and Post VAT Settlement** report adds the non-deductible part of that amount to the **Non Ded. VAT Amount** and **Non Ded. Source Curr. VAT Amt.** fields in the resulting VAT entries.

See Also

[Belgium Local Functionality](#)

[Print Periodic VAT Reports](#)

[Set Up Non-Deductible VAT](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Non-Deductible VAT


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can calculate VAT amounts for specific types of expenses that can be partially declared as VAT. For example, on the **G/L Account Card** page, if you enter 75 in the **% Non-Deductible VAT** field, then 75 percent of the regular VAT amount is considered an additional cost and will be added to the net amount during posting. The remaining 25 percent will be posted as regular VAT.

NOTE

If no value is entered in the **% Non-Deductible VAT** field, the VAT amount is 100 percent deductible.

To set up the non-deductible VAT percentage

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Select a general ledger expense account that requires the partial deduction, and then choose the **Edit** action.
3. Enter the amount in **% Non deductible VAT** field.
4. Choose the **OK** button.

See Also

[Belgian VAT](#)

[Print Periodic VAT Reports](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Make Manual Corrections to VAT

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can make corrections to posted VAT entries without posting the correction into the VAT or general ledger entries. This is useful if you need to make a change to the total sales or purchases VAT amounts without changing the VAT base. For example, you can manually correct VAT if you receive an invoice from a vendor who has calculated VAT incorrectly.

To make manual corrections to VAT

1. Choose the  icon, enter **VAT Statement Preview**, and then choose the related link.
2. Select the line that needs to be corrected. You can make the VAT correction on both the **Row Totaling** and **VAT Entry Totaling** row **Type**.
3. To make the correction, choose the **Correction Amount** field. The **Manual VAT Correction List** page opens.
4. Choose the **Edit List** action. On the **Manual VAT Correction List** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Posting Date	Enter the posting date of the VAT correction.
Amount	Enter the amount of the VAT correction. You must enter the correction amount, not the new amount. For example, if the amount is 1,000.00 and should be 1,200.00, enter 200.00.
Additional-Currency Amount	This field displays the amount of the VAT correction in the additional reporting currency. The field is automatically calculated, based on the contents of the Amount field and the current exchange rate.

5. Choose the **OK** button.
6. Refresh the **VAT Statement Preview** page to see your corrections.
7. To view a report related to the preview of the VAT information, choose one of the following actions:

ACTION	DESCRIPTION
Detailed Report	Opens the VAT Statement report. For more information, see VAT Statement .

ACTION	DESCRIPTION
Form/Intervat Declaration	Opens the VAT – Form report. The Form/Intervat Declaration report is based on the VAT Statement template that is defined in the general ledger setup. Therefore, it might export data that is not the same as what is shown on the VAT Statement Preview page.
Declaration Summary Report	Opens the VAT Statement Summary report.

See Also

[Belgian VAT](#)

[Print Periodic VAT Reports](#)

[Set Up Non-Deductible VAT](#)

NOTE

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Print Periodic VAT Reports

2/18/2021 • 3 minutes to read • [Edit Online](#)

The VAT reporting feature enables you to print VAT transaction details. You must send the following VAT reports to the Belgian tax authorities:

- Monthly/Quarterly declaration
- VAT annual listing (on paper/disk)
- VAT-VIES listing (on paper/disk)


To print the monthly/quarterly declaration

1. Choose the  icon, enter **Form/Intervat Declaration**, and then choose the related link.
2. On the **VAT – Form** page, fill in the fields.

FIELD	DESCRIPTION
Wrong Enterprise No.	Specifies if you want to print the report that has erroneous enterprise numbers.
VAT Annual Listing	Specifies if you want to print the VAT Annual Listing report.
Year	Enter the year of the period for which you want to print the report. You should enter the year as a four-digit code. For example, to print a declaration for 2013, you should enter "2013" (instead of "13").
Minimum Amount	Enter the customer's minimum year balance to be included in the report. If the yearly balance of the customer is less than the minimum amount, the customer will not be included in the declaration.
Include Customers From	Select to include customers from all countries/regions or from a specific country/region in the report.
Country/Region	Select the country/region to include in the report.

3. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen. Choose the **Cancel** button to save the information without printing the report.

To print the VAT annual listing on disk



1. Choose the  icon, enter **Annual Listing – Disk**, and then enter the related link.
2. On the **VAT Annual Listing – Disk** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
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FIELD	DESCRIPTION
Year	Enter the year of the VAT declaration. You should enter the year as a four-digit code. For example, to print a declaration for 2013, you should enter "2013" (instead of "13").
Minimum	Enter the customer's minimum year balance to be included in the report. If the yearly balance of the customer is less than the minimum amount, the customer will not be included in the declaration.
Test Declaration	Specifies if you want to create a test declaration. If selected, an attribute test is written to the file that uses value 1, which indicates that this is a test file. If you want to test the XML file before sending it, you can upload this file to the Intervat site. The file is then validated without being stored on the server, and you receive a notification if the file is valid. Also, the unique sequence number in the XML file is not increased when a test declaration is created, which means that you can create as many internal test declarations as you want.
Add Representative	Specifies if you want to include the VAT declaration representative. A representative is a person or an agency that has license to make a VAT declaration for your company.
ID	Enter the ID of the representative who is responsible for making the VAT declaration.
File Name	Enter the path and name of the file to which you want to create the declaration.

3. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen. Choose the **Cancel** button to save the information without printing the report.

To print the VAT-VIES declaration report to disk

1. Choose the  icon, enter the **VAT – Vies Declaration Disk**, and then choose the related link.
2. Enter the required information, and choose the **OK** button to start the batch job, which will create a .xml file. For more information, see VAT- VIES Declaration Disk.
3. If you have to make a correction, Choose the  icon, enter **VAT – VIES Correction**, and then choose the related link.
4. Choose the **Edit List** action, and then enter the information that has to be adjusted. Choose the **OK** button.

See Also

[Belgian VAT](#)

[Set Up Non-Deductible VAT](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Belgian Tariff Numbers

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Belgian customs and tax authorities have established an eight-digit item code for various tariff items.

To set up tariff numbers

1. Choose the  icon, enter **Tariff Numbers**, and then choose the related link.
2. Choose the **New** action.
3. On the **Tariff Numbers** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Conversion Factor	Enter the conversion factor for the tariff number. The conversion factor is the factor by which you have to multiply the item unit to obtain the unit imposed by Intrastat. The conversion factor can be used when the item unit differs from the imposed Intrastat unit. The field is available when Supplementary Units is selected.
Unit of Measure	Enter the unit of measure for the tariff number. The field is available when Supplementary Units is selected.
Weight Mandatory	Select this field to show the weight of the items.

4. Choose the **OK** button.

See Also

[Belgian Intrastat Reporting](#)

[Set Up Declaration Types](#)

[Set Up Intrastat Establishment Numbers](#)

[Export Intrastat Third-Party Declarations](#)

[Print the Intrastat Form Report](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Belgian Intrastat Reporting

2/18/2021 • 2 minutes to read • [Edit Online](#)

Companies in the European Union (EU) are required to report trade with other countries in the EU. This reporting process is through Intrastat reporting or VIES (VAT Information Exchange System). There are two types of Intrastat declarations:

- Simplified declaration
- Extended declaration

To determine the type of declaration that you should use, visit the [National Bank of Belgium](#) website.

Submitting the Intrastat Report

In Business Central, you can export the Intrastat declarations to a file that you can then submit to the OneGate portal. For more information, see [Export Intrastat Third-Party Declarations](#).

See Also

[Belgium Local Functionality](#)

[Set Up Declaration Types](#)

[Set Up Belgian Tariff Numbers](#)

[Set Up Intrastat Establishment Numbers](#)

[Export Intrastat Third-Party Declarations](#)

[Print the Intrastat Form Report](#)

[Set Up Intrastat Reporting](#)

NOTE

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Set Up Intrastat Establishment Numbers

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The Intrastat establishment number is a company identification number that is printed on the Intrastat declaration.

To set up an Intrastat establishment number

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. Enter the Intrastat establishment number in the **Intrastat Establishment No.** field.
3. Choose the **OK** button.

See Also

[Belgian Intrastat Reporting](#)

[Set Up Declaration Types](#)

[Set Up Belgian Tariff Numbers](#)

[Export Intrastat Third-Party Declarations](#)

[Print the Intrastat Form Report](#)

NOTE

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Print the Intrastat Form Report

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The **Intrastat - Form** report must be used for reporting to Intrastat. In Belgium, you must report the movement of goods to the statistics authorities every month, and the report must be sent to the tax authorities.

Before you print the **Intrastat - Form** report, you can also print the **Intrastat Checklist** report to verify the contents of the report.

To print the Intrastat form report

1. Choose the  icon, enter **Intrastat – Form**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	Enter the company name.
Address	Enter the address.
Post Code + City	Enter the postal code and the city.
Contact	Enter the name of the contact person.
Telephone	Enter the telephone number of the contact person.
Telefax	Enter the telefax number.
International VAT number	Enter the international VAT registration number.
Nihil declaration	Select if you do not have any trade transactions with EU countries and want to send an empty declaration. When selected, the message "NIHIL" displays in the Message field.
Message	Enter a message to be printed on the Intrastat declaration, such as "regular declaration" or "replacement declaration".

3. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Belgian Intrastat Reporting](#)

[Set Up Declaration Types](#)

[Set Up Belgian Tariff Numbers](#)

[Set Up Intrastat Establishment Numbers](#)

[Export Intrastat Third-Party Declarations](#)

NOTE

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Set Up Declaration Types

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In Business Central, there are two types of declaration:

- Simplified declaration
- Extended declaration

The type of declaration depends on the amount of shipped or received goods. To determine the type of declaration that you should use, visit the [National Bank of Belgium](#) website.

When using the extended declaration, you will also need to set up an Incoterm in Intrastat Declaration for each shipping method. If you do not see the **Incoterm in Intrastat Decl.** field on the **Shipment Method** page, you might need to customize the page and add the field.

To set up declaration types

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. Select the **Simplified Intrastat Decl.** check box to set up a simplified declaration type. Clear this field to use extended declaration.
3. Choose the **OK** button.

See Also

[Belgian Intrastat Reporting](#)

[Set Up Belgian Tariff Numbers](#)

[Set Up Intrastat Establishment Numbers](#)

[Export Intrastat Third-Party Declarations](#)

[Print the Intrastat Form Report](#)

NOTE

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Export Intrastat Third-Party Declarations

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In Belgium, you must have a third-party declarant fill out the Intrastat declaration. The third-party declarant must be an external person or company.

To export the third-party declaration

Before you export the file, it's a good idea to preview the report. For more information, see [Print the Intrastat Form Report](#).

1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. Choose the **Create File** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Nihil declaration	Select if you do not have any trade transactions with European Union (EU) countries/regions and want to send an empty declaration.
Counter party info	Check this field to include counter party information in the Intrastat file (new requirement from 2019). The counter party information added to the file is taken from the Country/Region of Origin Code and Partner ID fields from the Intrastat Journal.
Enterprise No./VAT Reg. No.	Enter the enterprise or VAT registration number.

4. Choose the OK button.

Next, submit the declaration to the OneGate portal.

See Also

- [Belgian Intrastat Reporting](#)
- [Set Up Declaration Types](#)
- [Set Up Belgian Tariff Numbers](#)
- [Set Up Intrastat Establishment Numbers](#)
- [Print the Intrastat Form Report](#)

NOTE

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Set Up Bank Accounts for CODA

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Before you can start to use the electronic banking functionality for CODA statements, you must set up the following codes:

- Protocol number
- Version code
- IBLC/BLWI codes - For more information, see [Set Up IBLC-BLWI Transaction Codes](#).

To set up protocol numbers and version codes

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Choose the **Edit** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Protocol No.	Enter the protocol number that is used by the CODA system to import coded bank account statements.
Version Code	Enter the version code used by the CODA system to import coded bank account statements.

4. Choose the **OK** button.

See Also

[CODA Bank Statements](#)

[Set Up IBLC-BLWI Transaction Codes](#)

[Import CODA Statements](#)

NOTE

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Apply CODA Statements


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After a CODA statement has been imported, the statement lines can be accessed from the **Bank Account Card** page. The application status on each line will be blank because the statement amounts have not been applied to outstanding ledger entries.

Statement amounts can be applied to outstanding ledger entries by:

- Manually applying CODA statement lines.
- Automatically applying CODA statement amounts to the appropriate ledger entries and accounts. Automatic processing of CODA statement lines is recommended.


To manually apply the CODA statement lines

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the bank account, and then choose the **CODA Statements** action.
3. Select the CODA statement, and then choose the **Edit** action.
4. For each statement line, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Account No.	Enter the number of the general ledger account, bank, customer, vendor, or fixed asset that the bank account statement line is linked to.
Description	Business Central automatically retrieves the description from the imported CODA file, but you can modify the contents of this field.

5. Choose the **OK** button.

To automatically apply the CODA statement lines

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the bank account, and then choose the **CODA Statements** action.
3. Select the CODA statement, and then choose the **Edit** action.
4. Choose the **Process CODA Statement Lines** action.
5. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Default Posting	Select if you want the batch job to post statement amounts that cannot be linked to existing ledger entries.
Print List	Select to print a list of statement amounts that cannot be linked automatically.

6. Choose the **OK** button.

When you start the batch job, statement amounts will be applied to existing ledger entries based on the transaction codes. For more information, see [Set Up Bank Accounts for CODA](#).

See Also

[CODA Bank Statements](#)

[Set Up Bank Accounts for CODA](#)

[Set Up IBLC-BLWI Transaction Codes](#)

[Import CODA Statements](#)

[Create Financial Journals](#)

[Automatically Transfer and Post CODA Statements](#)

[Manually Transfer and Post CODA Statements](#)

NOTE

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Automatically Transfer and Post CODA Statements


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After you have applied and processed all CODA statement lines, you can transfer the CODA statement lines to a financial journal.

After transferring the statement lines, you can post the lines in a corresponding general journal. If no such general journal exists, you cannot transfer the lines. You can create a journal to handle CODA statements. For more information, see [Create Financial Journals](#).

Alternatively, you can manually transfer and post CODA statements. For information, see [Manually Transfer and Post CODA Statements](#).

To automatically transfer statement lines

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the bank account, and then choose the **CODA Statements** action.
3. Select the CODA statement, and then choose the **Edit** action.
4. Choose the **Transfer to General Ledger** action.
5. Choose the **Yes** button.

The batch job will now transfer the CODA statement lines to the financial journal.

After transferring the statement lines to the journal, you can post the statement lines in the corresponding financial journal.

See Also

[CODA Bank Statements](#)

[Import CODA Statements](#)

[Apply CODA Statements](#)

[Create Financial Journals](#)

[Manually Transfer and Post CODA Statements](#)

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CODA Bank Statements

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The Coded Statement of Account (CODA) is a national banking standard, designed by the Belgian Banker's Association, which allows you to automatically process electronic bank statements.

Each type of transaction in a CODA statement is assigned a unique code. Business Central uses this code to interpret transactions and apply them to the corresponding ledger entries.

Applying Statement Lines

When you have imported a CODA statement, you can apply the statement lines to existing ledger entries, based on the information in the **Transaction Coding** table.

If the transaction coding of the statement line is not found, Business Central will stop processing and continue with the next statement line. If you select the **Default Posting** field, the statement line will be used as a default posting.

If the transaction coding of the statement line is found, the statement lines will be matched to the following account types and corresponding account numbers:

- General ledger - If the account type is a general ledger account, the statement line is posted on the corresponding general ledger account.
- Customer or vendor - If the account type is customer or vendor, a matching customer or vendor ledger entry is found based on the following criteria:
 - If a ledger entry is found using the standard format, the ledger entry will be matched to the statement line, and the application status will be set to **Applied**. If the ledger entry does not use the standard format, the bank account number of the customer or vendor is used to find the customer or vendor.
 - If no ledger entry with a matching remaining amount is found, the customer or vendor account is used, and the application status will be set to **Partly Applied**.
 - If the bank account number is used to find the customer or vendor, a matching ledger entry is found based on the amount of the statement line. If the amount is found, the statement line is matched to the corresponding ledger entry, and the application status will be set to **Applied**.
 - If the bank account number cannot be used to find the customer or vendor, Business Central will either stop processing the current line or use the line as a default posting, before continuing with the next statement line.

You can run the process as many times as you like. Only statement lines with a blank application status will be applied.

When you have applied all statement lines to a general ledger account or to a matching customer ledger entry or vendor ledger entry, you are ready to post the CODA statement lines. For more information, see [Automatically Transfer and Post CODA Statements](#).

See Also

[Belgian Electronic Banking](#)

[Set Up Bank Accounts for CODA](#)

Set Up IBLC-BLWI Transaction Codes

Import CODA Statements

Apply CODA Statements

Create Financial Journals

Automatically Transfer and Post CODA Statements

Manually Transfer and Post CODA Statements

NOTE

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Belgian Electronic Banking

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Electronic banking allows you to electronically exchange data with Belgian financial institutions, either on disk or via Interbanks Standards Association Belgium (Isabel). This speeds up processing time and helps avoid errors caused by manual data entry or processing.

In Business Central, you can use electronic banking to perform the following functions:

- Send electronic payments.
- Process bank statements with CODA.
- Process direct debits with domiciliations.

See Also

[Belgium Local Functionality](#)

[Belgian Electronic Payments](#)

[CODA Bank Statements](#)

[Direct Debit Using Domiciliation](#)

NOTE

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Set Up Electronic Banking

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With electronic banking, you can make electronic payments to domestic, international, SEPA, and non-Euro SEPA vendors and customers. Before you can use electronic banking, you must set up the following information:

- Electronic banking setup.
- IBLC/BLWI codes - For more information, see [Set Up IBLC-BLWI Transaction Codes](#).

To set up electronic banking

1. Choose the  icon, enter **Electronic Banking Setup**, and then choose the related link.
2. On the **Electronic Banking Setup** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Summarize Gen. Jnl. Lines	Select to indicate if you want to group the payment journal lines for each vendor.
Cut off Payment Message Texts	Select to indicate if you want to truncate long payment messages. Messages will be truncated if greater than 106 characters for domestic payments and less than 140 characters for international payments.

3. Choose the **OK** button.

See Also

[Isabel website](#)

[Belgian Electronic Banking](#)

[Belgian Electronic Payments](#)

[Set Up IBLC-BLWI Transaction Codes](#)

[Set Up Vendors for Automatic Payment Suggestions](#)

[Generate Payment Suggestions](#)

[Create Payment Journal Templates and Batches](#)

[Test Electronic Payments](#)

[Manage Electronic Payment Lines](#)

[Print Payment Files Summarizing Payment Lines and General Journal Lines](#)

NOTE

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Set Up Export Protocols

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Before you can use electronic banking, you must set up export protocols. Export protocols define the file format that is generated when you export payment history to be processed by the bank. Each line contains an export protocol identified by a code and a description. You can set up as many export protocols as necessary. You must set up an export protocol for domestic payments, international payments, SEPA payments, and non-Euro SEPA payments.

With export protocols, you can assign the codeunit that defines the check that should be performed before exporting the payment lines to a file and the report that defines the payment format. For example, you might have an export protocol named **DOM1**. This export protocol contains the **Check Domestic Payments** check codeunit and the **File Domestic Payments** report. Each export protocol has both a check codeunit and a matching report, as shown in the following table.

CHECK OBJECT ID	EXPORT OBJECT ID
2000002 Check Domestic Payments	Report 2000001 File Domestic Payments
2000003 Check International Payments	Report 2000002 File International Payments
2000004 Check SEPA Payments	Report 2000005 File SEPA Payments
2000005 Check Non Euro SEPA Payments	Report 2000006 File Non Euro SEPA Payments
If you do not want this option, set it to zero; otherwise, select another option.	XMLport 1000 (SEPA pain.001.001.03 Payments)

After you have set up export protocols, you can use them in your electronic banking payment journals.

To set up an export protocol

1. Choose the  icon, enter **Export Protocols**, and then choose the related link.
2. Choose the **New** action.
3. On the **Export Protocols** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specify a code that uniquely identifies the export protocol.
Description	Specify a description for the export protocol entry. You can enter a maximum of 50 characters, both numbers and letters.
Code Expenses	Specify the code that describes the type of expenses associated with the export protocol entry. Code expenses include blank , SHA , BEN , and OUR . For international payments, SHA is the default.

FIELD	DESCRIPTION
Check Object ID	Specify the identification number of the codeunit that you want to use to perform a check on the object before the payment file is exported.
Check Object Name	Specify the name of a verification process that is used to perform a check on the object before the payment file is exported. After you select the Check Object ID , this field will display the Check Object Name .
Export Object Type	Specify the type of the object that defines the export format of the payment file export. After you select the Export Object ID , this field will display the Export Object Type . NOTE: To set the export protocol up for SEPA pain.001.001.03, select XMLPort .
Export Object ID	Specify the identification number of the object that defines the export format of the payment file export. For example, if you select 2000002 , the export format for the payment file will be File International Payments . NOTE: To set up the export protocol for SEPA pain.001.001.03, select XMLport 1000 .
Export No. Series	Specify the number series that is used to assign identification numbers to the payment file export.

4. Choose the OK button.

See Also

[Belgian Electronic Payments](#)

[Create Payment Journal Templates and Batches](#)

[Test Electronic Payments](#)

NOTE

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Belgian Electronic Payments

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In the electronic banking module in Business Central, you can make domestic, international, SEPA, and non-Euro SEPA electronic payments.

ELECTRONIC PAYMENT	DESCRIPTION
Domestic	These payments are in the local currency (LCY) and are processed by a local financial institution for beneficiaries who have accounts that have a local financial institution. The validity of the bank account numbers will be verified by Business Central.
International	These payments are either in foreign currencies or in LCY and are processed by a local financial institution for beneficiaries who have accounts that have foreign financial institutions. The validity of the bank account numbers will not be verified by Business Central.
SEPA	These payments are in euro and are processed in countries/regions that accept SEPA payments. The validity of the bank account numbers will be verified by Business Central.
Non-Euro SEPA	These payments are in currency other than euro and made to a country/region outside the European Economic Association (EEA). The validity of the bank account numbers will be verified by Business Central.

In electronic banking, because the standard for electronic payments is different for countries/regions, electronic payments created in Business Central can only be processed by financial institutions in Belgium. For international payments, the local financial institutions will then have to process the payment with the foreign institutions.

NOTE

Credit memos cannot be processed separately because payments must not have a negative balance. To process a credit memo, the credit memo must be added to one or more invoices by summarizing payments.

Before you can make electronic payments, you must set up use electronic banking in Business Central.

Correcting Payment Lines

You must correct all errors before you can post the electronic payment lines. You can correct payment lines in the following ways.

CORRECTION	DESCRIPTION
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CORRECTION	DESCRIPTION
Add a payment journal line	If the payment journal already contains many lines and you want to add an additional line, you can enter the journal line manually. For example, if you want to reimburse a credit memo to a customer. These types of customer payments are not suggested automatically by the Suggest Vendor Payments batch job.
Edit a payment journal line	If you have not assigned a bank account to the payment journal or if you have not specified a preferred bank account on the Vendor card, you will have to manually enter this information on each journal line before posting the journal. If you specify a bank account for a vendor, the bank account will be copied to all payment journal lines for that vendor. For more information, see Set Up Electronic Banking .
Delete a payment journal line	The Suggest Vendor Payments batch job creates payment suggestions for all vendors matching the specified criteria. If you want to prevent payment for a specific vendor ledger entry or vendor, you can delete the corresponding journal lines.

For more information, see [Manage Electronic Payment Lines](#).

See Also

- [Belgium Local Functionality](#)
- [Belgian Electronic Banking](#)
- [Set Up Electronic Banking](#)
- [Set Up IBLC-BLWI Transaction Codes](#)
- [Set Up Vendors for Automatic Payment Suggestions](#)
- [Generate Payment Suggestions](#)
- [Create Payment Journal Templates and Batches](#)
- [Test Electronic Payments](#)
- [Manage Electronic Payment Lines](#)
- [Print Payment Files](#)

NOTE

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Set Up IBLC-BLWI Transaction Codes

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In order to process electronic payments, you must set up transaction codes according to the requirements of the Belgian-Luxembourg Exchange Institute. These are international identification codes for the different types of payment transactions. The IBLC/BLWI codes are used only for international payments.

To set up IBLC/BLWI transaction codes

1. Choose the  icon, enter **IBLC/BLWI Transaction Codes**, and then choose the related link.
2. Choose the **New** action.
3. Enter the **Transaction Code** and **Description**.
4. Choose the **OK** button.

See Also

[Belgian Electronic Banking](#)

[Set Up Electronic Banking](#)

[Set Up Bank Accounts for CODA](#)

NOTE

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Set Up Vendors for Automatic Payment Suggestions

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You can set up each vendor so that unpaid invoices from that vendor are automatically included in payment suggestions. For each vendor, you must decide whether you want to automatically generate payment suggestions. If you do not want to generate payment suggestions for a vendor, you should not select the **Suggest Payments** check box. This way the outstanding ledger entries for the vendor will not be included in payment suggestions.

To set up a vendor to be included in the payment suggestion batch

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. On the **Vendors** page, select a relevant vendor, and then choose the **Edit** action.
3. Select the **Suggest Payments** check box.

If this field is not selected, no payment suggestions will be generated for the vendor.

4. Choose the **OK** button.

See Also

[Belgian Electronic Banking](#)

[Belgian Electronic Payments](#)

[Set Up Electronic Banking](#)

[Set Up IBLC-BLWI Transaction Codes](#)

[Generate Payment Suggestions](#)

[Create Payment Journal Templates and Batches](#)

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Create Payment Journal Templates and Batches

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In Business Central, payment suggestions are generated and posted in payment journals. The structure of the payment journal is similar to the structure of other journal types. However, the payment journal contains some fields that are specific for processing payments. Before you can start generating payment suggestions, you have to set up a payment journal template and a payment journal batch.

If you assign a bank account to the payment journal template, the bank account will be inserted on all payment journal batches and payment journal lines that are created by using this template. By specifying a bank account for the journal template, you can reduce the time that is required for checking the payment suggestions.

To create a payment journal template

1. Choose the  icon, enter **Payment Journal Templates**, and then choose the related link.
2. Choose the **New** action.
3. On the **EB Payment Journal Templates** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	Enter the unique name for the payment journal template that you are creating.
Description	Enter a description of the payment journal template.
Bank Account	Select the bank account that will be used when you create a payment suggestion.
Reason Code	Select the reason code that will be used on all the journal batches and lines that are created by using the journal template. If you want to use a different reason code on a journal line, you can manually change it.
Source Code	Select the source code that will be used on all the journal batches and lines that are created by using the journal template.

4. Choose the **OK** button.

To add payment journal batches to the journal template

1. On the **Payment Journal Templates** page, choose the **Batches** action.
2. On the **Paym. Journal Batch** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Journal Template Name	Specify a journal template name for the payment journal batch.

FIELD	DESCRIPTION
Name	Enter a unique name for the journal batch. NOTE: To have the journal name update numerically, include a number in the journal batch name. For example, the name KBC1 will increment by one number with every posting to KBC2, KBC3, and so on.
Description	Enter a description for the journal batch.
Reason Code	Specifies the reason code that is linked to this journal batch.
Status	Specifies the status of the batch.

3. Choose the **OK** button.

See Also

[Belgian Electronic Payments](#)

[Set Up Electronic Banking](#)

[Set Up IBLC-BLWI Transaction Codes](#)

NOTE

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Test Electronic Payments

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After you have set up electronic banking and generated payment suggestions, you can test the payment journal lines for errors before posting them.

Some of the information that is validated includes:


- Whether bank account numbers are valid.
- Whether positive payment lines are present.
- Whether domestic and international payments are made from only one bank account.
- Whether only one bank account can be used for Interbanks Standards Association Belgium (Isabel).
- Whether payment lines are in euro for Single Euro Payments Area (SEPA).
- Whether a number series has been defined for SEPA.

You can view any errors on the **Export Check Error Logs** page.

IMPORTANT

You have to correct all errors before you can post the lines.

To test payment journal lines

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch.
3. In the **Export Protocol** field, select the export protocol.
4. Enter the payment journal line information, and then choose the **Check Payment Lines** action to validate the payment journal lines. The validation that is performed on the journal lines depends on the type of check that is specified on the **Export Protocols** page.

See Also

[Belgian Electronic Payments](#)

[Set Up Vendors for Automatic Payment Suggestions](#)

[Generate Payment Suggestions](#)

[Print Payment Files](#)

NOTE

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Generate Payment Suggestions

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After you have set up electronic banking, you can start generating payment suggestions. You can do this in the payment journal.

To generate payment suggestions

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Select the appropriate journal batch, and then choose the **Suggest Vendor Payments** action.
3. On the **Suggest Vendor Payments EB** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Last Due Date	Enter the last due date that can appear on the vendor ledger entries to be included in the batch job.
Take Credit Memos	Select to include outstanding credit memos for vendors. The credit memos will be subtracted from the amount due. When selecting credit memos, the due date is not used.
Take Payment Discounts	Select to include vendor ledger entries for which you can receive a payment discount.
Payment Discount Date	Enter the date that will be used to calculate a payment discount.
Available Amount	If there is a maximum amount available for payments, you can enter it here. The batch job will then create a payment suggestion based on this amount and the priority of vendors.
Posting Date	Enter the date that will appear as the posting date on the lines that the batch job inserts in the payment journal.

4. Enter the filter criteria.
5. Choose the **OK** button to start the batch job.

When the batch job is finished, the payment journal contains all vendor ledger entries that match the filters.

See Also

- [Belgian Electronic Payments](#)
- [Set Up Vendors for Automatic Payment Suggestions](#)
- [Create Payment Journal Templates and Batches](#)
- [Test Electronic Payments](#)
- [Manage Electronic Payment Lines](#)
- [Print Payment Files](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Import CODA Statements

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you receive a CODA statement from your bank, you must import it into Business Central. For more information, see [Set Up Bank Accounts for CODA](#).

To import a CODA statement

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the bank account, and then choose **Import CODA File** action.
3. Enter the name of the file to import, and then choose the **OK** button.

This imports the CODA statement. Next, you must process the CODA statement lines. For more information, see [Apply CODA Statements](#).

See Also

[CODA Bank Statements](#)

[Set Up Bank Accounts for CODA](#)

[Set Up IBLC-BLWI Transaction Codes](#)

[Apply CODA Statements](#)

[Create Financial Journals](#)

[Automatically Transfer and Post CODA Statements](#)

[Manually Transfer and Post CODA Statements](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Manage Electronic Payment Lines

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can have Business Central suggest payments automatically and then you can add more payments manually. You can also edit or delete suggested payments. You must correct all errors before you can post the electronic payment lines. The following procedure describes how to manually add or edit payment journal lines, but you can also delete payment journal lines on the **Payment Journal** page.

To manage a payment journal line

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch.
3. Select a journal line and enter the information as needed.
 - or -
To delete the selected line, choose the **Delete** action.
4. Choose the **OK** button.

See Also

[Belgian Electronic Payments](#)

[Generate Payment Suggestions](#)

[Test Electronic Payments](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Manually Transfer and Post CODA Statements

2/18/2021 • 2 minutes to read • [Edit Online](#)

After you have applied and processed all CODA statement lines, you can manually transfer the CODA statement lines to a financial journal. The financial journal lets you enter a starting balance and an ending balance and automatically calculate the difference between the two balances. Posting is not allowed if the statement line amounts do not balance with the statement ending balance.

For information about how to automatically transfer statements, see [Automatically Transfer and Post CODA Statements](#).

To manually transfer and post statement lines

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. Select the journal, and then choose the **OK** button.
3. Enter the **Statement Ending Balance** field.
4. Manually enter each line of the statement.
5. Choose the **Post** action.

See Also

[Belgian Electronic Banking](#)

[CODA Bank Statements](#)

[Import CODA Statements](#)

[Apply CODA Statements](#)

[Create Financial Journals](#)

[Automatically Transfer and Post CODA Statements](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Payment Files


2/18/2021 • 2 minutes to read • [Edit Online](#)

After you have printed a test report and corrected all errors, you can print the payment journal lines to a payment file.

A payment file contains either domestic, international, SEPA, or non-euro SEPA payments. The file can be sent to a bank either on disk, by modem, or via Interbanks Standards Association Belgium (Isabel). You can create only one file for each posting date and each currency code. When you export the payments to a file, an accompanying note is printed, which can also be sent to the bank.

In the payment journal, the **Status** field on the exported lines will be set to **Posted**.

To print a payment file

1. Choose the  icon, enter **Payment Journal**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Batch Name	Specify the batch name of the payment journal.
Bank Account	Specify the bank account of the payment journal.
Export Protocol	<p>Specify the export protocol code of the payment journal line. Export protocols control which payment file will be generated in the payment journal.</p> <p>You can have a mixture of export formats in a single batch, such as domestic, international, SEPA, or a combination of these. However, when exporting the payment lines to a file, you can use only one export format, or export protocol. Note: By defining the export protocol, you also define the type of validation that will be performed in the payment journal.</p>

3. Choose the **Check Payment Lines** action.

The **Export Check Error Logs** page displays any errors that exist. If there are errors, you must fix them before you can continue.

4. If there are no errors, choose the **Export Payment Lines** action.

The report that you specified in the **Test Report ID** field in the **EB Payment Journal Templates** will open.

5. Choose the **Print** button.

See Also

[Belgian Electronic Banking](#)
[Belgian Electronic Payments](#)
[Set Up Electronic Banking](#)

- Set Up IBLC-BLWI Transaction Codes
- Set Up Vendors for Automatic Payment Suggestions
- Generate Payment Suggestions
- Create Payment Journal Templates and Batches
- Test Electronic Payments
- Manage Electronic Payment Lines

NOTE

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SEPA Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Single Euro Payments Area (SEPA) unifies payment methods in participating European countries. This makes international payments as easy to process as domestic payments. Regardless of location, European citizens and companies can make and receive payments in euros, whether within or across national borders, with the same basic conditions, rights, and obligations.

See Also

[Febelfin website](#)

[ISO 20022 website](#)

[Activate SEPA Payments](#)

[File SEPA Payments](#)

[File Non-Euro SEPA Payments](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Activate SEPA Payments in the Belgian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)


To submit vendor payments electronically in Single Euro Payments Area (SEPA) ISO 20022 payment format, you must set up prerequisites for enabling SEPA payments in your company.

The following procedures describe how to set up SEPA payments, including how to modify the setup for specific vendors.

To enable countries/regions for SEPA

1. Choose the  icon, enter **Countries/Regions**, and then choose the related link.
2. Choose the **Edit List** action.
3. Select the **SEPA Allowed** check box for each country or region that you want to enable for SEPA.
4. Choose the **OK** button.

To enable bank accounts for SEPA


1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the bank account that you want to enable for SEPA, and then choose the **Edit** action.
3. On the **General** FastTab, in the **Country/Region Code** field, select the appropriate code.

NOTE


The specified country/region code must be enabled for SEPA as described in the previous procedure.

4. Enter a value in the **Min. Balance** field.
5. On the **Transfer** FastTab, in the **SWIFT Code** field, enter a code.
6. Choose the **OK** button.

To set up a SEPA ISO 20022 export protocol

1. Choose the  icon, enter **Export Protocols**, and then choose the related link.
2. On the **Export Protocols** page, choose the **New** action.
3. Fill in the fields. Hover over a field to read a short description.
4. Choose the **OK** button.

To set up vendor bank accounts for SEPA

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the relevant vendor, and then choose the **Bank Accounts** action.
3. Select the vendor bank account to set up for SEPA, and then choose the **Edit** action.
4. On the **Transfer** FastTab, in the **IBAN** and **SWIFT Code** fields, enter the international bank identifier code of the bank where the vendor has the account.
5. Choose the **OK** button.

See Also

[SEPA Payments](#)

[File SEPA Payments](#)

[File Non-Euro SEPA Payments](#)

[Set Up Export Protocols](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

File Non-Euro SEPA Payments


2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can file non-euro SEPA payments with the bank. This is useful when you make payments to other countries that do not use SEPA and for currencies other than the euro.

Before you can file a non-euro SEPA payment you must complete the following administration tasks:

- Set up a new export protocol for a non-euro SEPA.
- In the **Country/Region** table, clear the **SEPA Allowed** field for each country that belongs to the EEA zone.
- Verify that the **Currency Euro** field in the **General Ledger Setup** table is not in euro currency.
- Verify that the vendor's **Preferred Bank Account** field in the **Vendor** table contains the IBAN and SWIFT code.

To file a non-euro SEPA payment

1. Choose the  icon, enter **File Non Euro SEPA Payments**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Journal Template Name	Specify the general journal template for the non-euro SEPA payment report.
Journal Batch	Specify the general journal batch for the non-euro SEPA payment report.
Post General Journal Lines	Specify if you want to transfer the payment lines to the general ledger.
Include Dimensions	Enter the dimensions that you want to include in the non-euro SEPA payment report. The option is available only if the Summarize Gen. Jnl. Lines field on the Electronic Banking Setup page is selected.
Execution Date	Enter an execution date if you want an execution date that differs from the posting date on the payment lines.
File Name	Enter the name of the file, including the drive and folder, to which you want to print the report.

3. Choose the **OK** button.

See Also

[File SEPA Payments](#)

[Activate SEPA Payments](#)

[SEPA Payments](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

File SEPA Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)


In Business Central, you can use Single Euro Payments Area (SEPA) credit transfers to file SEPA payments with the bank.

SEPA unifies payment methods in participating European countries/regions, which makes international payments as easy to process as domestic payments. European citizens and companies can make and receive payments in euros, whether within or across national borders, with the same basic conditions, rights, and obligations, regardless of location.

Before you can file a SEPA payment, you must complete the following administration tasks:

- Set up a new export protocol.
- In the **Country/Region** table, select the **SEPA Allowed** field for each country that belongs to the EEA zone.
- Verify that the **Currency Euro** field in the **General Ledger Setup** table corresponds with the currency in the payment lines.
- Verify that the vendor's **Preferred Bank Account** field in the **Vendor** table contains the IBAN and SWIFT code.

To file a SEPA payment

1. Choose the  icon, enter **File SEPA Payments**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Journal Template Name	Specify the general journal template for the SEPA payment report.
Journal Batch	Specify the general journal batch for the SEPA payment report.
Post General Journal Lines	Specify if you want to transfer the payment lines to the general ledger.
Include Dimensions	Enter the dimensions that you want to include in the SEPA payment report. The option is available only if the Summarize Gen. Jnl. Lines field on the Electronic Banking Setup page is selected.
Execution Date	Enter an execution date if you want an execution date that differs from the posting date on the payment lines.
File Name	Enter the name of the file, including the drive and folder, to which you want to print the report.

3. Choose the **OK** button.

See Also

[Set Up Export Protocols](#)

[File Non-Euro SEPA Payments](#)

[Activate SEPA Payments](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Direct Debit Using Domiciliation

2/18/2021 • 2 minutes to read • [Edit Online](#)

A domiciliation is a financial agreement between you and your customers, allowing you to automatically collect the payments for customer's invoices through a preferred bank account. Domiciliations can only be processed for domestic customers with domestic bank accounts. Domiciliations in foreign currencies or involving foreign banks are not supported.

Direct debit domiciliation is useful for companies with many customers or subscribers, such as a utility company or a publishing company.

Before you can start using electronic banking for domiciliations, you must enter certain basic information.

- Domiciliation number - This is a unique code obtained from the bank which identifies the domiciliation agreement between you, your customer, and the bank. The contract contains details regarding payment frequency, bank account numbers, and amounts. When you send your payments to the bank, the bank will use the domiciliation number to identify all parties involved.
- Preferred bank account - The preferred bank account will be suggested as a default bank account on all domiciliation suggestions for that customer. If necessary, you can change the bank account before posting the domiciliation suggestions. For more information, see [Generate Domiciliation Suggestions](#).

See Also

[Belgian Electronic Banking](#)

[Set Up Domiciliations](#)

[Generate Domiciliation Suggestions](#)

[Test Domiciliations](#)

[Edit and Delete Domiciliation Lines](#)

[Export and Post Domiciliations](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Domiciliations


2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can use electronic banking for domiciliations, you must enter the customer's domiciliation number and preferred bank account.

NOTE

You should use one bank account per customer for all domiciliations.

To set up domiciliation

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select the customer, and then choose the **Edit** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Domiciliation	Enter the domiciliation number for the customer. This number will be used when you create domiciliations for this customer.
Preferred Bank Account	Enter the preferred bank account for transactions with this customer. This account will be used when you create a payment suggestion for this customer.

4. Choose the **OK** button.

See Also

- [Direct Debit Using Domiciliation](#)
- [Generate Domiciliation Suggestions](#)
- [Test Domiciliations](#)
- [Edit and Delete Domiciliation Lines](#)
- [Export and Post Domiciliations](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Edit and Delete Domiciliation Lines


2/18/2021 • 2 minutes to read • [Edit Online](#)

After you have generated domiciliation suggestions, you might want to change the domiciliation lines. For example, you might want to reassign a bank account or prevent payment for a specific customer or customer ledger entry.


After you have modified the journal lines, print the **Domiciliation Journal - Test** report to test all journal lines.

The **Suggest Domiciliations** batch job creates domiciliation suggestions for all customers matching the specified criteria.

To edit a journal line

1. Choose the  icon, enter **Domiciliation Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch.
3. Select the journal line, and edit the fields.

To delete a journal line

1. Choose the  icon, enter **Domiciliation Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch.
3. Select the journal line, and then choose the **Delete** action.
4. Choose the **Yes** button.

See Also

[Direct Debit Using Domiciliation](#)

[Set Up Domiciliations](#)

[Generate Domiciliation Suggestions](#)

[Test Domiciliations](#)

[Export and Post Domiciliations](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Test Domiciliations

2/18/2021 • 2 minutes to read • [Edit Online](#)

To test the domiciliation journal lines, you can use the **Domiciliation Journal - Test** report. This report prints an overview of all journal lines, along with any errors such as missing fields or incorrect bank accounts. You have to correct all errors before you can post the lines.

To print a domiciliation test report

1. Choose the  icon, enter **Domiciliation Journal**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch.
3. Choose the **Test Report** action.
4. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Belgian Electronic Banking](#)

[Direct Debit Using Domiciliation](#)

[Set Up Domiciliations](#)

[Generate Domiciliation Suggestions](#)

[Edit and Delete Domiciliation Lines](#)

[Export and Post Domiciliations](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Export and Post Domiciliations


2/18/2021 • 3 minutes to read • [Edit Online](#)

You can submit domiciliations to your bank by exporting the data to a file. When you export to a file, you can choose to automatically post the lines to the general ledger.

Depending on setup of the **SEPA Direct Debit Exp. Format** field on the **Bank Account Card** page, the **File Domiciliations** action opens either of these request pages:

- **Create Gen. Jnl. Lines** page – for the SEPA Direct Debit format.
- **File Domiciliations** page – for domestic formats.

To export and post domiciliations in SEPA format

1. Choose the  icon, enter **Domiciliation Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch, and then choose the **File Domiciliations** action.
3. On the **Create Gen. Jnl. Lines** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Journal Template Name	Select the general journal template that the domiciliations will be posted from.
Journal Batch	Select the general journal batch that the journal lines will be transferred from.
Post General Journal Lines	Select to post to the general ledger.


4. Choose the **OK** button to export the file.
5. Choose an appropriate location from where you upload the file to your bank, and then choose **Save**.
6. Choose the **Yes** button to automatically post the domiciliation journal lines.

If you did not select the **Post General Journal Lines** check box, you will have to post the domiciliations manually in the general journal.

NOTE

After you have posted domiciliations in the general journal, delete the posted domiciliations on the **Domiciliation Journal** page. To do this, select all lines with status **Posted**, and then choose the **Delete** button.

To export and post domiciliations in Isabel format

1. Choose the  icon, enter **Domiciliation Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch, and then choose the **File Domiciliations** action.
3. On the **File Domiciliations** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Journal Template Name	Select the general journal template that the domiciliations will be posted from.
Journal Batch	Select the general journal batch that the journal lines will be transferred from.
Post General Journal Lines	Select to post to the general ledger.
Pivot Date	Enter a pivot date if you want a date that differs from the posting date on the domiciliation lines. The date entered will overwrite the posting date on the selected journal lines.
Inscription No.	Enter the inscription number that is on the intra-community declaration disk. The number is included in the file and on the accompanying note.
File Name	Enter the name of the export file that you are creating.

4. Choose the **Print** button to export the domiciliations and print the accompanying note, or choose the **Preview** button to view it on the screen. If you do not want to export the file now, choose the **Cancel** button.
5. Choose the **OK** button to send the report to the printer.
6. Choose the **Yes** button to automatically post the domiciliation journal lines.

If you did not select the **Post General Journal Lines** check box, you will have to post the domiciliations manually in the general journal.

NOTE

After you have posted domiciliations in the general journal, delete the posted domiciliations on the **Domiciliation Journal** page. To do this, select all lines with status **Posted**, and then choose the **Delete** button.

See Also

- [Direct Debit Using Domiciliation](#)
- [Set Up Domiciliations](#)
- [Generate Domiciliation Suggestions](#)
- [Test Domiciliations](#)
- [Edit and Delete Domiciliation Lines](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Generate Domiciliation Suggestions

2/18/2021 • 2 minutes to read • [Edit Online](#)

After you have set up domiciliations, you can start generating domiciliation suggestions. In Business Central, you can create domiciliation suggestions for domestic customers only.

To generate domiciliation suggestions

1. Choose the  icon, enter **Domiciliation Journal**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch, and then choose the **Suggest Domiciliations** action.
3. Fill in the fields as displayed in the following table.

FIELD	DESCRIPTION
Due Date	Enter the due date to be included in the batch job. Only entries that have a due date before or on this date will be included.
Take Payment Discounts	Select if you want the batch job to include customer ledger entries for which you can receive a payment discount.
Payment Discount Date	Enter the date that will be used to calculate the payment discount.
Select Possible Refunds	Select if you want the batch job to include refunds.
Posting Date	Enter the date that will appear as the posting date on the lines that the batch job inserts in the domiciliation journal.

4. Enter any additional filter criteria.
5. Choose the **OK** button.

When the batch job is finished, the domiciliation journal contains all open customer ledger entries that match the filters.

NOTE

The domiciliation suggestions will include only customers who have a Domiciliation number set up. For more information, see [Set Up Domiciliations](#).

See Also

[Belgian Electronic Banking](#)
[Direct Debit Using Domiciliation](#)
[Set Up Domiciliations](#)
[Test Domiciliations](#)

Edit and Delete Domiciliation Lines

Export and Post Domiciliations

NOTE

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Summarizing Payment Lines and General Journal Lines

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central summarizes payment lines and journal line across the following types of payments:

- Domestic payments
- International payments
- SEPA payments
- Non-euro SEPA payments

How Payment Journal Lines are Transferred to the General Journal

When you export the payment journal lines to a file, Business Central transfers the payment journal lines to the specified general journal. By default, a general journal line is created for each payment journal line.

The following two fields on the **Electronic Banking Setup** page affect how the payment lines are summarized:

- **Summarize Gen. Jnl. Lines**
- **Cut off Payment Message Texts**

If you have selected the **Summarize Gen. Jnl. Lines** check box on the **Electronic Banking Setup** page, Business Central summarizes all payment journal lines for a specific vendor into one general journal line. The general description "Payment %1," where %1 is the vendor number, is used for the summarized journal line description. A separate payment line and a separate general journal line are created to handle:

- Payment journal lines that contain partial payments, with both the **Partial Payment** and the **Separate Line** fields selected.
- Payment journal lines that contain a standard format message (passes the MOD97 test), which sets **Standard Format Message** to True in the electronic banking journal.

Example 1

In this example, you export payment lines, and the **Summarize Gen. Jnl. Lines** check box is selected. Business Central creates:

- One combined payment line in an XML file that has a concatenated payment message. White space is the delimiter.
- One payment line in the general journal with a generic description that includes the vendor name.

Example 2

In this example, you export payment lines, and the **Summarize Gen. Jnl. Lines** check box is selected. The **Cut off Payment Message Texts** check box is cleared, and the combined SEPA and non-euro SEPA payment lines exceed 140 characters in the payment message. Business Central creates:

- Two combined payment lines in an XML file. The first payment line contains the first concatenated payment messages. The second payment line contains the payment message from the third line.
- One payment line in the general journal with a generic description that includes the vendor name.

Example 3

In this example, you export payment lines, and the **Summarize Gen. Jnl. Lines** check box is selected. The **Cut off Payment Message Texts** check box is also selected, and the combined SEPA and non-SEPA payment lines exceed 140 characters in the payment message. Business Central creates:

- One combined payment line in an XML file that has two concatenated payment messages. An ellipsis (...) is used to indicate that the message is truncated.
- One payment line in the general journal with a generic description that includes the vendor name.

Based on the XML structure, the payments are summarized per account number, beneficiary bank account number, and bank account number. The bank account filter can be empty.

The EndToEndId in the SEPA message is taken from the payment message and can be truncated to the maximum length of 45 characters.

See Also

[Set Up Electronic Banking](#)

[Setting Up Finance](#)

[Record Purchases](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Apply and Unapply General Ledger Entries in the Belgian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

By applying temporary general ledger entries, companies can work with temporary and transfer accounts in the general ledger. Temporary and transfer accounts are used to store temporary ledger entries that are waiting for further processing into the general ledger.


You can use temporary accounts for:

- Money transfers from one bank account to another.
- Financial transaction transfers from one system to another in which part of the information temporarily resides on the original system.
- Transactions for which you have issued a sales invoice to a customer but have not yet received the corresponding purchase invoice from the vendor.

When the ledger entries have been processed, you can use the **Apply Entries** function to update the posted ledger entries and the posting account type.

You can unapply the applied general ledger entries and then open the closed entries to make changes.

To apply general ledger entries

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. Select a general ledger register, and then choose the **General Ledger** action.
3. On the **General Ledger Entries** page, choose the **Apply Entries** action.

All open ledger entries for the general ledger account are displayed on the **Apply General Ledger Entries** page.

NOTE

By default, the **Include Entries** field is set to **Open**. You can change the value of the **Include Entries** field to **All** or **Closed**. You can only apply general ledger entries that are **Open**.

4. Select the relevant general ledger entry, and then choose the **Set Applies-to ID** action.

The **Applies-to ID** field is updated with the user ID. The remaining amount is displayed in the **Balance** field on the **Apply General Ledger Entries** page.

5. Choose the **Post Application** action.

You can post the application even if the balance amount is equal to 0. When posted, the **Remaining Amount** field is affected as follows:

- If the **Balance** is equal to 0, then the **Remaining Amount** field on all ledger entries is set to 0.
- If the **Balance** is not equal to 0, then the amount in the **Balance** field is transferred to the **Remaining Amount** field for the general ledger entry that was selected when you posted the application.


- For all other general ledger entries, the **Remaining Amount** field is set to 0 and the **Open**, **Closed by Entry No.**, **Closed by Amount**, and **Closed at Date** fields are updated.

NOTE

When posted, the general ledger entries which update the **Applies-to** ID field are deleted.

6. Choose the **OK** button.


To view the applied general ledger entries

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. Select a general ledger register, and then choose the **General Ledger** action.
3. Select the relevant general ledger entry, and then choose the **Applied Entries** action.

You can view all the applied general ledger entries.

4. Choose the **OK** button.

To unapply general ledger entries

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. Select a general ledger register, and then choose the **General Ledger** action.
3. Select the general ledger entry that you want to unapply, and then choose the **Undo Application** action.

The applied general ledger entries are unapplied.

NOTE

If an entry is applied to more than one application entry, you must unapply the latest application entry first. By default, the latest entry is displayed.

4. Choose the **OK** button.

See Also

[Understanding the General Ledger and the COA](#)
[Belgium Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Financial Journals

2/18/2021 • 2 minutes to read • [Edit Online](#)

Financial journals are used to register bank account transactions. A financial journal lets you enter a starting balance and an ending balance and automatically calculate the difference so that you can verify that all of the transactions have been registered.

To create a financial journal

1. Choose the  icon, enter **Journal Templates**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Type	Select Financial for the type of journal.
Bal. Account Type	Select Bank Account for the type of balancing account.
Bal. Account No.	Select the number of the balancing account.

4. Choose the **OK** button.

See Also

[Belgium Local Functionality](#)

NOTE

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Export to Accon

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Link to Accon** report enables you to create a file that can be imported into ACCON Plus to generate an annual income statement. The report exports the total balances of the general ledger accounts for a specific period.

To export the Link to Accon report

1. Choose the  icon, enter **Link to Accon**, and then choose the related link.
2. Choose the **Show Amounts in Add. Reporting Currency** check box so that amounts print in the additional reporting currency. If the check box is cleared, the amounts will be printed in local currency.
3. Enter the filter information.
4. Choose the **OK** button.

See Also

[Belgium Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Enterprise Numbers and Branch Numbers

2/18/2021 • 2 minutes to read • [Edit Online](#)

Companies receive a unique enterprise number and one or more branch numbers from the Belgian Crossroad Bank of Enterprises. These numbers are used in all correspondence to simplify communication with the Belgian administrative and legal authorities.

Enterprise Numbers

The enterprise number replaces the existing VAT number. For existing companies with a VAT registration number, the enterprise number is set as the VAT registration number preceded by a leading zero. New companies will receive a new enterprise number.

The enterprise number is printed on the following documents:

- Outgoing sales and purchase documents
- Financial statements
- Reminders and finance charge memos
- Intrastat forms and files

The enterprise number is set up in the following locations:

- Company Information table
- Contact card
- Customer table
- Vendor table

Branch Numbers

A branch number is given to a company to identify an address where at least one of the company's activities is exercised, for example, a workshop, office, warehouse, agency, or subsidiary. Unlike the enterprise number, there is no legal requirement to print the branch number.

All branches of a company will receive a unique number that is different from the enterprise number. The branch number is transferable to another company, such as after a merger or takeover.

The branch number is set up in the following locations:

- Company Information table
- Location table

See Also

[Belgium Local Functionality](#)

NOTE

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Limit the Posting Period


2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can limit the period by which posting is permitted on three different levels: **by company**, **by user**, and **by template**.


Limiting posting periods can be useful when a company closes its sales journal at the end of each month. This keeps salespeople from registering sales documents from the previous month. At the same time, the purchase journal may stay open to register incoming purchase invoices from the previous month.

When you post on the **General Journal Templates** page, the contents of the **Allow Posting From** field and **Allow Posting To** field are checked for a date interval. The date interval indicates when you can post to a journal template. If the field is blank, the **User Setup** page is checked for a date interval for the current user. If the **User Setup** page does not contain an interval, the **Allow Posting From** field and the **Allow Posting To** field on the **General Ledger Setup** page is checked for a date interval at the company level.


To limit the posting periods by company

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. To specify the start of the period, choose the **Allow Posting From** field, and then enter the earliest date on which posting to the company is enabled.
3. To specify the end of the period, choose the **Allow Posting To** field, and then enter the last date on which posting to the company is enabled.

To limit the posting periods by user

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. To specify the start of the period, choose the **Allow Posting From** field, and then enter the earliest date on which the user can post to the company.
3. To specify the end of the period, choose the **Allow Posting To** field, and then enter the last date the user will be able to post to the company.

To limit the posting periods by template

1. Choose the  icon, enter **General Journal Templates**, and then choose the related link.
2. To specify the start of the period, choose the **Allow Posting From** field, and then enter the earliest date on which the user can post to the company.
3. To specify the end of the period, choose the **Allow Posting To** field, and then enter the last date the user will be able to post to the company.

See Also

[Belgium Local Functionality Specify Posting Periods](#)

NOTE

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Set the Work Date as the Posting Date

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can set up the general ledger to use the work date as the posting date for customer or vendor open entries on an invoice, payment, or credit memo.

To set the work date as the posting date

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. Select the **Use Workdate for Appl./Unappl.** field.
3. Choose the **OK** button.

See Also

[Belgium Local Functionality](#)

[Apply and Unapply General Ledger Entries](#)

NOTE

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Canada Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Canadian version of Business Central.

Feature Availability

- Tax
 - [Reporting Sales Tax and Goods/Services Tax in Canada Available Now](#)
 - [Reporting Sales Tax in Canada Available Now](#)
 - [Set Up Unrealized Sales Tax and Sales Payment Discounts Available Now](#)
 - [Set Up Use Tax and Purchase Tax Available Now](#)
- Banking & Payments
 - [Create Deposits Available Now](#)
 - [Make Electronic Payments Available Now](#)
- General
 - [Print Troubleshooting Reports Available Now](#)
 - [Work With GIFL Codes Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a **free trial!**

NOTE

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Reporting Sales Tax and Goods/Services Tax in Canada

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Canada, when a vendor does not have a business presence in the province in which purchases are made, the vendor will charge the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) only. However, if the province has a Provincial Sales Tax (PST), then the purchaser must still calculate the PST and pay it directly to the province. When a Provincial Tax Area Code is selected, Business Central uses it to calculate the PST and post it so that there is a tax liability in both the general ledger and the tax entry records. Therefore, the tax area code selected here should be one where only the PST is included, not the GST.

Submitting the GST/HST File

The tax information in purchase documents is used to generate a GST/HST online file transfer that you must provide to the tax authorities. This file includes goods and services tax (GST) and harmonized sales tax (HST). The file is created in a .tax file format, which can be transferred online.

See Also

[Canada Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

[Reporting Sales Tax in Canada](#)

[Working with Business Central](#)

NOTE

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Reporting Sales Tax in Canada

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you first start using Business Central, you can run an assisted setup guide to quickly and easily set up sales tax information for your company, customers, and vendors. In a matter of minutes, you are ready to create sales documents and purchase documents with sales tax calculated correctly. This is explained [in our blog post](#). If you move to the empty My Company, we recommend that you start by using each of the assisted setup guides, including the one for sales tax. If you prefer to set up sales tax yourself, this article explains what you have to take into consideration.

Tax Groups, Tax Areas, and Tax Jurisdictions

In Business Central, a tax group represents a group of inventory items or resources that are subject to identical tax terms. For example, you can set up a tax group for taxable items and another for nontaxable items. You must assign tax group codes to inventory items and general ledger accounts. Similarly, you must assign tax area codes to customers, locations, and to your own company settings. The assisted setup guide helps you do this.

Each tax area is a grouping of sales tax jurisdictions based on a particular geographic location. For example, the Miami, Florida, tax area includes three sales tax jurisdictions: city (Miami), county (Dade), and state (Florida). Business Central includes a limited set of tax areas with a default configuration, but you can change them and add new tax areas.

If you set up new tax areas and tax jurisdictions, you must make sure that you fill in the fields correctly. In Canada, the federal government and provinces can charge sales tax. Companies collect and remit sales tax to these government authorities for products sold to end users. Sales tax can also be charged to existing sales tax. For example, tax can be calculated on a sales invoice amount that already includes the tax from other jurisdictions.

In Canada, tax amounts must be detailed in documents for each tax jurisdiction. Up to four jurisdictions can be displayed in a document, and jurisdictions that have the same print order are combined when they are printed.

Tax Details

The **Tax Details** page shows different combinations of sales tax jurisdictions and sales tax groups to establish sales tax rates. For each tax jurisdiction, we recommend that you set up one tax group for normal sales tax, another tax group for items or services that are not taxed, and an additional tax group for every type of item or service that is handled with a different sales tax rate in that jurisdiction.

In Canada, when you sell to a customer at a location where you do not have a *situs*—or a legal location in that state—you do not collect sales tax. For locations in which you do not have a situs, ensure that both the **Tax Below Minimum** and **Tax Above Maximum** fields are 0.00.

See Also

[Canada Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

[Sales Tax and Goods and Services Tax in Canada](#)

[Set Up Sales Tax - Watch a Video](#)

[Working with Business Central](#)

NOTE

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Set Up Unrealized Sales Tax and Sales Payment Discounts in the Canadian Version


2/18/2021 • 5 minutes to read • [Edit Online](#)

You can use the **General Ledger Setup** page to set up unrealized sales tax. You can also set up maximum correction tax amounts so that you can limit the tax correction amounts that are entered for sales and purchases. This allows you to overwrite the calculated tax when there are rounding differences between what is calculated on the purchase order, and what is calculated on the purchase invoice from the vendor.

NOTE

If you work with excise tax, the system does not allow you to change the **Tax Amount** field on the **Statistics** page for an invoice, for example to adjust for rounding. Therefore, if you have set up an excise tax with more than two decimals and you experience a rounding difference compared to your vendor's invoices, then you must handle the rounding difference by posting an extra G/L entry so that the total matches the document amount. This posting could be made to an expense account dedicated to amount rounding.


To set up unrealized sales tax

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, on the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Pmt. Disc. Excl. Tax	Select to calculate the payment discount on amounts excluding sales tax.
Adjust for Payment Disc.	Select to recalculate the tax amounts when you post payments that trigger payment discounts. This field is used in the context of VAT, not sales tax.
Unrealized VAT	Select if any of your sales tax jurisdictions allow you to pay your sales tax after you have been paid. If you do not select this check box this function will be blocked for all sales tax jurisdictions.

3. Choose the **OK** button.

To set up unrealized tax for jurisdictions


1. Choose the  icon, enter **Tax Jurisdictions**, and then choose the related link.
2. On the **Tax Jurisdictions** page, choose the **Edit List** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Unrealized Tax Type	<p>– The unrealized tax feature is not used for this tax jurisdiction.</p> <p>–or–</p> <p>Percentage – Each payment covers both tax amounts and invoice amounts in proportion to the remaining invoice amount. The paid tax amount is transferred from the unrealized tax account to the tax account.</p> <p>–or–</p> <p>First – Payments cover the tax first, and then the invoice amount.</p> <p>–or–</p> <p>Last – Payments cover the invoice amount first, and then the tax amount. In this case, nothing will be transferred from the unrealized tax account to the tax account until the total invoice amount—exclusive of tax—has been paid.</p> <p>–or–</p> <p>First (Fully Paid) – Payments cover the tax first, but nothing is transferred to the tax account until the full tax amount has been paid.</p> <p>–or–</p> <p>Last (Fully Paid) – Payments cover the invoice amount first, but nothing is transferred to the tax account until the full tax amount has been paid. Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>
Unreal. Tax Acc (Sales)	<p>The general ledger account that you want to use to post calculated unrealized tax on sales transactions.</p> <p>Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>
Unreal. Tax Acc (Purchases)	<p>The general ledger account that you want to use to post calculated unrealized tax on purchase transactions.</p> <p>Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>

FIELD	DESCRIPTION
Unreal. Rev. Charge (Purch.)	The general ledger account that you want to use for posting calculated unrealized reverse-charge tax on purchase transactions. Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .

4. Choose the **OK** button.

To set up adjustments for payment discounts in a tax posting group




1. Choose the  icon, enter **Tax Posting Setup**, and then choose the related link.
2. Choose the **Edit** action.
3. On the **Tax Posting Setup Card** page, select the **Adjust for Payment Discount** check box.

IMPORTANT

This field is available on the **VAT Posting Setup** page, but it is not shown by default.

4. Choose the **OK** button.

To set up maximum tax correction amounts

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales Receivables Setup** page, on the **General** FastTab, select the **Allow Tax Difference** check box.
3. Choose the **OK** button.
4. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
5. On the **Purchases & Payables Setup** page, on the **General** FastTab, select the **Allow Tax Difference** check box.
6. Choose the **OK** button.
7. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
8. On the **General Ledger Setup** page, in the **Max. Tax Difference Allowed** field, enter the maximum tax correction amount that is allowed for the local currency.

NOTE

In this field, if you enter USD 5, you may correct tax amounts by up to five dollars. To use the tax difference function, an amount must be entered in the **Max. Tax Difference Allowed** field.

9. Choose the **OK** button.

See Also

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up Use Tax and Purchase Tax in the Canadian Version

2/18/2021 • 4 minutes to read • [Edit Online](#)

Sales tax includes taxes that companies pay for using items:

- Use tax (United States) – Use tax is a United States sales tax that is paid on items that are purchased by a company and are used by that company instead of being sold to a customer. The company must pay sales tax for those items to the government, in the form of use tax.
- Purchase tax (Canada) – Purchase tax is a Canadian sales tax that is paid by a company on items that are purchased from a vendor. When a company purchases items for use by the company itself, the vendor charges the appropriate sales tax for the items.


To set up use tax for a purchase order

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. On the **Purchase Orders** page, choose the **New** action.
3. On the **Lines** FastTab, fill in the fields as necessary. Hover over a field to read a short description.
4. On the **Invoicing** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Liabile	Select to set up tax liability. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Tax Area Code	The tax area code of the vendor. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Provincial Tax Area Code	The tax code for the province. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .

5. Choose the OK button.


To set up use tax details

1. Choose the  icon, enter **Tax Details**, and then choose the related link.
2. On the **Tax Details** page, choose the **New** action.
3. On the **New - Tax Details** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Jurisdiction Code	The tax jurisdiction code for the tax detail entry.
Tax Group Code	The tax group code for the tax detail entry.
Tax Type	<p>Sales and Use Tax – To apply both sales tax and use tax to the tax detail entry.</p> <p>–or–</p> <p>Excise Tax – To apply excise tax to the tax detail entry.</p> <p>–or–</p> <p>Sales Tax Only – To apply only sales tax to the tax detail entry.</p> <p>–or–</p> <p>Use Tax Only – To apply only use tax to the tax detail entry.</p>

4. Choose the OK button.


To set up purchase tax for a company

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Company Information** page, on the **Tax** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Area Code	The company's tax area code. The tax area code is used in conjunction with a tax group code field and the Tax Liable field to find the necessary information for calculating sales tax.
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters.
Provincial Tax Area Code	The tax code for the province.

3. Choose the OK button.


To set up purchase tax for a location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. On the **Locations** page, select the required location, and then choose the **Edit** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Do Not Use For Tax Calculation	Select to specify whether the tax information included on this location record is to be used for sales tax calculations on purchase documents.
Tax Area Code	The tax area code for the location. The tax area code is used in conjunction with a tax group code field and the Tax Liable field to find the necessary information for calculating sales tax.
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters.
Provincial Tax Area Code	The tax code for the province.

4. Choose the **OK** button.

To set up purchase tax for non-recoverable tax

1. Choose the  icon, enter **Tax Details**, and then choose the related link.
2. On the **Tax Details** page, choose the **New** action.
3. Select the **Expense/Capitalize** check box.

NOTE

This check box must be selected if the tax paid is not recoverable.

4. Choose the **OK** button.

See Also

[Canada Local Functionality](#)
[Reporting Sales Tax in Canada](#)
[Finance](#)
[Setting Up Finance](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Deposits in the Canadian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can make deposits to maintain a transaction record that contains information that can be applied to outstanding invoices and credit memos.


The **Deposit** page specifies bank deposit information. The information includes the bank account number, total deposit amount, deposit lines, posting date, document date, department code, currency code, and deposit notes. You can use the page to create new deposits, post deposits, print deposits, view deposit comments, or view a report that shows the deposit amount to be reconciled.

The **Deposit** report displays customer and vendor deposits with the original deposit amount, the amount of the deposit that remains open, and the amount applied. The report also shows the total posted deposit amount to be reconciled.

Deposit lines contain information about the individual deposited items, such as checks from customers. This information includes the document date and number, account type and number, and amount. The total of the amounts on the lines must add up to the total amount of the deposit entered on the deposit header.

After you have filled in the deposit information and the associated deposit lines, you must post it in order to update the bank ledger, general ledger, customer ledger, and any other relevant ledgers. Posted deposits are stored for future reference and can be viewed on the **Posted Deposits** page.

To create a deposit

1. Choose the  icon, enter **Deposits**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
No.	The unique identification number for the deposit.
Bank Account No.	The bank account number for the deposit.
Total Deposit Amount	The total deposit amount posted to the bank ledger. You can post this deposit only if the sum of the deposit lines is equal to the value in this field.
Posting Date	The posting date for the deposit.
Document Date	The deposit document date.

4. On the **Lines** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Account Type	The account type.

FIELD	DESCRIPTION
Account No.	The unique identification account number that is associated with the selected account type, to which the entry will be posted.
Description	The journal line entry description.
Document Date	The journal line entry document date.
Document Type	The journal line entry document type.
Document No.	The journal line entry document number.
Credit Amount	The total credit amount on the journal line.

- Optionally, choose the **Dimensions** action, and then add relevant dimensions on the **Dimension Set Entries** page.
- Choose the **Post** action.

NOTE

You can post a deposit only if the amount displayed in the **Total Deposit Lines** field is equal to the amount in the **Total Deposit Amount** field.

Next, you can use the **Deposit Test** and **Deposit** reports to reconcile your posted deposits with outstanding invoices and credit memos.

See Also

[Canada Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

NOTE

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Make Payments with the AMC Banking 365 Fundamentals extension or SEPA Credit Transfer

2/18/2021 • 10 minutes to read • [Edit Online](#)

On the **Payment Journal** page, you can process payments to your vendors by exporting a file together with the payment information from the journal lines. You can then upload the file to your electronic bank where the related money transfers are processed. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

NOTE

In the generic version of Business Central, a global provider of services to convert bank data to any file format that your bank requires is set up and connected. In North American versions, the same service can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).

To enable SEPA credit transfers, you must first set up a bank account, a vendor, and the general journal batch that the payment journal is based on. You then prepare payments to vendors by automatically filling the **Payment Journal** page with due payments with specified posting dates.

NOTE

When you have verified that the payments are successfully processed by the bank, you can proceed to post the payment journal lines.

Setting Up the AMC Banking 365 Fundamentals Extension

Activate the AMC Banking 365 Fundamentals extension to have any bank statement file converted to a format that you can import or to have your exported payment files converted to the format that your bank requires. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

Setting Up SEPA Credit Transfer

From the **Payment Journal** page, you can export payments to a file for upload to your electronic bank for processing of the related money transfers. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process payment electronically by exporting payment files in the SEPA Credit Transfer format, you must perform the following setup steps:

- Set up the bank account in question to handle the SEPA Credit Transfer format
- Set up vendor cards to process payments by exporting files in the SEPA Credit Transfer format
- Set up the related general journal batch to enable payment export from the **Payment Journal** page
- Connect the data exchange definition for one or more payment types with the relevant payment method or methods

To set up a bank account for SEPA Credit Transfer

1. In the **Search** box, enter **Bank Accounts**, and then choose the related link.
2. Open the card of the bank account from which you will export payment files in the SEPA Credit Transfer format.
3. On the **Transfer** FastTab, in the **Payment Export Format** field, choose **SEPACT**.
4. On the **General** FastTab, in the **Credit Transfer Msg. Nos.** field, choose a number series from which numbers are assigned to SEPA credit transfer entries.
5. Make sure the **IBAN** field is filled.

NOTE

The **Currency Code** field must be set to **EUR**, because SEPA credit transfers can only be made in the **EURO** currency.

To set up a vendor card for SEPA Credit Transfer

1. In the **Search** box, enter **Vendors**, and then choose the related link.
2. Open the card of the vendor whom you will pay electronically by export payment files in the SEPA Credit Transfer format.
3. On the **Payment** FastTab, in the **Payment Method Code** field, choose **BANK**.
4. In the **Preferred Bank Account** field, choose the bank to which the money will be transferred when it is processed by your electronic bank.

The value in the **Preferred Bank Account** field is copied to the **Recipient Bank Account** field on the **Payment Journal** page.

To set the payment journal up to export payment files

1. In the **Search** box, enter **Payment Journals**, and then choose the related link.
2. Open the payment journal that you use to process payments by exporting files in the SEPA Credit Transfer format.
3. In the **Batch Name** field, choose the drop-down button.
4. On the **General Journal Batches** page, choose the **Edit List** action.
5. On the line for the payment journal that you will use to export payments, select the **Allow Payment Export** check box.

To connect the data exchange definition for one or more payment types with the relevant payment method or methods

1. In the **Search** box, enter **Payment Methods**, and then choose the related link.
2. On the **Payment Methods** page, select the payment method that is used to export payments from, and then choose the **Pmt. Export Line Definition** field.
3. On the **Pmt. Export Line Definitions** page, select the code that you specified in the **Code** field on the **Line Definitions** FastTab in step 4 in the "To describe the formatting of lines and columns in the file" section in the [Set Up Data Exchange Definitions](#) procedure.

Preparing the Payment Journal

Fill the payment journal with lines for due payments to vendors, with the option to insert posting dates based on the due date of the related purchase documents. For more information, see [Managing Payables](#).

Exporting Payments to a Bank File

When you are ready to make payments to your vendors, or reimbursements to your employees, you can export a file with the payment information on the lines on the **Payment Journal** page. You can then upload the file to your bank to process the related money transfers.

In the generic version of Business Central, the AMC Banking 365 Fundamentals extension is available. In North American versions, the same extension can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).


NOTE

Before you can export payment files from the payment journal, you must specify the electronic format for the involved bank account, and you must enable the AMC Banking 365 Fundamentals extension. For more information, see [Set Up Bank Accounts](#) and [Using the AMC Banking 365 Fundamentals extension](#). In addition, you must select the **Allow Payment Export** check box on the **General Journal Batches** page. For more information, see [Working with General Journals](#).

You use the **Credit Transfer Registers** page to view the payment files that have been exported from the payment journal. From this page, you can also re-export payment files in case of technical errors or file changes. Note, however, that exported EFT files are not shown in this page and cannot be re-exported.

To export payments to a bank file

The following describes how to pay a vendor by check. The steps are similar to refund a customer by check.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Fill in the payment journal lines. For more information, see [Record Payments and Refunds](#).

NOTE

If you are using EFT, you must select either **Electronic Payment** or **Electronic Payment–IAT** in the **Bank Payment Type** field. Different file export services and their formats require different setup values on the **Bank Account Card** and **Vendor Bank Account Card** pages. You will be informed about wrong or missing setup values as you try to export the file.

The EFT feature can only be used for bank accounts in the local currency. It cannot be used with a foreign currency, indicated by a value in the **Currency Code** field. (Blank field value means local currency.)

3. When you have completed all payment journal lines, choose the **Export** action.
4. On the **Export Electronic Payments** page, fill in the fields as necessary.

Any error messages will be shown in the **Payment File Errors** FactBox where you can also choose an error message to see detailed information. You must resolve all errors before the payment file can be exported.

TIP

When you use the AMC Banking 365 Fundamentals extension, a common error message states that the bank account number does not have the length that your bank requires. To avoid or resolve the error, you must remove the value in the **IBAN** field on the **Bank Account Card** page and then, in the **Bank Account No.** field, enter a bank account number in the format that your bank requires.

5. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

NOTE

If you are using EFT, save the resulting vendor remittance form as a Word document or select to have it emailed directly to the vendor. The payments are now added to the **Generate EFT File** page from where you can generate multiple payment orders together to save transmission cost. For more information, see the following steps.

6. On the **Payment Journal** page, choose the **Generate EFT File** action.

On the **Generate EFT File** page, all payments set up for EFT that you have exported from the payment journal for a specified bank account but not yet generated are listed on the **Lines** FastTab.

7. Choose the **Generate EFT File** action to export one file for all the EFT payments.

8. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

The bank payment file is exported to the location that you specify, and you can proceed to upload it to your electronic bank account and make the actual payments. Then you can post the exported payment journal lines.

To plan when to post exported payments

If you do not want to post a payment journal line for an exported payment, for example because you are waiting for confirmation that the transaction has been processed by the bank, you can just delete the journal line. When you later create a payment journal line to pay the remaining amount on the invoice, the **Total Exported Amount** field shows how much of the payment amount has already been exported. Also, you can find detailed information about the exported total by choosing the **Credit Transfer Reg. Entries** button to see details about exported payment files.

If you follow a process where you do not post payments until you have confirmation that they have been processed in the bank, you can control this in two ways.

- In a payment journal with suggested payment lines, you can sort on either the **Exported to Payment File** column or the **Total Exported Amount** and then delete payment suggestions for open invoices for which payments have already been made and you do not want to make payments for.
- On the **Suggest Vendor Payments** page, where you specify which payments to insert in the payment journal, you can select the **Skip Exported Payments** check box if you do not want to insert journal lines for payments that have already been exported.


To see information about exported payments, choose the **Payment Export History** action.

To re-export payments to a bank file

You can re-export payment files from the **Credit Transfer Registers** page. Before you delete or post payment journal lines, you can also re-export the payment file from the **Payment Journal** page by simply exporting it again. If you have deleted or posted the payment journal lines after exporting them, you can re-export the same payment file from the **Credit Transfer Registers** page. Select the line for the batch of credit transfers that you want to re-export, and then use the **Reexport Payments to File** action.

NOTE

Exported EFT files are not shown on the **Credit Transfer Registers** page and cannot be re-exported.

1. Choose the  icon, enter **Credit Transfer Registers**, and then choose the related link.
2. Select a payment export that you want to re-export, and then choose the **Reexport Payment to File** action.

Posting the Payments

When the electronic payment is successfully processed by the bank, post the payments. For more information, see [Making Payments](#).

See Also

[Using the AMC Banking 365 Fundamentals extension](#)

[Managing Payables](#)

[Working with General Journals](#)

[Collect Payments with SEPA Direct Debit](#)

NOTE

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Print Troubleshooting Reports in the Canadian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following troubleshooting reports are available to assist Microsoft Certified Partners with troubleshooting issues:

- **License Information** report – This report contains the license number, the name of the licensed user, which application granules they have purchased, and when the license expires, if applicable.
- **Data Dictionary** report (report #10315) – This report allows you to print detailed table reference, field reference, and table properties for table objects.

You must have access to Business Central Object Designer, which is available only to administrators and only in Business Central Spring 2019 and earlier.

You can print these reports and send them to your Microsoft Certified Partner to help resolve issues with your Business Central implementation.

To print the License Information report

1. In Business Central Object Designer, on the **Tools** menu, choose **License Information**.
2. On the **License Information** page, you can preview the license information, or you can choose the **Export** button to print the **License Information** report.

To print the Data Dictionary report

1. In Business Central Object Designer, on the **Tools** menu, choose **Object Designer**.
2. Choose the **Report** button.
3. In the **Type** column, find ID 10315, which is the **Data Dictionary** report.
4. On the **Object Designer** page, choose the **Run** button to open the **Data Dictionary** report.
5. On the **Options** tab, enter the relevant information into the fields.
6. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Canada Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

NOTE

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Work With GIFI Codes

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Fiscal information can include general ledger accounts, reports, income statements, balance sheets, and statements of retained earnings. Fiscal information is classified using codes. The use of codes helps the government to process information, prepare for electronic filing, and validate tax information electronically. The use of codes also helps statistical organizations to work more efficiently, as financial information is more readily available. For more information, see the [Canada Revenue Agency website](#).


The Canada Revenue Agency uses General Index of Financial Information (GIFI) codes to collect, validate, and process financial and tax information electronically. It is a best practice to assign GIFI codes only to posting accounts, so that all totaling is done by your tax preparation software.

When an account is associated with a GIFI code, it is reported to the revenue agency under that code. Multiple accounts can all have the same GIFI code, but each account can have only one GIFI code.

You can export balance information by GIFI code and save the exported file in Excel, which is useful for transferring information to your tax preparation software.


To set up GIFI codes

In Business Central, you must set up GIFI codes for general ledger accounts, reports, balance sheets, income sheets, and statements of retained earnings.

1. Choose the  icon, enter **GIFI Codes**, and then choose the related link.
2. On the **GIFI Codes** page, choose the **New** action.
3. Set up GIFI codes by filling the fields. Hover over a field to read a short description.

To associate GIFI codes with G/L accounts

To report financial information by GIFI code, each GIFI code must be associated with the appropriate accounts in the chart of accounts.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Select a relevant general ledger account, and then choose the **Edit** action.
3. On the **Cost Accounting** FastTab, in the **GIFI Code** field, select an appropriate GIFI code.

To view account balances using the GIFI code report

You can review your account balances by GIFI code by using the **Account Balances by GIFI Code** report.

1. Choose the  icon, enter **Account Balances by GIFI Code**, and then choose the related link.
2. Specify what to include in the report by filling the fields. Hover over a field to read a short description.
3. Choose the **Print** or the **Preview** button.

To export balance information using GIFI codes

You can export balance information using GIFI codes and save the exported file in Excel. You can modify, save, or delete the file. You can use the file to transfer information to your tax preparation software.

1. Choose the  icon, enter **Export GIFI Info. to Excel**, and then choose the related link.

2. Specify what to export to Excel by filling the fields. Hover over a field to read a short description.
3. Choose the **OK** button.

NOTE

The Excel file has the following characteristics:

- The balance is rounded to the nearest percentage, but the cell value maintains the same percentage as it does in the general ledger.
- Negative numbers are represented as positive number in brackets. Accordingly, -123 is represented as (123).

See Also

[Canada Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

NOTE

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Czech Local Functionality

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The following topics describe the local functionality in the Czech version of Business Central.

Feature Availability

- General
 - [Core Localization Pack for Czech \(Extension\) Available Now](#)
 - [General Available Now](#)
 - [Best Practices Available Now](#)
- Core Finance
 - [Finance Available Now](#)
 - [Year Close Operations Available Now](#)
 - [General Ledger Entries Application Available Now](#)
 - [Exchange Rate Update Available Now](#)
- VAT
 - [Finance - VAT Available Now](#)
 - [VAT Control Report Available Now](#)
- Fixed Assets
 - [Fixed Assets Available Now](#)
- Banking and Payments
 - [Bank Feature Available Now](#)
 - [Cash Desk Management Available Now](#)
 - [Cash Desk \(Extension\) Available Now](#)
 - [Registration of Sales \(EET\) Available Now](#)
 - [Advances Available Now](#)
- Payables and Receivables
 - [Payables and Receivables Available Now](#)
 - [Intrastat Available Now](#)
 - [Compensation \(Extension\) 2021 release wave 1](#)
- Inventory
 - [Inventory Available Now](#)

See Also

[Working with Business Central](#)
[Country/regional availability and supported languages](#)

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Finance in the Czech Version

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In the Czech Republic, there are specific Business Central features that you can use to track and manage your finances.

Corrections Posting (Red Storno)

According to legal requirements, costs and revenues are usually posted only to either the debit or the credit side of a G/L account. Companies in Eastern Europe usually enforce accounting policies to post certain inventory and GL transactions as corrections. The reason for this is that auditors and revenue authorities conduct accounting controls against this rule.

The purpose of the feature is:

- To allow the accounting manager to enforce corrective posting on desired G/L accounts
- To allow the accounting manager to enforce corrective posting in inventory postings (negative transfer entries, expected costs posting)
- To allow the accounting manager to enforce corrective posting of canceling in fixed assets
- To allow the user to enforce corrective posting with one click (in G/L, inventory, and job postings)

Statutory Company Information

Many documents are circulating within and outside company structures. The minimum necessary requirements of such documents are set by local legislations. It is possible to divide such requirements roughly into three groups:

- Company officials' names must be present on some internal and external documents.
- Document footers – The majority of external documents must contain basic company information in document footers, usually in the company's partner language.
- Registration numbers must be visible in internal and external documents.

This feature allows users to define company officials and designate them as General Manager, Accounting, and Finance Managers for usage in internal and external documents.

Users can define document footers in different languages. Such footers can be used in different reports and documents.

Additional company registration numbers and other registration information can be stored on the **Company Information** page and used in documents.

Internal Financial Documents

Users perform general ledger operations and must have the possibility to print documents for these operations with layout in compliance with the legal requirements. Users also want to print a document for posted general ledger operations.

For the reasons above, this feature provides the following reports:

- General Journal – Test Report - used to print documents from G/L journals
- General Ledger Document Report - used to print posted general ledger operations

Accounting Output Documents

In order to comply with the legislation, reporting features, and local reporting practices of Czech companies, this feature provides the following reports:

- General Journal
- General Ledger
- Accounting Sheets
- Turnover report by Global Dimension
- Open G/L Entries to date
- Inventory Account to date
- Joining Bank Account Adjustment
- Joining G/L Account Adjustment
- G/L VAT Reconciliation
- All payments on hold
- Open Customer Entries at date
- Open Vendor Entries at date
- Fiscal Year Balance – standard report adjusted
- Trial Balance by Period – standard report adjusted

Account Schedule Feature

As one of the most extensively used features for analysis and reporting, Eastern European countries often ask for the following improvements of the standard Account Schedules feature:

- Common list of expressions – A common list of expressions contains named lines that can be used in formulas of all account schedules. This is done by defining one of the account schedules as a common list of expressions called a Shared Account Schedule.
- Saving results (current state) of analysis – This improvement allows users to store results of analysis done by using account schedules, modification of results, and retrieval of results later on.
- Formulas drill-down – This improvement allows users to drill down on the results of formulas. Drill-down is now accessible for Totalling type formulas. Drilling down on the result of the formula shows the user a new page containing the list of elements used to calculate the results and their description.
- Additional data sources – Apart from being able to perform analysis on GL entries, the user can perform analysis on VAT, customer, vendor, and value entries.

Statutory Statements

Companies must create financial statements according to the Accounting Law 563/1991. They must create the balance sheet and the profit and loss statement. This feature provides the following reports:

- Balance Sheet
- Income Statement

These reports use the Account Schedule feature with the statement structure defined.

The **Acc. Schedule Name** table contains this new field in the Czech version:

- **Acc. Schedule Type** – Balance Sheet or Income Statement option

The **Acc. Schedule Line** table contains these new fields in the Czech version:

- **Row Correction** – links to another line for balance sheet setup
- **Assets/Liabilities Type** – Assets or Liabilities for Balance Sheet setup

- **Calc** – Always, Never, When positive, When Negative options

The balance sheet and the profit and loss statements are often prepared in Excel file templates with the necessary design for statement printout. Users want to map defined account schedules to prepared Excel templates.

For the reasons above, this feature provides the new setup of Excel templates and statement file mapping. Based on this setup, users can export account schedule data to Excel files.

WIP Extended Posting

The Czech legal Work in Progress (WIP) posting scheme includes the following new general ledger accounts:

- Consumption Account
- Change in Inventory of WIP Account
- Change in Inventory of Product Account

This feature allows you to correctly perform Czech WIP and production posting. It is therefore possible to set up a combination of location and inventory posting group for the accounts Consumption, Work in Progress, Change of Semi-finished Product, Change of Product.

This new posting scheme is used in the following transactions:

- Consumption posting in the consumption journal
- Posting the costs of capacities in the output journal
- Finishing orders and automatic production reporting

Additional Finance Features

Use the following table to learn more about the additional finance features that are available for the Czech Republic.

TOPIC	DESCRIPTION
Year Closing Operations	To comply with accounting legislation at the end of the fiscal year, certain account books must be closed or opened.
General Ledger Entries Application	Apart from application of Customer and Vendor Ledger Entries, a new functionality of General Ledger Entries Application has been introduced. Application of General Ledger Entries is typically used to allow companies to work with temporary and transfer accounts in the General Ledger.
Exchange Rate Updating	Possibility to automatically update currency exchange rates from the external service provided by the ČNB (Czech National Bank).

See Also

[Czech Local Functionality](#)

NOTE

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Year Closing Operations

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To comply with accounting legislation (Accounting Law 563/1991 §17) at the end of the fiscal year, the following account books must be closed or opened:

- Close Profit and Loss Accounts (Close Income Statement)
- Close Balance Sheet Accounts (new Close Balance Sheet report)
- Open Balance Sheet Accounts (new Open Balance Sheet report)

Changes Included

- Close Income Statement – Standard report Close Income Statement improved.
- Close Balance Sheet – Report Close Balance Sheet added. This report creates lines in General Journal. These lines contain posting to the Closing Balance Sheet account.
- Open Balance Sheet – Report Open Balance Sheet added. This report creates lines in General Journal. These lines contain posting to the Opening Balance Sheet Account.

See Also

[Core Localization Pack for Czech](#)

[Czech Local Functionality](#)

[Finance](#)

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General Ledger Entries Application

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Apart from the application of customer and vendor ledger entries, a new functionality for general ledger entry application has been introduced. Application of G/L entries is typically used to allow companies to work with temporary and transfer accounts in the general ledger. Temporary and transfer accounts are used as a temporary "storage" and contain amounts (ledger entries) pending further processing. The new application functionality enables the user to match general expenses to distributed expenses (transferred earlier from account general for all amounts) by using the new applying and unapplying functions, and for companies to see analytic subtotals by using the new **Open G/L Entries on Date** or **Inventory Account to Date** reports for a specific date.

The G/L entries structure has been redesigned by adding the new storage for application information of a G/L entry. The **Detailed G/L Entry** table contains all entries related to the original G/L entry and stores the application amount, while the **G/L Entry** table contains overalls of this amount in the **Applied Amount** FlowField.

The **Apply Entries** and **Unapply Entries** functions on the **G/L Entries** page have been added to the user interface.

Partial application is allowed. The remaining amount for applying is shown on the G/L entry. Users can apply G/L entries before posting the general journal or the cash desk.

User can run batch application by using the **G/L Entry Applying** report .

See Also

[Czech Local Functionality](#)
[Finance](#)

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Updating Exchange Rates in the Czech Version

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The company is allowed to automatically update currency exchange rates using the exchange rate service.

These have been improved by the ability to automatically update currency exchange rates from the CNB (Czech National Bank).

The user can define the http service address and other exchange rate update parameters in the exchange rate service settings.

See Also

[Update Currency Exchange Rates](#)

[Czech Local Functionality](#)

[Finance](#)

NOTE

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Finance - VAT

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VAT Date

The VAT date is important for tax documents according to §28 of VAT Law 235/2004. The VAT date can be different from the posting date or the document date. The VAT date is an important field for the VAT reporting.

This feature focuses on improving the following:

Setup of the VAT Date Feature

- Enabling VAT date usage in the system generally.
- Select the way the system will default the VAT date's value in different areas (Posting Date or Document Date).
- Periods for reporting VAT and company accounting periods are often different. To allow users to seamlessly report and post VAT according to VAT periods, and to issue internal and other statutory reporting based on accounting periods, this VAT Date feature introduces VAT periods.
- Allow VAT Posting From/To – enter a date range in from/to fields to prevent mistakes of posting to closed accounting or VAT periods.

Posting Sales, Purchase, and Service Transactions with VAT Date

To post transactions using a VAT date, the user must fill in the **VAT Date** field on the document headers and journal lines throughout the application. After the posting of the VAT date, it becomes a part of the posted documents and G/L entries and VAT entries.

Calculating and Posting VAT Settlement

The system filters VAT entries by the **VAT Date** field (instead of **Posting Date**) by selecting the VAT period and preparing a report showing which entries will be transferred to the Settlement account. Printouts also contains VAT date information.

Reconciling VAT and G/L Entries

Users frequently reconcile amounts kept in VAT entries and VAT amounts posted to GL entries. Amounts shown in new Net Change (VAT Date) columns on all the following pages will always be filtered by the **VAT Date** field:

- Chart of Accounts form
- G/L Balance form
- G/L Account Balance form

VAT Statement

The VAT Statement report contains many improvements which enable the user to:

- Add Stat. Reporting Setup with general setup for VAT reporting.
- Add two new operation rows (Row Division and Row Multiplication) in the **Type** field.
- Add setup for VAT from advances.
- Filter the **VAT Entries** selection for the VAT statement line by the **EU Triangular Trade** field. This is required, as EU (European Union) triangular trade (middle person – 1 debtor) must be reported in separate rows.
- Print the VAT Statement report with a new option to round off calculated amounts in the VAT statement to the nearest whole value.
- Filter data based on VAT date using VAT periods.

- Filter data for the posted VAT statement of later date.
- More VAT statement types – Recapitulative, Corrective, Supplementary (by §43 part 1 of VAT Law 235/2004) – payer can submit a supplementary VAT statement.
- Export the VAT statement to an .xml file.
- Add comments and attachments to export to the tax authorities.

Supplementary VAT Statement

According to §43 part 1 of VAT Law 235/2004, the payer can submit a supplementary VAT statement. In case the user wants to issue the **Supplementary VAT Statement** report, they must choose the **Supplementary** type of VAT statement when exporting the statement. In the Calculate and Post VAT Settlement functionality, the posted document number is stored in closed VAT entries in the **VAT Settlement No.** field for further filtering in VAT statements and reports. This feature allows calculation and printing VAT statement for different VAT statements posted and submitted in one VAT period.

VIES

The VIES report is used for sales declaration to tax authorities in EU (European Union) countries. According to §102 of VAT Law 235/2004, payers are obliged to submit VIES declaration („Souhrnné hlášení“). The VIES declaration has to be submitted to the tax authorities electronically. The VIES functionality allows you to:

- Set up state reporting
- Select combinations of VAT business/product posting group (on the **VAT Posting Setup** page) to include in the VIES reporting
- Keep the VIES reporting history
- Input all information needed for electronic file submission
- Suggest Lines for VIES reporting
- Support corrective declarations
- Export data into file for electronic submission

Unreliable Payer

The amendment of VAT Law 235/2004 (§106a) introduced the concept of *Unreliable Payer*. The treasury department is obliged to publish the names of unreliable payers.

This feature uses this service to obtain published information and indicate payer status on vendor cards and purchase documents. The treasury department also publishes information about registered bank accounts of the payer (only these accounts are allowed for payments). Information about payer registered bank accounts is stored on the vendor bank account cards and used in cash management.

VAT Exchange Rate

The exchange rate is located in documents, but Czech Republic requires the possibility to set different exchange rates for posting and VAT in sales and purchase documents. This feature adds the **VAT Currency Code** and **VAT Exchange Rate** fields in documents. Users can change the exchange rate for VAT before document posting.

VAT Control Report

Business Central functionality has been extended by the VAT Control Report. VAT items are loaded by the VAT date or posting date (according to the general ledger setup) into the page for the selected period. To process the control report, you must set up VAT control report sections, tariff numbers, VAT statement, stat. reporting setup, and extend the VAT posting setup.

VAT Reports

To fulfil the requirements in legislation reporting and local reporting practices of Czech companies, this feature provides the following reports:

- Calc. and Post VAT Settlement – standard report adjusted
- Documentation for VAT
- VAT Document List
- VAT List on Sales Adv. Letter
- VAT List on Purch. Adv. Letter

See Also

[Czech Local Functionality](#)

NOTE

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VAT Control Report

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The Business Central functionality has been extended with the VAT Control Report feature. The basic page is the **VAT Control Report Card** page. VAT items are loaded by the VAT date or posting date (according to the general ledger setup) into the page for the selected period. The basic setup, i.e. distribution of combinations of VAT posting groups into the individual sections of control report, is determined by the VAT statement.

To process the control report, you must set up the VAT control report sections, tariff numbers, VAT statement, stat. reporting setup, and extend the VAT posting setup.

Key features

- **VAT Control Report Card** page - allows you to select report period.
- **Control Report Lines Suggestion** function - loads control report lines of a selected period.
- Control performance - **VAT Control Report - Test** report - prints an overview according to individual sections.
- Control report export - **Export** function exports control report to the file.
- Closing lines - **Close lines** function fills the **Closed by Document No.** field on control report lines.

See also

[Core Localization Pack for Czech](#)

[Czech Local Functionality](#)

[VAT Statement](#)

[Finance](#)

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Fixed Assets in the Czech Version

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Fixed Assets Tax Depreciation

The Fixed Assets Tax Depreciation feature calculates and posts tax depreciation in compliance with the Income Tax Act (Law 586/1992 §26 - §33). This feature has a special setup for tax depreciation groups to enable entering rates and coefficients for new depreciation methods with fixed assets tax depreciation.

Each long-term tangible fixed asset belongs to a depreciation group. These groups determine minimal depreciation periods and parameters used for calculating depreciation. The following depreciation methods are provided for long-term tangible fixed asset (FA) depreciations for tax purposes:

- Regular – This method is based on the acquisition value and percentage (straight line).
- Accelerated – This method is based on the book value and coefficient (declining balance).
- Regular based on the acquisition value and percentage (straight-line intangible).

Each long-term fixed asset belongs to a depreciation group. These groups determine minimal depreciation periods and parameters that will be used for calculating depreciation.

Calculation of Depreciation Basis in Fixed Assets

Due to Czech legislation, it is necessary to calculate tax depreciations from the depreciable basis which can be different from acquisition costs. According to the requirements, a depreciation basis by the Czech declining-balance depreciation method for the second and following years of a fixed asset's life should be calculated by the new formula defined in the Income Tax Act.

Changes have been made in the calculation of depreciation amounts by the CZ declining-balance depreciation method for the second and following years of a fixed asset's life by the formula stated above. The tax depreciation is calculated annually and the **Force No. of Days** option is recommended for calculating the correct depreciation amount.

Fixed Assets Depreciation Holidays

The Fixed Asset Depreciation Holidays feature (according to the Income Tax Act – Law 586/1992 §26 part 8) enables user to discontinue depreciation for selected fixed assets and for specified periods. The system determines the depreciation schedule after the break period ends. The list of depreciation methods for which the discontinuing of depreciation has been implemented is as follows:

- Straight line
- Regular
- Accelerated
- Straight line for intangible fixed assets
- Enhanced depreciation methods and straight-line methods to pick up the threads of the depreciation schedule end after the break depreciation period.

Users can open the FA depreciation book and fill in the **Depreciation Interrupt** and **Depreciation Interrupt up to** fields. The **Keep Depr. Ending Date** field defines if you want to maintain the depreciation schedule.

Two-Step Fixed Asset Acquisition

There are two steps to accomplish when acquiring a fixed asset in Czech accounting. When a company gets an invoice for a fixed asset acquisition, it must be posted. Since the initial use of the fixed asset, the used fixed asset is posted. Both the acquisition and put-to-use steps are required and connected with G/L entries. Fixed assets are not depreciated until they are put to use.

For this process, use the **Custom 2** fixed asset posting type for the first step (acquisition) and **Acquisition** fixed asset posting type for the second step (put to use). Select the **Fixed Asset Acquisition as Custom2** check box on the **Fixed Asset Setup** page to start using this feature.

The value **Custom 2** is renamed in Czech language from "Vlastní 2" to "Pořízení" for correct FA purchase identification and better accountant understanding.

Fixed Asset Posting of Disposal

Czech accounting standards require specific posting when a fixed asset is being disposed of or being sold. After selling or posting fixed assets, the posting of disposal ensures the fixed asset value remains the same as that of the acquired value after depreciation.

The fixed asset remains unchanged even after it is put to use. When the fixed asset is depreciated periodically, a corresponding sum is debited from the acquired cost at the time of disposal. The balance amount is the current fixed asset value.

On the **Depreciation Book** page, select the **Corresponding G/L Entries on Disposal** check box to make this feature operational. Also select the **Corresponding FA Entries on Disposal** check box to retain the correspondence between G/L entries and FA entries.

Different Types of Disposal and Maintenance

In Czech accounting, it is necessary to post different types of disposal and different types of maintenance of fixed assets to specific G/L accounts. A standard way offers only one method of disposal and maintenance posting.

A new setup is added for this, namely the **FA Extended Posting Group** table. This table allows to set up each FA posting group:

- Posting disposals to different accounts in combination with **Reason Code** field for disposals
- Posting maintenance in combination with the **Maintenance Code** field for maintenance

Fixed Assets Classification

Classification Code

The Tax of Income Law 586/1992 insists on sorting fixed assets by production classification marked CZ-CPA and by building operations classification marked CZ-CC. The new **Classification Code** table and the **Classification Code** field are added. The field is used for FA classification to the tax group.

Fixed Asset Location/Responsible History Report

This feature provides users with the ability to track changes to the location and responsible employee for fixed assets.

With the addition of this feature, users are able to control location history of the fixed asset and the history of employees responsible for the fixed asset. This feature also provides reports for company verification where a specific fixed asset is/was located or to whom it is/was assigned.

To enable FA Location and responsible-employee tracking (FA history), user must first enable this feature by selecting the **Fixed Assets History** check box on the **Fixed Asset Setup** page. User can then start to track

changes in fixed assets' location and responsible employees. The changes are stored in the **FA History Entry** table.

Items of fixed assets:

- Save changes in FA evidence
- Include time and user stamp changes

New reports for transactions and history documentation added:

- FA Assignment/Discharge
- FA History

Fixed Assets Reporting

In order to comply with the requirements in legislation reporting features and local reporting practices of Czech companies, this feature provides the following reports:

- **Fixed Asset Card** – combines data from the standard **FA List** and **FA Details** reports, grouping details per FA depreciation book.
- **FA Receipt** – is printed when a particular fixed asset is received to be put to use. Such document must be signed by company officials.
- **FA Disposal** – is printed when a particular fixed asset is disposed of or damaged.
- **FA – Analysis G/L Account** – used to compare it with G/L account.
- **Fixed Asset – Analysis 2** – users can define 3 columns for date, 4 columns for amount field, group totals, and export to Excel.
- **Fixed Asset – Analys. Dep. Book** – user can choose 2 depreciation books for comparison.
- **FA Phys. Inventory List** – companies are obliged to reconcile the physical state of fixed assets and book value in order to prepare the financial statement.
- **FA Inventory List** – prints the fixed assets inventory per responsible employee or location code.

The following standard reports have been adjusted for the Czech Republic (new Group total, etc.):

- **Fixed Asset – Analysis**
- **Fixed Asset – Book Value 01**
- **Fixed Asset – Book Value 02**
- **Fixed Asset – Projected Value**
- **Fixed Asset – G/L Analysis**
- **Maintenance – Analysis**

See Also

[Czech Local Functionality](#)
[Finance](#)

NOTE

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Local Banking Feature

2/18/2021 • 2 minutes to read • [Edit Online](#)

This feature provides improved efficiency and prevents user from making mistakes during entering the customer and vendor bank account data by capturing the bank specific information and eliminating the need to re-enter it every time. Such functionality is needed even more as more bank transactions are executed electronically.

Banking Setup

The new banking setup introduces:

- General Information – assigning to bank account number
- Numbering – Payment order numbers, bank statement numbers
- Import, Export Information
- Information for posting and applying
- Settings for payment orders and bank statements

New fields are added on the **Bank Account**, **Customer Bank Account** and **Vendor Bank Account** pages.

Company Default Bank Account

The **Default Bank Account Code** field is added on the **Company Information** page.

Sales Documents and Bank Accounts

It is quite common for companies to have multiple bank accounts open with multiple banking institutions in order to lower the cost of financial transactions. For that purpose Business Central needs to enable users to select the preferred bank account to be printed on sales documents.

The **Bank Account Code** field is added on sales documents, and information from the selected bank account is transferred to the sales header.

Additional fields for payment identification are added to the sales header, such as **Specific Symbol**, **Variable Symbol**, and **Constant Symbol**. This information is transferred to the posted document and customer ledger entry during posting. This allows you to apply payments to invoices precisely.

Purchase Documents and Bank Accounts

It is quite common for vendors to have multiple bank accounts open with multiple banking institutions. For this purpose Business Central needs to enable users to select a vendor bank account for payment on purchase documents.

The **Vendor Bank Account Code** field is added on purchase documents and information from the selected vendor bank account is transferred to the purchase header.

Additional fields for payment identification were added to the purchase header, such as **Specific Symbol**, **Variable Symbol**, and **Constant Symbol**. This information is transferred to the posted document and vendor ledger entry during posting. This allows you to use this information for payments suggesting and application.

Bank Statement and Payment Orders

This allows you to create payment orders and bank statements. An unlimited number of bank accounts can be registered for various banking institutions and in different currencies. You can import and export files (listings and orders) from banking software.

Main Features:

- Create, post and export a payment order
- Create, import, and post a bank statement
- Bank statement rollover into a payment reconciliation journal
- Pairing entries in the payment reconciliation journal and posting

Other Supported Features:

- The **Payment Order** and **Bank Statement** pages can be used in addition to their own import/export functions and standard tools for the definition of import and export formats of banking components.
- Only the standard payment reconciliation journal is used to process statement files. The standard options for automatic alignment of the options are extended by specification. For example, the **O** variable symbol has been extended for payment comparison rules.
- Additional information and rules for calculating payments and text-based account mapping.
- Text mapping of accounts - for automatic matching of bank statement entries from the text given in the description, extension and mapping of accounts according to the variable symbol, constant symbol, specific symbol, bank account, IBAN code, and SWIFT.
- Payment reconciliation journal - the option to start and change automatically.

See Also

[Czech Local Functionality](#)

[Reconcile Payments Using Automatic Application](#)

[Finance](#)

NOTE

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Cash Desk Management

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Cash Desks and Cash Documents features allow you to define cash accounts and cash desks for the physical receipt and money withdrawal. Each cash desk must have a separate number series of the cash documents. You can set up separate number series for the receipt cash documents and withdrawal cash documents. The cash desk cases are pre-defined cases to simplify data entry. You can specify individual user authorized to operate with the particular cash desk and transmit cash desks between users.

The main functionality of the Cash Desk feature is:

- Cash desk setup, cash desk users
- Receipt cash document, withdrawal of cash documents and their posting
- Cash desk cases used as templates for usual accounting transactions
- Payment application with customer and vendor ledger entries
- Payment Application with advance invoices
- Cash desk inventory
- Output documents (receipt cash document, withdrawal cash document)
- Reports - Cash Desk Account Book, Cash Desk Book, Cash Desk Hand Over

The cash desk card contains basic cash register information, such as number, currency, contact details, etc. It also includes billing settings, definitions for checks and limits, and numeric series presets for cash receipts.

Cash documents are receipt or withdrawal, and can be in different currencies according to the cash register. The documents also enable the releasing, posting and printing of exit documents.

You can run the apply entries feature from the cash document rows to select customer or vendor entries for alignment. Similarly, features are available for off-setting backup invoices.

See Also

[Czech Local Functionality](#)

[Finance](#)

NOTE

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Cash Desk Localization for Czech (Extension)

2/18/2021 • 2 minutes to read • [Edit Online](#)

In the Czech version of Business Central, the Cash Desk functionality helps companies with the legislation requirements and best practices in cash desk operations.

The Cash Desks and Cash Documents features allow you to define cash accounts and cash desks for the physical receipt and money withdrawal. Each cash desk must have a separate number series of the cash documents. You can set up separate number series for the receipt cash documents and withdrawal cash documents. The cash desk cases are pre-defined cases to simplify data entry. You can specify individual user authorized to operate with the particular cash desk and transmit cash desks between users.

Key features

- Cash desk setup, cash desk users
- Receipt cash document, withdrawal of cash documents and their posting
- Cash desk cases used as templates for usual accounting transactions
- Payment application with customer and vendor ledger entries
- Payment Application with advance invoices (**2021 release wave 1**)
- Cash desk inventory
- Output documents (receipt cash document, withdrawal cash document)
- Reports - Cash Desk Account Book, Cash Desk Book, Cash Desk Hand Over

The cash desk card contains basic cash register information, such as number, currency, contact details, etc. It also includes billing settings, definitions for checks and limits, and numeric series presets for cash receipts.

Cash documents are receipt or withdrawal, and can be in different currencies according to the cash register. The documents also enable the releasing, posting and printing of exit documents.

You can run the apply entries feature from the cash document rows to select customer or vendor entries for alignment. Similarly, features are available for off-setting backup invoices.

NOTE

The Cash Desk application (extension) in the current version does not support Electronic Registration of Sales (EET) and Advance Payments. If necessary, you need to use the existing Cash Desk (Base Application).

See Also

[Czech Local Functionality](#)

[Finance](#)

NOTE

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Registration of Sales (EET)

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Registration of sales (EET) is registration of sales coming from business activities and paid in cash. Information about these transactions are sent to the tax authorities. At the time of payment is created data message and sent online to the server of Tax office. As answer from the server is message with unique transaction ID, which has to be printed on the receipt for customer.

Payment methods included in EET:

- In cash
- By card
- Check
- Bill of Exchange
- Other similar types like gift cards, coupons, bitcoin etc.

For more information see official portal www.etrzby.cz.

How it Works in Business Central

The following sales documents are covered in Business Central:

- Sales invoice payment
- Payment of prepayment invoice
- Refund sales credit memo
- Refund of prepayment invoice
- Cash desk receipt for sales to the G/L account (without source sales document)

With posting of defined documents (and with defined payment method) is created EET ledger entry and based on the functionality regime is processed:

- Online – An EET entry is created and stored in Business Central. A message to the tax authorities is generated and sent to the server. An answer from the server is processed and stored and on the customer's receipt is printed a unique transaction ID generated by tax authorities.
- Off-line - An EET entry is created and stored in Business Central. On the customer's receipt is printed a unique ID generated in Business Central (identification of company and document). EET records are processed later by batch job.

Main Parts of the Feature

- EET ledger entries – the table where registered documents are stored and processed. Each record contains sales data required by the tax authorities, which is needed for printing on receipts and for data from electronic communication. New records are created automatically by posting of source documents.
- EET service settings.
- Certificate settings.
- EET POS terminals – identification of registered places.

See Also

[Czech Local Functionality](#)

NOTE

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Advance Payments and Invoices

2/18/2021 • 4 minutes to read • [Edit Online](#)

The Advance Invoices and Payments feature is used to generate invoices and to make payments before goods or services have been delivered or before the production has begun. The Advance Invoices and Payments feature includes advance invoices, advance payments, advance payments subject to VAT, and tax documents. The document types and document requirements for this feature are listed below:

Advance Invoices

- Used to request money in advance.
- The document is not accounted and does not have a tax voucher.
- Documents are created in advance of invoices templates (document groups) with predefined accounting and number series of related documents.
- Advance invoice templates define whether or not you are obliged to post VAT.
- Advance invoices can be created from purchase orders, invoices, or as a separate document with no links to any documents.
- Free advances can be additionally linked with documents before posting the final invoice.

Life Cycle of Advance invoice

An advance invoice has its own life cycle, which is defined by states:

- **Open** - an advance invoice can be edited.
- **Prepayment** - payment of advance invoice is expected.
- **Invoice preparation** - a tax receipt for the received/issued payment is expected.
- **Preparation** of the final invoice - the advance invoice is ready to be drawn.
- **Closed** - final status after the advance invoice has been exhausted.

Advance Payments

- The payment made against an advance invoice.
- Proportional advance payments with regard to posting and billing, in journals and banknotes.
- Received advance payments are not receivables, they are liabilities.
- Issued advance payments are not payables (liabilities), they are receivables.
- Advance payments may be subject to VAT. Czech legislation lays down rules for whether the advance payments are subject to VAT.
- Received advance payments are classified based on the date of receipt.
- Issued advance payments are classified based on the date of tax documents receipt.
- Any unspent part of advance payments can be returned.
- Posting payment for a payment can be made on the basis of an advance invoice.
- Posted invoice with a link to advance invoice can be disconnected.
- The advance invoice can be paid by multiple payments.
- Received advance invoices are posted as liabilities.
- Advance payments in foreign currency based on agreed data.

Tax Documents (Tax Credit Memo)

- Documents specifying the paid VAT from received advance payments.
- It is not possible to claim VAT from advance payments without receiving tax documents issued for advance payments.
- VAT calculation improvements comply with the legislation of the Czech Republic.
- Documents are declaring the VAT paid on the advance payments received/issued.
- Tax documents/tax credits are created in relation to the advance invoice to which the payment was made.
- The module includes functions for automatically generating tax documents when posting an advance payment.
- For advance payments, it is possible to correct the tax documents before they are posted because of their billing based on the received document from the creditor.
- The Advance Invoice mode without a tax document allows VAT to be applied only on the final invoice, provided that its performance meets the conditions of Section 28 of the Value Added Tax Act.
- The tax document for the released payment can be charged only on the basis of the received document from the creditor, therefore the purchase advance invoice allows the change of the regime with / without VAT also during its processing.
- Calculation of VAT on advance invoices based on the Value Added Tax Act (§ 37a, § 92).
- The new module also works with VAT in the payer registration mode in another EU country.

Deduction of Advance

- Deduction of advance payments and already paid or claimed VAT from final invoices.
- Deduction is done when posting final invoice proportionally.
- The module offers a tool for linking advance invoices with the final document.
- It is possible to change/supplement/cancel the linking of the advance invoice with the final document before it is posted.
- It is possible to link multiple advance invoices to the final document in one step.
- The tool parameters can be influenced by how the final deferral is interconnected with advance invoices.
- For better control/correction of the final invoice tax, order statistics and invoices have been expanded to include bookmarks informing you of your payment usage and VAT paid/claimed.
- Deduction of the advance invoice from the final invoice can be canceled with all accounting entries that were used for the deduction.
- When using an advance invoice in a foreign currency, the exchange rate differences are quantified.

Linking Tool for an Advance Invoice and a Final Document

The tool provides a choice of different ways to link the lines of the final document to the lines of backup payments:

- Mode of linking advance invoices paid/unpaid.
- Linking by amounts remaining or billing the final document.
- Linking based on VAT rates.

FactBoxes - Customer/Vendor Statistics

The customer and vendor card statistical information windows were supplemented with information about advances:

- Invoiced Amount of Advance
- Advances - Open

- Advances - Prepare Payments
- Advances - Preparing an Invoice
- Advances - Preparing the end Invoices

Internal and Output Documents Printout

A set of documents are created that take into account Czech legislation and practices.

Output Documents:

- Advance Invoice
- VAT Document to Received Payment
- VAT Document to Tax Credit Memo
- Sale Invoice

Internal Documents:

- Sales Advance Letter List
- Purch. Advance Letter List
- VAT List on Purch. Adv. Letter
- VAT List on Sales Adv. Letter

See Also

[Czech Local Functionality](#)
[Finance](#)

NOTE

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Payables and Receivables in the Czech version

2/18/2021 • 4 minutes to read • [Edit Online](#)

Credits

Sometimes, a company's customers are also to some extent company vendors. In such situations, it is quite common for companies to compensate their receivables and payables.

The main features of the Credits functionality are:

- View Balance as Vendor/Balance as Customer – to view the balance as vendor on a customer card and the balance as customer on a vendor card, users must set a customer and vendor business relation with a contact to indicate to the system that even though particular company is registered as a vendor and as a customer, it is in fact the same company.
- Credits Setup – Credit Nos., Credit Bal. Account No., etc.
- Credit Maintaining on Credit Card – choose Customer/Vendor, suggest lines/entries for compensation.
- Agreement printout.
- Credit posting – posted credit is created, entries application is posted.

entries to be counted can be entered manually or automatically from the Credit Card. In addition, there are functions to mark entries to count and balance the balance. There is also a print of the Agreement on Mutual Settlement of Receivables and Payables under Czech legislation.

Exchange Rates Adjustment Feature

The majority of companies in the Czech Republic request the following improvements to be implemented in Exchange Rates Adjustment:

- Ability to run Exchange Rates Adjustment for Customers, Vendors and Bank Accounts separately
- Ability to have Exchange Rates Adjustment batch post adjustments in detail as well as summarized per currency
- Ability to run Exchange Rates Adjustment just as simulation (without posting) in Test Mode

On standard report Adjust Exchange Rates is now possible to:

- Set Bank Account, Customer, Vendor filter for adjustment
- Choose adjustment for Customer or Vendor or Bank Account
- Choose the test mode
- Choose summarizing entries
- Choose the method for dimension transfer

The Adjust Exchange Rate report feature also modifies the calculation principle for implemented gains and losses based on the Income Tax Act. This feature calculates the implemented gain or loss against the recently adjusted amount.

This feature in the standard version of Microsoft Business Central reverses the non-implemented gain or loss first, and calculates the implemented gain or loss afterwards. The calculation is expressed against the amount in the initial exchange rate during the application of the payment and the invoice.

The new calculation principle is implemented for fluctuation in the already adjusted exchange rate. The Adjust Exchange Rates batch job has been for Czech Advance Payments has also been extended.

Multiple Payables/Receivables Accounts

Users often post transactions like bad debt or other types of Receivable/Payable transactions that need to be recorded in Customer and Vendor Ledgers, but at same time posted to different Receivable/Payable GL Account, other than the one specified on Customer or Vendor posting groups. The easiest way to enable such functionality is to allow users to change Customer and Vendor posting groups in the moment of posing a particular transaction.

Customers/Vendors Reconciliations

At the end of each fiscal year (or another period, when requested), companies send a statement of balances to Customers and Vendors in order to reconcile them with Customer and Vendor records. Customers and Vendors either confirm the statement or not and send it back with corrections, based on their own information. This feature allows users to prepare such report in Business Central.

Sales Correcting Documents

According to the VAT law amendment, it is necessary to differentiate types of Sales Credit-Memo documents. This feature allows users to set up the following Credit Memo Types:

- Corrective Tax Document
- Internal Correction
- Insolvency Tax Document

This Credit Memo Type defines how is handled Postponed VAT on Sales Credit-Memo documents.

Contacts Actualization from ARES

ARES stands for Access to Register of Economic Subjects. ARES is an information system allowing retrieval of information on economic entities registered in the Czech Republic.

The user can fill in ARES Http in Reg. No. Validation Service Setup. It is possible to run ARES actualization from Contact, Vendor and Customer Card. It is possible to search the company and decide which fields can be updated in Business Central(Name, Address, City, Post Code).

New Design of Output Documents

A new set of printed reports for external documents is created. All documents have the same layout design (headers, footers, font type and size, etc.). Additionally to standardization, Dynamics NAV documents were extended according to all requirements required by the Czech legislation:

- Registration No., VAT Registration No.
- Deduction of advances with information about invoice and date of payment received
- VAT specification printout grouped by VAT Identifier
- Naming of tax corrective documents based on Credit Memo type
- Printout of documents related to advance payments

List of Reports in the CZ Document Set:

- Sales – Advance Letter CZ
- Sales – Advance Invoice CZ
- Sales – Advance Credit Memo CZ
- Purchase – Advance Letter CZ
- Purchase – Advance Invoice CZ

- Purchase – Advance Cr. Memo CZ
- Purchase – Quote CZ
- Order CZ
- Return Order Confirmation CZ
- Sales – Quote CZ
- Order Confirmation CZ
- Sales – Invoice CZ
- Sales – Credit Memo CZ
- Sales – Shipment CZ
- Sales – Return Receipt CZ
- Charge Memo CZ
- Reminder CZ
- Service - Contract CZ
- Service - Contract Quote
- Service - Quote CZ
- Service - Order CZ
- Service - Invoice CZ
- Service - Credit Memo CZ
- Service - Shipment CZ

See Also

[Czech Local Functionality](#)

[Finance](#)

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Intrastat

2/18/2021 • 4 minutes to read • [Edit Online](#)

The standard Intrastat feature does not transfer all and only valid transactions into Intrastat journal. This results into a lot of manual work necessary to exclude/include the excess/missing transactions, often rendering a lot of errors. According to the requirements of the Czech Republic, the following improvements are needed for the Intrastat feature:

- Particular options in the Intrastat engine need to be parameterized
- Handling of supplementary measure units needs to be improved
- Calculation of Intrastat amount and statistical amounts must be improved
- The **Get Intrastat Entries** batch needs to be improved
- Exporting of Intrastat reports to .csv files according to local requirements

This feature adds improvement of data transferred into Intrastat journal and prepares the environment for correct Intrastat reporting.

Intrastat Engine Setup

Additional Intrastat engine general parameters setup allows to:

- Set mandatory fields of Intrastat transactions in sales, purchase, and transfer transaction
- Set where the particular parts on Intrastat data related to items should be taken from (item or posted entry) and which item attributes will be mandatory in sales, purchase, and transfer transaction
- Set if any item charges related to sales, purchase, and transfer transaction will be ignored by the system (i.e. not including them in Intrastat or statistical amounts)
- Define if the statistical amount is calculated and calculation method for it
- Select Intrastat rounding type to set how Intrastat and statistical amounts will be rounded
- Set foreign currency exchange rate for Intrastat reporting
- Set object for Intrastat report export

New Setup Tables Added for:

- Statistic Indications
- Specific Movements
- Intrastat Delivery Groups

Additional Setup for Intrastat Enables:

- Set a country/region code for Entry/Exit Point
- Set Tariff Number Supplementary Units of Measure if Tariff numbers have to be reported in Supplementary Units of Measure
- Set if particular item charges have to be included in either Intrastat Amount or Intrastat Statistical Value or both
- Set Intrastat behavior for Shipment Methods – select if item charges should be included/excluded for particular Shipment Methods and Intrastat Delivery Group for reporting
- Set Area value in Location Card
- Set default values and enforce company policies following additional Intrastat data available on Customer and Vendor Cards
- Define on the Item Card additional Intrastat data – Statistic indication and Specific movement

- Make special foreign Currency Exchange Rate setup and object for export setup for each Registration Country

Posting Sales, Purchase or Transfer Transaction

To identify and enter attributes of sales transaction that will be used in Intrastat reporting user, follows these steps:

- User verifies Intrastat data (Transaction Type, Specification and Transport Method, etc.) on the Foreign Trade tab. These were transferred to the document header from the relevant Customer or Vendor card and can be manually edited.
- Intrastat Transaction field (non-editable) informs the user whether the particular transaction is qualified as Intrastat transaction.
- Identification of the Physical Movement in the correction (Credit-Memo) documents using the Physical Transfer field.
- User can manually exclude an Intrastat Transaction from Intrastat reporting using the Intrastat Exclude field.
- User verifies Intrastat Data (Tariff No., Statistic Indication, Country/Region of Origin and Net Weight) in the document lines. These were transferred to the line from the relevant Item card and can be manually edited.
- User assigns Item Charge to the sales line and includes/excludes its value to Intrastat Amount and Statistical Amount.
- During the posting, system transfers all Intrastat relevant information to Item Ledger Entry.
- During the posting, system displays an error if any Intrastat field set as mandatory in Stat. Reporting Setup form is not filled in. This will prevent the user from posting the transaction.

Preparing Intrastat Journal

The Intrastat Journal contains the following new fields and functionalities:

- Shipment Method Code
- Statistic Indication
- Specific Movement
- Supplementary Units of Measure Calculation
- Declaration Numbering
- Declaration types for Statement Classification – Primary, Null, Replacing, Deleting
- Registration Country entries filtering

The fastest way to prepare the Intrastat journal and make sure all the rules set in the previous steps are followed is by using the **Get Entries** batch job. During the execution of the Get Entries batch job, the system will take care of the following:

- System considers Item and Job Ledger Entries created by transaction identified as Intrastat transactions
- System ignores sales and purchase Intrastat transactions with the EU-3 Party Trade flag
- System makes sure to include Intrastat transactions with Entry/Exit Points in EU Country
- System makes sure to include sales and purchase documents (i.e. Credit Memos) posted with the **Correction** check box as inserted in the Intrastat journal with the same type as documents they are correcting, but with opposite sign for Non-physical Transfer documents and with the opposite type for documents marked as Physical Transfer
- System makes sure the reversed Intrastat transactions (i.e. using Undo Receipt/Shipment) are excluded from reporting (both reversed and reversing Intrastat transactions)
- System makes sure the Item Charges are (not) included, adjusted and calculated in Intrastat Amount and Statistical Amount according to the user's setup in Stat. Reporting Setup, Item Charges, Shipment Methods and Item Charge Assignments

- System makes sure the Supplementary Units of Measure are used while preparing Intrastat Journal lines
- System makes sure the correct data source is used for Tariff No., Net Weight and Country/Region of Origin according to Stat. Reporting Setup

Intrastat Report Export to CSV Format

Export of Intrastat reports to .csv files according to local requirements (for INSTATDESK and INSTATONLINE applications) was added to Intrastat Journal. Export use object for export based on setup in Stat. Reporting Setup or Registration Country.

See Also

[Czech Local Functionality](#)

[Finance](#)

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Compensation Localization for Czech (Extension)

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Compensation solution helps companies for offsetting receivables and payables. Compensations are used when the company's customer is also its supplier.

Entries to be counted can be entered manually or automatically from the Compensation Card. In addition, there are functions to mark entries to count and recalculating the balance.

There is also a print-out of the Agreement on Mutual Settlement of Receivables and Payables under Czech legislation.

Key features

- **View Balance as Vendor/Balance as Customer** – to view the balance as vendor on a customer card and the balance as customer on a vendor card, users must set a customer and vendor business relation with a contact to indicate to the system that even though particular company is registered as a vendor and as a customer, it is in fact the same company.
- **Compensation Setup** – Compensation Nos., Compensation Bal. Account No., etc.,
- **Compensation Card** – lines for compensation,
- Function - **Suggest lines for compensation**, Release,
- **Agreement on Mutual Settlement of Receivables and Payables** printout,
- **Compensation posting** – posted Compensation is created, entries application is posted.

See Also

[Czech Local Functionality](#)

[Finance](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Inventory in the Czech Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Posting Groups in Transfer Orders

Czech posting rules require location transfers to be posted with the defined Inventory Adjmt. Account different from other item Journal postings. In the Transfer Orders functionality, fields for Gen. Bus. Post. Groups for Ship and Receive posting were added. This feature enables you to post different transfer orders with different General Posting Setup and also different from postings in item Journal.

In Transfer Route, fields for Gen. Bus. Post. Groups for Ship and Receive posting were added. This setup is automatically copied to transfer the order based on the used transfer route.

Rounding Account in Inventory

The Rounding Account in the Inventory feature enables you to post all rounded costs (rounding entries in the Value Entry table) to another General Ledger Account instead of the Inventory Adjustment Account. This feature enables you to post a rounded cost on a different Account than the acquisition cost.

Inventory – G/L Reconciliation Enhancements

According to the Czech specific requirements, the Inventory – G/L Reconciliation matrix form must into account take the Czech specific inventory posting Accounts: Inventory Rounding Account and Intermediate WIP Account. Since the Czech localized application contains modifications in the inventory posting, special Account for rounding functionalities, and special intermediate WIP accounts, must also be included in the Inventory – G/L Reconciliation matrix form.

These modifications have been introduced to the interface and the calculation procedures have been modified.

Advanced Features of the Physical Inventory

To comply with the legislation, companies require differentiation of accounting of deficits and surpluses. Thanks to the setting of default Whse. Net Change Template for these inventory movements in the Inventory Setup, the user can easily change Gen. Business Posting Group depending on the type of inventory movements.

Companies need to distinguish the posting of inventory movements of the same goods so they require line-break of physical inventory Journal line. Such accounting is required for legal reasons. For example, they need to have a different account for deficits in the limit, and another account for deficits over the limit.

Inventory Operations Document

Users perform inventory operations such as: write down, reclassification and revaluation. They must have the possibility to print documents for these operations with the layout in compliance with the legal requirements.

Users also want to print a document for posted inventory operations.

For the reasons above, this feature provides the following reports:

- Inventory Movement Report is used to print documents from inventory Journals.
- Posted Inventory Document Report is used to print posted inventory operations.

Inventory Counting Document

At the end of the period, users perform physical inventory counting to reconcile the actual (physical) value of inventory with the one registered in the system. At the end of the counting process, accounting department needs to archive final Inventory Counting Document containing posted values with names of company officials who under liability confirm with their signature that the quantities and amounts stated in the document correspond to ones physically present in company's inventory locations.

For the reasons above, this feature provides the following reports:

- Phys. Inventory List Report is used to print documents from Phys. Inventory Journals (existing report improved).
- Phys. Invt. Counting Document Report is used to print posted Phys. Inventory operations.

See Also

[Czech Local Functionality](#)

[Finance](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Extended User Control in the Czech Version

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The majority of companies in the Czech Republic request the following improvements to be implemented in user setup and control.

New functionality on the **User Setup** page in combination with the new **User Setup Lines** table allows you to set and provide the following control:

- Assign a user to an employee number.
- Set the Cash Resp. Ctr. filter for cash desk operations
- Check document date at posting against work date or system date
- Check posting date at posting against work date or system date
- Check access to payment orders – checks allowed bank accounts for payment orders (on lines)
- Check access to bank statements – checks allowed bank accounts for bank statements (on lines)
- Check bank accounts allowed for posting (on lines)
- Check access to journal templates – check allowed journal templates for all journal types (on lines)
- Check dimension values allowed for posting (on lines)
- Check location code allowed for posting separately for quantity increase and quantity decrease (on lines)
- Check location code allowed for document release separately for quantity increase and quantity decrease (on lines)
- Check usage of warehouse net change templates at posting in item journals
- Allow posting to closed periods
- Allow complete job
- Allow item un-apply functionality

See Also

[Czech Local Functionality](#)

NOTE

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Small Regulatory Features and Best Practices

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Smaller regulatory features and local practices of Czech companies include the following features:

- G/L account groups – for multi-circuit accounting
- Check on posting group change – for customer, vendor, item, and bank account
- Check of output in inventory – time sequence
- Whse. Net Change Templates - templates for inventory operations –
- Mandatory return of exact costs in Manufacturing
- Default Business Posting Group in Manufacturing
- Check balance in G/L journal – additional feature for disabling balance check by document type
- Default Business Posting Group in Assembly management
- Automatic creation and update of dimensions
- Marking the latest version of the sales and purchase archive
- Additional fields on item ledger entries and value entries
- Gen. Prod. Posting Group from SKU and Skip Update SKU on posting

See Also

[Czech Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Core Localization Pack for Czech (Extension)

2/18/2021 • 2 minutes to read • [Edit Online](#)

This extension adds features to Business Central that help companies meet the requirements of Czech accounting and tax legislation and best practices.

Feature Availability

- **Finance**
 - [Corrections Posting \(red storno\) 2021 release wave 1](#)
 - [Statutory Company Information Available Now](#)
 - [Internal Financial Documents Available Now](#)
 - [Accounting Output Documents Available Now](#)
 - [Account Schedule feature July 2021](#)
 - [Statutory Statements Available Now](#)
 - [Year Closing Operations Available Now](#)
 - [General Ledger Entries Application 2021 release wave 1](#)
 - [Exchange Rate Updating Available Now](#)
- **VAT**
 - [VAT Date Available Now](#)
 - [VAT Statement Available Now](#)
 - [Supplementary VAT Statement Available Now](#)
 - [VIES Available Now](#)
 - [VIES - CZ Export Available Now](#)
 - [Unreliable Payer Available Now](#)
 - [VAT Exchange Rate Available Now](#)
 - [Reverse Charge - setup and posting Available Now](#)
 - [VAT Control Report Available Now](#)
 - [VAT Reports Available Now](#)
 - [VAT correction in Local Currency 2021 release wave 1](#)
- **Banking and Payments**
 - [Electronic registration of sales \(EET\) February 2021](#)
 - [Local Banking Feature - symbols and payments 2021 release wave 1](#)
- **Payables and Receivables**
 - [Exchange Rates Adjustment feature 2021 release wave 1](#)
 - [Multiple payables/receivables accounts 2021 release wave 1](#)
 - [Customers/Vendors Reconciliations Available Now](#)
 - [Sales correcting documents Available Now](#)
 - [Contacts Actualization from ARES Available Now](#)
 - [New design of output documents Available Now](#)
- **Intrastat**
 - [Intrastat Engine Setup 2021 release wave 1](#)

- [Posting Sales, Purchase or Transfer transaction 2021 release wave 1](#)
- [Preparing Intrastat Journal 2021 release wave 1](#)
- [Intrastat Report Export to CSV Format 2021 release wave 1](#)
- **Inventory**
 - [Inventory – G/L reconciliation Enhancements 2021 release wave 1](#)
 - [Advanced features of the physical inventory Available Now](#)
 - [Inventory Operations Document Available Now](#)
 - [Inventory Counting Document Available Now](#)
- **General**
 - [Extended User Control 2021 release wave 1](#)
 - [G/L Account Group – Multi-circuit Accounting Available Now](#)
 - [Check of Posting Group changing – Customer, Vendor, item, bank account Available Now](#)
 - [Check of output in inventory – time sequence 2021 release wave 1](#)
 - [Inventory Movement Templates Available Now](#)
 - [Templates for inventory Operations – Stockkeeping Unit Templates Available Now](#)

See Also

[Czech Local Functionality](#)

[Finance](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Denmark Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe the local functionality in the Danish version of Business Central.

Feature Availability

- VAT
 - [Print VAT Reconciliation Reports Available Now](#)
 - [VAT-VIES Reporting Available Now](#)
- Banking & Payments
 - [FIK Details in the Payment Reconciliation Journal Available Now](#)
 - [The Payments and Reconciliations \(DK\) Extension Available Now](#)
- Electronic Invoicing
 - [Overview of OIOUBL Electronic Invoicing Available Now](#)
 - [Set Up OIOUBL Electronic Invoicing Available Now](#)
 - [Set Up Customers for OIOUBL Available Now*](#)
 - [The OIOUBL Extension for Electronic Invoicing Available Now](#)
 - [Create Electronic Documents in an OIOUBL Format Available Now](#)
- Payroll
 - [Payroll Data Definitions \(DK\) Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a [free trial!](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print VAT Reconciliation Reports

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In Business Central, you can use the **VAT Reconciliation** report to view a list of general ledger accounts with their base amounts and VAT amounts. These amounts are grouped by VAT type to help with VAT settlement reconciliation.

To print a VAT reconciliation report

1. Choose the  icon, enter **VAT Reconciliation**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Show Details	Select to print all transaction amounts in the report. If you do not select this field, a single cumulative line is printed for each general ledger account.
Show Transactions without VAT	Select to print a line for each general ledger account that transactions are posted to. You can use this option for both single accounts and multiple accounts. The default is No . The report includes only those transactions that include VAT entries. If you select this field, the report includes all transactions.

3. On the **G/L Entry** FastTab, select the appropriate filters.
4. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Denmark Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

VAT-VIES Reporting

2/18/2021 • 2 minutes to read • [Edit Online](#)

Danish companies must submit VAT declarations for trade of goods or services with other EU countries/regions. You can create the required file by using the **VAT- VIES Declaration Disk** batch job.

Reporting EU Sales

In order to track VAT for the trade of goods or services between EU countries/regions, you must submit information about this trade to the Danish Listesystem. The **VAT- VIES Declaration Disk** batch job creates a comma-separated file that you can then upload to the tax authorities at the www.skat.dk site. Before you create the file, you can verify your customers' VAT registration number online. The tax authorities also recommend that you do not submit large files to the online portal. If your declaration consists of more than 1,000 lines, it is recommended that you submit several smaller files instead. For more information, see the tax authorities' [website](#).

See Also

[Denmark Local Functionality](#)

[Print VAT Reconciliation Reports](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

FIK Details in the Payment Reconciliation Journal

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Transaction Text** field on the **Payment Reconciliation Journal** page shows information about the automatic application of payments using the Danish FIK standard. For more information, see [Reconcile Payments Using Automatic Application](#).

The following table describes the six values that may be shown in the **Transaction Text** field.

TRANSACTION TEXT	DESCRIPTION
Matching Amount	The amount paid covers exactly the remaining amount on an unpaid sales invoice that is identified by the FIK number.
Partial Amount	The amount paid is less than the remaining amount on an unpaid sales invoice that is identified by the FIK number.
Excess Amount	The amount paid is more than the remaining amount on an unpaid sales invoice that is identified by the FIK number.
No Matching FIK Number	The system has not found any unpaid or paid sales invoices with a FIK number that matches the FIK number on the payment.
Duplicate FIK Number	The system has discovered that there are payments that have similar FIK numbers.
Invoice Already Paid	The system has discovered that a FIK number on a payment matches a sales invoice that is fully applied and closed.

See Also

[Denmark Local Functionality](#)

[Reconcile Payments Using Automatic Application](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Payments and Reconciliations (DK) Extension

2/18/2021 • 3 minutes to read • [Edit Online](#)

Make fast, error-free payments by exporting files that are formatted specifically for exchanges with your vendor or bank. These files speed up the payment and reconciliation processes, and eliminate errors that can happen when you manually enter the information on a bank website.

This extension supports file formats for several Danish banks. When you export payment information to a file, the extension packages the data into the format that your bank requires. For example, the formats include Bankdata-V3, BEC, SDC, and FIK, which many different banks use, and some that are more specialized for certain banks, for example, Danske Bank and Nordea. The extension also includes some formats for importing and reconciling bank statements.

NOTE

To use the extension, you must know the format that your bank or vendor requires. Some banks or vendors provide this information on their websites; however, you might need to contact their customer service to get the information.

Supported Bank Formats

This extension can apply the following file formats for payment files:

- BANKDATA-V3
- BEC-INDLAND
- BEC-CSV
- DANSKEBANK-CMKV
- DANSKEBANK-CMKXKSX
- DANSKEBANK
- FIK71
- NORDEA-ERHVERV-CSV
- NORDEA
- NORDEA-UNITEL-V3
- SDC
- SDC-CSV

To set up the extension


There are a few steps to get started.

- Allow payment data exports. To help protect your data, this is not readily available.
- Set up purchase and payables so that you do not require external document numbers on invoices. If needed, you can use the reference number to refer to a specific invoice.
- Specify the payment method for each vendor. Payment methods define how you pay invoices from the vendor. For example, Bank, Cash, Check, or Account.
- Specify the type of format to use for each of your bank accounts. For example, NORDEA, DANSKEBANK, SDC, and so on.

Additionally, you must assign vendors to a domestic **Gen. Bus. Posting Group** and a **Vendor Posting Group**.

The Country/Region setting for the vendor must be Denmark (DK). For more information, see [Setting Up Posting Groups](#).


To allow Business Central to export payment data

1. Choose the  icon, enter **Payment Journal**, and then choose the related link.
2. On the **Edit Payment Journal** page, choose the **Bank** batch.
3. Choose the **Allow Payment Export** check box.


To specify a payment method for a vendor

The following table shows the combinations of FIK and GIRO payment methods that Business Central supports.


COMBINATION	TYPE 01	TYPE 04	TYPE 71	TYPE 73
Giro Account No. or FIK Creditor No.?	Giro Account No.	Giro Account No.	FIK Creditor No.	FIK Creditor No.
Allows Message to Recipient?	Yes	No	No	Yes
Contains Payment Reference number?	No	Yes, 16 digits.	Yes, 15 digits.	No

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the card, expand the **Payments** tab, in the **Payment Method** field choose the payment method.
3. Depending on your selection, you must complete other fields. See the table above for a description of the combinations.

To specify the format to use for a bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for the bank account.
3. In the **Payment Export Format** field, choose the format for your export file.

Choosing the FIK or Giro payment information for vendor invoices


1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Choose the vendor. Remember, this must be a Danish vendor with an address in Denmark.
3. Create an invoice. The **Payment Method** and **Vendor Number** fields are filled in based on settings on the Vendor card. You can change them if you want.
4. In the **Payment Reference** field, enter the 15-digit number from the vendor invoice.

TIP

You only have to add the last 11 digits of the number. Business Central will add four zeros to the beginning of the number.

5. Post the invoice.

To use the extension to export payment data

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Choose the **Suggest Vendor Payment Journals** action.

TIP

If you want to export only specific payments, use the options for filtering the data.

3. If needed, you can add filters to export only specific payments.
4. In the **Bank Payment Type** field, choose **Electronic Payment**.
5. Choose the **Export** action.

See also

[Customizing Business Central for Business Central Using Extensions](#)

[Collect Payments with SEPA Direct Debit](#)

[Working with General Journals](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

OIOUBL Electronic Invoicing Overview

2/18/2021 • 2 minutes to read • [Edit Online](#)

Companies must send sales invoices, credit memos, finance charge memos, and reminders to the Danish public sector electronically in the Offentlig Information Online UBL (OIOUBL) format. If a company does not send these documents electronically, the authorities can deny payment.

For more information about OIOUBL electronic invoicing, see oioubl.info.

Implementation in Business Central

The current requirements for sending electronic invoices are based on OIOUBL, which is based on the Universal Business Language (UBL) version 2.0 standard. For more information, see the [OASIS UBL](#) web site. The generated XML documents can then be sent to the customer.

To send documents electronically, you must assign European Article Numbering (EAN) location numbers and account codes to the relevant customers on the **Customer Card** page. For more information, see [Set Up Customers for OIOUBL](#). These numbers are included when you create documents, and post or issue them. After the documents have been posted or issued, you can create electronic versions to be sent to the customer. You can submit the following types of documents:

- Sales invoice
- Service invoice
- Sales credit memo
- Service credit memo
- Finance charge memo
- Reminder

The electronic documents are stored in the locations that are defined in the Sales & Receivables Setup.

OIOUBL Profiles

Your customers can use a profile that is based on the Danish OIOUBL definitions, or they can use a profile that is based on the OIOUBL implementation of the Northern European Subset (NES) definitions. Some profiles require responses to be sent when an electronic document is received. You can set up which profile most of your customers use. If a customer uses a different profile, you can change that in the customer card. For example, you can specify that the default profile is Procurement-OrdSim-BilSim-1.0, but that customer 10000 requires profile urn:www.nesubl.eu:profiles:profile5:ver2.0. For more information, see [Set Up OIOUBL](#).

For more information, see the entry on OIOUBL profiles in the frequently asked questions section at [Digitaliseringsstyrelsen](#).

See Also

[Denmark Local Functionality](#)

[Set Up OIOUBL](#)

[Set Up Customers for OIOUBL](#)

[Create Electronic Documents by Using OIOUBL](#)

NOTE

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Set Up Customers for OIOUBL

2/18/2021 • 2 minutes to read • [Edit Online](#)

To create Offentlig Information Online UBL (OIOUBL) documents for customers in the public sector, you must add OIOUBL information to the relevant customers.

This topic only describes fields that apply to OIOUBL. For more information, see [Register New Customers](#).

To set up customers for OIOUBL

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the customer that you want to enable for OIOUBL.
3. On the **Invoicing** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
GLN	Enter the customer's Global Location Number, which uniquely identifies the billing address. A GLN has a fixed length of 13 digits. It includes an assigned company prefix, a location reference, and a check digit.
Account Code	Enter the account code for the customer. Customers in the public sector provide an account code when they place an order or requisition. Based on the value of this field, the account code is included in the OIOUBL documents that you create in Business Central. In accordance with Lov om Offentlige Betalinger and related statutes, the customer is entitled to withhold payment until they receive an invoice with the relevant account code.
OIOUBL Profile Code	Specifies the profile that this customer requires for electronic documents if this is different from the default profile that you specified on the Sales & Receivables Setup page.
OIOUBL Profile Code Required	Specifies if this customer requires a profile code for electronic documents. Tip: If the OIOUBL Profile Code Required field is selected, you cannot post a sales document for this customer unless you have specified a profile.

These fields are specific to OIOUBL. The values are used in all OIOUBL documents that you create for this customer. For more information, see [OIOUBL Electronic Invoicing Overview](#).

See Also

[Denmark Local Functionality](#)

[Register New Customers](#)

[Set Up OIOUBL](#)

[Create Electronic Documents by Using OIOUBL](#)

[OIOUBL Electronic Invoicing Overview](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up OIOUBL

2/18/2021 • 3 minutes to read • [Edit Online](#)

You must define a location for storing Offentlig Information Online UBL (OIOUBL) files when you create electronic documents such as invoices or credit memos. You must also define payment methods, payment terms, and item charges, and you must set up relevant customers for OIOUBL.


- Set up payment terms and item charges.
- Set up customers for OIOUBL.

About OIOUBL Profiles

OIOUBL profiles are adaptations of business processes for various types of transactions, and differ depending on the types and contents of the documents that are exchanged. In Denmark, the two profiles that are required are the **Simpel fakturaproces** (Procurement-OrdSim-BilSim-1.0) and **Billing Basic** (urn:www.nesubl.eu:profiles:profile5:ver2.0) profiles. The Billing Basic profile is based on the Northern European Subset (NES). Your customer must be able to receive documents in one of these profiles. If you are not sure, ask your customer about the profile they require. For more information, see the entry on OIOUBL profiles in the frequently asked questions section at [Digitaliseringsstyrelsen](#).


The default profile for all customers is the **Simpel fakturaproces** profile, which is chosen on the **Sales & Receivables Setup** page. You specify the profile for a specific customer on the **Customer** card. If you want to use the **Billing Basic** profile you will need to add it. To do so, on the **Sales & Receivables Setup** page, choose the button in the **Default Profile Code** field, and then choose **New**. Enter a name for the code, and then in the **Profile** field, enter **urn:www.nesubl.eu:profiles:profile5:ver2.0**. You can then choose the profile either as the default profile, or for one or more customers.

##To set up payment terms If you set up payment terms for customers, the electronic documents will include discounts you give for early payments.

1. Choose the  icon, enter **Payment Terms**, and then choose the related link.
2. In the **OIOXML Code** field, choose a code for each payment term that you will use for electronic invoices.

To set up customers for OIOUBL

You can use the **Offentlig kunde (OIOXML)** customer template to apply standard settings for OIOUBL to a new customer, or the **Apply Template** function to apply the settings in the template to an existing customer. The following steps describe how to manually complete the required fields for OIOUBL.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the customer that you want to enable for OIOUBL.
3. Enter the customer's address. Make sure that you specify a country/region code, and the contact information for the sell-to contact.
4. In the **Document Sending Profile** field, choose the **OIOUBL** profile.
5. On the **Invoicing** FastTab, fill in the fields as described in the following table.

TIP


To display all of the fields, you might need to choose the **Show more** for the **Invoicing** FastTab.

FIELD	DESCRIPTION
GLN	Enter the Global Location Number for the customer.
Account Code	<p>Enter the account code for the customer.</p> <p>Customers in the public sector provide an account code when they place an order or requisition. Based on the value of this field, the account code is included in the OIOUBL documents that you create in Business Central. In accordance with Lov om Offentlige Betalinger and related statutes, the customer is entitled to withhold payment until they receive an invoice with the relevant account code.</p>
Profile Code	Specifies the profile that this customer requires for electronic documents if this is different from the default profile that you specified on the Sales & Receivables Setup page.
Profile Code Required	<p>Specifies if this customer requires a profile code for electronic documents.</p> <p>Tip If the Profile Code Required field is selected, you cannot post a sales document for this customer unless you have specified a profile.</p>

6. In the **Payment Terms** field, choose the terms under which you expect the customer to pay.

For more information about how to set up a customer, see [Register New Customers](#).

To set up item charges

1. Choose the  icon, enter **Item Charges**, and then choose the related link.
2. For each item charge, in the **Charge Category** field, select a category.

Finally, you must specify EAN numbers and account codes for the relevant customers. For more information, see [Set Up Customers for OIOUBL](#).

See Also

[Denmark Local Functionality](#)

[OIOUBL Electronic Invoicing Overview](#)

[Set Up Customers for OIOUBL](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The OIOUBL Extension for Electronic Invoicing in Denmark

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you sell goods or services to customers in the Danish public sector, you must submit documents to the customer electronically in an XML file that is structured to meet the requirements of one or more Offentlig Information Online - Universal Business Language (OIOUBL) profiles.

The OIOUBL extension in Business Central makes it easy to generate these XML documents for posted sales and service invoices, credit memos, and issued reminders (which include finance charge memos).

The current requirements for sending electronic invoices are based on UBL version 2.0 standard. For more information, see the <https://aka.ms/OasisUblSite> web site.

For more information about OIOUBL in general, see the website for [Online OIOUBL Documentation](#), and the [Digitaliseringsstyrelsen](#) website.

Getting Started with the OIOUBL Extension

By default, the OIOUBL extension is installed in Business Central. However, there are a few things to do before you can use the extension:

- Set up payment methods, payment terms, and item charges.
- Set up customers for OIOUBL by specifying an account code, the OIOUBL profile to use to exchange documents, and the customer's Geographic Location Number (GLN).

For more information, see [Set Up the OIOUBL Extension](#).

See Also

[Denmark Local Functionality](#)

[Set Up the OIOUBL Extension](#)

[Create Electronic Documents in an OIOUBL Format](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Create Electronic Documents by Using OIOUBL

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you sell goods or services to a customer in the public sector, you must submit documents electronically. In Business Central, you can create electronic documents for invoices, credit memos, reminders, and finance charge memos. Before you can create the electronic documents, you must have set up file locations and information about the customers. For more information, see [Set Up Customers for OIOUBL](#).

You can create an electronic document after you post the sales or service document. The following sections describe how to post a sales invoice with the required information and then create an electronic sales invoice, but the same procedure applies to sales and service credit memos and reminders.

To post a sales invoice

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Open the sales invoice that you want to post.
3. Make sure that the **External Document No.** field contains the document number that the customer supplied. OIOUBL electronic documents require this number.


NOTE

For service documents, you must fill in the **Your Reference** field.

4. On the **Invoicing** FastTab, fill in the **GLN** and **OIOUBL Account Code** fields.
For reminders and finance charge memos, the fields are on the **Posting** FastTab.
5. Post the invoice.

To create an electronic sales invoice

After you post a document, you can create an electronic invoice in an OIOUBL format. The following steps describe the process for posted sales invoices, but the process is the same for other documents.

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. Open the relevant posted sales invoice.
3. Choose the **Create Electronic <document type>** action.
4. Optionally, in the **Create Electronic <document type>** page, set additional filters, and then choose the **OK** button.

This generates an XML file that is stored at the default download location on your device.

NOTE

With the online version of Business Central, the XML file is automatically created in the Download folder on the pc.

See Also

[Denmark Local Functionality](#)

Set Up OIOUBL

Set Up Customers for OIOUBL

OIOUBL Electronic Invoicing Overview

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Payroll Data Definitions (DK) Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)


If your business uses the Danløn, Dataløn, Lønservice, Multiløn, or Proløn payroll service providers in Denmark, the Payroll Data Definitions (DK) extension can help you quickly and accurately register payroll transactions from these providers. The extension contains data exchange definitions that enable you to import payroll transactions in files that the providers send to you. For more information about data exchange definitions, see [Set Up Data Exchange Definitions](#).

Getting Started

The first step is to map the types of payroll transactions to the general ledger accounts that you want to post them to in Business Central. For example, you might want to post retirement plan contributions to an account named Pension, and the taxes paid on the contributions to an account named Pension Tax. This happens outside of Business Central, for example, you might use an Excel worksheet to visualize the mapping. Work with the payroll service provider to ensure that the file they export contains the mapping. Typically, you can find information about how to configure export files on the provider's website.

After you install the extension, the next step is to specify the format for the payroll data file from the payroll service provider. To do that, go to the **General Ledger Setup** page and choose the provider in the **Payroll Trans. Import Format** field.

To import a payroll file

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. Choose the journal to use, and then use the **Import Payroll File** action to import the data file from the payroll service provider.

See Also

[Denmark Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Finland Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Finnish version of Business Central.

Feature Availability

- VAT
 - [Print Finnish Intrastat Reports Available Now](#)
 - [Print VAT Information on Invoices Available Now](#)
 - [VAT-VIES Declaration in Finland Available Now](#)
- Banking & Payments
 - [Electronic Banking in Finland Available Now](#)
 - [Set Up Bank Reference Files Available Now](#)
 - [Generate Payment Files Available Now](#)
 - [SEPA Credit Transfer Payments Available Now](#)
 - [Disregard Payment Discounts Available Now](#)
- Core Finance
 - [Set Up Automatic Account Posting Groups Available Now](#)
 - [Automatic Account Codes Available Now](#)
 - [Posting Depreciation Differences Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

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NOTE

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Print Finnish Intrastat Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

Companies in the European Union (EU) must report the extent of their trade with other EU countries/regions according to specific rules. You must report the movement of goods to the Intrastat authorities in their respective countries/regions.

The completed entries can be sent in a file to the Intrastat authorities, or you can print a report and manually enter the information on the forms from the Intrastat authorities.

To print a Finnish Intrastat report

1. Choose the  icon, enter **Intrastat Journal**, and then choose the related link.
2. Enter the batch name for the Intrastat report.
3. Choose the **Print** action, and then choose the **Checklist Report** action.
4. Choose the **Print** action.

See Also

[Set Up Intrastat Reporting](#)

NOTE

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Print VAT Information on Invoices

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use posting groups to print VAT information for each item on the sales invoice.

To print VAT information on an invoice

1. Choose the  icon, enter **VAT Posting Group**, and then choose the related link.
2. Enter an item code and description.
3. Select **Print VAT info on Invoice** to print the VAT information for each item on the respective sales invoice.
4. Create and post a sales invoice. Choose the **Preview** button to review the invoice and verify that it contains VAT information for each row from the posting group.

See Also

[Electronic Banking in Finland](#)

[Setting Up Posting Groups](#)

[Setting Up Value-Added Tax](#)

NOTE

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VAT-VIES Declaration in Finland

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central provides Finnish enhancements to comply with regulations for VAT and European Union (EU) sales reporting. The **VAT-VIES Declaration Tax Auth** report and the **EC Sales List** report include the **EU Service** field, which allows you to print service-related sales amounts separately from item-related sales amounts based on different posting groups. This information is required in VAT reports for EU third-party trade transactions in 2010 and all subsequent years.

See Also

[Finland Local Functionality Report VAT to Tax Authorities](#)

NOTE

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Electronic Banking in Finland

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Business Central electronic banking feature allows you to process electronic customer and vendor payments. This feature supports domestic payments (LM03) and foreign payments (LUM2) for transferring electronic bank payments. To export or import electronic payments, you must first set up bank reference files to determine how payment files are processed.

Customer Payments

Domestic customer payments can be imported from the bank and linked to the associated accounts receivable entry with a reference number. This type of automation enables incoming payments to be linked directly to open receivables without a delay in manual processing. The following steps explain how to import customer payments into a file from the bank and how to link these payments to invoices through their reference numbers.

- Create a sales invoice and assign a unique reference number to the invoice. This reference number will be used by the customer when paying the invoice.
- Import the payment files that contain customer payments into the cash receipt journal. These files contain the reference numbers received from the bank. The payments are linked to the accounts receivable entry through their reference numbers.
- Post the cash receipt journal and close the open accounts receivable entries with the applied payments from the file.

Reference Number

A reference number is automatically created when an invoice is posted or when an order is posted for invoicing. However, you can enter a reference number manually on a sales journal transaction. This reference number is not based on the reference number options on the **Sales & Receivables Setup** page. If you enter a reference number for the sales journal, only the validity of the reference number is checked.

Vendor Payments

To send electronic bank payments to vendors, you can export domestic or foreign vendor payments into a transfer file that can be sent to the bank. The following steps show how to export vendor payments.

- Use the **Bank Payments to Send** page to select the vendors for which you want to create payment files.
- Enter payment information for each transaction in the payment journal or use **Suggest Vendor Payments** to create suggested payments.
- Generate and preview the payment report.
- Create a transfer file for domestic or foreign vendor payments.
- Send the payment transfer file to the bank.

See Also

[Finland Local Functionality](#)

[Set Up Bank Reference Files](#)

[Generate Payment Files](#)

[Disregard Payment Discounts](#)

NOTE

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Generate Payment Files

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To send electronic payments to vendors, you must first generate a payment file for domestic or foreign payments.

To generate a payment file

1. Choose the  icon, enter **Bank Payments to Send**, and then choose the related link.
2. In the **Vendor No.** column, select the vendors to include in the payment file.
3. Enter payment information for each vendor, or choose **Suggest Vendor Payments** to create suggested vendor payment information.
4. Choose the **Domestic payments** or **Foreign payments** action.
5. Choose the **Yes** button to create a payment file.

See Also

[Electronic Banking in Finland](#)

[Set Up Bank Reference Files](#)

[Disregard Payment Discounts](#)

NOTE

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Set Up Bank Reference Files

2/18/2021 • 2 minutes to read • [Edit Online](#)

To process electronic payments, you must first set up bank reference files to determine how payment data should be imported or exported.

To set up a bank reference file

1. Choose the  icon, enter **Bank Reference File Setup**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Specifies a bank account code.
Inform. of Appl. Cr. Memos	Select to display credits applied to invoices on the payment recipient's account statement.

3. On the **Foreign Payments** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Due Date Handling	Select how due date processing should be applied to foreign payments. Batch – All payments in the file receive the same payment date. –or– Transaction – Each payment in the file receives a transaction-specific payment date. Contact your bank to determine whether this setting should be used.
Default Service Fee Code	Select a default service fee code for foreign banks.
Default Payment Method	Select a default payment method for foreign payments.
Exchange Rate Contract No.	Enter the exchange rate contract number.
Allow Comb. Foreign Pmts.	Select to combine all foreign payments made to one recipient in one day from the same bank account.

4. On the **SEPA** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Bank Party ID	Enter a SEPA bank party ID. Note: This field is only used for the SEPA pain.001.001.02 standard.

FIELD	DESCRIPTION
File Name	Enter the full path of the SEPA payment file. Note: This field is only used for the SEPA pain.001.001.02 standard.

IMPORTANT

To export vendor payments using the SEPA standard, you must fill the **Payment Export Format** field on the **Bank Account Card** page.

5. Choose the **OK** button.

See Also

[Electronic Banking in Finland](#)

[Generate Payment Files](#)

[Disregard Payment Discounts](#)

NOTE

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SEPA Credit Transfer Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes Finnish enhancements to allow you to create Single Euro Payments Area (SEPA) credit transfer files to send vendor payments to banks. A SEPA credit transfer is a payment that is transferred according to the file format specified by the European Payments Commission.

See Also

[Finland Local Functionality](#)

[Set Up Bank Reference Files](#)

NOTE

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Disregard Payment Discounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the disregard payment discount at full payment feature to accept payments when the following conditions are true:

- Payment discount date < payment date <= payment tolerance date
- Full amount >= payment amount >= full amount - payment discount

To disregard a payment discount

1. Choose the  icon, enter **Payment Terms**, and then choose the related link.
2. Select the line with the payment term for which you want to activate or deactivate payment discounts.
3. Select the **Disreg. Pmt. Disc. at Full Pmt** check box to initiate activation for this feature. To deactivate, clear the check box.

NOTE

When you apply one payment to multiple invoices, the feature to ignore payment discount at full payment is not supported.

See Also

[Electronic Banking in Finland](#)

[Generate Payment Files](#)

[Defining Payment Methods](#)

[Work with Payment Tolerances and Payment Discount Tolerances](#)

[Set Up Bank Reference Files](#)

NOTE

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Set Up Automatic Account Posting Groups in the Finnish Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

To use automatic account codes, you must create an automatic account posting group.

To set up automatic account posting groups

1. Choose the , enter **Auto. Acc. Groups**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Enter a unique alphanumeric number for the automatic account posting group.
Description	Enter a description for the automatic account posting group.

4. On the **Automatic Acc. Line** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Allocation Percentage	Enter the percentage of the source line amount that is to be allocated.
G/L Account No.	Enter the general ledger account number to which the allocation should be posted.

NOTE

The **Total Balance** field totals the **Allocation Percentage** field for automatic account lines in a posting group. If the total allocation percent for a posting group does not balance to zero, an error message will be displayed when the item is posted.

5. Choose the **OK** button.

See Also

[Automatic Account Codes](#)
[Setting Up Posting Groups](#)
[Finance](#)

NOTE

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Automatic Account Codes in the Finnish Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use customized posting groups to automate recurring transactions in journals, sales documents, or purchase documents. These posting groups can be used throughout Business Central to trigger automatic postings and allocations across different accounts or dimensions.

Automatic account codes can be used to automate postings related to payroll overhead. For example, when posting total salary expenses at the end of the month, you can use automatic account codes to assign a percentage of the total salary to automatically post as overhead expenses.

You can also use automatic account codes to trigger cost or revenue allocations across different dimensions. For example, you can set up an automatic account group to divide total expenses across three departments when posting an invoice.

See Also

[Set Up Automatic Account Posting Groups](#)

[Setting Up Posting Groups](#)

[Finance](#)

NOTE

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Posting Depreciation Differences

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Finland, the following depreciation methods are commonly used for fixed assets:

- Straight-line depreciation which posts fixed assets to the general ledger.
- Declining balance depreciation which does not post fixed assets to the general ledger.

If two depreciation methods are used, Finnish tax legislation requires that the difference in accumulated depreciation between the different depreciation methods be calculated and posted to the general ledger.

See Also

[Finland Local Functionality](#)

[Fixed Assets](#)

NOTE

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France Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the French version of Business Central.

Feature Availability

- VAT
 - [Export General Ledger Entries for Tax Audits Available Now](#)
 - [Export General Ledger Entries to an XML File Available Now](#)
 - [Requirements for Reporting Declaration of Trade in Goods Available Now](#)
- Banking & Payments
 - [Set Up Payment Addresses Available Now](#)
 - [Set Up Payment Statuses Available Now](#)
 - [Set Up Payment Steps Available Now](#)
 - [Set Up Payment Classes Available Now](#)
 - [Archive Payment Slips Available Now](#)
 - [Create Payment Slips Available Now](#)
 - [Export Payments Available Now](#)
 - [Export or Import Payment Management Setup Parameters Available Now](#)
 - [Payment Management Available Now](#)
 - [Post Payment Slips Available Now](#)
- Core Finance
 - [Apply General Ledger Entries Available Now](#)
 - [Unapply General Ledger Entries Available Now](#)
 - [Close a Year Available Now](#)
 - [Close Income Statement Accounts Available Now](#)
 - [Fiscally Close Accounting Periods Available Now](#)
 - [Fiscally Close Years Available Now](#)
 - [Fiscal Periods and Fiscal Years Available Now](#)
 - [General Ledger Available Now](#)
 - [Open a New Fiscal Year Duplicate Available Now](#)
 - [Post the Year-End Closing Entry Available Now](#)
 - [Overview of Year-End Processes Available Now](#)
 - [Print General Ledger Reports Available Now](#)
 - [Reopen Accounting Periods Available Now](#)
 - [Specify Posting Periods Available Now](#)
 - [View Ledger Reconciliations Available Now](#)
- Fixed Assets
 - [Set Up Accelerated Depreciation Available Now](#)
 - [Accelerated Depreciation Available Now](#)
 - [Calculate Accelerated Depreciation Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

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NOTE

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Export General Ledger Entries for Tax Audits

2/18/2021 • 2 minutes to read • [Edit Online](#)

In France, companies must provide corporate tax and VAT information, such as transactions and general ledger postings, for audits in a file format that is specified by tax authorities. In Business Central, this information is recorded in a standard audit file that is designed to provide information about account types that include posted entries.

You can include opening balances in the file, but these are not actual posted entries. Business Central calculates opening balance by using account entries up to the starting date that you specify for the file. The calculation also includes the closing entries that are generated by closing the prior year. The opening balances are mapped to the required fields in the report.

If you do not close your fiscal year or do not run the **Close Year** action before generating the report, the file will include balances from income statement accounts.

NOTE


Opening balances are included in the report only for accounts with balances that are not equal to zero. To identify opening balances, look for the following values in the following fields:

- JournalCode = 0
- JournalLib = BALANCE OUVERTURE
- EcritureNum = 0
- EcritureLib = Accounts prefixed with BAL OUV
- ValidDate = Start date specified on the report's request page

NOTE

Before exporting general ledger entries, make sure you have marked G/L Accounts to be detailed when exporting opening balances. This is usually a requirement for bank, customer and vendor G/L Accounts. This is done by enabling the checkbox in the field **Detailed Balance** on the **G/L Account Card** page.

To export general ledger entries to a text file for a tax audit

1. Choose the  icon, enter **Export G/L Entries – Tax Audit**, and then choose the relevant link.
2. On the **Export G/L Entries – Tax Audit** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Starting Date	Enter the date to use as the starting date for the time period to be covered by the audit.
Ending Date	Enter the date to use as the ending date for the time period to be covered by the audit.

FIELD	DESCRIPTION
Include Opening Balances	Select if you want to include opening balances in the audit report file. The balances are calculated as of the date before the first date of the period covered by the report.

3. Choose the **OK** button to export the file.

When you create the report, Business Central sorts the information in the report by the **No.** and **Creation Date** fields in the general ledger register.

The report will have the following name: FEC

See Also

[Close Years](#)

NOTE

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Export General Ledger Entries to an XML File

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can export financial transactions for a particular period to an XML file for external archiving. After the closing of the fiscal year, you can export the general ledger transactions for the closed year by applying the correct date filter and then exporting the financial transactions within the specified period to the XML file. The XML file includes all the general ledger transaction information, such as document posting date, document type, document number, account type, account number, credit amount, and debit amount retrieved from the **General Journal** page.

To export general ledger entries to an XML file

1. Choose the  icon, enter **Export G/L Entries to XML**, and then choose the relevant link.
2. On the **Export G/L Entries to XML** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Starting Date	Sets the starting date to export the financial transactions.
Ending Date	Sets the ending date to export the financial transactions.

3. To export the file, choose the **OK** button.

You can save the generated file to a specified location, or you can open the file.

WARNING

If you have set the start date and end date to include the entire fiscal year, the process can take several minutes.

See Also

[Print General Ledger Reports](#)

NOTE

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Requirements for Reporting Declaration of Trade in Goods

2/18/2021 • 2 minutes to read • [Edit Online](#)

This topic shows a list of required fields that are needed for reporting Declaration of Trade in Goods (DEB) based on the DTI+ format. For more information, see [Export DEB DTI](#).

The following fields are required for reporting DEB:

- **CISD** from the **Company Information** table.
- **Registration No.** from the **Company Information** table.
- **VAT Registration No.** from the **Company Information** table.
- **Name** from the **Company Information** table.
- **Date** for the statistics period from the **Intrastat Jnl. Line** table.
- **Transaction Specification** from the **Intrastat Jnl. Line** table.
- **Quantity** from the **Intrastat Jnl. Line** table must be greater than 0.
- **Statistical Value** from the **Intrastat Jnl. Line** table must be greater than 0.

NOTE

The **Export DEB DTI** report exports shipments and receipts in one batch. If you want to report only shipments or receipts, then you must set a filter to remove the lines that are not needed in the **Intrastat Journal** table.

See Also

[France Local Functionality](#)

NOTE

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Set Up Payment Addresses

2/18/2021 • 2 minutes to read • [Edit Online](#)

To use payment management, you must set up payment addresses that will be used for vendors and customers at the time of settlement. The payment address can differ from the default address.

The following procedure describes how to set up a payment address for a vendor, but the same steps apply to setting up a payment address for a customer.

To set up a payment address

1. Choose the  icon, enter **Vendors**, and then choose the relevant link.
2. Select a vendor, and then choose the **Edit** action.
3. Choose the **Payment Addresses** action.
4. Fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Code	The payment address code.
Default Value	Select to use this address as the default payment address. You can select one default payment address.
Name	The name associated with the payment address.
Address	The payment address.

- e. Choose the **OK** button.

NOTE

If a payment address is not set up, the address in the vendor or customer card is set as the default value.

See Also

- [Payment Management](#)
- [Set Up Payment Classes](#)
- [Set Up Payment Statuses](#)
- [Set Up Payment Steps](#)
- [Create Payment Slips](#)
- [Post Payment Slips](#)
- [Archive Payment Slips](#)
- [Export or Import Payment Management Setup Parameterss](#)

NOTE

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Set Up Payment Statuses

2/18/2021 • 2 minutes to read • [Edit Online](#)

To use payment management, you must set up payment statuses to define payment document progress levels. You must define a set of statuses for each payment class. For more information, see [Set Up Payment Classes](#).

To set up payment statuses

1. Choose the  icon, enter **Payment Slip Setup**, and then choose the related link.
2. Select a payment class, and then choose the **Status** action.
3. On the **Payment Status** page, choose the **New** action.
4. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	The payment status description.
RIB	Select to indicate that information about the Relevé d Identité Bancaire (RIB) statement for the customer or vendor must be displayed in the payment lines. The RIB information includes the bank branch number, agency code, bank account number, bank name, RIB key, and key verification.
Look	Select to indicate that the payment document lines that have reached this payment status can be edited and viewed on the View/Edit Payment Line page. For more information, see View-Edit Payment Line.
ReportMenu	Select to indicate that the documents that have reached this payment status can be printed.
Amount	Select to display the amount in the payment lines.
Payment in Progress	Select to indicate that all billing and payment lines with this status must be considered when calculating the payments in progress.
Archiving Authorized	Select to indicate that payment headers with this payment status can be archived.

5. Choose the **OK** button.

See Also

[Payment Management](#)
[Set Up Payment Classes](#)
[Set Up Payment Steps](#)
[Set Up Payment Addresses](#)

Create Payment Slips

Post Payment Slips

Archive Payment Slips

Export or Import Payment Management Setup Parameters

NOTE

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Set Up Payment Steps

2/18/2021 • 5 minutes to read • [Edit Online](#)

To use payment management, you must set up steps for payment documents and define payment steps for each payment status. For example, "Creation of documents," "Documents created," and "Creation of payments." For more information, see [Set Up Payment Statuses](#).

To set up payment steps

1. Choose the  icon, enter **Payment Slip Setup**, and then choose the relevant link.
2. Select a payment class, and then choose the **Steps** action.
3. In the **Name** field, enter a name for the payment step. You can enter a maximum of 50 alphanumeric characters.
4. Choose the **Edit** action.
5. On the **Payment Step Card** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	The payment step name that you entered on the Payment Step page.
Previous Status	The previous status, from which the step was last executed. The default value is 0. When the previous status is equal to the next status, the status is not modified after it is executed. Therefore, this payment step is optional and can be executed indefinitely.
Previous Status Name	The name of the status selected in the Previous Status field.
Next Status	The status at which this payment step ends.
Next Status Name	The name of the status selected in the Next Status field. This field cannot be modified.

FIELD	DESCRIPTION
Action Type	<p>The type of action to be performed by this step.</p> <p>Ledger: If you specify Ledger, you must define the additional ledger information on the Payment Step Ledger page.</p> <p>Report: If you specify Report, you specify which report in the Report No. field.</p> <p>File:</p> <p>* If you specify File, you specify the type of file in the Export Type field: Report or XMLPort.</p> <p>* For SEPA Credit Transfer files, specify XMLport, and then set the Export No. field to 1000.</p> <p>* For SEPA Direct Debit files, specify XMLport, and then set the Export No. field to 1010.</p>
Report No.	<p>The identification number for the report. This field is available if the Action Type field is set to Report.</p>
Export Type	<p>The export type for the file. This field is available if the Action Type field is set to File.</p> <p>For example, see Export Payments.</p>
Export No.	<p>The identification code for the selected export type. This field is available if the Action Type field is set to File.</p>
Verify Lines RIB	<p>Select to verify that the Relevé d'Identité Bancaire (RIB) key value specified on the payment slip line has been correctly reported.</p>
Verify Due Date	<p>Select to verify that the due date on the billing and payment line has been correctly reported.</p>
Source Code	<p>The source code that is linked to the payment step.</p> <p>This field is available if the Action Type field is set to Ledger.</p>
Reason Code	<p>The reason code that is linked to the payment step.</p> <p>This field is available if the Action Type field is set to Ledger.</p>
Header Nos. Series	<p>The number series code that must be used to assign numbers to the header for a new payment slip.</p> <p>This field is available if the Action Type field is set to Create New Document.</p>
Correction	<p>Select to mark the payment entries as corrections. This field is available if the Action Type field is set to Ledger.</p>

FIELD	DESCRIPTION
Realize VAT	Select to indicate that unrealized VAT should be reversed and VAT should be declared for this payment step. This field is available if the Unrealized VAT Reversal field on the Payment Class page is set to Delayed .
Verify Header RIB	Select to verify that the RIB key value specified on the payment slip header has been correctly reported.
Acceptation Code< > No	Select to verify that the acceptance code for each payment line is not a number.

6. Choose the OK button.

If the action type of the payment step is **Ledger**, you must set up additional ledger information for the payment step.

To set up ledger information for a payment step

1. On the **Payment Step Card** page for the payment step, choose the **Ledger** action.
2. On the **Payment Step Ledger** page, choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sign	The type of posting entry.
Description	The entry description.
Accounting Type	The accounting type that is used for posting the entry.
Account Type	The account type for posting the entry. This field is available if the Accounting Type is Setup Account .
Account No.	The account number to which the entry is posted. The account number displayed here depends on the type selected in the Account Type field. This field is available if the Accounting Type is Setup Account .
Customer Posting Group	The code for the customer posting group to which the entry is posted. This field is available if the Accounting Type is Payment Line Account , Associated G/L Account , or Header Payment Account .
Vendor Posting Group	The code for the vendor posting group to which the entry is posted. This field is available if the Accounting Type is Payment Line Account , Associated G/L Account , or Header Payment Account .
Root	The root for the general ledger accounts group. This is used if the Accounting Type is G/L Account / Month or G/L Account / Week .

FIELD	DESCRIPTION
Memorize Entry	Select to indicate that the ledger entries created in this step will be retained and applied to newly posted entries. If you select this check box, the Detail Level field is not available.
Application	The method for applying the entries. If you have cleared the Memorize Entry check box, and have set this field to None , the Detail Level field is available.
Detail Level	The method for posting the payment lines.
Document Type	The type of document assigned to the ledger entry.
Document No.	The method for assigning the document number to the ledger entry.

4. Choose the OK button.

See Also

[Payment Management](#)

[Set Up Payment Classes](#)

[Set Up Payment Addresses](#)

[Create Payment Slips](#)

[Post Payment Slips](#)

[Archive Payment Slips](#)

[Export or Import Payment Management Setup Parameters](#)

NOTE

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Set Up Payment Classes

2/18/2021 • 2 minutes to read • [Edit Online](#)

To use payment management, you must set up payment classes to define operation types, such as bills of exchange, electronic payments, or checks.

To set up a payment class

1. Choose the  icon, enter **Payment Slip Setup**, and then choose the relevant link.
2. On the **Payment Class** page, choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Enable	Select to enable usage of the payment class.
Code	The unique identification code for the payment class.
Name	The payment class description.
Header No. Series	The number series code for the payment slip header.
Line No. Series	The number series code for the payment slip lines. If you leave this field blank, the number for each payment line is created based on the payment header number.
Suggestions	The type of payment proposals that can be created automatically on a payment slip.
Unrealized VAT Reversal	Specify the method to handle unrealized VAT. If you select Application , VAT will be realized when you post the invoice application and payment application. If you select Delayed , you must define the payment step during which VAT must be realized, by selecting the Realize VAT field on the Payment Step Card page. For more information, see Realize VAT and Payment Step .
SEPA Transfer Type	Specify the SEPA export format, either Credit Transfer or Direct Debit .

4. Choose the **OK** button.

See Also

[Payment Management](#)

[Set Up Payment Statuses](#)

[Set Up Payment Steps](#)

[Set Up Payment Addresses](#)

[Export or Import Payment Management Setup Parameters](#)

[Create Payment Slips](#)

[Post Payment Slips](#)

[Archive Payment Slips](#)

NOTE

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Archive Payment Slips


2/18/2021 • 2 minutes to read • [Edit Online](#)

When a payment slip has been processed, you can separate it from the active payment slips by archiving it.

You can archive the payment slip by using the following methods:

- Manually – for individual payment slips.
- Automatically – for a batch of payment slips.


To archive a payment slip

1. Choose the  icon, enter **Payment Slips**, and then choose the relevant link.
2. Select the relevant payment slip, and then choose the **Edit** action.
3. On the **Payment Slip** page, choose the **Archive** action.
4. Choose the **Yes** button to archive the payment slip.

NOTE

If the current status of the payment slip does not allow archiving, a message is displayed.

To archive a batch of payment slips

1. Choose the  icon, enter **Archive Payment Slips**, and then choose the relevant link.
2. On the **Archive Payment Slips** page, on the **Payment Header** FastTab, select the appropriate filters.
3. Choose the **OK** button.

The payment slips are archived.

NOTE

This batch job will only archive payment slips that have the **Archiving Authorized** check box selected on the **Payment Status** page. For more information, see [Set Up Payment Statuses](#).

See Also

[Payment Management](#)
[Set Up Payment Classes](#)
[Set Up Payment Statuses](#)
[Set Up Payment Steps](#)
[Set Up Payment Addresses](#)
[Create Payment Slips](#)
[Post Payment Slips](#)

NOTE

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Create Payment Slips

2/18/2021 • 3 minutes to read • [Edit Online](#)

You can create payments slips to manage vendor and customer payments. Before you create payment slips, you must set up payment classes. For more information, see [Set Up Payment Classes](#).

The following procedure describes how to create payment slips for vendor payments, but the same steps also apply to creating payment slips for customer payments.

To create a payment slip for vendors

1. Choose the  icon, enter **Payment Slips**, and then choose the relevant link.
2. Choose the **New** action.
3. On the **Payment Slip** page, choose a field to open the **Payment Class List** page.
4. Select a payment class, and then choose the **OK** button.
5. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Currency Code	Specify the currency code to be used for the payment lines.
Posting Date	Specify the posting date.
Document Date	Specify the document date.
Amount (LCY)	The total amount from the payment lines. This field is updated automatically when the net line amounts are changed.

6. On the **Lines** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Account Type	The account type to which the payment line is posted.
Account No.	The unique identification number for the account to which the entry will be posted.

7. In the **Bank Account Code** field, select a bank name from the list, and then choose **Advanced**.
8. Optionally, for SEPA, on the **Select – Vendor Account List** page, and then choose the **Edit** action.

Fill in the following fields if needed:

- **Country/Region Code.** In the list, choose **Advanced**, and make sure that the **SEPA Allowed** check box is selected for the code that you select.
- **Swift Code**
- **IBAN**

Choose the **OK** button to close the page.

- Optionally, for SEPA, choose the **Header RIB** action. Select the **Bank Country/Region Code** field, and then choose **Advanced**. Make sure the **SEPA Allowed** check box is selected. Also make sure that the **IBAN** and **SWIFT Code** fields are filled in.
- Choose the **Suggest Vendor Payments** action.

NOTE
You can also manually fill in the payment lines.

- In the **Suggest Vendor Payments** batch job, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Last Payment Date	The last payment date for the vendor ledger entries that are to be included in the batch job.
Find Payment Discounts	Select to include vendor ledger entries for which you can receive a payment discount.
Summarize per	The criteria for summarizing the payment line.
Use Vendor Priority	Select to sort the suggested payments based on the value in the Priority field on the vendor cards. For more information, see Priority .
Available Amount (LCY)	The maximum amount that is available for payments in local currency.
Currency Filter	The code for the currency to be included in the batch job.

- On the **Vendor** FastTab, select the appropriate filters.
- Choose the **OK** button.

The payment lines are automatically created.

- On the **Payment Slip** page, on the **Posting** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Source Code	The source code for the payment slip.
Department Code	The relevant dimension code.
Project Code	The relevant dimension code.
Account Type	The account type to which or from which the payments will be transferred.
Account No.	The account number to which or from which the payments will be transferred.

15. Optionally, for SEPA, in the **Account No.** field, choose the **Advanced** option.

a. On the **Bank Account List** page, choose the **Edit** action.

b. Fill in the following fields if needed:

- **General FastTab**
- **Country/Region Code**
- **Transfer FastTab**
- **Swift Code**
- **IBAN**
- **RIB FastTab**
- **Payment Export Format: SEPA**
- **SEPA CT Msg. ID No. Series: Bank**

16. Choose the **OK** button.

After you create a payment slip, you can generate payment files and send them to the bank electronically.

NOTE

A payment file can be created if the payment slip displays **File** for the **Action Type** field.

To create a payment file

1. Choose the  icon, enter **Payment Slips**, and then choose the relevant link.

2. Select a payment slip, and then choose the **Edit** action.

3. On the **Payment Slip** page, choose the **Generate file** action.

4. Choose the **Yes** button, and then choose the **OK** button.

The payment file is generated and exported according to the export type that is specified on the **Payment Step** page.

5. In the case of error, review the errors listed in the **File Export Errors** FactBox, and take the appropriate action.

See Also

[Payment Management](#)

[Set Up Payment Classes](#)

[Set Up Payment Statuses](#)

[Set Up Payment Steps](#)

[Set Up Payment Addresses](#)

[Post Payment Slips](#)

[Archive Payment Slips](#)

[Export or Import Payment Management Setup Parameters](#)

NOTE

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Export Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Payment Management module allows you to export your payments electronically via a text file or XMLport.

To export payments

1. Choose the  icon, enter **Payment Slip Setup**, and then choose the relevant link.
2. On the **Payment Class** page, select a payment class, and then choose the **Steps** action.
3. On the **Payment Step** page, fill in the **Name** field.
4. Choose the **Edit** action to open.
5. On the **Payment Step Card** page, fill in the fields.
6. In the **Action Type** field, select the **File** option, and then in the **Export Type** field, select the **Report** or the **XMLport** action.
7. In the **Export No.** field, specify the object that will export the payments.

The next time you make a payment that is based on this payment step, the payments will be exported to a file as specified.

See Also

[Set Up Payment Classes](#)

[Set Up Payment Steps](#)

NOTE

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Export or Import Payment Management Setup Parameters

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You can export or import payment management setup parameters to an external disk so that you can use the same parameters for another company with similar requirements.

You can use the following formats to export payment setup parameters:

- ETEBAC (XMLport 10860) – To create a bill of exchange remittance.
- Withdraw (XMLport 10861) – To create a customer payment withdrawal (direct debit).
- Transfer (XMLport 10862) – To create a vendor payment transfer (credit transfer).

You can select these formats when you set up the payment status for your payment class. For more information, see [Set Up Payment Classes](#).

To export or import payment management setup parameters

1. Choose the  icon, enter **Payment Slip Setup**, and then choose the relevant link.
2. On the **Payment Class** page, choose the **Export Parameters** action.

To import a parameter, choose the **Import Parameter** action, select the file, and then choose the **Open** button.
3. Choose the **Save** button to open the **Save As** page and navigate to the location where the file should be saved.
4. Choose the **OK** button.

See Also

[Payment Management](#)
[Set Up Payment Classes](#)
[Set Up Payment Statuses](#)
[Set Up Payment Steps](#)
[Set Up Payment Addresses](#)
[Create Payment Slips](#)
[Archive Payment Slips](#)

NOTE

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Payment Management

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Business Central allows you to manage bills of exchange, electronic payments, and vendor payments using the payment management function.

You can manage customer and vendor payments using payment slips. Before you create a payment slip, you must set up the following prerequisites:

- Payment class – The type of payment that you want to perform, for example, bill of exchange, electronic payment, or check. For more information, see [Set Up Payment Classes](#).
- Payment status – The progress level of a payment document. You must define a set of statuses for each payment class. For more information, see [Set Up Payment Statuses](#).
- Payment steps – A payment that is executed at a specified time. After a payment step is completed, you can move the payment document from one status to another. If a step involves posting debit or credit entries, you must define additional actions in the **Payment Step Ledger** table. For more information, see [Set Up Payment Steps](#).
- Payment address for vendors and customers – The address that is used for a vendor or a customer at the time of settlement. The payment address can be different from the vendor's or customer's default address. For more information, see [Set Up Payment Addresses](#).

You can also transfer your payment management setup information to an external disk so that you can use the same parameters for another company with similar requirements. You can export the payment data in the following formats:

- ETEBAC – To create a bill of exchange remittance.
- Withdraw – To create a customer payment withdrawal (direct debit).
- Transfer – To create a vendor payment transfer (credit transfer).

Managing Payment Slips and Files

You can create payment slips to manage customer payments and vendor payments. After creating the payment slip, you must post it.

These payment slips can then be converted into payment files, which can be sent to the bank electronically.

For more information, see [Create Payment Slips](#).

Archiving Payment Slips

You can separate a fully processed payment slip from the active payment slips by archiving it. You can manually archive an individual payment slip or you can automatically archive a batch of payment slips. For more information, see [Archive Payment Slips](#).

See Also

[Set Up Payment Classes](#)

[Set Up Payment Statuses](#)

[Set Up Payment Steps](#)

[Set Up Payment Addresses](#)

[Create Payment Slips](#)

[Post Payment Slips](#)

[Archive Payment Slips](#)

[Export or Import Payment Management Setup Parameters](#)

[France Local Functionality](#)

NOTE

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Post Payment Slips

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You must post payment slips to complete a payment transaction and to create the related financial data. You can post a payment slip if the payment slip's **Action Type** is set to **Ledger**.

Before you post a payment slip, you must create the payment slip. For more information, see [Create Payment Slips](#).

To post a payment slip

1. Choose the  icon, enter **Payment Slips**, and then choose the relevant link.
2. Select a payment slip, and then choose the **Edit** action.
3. On the **Payment Slip** page, choose the **Post** action.
4. Choose the **OK** button.

The payment slip is posted.

See Also

[Payment Management](#)

[Set Up Payment Classes](#)

[Set Up Payment Statuses](#)

[Set Up Payment Steps](#)

[Set Up Payment Addresses](#)

[Create Payment Slips](#)

[Export or Import Payment Management Setup Parameters](#)

[Archive Payment Slips](#)

NOTE

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General Ledger in France

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General ledger functionality for France is described in the below topics.

[Apply General Ledger Entries](#)

[Unapply General Ledger Entries](#)

[Print General Ledger Reports](#)

[Export General Ledger Entries to an XML File](#)

[View Ledger Reconciliations](#)

[Export General Ledger Entries for Tax Audits](#)

See also

[France Local Functionality](#)

[Understanding the General Ledger and the COA](#)

NOTE

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Apply General Ledger Entries

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You apply general ledger entries to justify ledger balances on asset and liability accounts. For example, you can apply transactions on the bill of exchange accounts to get a clear picture of which bills make up the balance of the account.

To apply general ledger entries

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the **Chart of Accounts** page, select the account that you want to apply entries for, and then choose the **Apply Entries** action.
3. On the **Apply G/L Entries** page, select the ledger entries that you want to apply.
4. Choose the **Set Applies-to ID** action to populate the **Applies-to ID** field with the user ID of the current user.
5. Choose the **Post Application** action.

This effectuates the application by setting the **Letter** and **Letter Date** fields.

NOTE

Applied entries can be identified by having the same three-letter combination and the same date.

See Also

[Unapply General Ledger Entries](#)

[Apply Vendor Payments Manually](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Unapply General Ledger Entries

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You can unapply general ledger entries in a very straightforward way.

To unapply general ledger entries

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the **Chart of Accounts** page, select the account you want to unapply entries for, and then choose the **Apply Entries** action.
3. On the **Apply G/L Entries** page, select the ledger entries you want to unapply.
4. Choose the **Unapply Entries** action.

See Also

[Apply General Ledger Entries](#)

NOTE

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Print General Ledger Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

General ledger reports meet financial accounting standards, and they contain information about ledger entries, customer entries, vendor entries, and bank entries.

To print general ledger reports

1. Choose the  icon, enter **General Ledger**, and then choose the relevant link.
2. Choose the **Reports and Analysis** action, choose the **France** action, and then choose one of the following reports.

REPORT	DESCRIPTION
Journals	<ul style="list-style-type: none">- Shows all of the general ledger transactions.- Shows the subtotals of the transactions per period. <p>For more information, see Journals.</p>
G/L Journal	<p>Shows the subtotals for each source code per month.</p> <p>For more information, see G-L Journal.</p>
G/L Trial Balance	<p>Shows opening debit and credit balances, period debit and credit balances, and final debit and credit balances for all general ledger accounts.</p> <p>For more information, see G-L Trial Balance.</p>
G/L Detail Trial Balance	<ul style="list-style-type: none">- Shows the general ledger transactions for all general ledger accounts.- Shows the subtotals of the transactions per general ledger account. <p>For more information, see G-L Detail Trial Balance.</p>
Customer Journal	<ul style="list-style-type: none">- Shows the transactions of all customer accounts.- Show the subtotals of the customer transactions per period. <p>For more information, see Customer Journal.</p>
Customer Trial Balance	<p>Shows opening debit and credit balances, period debit and credit balances, and final debit and credit balances for all customer accounts.</p> <p>For more information, see Customer Trial Balance.</p>
Customer Trial Balance	<ul style="list-style-type: none">- Shows all of the transactions for all customer accounts.- Shows the subtotals of the customer transactions per account. <p>For more information, see Customer Trial Balance.</p>

REPORT	DESCRIPTION
Vendor Journal	<ul style="list-style-type: none"> - Shows the transactions for all vendor accounts. - Shows the subtotals of the vendor transactions per period. <p>For more information, see Vendor Journal.</p>
Vendor Trial Balance	<p>Shows opening debit and credit balances, period debit and credit balances, and final debit and credit balances for all vendor accounts.</p> <p>For more information, see Vendor Trial Balance.</p>
Vendor Detail Trial Balance	<ul style="list-style-type: none"> - Shows transactions for all vendor accounts. - Show the subtotals of the vendor transactions per account. <p>For more information, see Vendor Detail Trial Balance.</p>
Bank Account Journal	<ul style="list-style-type: none"> - Shows transactions for all bank accounts. - Shows the subtotals of the bank transactions per period. <p>For more information, see Bank Account Journal.</p>
Bank Account Trial Balance	<p>Shows opening debit and credit balances, period debit and credit balances, and final debit and credit balances for all bank accounts.</p> <p>For more information, see Bank Account Trial Balance.</p>
Bank Acc. Detail Trial Balance	<ul style="list-style-type: none"> - Shows transactions for all bank accounts. - Shows the subtotals of the transactions per account. <p>For more information, see Bank Acc. Detail Trial Balance.</p>

3. On the **Options** FastTab, enter information in the relevant fields, and then select the appropriate filters.

NOTE

The **Options** FastTab is not available for the **G/L Journal** batch job.

4. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Export General Ledger Entries to an XML File](#)

NOTE

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View Ledger Reconciliations

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes two reports that can help you reconcile general ledger entries with customer ledger entries and vendor ledger entries. The reports print a separate page for each customer or vendor that sums up amounts from general ledger transactions based on payments and posted invoices.

The following procedure applies to viewing reconciliation between the general ledger and the customer ledger, but the same steps apply to reconciliation with the vendor ledger.

To view general ledger reconciliation with the customer ledger

1. Choose the  icon, enter **General Ledger**, and then choose the related link in **General Ledger**.
2. Choose the **Reports** action, choose the **France** action, and then choose the **GL/Cust. Ledger Reconciliation** action.
3. On the **GL/Cust. Ledger Reconciliation** page, set the appropriate filters.

NOTE

You must specify a date filter.

4. Choose the **Preview** button.

You can now view the debit and credit amounts for each customer, and you can see the document numbers that resulted in each general ledger transaction.

See Also

[France Local Functionality](#)

NOTE

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Specify Posting Periods In the French Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you specify posting periods, you limit the period in which posting is allowed.

To specify posting periods

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, in the **Allow Posting From** field, specify the start date of the posting period.
3. In the **Allow Posting To** field, specify the end date of the posting period.

The dates are validated against the allowed posting ranges to make sure that they belong to open fiscal years. For more information, see [Allowed Posting Range](#).

4. To verify what the allowed posting range is, choose the **Get Allowed Posting Range** action.

The dates that you define here apply to the whole company, that is, to all users.

NOTE

You can define different posting periods for different users and apply a posting period to a user on the **User Setup** page.

If you enter dates here, the dates entered on the **General Ledger Setup** page will not apply to these users.

See Also

[Fiscal Periods and Fiscal Years](#)

NOTE

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Fiscal Periods and Fiscal Years

2/18/2021 • 2 minutes to read • [Edit Online](#)

A fiscal year is typically divided into 12 monthly fiscal periods. In Business Central, you can have two fiscal years open at the same time. You cannot create a third fiscal year if there are two fiscal years open.

To close a fiscal year, you must close the accounting periods within that year.

You can only reopen a closed accounting period if the period falls within an open fiscal year. For more information, see [Close Years](#). You cannot reopen a closed fiscal year.

Closing Fiscal Periods and Fiscal Years

After a fiscal year is complete, you must close the accounting periods within that fiscal year. This is to ensure that general ledger entries are not posted for that period. For more information, see [Fiscally Close Accounting Periods](#).

A fiscal year can be closed if all of the following criteria are met:

- The posting dates on the **User Setup** page and the **General Ledger Setup** page do not fall within the year that you are closing. For more information, see [Specify Posting Periods](#) and [Understanding the General Ledger and the COA](#).
- The fiscal year has been closed using the **Close Year** function on the **Accounting Periods** page. For more information, see [Closing Years and Periods](#).
- All the unposted journal lines for the year have been posted or deleted.
- All closing entries are up to date.

When you close a fiscal period, the earliest open fiscal period is closed. The **Allow Posting From** field on the **General Ledger Setup** page is updated with the start date for the next open period, if the existing date in this field is not already a later date. If the **Allow Posting To** field on the **General Ledger Setup** page is within the closed period, then the value in the **Allow Posting To** field is updated with the end date for the first open fiscal period. For more information, see [Understanding the General Ledger and the COA](#).

At the end of the year, you must do the following:

- Close the fiscal year using the **Close Year** function.
- Generate a year-end closing entry.
- Post the year-end closing entry, along with the offset equity account entries.
- Close the fiscal year using the **Fiscally Close Year** function.

See Also

[Post the Year-End Closing Entry](#)
[Fiscally Close Accounting Periods](#)
[Closing Years and Periods](#)
[Post the Year-End Closing Entry](#)
[Fiscally Close Years](#)
[Reopen Accounting Periods](#)
[Close Income Statement Accounts](#)
[Specify Posting Periods](#)

NOTE

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Year End Processes Overview

2/18/2021 • 2 minutes to read • [Edit Online](#)

Year end closing in Business Central involves three steps:

1. Closing the fiscal year. For more information, see [Fiscally Close Accounting Periods](#).
2. Generating a year-end closing entry using the **Close Income Statement** option along with the offsetting equity account entries. For more information, see [Posting the year-end closing entry](#).
3. Fiscally closing the fiscal year. For more information, see [Fiscally Close Years](#).

According to the French law *NF Logiciel compatibilité informatisée* the system has to refuse the creation of a third open fiscal year, so only two open fiscal years are allowed at the same time.

So in time you are required to close a year. You also do not have to worry about losing details of transactions when you close because all details are retained, even after you (fiscally) close the year.

When you close at the end of the year, the system moves your earnings from calculated earnings, or the Current Earnings account, to a posted account, or the Retained Earnings account. The system also marks the fiscal year as "closed," and marks all subsequent entries for the closed year as "prior year entries."

The system then generates a closing entry, but it does not post the entry automatically. You are given the opportunity to make the offsetting equity account entry or entries, which allows you to decide how to allocate your closing entry. For example, if your company has several divisions, you can let the system generate a single closing entry for all the divisions, and you can then make an offsetting entry for each division's equity account.

Once a year has been fiscally closed you will not be able to post in this fiscal year.

See Also

[Fiscally Close Accounting Periods](#)

[Posting the year-end closing entry](#)

[Fiscally Close Years](#)

[Fiscal Periods and Fiscal Years](#)

[Closing Years and Periods](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Fiscally Close Accounting Periods

2/18/2021 • 2 minutes to read • [Edit Online](#)

When a fiscal period is complete, you can fiscally close the period to make sure that no more general ledger entries can be posted.

To fiscally close accounting periods

1. Choose the  icon, enter **Accounting Periods**, and then choose the relevant link.
2. On the **Accounting Periods** page, choose the **Close Fiscal Period** action.

If more than one fiscal period is not fiscally closed, the earliest one should be fiscally closed. A message appears to identify the period that should be closed and explains the consequences of closing it.

3. To fiscally close the period, choose the **Yes** button.

When the period is fiscally closed, the **Fiscally Closed** field is selected, and the **Fiscal Closing Date** field is updated for the period.

See Also

[Close Years](#)

[Fiscally Close Years](#)

[Reopen Accounting Periods](#)

[Fiscal Periods and Fiscal Years](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Close Income Statement Accounts in the French Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can run the **Close Income Statement** batch job, you must close the fiscal year. For more information, see [Fiscally Close Years](#).

To close the income statement accounts

1. Choose the  icon, enter **Close Income Statement**, and then choose the relevant link.
2. On the **Close Income Statement** page, on the **Options** FastTab, specify the conditions of the batch job.
3. Choose the OK button.

When the batch job is finished, you must close the accounts.

4. Choose the  icon, enter **General Journals**, and then choose the relevant link.
5. Select the general journal that contains the closing entries.
6. Enter one line with a balancing entry that posts the net income to the correct general ledger account under owners' equity on the balance sheet.
7. Choose the **Post** action to post the journal.

See Also

[Fiscally Close Years](#)

NOTE

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Close Years

2/18/2021 • 2 minutes to read • [Edit Online](#)

When a fiscal year is over, you must close the periods that it comprises.

To close a year

1. Choose the  icon, enter **Accounting Periods**, and then choose the relevant link.
2. Choose the **Close Year** action.

If more than one fiscal year is open, the earliest one should be closed. A message appears to identify the year that should be closed and explains the consequences of closing it.

3. To close the year, choose the **Yes** button.

When the fiscal year is closed, the **Closed** and **Date Locked** fields are selected for all the periods in the year. At this point the fiscal year cannot be opened again, and you cannot clear the **Closed** or **Date Locked** fields.

WARNING

You cannot close a fiscal year before you create a new one. When a fiscal year has been closed, you cannot change the starting date of the following fiscal year.

Even though a fiscal year has been closed, you can still post general ledger entries to it until you fiscally close the fiscal year. When you do this, the entries will be marked as posted to a closed fiscal year, and the Prior-Year Entry field will be selected. For more information, see [Fiscally Close Years](#).

After a fiscal year is closed, you must close the income statement accounts and transfer the year's results to an account in the balance sheet. You can repeat this each time you post to the closed fiscal year.

After a fiscal year is fiscally closed, it cannot be opened again, and general ledger entries cannot be posted.

See Also

[Fiscally Close Years](#)

[Year End Processes Overview](#)

[Post the Year-End Closing Entry](#)

[Closing Years and Periods](#)

NOTE

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Fiscally Close Years


2/18/2021 • 2 minutes to read • [Edit Online](#)

When a fiscal year is complete, you must fiscally close the periods that it comprises to make sure that no more general ledger entries can be posted.

Before fiscal closing is allowed the following must be done:

- The fiscal year has been closed first. For more information, see [Close Years](#).
- All journal lines that are not posted for the year are either posted or deleted before the year is fiscally closed.
- All closing entries are up-to-date.

To fiscally close years

1. Choose the  icon, enter **Accounting Periods**, and then choose the relevant link.
2. Choose the **Fiscally Close Year** check box.

If more than one fiscal year is not fiscally closed, the earliest one should be fiscally closed. A message appears that identifies the year that should be closed and explains the consequences of closing it.

3. To fiscally close the year, choose the **Yes** button.

When the fiscal year is fiscally closed, the **Fiscally Closed** field for all the periods in the year is selected. The fiscally closed year cannot be opened again, and you cannot clear the **Fiscally Closed** field.

See Also

[Close Years](#)

[Year End Processes Overview](#)

[Post the Year-End Closing Entry](#)

[Closing Years and Periods](#)

NOTE

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Open a New Fiscal Year

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can post in a fiscal year, you must open the fiscal year and define its accounting periods.

To open a new fiscal year

1. Choose the  icon, enter **Accounting Periods**, and then choose the relevant link.
2. Choose the **Create Year** action.
3. On the **Options** FastTab, define the structure of the fiscal year. The fiscal year is usually 12 periods of one month each, but you can also divide it in other ways.
4. Fill in the fields.
5. Choose the **OK** button.

The accounting periods are created, and the result is shown. The **Starting Date** field and the **Name** field are filled in with the name of the month from the starting date.

After the last period in the fiscal year, an accounting period is inserted with the **New Fiscal Year** field selected.

IMPORTANT

In concordance with French law no more than two open fiscal years are allowed.

See Also

[Specify Posting Periods](#)

[Close Years](#)

[Post the Year-End Closing Entry](#)

[Fiscally Close Years](#)

[Fiscal Periods and Fiscal Years](#)

NOTE

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Post the Year-End Closing Entry in the French Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

After you use the **Close Income Statement** batch job to generate the year-end closing entry or entries, you must open the journal you specified in the batch job, and then review and post the entries.

To post the year-end closing entry

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. Review the entries.
3. Choose the **Post** action.
4. In the posting confirmation page, choose the **Yes** button.

If an error is detected, an error message is displayed. If the posting is successful, the system removes the posted entries from the journal.

Once posted, an entry is posted to each income statement account so that its balance becomes zero and the year's result is transferred to the balance sheet.

See Also

[Year End Processes Overview](#)

[Close Years](#)

[Fiscally Close Years](#)

NOTE

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Reopen Accounting Periods


2/18/2021 • 2 minutes to read • [Edit Online](#)

When a single fiscal period has been fiscally closed it might be necessary to reopen it to post general ledger entries.

NOTE

After the year that the accounting period belongs to is fiscally closed, you cannot reopen it.

To reopen accounting periods

1. Choose the  icon, enter **Accounting Periods**, and then choose the relevant link.
2. Choose the **Reopen Fiscal Period** action.

If more than one fiscal period is fiscally closed, the last one should be reopened. A message appears that identifies the period that should be reopened and explains the consequences of reopening it.

3. To fiscally open the period, choose the **Yes** button.

When the period is reopened, the **Fiscally Closed** field is cleared, and the **Period Reopened Date** field is updated for the period.

See Also

[Close Years](#)

[Fiscally Close Years](#)

[Fiscally Close Accounting Periods](#)

NOTE

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Set Up Accelerated Depreciation

2/18/2021 • 2 minutes to read • [Edit Online](#)


To use the accelerated depreciation calculation, you must set up the following depreciation books for fixed assets:

- The accounting depreciation book (integrated with the general ledger).
- The tax depreciation book (not integrated with the general ledger).

NOTE

When you post an acquisition, depreciation, or disposal for the accounting depreciation book, the transaction is duplicated and posted in the tax depreciation book when the fixed asset journal is posted.

To set up the accounting depreciation book

1. Choose the  icon, enter **Depreciation Books**, and then choose the relevant link.
2. On the **Depreciation Book List** page, choose the **New** action.
3. On the **General** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Code	The unique identification code for the accounting depreciation book. You can enter a maximum of 10 alphanumeric characters.
Description	The depreciation book description.

IMPORTANT


Leave the **Derogatory Calculation** field blank.

4. On the **Integration** FastTab, select the **Derogatory** check box to integrate accelerated depreciation with the general ledger.

For more information, see [Set Up Fixed Asset Depreciation](#).

5. Choose the **OK** button.

To set up the tax depreciation book

1. Choose the  icon, enter **Depreciation Books**, and then choose the relevant link.
2. On the **Depreciation Book List** page, choose the **New** action.
3. On the **General** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Code	The unique identification code for the tax depreciation book. You can enter a maximum of 10 alphanumeric characters.
Description	The tax depreciation book description.

4. In the **Derogatory Calculation** field, select the accounting depreciation book code to indicate that this is a tax depreciation book to calculate derogatory depreciation.

For more information, see [Set Up Fixed Asset Depreciation](#).

5. Choose the **OK** button.

The **Used with Derogatory Book** field in the accounting depreciation book is updated with the tax depreciation book code.

See Also

[Accelerated Depreciation](#)

[Calculate Accelerated Depreciation](#)

[Set Up Fixed Asset Depreciation](#)

NOTE

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Accelerated Depreciation

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Accelerated depreciation is calculated based on the differences between the accounting depreciation book and the tax depreciation book fixed asset, during the life of the fixed asset.

Fixed assets that have higher tax depreciation and lower accounting depreciation are depreciated using the accelerated depreciation method, as allowed by the tax authorities.

Companies must use the accelerated depreciation method to post the extra tax amounts if they meet at least two of the following criteria:

- They have more than 50 employees.
- They have at least two million euros in assets.
- They have at least four million euros in sales.

Depreciation Book

The accelerated depreciation method helps you to calculate and post differences between tax depreciation amounts and accounting depreciation amounts that are allowed for fixed assets. To calculate accelerated depreciation for fixed assets, the following depreciation books must be set up:

- The accounting depreciation book (integrated with the general ledger).
- The tax depreciation book (not integrated with the general ledger).

You must set up the tax book as a derogatory book by using an accelerated depreciation setup parameter. If this parameter is set, differences between the tax book and the accounting book are calculated and posted as accelerated depreciation amounts. For more information, see [Set Up Accelerated Depreciation](#).

Example

If you have a fixed asset valued at 1,000 euros that is depreciated in the accounting depreciation book over five years, and depreciated in the tax depreciation book over three years, then the accounting depreciation for the first year is 200 euros ($1,000/5$) and the tax depreciation for the first year is 333.33 euros ($1,000/3$). The accelerated depreciation amount is the difference between these two amounts: 133.33 euros ($333.33 - 200$).

Accelerated Depreciation Accounts

Accelerated depreciation uses the derogatory fixed asset posting type. Statistics and reports use this posting type to report the accelerated depreciation calculation. For more information, see [Set Up Fixed Asset Depreciation](#).

There are two accounts to set up for derogatory amounts:

- Positive accelerated depreciation amounts (increase of accelerated depreciation):
 - Derogatory account
 - Derogatory expense account
- Negative accelerated depreciation amounts (decrease of accelerated depreciation):
 - Derogatory Acc. on Disposal
 - Derog. Bal. Acc. on Disposal

If you post an acquisition, depreciation, or disposal for the accounting depreciation book, the transaction is

automatically duplicated and posted in the tax depreciation book when the journal is posted.

After you set up the tax depreciation book and the accounting depreciation book, the accelerated depreciation is calculated automatically for fixed assets using the calculate depreciation batch job in the accounting depreciation book. For more information, see [Calculate Accelerated Depreciation](#).

See Also

[Set Up Accelerated Depreciation](#)

[Calculate Accelerated Depreciation](#)

[Set Up Fixed Asset Depreciation](#)

[Fixed Assets](#)

[France Local Functionality](#)

NOTE

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Calculate Accelerated Depreciation

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In Business Central, you calculate periodic depreciation for fixed assets by using the **Calculate Depreciation** batch job. The fixed asset depreciation book that is linked to the fixed asset defines the depreciation method, the starting date for depreciation, and the fixed asset posting group that is used in the batch job.

If a fixed asset depreciation book is integrated with the general ledger, then it is called an *accounting depreciation book*. If a fixed asset depreciation book is not integrated with the general ledger, then it is called a *tax depreciation book*.

You can only calculate the accelerated depreciation for fixed assets that have an accounting depreciation book and a tax depreciation book. For more information about setting up tax depreciation books and accounting depreciation books for fixed assets, see [Set Up Accelerated Depreciation](#).

Entries are transferred to the fixed asset general journal when you select an accounting depreciation book in the batch job. Entries are transferred to the fixed asset journal when you select the tax depreciation book.

To calculate accelerated depreciation

1. Choose the  icon, enter **Calculate Depreciation**, and then choose the relevant link.
2. On the **Calculate Depreciation** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Depreciation Book	The unique identification code for the accounting depreciation book.
FA Posting Date	Specify the ending date for the depreciation calculation, if this is the first depreciation entry for the asset. The depreciation starting date that is defined on the FA Depreciation Books page is used as the starting date for the depreciation calculation. If you have already depreciated the asset, the fixed asset posting date of the last depreciation entry is used as the starting date for the depreciation calculation.
Use Force No. of Days	Select to use the number of days in the Force No. of Days field for the depreciation calculation.
Force No. of Days	The number of days for the depreciation calculation. You can only enter a number in this field if the Use Force No of Days check box is selected.
Posting Date	The posting date for the calculated depreciation. You can leave this field blank if the Use Same FA + G/L Posting Dates field in the accounting depreciation book is selected. The posting date is copied to the resulting journal lines.

FIELD	DESCRIPTION
Document No.	The document number for the fixed asset journal batch. Leave this field blank if you have set up a numbering series for the fixed asset journal batch on the No. Series page. For more information, see No. Series.
Posting Description	The posting description for the fixed asset journal entries.
Insert Bal. Account	Select to automatically insert balancing accounts in the resulting journal. The Calculate Depreciation batch job only uses balancing accounts that are defined in the FA Posting Group.

3. On the **Fixed Asset** FastTab, select the appropriate filters.
4. Choose the **OK** button.

The accelerated depreciation for the fixed asset is calculated.

See Also

[Accelerated Depreciation](#)

[Set Up Accelerated Depreciation](#)

[Set Up Fixed Asset Depreciation](#)

[Fixed Assets](#)

NOTE

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Germany Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the German version of Business Central.

Feature Availability

- VAT
 - [Set Up Reports for VAT and Intrastat](#) **Available Now**
 - [Set Up VAT Reports](#) **Available Now**
 - [VAT Reporting](#) **Available Now**
 - [Create VAT Reports](#) **Available Now**
 - [Correct VAT Reports](#) **Available Now**
 - [Sales VAT Advance Notifications](#) **Available Now**
 - [Declare VAT-VIES Tax](#) **Available Now**
 - [EU Sales List in Germany](#) **Available Now**
- Banking & Payments
 - [Print Vendor Payments List Reports](#) **Available Now**
- Core Finance
 - [Export and Print Intrastat Reports](#) **Available Now**
 - [Post a Negative Entry](#) **Available Now**
 - [Process for Digital Audits](#) **Available Now**
 - [Set Up Data Exports for Digital Audits](#) **Available Now**
 - [Export Data for a Digital Audit](#) **Available Now**
 - [GDPDU Filter Examples](#) **Available Now**
 - [Upgrade a .DTD Definition File](#) **Available Now**
 - [Walkthrough: Exporting Data for a Digital Audit](#) **Available Now**
- Purchasing
 - [Set Up Delivery Reminders](#) **Available Now**
 - [Set Up Delivery Reminder Terms, Levels, and Text](#) **Available Now**
 - [Delivery Reminders](#) **Available Now**
 - [Assign Delivery Reminder Codes to Vendors](#) **Available Now**
 - [Create Delivery Reminders Manually](#) **Available Now**
 - [Generate Delivery Reminders](#) **Available Now**
 - [Issue Delivery Reminders](#) **Available Now**
 - [Print Test Reports for Delivery Reminders](#) **Available Now**
- General
 - [Currency Exchange Rates](#) **Available Now**
 - [Include Company Registration Numbers on Sales Reports and Purchase Reports](#) **Available Now**
 - [Print General Ledger Setup Information](#) **Available Now**

See Also

[Certification of Business Central for German market \(document is in German\)](#)

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

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Set Up Reports for VAT and Intrastat

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can specify which reports to use to create the documents that you must submit to the authorities, such as the VAT statement and the Intrastat form.

To set up reports for VAT

1. Choose the  icon, enter **Report Selections VAT**, and then choose the related link.
2. On the **Report Selection – VAT** page, in the **Usage** field, select the type of document that you want to specify reports for. This includes the VAT statement and the VAT statement schedule.
3. Specify the report or batch job that must run when a user starts the activity for the document type that you specified in the **Usage** field. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sequence	Specifies where a report is in the printing order.
Report ID	Specifies the ID of the report that prints for this document type.
Report Name	Specifies the name of the report that prints for this document type. The Report Name field updates based on the selection in the Report ID field.


4. Choose the **OK** button.

To set up reports for Intrastat

NOTE

Intrastat reports can use either the XML or ASCII formats. Depending on the format you use, enter the material number in one of the following fields on the **Company Information** page.

FORMAT	FIELDS
XML	Company No.
ASCII	Sales Material No., Purchase Material No.

1. Choose the  icon, enter **Report Selection**, and then choose the related link.
2. On the **Report Selection – Intrastat** page, in the **Usage** field, select the type of document that you want to specify reports for. This includes the Intrastat checklist and Intrastat form.
3. Specify the report or batch job that must run when a user starts the activity for the document type that you specified in the **Usage** field. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sequence	Specifies where a report is in the printing order.

FIELD	DESCRIPTION
Report ID	Specifies the ID of the report that prints for this document type.
Report Name	Specifies the name of the report that prints for this document type. The Report Name field updates based on the selection in the Report ID field.

4. Choose the **OK** button.

See Also

[Export and Print Intrastat Reports](#)

[VAT Reporting](#)

NOTE

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Set Up VAT Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

Information from various invoice types is used to feed data into the EU Sales List report. To file a VAT report under the ELMA5 system from Business Central, you need to set up report parameters.

To set up a VAT report

1. Choose the  icon, enter **VAT Report Setup**, and then choose the related link.
2. On the **General** FastTab, select the **Modify Submitted Reports** check box to let users modify VAT reports that have been submitted to the tax authorities.

If the field is left blank, users must create a corrective VAT report instead.

3. Select the **Export Cancellation Lines** check box if you want to include information about cancellation lines when you export data for the VAT report of EU sales. For more information, see [Correct VAT Reports](#).
4. On the **Numbering** FastTab, specify the number series that will be used for standard VAT reports. This will be the default numbering series that is used on any VAT Report that you then create.

Depending on the requirements, you can use the same number series for all VAT reports, or separate number series for each type of VAT report.

For example, if your company uses separate number series for standard and corrective VAT reports, this number series is the default number series. Users can select a different number series in the **No.** field when they create corrective reports.

5. On the **ZIVIT** FastTab, specify information for the fields.
6. Choose the **OK** button.

See Also

[VAT Reporting](#)

[Create VAT Reports](#)

NOTE

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VAT Reporting in the German version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can report VAT to the German tax authorities on the Elektronische Steuererklärungen (ELSTER) online portal. You can generate and export your VAT declaration as an XML file that you send to the German ELSTER portal. For more information, see [Sales VAT Advance Notifications](#).

You can print the following local VAT reports.

REPORT	DESCRIPTION
VAT Statement Germany	<p>A simple VAT report. The main VAT reporting is handled by the ELSTER functionality. The amounts are differentiated by taxable base and taxable amount.</p> <p>Serves as the basis for VAT registration for a selected period, and is printed according to the VAT statement in the VAT Statement Line table.</p> <p>Use this report in conjunction with VAT correction.</p>
Sales VAT Adv. Not. Acc. Proof	<p>Confirms that entries in the VAT statement form are also posted in general ledger accounts.</p> <p>To verify VAT in sales VAT advance notifications, select the same settings for the VAT statement form and the sales VAT advance notification.</p>
VAT Statement Schedule	<p>This report can be retrieved from the VAT Statement page.</p> <p>Prints the settings in the VAT statement. Using this report, you can print the characteristics of the Sales VAT Adv. Not. Acc. Proof.</p>

See Also

[Sales VAT Advance Notifications](#)

[Report VAT to the Tax Authorities](#)

[Work with VAT on Sales and Purchases](#)

[Set Up Reports for VAT and Intrastat](#)

NOTE

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
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Create VAT Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can configure different types of VAT reports based on requirements. Then, when you have to submit a VAT report, you can create it on the **VAT Report** page and then export it in electronic format that conforms to the ELMA5 format requirements.

To create a VAT report

1. Choose the  icon, enter **VAT Report**, and then choose the related link.
2. Fill in the fields in the **General** FastTab, including the fields that are described in the following table.

FIELD	DESCRIPTION
No.	Specify the report number. Depending on the type of report, and the configuration in your company, you can use the automatically generated number, select a different number series, or enter a different number manually.
VAT Report Type	Select the appropriate VAT Report type. The default setting is Standard . If the report is an update to an existing report, choose Corrective .
Trade Type	Specify the type of trade that the report is to describe. The default is Sales . Other options are Purchases or Both .
Start Date	Specify the start date of the report period.
End Date	Specify the end date of the report period.
EU Goods/Services	Specify whether the report applies to Goods , Services , or both. The default is Both .
Report Period Type	Specify the time period that the report applies to: - Month - Quarter - Year - Bi-Monthly
Report Period No.	Specify the number of the VAT period.
Report Year	Specify the year that the VAT report covers.
Processing Date	Specify the date that the VAT report is created.

3. Fill in the fields in the **Sign-off** FastTab, including the key fields that are described in the following table.

FIELD	DESCRIPTION
Sign-off Place	Specify the location where the VAT report was signed off.
Sign-off Date	Specify the date that the VAT report has been signed off.
Signed by Employee No.	Specify the number of the employee who signed the VAT report from the lookup list.
Created by Employee No.	Specify the number of the employee who created the VAT report from the lookup list.

4. Import the VAT ledger entries that must be included in the VAT report.
5. Choose the **Suggest Lines** action.

This adds VAT entries to the page. For each line, in the **Amount** field, you can drill down to see the VAT ledger entries that are the source of the line.

After you create the VAT report, you have to submit it to the tax authorities.

To submit a VAT report

1. On the **VAT Report** page, choose the **Release** action.
2. Confirm that you want to release the report.

Business Central validates that the VAT report is set up correctly. If the validation fails, the errors are shown on the **VAT Report Error Log** page so that you can make the appropriate changes. For example, an error displays if you try to release a standard VAT report but you have not yet added any lines to the report.

When you mark a VAT report as released, it becomes non-editable. If you must change the report after marking it as released, you must first reopen it.

3. Choose the **Export** action to create a VAT report of EU Sales List data in ELMA5 format. Save a copy of the report, which has the required name specified by ELMA5.

You can now submit the report to the tax authorities.

4. Choose the **Mark as Submitted** action.

See Also

[Correct VAT Reports](#)

[Set Up VAT Reports](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Correct VAT Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

If you have to submit a corrective VAT report or delete a submitted VAT report, you must create a new VAT report. According to the legislation, a corrective report must be submitted within a month of the initial report.

When you create a corrective report, the report will contain two line types per corrected line. In one line type, Cancellation, the base value of the VAT is reported as a cancellation. All other information remains the same, and cannot be edited. On a new line, Correction type, you can make corrections as needed to the VAT amount. The **Suggest Lines** action, however, will suggest the correct amount based on the filters and posted documents. You cannot correct or modify the **VAT Registration No.** Each period being corrected needs its own corrective report.

The **Suggest Lines** action recalculates the values to report. The **Correct Lines** action is used to make manual changes. You can combine the effects of the two actions to correct your report.

Example corrections scenarios

1. If you post additional VAT entries after you submit the Standard report in the report period, choose **Suggest Lines** in the **Process** group to get the updated amounts.

NOTE

If you manually changed the amount for a customer or vendor, this amount will be overwritten when additional VAT entries are posted. Update the amount accordingly.

2. If you want to change the amount of a report line that has already been submitted and no new VAT entries are posted, choose the **Correct Lines** action. On the **VAT Report Lines** page, select the lines that you want to correct, and then choose the **OK** button.

For each entry, two lines are displayed: Cancellation and Correction. You can now change the amount on the Correction line.

NOTE

The **Correct Lines** action will not suggest the amount based in VAT entries. If you have new VAT entries for the customer or vendor, instead use the **Suggest Lines** action.

3. If you used the wrong filters, for example, the wrong VAT product posting group, choose the **Suggest Lines** action, and then set filters as needed.

Suggest Lines will create entries to account for the difference between the filters.

NOTE

If the updated filters exclude a customer or vendor, Business Central creates a Cancellation line for the previous reported amount and a Correction entry with amount 0.

To correct a VAT report

1. Create a new VAT report. For more information, see [Create VAT Reports](#).

2. Fill in the fields in the **General** FastTab, and set the **VAT Report Type** field to Corrective.
3. In the **Original Report No.** field, select the report that you want to correct. You can only select reports of type Standard that have been marked as Submitted.
4. Create your correction VAT report line entries.

Choose the **Suggest Lines** action. Set filters as needed.

On each line you can drill down on the amounts to see which VAT entries make up the amount. Change the amount if needed. You cannot edit, however, the **VAT Registration No.**.

5. If the **Suggest Lines** action does not provide suggestions to correct the amounts that you intended, use the **Correct Lines** action to insert cancellation and correction lines for the customer or vendor.
6. Continue with the VAT report creation process, and release the report.

See Also

[Set Up VAT Reports](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Sales VAT Advance Notifications

2/18/2021 • 2 minutes to read • [Edit Online](#)

A Sales VAT Advance Notification in Business Central is an XML file that you can use to report VAT to the German tax authorities on the Elektronische Steuererklärungen (ELSTER) online portal. The XML file includes tax and base amounts, and information about your company, and is created in the format and layout that German tax authorities require.

NOTE


Most of the functionality is included in the **ELSTER VAT Localization for Germany** Extension. Make sure that this is installed in your Business Central.

Set Up and Export Sales VAT Advance Notifications


To create valid sales VAT advance notifications, you must set up the following:

- The company registration information and tax office information.
- Basic sales VAT advance notification on the **Electronic VAT Decl. Setup** page.
- The VAT statement.

To set up company information


1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Company Information** page, in the **VAT Representative** field, enter the contact person for VAT related information.
3. Choose the **OK** button.

To set up the Electronic VAT Decl. Setup

1. Choose the  icon, enter **Electronic VAT Decl. Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sales VAT Adv. Notif. Nos.	Choose the number series to use to assign identification numbers to new sales VAT advance notifications.
Sales VAT Adv. Notif. Path	Enter the path and name of the folder where you want to store the XML files.
XML File Default Name	Enter the name of the file.

To set up a VAT statement for sales VAT advance notifications


1. Choose the  icon, enter **VAT Statement**, and then choose the related link.
2. On the **VAT Statement** page, in the **Name** field, choose the drop-down arrow.
3. On the **VAT Statement Names** page, in the line for the appropriate VAT statement name, select the **Sales VAT Adv. Notification** check box.

NOTE

The VAT statement must have a VAT statement line for each key figure required by the tax authority, where the **Row No.** field contains the key figure and the **Amount Type** field specifies whether this is a base amount or a tax amount. Ask your tax office if you have questions concerning the key figures and their definition.

4. Choose the **OK** button.

To create an XML document for Sales VAT advance notification

1. Choose the  icon, enter **Sales Vat Advanced Notification List**, and then choose the related link.
2. On the **Sales Vat Advanced Notification List** page, choose the **New** action.
3. On the **Sales VAT Adv. Notif. Card** page, fill in the fields.
4. Choose **Process**, and then choose the **Create XML-File** action.
5. On the **Create XML - VAT Adv. Notif.** page, in the **XML-File** field, choose either the **Create** or the **Create and Export** option.
6. Choose the **OK** button.

See Also

[VAT Reporting](#)

[Germany Local Functionality](#)

[Customizing Business Central Using Extensions](#)

NOTE

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Declare VAT-VIES Tax


2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes the VAT-VIES declaration report, which you can use to submit information about sales transactions with other European Union (EU) countries/regions to the customs and tax authorities' list system. The report displays information in the same format that is used in the customs and tax authorities' declaration list.

Depending on the volume of sales of goods or services to other EU countries/regions, you must submit monthly, bi-monthly, or quarterly declarations. If your company has sales of more than 100,000 euros per quarter, you must submit a monthly declaration. If your company has sales of less than 100,000 euros per quarter, you must submit a quarterly declaration. For more information, see the [BZSt website](#).

The report is based on the VAT Entry table.

To declare VAT-VIES tax

1. Choose the  icon, enter **VAT-Vies Declaration Tax – DE**, and then choose the related link.
2. On the **VAT-Vies Declaration Tax – DE** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Reporting Period	Select the time period that the report applies to. This can be a month, a two-month period, a quarter, or the calendar year.
Date of Signature	Enter the date on which the VAT-VIES declaration is sent.
Corrected Notification	If selected, this field indicates that this is a corrected version of an already delivered VAT-VIES declaration.
Show Amounts in Add. Reporting Currency	If selected, the amounts of the report will be in the additional reporting currency. For more information, see Additional Reporting Currency .
Change to monthly reporting	If selected, your company has sales of more than 100,000 euros per quarter and you must migrate from a quarterly report to a monthly report. Important: Only select this field the first time that you submit a monthly report.
Revoke monthly reporting	If selected, you want to switch from monthly reporting to another reporting period. For example, if you have previously submitted monthly declarations but the EU sales are less than 100,000 euros per quarter, select this field and then select one of the quarters in the Reporting Period field.

3. On the **VAT Entry** FastTab, select the appropriate filters.

NOTE

In order to run this report, you must select the **Posting Date** as a filter, and enter the posting date value.

See Also

[VAT Reporting](#)

NOTE

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Print Vendor Payments List Reports in the German Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Vendor Payments List** report provides a list of payments for each vendor. The report can sort payments chronologically or grouped by vendor.

NOTE

The **Vendor Payments List** report is available in the following markets: Austria, Germany, Switzerland.

To print the vendor payments list report

1. Choose the  icon, enter **Vendor Payments List**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sorting	Specifies the sort order. You can sort by vendor or chronologically. If you sort by vendor, you will see a subtotal for each vendor. If you sort chronologically, you will not see subtotals.
Layout	<p>Specifies the layout of the report.</p> <p>The results can be displayed in the following layouts:</p> <p>Standard Displays the vendor number and vendor name, together with posting details, such as the document number and the amount in local currency.</p> <p>FCY Amounts Displays the vendor number, vendor name, document number, payment status (O for open, PP for partial payment, and C for closed), and payment amount.</p> <p>Posting Info Displays the vendor number, vendor name, cost center, cost object, user ID, and payment amount.</p>

At the end of the report, the number of processed payments is displayed.

See Also

[Making Payments](#)

NOTE

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Export and Print Intrastat Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

Intrastat reporting is required throughout the European Union (EU) and must follow local requirements, such as specific formats and files. All companies in the EU must report their trade with other EU countries. The movement of goods must be reported to the statistics authorities (Statistisches Bundesamt) every month, and a report must be delivered to the tax authorities.

For Intrastat reporting, you must provide paper reports and files, which must be in ASCII format for Germany. Business Central includes reports and batch jobs that generate all of the information that must be sent to the German tax authorities. This information automatically includes both receipt and delivery of goods. The Intrastat file contains information from the lines in the **Intrastat** journal.

To print the German Intrastat checklist


1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch name.
3. Choose the **Checklist Report** action.
4. On the **Intrastat - Checklist DE** page, on the **Options** FastTab, select the **Show Intrastat Journal Lines** check box.

IMPORTANT


If you clear the **Show Intrastat Journal Lines** check box, the report displays only the information that must be reported to the tax authorities, and not the lines in the journal.

5. Optionally, on the **Intrastat Jnl. Batch** FastTab, select the appropriate filters.
6. Optionally, on the **Intrastat Jnl. Line** FastTab, select the appropriate filters.
7. Choose the **Print** button to print the Intrastat checklist or choose the **Preview** button to view it on the screen.

To print the German Intrastat form

1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch name.
3. Choose the **Form** action.
4. Optionally, on the **Intrastat Jnl. Batch** FastTab, select the appropriate filters.
5. Optionally, on the **Intrastat Jnl. Line** FastTab, select the appropriate filters.
6. Choose the **Print** button to print the Intrastat checklist or choose the **Preview** button to view it on the screen.

To export Intrastat information to a disk

1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch name.

3. Choose the **Make Diskette** action.
4. On the **Options** FastTab, in the **Path** field, enter the full path and the name of the file to which you want to write the information.

Optionally, on the **Intrastat Jnl. Batch** FastTab, select the appropriate filters.

5. To export the file, choose the **OK** button.

The Intrastat information is exported, and you can either save the data to a file, or you can open the file in the appropriate program.

When the file is exported, the **Reported** check box on the **Intrastat Jnl. Batches** page will be selected, and the **Internal Ref. No.** field on every entry in the journal will be filled in. You can manually change the contents of the field. For example, you can make changes when you need to run the report again. For more information, see **Intrastat Jnl. Batch**.

See Also

[VAT Reporting](#)

[Report VAT to Tax Authorities](#)

NOTE

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Post a Negative Entry

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **Correction** field to post a negative debit instead of a credit, or to post a negative credit instead of a debit on an account. To meet legal requirements, this field is visible by default in all journals. The **Debit Amount** and **Credit Amount** fields include both the original entry, and the corrected entry. These fields have no effect on the account balance.

To post a negative entry

1. Choose the  icon, enter **General Journals**, and then choose the related link
2. In the **Batch Name** field, select the required batch name.
3. Enter information into the relevant fields.
4. In the journal line that you want to activate for negative entries, select the **Correction** check box.
5. To post the journal, choose the **Post** action, and then choose the **Yes** button.

See Also

[Reverse Journal Postings and Undo Receipts/Shipments](#)

[Germany Local Functionality](#)

NOTE

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Process for Digital Audits (GoBD/GDPdU)

2/18/2021 • 5 minutes to read • [Edit Online](#)

You can export data from Business Central according to the process for digital audits (GoBD/GDPdU), which is based on German tax law.

Overview

Section 146 and 147 of the German Fiscal Code (Abgabenordnung, AO) allows tax authorities to assess the data of electronic accounting systems digitally. They may do this with a data storage device submitted to them or by direct or indirect access to the system. In the data storage device scenario, the tax liable company (or the person or entity entrusted with accounting and tax duties) must provide appropriate data storage devices with the data in computer-readable form. This means for the tax authorities that they will be able to access at will all stored data, including the master data and connections with sort and filter functions. To provide data that can be used and evaluated in this manner, you must define and standardize the file formats for submission by data storage device.

Tax authorities in Germany use analysis software, IDEA, which imports data from ASCII files. The IDEA software can import data in variable length or fixed length format. It requires an XML file, index.xml, that describes the structure of the data files. For more information, see the [Audicon website for GDPdU](#).

Defining GDPdU Export Data

You can configure Business Central to export data to meet your needs. You can export large sets of data, and you can export small sets of data. You can export data from a single table or a table and related tables.

For each data export, you define the tables and fields that you want to export. This depends on the auditor's requests. The selected information is exported to the ASCII files. A corresponding XML file, INDEX.XML, is also created to describe the ASCII file structure.

The elements in the INDEX.XML file define the names of the tables and fields that are exported. Because the current auditing tool has restrictions on these field names, such as the length and the characters that are used, Business Central removes spaces and special characters and then truncates the names to match the 20 character limitation. You can change the suggested table and field names when you add fields to a table definition.

In most cases, you will set up GDPdU data export one time, and then a person in your company can run the export when the auditor requests new data. It is recommended that the setup is handled by people with an understanding of the database structure and the technical hardware in your company, but also in collaboration with people who understand the business data, such as the accountant.

Configuration

You can set up different GDPdU data exports depending on the type of data that you want to be able to export. For example, you can create two GDPdU data exports:

- One exports high-level information about all general ledger entries, customer ledger entries, vendor ledger entries, and VAT entries.
- The other exports detailed information about the general ledger entries.

NOTE

How to set up the GDPdU data exports depends on your company's needs and the auditor's requests.

For an example of how to set up data exports for GDPdU, see [Walkthrough: Exporting Data for a Digital Audit](#).

Data Export Filters

When you set up a data export, you can filter data on different levels as described in the following table.

FILTER LEVEL	DESCRIPTION
Period filters	You can specify a start date and end date for the data that will be exported. You can then use this period filter to filter the data. For example, if you set a period filter for the export, you can then set table filters that use the period.
Table filters	<p>You can set filters on each table in the export. For example, you can include only open ledger entries, or entries that have a posting date in the specified filter. You can also set a filter that is based on FlowFields, such as Net Change (LCY), to only export customers where there has been a change, for example. Important: You cannot set a table filter that is based on a FlowFilter.</p> <p>When you add table filters, you can increase performance by specifying the fields that the exported data will be sorted by the value of the Key No. field for the record definition. Which keys to use depends on the table. For example, if the table only has two key fields and relatively few entries, then the sort order does not affect the speed of the export. But for a table such as G/L Entry, the export is faster if you specify the key in advance, such as the <code>G/L Account No., Posting Date</code> key. If you do not specify a key, then the primary key is used, which might not be the best choice.</p> <p>Other tables in which it can be useful to specify the key include the Cust. Ledger Entry and Vendor Ledger Entry tables.</p>
FlowField filters	You can include FlowFields in the export and set filters based on the period. For example, you can apply the period filter to the Balance at Date field on the G/L Account table.

If you include a FlowField such as the **Net Change (LCY)** field on the **Customer** table, you can specify that the entries must be filtered based on the remaining amount at the end date of the GDPdU period. If you add this as a field filter, then the calculation formulas are based on the dates that are specified during the export.

For more information, see [GDPdU Filter Examples](#).

Export Performance

If you want to export large sets of data, it can take a very long time. We recommend that you set up data exports based on advice from your tax advisor to establish your business needs, and the requirements of the tax auditor. The number of records in a table is also something that you should consider.

See Also

Set Up Data Exports for Digital Audits

Export Data for a Digital Audit

Walkthrough: Exporting Data for a Digital Audit

Germany Local Functionality

NOTE

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
The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Data Exports for a Digital Audit (GoBD/GDPdU)

2/18/2021 • 5 minutes to read • [Edit Online](#)

You must set up data export record sources to be able to export data for a digital audit according to the Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen (GDPdU). For each data export type, you must define one or more record sources, where each source is a table from which you want to export data.

To set up a data export

1. Choose the  icon, enter **Data Exports**, and then choose the related link.
2. Choose the **New** action.
3. On the **Data Exports** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specify the unique code for the data export, such as Export-1 .
Description	Specify the description for the data export.

You must add record definitions to the data export. Each record definition represents a set of data that will be exported.

To add a record definition to a digital audit definition group

1. On the **Data Exports** page, choose the **Record Definitions** action.
2. On the **Data Export Record Definitions** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Data Export Code	Select the data export code. If no data export code exists, you can create a new one.
Description	Specify the description for the record definition.
Export Path	Specify the path where the exported files will be stored.

Next, you must add the relevant .dtd file that is required according to the GDPdU, such as **gdpdu-01-08-2002.dtd**. If you must import a new DTD file to replace an existing file, you must first export the existing DTD file.

3. Choose the **Import** action.
4. On the **Import** page, navigate to the location of the relevant DTD file, and then choose the **Open** button.

Next, you must specify the source for the data that will be exported.

To add source tables to a data export

1. On the **Data Export Record Definitions** page, choose the **Record Source** action.
2. On the **Data Export Record Source** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Table No.	<p>Select the number of the main table to export data from.</p> <p>When you enter a value in the Table No. field, the Table Name field is updated.</p>
Export Table Name	<p>Optional. Change the suggested name of the table to be used in the INDEX.XML file during the export.</p> <p>The value of the Export Table Name field is used to generate the INDEX.XML file during the GDPdU data export. The default name is the name of the table without special characters due to the requirements of the auditors' tool.</p> <p>Tip: In most cases, the Export Table Name and Export File Name fields are based on the same value.</p> <p>There may be cases where you specify exporting the same table more than once. You can choose different Export Table Names for each table entry, and the Export File Name will be automatically adjusted to match. You can then change the Export File Name as long as it is unique.</p> <p>Business Central automatically names the files as follows.</p> <p>Table Name: G/L Account</p> <p>Export Table Name: GLAccount</p> <p>Export File Name: GLAccount.txt</p> <p>Table Name: G/L Account</p> <p>Export Table Name: GLAccount1</p> <p>Export File Name: GLAccount1.txt</p>
Period Field No.	<p>Specify a filter for which date field will be used in setting the start date and end date of the report.</p> <p>For example, if you select the G/L Entry table as your data export source, you can select one of the date fields that are available in that table.</p>

FIELD	DESCRIPTION
Table Filter	<p>Specify a field on which you want to set a filter.</p> <p>On the Table Filter page, enter filter settings in the Field Filter column.</p> <p>For example, you can specify a field that conveys information about the amount. You can also specify a date field and set a filter for it if you want to filter on a time period other than Start Date .. End Date. However, you cannot specify a date field and set a filter for it if the same field is already used in the Period Field No.</p>
Date Filter Field No.	<p>Specify a date filter field if the table has one.</p> <p>If the table has more than one date filter, do not specify one in this field.</p>
Date Filter Handling	<p>Specify how the date filter is to be handled:</p> <ul style="list-style-type: none"> - : No filter is set. - Period: Use the specified Start Date and End Date. - End Date Only: Use the batch job's End Date. - Start Date Only: Use the batch job's Start Date - 1.
Export File Name	<p>Specify the name of the file that data from this table will be exported to.</p> <p>For example, if the table is the G/L Account table, the value of the Export Table Name can be GLAccount, and the value of the Export File Name field can be GLAccount.txt.</p>
Key No.	Optional. Specify the key field.

For more information, see [GDPdU Filter Examples](#).

Next, you must specify the fields that data will be exported from.

3. In the **Fields** pane, choose the **Add** action.
4. On the **Data Exp. Field List** page, select one or more fields that you want to export, and then choose the **OK** button.
 - a. To change the order of the fields, choose the **Move Up** or the **Move Down** action.
 - b. To remove a field from the list of selected fields, choose the **Delete** action.

You have added the main table from which to export. Optionally, you can add one or more related tables.

To add related tables to a data export source

1. On the **Data Export Record Source** page, in the line below the line for the main table, add the related table.
2. Choose the **Indent** action.

3. Select the indented table, and then choose the **Relationships** action.
4. On the **Data Export Table Relation** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
From Field No.	Contains the number of the field in the parent table. You can specify that this field is related to a field in the subordinate table.
To Field No.	Contains the number of the field in the subordinate table. You can specify that a field in the parent table is related to this field.

NOTE

The **From Field Name** and the **To Field Name** fields are populated automatically.

5. Choose the **OK** button.

After you have added tables and fields, you must validate that the structure of the data export source is correct.

To validate the data export source

On the **Data Exp. Record Source** page, choose the **Validate** action.

This validates the list of fields against the keys for the tables. If you select a primary key after you select a secondary key, an error message displays, and you must change the order of the fields in the **Fields** pane.

See Also

[Process for Digital Audits \(GoBD/GDPdU\)](#)

[Export Data for a Digital Audit](#)

NOTE

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
Export Data for a Digital Audit

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can export financial data and tax data according to the process for digital audits (GoBD/GDPdU). You can also select various options to be included in an XML file.

If there is no data to export, Business Central creates empty files.

To export data for a digital audit

1. Choose the  icon, enter **Export Business Data**, and then choose the related link.
2. On the **Data Export** page, on the **Options** FastTab, fill in the fields as described in the following table.

OPTION	DESCRIPTION
Starting Date	Specifies the start date for the data export. NOTE: If the data export source includes period fields, the start date and the end date are used as filter values for the period fields.
Ending Date	Specifies the end date for the data export.
Include Closing Date	Specifies if the data export must include the closing date for the period.

3. On the **Data Export Record Definition** FastTab, select the appropriate filters to identify the data export and data export record type. For more information, see [Process for Digital Audits \(GoBD/GDPdU\)](#).
4. To export the data, choose the **OK** button.

WARNING

During the export, any existing files, including the log file, will be overwritten. If you export the same data twice, the files from the first export are overwritten

You will be notified when the export completes. If you cancel the export, or if you close the page, you will also be notified that the export has completed, but the log folder will be empty. However, depending on your configuration, some files may have been exported, but the export might not be complete.

See Also

[Process for Digital Audits \(GoBD/GDPdU\)](#)

NOTE

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GDPdU Filter Examples

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The following topic provides examples of how you can use and combine different filter types when you set up your GDPdU exports. By setting filters appropriately, you can improve performance.

The following examples use the G/L Entry and Cust. Ledger Entry tables for data. They assume that you have specified the following date in the **Export Business Data** batch job.

Start Date = 01/01/2013

End Date = 12/31/2013

Setting Up Export Record Source Examples

Period Field No.

On the **Data Export Record Source** page, the set up is as described in the following table.

TABLE NO.	TABLE NAME	PERIOD FIELD NO.	PERIOD FIELD NAME	TABLE FILTER
17	G/L Entry	4	Posting Date	No filter set.
21	Cust. Ledger Entry	4	Posting Date	No filter set.

Results of the export:

- G/L Entries with Posting Date between 1/1/2013 and 12/31/2013.
- Cust. Ledger Entries with Posting Date between 1/1/2013 and 12/31/2013.

Table Filter

In this example, in addition to Period Field No. information, you also specify a table filter. This is useful when you want to not only include a starting date and ending date for your export, but also include an additional filter to specify other criteria, for example, amounts.

TABLE NO.	TABLE NAME	PERIOD FIELD NO.	PERIOD FIELD NAME	TABLE FILTER
17	G/L Entry	4	Posting Date	
21	Cust. Ledger Entry			Cust. Ledger Entry: Posting Date=..31-12-13

Results of the export:

- G/L Entries with Posting Date between 1/1/2013 and 12/31/2013.
- Cust. Ledger Entries with Posting Date earlier than 01/01/2014.

Date Filter Field No. and Date Filter Handling

The following example demonstrates setting Date type FlowFilters. If a table has more than one date FlowFilter, you cannot specify one to use, but you can specify how the date filter should be handled.

TABLE NO.	TABLE NAME	PERIOD FIELD NO.	PERIOD FIELD NAME	TABLE FILTER	DATE FILTER HANDLING
18	Customer			Customer: Net Change (LCY)= <>0	Period
21	Cust. Ledger Entry	4	Posting Date	Cust. Ledger Entry: Remaining Amt. (LCY)= <>0	End Date Only

Results of the export:

- Customers that have Net Change (LCY) <> 0 in the period from 1/1/2013 and 12/31/2013.
- Cust. Ledger Entries with Posting Date between 01/01/2013 and 12/31/2013 that have Remaining Amt. (LCY) <> 0 at 12/31/2013.

Date Filter Handling for the Same Table

In this example, you set multiple filter definitions for the same table.

TABLE NO.	TABLE NAME	TABLE FILTER	DATE FILTER HANDLING
18	Customer	Customer: Net Change (LCY)= <>0	Period
18	Customer	Customer: Net Change (LCY)= <>0	Start Date Only

Results of the export:

- Customers that have Net Change (LCY) <> 0 in the period from 1/1/2013 and 12/31/2013.
- Customers that have Net Change (LCY) <> 0 on the day before the start date.

See Also

[Set Up Data Exports for a Digital Audit \(GoBD/GDPdU\)](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Upgrade a .DTD Definition File for Digital Audits

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can explicitly validate a .dtd file after you import one in order to address upgrade issues. This is useful when you have an existing setup that needs to be updated to reflect the current version of Business Central.

To upgrade and validate a .dtd file

1. Choose the  icon, enter **Data Exports**, and choose the related link.
2. Choose the **Record Definitions** action.
3. Set up a record definition, and choose the **Import** action.
4. Select a file to import, and then choose the **Validate** action.

See Also

[Set Up Data Exports for a Digital Audit \(GoBD/GDPdU\)](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Walkthrough: Exporting Data for a Digital Audit

2/18/2021 • 10 minutes to read • [Edit Online](#)

You can export business data for auditing purposes. How the data export is set up is different for all companies, and you should ask your tax advisor and the tax auditor. The following walkthrough describes the end-to-end process, but it is an example only.

The sample implementation illustrates a scenario where the auditor has requested that you export data from your general ledger, and information about your customers and vendors. This is not an example that is based on actual requirements from a tax auditor, but it serves to illustrate how to export data for a digital audit (GoBD/GDPdU) in Business Central.

About This Walkthrough

This walkthrough illustrates the following tasks:

- Setting up requirements for the data export.
- Setting up the source for the data export.
- Exporting data for the tax auditor.

Prerequisites

To complete this walkthrough, you will need:

- The German version of Business Central with the CRONUS AG demonstration company.
- The .DTD file that is required according to the GDPdU. In this scenario, **gdpdu-01-08-2002.dtd**.

Story


Cassie is an accountant at CRONUS AG. She has been notified by the company's tax auditor that they want to see a list of purchase and sales transactions in the first quarter of the calendar year 2013. Cassie knows the type of financial data that the auditor wants, but she needs the help of Sean to set up the export.

Sean is a power user with CRONUS AG. He understands how the data is set up technically with tables and fields. Therefore he usually helps Cassie set up the data exports for the auditors. From other data exports, he knows that the tool that the auditors use has some requirements on what the exported files must contain, but he needs the help of Cassie to establish exactly which data is needed.

Defining the Requirements

Cassie sets up the requirements for the data export. The auditors have asked her for transactions with customers and vendors. Therefore she knows that she needs data from the customer ledger, the vendor ledger, and the general ledger.

To set up the requirements for a data export

1. Choose the  icon, enter **Data Export**, and then choose the related link.
2. Choose the **New** action.
3. On the **Data Exports** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	The unique code for the data export, AUDIT-Q113 .
Description	The description for the data export, Data export for Q1 of CY 2013 .

The **AUDIT-Q113** code is a container for the data export.

Next, Cassie adds descriptions of the kind of data that she needs in the export.

- On the **Data Exports** page, choose the **Record Definitions** action.
- On the **Data Export Record Definitions** page, choose the **Record Code** field, and then, on the page that appears, choose the **New** action.
- On the **Data Export Record Types** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	The code for the record type, GLCUSTVEND .
Description	The description for the record type, G/L, Cust., Vend. .

- Choose the **OK** button.
- On the **Data Export Record Definitions** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Record Code	Select the record code, GLCUSTVEND .
Description	The description for the record type is added automatically, but you can change this to General ledger, customers and vendors , for example.
Export Path	Specify the path where the exported files will be stored. In this scenario, C:Exports .

If the specified folder does not exist, choose the **Yes** button to create it.

Next, Cassie specifies the source for the data that will be exported. She knows from previous exports that she wants data from the following tables:

- **G/L Account**
- **Customer**
- **Vendor**

To specify requirements for the source for the data export

- On the **Data Export Record Definitions** page, choose the **Record Source** action.
- On the **Data Export Record Source** page, in the **Table No.** field, enter **15**.

The **Table Name** field is automatically updated with the name of the **G/L Account** table.

- In the **Notes** part, choose the link, and then enter the following text:

I need entries that show the affected accounts, the posting date, the balance, and the net change.

- Repeat the two previous steps to add tables 18, **Customer**, and 23, **Vendor** to the data export record source.

For these tables, Cassie asks for data about each customer and vendor and detailed information about each transaction based on the customer ledger and the vendor ledger. She also asks for the net change at the start of the period, during the period, and after the period that the data export is for.

- Choose the **OK** button.

Cassie has described the kind of data that she needs, and she notifies Sean that she wants his help in setting up the data export.

Setting Up the Source for the Data Export

Cassie and Sean have talked about the requirements. Cassie has explained what she means with the comments she has made for the first three tables in the record sources. The next day, Sean can complete the setup for the data export source.

First, Sean adds the required .dtd file to the data export record definition.

To add a .dtd file to a record definition

- On the **Data Exports** page, choose the **AUDIT-Q113** data export, and then choose the **Record Definitions** action.
- On the **Data Export Record Definitions** page, choose the line where the **Data Export Record Type Code** field is set to **GLCUSTVEND**, and then choose the **Import** action.
- On the **Import** page, navigate to the location of the relevant DTD file, and then choose the **Open** button.

Next, Sean adds the **G/L Entry** table to the source. Then he adds fields from that table and the **G/L Account** table.

To add the G/L Entry table to the data export record source

- On the **Data Export Record Definitions** page, choose the line where the **Data Export Record Type Code** field is set to **GLCUSTVEND**, and then choose the **Record Source** action.
- On the **Data Export Record Source** page, select the line under the line for the **G/L Account** table, and then choose the **New** action.
- In the **Table No.** field, enter **17**.

The **Table Name** field is automatically updated with the name of the **G/L Entry** table.

- Choose the **Indent** action.

This indents the **G/L Entry** table under the **G/L Account** table. Next, Sean adds a table relationship between the two tables.

- Choose the **Relationships** action.
- On the **Data Exp. Table Relationship** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
From Field No.	Contains the number of the field in the parent table. In this scenario, the No. field on the G/L Account table.

FIELD	DESCRIPTION
To Field No.	Contains the number of the field in the parent table. In this scenario, the G/L Account No. field on the G/L Entry table.

7. Choose the **OK** button.

To add fields from the G/L Account and G/L Entry tables to the data export record source

1. On the **Data Export Record Source** page, select the line for the **G/L Account** table, and then choose the **Add** action.
2. Choose the following fields, and then choose the **OK** button.

FIELD NUMBER	FIELD NAME
1	No.
2	Name
4	Account Type.
31	Balance at Date
32	Net Change

3. On the **Data Export Record Source** page, select the line for the **G/L Entry** table, and then in the **Fields** pane, in the toolbar, choose the **Add** action.
4. Choose the following fields, and then choose the **OK** button.

FIELD NUMBER	FIELD NAME
4	Posting Date
5	Document Type
17	Amount

Sean added the **Posting Date** field from the **G/L Entry** table because Cassie needs the data to be filtered based on the posting date. Now, Sean will use the field to specify the field on the **G/L Entry** table that will be used to calculate the period for the data export.

To add a period filter to a table in a data export source

1. On the **Data Export Record Source** page, select the line for the **G/L Entry** table, and then choose the **Period Field No.** field.
2. On the **Data Exp. Field List** page, choose the **Posting Date** field, and then choose the **OK** button.

The **Data Exp. Field List** page is filtered to show only the date fields.

This means that when Cassie exports the data and specifies the start date and the end date for the period that the auditors want, the export will include entries where the **Posting Date** field is between the specified start date and end date.

Next, Sean adds the **Customer** and **Vendor** tables.

To add the Customer table

1. On the **Data Export Record Source** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Table No.	18
Export Table Name	Customer
Export File Name	Customer.txt

2. In the **Fields** pane, in the toolbar, choose the **Add** action.
3. Choose the following fields, and then choose the **OK** button.

FIELD NUMBER	FIELD NAME
1	No.
2	Name
21	Customer Posting Group
59	Balance (LCY)
61	Net Change (LCY)

4. Repeat the previous two steps to add the **Balance (LCY)** field again.
5. Choose the line for the first instance of the **Balance (LCY)** field, and then, in the **Datefilter Handling** field, choose **Startdate**.
6. Choose the line for the second instance of the **Balance (LCY)** field, and then, in the **Datefilter Handling** field, choose **Enddate**.
7. Choose the line for the **Net Change (LCY)** field, and then, in the **Datefilter Handling** field, choose **Startdate..Enddate**.

The following table describes the field values for the fields on the **Customer** table.

FIELD NO.	FIELD NAME	FIELD CLASS	DATEFILTER HANDLING	EXPORT FIELD NAME
1	No.	Normal		No
2	Name	Normal		Name
21	Customer Posting Group	Normal		CustomerPosting Group
59	Balance (LCY)	FlowField	..Startdate	StartBalanceLCY
59	Balance (LCY)	FlowField	..Enddate	EndBalanceLCY

FIELD NO.	FIELD NAME	FIELD CLASS	DATEFILTER HANDLING	EXPORT FIELD NAME
61	Net Change (LCY)	FlowField	Startdate..Enddate	NetChangeLCYPeriod

TIP

To change the order of the fields, select a field, and then choose the **Move Up** or the **Move Down** action.

Sean has added the **Customer** table to the data export source. Now, he adds the **Vendor** table.

To add the Vendor table

1. On the **Data Export Record Source** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Table No.	23
Export Table Name	Vendor
Export File Name	Vendor.txt

2. Follow the steps in the previous procedure to add fields from the **Vendor** table to the data export source.

The following table describes the field values for the fields in the **Vendor** table.

FIELD NO.	FIELD NAME	FIELD CLASS	DATEFILTER HANDLING	EXPORT FIELD NAME
1	No.	Normal		No
2	Name	Normal		Name
21	Vendor Posting Group	Normal		VendorPostingGroup
59	Balance (LCY)	FlowField	..Startdate	StartBalanceLCY
59	Balance (LCY)	FlowField	..Enddate	EndBalanceLCY
61	Net Change (LCY)	FlowField	Startdate..Enddate	NetChangeLCYPeriod

Sean has almost completed the setup, but he wants to verify that the data export source meets the technical requirements of the auditors' tool.

To validate the data export source


Choose the **Validate** action.

Sean has now completed the setup of the data export based on the requirements from Cassie. He notifies her that she can start exporting data for the tax auditors.

Exporting Data for the Tax Auditors

Cassie wants to export data that she can then send to the tax auditors.

To export data

1. Choose the  icon, enter **Export Business Data**, and then choose the related link.
2. On the **Export Business Data** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Starting Date	The start date. In this scenario, 01-01-2018 .
Ending Date	The end date. In this scenario, 03-31-2018 .

3. On the **Data Export Record Definition** FastTab, select filters as described in the following table.

FIELD	DESCRIPTION
Data Export Code	In this scenario, AUDIT-Q113 .
Data Exp. Rec. Type Code	In this scenario, GLCUSTVEND .

4. To export the data, choose the **OK** button.

When the export is completed, Cassie is notified. She can now submit the exported files to the tax auditors. First, she examines the files in the C:Exports folder on her computer. There is a file for each table, and the files have the names that Sean specified in the data export source. There is also an INDEX.XML file that describes the structure of the data export with the names of the tables and fields that Sean specified.

Next Steps

When the tax auditors import Cassie's files into their software, they can read the data that she exported. If the auditors need a new version of the same data export, Cassie can run the export again.

The next time the tax auditors request new data, Cassie and Sean can collaborate to create a new data export.

See Also

[Process for Digital Audits \(GoBD/GDPdU\)](#)

[Set Up Data Exports for a Digital Audit \(GoBD/GDPdU\)](#)

[Export Data for a Digital Audit](#)

NOTE

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
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Set Up Delivery Reminders in the German Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can use purchase delivery reminders to remind vendors about overdue deliveries. To create delivery reminders for vendors, you must set up base data for delivery reminder creation and number series for the delivery reminders on the **Purchases & Payables Setup** page.

To set up delivery reminders

1. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
2. In the **Default Del. Rem. Date Field** field, specify one of the options described in the following table.

OPTION	DESCRIPTION
Requested Receipt Date	Specifies that the date value in the Requested Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.
Promised Receipt Date	Specifies that the date value in the Promised Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.
Expected Receipt Date	Specifies that the date value in the Expected Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.

3. Fill in additional fields as described in the following table.

FIELD	DESCRIPTION
Delivery Reminder Nos.	The number series code for delivery reminders.
Issued Delivery Reminder Nos.	The number series code for issued delivery reminders.

4. Choose the OK button.

See Also

[Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Create Delivery Reminders Manually](#)

NOTE

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Set Up Delivery Reminder Terms, Levels, and Text in the German Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

To create delivery reminders, you must set up the following:

- Delivery reminder terms
- Delivery reminder levels
- Delivery reminder text messages

Each delivery reminder term has two or more delivery reminder levels, and for each delivery reminder level, you can specify text that will be part of the delivery reminder.

To set up delivery reminder terms

1. Choose the  icon, enter **Delivery Reminder Terms**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	The code for the delivery reminder term. You can enter a maximum of 10 alphanumeric characters.
Description	The description for the delivery reminder term. You can enter a maximum of 30 alphanumeric characters.
Max. No. of Delivery Reminders	The maximum number of delivery reminders that can be created for an order. NOTE: This is the maximum number across all reminder levels for this reminder term. For example, if you have set up three levels, and you set Max. No. of Delivery Reminders to 5, the first reminder is created at level 1, the second at level 2, and the last three at level 3.

4. Choose the **OK** button.

To add delivery reminder levels to a delivery reminder term

1. On the **Delivery Reminder Terms** page, select the delivery reminder term for which you want to set up levels, and then choose the **Levels** action.
2. Choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
-------	-------------

FIELD	DESCRIPTION
No.	The delivery reminder level number. This field is filled in automatically.
Due Date Calculation	The formula for the due date calculation for the delivery reminder. You can enter a combination of numbers from 0 to 9,999, and date codes (D for day, WD for weekday, W for week, M for month, Q for quarter, or Y for year). The date codes denote the calculation for the delivery reminder due date. You can enter a maximum of 20 characters for the due date calculation formula.

4. Choose the **OK** button.

For each delivery reminder level, you can define text messages that are added to the delivery reminder. You can define beginning text that is added before the description of the overdue purchase order, and ending text that is added after the description of the overdue purchase order.

The following procedure describes how to set up beginning text messages, but the same steps apply for setting up ending text messages.

To set up delivery reminder text messages

1. On the **Delivery Reminder Levels** page, select a level, and then choose the **Beginning Text** action.
2. Choose the **New** action.
3. In the **Description** field, enter the beginning text message for the delivery reminder.
4. Choose the **OK** button.

See Also

[Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

NOTE

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Delivery Reminders in the German Version

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Delivery reminders are used to track overdue vendor shipments and to remind vendors about overdue deliveries. To create delivery reminders, you must set up the following:

- Delivery reminder terms

Delivery reminder terms are identified by a code that must be assigned to vendors. To use more than one combination of settings, you must set up a code for each setting separately. You can set up any number of delivery reminder terms.

- Delivery reminder levels

For every delivery reminder term, you must set up delivery reminder levels. These levels determine how often delivery reminders can be created for a specific term. Level 1 is the first delivery reminder that you create for an overdue delivery. Level 2 is the second delivery reminder, and so on. When delivery reminders are created, the number of reminders that were created previously is considered, and the current number is used to apply terms.

- Delivery reminder text messages

You must set up delivery reminder text messages for every delivery reminder level. There are two types of delivery reminder text messages: beginning and ending. The beginning text message is printed under the header section, before the list of entries that are marked for reminder. The ending text message is printed after this list.

After you have set up the delivery terms, levels, and texts, you must assign the relevant delivery reminder codes to your vendors.

You can create delivery reminders manually or automatically. You can use the **Create Delivery Reminder** batch job to create delivery reminders automatically so that you can select the purchase orders for which delivery reminders must be created.

You can also track documents in relation to purchase order lines and sales order lines.

Business Central provides the following reports:

- **Issued Delivery Reminder** - To view the delivery reminders for vendors.
- **Delivery Reminder - Test** - To verify the delivery reminders before you issue them.

See Also

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Generate Delivery Reminders](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

[Print Test Reports for Delivery Reminders](#)

NOTE

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
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Assign Delivery Reminder Codes to Vendors in the German Version

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In order to enable delivery reminders for overdue purchases, you must assign delivery reminder terms to vendors.

To assign delivery reminder codes to vendors

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the vendor for whom you want to set up delivery reminders, and then choose the **Edit** action.
3. In the **Delivery Reminder Terms** field, select a delivery reminder terms code for the vendor.
4. Choose the **OK** button.

See Also

[Register New Vendors](#)

[Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

NOTE

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Create Delivery Reminders Manually in the German Version


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In Business Central, you can create delivery reminders when a purchase has not been delivered as expected. You can create a single delivery reminder manually, or you can generate delivery reminders for all overdue deliveries.

NOTE

To create delivery reminders, you must have set up the delivery reminder terms, levels, and texts.

To create a delivery reminder manually

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. Choose the **New** action.
3. On the **Delivery Reminder** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	The unique identification number for the delivery reminder.
Vendor No.	The number of the vendor for whom you want to post the delivery reminder. When you select the vendor number, the Name , Address , Post Code/City , and Contact fields are filled in automatically.
Posting Date	The posting date for the delivery reminder. This date is copied to all of the delivery reminder ledger entries.
Document Date	The document date for the delivery reminder. This date is also used to calculate the due date for the delivery reminder. You can modify the posting date if required.
Reminder Level	The delivery reminder level. This value is based on the number of delivery reminders that have already been sent.
Reminder Terms Code	Specify the delivery reminder terms code that is set up for the vendor.
Due Date	The due date for the delivery reminder.

4. Choose the **Suggest Reminder Lines** action.

If there are overdue deliveries from the specified vendor, these are added to the delivery reminder.

5. Choose the **OK** button.

The delivery reminder is created. You can now issue and print the delivery reminder.

See Also

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Issue Delivery Reminders](#)

[Print Test Reports for Delivery Reminders](#)

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Generate Delivery Reminders in the German Version


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In Business Central, you can create delivery reminders when a purchase has not been delivered as expected. You can generate delivery reminders for all overdue deliveries, or you can create a single delivery reminder manually.

NOTE

To create delivery reminders, you must have set up the delivery reminder terms, levels, and texts.

To generate delivery reminders for all overdue deliveries

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. Choose the **New** action.
3. On the **Delivery Reminder** page, choose the **Create Delivery Reminder** action.
4. Select the appropriate filters.
5. Choose the **OK** button.

If there are overdue deliveries that match the filters that you have set, delivery reminders are created. You can now issue and print the delivery reminders.

See Also

[Create Delivery Reminders Manually](#)

[Set Up Delivery Reminders](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Issue Delivery Reminders](#)

[Delivery Reminders](#)

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Issue Delivery Reminders in the German Version

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After you have created delivery reminders, you must issue and print them so that you can send reminders to vendors. Before you issue the delivery reminders, you can print a test report.

When you issue the delivery reminders, delivery reminder ledger entries are created. You can view the created ledger entries on the **Deliv. Reminder Ledger Entries** page.

To issue delivery reminders

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. On the **Delivery Reminder** page, select the delivery reminder that you want to issue, and then choose the **Edit** action.
3. Choose the **Issue** action.
4. On the **Issue Delivery Reminder** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Print	Select to print the delivery reminders when they are issued.
Replace Posting Date	Select to replace the existing posting date for the delivery reminder.
Posting Date	The posting date for the delivery reminder. This posting date is used for all delivery reminders if you have selected the Replace Posting Date check box. If the Replace Posting Date check box is cleared, this date will be used for only those delivery reminders for which a posting date is not available.

5. Optionally, on the **Delivery Reminder Header** FastTab, select the appropriate filters.


NOTE

You can remove filters and issue all delivery reminders at the same time.

6. Choose the **OK** button.

You can view the issued reminders on the **Issued Delivery Reminder** page. Optionally, you can now print a delivery reminder.

To view delivery reminder ledger entries

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Select the purchase order for which you want to view the reminder status, and then choose the **Edit** action.
3. Choose the **Deliv. Reminder Ledger Entries** action.

On the **Deliv. Reminder Ledger Entries** page, you can view the delivery reminder ledger entries for the selected purchase order.

See Also

[Print Test Reports for Delivery Reminders](#)

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Create Delivery Reminders Manually](#)

NOTE

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Print Test Reports for Delivery Reminders in the German Version

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After you have created delivery reminders and made any needed modifications, you can either print the test reports or issue the delivery reminders.

A test report is a document that lets you review and modify a delivery reminder before you issue it.

To print test reports before issuing delivery reminders

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. On the **Delivery Reminder List** page, choose the **Delivery Reminder - Test** action.
3. On the **Delivery Reminder - Test** page, set a filter if you want to print only selected delivery reminders.
4. Choose the **Print** to print the report or choose the **Preview** button to view it on the screen.

See Also

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Issue Delivery Reminders](#)

NOTE

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Currency Exchange Rates

2/18/2021 • 2 minutes to read • [Edit Online](#)

At the end of the fiscal year, you must adjust currency exchange rates for payables and receivables so that they are valued correctly in the annual balance. The **Adjust Exchange Rates** batch job supports different valuation methods in order to meet legal requirements in Germany.

Valuation Methods

According to the Bilanz Modernisierungs Gesetz (BilMoG), payables and receivables are valued differently depending on the difference between the reference date and the due date. This is managed by the **Adjust Exchange Rates** batch job where you can specify which valuation method to use. If the due date is less than one year after the reference date, the **Adjust Exchange Rates** batch job must be run using the lowest value valuation method.

The following table describes the valuation methods.

VALUATION METHOD	DESCRIPTION
BilMoG (Germany)	Beginning in 2010, each ledger entry is adjusted as follows: <ul style="list-style-type: none">- If the due date is less than one year after the reference date, payable/receivable transactions are valued at the actual exchange rate.- If the due date is more than one year after the reference date, payable/receivable transactions are valued at the lowest value, with the possibility of appreciation in value (Wertaufholung) up to the initial value. Note: Ledger entries must contain a due date. An entry that does not have a due date is treated as a long term liability.
Lowest value	Exchange rates are adjusted by using the lowest value of the two exchange rates. Currency losses are always calculated and posted. Currency gains are only calculated and posted up to the original local currency value of the transaction. This ensures that receivables are not valued above their original posting amounts, and that payables are not valued below their original posting amounts.
Standard	Exchange rates are adjusted according to standard valuation principles. Full unrealized gains and losses are calculated and posted. If the transaction is partially applied, only the remaining amount is included in the adjustment. For more information, see Adjust Exchange Rates.

German companies must use the **BilMoG (Germany)** option when they run the **Adjust Exchange Rates** batch job. This ensures that each transaction is adjusted using the appropriate valuation method as required in Germany. This also enables two fields in the request page, where you can specify the two dates that must be used to calculate the adjustment. The following table describes the fields.

FIELD	DESCRIPTION
Valuation Reference Date	Specifies the base date that is used to calculate which entries are short-term entries.
Short term liabilities until	Specifies the date that separates short-term entries from long-term entries. Short-term entries have a due date that is before or on this date. The default value is the value of the Valuation Reference Date field plus one year.

See Also

[Update Currency Exchange Rates](#)

[Set Up an Additional Reporting Currency](#)

NOTE

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EU Sales List in Germany

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In Germany, the German EU sales list is submitted to the "Bundeszentralamt für Steuern" (BZSt) through the BZSt Online Portal by using the ELMA5 interface.

In order to increase security, all types of taxes and tax reports must be submitted under an authentication method. Beginning in January 1, 2013, it has become mandatory that you make submissions with authentication. To do so, you sign in with your BZSt number and private key using your pass phrase on the ELMA5 communications server. ELMA5 is designed to handle the transmission of large datasets of more than 1000 records. Following successful login, you can upload the data transfer in an interactive way. You can also set up the transfer to be automatic.

See Also

[BZSt Online Portal](#)

[Create VAT Reports](#)

[Set Up VAT-VIES Reports](#)

[Create VAT-VIES Reports](#)

[Correct VAT-VIES Reports](#)

[Declare VAT-VIES Tax](#)

NOTE

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Include Company Registration Numbers on Sales Reports and Purchase Reports


2/18/2021 • 2 minutes to read • [Edit Online](#)

When generating certain sales reports and purchase reports, you can print registration numbers on the reports.

To print company registration numbers on sales reports

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Tax Office** FastTab, in the **Registration No.** field, enter the registration number of the company.
3. Choose the **OK** button.

To print company registration numbers on purchase reports

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the vendor that you want to add a registration number for, and then choose the **Edit** action.
3. On the **Invoicing** FastTab, in the **Registration No.** field, enter the registration number of the vendor.
4. Choose the **OK** button.

See Also

[Register New Vendors](#)

NOTE

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
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Print General Ledger Setup Information in the German Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you use Business Central in the daily business, you can run the **G/L Setup Information** report to display the master data that you have set up. You can look over this master data so that you have a baseline to compare to, and then verify that you have set up posting groups correctly, for example.

To print general ledger setup information

1. Choose the  icon, enter **G/L Setup Information**, and then choose the related link.
2. On the **Options** FastTab, in the **Setup Information** field, select the master data area as described in the following table.

OPTION	DESCRIPTION
G/L Setup - Company Data - Consolidation	Displays tables for general ledger setup, company information, and business units.
Posting Groups	Displays customer posting group tables, vendor posting group tables, inventory posting group tables, and bank account posting group tables.
Posting Matrix	Displays general business posting group tables, general product posting group tables, and general posting group tables.
VAT Setup	Displays VAT business posting group tables, VAT product posting group tables, and VAT posting setup tables.
Source Code - Reason Code	Displays source tables, source code setup tables, and reason codes tables.
Check Number Series	Select to provide an overview of the use of number series so that you can identify number series that are problematic for the data export for the Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen (GDPdU). The report will show number series with one of the following issues: <ul style="list-style-type: none">- The number series allows manual document numbers.- The number series is not chronological.- The number series is used in more than one table or field.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Setting Up Finance](#)

NOTE

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Iceland Local Functionality

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The following topics describe local functionality that is unique to the Icelandic version of Business Central

Feature Availability

- VAT
 - [Print VAT Summary Information on Documents Available Now](#)
 - [Special Data Output and Reports for the Tax Authority Available Now](#)
- Electronic Invoicing
 - [Electronic Invoicing Requirement: Issuing Single Copy Invoice Available Now](#)
- General
 - [Map IRS Numbers to the Chart of Accounts Available Now](#)
 - [Deleting Posted Invoices and Credit Memos Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

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Print VAT Summary Information on Documents

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If VAT is calculated, VAT summary information is typically printed on sales and purchase documents. However, in Iceland, Business Central does not print VAT summary information if only one VAT sales code is used in the document. You can modify this behavior by using the **Always Show VAT Summary** option.

The following procedure describes how to display VAT summary information on a sales invoice document, but the same steps also apply to sales order confirmations, sales quotes, sales credit memos, blanket sales orders, purchase orders, purchase invoices, and purchase credit memos.

To show VAT summary information

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. In the list, select the relevant document, and then choose the **Print** action.
3. To display VAT information in the report, select the **Always Show VAT Summary** check box.

See Also

[Report VAT to Tax Authorities](#)

NOTE

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Special Data Output and Reports for the Icelandic Tax Authority

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It is a legal requirement to send the tax authority a data file in a predefined format.

To generate the data file for the tax authorities, every account in the chart of accounts must be set up with the correct Internal Revenue Service (IRS) tax number as defined by the tax authority.

General ledger accounts are mapped to predefined government account codes and these codes are divided into groups and types. You need to add the relevant IRS numbers and then manually map general ledger accounts to these codes. You must also report the data to the tax authorities.

See Also

[Report VAT to Tax Authorities](#)

NOTE

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Electronic Invoicing Requirement: Issuing Single-Copy Invoice

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In Iceland, you must send a report to the government if an invoice has been printed more than once. This report includes legal text, which confirms that the invoice originates from an Enterprise Resource Planning (ERP) solution that complies with legislation.

Using this feature, you can send a legal statement with terms and limitations for using single-copy invoices to the tax authorities. The **Printing** FastTab on the **Sales & Receivables Setup** page contains a legal statement (terms and limitations for using single-copy invoices) and also provides an **Electronic Invoicing** check box, which you can select as a reminder that you need to print a statement for the tax authority. You can then print the **IRS Notification** report from the **Sales & Receivables Setup** page. On the **Home** tab, in the **Report** group, choose **Print Statement**.

On the standard posted invoices (invoice and credit memo), legal text is inserted stating that the invoices originate from an ERP solution that complies with Regulation No. 598/1999.

See Also

[Setting Up Sales](#)

NOTE

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Map IRS Numbers to Chart of Accounts


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Companies in Iceland are required to send the tax authority a data file in a predefined format. Before you can do this, you must map predefined Internal Revenue Service (IRS) account codes to general ledger accounts.

To create an Internal Revenue Service number

1. Choose the  icon, enter **IRS Number**, and then choose the related link.
2. Choose the **New** action.
3. On the new line, enter a number in the **IRS number** field, and provide a name in the **Name** field.
4. Select the **Reverse Prefix** check box if you want the negative operator to be reversed on the balance of the general ledger account that the IRS number is mapped to.
5. Choose the **OK** button.

To map an IRS number to a general ledger account

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Select a general ledger account that has an **Account Type** of **Posting**.
3. In the **IRS Number** field, select an IRS number from the list.

See Also

[Special Data Output and Reports for the Tax Authority](#)

NOTE

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Deleting Posted Invoices and Credit Memos

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In Iceland, in accordance with legislation, you cannot delete sales and purchase invoices and credit memos after they are posted. In Business Central, the **Delete** command is not available for these types of posted documents.

See Also

[Invoice Sales](#)

NOTE

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India Local Functionality

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The following topics describe the local functionality in the Indian version of Business Central.

Feature Availability

- Tax Engine
 - [Overview](#) **Available Now**
 - [Tax Engine Import Export configuration](#) **Available Now**
 - [Tax Engine Configuration of Tax Type and Tax Rate](#) **Available Now**
 - [Tax Engine Configuration of Use Case](#) **Available Now**
 - [Tax Engine Lookup](#) **Available Now**
 - [Tax Engine Design Consideration](#) **Available Now**
 - [Tax Engine Script](#) **Available Now**
- GST
 - [GST Overview](#) **Available Now**
 - [Purchase from Composite Vendor](#) **Available Now**
 - [Purchase from Registered Vendor](#) **Available Now**
 - [Purchase from Unregistered Vendor \(Reverse Charge\)](#) **Available Now**
 - [Purchase from SEZ Vendor](#) **Available Now**
 - [Purchase from Foreign Vendor](#) **Available Now**
 - [Purchase Return to Composite Vendor](#) **Available Now**
 - [Purchase Return to Registered Vendor](#) **Available Now**
 - [Purchase Return to Unregistered Vendor \(Reverse Charge\)](#) **Available Now**
 - [Purchase Return to Foreign Vendor](#) **Available Now**
 - [Purchase from Vendor with Overseas Place of Supply](#) **Available Now**
 - [Purchase Return to Vendor with Overseas Place of Supply](#) **Available Now**
 - [GST and TDS on Purchase Transaction](#) **Available Now**
 - [GST on Journals](#) **Available Now**
 - [GST on Advance Payment to Vendor](#) **Available Now**
 - [GST Application of Payment and Invoice](#) **Available Now**
 - [Exempted Sales](#) **Available Now**
 - [Sale to Registered and Unregistered Customer](#) **Available Now**
 - [Sale to Foreign Customer](#) **Available Now**
 - [Sale to Registered Customer with Overseas POS](#) **Available Now**
 - [Sale Return from Registered and Unregistered Customer](#) **Available Now**
 - [Sale Return from Registered Customer with Overseas POS](#) **Available Now**

- [GST and TCS on Sales Transaction Available Now](#)
- [GST on Advance Receipt from Customer Available Now](#)
- [GST Application of Receipt and Invoice Available Now](#)
- [GST Stock Transfer Available Now](#)
- [GST Service Transfer Available Now](#)
- [GST Kerala Flood Cess Available Now](#)
- [GST Bank Charges Overview Available Now](#)
- [GST Bank Charges Transaction Available Now](#)
- [GST and TCS on Customer Advance Available Now](#)
- [GST and TDS on Vendor Advance Available Now](#)
- [GST TDS TCS Overview Available Now](#)
- [GST TCS on Payment Available Now](#)
- [GST TDS TCS on Receipt Available Now](#)
- [GST Credit and Liability Adjustment Available Now](#)
- [GST Reconciliation Available Now](#)
- [GST E-Way Bill Available Now](#)
- [GST Input Credit Adjustment Available Now](#)
- [GST Settelement Available Now](#)
- TDS
 - [TDS Overview Available Now](#)
 - [TDS Transactions Available Now](#)
 - [TDS Threshold Available Now](#)
 - [TDS Provisional Entry Available Now](#)
 - [TDS Adjustment Entry Available Now](#)
 - [TDS Payment to Authority Available Now](#)
- TDS for Customer
 - [TDS for Customer Overview Available Now](#)
 - [TDS Calculation for Customer Available Now](#)
 - [TDS Certificate Update Available Now](#)
- TCS
 - [TCS Overview Available Now](#)
 - [TCS Transactions Available Now](#)
 - [TCS Threshold Available Now](#)
 - [TCS Adjustment Entry Available Now](#)
 - [TCS Payment to Authority Available Now](#)
- Voucher Interface
 - [Voucher Interface Overview Available Now](#)
 - [Voucher Interface Transaction Available Now](#)
- Fixed Asset Comming Soon
- Subcontracting Comming Soon
- Gate Entry Comming Soon
- Stale Cheque Comming Soon
- Capital Work In Progress Comming Soon

See Also

[Working with Business Central](#)

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Tax Engine Overview

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In a country, where tax reforms are happening at a fast pace, it is natural to expect frequent changes. These changes may pertain to change in rate of tax, calculation method, tax filing or reporting etc. To manage such changes with least effort, it is necessary to manage, as much as possible through configuration.

Tax Engine is a suite of extensions to enable configuration of tax rules and its computation. It consists of a use case designer, which allows modification of existing use cases or creation of new use cases. Use case contains the description of business scenario, conditions to be met and event that will trigger calculation of tax. A use case can be enabled or disabled as per the business need.

Tax Engine extension is a combination of 6 smaller extensions or modules. Extensions are packaged to deliver functionality related to configuration of tax, tax calculation, import and export of configuration etc.

PARTICULARS	DESCRIPTION
Tax Engine Core Extension	Core extension contains the UI elements and related tables which are commonly used throughout Tax Engine. Also, it has library functions, which can be used by other extensions other than Tax Engine, to get any value.
Tax Engine Tax Type Handler Extension	Tax Type Handler extension contains UI elements and related tables which enables definition of a new tax type, its attributes and map business entities involved with this tax type.
Tax Engine Tax Use Case Handler Extension	Tax Use Case Handler extension contains UI elements and related tables which are used for configuring a tax use case. Use case definition includes primary business entity like Sales Order or Purchase Order line table, conditions for execution of use case, rules and formulae for calculation of tax and functionality to script business logic.
Tax Engine Scripting Extension	Script extension contains UI elements and related tables which are used in scripting of Business logic within a use case.
Tax Engine Tax Posting Handler Extension	Posting Handler extension contains UI elements and related tables which are used to configure posting of tax components to G/L Accounts and related tax ledgers.
Tax Engine Json Exchange Extension	Json Exchange extension enables import or export of configuration data of tax engine in json format.

NOTE

The Tax engine functionality is only available for legal entities with a primary address in India.

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Tax Engine - Import/Export Configuration

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Json Exchange extension is used to import or export the configuration data of tax engine in json format.

There are two options available for importing and exporting tax configuration:

- **Import or Export from Tax Type**

This option is used when all configuration pertaining to a tax type is to be imported or exported. It contains entities, components, input parameter, rate setup and use cases.

- **Import or Export for a specific Use Case**

This option is used when configuration pertaining to one or more-use cases is to be imported or exported. It contains use case related information.

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Tax Engine - Configuration of Tax Type and Tax Rates

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This topic provides information about tax types that a tax authority can levy in the same jurisdiction or a different jurisdiction. Calculation and posting of this type of tax to G/L Accounts.

Tax types

There can be various type of taxes applicable for a company. Examples:

- **GST** : Goods and Services Tax.
- **TDS** : Tax deducted at source.
- **TCS** : Tax collected at source.
- **WHT** : Withholding Tax.

Tax entities

These are tables which are specific to a Tax Type. This is defined to restrict the list of tables in a lookup. A Tax Entity can be of type 'Master' or 'Transaction'.

- Example of Master: Customer, Vendor, Location, Item etc.
- Example of Transaction: Purchase Line, Sales Line, Transfer Line, Gen. Journal Line etc.

Input parameters

Attributes of tax type that can be used as a parameter in tax calculation or reporting. For example :

HSN Code: It is a parameter to find GST rate of an item and it can also be used as a parameter for filing of online tax to the government.

An attribute can be either linked to a field of an existing table or can be mapped to an existing table as an attribute. (In the same way as Item Attributes are define in item table)

Header contains following information

- Attribute Name.
- Datatype of Attribute.
- Visible on Interface (Yes/No)
- Blocked (Yes/No)

In case the attribute needs to be mapped to a field of a table, then the field needs to be entered in 'Mapping Field Name' else it will be created as an attribute for that entity record. Attribute values can be added or viewed in case the type of attribute is an 'option'.

Component

Certain tax type may have components that need to be computed as part of tax calculation. Following are some examples of tax components:

- CGST: is a component of Tax Type GST.
- SGST: is a component of Tax Type GST.
- TDS: is a component of Tax Type TDS.
- E-Cess: is a component of Tax Type TDS.

Rate setup

For each tax type, parameters are defined basis which rate is specified in the setup.

These Parameters can be of following types:

TYPE	DESCRIPTION
Tax Attributes	When a tax attribute is used as a parameter for tax rate configuration. (example – HSN Code, GST Group Code etc.)
Value	This will be used where we want to use a value in the tax rate configuration that is not mapped with a table as an attribute. (example – From State, To State etc.)
Range	This is used to define slabs in a tax rate setup, such as 'Date from' and 'Date To'. When tax type is defined as 'range', system will create two parameters in tax rate configuration.
Component	Components are used to define distribution of tax calculated. For example, 50% of GST will go to CGST and remaining will be SGST.
Output Information	Numeric values that are part of rate setup. (Example – Threshold Amount)

Tax rates

Tax rates can be defined for a combination of tax parameters defined as part of 'Rate Setup' for a 'Tax type'. Rate defined for a combination cannot be repeated.

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Tax Engine - Use Case Configuration

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NOTE

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This topic provides information about use case configuration.

Use cases

Use case describes a business scenario, conditions which need to be met and event which will trigger the calculation of tax. A use case can be enabled or disabled as per the business need.

Use Case consist of following stages for calculation:

- **Condition:**

Condition which determine whether the use case should be executed or not.

Example of Condition:

OPERATOR	VALUE	CONDITION	VALUE 2
	"Applies-to Doc No."	Not Equals	"
or	"Applies-to ID"	Not Equals	"
and	"GST Vendor Type"	Equals	'Unregistered'
and	"Account Type"	Equals	'Vendor'
and	"Document Type"	Equals	'Invoice'
and	"GST Bill-to/Buy-from State Code"	Equals	'Location State Code'
and	"GST Group Code"	Not Equals	"
and	"HSN/SAC Code"	Not Equals	"
and	"GST Reverse Charge"	Equals	'Yes'

- **Attribute Mapping:**

This is defined to map the required attributes with their source of value. Example : In case, GST is to be calculated on Sales Line and value of field 'Type' on General Journal Line is 'G/L Account' then, HSN Code will flow from G/L Account table.

- **Rate Parameter Mapping:**

Rate parameter needs to be mapped with their source, but this mapping will be done only for column types 'Range' and 'Value'. If an applicable tax rate is found, then system will return 'component percent' defined for that tax rate. Example:

TYPE	DESCRIPTION
Date	This column will be mapped with posting date of sales header and system will analyze whether the posting date comes in the range of 'Date from' and 'Date To'.
From State	In case of sales, parameter 'From State' needs to be mapped with state of location code.
To State	In case of Sales, parameter 'To State' needs to be mapped with state of customer code.

- **Use Case Variables:**

Variables can be used at the time of computation of an intermediate value or defining validations in a use case. Example: showing alert message on tax execution.

- **Computation Script:**

This is an optional step, which will be used to store values in variables. Example: storing value of TDS Amount and adding INR 1000 freight to get the final amount.

- **Component Formula:**

Define 'Component formula' for the components which are specific to the use case. Example: $CGST = \{ \text{"Line Amount" from "Sales Line"} * \{CGST \%} / 100$

- **Use Case Posting:**

There is a posting entity where the 'G/L Accounts' are configured for the specific 'tax type'. Based on the filters applied on the posting entity, tax engine points to the record from which components can be mapped to posting accounts. In case of reverse charge, same component is adjusted with its payable or receivable account. Configuration will have "Reverse Charge" flag as true and account can be mapped for same to "Reverse Charge G/L Field Name".

- **Tax Ledger Mapping:**

Calculated tax, which is an output of a use case needs to be mapped to a tax ledger table. Example: On posting of general ledger entry for GST, there will be a new GST Entry created as a tax ledger for the posted transaction.

How to check tax information for a transaction

There are two fact boxes available on transaction page to view calculated tax

- Tax Information
- Tax Component

Statistics Page, will show the tax information in Tax Summary Tab.

NOTE

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Tax Engine - Lookup

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Lookup is a utility to fetch value from the system or from a variable.

Source Type

Source type is to specify the source of value.

Current record

If value of a field is to be picked from the current record (that is source table of the rule).

Variable

If value of a variable is to be picked. Variables of a rule can be created or viewed from the rule editor card.

Table

If value of a field is to be picked from a table that is related to the current record / source table. This is very much like CALCFORMULA in AL.

- Table Name : Specify the table from where the value is to be picked.
- Table Filters : Specify the relationship between the current record and the table from where the value is to be picked.
- Table Sorting : Sorting to be applied on table records. If sorting is specified, records will be sorted on Primary Key.
- Field Name: Value is picked from this field based on the method you have selected.
- Method :
 - First: Value is picked from the first record.
 - Last: Value is picked from the last record.
 - Sum: Calculate sum of all values from a selected field after applying table filters.
 - Average: Calculate average value from a selected field after applying table filters.
 - Min: Min value from a selected field after applying table filters.
 - Max: Max value from a selected field after applying table filters.
 - Count: Count of records after applying table filters.

Database

USERID, COMPANYNAME, SERIALNUMBER, TENANTID, SESSIONID, SERVICEINSTANCEID values can be picked from the current database.

System

TIME, TODAY, WORKDATE, CURRENTDATETIME values can be picked from the current database.

Tax attribute

Tax attributes defined with tax type can be picked.

Component

Tax Component amounts computed can be picked from Tax Rates.

Record variable

The value of a 'Record variable' field used in 'use case' variable can be picked.

Component percent

'Tax Component Percent' captured from 'Tax Rates' can be picked.

Column

Value of 'Tax Rate Parameter' captured from 'Tax Rates' can be picked.

Attribute table

Value of an attribute from existing table can be picked.

Posting

To get the helpers that can be used in posting of a document. (Ex- Dimension Set, General Posting Group's, GL Entry No. of Tax ledger Entry).

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Tax Engine - Design Consideration

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NOTE

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This section contains the factors that shall be considered while configuring Taxes using tax engine.

Tax type

A new tax type should be created if it has unique attributes which are used in definition of conditions and computation logic. For example, GST and TDS are defined as different tax types.

Tax attributes

- When to create an Attribute as Generic?

Generic attributes are used in the same way as item attributes are managed in Business Central. If the attribute is not linked to a field in an existing table then it is generic in nature.

- When to map a tax attribute with a table field?

In case field is already available in the table which is being mapped then it can be linked to that attribute. This means that field data will be used as attribute value.

Generic tax rate setup

- Rate Setup for Different Tax Type

Tax Rate Setup of each tax type is configured separately but the User Interface is same. Fields in tax rate setup are dynamic and based on the tax rate column setup. User can define what columns are needed for a tax rate setup. For example 'GST' tax type would require 'HSN Code' where as 'TDS' tax type is not dependent on HSN code.

- Generic Table for Tax Rate Setup

Use generic table for tax rate setup for all Tax types. It enables to handling any new components introduced by government related to the tax rate.

Example: If there is a regulatory change in which 'Threshold Limit' is removed then it can be managed by removing it from the tax rate column setup.

Generic metadata

- Tax Transaction Values Data pertaining to tax calculation regarding a said transaction is stored in a common table. If the transaction record is deleted then related tax transaction value also gets deleted.

Example: If transaction involves 'Purchase Line' then all information related to tax calculation will be stored in tax transaction value. If purchase line is deleted, then tax transaction value record related to that

purchase line will also be deleted.

Information stored in 'tax transaction value' is shown in the 'tax information' and 'tax component' fact boxes related to that transaction. Attributes which have "visible on interface" as true will be visible in the fact box.

- Tax Rate Configuration Value

This table contains information of tax rate setup. Tax engine uses common tax rate setup for different types of taxes.

Use case execution

- Only Child Use Cases are Executed for output

There can be a parent child relation between use cases. Parent use cases are used for defining attribute mapping which is common for one or more use cases.

A child use case is mapped in the use case tree. Before execution of the use case, conditions of use case tree should be passed.

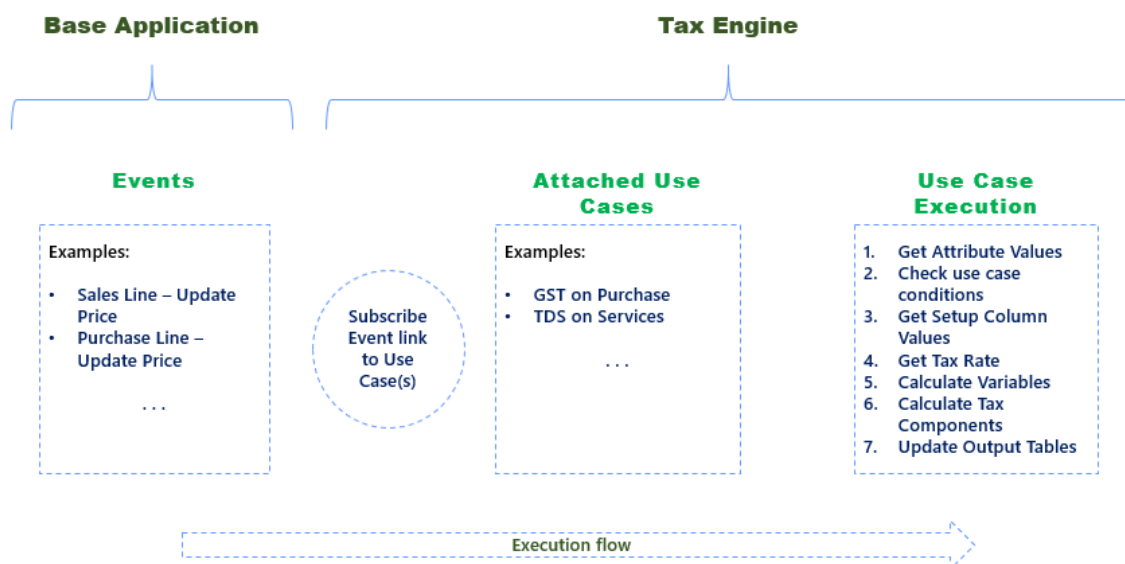
- Sequencing of Use Case Execution

The sequence of use case execution depends on the sequencing defined in the use case tree.

- Execution of multiple Use Cases for a tax type

If there are more than one use cases for a tax type, then execution will be done sequentially which means that second use case will execute only after completion of first use case.

- Execution Flow of Tax Engine



Deployment

- Configuration Files

Every use case configured in tax engine is a Json file which can be exported and imported from a Business Central tenant. These configurations are deployed individually for each company.

- Deployment of Configuration

Default configurations that are provided in the system will be available as part of demo data. In case if a

new production company is created then the configuration can be imported from assisted setup, where system will pick the json based on the function of a codeunit. Json for standard configuration is available in a translation file for there related extensions like GST, TDS and TCS which are updated when the codeunit function is called. In case users have changed any standard configuration or created a new configuration then they can use the export and import function available on tax types and use cases page.

- Change in Configuration

If any update is done on a use case then the version of the use case will be higher than the one which is already deployed. System will archive the old one and update the new use case based on the jeson.

- Change in Configuration by user

In case of any change done in any use case to fix a bug or handle regulatory change, the updated configuration should be imported again in each company individually.

- Version Management

In case of any change done in any use case the current active version of the use case is archived and new use case version becomes active.

Enabling and disabling configuration

- Enable or Disable Use Case

By default, a Use case is enabled. If a use case is not applicable, then it can be disabled and that use case will not get executed.

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Tax Engine - Script Activity

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Script extension contains UI elements and tables which are used in scripting of Business logics within a use case.

String / Text

- **Concatenate:** Concatenates list values and outputs to a variable.
- **String Expression:** It is used to compose string. Names that are enclosed within curly braces are treated as tokens. Values can be assigned to tokens using lookups, whereas on the Value tab, source of that token can be defined.
- **Length of String:** Calculates the length of the string and assigns it to the output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the name of variable in which value of the length is stored.
String	Specifies the string for which length is to be calculated, hard coded text or/and expression can be entered.

- **Convert Case of String:** Converts the case of the string and assigns to the output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the name of variable in which value of converted case will be stored.
String	Specifies the string for which case will be converted, hard coded text or/and expression can be entered.
Convert to Case	Converts case of the string, it can be either Upper Case or Lower Case.

- **Find Substring in String:** Finds the substring in string and assigns the position of the substring to output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the name of variable in which value of substring will be stored.

TYPE	DESCRIPTION
String	This will be the string for which value of substring will be searched, hard coded text or/and expression can be entered.
Substring	Specifies the string or expression which needs to be identified from String value.

- **Replace Substring in String:** Replace substring in a string with a new string and assigns to output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the name of variable in which the value of Replaced String will be stored.
Sub String	This will be the string content which will be replaced from 'In String', hard coded text or/and expression can be entered.
With String	This will be the string content which will be replaced with 'Sub String', hard coded text or/and expression can be entered.
In String	This will be the string on which replacement of character will happen.

- **Extract Substring:** Extracts substring of a length from a string from start/ end and assigns to output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the name of variable in which value of Extracted Sub String will be stored.
String	This will be the string for which value of Substring will be extracted, hard coded text or/and expression can be entered.
From	Starting point of extraction, it can be either start or end.
Length	Length of the character to extract.

- **Extract Substring from Index of String:** Extracts substring of a length from a string with an index and assigns to output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the variable name in which value of Extracted Sub String will be stored.
In String	This will be the string for which value of Substring will be extracted, hard coded text or/and expression can be entered.

TYPE	DESCRIPTION
From Index	Starting point of extraction as Index.
Length	Length of the character to extract.

Number

- **Number Calculation:** Calculates the number based on values and the operator. It is assigned to output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the variable name in which value of Calculated Number will be stored.
Value	This will be the Left-Hand Side (LHS) of the Number Calculation.
Operator	Operator to be used for calculation, it can be Addition, Subtraction, Division, Multiplication.
Value 2	This will be the Right-Hand Side (RHS) of the Number Calculation.

- **Numeric Expression:** Numeric Expression is to evaluate expression into number and assign it to output variable. Text token will be extracted and replaced with values from Lookups, whereas on the value tab source of that token can be defined.
- **Round Number:** Round Number is used to round decimal places to a precision and direction could be nearest, up or down.

TYPE	DESCRIPTION
Output Variable	Specifies the variable name in which value of Rounded Number will be stored.
Number	Value that will be rounded.
Precision	Rounding precision.
Direction	Direction of rounding, it can be Nearest, Up or Down.

Date

- **Date Calculation:** 'Date Calculation' is used to manipulate dates by adding or subtracting number of days / months / years and it is assigned to output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the name of variable in which value of 'Calculated Date' will be stored.
Date	This will be the date on which calculation will be done.

TYPE	DESCRIPTION
Operator	This will be the operator that will be applied on 'Date for calculation'.
Number	This will be the number that will added or subtracted to date.
Period	This will be the type that will be added or subtracted to date as Number. It can be Days, Week, Months, Year.

- **Extract Date Part:** 'Extract Date Part' is used to extract day / month / year from a date and assign it to output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the variable name in which value of Extracted Date will be stored.
Date	This will be the Date on which extraction will be done.
Part	Type of extraction, it can be Year, Month, Day.

- **Find Interval between Dates:** Find Interval between dates is used to find number of days / hours / minutes between dates and assign it to output variable.

TYPE	DESCRIPTION
Output Variable	Specifies the variable name in which value of Interval will be stored.
From Date	This will be starting date of date range.
To Date	This will be ending date of date range.

- **Extract Date Time Part:** Extracts the date or time from a 'date time value'.

TYPE	DESCRIPTION
Output Variable	Specifies the name of variable in which value of date or time will be stored.
Date Time	This will be the date time value from which extraction will be done.
Part	Part that will be extracted, it can be either date or time.

- **Date to Date Time:** Converts a 'Date' value to 'Date Time'

TYPE	DESCRIPTION
Output Variable	Specifies the name of variable in which value of 'date time' will be stored.

TYPE	DESCRIPTION
Date	This will be the date value which will be part of 'date time'.
Time	This will be the time value which will be part of 'date time'.

Condition

- **If Statement:** Activities within the "If" statement will be executed when the defined conditions are evaluated to be true. If the conditions are evaluated to false, activities in the "Else" branch will be executed. Conditions can be specified in "Else" branch. There can be more than one else branch for an "If Statement".

Loops

- **Loop n Times:** Executes activities in the loop block for n number of times. "N" can be a constant value, or it can be a variable.
- **Loop with Condition:** Executes activities in the loop block until condition is evaluated to be false.
- **Loop through Records:** Loop through all records and execute activities in the Loop block.

TYPE	DESCRIPTION
Table Name	Name of table whose records need to be iterated.
Sorting	Sorting order of the records.
Order	Ascending or Descending.
Distinct	To skip duplicate records.
Table Filters	Filters to be applied on the table records.
Record Value	Variable that holds the current record of the table.
Index Variable	Loop index starts from 1.
Count Variable	Count of records after applying filters.
Set Variables	To assign field values to a variable.

- **Exit Loop:** Breaks loop and executes activities after the loop block.
- **Skip Next Activities:** Skips next activities in the loop block and continues execution of the next iteration.

Misc.

- **Set Variable:** To assign Variable value.

TYPE	DESCRIPTION
Output Variable	The variable which will be assigned with value.
Value	The value of variable, this can be constant or lookup.

- **Alert Message:** Message dialog will be displayed while execution rule. This is helpful to debug, and this

can also be used for throwing errors.

TYPE	DESCRIPTION
Message	Message that is to be displayed.
Throw Error	Check this flag to throw error message.

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Setting Up Goods and Service Tax

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Business Central has included GST Feature to Indian Localization.

“**Goods and Services Tax**” means any tax on supply of goods, or services or both except taxes on the supply of the alcoholic liquor for human consumption.

It is a destination-based tax on consumption of goods and services. It is levied at all stages from manufacture up to final consumption with credit of taxes paid at previous stages available as setoff. Briefly, only value addition is taxed and burden of tax is to be borne by the final consumer.

GST is a comprehensive tax levy on manufacture, sale and consumption of goods and services at a national level. It has subsume indirect taxes like excise duty, countervailing duty and service tax, as also state levies like Value Added Tax, Octroi, Entry Tax, Luxury Tax, etc.

Setting Up Goods and Service Tax

GST has two different types of setups, Automatic and Manual.

Below is the list of Automatic Setups, that will be pre-configured with the help of Tax Engine

- Tax Types
- HSN/SAC
- Component
- Rate Setup
- Attributes

For more information about Automatic Setup, see **Tax Engine** information.


Below is the list of Manual Setups, that are required to be configured manually

- [GST Rate](#)
- [GST Registration Number](#)
- [GST Accounting Period](#)
- [GST States](#)
- [GST Groups](#)
- [GST Posting Setup](#)
- [GST in Company Information](#)
- [GST in Location](#)
- [GST in General Ledger Setup](#)
- [GST in Purchase and Payable Setup](#)
- [GST in Sales and Receivable Setup](#)
- [GST in Source Code Setup](#)

- [GST in Masters](#)
- [GST in Vendor](#)
- [GST in Vendor Order Address](#)
- [GST in Customer](#)
- [GST in Customer Ship to Addresses](#)
- [GST in Service Cost](#)
- [GST in Bank Account](#)

To set up GST rates


Rate of GST is defined in combination of HSN/SAC, group and states.

1. Choose the  icon, enter **Tax Type -> GST -> Action -> Tax Rates**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
HSN/SAC	Specifies the HSN/SAC code.
GST Group Code	Specifies the GST group code.
From State	Specifies the vendor state code.
Location State Code	Specifies the location state code.
Date From	Specifies the starting date.
Date To	Specifies the ending date.
SGST %	Specifies the SGST rate.
CGST %	Specifies the CGST rate.
IGST %	Specifies the IGST rate.
Cess %	Specifies the Cess rate.
KFC %	Specifies the KFC rate.
POS Out of India	Specifies whether POS out of India functionality is activated or not.
POS as Vendor State	Specifies whether POS as Vendor State functionality is activated or not.

To set up GST registration number

Registration Number under GST is called Goods and Service Tax Payer Identification Number (GSTIN). It is a state-wise PAN based 15-digit number.

1. Choose the  icon, enter **GST Registration Nos.**, and then choose the related link.
2. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
State Code	Specify the relevant State Code of the company for which registration number has been assigned.
Code	Enter the valid registration number provided by authority.
Description	Specify the description of the registration number.
Input Service Distributor	Specifies whether the registration belongs to an input service distributor nor not.

TIP

State Code (GST Reg. No.) and first two digits of GST Registration Number should be same.

To set up GST accounting period


Accounting Periods and sub-periods are created and closed here. Under GST, Fiscal year would be normally from 1st April to 31st March and Sub-Accounting Periods are months.

1. Choose the , enter **Tax Accounting Period**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Type Code	Specify the type as GST to identify the accounting period.
Starting Date	Enter a date to specify the beginning of the period.
Ending Date	Enter the last date to specify the end of the period.
Financial Year	Specify the Financial Year of the period.
Quarter	Specify the different quarters of the period.
Credit Memo Locking Date	Specify the last date by which credit memo can be entered for this period.
Annual Return Period	Specify the last date by which annual return for GST has to be filed for this period.

To set up GST states


List of State codes to be defined with relevant GST registration number state code and eTDS/TCS state code.

1. Choose the , enter **States**, and then choose the related link.
2. Select **GST -> Action -> Tax Rates**.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specifies the state code.
Description	Specifies the name of the state.
State Code (GST Reg. No.)	Specifies the code for GST registration number.
State Code for eTDS/TCS	Specifies the code for eTDS/TCS.

To set up GST groups


List of GST groups need to be defined, group can be of two types **Goods** or **Service**.

1. Choose the  icon, enter **GST Groups**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specifies the group code.
Description	Specifies the name of the group.
GST Group Type	Specifies whether the group is defined as goods or service.
Reverse Charge	Specifies whether the group is defined as reverse charge or not.

To set up GST posting setup

General Ledger Account for each component and state combination is defined state-wise.


1. Choose the  icon, enter **GST Posting Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
State Code	Specifies the state code of company that have valid GST registration number.
GST Component Code	Specifies the relevant component code.
Receivable Account	Specifies the general ledger account for which GST receivable amount for this state and component is to be posted.
Payable Account	Specifies the general ledger account for which GST Payable amount for this state and component is to be posted.

FIELD	DESCRIPTION
Receivable Account (Interim)	Specifies the general ledger account for which GST receivable interim amount for this state and component is to be posted.
Payable Account (Interim)	Specifies the general ledger account for which GST payable interim amount for this state and component is to be posted.

To set up GST in company information

Legal entity's GST registration number needs to be defined.

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
State Code	Specifies the state code of the company address.
GST Registration No.	Specifies the registration number of GST for the specified address.

TIP

State Code (GST Reg. No.) and first two digits of GST Registration Number should be same.

To set up GST in location

GST registration number can be assigned to company for their multiple locations. These registration numbers can be defined in the location master.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
State Code	Specifies the state code of the location address.
GST Registration No.	Specifies the registration number of GST for the specified address.

TIP


State Code (GST Reg. No.) and first two digits of GST Registration Number should be same.

To set up GST in general ledger setup


1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
GST Distribution Nos.	Specifies the number series code for distribution document.
GST Credit Adj. Jnl Nos.	Specifies the number series code for credit adjustment journal.
GST Settlement Nos.	Specifies the number series code for settlement document.
GST Recon. Tolerance	Specifies the tolerance value to be considered for GST reconciliation.


To set up GST in purchase and payable setup

1. Choose the , enter **Purchase & Payable Setup**, and then choose the related link.
2. Fill in the required number series codes for purchase and purchase credit memo documents for different type of GST purchase transactions. for example, **Registered, Unregistered**.
3. Fill in the number series code for **GST liability adjustment journal**.
4. Enter exemption's start and end date for reverse charge for unregistered vendor.

To set up GST in sales and receivable setup

1. Choose the , enter **Sales & Receivable Setup**, and then choose the related link.
2. Fill in the required number series codes for sales and sales credit memo documents for different types of GST sales transactions. for example, **Export, Debit Note, Non-GST** etc.


To set up GST in source code setup

1. Choose the , enter **Source Code Setup**, and then choose the related link.
2. Fill in source codes for different types of GST transactions. For **Credit Adjustment Journal, Settlement, Distribution, Liability Adjustment, Adjustment Journal**.

To set up GST in masters

Below is the list of masters requiring setup of GST


- Item
- Fixed Asset
- G/L Account
- Resource
- Item Charge

1. Choose the , enter **Items, Fixed Asset, Chart of Account** -> **G/L Account, Resources** and **Item Charges** and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
-------	-------------


FIELD	DESCRIPTION
GST Group Code	Specifies the GST Group code that is relevant for the Item, Fixed asset, G/L Account, Resources or Item Charges. GST Group codes created in GST Group Setup appear as dropdown.
GST Credit	Specifies that Input Tax Credit can be 'Availment' or 'Non-Availment'. This field by default displays 'Availment'. If credit cannot be availed on any Item, Fixed Asset, G/L Account, Resources and Item Charge, then 'Non-Availment' shall be selected manually from the drop down.
HSN/SAC Code	Specifies HSN/SAC Code for the GST Group selected in GST Group code field.
Exempted	This field is checked if the item is exempted from payment of tax.

To set up GST in vendor

1. Choose the  icon, enter **Vendor**, and then choose the related link.
2. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
GST Vendor Type	Vendor type can be Registered, Composite, Unregistered, Import, Exempted, SEZ. It has to be selected from the dropdown.
GST Registration No.	Enter Registration No. of vendor. Registration number is mandatory if GST Vendor Type is Registered. Registration No. is of 15-digits.
Associated Enterprises	This field is activated only if GST Vendor Type is Import. This can be used for an import transaction of services or goods from sister concerns located outside India.
Aggregate Turnover	Applicable only if GST Vendor Type is Unregistered. The available options are: More than 20 lakh, Less than 20 lakh. System will allow interstate supply of services if Less than 20 lakh is selected in this field for unregistered vendor.
ARN No.	Capture the Vendor ARN No. only when GST registration number is not available.

To set up GST in vendor order address

1. Choose the  icon, enter **Vendor > Order Addresses**, and then choose the related link.
2. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
State	State code can be selected from dropdown for this field. appropriate State code has to be selected.
GST Registration No.	Enter Registration No. of vendor. Registration number is mandatory if GST Vendor Type is Registered. Registration No. is of 15-digits.
ARN No.	Capture the Vendor ARN No. only when GST registration number is not available.

To set up GST in customer

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
GST Customer Type	Customer type can be Registered, Unregistered, Export, Deemed Export, SEZ Unit, SEZ Development or Exempted. Select the appropriate Customer type from the dropdown.
GST Registration Type	Registration type can be GSTIN (Goods and Services Tax Payer Identification Number), UID (Unique Identification Number), and GID (Government Identification Number). Appropriate type shall be selected from the dropdown.
GST Registration No.	Enter the 15-digit GST Registration Number. Registration number is mandatory if GST Customer Type is Registered or Deemed Export.
E-Commerce Operator	This field is activated, if sales are done through an e-commerce operator.
ARN No.	Capture the Customer ARN No. only when GST registration number is not available.


To set up GST in customer ship to addresses

1. Choose the  icon, enter **Customers > Ship to Addresses**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
State	Select state from the dropdown for this field. Select appropriate State code.
GST Registration No.	Enter Registration No. of customer. Registration number is mandatory if GST Customer Type is Registered. Registration No. is of 15-digits.


FIELD	DESCRIPTION
ARN No.	Capture the Customer ARN No. only when GST registration number is not available.

To set up GST in service cost

1. Choose the , enter **Service Cost**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
GST Group Code	Specifies the GST Group code relevant for the service cost. GST Group codes created in GST Group Setup appears as dropdown.
GST Credit	Check if the GST Credit can be Availment or Non-Availment. By default this field displays Availment.
HSN/SAC Code	Specifies HSN/SAC Code for the GST Group selected in GST Group code field.
Exempted	Check if the item is exempted from payment of tax.

To set up GST in bank account

1. Choose the , enter **Bank Account**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
State Code	Required for GST calculation in Bank Charges transactions.
GST Registration Status	Can be Blank or Registered. If GST registration No. is added in Bank Account Master the status will be updated as Registered.
GST Registration No.	Enter Registration No. of Bank. Registration number is mandatory, if GST Registration Status is Registered. Registration No. comprises 15-digits.

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Purchase from Composite Vendor or Purchase of Exempted Goods and Services with No GST Impact

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A composite vendor is a vendor whose aggregate turnover in a financial year does not exceed fifty lakh rupees and has opted for composition scheme. A composite vendor neither collects tax from the recipient of supplies nor passes on any credit of input tax. Hence, no GST is computed if the purchases are made from a composite vendor.

A composite vendor has to register himself with the GST authorities and hence registration no. is mandatorily mentioned in the vendor card, if the vendor type is selected as composite. State code is also mandatory. No GST entries are generated for a composite vendor, as a composite vendor is not entitled to collect any tax from the customers.

Process for purchases from a composite vendor has been explained in this document.

Create a purchase invoice

1. Choose the  icon, enter **Purchase Invoice**, and then choose the related link.
2. Select **Vendor** on **Purchase Invoice** header, GST vendor type should be **Composite** or **Exempted**.
3. Select **G/L Account, Item Code, Fixed Asset or Charge (Item)** on **Purchase Invoice** line.

For example, invoice will be issued for INR 10000 on which there is no GST is charged.

- GL Entries will be as following:

PARTICULARS	AMOUNT
Purchas or Services Account	10000
Vendor Account	-10000

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Purchase from Registered Vendors

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A registered vendor is a person registered with GST authorities. For a registered vendor, on the vendor card, update the following fields:

- GST Vendor Type as Registered.
- GST Registration No.
- State Code

For purchases from registered vendors for services attracting reverse charge, purchasers are required to pay the GST tax, to the Government. If exempted goods and services are purchased from registered vendor, then no GST is to be paid to supplier or to the Government.

Process for purchase from a registered vendor has been explained in this document.

Create a purchase invoice

1. Choose the  icon, enter **Purchase Invoice**, and then choose the related link.
2. Select **Vendor** on **Purchase Invoice** header, GST vendor type should be **Registered**.
3. Select **Item Code** for goods, **G/L Account** for Service purchase, **Fixed Asset** for Fixed Asset purchase and **Charge (Item)** for Item Charge on **Purchase Invoice** line. GST Group Code, HSN/SAC Code and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** should be selected on the Item or G/L Account.
4. GST Credit option can be changed on invoice line.

For example, invoice will be issued for INR 10,000 on which 18% GST (9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction), has to be charged.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
IGST	1800

- GL Entries for Intra-State or Intra-Union Territory purchase of goods from registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Purchase Account	10,000
SGST/UTGST Receivable Account	900
CGST Receivable Account	900
Vendor Account	-11800

- GL Entries for Intra-State or Intra-Union Territory purchase of goods from registered vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Purchase Account	11,800
Vendor Account	-11800

- GL Entries for Intra-State or Intra-Union Territory purchase of services from registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Services Account	10,000
SGST/UTGST Receivable Account	900
CGST Receivable Account	900
Vendor Account	-11800

- GL Entries for Intra-State or Intra-Union Territory purchase of services from registered vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Services Account	11,800
Vendor Account	-11800

- GL Entries for Inter-State purchase of goods from registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Purchase Account	10,000
IGST Receivable Account	1800
Vendor Account	-11800

- GL Entries for Inter-State purchase of goods from registered vendor where input tax credit is not

available, will be as following:

PARTICULAR	AMOUNT
Purchase Account	11800
Vendor Account	-11800

- GL Entries for Inter-State purchase of services from registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Services Account	10,000
IGST Receivable Account	1800
Vendor Account	-11800

- GL Entries for Inter-State purchase of services from registered vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Services Account	11800
Vendor Account	-11800

- GL Entries for the Intra-State purchase from registered vendor (reverse charge), will be as following:

PARTICULARS	AMOUNT
Purchase or Services Account	10000
CGST Receivable Account (Interim)	900
SGST Receivable Account (Interim)	900
CGST Payable Account (Interim)	-900
SGST Payable Account (Interim)	-900
Vendor Account	-10000

- GL Entries for the Inter-State purchase from registered vendor (reverse charge) if time of supply is considered on the basis of payment, will be as following:

PARTICULARS	AMOUNT
Purchase or Services Account	10000
IGST Receivable Account (Interim)	1800

PARTICULARS	AMOUNT
IGST Payable Account (Interim)	-1800
Vendor Account	-10000

- GL Entries on payment to registered vendor (reverse charge) against Intra-State purchase invoice, will be as following:

PARTICULARS	AMOUNT
Vendor Account	10000
CGST Payable Account (Interim)	900
SGST Payable Account (Interim)	900
CGST Payable Account	-900
SGST Payable Account	-900
Bank Account	-10000

- GL Entries on payment to registered vendor (reverse charge) against Inter-State purchase invoice, will be as following:

PARTICULARS	AMOUNT
Vendor Account	10000
IGST Payable Account (Interim)	1800
IGST Payable Account	-1800
Bank Account	-10000

- GL Entries for Intra-State or Intra-Union Territory purchase of fixed asset from registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Fixed Asset Increases during the Year	10000
SGST Receivable Account	900
CGST Receivable Account	900
Vendor Account	-11800

- GL Entries for Intra-State or Intra-Union Territory purchase of fixed asset from registered vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Fixed Asset Increases during the Year	11800
Vendor Account	-11800

TIP

In case of Inter-State purchase, IGST will be calculated.

- GL Entries for Charge Item in case of Intra-State or Intra-Union Territory in purchase transaction from registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Purchase Account	10000
SGST Receivable Account	900
CGST Receivable Account	900
Vendor Account	-11800

- GL Entries for Charge Item in case of Intra-State or Intra-Union Territory in purchase transaction from registered vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Purchase Account	11800
Vendor Account	-11800

TIP

In case of Inter-State purchase, IGST will be calculated.

NOTE

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Purchase of Goods from an Unregistered Vendor (Reverse Charge)

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NOTE

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Persons whose aggregate turnover in a financial year does not exceed forty lakh rupees are not required to be registered with the GST authorities. Such persons are called unregistered vendors. Any purchases from unregistered vendors do not attract GST. However, there are some notified services under GST, on supply of such services GST is applicable under reverse charge mechanism i.e. the purchasers are required to pay GST tax to the Government.

Purchase process for unregistered vendor has been explained in this document.

Create a purchase invoice

1. Choose the  icon, enter **Purchase Invoice**, and then choose the related link.
2. Select Vendor on **Purchase Invoice** header, GST vendor type should be **Unregistered**.
3. Select **Item Code** for goods, **G/L Account** for Service purchase, **Fixed Asset** for Fixed Asset purchase and **Charge (Item)** for Item Charge on **Purchase Invoice** line. GST Group Code, HSN/SAC Code and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** should be selected on the Item or G/L Account.
4. GST Credit option can be changed on invoice line.

For example, invoice will be issued for INR 10,000 on which 18% GST (9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction), has to be charged.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
IGST	1800

- GL Entries for Intra-State purchase of goods and services from an unregistered vendor where input tax credit is available (reverse charge), will be as following:

PARTICULARS	AMOUNT
Service Account	10000
SGST/UTGST Receivable (Interim) Account	900
CGST Receivable (Interim) Account	900
SGST/UTGST Payable (Interim) Account	-900
CGST Payable (Interim) Account	-900
Vendor Account	-10000

- GL Entries for Intra-State purchase of goods and services from an unregistered vendor where input tax credit is not available (reverse charge), will be as following:

PARTICULARS	AMOUNT
Purchase or Services Account	11800
SGST/UTGST Payable Account	-900
CGST Payable Account	-900
Vendor Account	-10000

- GL Entries for purchase of goods and services from an unregistered vendor with reverse charge exempt, will be as following:

PARTICULARS	AMOUNT
Purchase or Services Account	10000
Vendor Account	-10000

- GL Entries for Intra-State purchase of fixed asset from an unregistered vendor where input tax credit is available (reverse charge), will be as following:

PARTICULARS	AMOUNT
Fixed Asset Increases during the Year	10000
SGST Receivable Account (Interim)	900
CGST Receivable Account (Interim)	900
SGST Payable Account (Interim)	-900
CGST Payable Account (Interim)	-900
Vendor	10000

- GL Entries for Intra-State purchase of fixed asset from an unregistered vendor where input tax credit is not available (reverse charge), will be as following:

PARTICULARS	AMOUNT
Fixed Asset Increases during the Year	11800
SGST Payable Account (Interim)	-900
CGST Payable Account (Interim)	-900
Vendor	10000

- GL Entries for Item Charge in case of Intra-State purchase of fixed asset from an unregistered vendor where input tax credit is available (reverse charge), will be as following:

PARTICULARS	AMOUNT
Purchase Account	10000
SGST Receivable Account (Interim)	900
CGST Receivable Account (Interim)	900
SGST Payable Account (Interim)	-900
CGST Payable Account (Interim)	-900
Vendor	10000

- GL Entries for Item Charge in case of Intra-State purchase of fixed asset from an unregistered vendor where input tax credit is not available (reverse charge), will be as following:

PARTICULARS	AMOUNT
Purchase Account	10000
SGST Payable Account (Interim)	-900
CGST Payable Account (Interim)	-900
Vendor	10000

NOTE

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Purchase of Goods from SEZ Vendor

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A special economic zone (SEZ) is a dedicated zone wherein businesses enjoy simpler tax and easier legal compliances. The transactions with SEZ's are deemed exports and imports. The SEZ supply of goods can be made with cover of bill of entry or without cover of bill of entry.

Process for purchase from SEZ vendor has been explained in this document.

Create a purchase invoice

1. Choose the  icon, enter **Purchase Invoice**, and then choose the related link.
2. Select **Vendor** on **Purchase Invoice** header, GST vendor type should be **SEZ**.
3. Select **Item Code** for goods , **Fixed Asset** for Fixed Asset purchase on **Purchase Invoice** line. GST Group Code, HSN/SAC Code should be filled up on Item.
4. IGST is to be calculated on GST Assessable Value + Basic Custom Duty.

For example, purchase invoice will be issued for INR 10000, Custom Duty INR 1000, GST Assessable Value INR 11000 (IGST @18%), has to be charged. Calculation base: (18% on 11,000 GST Assessable Value + 1,000 BCD) (12,000*18%)

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	11,000
Custom Duty (BCD)	1000
IGST	2160

- GL Entries for import of goods with input tax credit available from SEZ vendor with cover of Bill of Entry, will be as following:

PARTICULARS	AMOUNT
Purchase Account (Transactional Value+ BCD)	11000
IGST Receivable Account (on GST Assessable Value + BCD)	2160
Customs House Account (GST Amount + BCD)	-3160

PARTICULARS	AMOUNT
Vendor Account (Transaction Value)	-10000

- GL Entries for import of goods with input tax credit available from SEZ vendor without cover of Bill of Entry, will be as following:

PARTICULARS	AMOUNT
Purchase Account (Transactional Value+ BCD)	11000
IGST Receivable Account (on GST Assessable Value + BCD)	2160
Vendor Account (Transaction Value)	-13160

- GL Entries for import of goods without input tax credit available from SEZ vendor with cover of Bill of Entry, will be as following:

PARTICULAR	AMOUNT
Purchase Account	13160
Custom House Account	3160
Vendor Account (Transaction Value)	-10000

- GL Entries for import of goods without input tax credit available from SEZ vendor without cover of Bill of Entry, will be as following:

PARTICULARS	AMOUNT
Purchase Account	13160
Vendor Account (Transaction Value)	-13160

- GL Entries for import of fixed asset with input tax credit available from SEZ vendor with cover of Bill of Entry, will be as following:

PARTICULAR	AMOUNT
Fixed Asset Increased During the Year Account (Transactional Value+ BCD)	11000
IGST Receivable Account (on GST Assessable Value + BCD)	2160
Customs House Account (GST Amount + BCD)	-3160
Vendor Account (Transaction Value)	-10000

- GL Entries for import of fixed assets with input tax credit available from SEZ vendor without cover of Bill of Entry, will be as following:

PARTICULARS	AMOUNT
Fixed Asset Increased During the Year Account (Transactional Value+ BCD)	11000
IGST Receivable Account (on GST Assessable Value + BCD)	2160
Vendor Account (Transaction Value)	-13160

- GL Entries for import of fixed asset without input tax credit available from SEZ vendor with cover of Bill of Entry, will be as following:

PARTICULAR	AMOUNT
Fixed Asset Increased During the Year Account	13160
Custom House Account	3160
Vendor Account (Transaction Value)	-10000

- GL Entries for import of fixed asset without input tax credit available from SEZ vendor without cover of Bill of Entry, will be as following:

PARTICULAR	AMOUNT
Fixed Asset Increased During the Year Account	13160
Vendor Account (Transaction Value)	-13160

NOTE

The GST calculation process for SEZ vendor is same as for an Import vendor.

NOTE

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Import from Foreign Vendor

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Purchasing goods in India from a place outside India is import of goods. For services, if the supplier is located outside India, the recipient is located in India and the place of supply is in India, then it is called Import of services. Purchase of goods and/or services from a foreign vendor is subject to reverse charge i.e. the person importing goods or services has to remit tax to the government.

Process for purchase from a foreign vendor has been explained in this document.

Create a purchase invoice

1. Choose the  icon, enter **Purchase Invoice**, and then choose the related link.
 2. Select **Vendor** on **Purchase Invoice** header, GST vendor type should be **Import**.
 3. Select **Item Code** for goods, **G/L Account** for Service purchase and **Fixed Asset** for Fixed Asset purchase on **Purchase Invoice** line. GST Group Code, HSN/SAC Code and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** on the Item or G/L Account.
 4. GST Credit option can be changed in document line.
- In case of import of goods from foreign vendor, IGST is to be calculated on GST Assessable Value + Basic Custom Duty.

For example, purchase invoice is issued INR 10000, Custom Duty is INR 1000. Therefore, on GST Assessable Value INR 11000,(IGST @18%) has to be charged. Calculation base: (18% on 11,000 GST Assessable Value + 1,000 BCD) (12,000*18%).

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
Transaction Value	10000
GST Base Amount	11,000
Custom Duty (BCD)	1000
IGST	2160 (18% on 11,000 GST Assessable Value + 1,000 BCD) (12,000*18%)

- GL Entries for import of goods from foreign vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Purchase Account (Transactional Value+ BCD)	11000
IGST Receivable Account (GST on GST Assessable Value + BCD)	2160
Customs House Account (GST Amount + BCD)	-3160
Vendor Account (Transaction Value)	-10000

- GL Entries for import of goods from foreign vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Purchase Account (Transactional Value+ BCD + IGST Amount)	13160
Customs House Account (GST Amount + BCD)	-3160
Vendor Account (Transaction Value)	-10000

- Import of Fixed Asset from foreign vendor, IGST is to be calculated on GST Assessable Value + Basic Custom Duty.

For example, purchase invoice is issued for INR 10000, Custom Duty INR 1000, GST Assessable Value INR 11000,(IGST @18%) has to be charged. Calculation base: (18% on 11,000 GST Assessable Value + 1,000 BCD) (12,000*18%).

- GST Calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
Transaction Value	10000
GST Base Amount	11,000
Custom Duty (BCD)	1000
IGST	2160 (18% on 11,000 GST Assessable Value + 1,000 BCD) (12,000*18%)

- GL Entries for import of goods from foreign vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Fixed Asset Increase During the Year Account (Transactional Value+ BCD)	11000
IGST Receivable Account (GST on GST Assessable Value + BCD)	2160

PARTICULARS	AMOUNT
Customs House Account (GST Amount + BCD)	-3160
Vendor Account (Transaction Value)	-10000

- GL Entries for import of goods from foreign vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Fixed Asset Increase During the Year Account (Transactional Value+ BCD + IGST Amount)	13160
Customs House Account (GST Amount + BCD)	-3160
Vendor Account (Transaction Value)	-10000

- Import of services from foreign vendor.

For example, purchase invoice is issued for INR 10000, (IGST @18%) has to be charged.

- GST Calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10000
IGST	1800

- GL Entries for import of services from foreign vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Services Account	10000
IGST Receivable (Interim) Account	1800
IGST Payable (Interim) Account	-1800
Vendor Account (Transaction Value)	-10000

- GL Entries for import of services from foreign vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Services Account	11800
IGST Payable (Interim) Account	-1800
Vendor Account	-10000

- Import of Services from Import Associate Vendor.

For example, purchase invoice is issued for INR 10000, (IGST @18%) has to be charged.

- GST Calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10000
IGST	1800

- GL Entries for import of services from import associate vendor where input tax credit is available, will be as following:

PARTICULAR	AMOUNT
Services Account	10000
IGST Receivable Account	1800
IGST Payable Account	-1800
Vendor Account	-10000

- GL Entries for import of services from import associate vendor where input tax credit is not available, will be as following :

PARTICULAR	AMOUNT
Services Account	11800
IGST Payable Account	-1800
Vendor Account	-10000

NOTE

Import Transaction should be in Foreign Currency.

NOTE

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Purchase of Services for Overseas Place of Supply from Registered Vendor

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The supply of goods or services or both when the supplier is located in India and the place of supply is outside India shall be treated to be a supply of goods or services or both in the course of inter-state trade or commerce.

The process of computing tax on purchase from vendor with overseas place of supply has been explained in this document.

Create a purchase invoice

1. Choose the  icon, enter **Purchase Invoice**, and then choose the related link.
2. Select **Vendor** on **Purchase Invoice** header, GST vendor type should be **Registered**.
3. Select **G/L Account** on **Purchase Invoice** line. GST Group Code, HSN/SAC Code and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** on the G/L Account.
4. GST Credit option can be changed on **Purchase Invoice** line.

For example, the service recipient has a GSTIN in West Bengal and the Vendor also has a GSTIN for West Bengal, but service provider and place of supply is outside India. In this case, IGST will be charged as place of supply is outside India. So, invoice will be issued for INR 10,000 on which 18% IGST, has to be charged.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
IGST	1800

- GL Entries for purchase of services for overseas place of supply from registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Services Account	10000
IGST Receivable Account	1800
Vendor Account	-11800

- GL Entries for purchase of services for overseas place of supply from registered vendor where input tax

credit is not available, will be as following:

PARTICULARS	AMOUNT
Services Account	11800
Vendor Account	-11800

NOTE

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Calculation of Income Tax TDS and GST on Purchase Transactions


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There are certain services on which GST applies along with the provisions of TDS under income tax. TDS should not be calculated on GST amount, in some cases where payment terms is set as 100% advance, full order value has to be paid as advance payment. In such cases, amount paid to vendor will be inclusive of GST and if TDS has to deducted while paying amount to vendor, then TDS is deducted only on the base amount and not on GST amount.

Create a purchase invoice

1. Choose the  icon, enter **Purchase Invoice**, and then choose the related link.
2. Select **Vendor** on **Invoice Header**.
3. Select **G/L Account** for Service purchase on **Purchase Invoice** line. GST Group Code, HSN/SAC Code should not be blank and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** on the Item or G/L Account.

For example, there is a purchase invoice for INR 10,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction) has to be charged and Income Tax TDS @10% also to be charged.

- GST calculation will appear in the Fact Box, as following :

COMPONENT	AMOUNT
Transaction Value	10000
GST Base Amount	10,000
CGST	900
SGST	900
IGST	1800
TDS	1000

- GL Entries for Income Tax TDS and GST in Intra-State purchase transactions, will be as following:

PARTICULAR	AMOUNT
Service Account	10000
SGST/UTGST Receivable Account	900
CGST Receivable Account	900
TDS Payable Account	-1000
Vendor Account	-10800

- GL Entries for Income Tax TDS and GST in Intra-State or Intra-Union Territory purchase transactions (reverse charge) will be as following:

PARTICULAR	AMOUNT
Service Account	10000
SGST/UTGST Receivable Account (Interim)	900
CGST Receivable Account (Interim)	900
TDS Payable Account	-1000
Vendor Account	-9000
SGST/UTGST Payable (Interim) Account	-900
CGST Payable (Interim) Account	-900

- GL Entries for Income Tax TDS and GST in Inter-State purchase transactions, will be as following:

PARTICULARS	AMOUNT
Service Account	10000
IGST Receivable Account	1800
TDS Payable Account	-1000
Vendor Account	-10800

- GL Entries for Income Tax TDS and GST in Inter-State purchase transactions (reverse charge), will be as following:

PARTICULAR	AMOUNT
Service Account	10000
IGST Receivable Account (Interim)	1800

PARTICULAR	AMOUNT
TDS Payable Account	-1000
Vendor Account	-9000
IGST Payable (Interim) Account	-1800

NOTE

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Purchase Return of Goods and Services to Composite Vendor or Purchase Return of Exempted Goods and Services with no GST Impact

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A composite vendor is a vendor whose aggregate turnover in a financial year does not exceed fifty lakh rupees and has opted for composition scheme. A composite vendor neither collects tax from the recipient of supplies nor passes on any credit of Input Tax. Hence, no GST is computed if the purchases are made from a composite vendor.

A composite vendor has to register himself with the GST authorities and hence registration no. is mandatory on the vendor card, if the vendor Type is selected as Composite. State Code is also mandatory. No GST entries are generated for a composite vendor, as a composite vendor is not entitled to collect any tax from the customers.

A buyer may have to return the goods or issue credit note due to various reasons like damaged goods, quality issues etc.

Process for purchase returns to a composite vendor has been explained in this document.

Create a purchase return order or credit memo

1. Choose the  icon, enter **Purchase Return Order** or **Credit Memo**, and then choose the related link.
2. Select **Vendor** on **Purchase Credit Memo** header, GST vendor type should be **Composite** or **Exempted**.
3. Select **Item Code** for goods, **G/L Account** for Service purchase, **Fixed Asset** for Fixed Asset purchase and **Charge (Item)** for Item Charge on **Purchase Credit Memo** line.

For example, Purchase Return Order or Credit Memo has been issued for INR 10000 on which no GST is charged.

- GL Entries will be as following:

PARTICULARS	AMOUNT
Vendor Account	10000
Purchase or Services or Fixed Asset increase during the year Account	-10000

NOTE

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Purchase Return to Registered Vendor

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A registered vendor is a person who is registered with GST authorities. For purchases from registered vendors for services attracting reverse charge, purchasers themselves has to pay tax to the government. If exempted goods and services are purchased from registered Vendor, then no GST is to be paid to supplier or to the Government.

A buyer may have to return the goods or issue credit note due to various reasons like damaged goods, quality issues etc.

Process for purchase returns to registered vendor has been explained in this document.

Create a purchase return order or credit memo

1. Choose the  icon, enter **Purchase Return Order** or **Purchase Credit Memo**, and then choose the related link.
2. Select **Vendor** on **Purchase Credit Memo** header, GST vendor type should be **Registered**.
3. Select **Item Code** for goods, **G/L Account** for Service purchase, **Fixed Asset** for Fixed Asset purchase and **Charge (Item)** for Item Charge on **Purchase Credit Memo** line. GST Group Code, HSN/SAC Code and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** on the Item, G/L Account, Fixed Asset, Charge (Item).

For example, purchase credit memo or return order is issued for INR 10000 on which 18% GST (9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction), has to be charged.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
IGST	1800

- GL Entries for Intra-State or Intra-Union Territory purchase return of goods, service, fixed asset and item charge to registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Vendor Account	11800
SGST/UTGST Receivable Account	-900
CGST Receivable Account	-900
Purchase or Service Account or Fixed Asset increase during the year	-10000

- GL Entries for Intra-State or Intra-Union Territory purchase return of goods, service, fixed asset and item charge to registered vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Vendor Account	11800
Purchase or Service Account or Fixed Asset increase during the year	-11800

- GL Entries for Inter-State purchase return of goods, services, fixed asset, charge item to registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Vendor Account	11800
IGST Receivable Account	-1800
Purchase or Services Account or Fixed Asset increase during the year	-10000

- GL Entries for Inter-State purchase return of goods, services, fixed asset, charge item to registered vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Vendor Account	11800
Purchase or Services Account or Fixed Asset increase during the year	-11800

NOTE

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Purchase Return to Unregistered Vendor (Reverse Charge)

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Persons whose aggregate turnover in a financial year does not exceed forty lakh rupees are not required to be registered with the GST authorities. Such persons are called unregistered vendors. Any purchases from unregistered vendors do not attract GST. However, there are some notified services under GST, on supply of such services GST is applicable under reverse charge i.e. the purchasers are required to pay GST to the Government.

A buyer may have to return the goods or issue credit note due to various reasons like damaged goods, quality issues etc.

Process for purchase returns to unregistered vendor has been explained in this document.

Create a purchase return order or credit memo

1. Choose the  icon, enter **Purchase Return Order** or **Purchase Credit Memo**, and then choose the related link.
2. Select **Vendor** on **Purchase Credit Memo** header, GST vendor type should be **Unregistered**.
3. Select **Item Code** for goods, **G/L Account** for Service purchase, **Fixed Asset** for Fixed Asset purchase and **Charge (Item)** for Item Charge on **Purchase Credit Memo** line. GST Group Code, HSN/SAC Code and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** on the Item, G/L Account, Fixed Asset, Item (Charge).

For example, purchase credit memo or return order is issued for INR 10,000 on which 18% GST (9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction), has to be charged.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
IGST	1800

- GL Entries for Intra-State or Intra-Union Territory purchase return of goods, services, fixed asset, charge item to unregistered vendor where input tax credit is available (reverse charge), will be as following:

PARTICULARS	AMOUNT
Vendor Account	10000
CGST Payable Account	900
SGST/UTGST Payable Account	900
CGST Receivable Account	-900
SGST/UTGST Receivable Account	-900
Purchase or Services Account or Fixed Asset increase during the year	-10000

- GL Entries for Intra-State or Intra-Union Territory purchase return of goods, services, fixed asset, charge item to unregistered vendor where input tax credit is not available (reverse charge), will be as following:

PARTICULARS	AMOUNT
Vendor Account	10000
CGST Payable Account	900
SGST/UTGST Payable Account	900
Purchase or Service Account or Fixed Asset increase during the year	-11800

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Purchase Credit Memo or Return Order to Foreign Vendor

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Purchasing goods in India from a place outside India is import of goods. For services, if the supplier is located outside India, the recipient is located in India and the place of supply is in India, then it is called Import of services. Purchase of goods and/or services from a foreign vendor are subject to reverse charge i.e. the person importing goods or services is required to remit tax to the Government.

A buyer may have to return the goods or issue credit note due to various reasons like damaged goods, quality issues etc.

Process for purchase returns to foreign vendor has been explained in this document.

Create a purchase return order or credit memo

1. Choose the  icon, enter **Purchase Return Order or Credit Memo**, and then choose the related link.
2. Select **Vendor** on **Purchase Credit Memo** header, GST vendor type should be **Import**.
3. Select **Item Code** for goods, **G/L Account** for Service purchase, **Fixed Asset** for Fixed Asset purchase on **Purchase Credit Memo** line. GST Group Code, HSN/SAC Code and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** on the Item, G/L Account, Fixed Asset.
4. GST Credit option can be changed on **Purchase Credit Memo** line.

- Purchase Credit Memo or Return Order for Imported Goods or Fixed asset, IGST is to be calculated on GST Assessable Value + Basic Custom Duty.

For example, purchase credit memo or return order is issued for INR 10000, Custom Duty INR 1000, GST Assessable Value INR 11000 (IGST @18%) has to be charged. Calculation base: (18% on 11,000 GST Assessable Value + 1,000 BCD) (12,000*18%).

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	11,000
Custom Duty (BCD)	1000
IGST	2160

- GL Entries for purchase credit memo or return order for imported goods or fixed asset where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Vendor Account (Transactional Value)	10000
IGST Refund Account	2160
IGST Receivable Account	-2160
Purchase Account or Fixed Asset increase during the year (Transactional Value)	-10000

- GL Entries for purchase credit memo or return order for imported goods or fixed asset where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Vendor Account (Transactional Value)	10000
IGST Refund Account	2160
Purchase Account or Fixed Asset increase during the year (Transactional Value)	-12160

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Purchase Return of Services for Overseas Place of Supply to Registered Vendor

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The supply of goods or services or both when the supplier is located in India and the place of supply is outside India shall be treated to be a supply of goods or services or both in the course of inter-state trade or commerce.

The process of computing tax on purchase return to a vendor with overseas place of supply has been explained in this document.

Create a purchase return order or purchase credit memo

1. Choose the  icon, enter **Purchase Return Order** or **Purchase Credit Memo**, and then choose the related link.
2. Select **Vendor** on **Purchase Credit Memo** header, GST vendor type should be **Registered**.
3. Select **G/L Account** on **Purchase Credit Memo** line. GST Group Code, HSN/SAC Code and GST Credit value should be selected as **Availment** if the tax input credit is available or else **Non-Availment** in the G/L Account.
4. GST Credit option can be changed on **Purchase Credit Memo** line.

For example, if a service recipient has a GSTIN for West Bengal and the Vendor has a GSTIN in West Bengal, but the place of supply is outside India. In this case, IGST will be charged as place of supply is outside India. So, return order or credit memo will be issued for INR 10,000 on which 18% IGST, has to be charged.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
IGST	1800

- GL Entries for Return or Credit Note of services for overseas place of supply from registered vendor where input tax credit is available, will be as following:

PARTICULARS	AMOUNT
Services Account	11800
IGST Receivable Account	-1800
Vendor Account	-10000

- GL Entries for Return or Credit Note of services for overseas place of supply from registered vendor where input tax credit is not available, will be as following:

PARTICULARS	AMOUNT
Services Account	-11800
Vendor Account	11800

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GST on Journals where Services are Paid Directly through Cash or Bank

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Invoice and credit memo can be posted from journals. GST calculation logic for journals will be same as GST calculation for documents.

GST calculation process has been explained in this document.

Create a general journal or a bank or cash payment voucher

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. Select **G/L Account** in account type and **G/L Account** or **Bank Account** in balancing account type, and then select the cash or bank accounts.
3. GST (CGST/SGST/UTGST/IGST) to be calculated on Direct Expenses (Services) being paid through cash or bank, any legal fees, telephone expenses, etc.

For example, there is an expense of INR 10,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction) has to be charged on expense amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
IGST	1800

- GL Entries for Intra-State or Intra-Union Territory purchase of services where service provider is unregistered, will be as following:

PARTICULARS	AMOUNT
Service Account	10000
SGST/UTGST Receivable Account	900

PARTICULARS	AMOUNT
CGST Receivable Account	900
Cash/Bank Account	-10000
SGST/UTGST Payable Account	-900
CGST Payable Account	-900

- GL Entries for Intra-state purchase of services where service provider is registered, will be as following:

PARTICULARS	AMOUNT
Service Account	10000
CGST Receivable Account	900
SGST/UTGST Receivable Account	900
Cash/Bank Account	-11800

TIP

In case of Inter-State purchase of services, IGST will be applicable.

NOTE

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GST on Advance Payment Made to Vendor, with Reverse Charge

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The tax needs to be paid if supplier gets the payment first, therefore we need to calculate GST at the time of advance payment made to the vendor. However, when 'supplier of goods' receives advance payment, he is not required to pay GST at the time of the receipt of advance payment, while GST is required to be paid in case of supply of services.

The process of GST calculation on advance payment to vendor has been explained in this document.

Create a general journal or a bank or cash payment voucher

1. Choose the  icon, enter **General Journal** or **Bank Payment Voucher** or **Cash Payment Voucher**, and then choose the related link.
2. Select **Vendor** in account type and select relevant **Vendor Code**, GST vendor type and registration number should be filled in vendor master.
3. Select **G/L Account** or **Bank Account** in balancing account type, and select the cash or the bank account.
4. Advance Payment made to vendor does not include tax payment, as the purchaser is liable to pay tax under reverse charge. Hence, tax is applied straight away on base.
5. GST on Advance Payment field needs to be activated on General Journal Line for computation of GST on Advance Payment. In addition, GST Group code and GST Place of Supply should not be blank for computation of GST.

For example, advance payment made to vendor against supply of services of INR 10,000 on which 18% GST (9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction) has to be charged.

- GST Calculation will appear in the Fact Box as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
IGST	1800

- GL Entries for Advance Payment made to Vendor, will be as following:

PARTICULARS	AMOUNT
Vendor Account	10,000
SGST/UTGST Receivable (Interim) Account	900
CGST Receivable (Interim) Account	900
SGST/UTGST Payable Account	-900
CGST Payable Account	-900
Bank Account	-10000

Reversal of advance payment made to vendor, where there are reverse charges

If the vendor advance needs to be corrected or the entry is wrongly posted, in such a case the entry can be reversed and new entry can be created.

- Reversal GL Entries for Advance Payment made to Vendor, will be as following:

PARTICULARS	AMOUNT
Bank Account	10000
SGST/UTGST Payable Account	900
CGST Payable Account	900
SGST/UTGST Receivable (Interim) Account	-900
CGST Receivable (Interim) Account	-900
Vendor Account	-10,000

TIP

In case of Inter-State Advance Payment, IGST will be calculated.

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GST on Advance Payment or Normal Payment Application with Purchase Invoice

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An advance payment made to vendor for a transaction that is subject to reverse charge is to be reported in GSTR-2.

If the advance payment is applied to the invoice in the same month, then such applications need not be disclosed in GSTR-2. However, if advance payment is paid in a month and is applied to invoice in the subsequent month, then this application is to be reported in GSTR-2.

Process for application and un-application of payment and invoice has been explained in this document

GST on advance payment and application with purchase invoice

GST is liable at the time of advance payment to vendor, for example, service amount is INR 20000 and advance payment made to vendor for INR 10000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST) has to be charged. Taxpayer paying advance is not eligible to claim ITC on advance paid. The taxpayer can claim ITC on advance paid only on receipt of services.

- GST calculation for Intra-State or Intra-Union Territory transactions will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900

- GL Entries for advance payment made to vendor, will be as following:

PARTICULARS	AMOUNT
Vendor Account	10,000
SGST/UTGST Receivable (Interim) Account	900
CGST Receivable (Interim) Account	900
SGST/UTGST Payable Account	-900

PARTICULARS	AMOUNT
CGST Payable Account	-900
Bank Account	-10000

Later invoice for service purchase issued by vendor for INR 20,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST), will be charged.

- GST Calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	20000
CGST	1800
SGST	1800

- GL Entries for application of an advance payment with an invoice for services, where input tax credit is available:

PARTICULARS	AMOUNT
Service Account	20000
CGST Receivable (Interim) Account	1800
SGST/UTGST Receivable (Interim) Account	1800
CGST Payable (Interim) Account	-1800
SGST/UTGST Payable (Interim) Account	-1800
Vendor Account	-20000
CGST Payable (Interim) Account	900
SGST/UTGST Payable (Interim) Account	900
CGST Receivable Account	900
SGST/UTGST Receivable Account	900
CGST Receivable (Interim) Account	-1800
SGST/UTGST Receivable (Interim) Account	-1800

- GL Entries for application of an advance payment with an invoice for services, where input tax credit is not available:

PARTICULARS	AMOUNT
Service Account	23600
CGST Payable (Interim) Account	-1800
SGST/UTGST Payable (Interim) Account	-1800
Vendor Account	-20000
CGST Payable (Interim) Account	900
SGST/UTGST Payable (Interim) Account	900
-900	
SGST/UTGST Receivable (Interim) Account	-900

If this is found that the payment and invoice was wrongly applied and the application needs to be reversed, in such a case un-apply functionality can be used. Un-application entries are same for both online application and offline application.

- GL Entries for un-application of an advance payment with an invoice for services, where input tax credit is available:

PARTICULARS	AMOUNT
CGST Receivable (Interim) Account	1800
SGST/UTGST Receivable (Interim) Account	1800
CGST Receivable Account	-900
SGST/UTGST Receivable Account	-900
CGST Payable (Interim) Account	-900
SGST/UTGST Payable (Interim) Account	-900

- GL Entries for un-application of an advance payment with an invoice of services, where input tax credit is not available:

PARTICULARS	AMOUNT
CGST Receivable (Interim) Account	900
SGST/UTGST Receivable (Interim) Account	900
CGST Payable (Interim) Account	-900
SGST/UTGST Payable (Interim) Account	-900

Normal Payment to vendor and application with purchase invoice

For unregistered, import vendor and reverse charge purchase of service from registered vendor, user has to post a separate invoice for goods and services in the system. No GST calculation is done at the time of application. In ordinary course, when a normal payment is applied to the invoice, system proportionately posts the liability from Payable Interim Account to Payable Account and credit (if applicable) from Receivable Interim Account to Receivable Account.

For example, Purchase Invoice for service purchase issued to vendor for INR 60,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST), has to be charged. Later a payment of INR 10,000 has been made to vendor against to the purchase invoice, which doesn't have any GST impact.

- GST Calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
Total GST Transactional Value	60000
Invoice Total CGST Amount	5,400 (60000*9%)
Invoice Total SGST/UTGST Amount	5,400 (60,000*9%)
Normal Payment Applied	10000
SGST/UTGST Amount = Invoice Total SGST/UTGST amount x (Normal Payment Applied/Total Transactional Value)	900 (5,400*(10,000/60,000))
CGST Amount = Invoice Total CGST amount x (Normal Payment Applied/Total Transactional Value)	900 (5,400*(10,000/60,000))

- GL Entries for Application of invoice with normal payment:

PARTICULARS	AMOUNT
Vendor Account	10000
CGST Payable (Interim) Account	900
SGST/UTGST Payable (Interim) Account	900
CGST Receivable Account	900
SGST/UTGST Receivable Account	900
CGST Payable Account	-900
SGST/UTGST Payable Account	-900
CGST Receivable (Interim) Account	-900
SGST/UTGST Receivable (Interim) Account	-900

PARTICULARS	AMOUNT
Bank Account	10000

If this is found that the payment and invoice was wrongly applied and the application needs to be reversed, in such a case un apply functionality can be used. Un-application entries are same for both online application and offline application.

- GL Entries for un-application of invoice with normal payment:

PARTICULARS	AMOUNT
CGST Payable Account	900
SGST/UTGST Payable Account	900
CGST Receivable (Interim) Account	900
SGST/UTGST Receivable (Interim) Account	900
CGST Payable (Interim) Account	-900
SGST/UTGST Payable (Interim) Account	-900
SGST/UTGST Receivable Account	-900
CGST Receivable Account	-900

TIP

Note: In case of Inter-State Purchase, IGST will be calculated.

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GST on Advance Payment Received from Customer

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The advance payments received from the customers may need to be reported in GSTR-1 along with GST Rates.

Process of GST calculation on advance payment from customer has been explained in this document.

Create a general journal or a bank or cash receipt voucher

1. Choose the  icon, enter **General Journal** or **Bank Payment Voucher** or **Cash Receipt Voucher**, and then choose the related link.
2. Select **Customer** in account type and select relevant **Customer Code**, GST customer type and registration number should not be blank on customer master.
3. Select **G/L Account** or **Bank Account** in balancing account type, and select the cash or bank account.
4. GST on Advance Payment field needs to be activated in General Journal Line for computation of GST on Advance Payment. In addition, GST Group code and GST Place of Supply are to be entered for computation of GST.

For example, advance payment received from customer for INR 10000 on which 18% GST (i.e. 9% CGST and 9% SGST/UTGST) has to be charged.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
Advance Payment	10,000
GST Transitional Value	8,474 (10000*100/118)
CGST	763 (8,475*9%)
SGST/UTGST	763 (8,475*9%)

- GL Entries for advance payment received from customer, will be as following:

PARTICULARS	AMOUNT
Bank Account	10000
CGST Payable (Interim) Account	763
SGST/UTGST Payable (Interim) Account	763
CGST Payable Account	-763

PARTICULARS	AMOUNT
SGST/UTGST Payable Account	-763
Customer Account	-10000

Reversal of advance payment received from customer

If the customer advance needs to be corrected or the entry is wrongly posted, in such a case the entry can be reversed and new entry can be created.

- Reversal GL Entries for advance payment received from customer, will be as following:

PARTICULARS	AMOUNT
Customer Account	10000
CGST Payable Account	763
SGST/UTGST Payable Account	763
CGST Payable (Interim) Account	-763
SGST/UTGST Payable (Interim) Account	-763
Bank Account	-10,000

TIP

In case of Inter-State Advance Payment, IGST will be calculated.

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GST on Advance Payment and Application with Sales Invoice

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GST can also be liable at the time of receiving advance payment from customer. If advance payment is applied to an invoice in the same month, then such applications need not be disclosed in GSTR-1. However, if advance payment is paid in a month and is applied to invoice in the subsequent month, then this application needs to be reported in GSTR-1.

Process of application of advance payment from customer and sale invoice has been explained in this document.

For example, service amount is INR 20000 and customer made an advance payment of INR 10,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST) has to be charged on the advance payment.

- GST Calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
GST Transactional Value	8,474 (10000*100/118)
CGST	763 (8,475*9%)
SGST	763 (8,475*9%)

Later sales invoice for services is issued to the customer for INR 20,000. 18% GST (i.e. 9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction) has to be charged on the invoice amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	20000
CGST	1800
SGST	1800

- GL Entries for application of advance payment with sales invoice, will be as following:

PARTICULARS	AMOUNT
Customer Account	23600
CGST Payable Account	-1800
SGST/UTGST Payable Account	-1800
Sales Account	-20000
CGST Payable Account	763
SGST/UTGST Payable Account	763
CGST Payable (Interim) Account	-763
SGST/UTGST Payable (Interim) Account	-763

GST un-application of customer advance with sales invoice

If this is found that the payment and invoice was wrongly applied and the application needs to be reversed, in such a case un apply functionality can be used. Un-application entries are same for both online application and offline application.

TIP

An advance receipt and invoice application cannot be unapplied, if the tax liability on both is discharged through GST Settlement Screen.

- GL Entries for un-application of an advance payment and sales invoice:

PARTICULARS	AMOUNT
CGST Payable (Interim) Account	763
SGST/UTGST Payable (Interim) Account	763
CGST Payable Account	-763
SGST/UTGST Payable Account	-763

TIP

In case of Inter-State Sale, IGST will be calculated.

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GST and TCS on Advance Customer Payments


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Assessee is liable for paying GST and TCS at the time of receiving advance payment from customer.

Mandatory fields in cash or bank receipt voucher

1. Choose the  icon, enter **Bank Receipt Voucher** or **Cash Receipt Voucher**, and then choose the related link.
2. Select **Customer** in **Account Type** field and select relevant customer code in **Account No.** field.
3. Select **G/L Account** for cash or **Bank Account** for bank in **Bal. Account Type** field, and select relevant cash or bank account in **Bal. Account No.** field.
4. Select relevant TCS Nature of Collection, GST Group Code, HSN/SAC Code, Location Code on journal line.
5. **GST on Advance Payment** should be marked true.

For example, service amount is INR 20000 and customer made an advance payment of INR 10,000, 18% IGST and 1% TCS has to be charged on the advance payment.

- GST Calculation will appear in the Fact Box, as following:


COMPONENT	AMOUNT
GST Base Amount	10,000
GST Transactional Value	8,474 (10000*100/118)
IGST Amount	1525 (8,474*18%)
TCS Amount	100 (10,000*1%)

- On posting of advance receipt from customer, GL Entries will be as following:

PARTICULARS	AMOUNT
Bank Account	10000
IGST Payable (Interim) Account	1525
IGST Payable Account	-1525
TCS Amount	-100
Customer Account	-9900

Later sales invoice for services is issued to the customer for INR 20,000, 18% IGST and 1% TCS has to be charged on the invoice amount, and the advance receipt from customer will be applied with the invoice.

Mandatory fields on sales invoice

1. Choose the  icon, enter **Sales Invoice**, and then choose the related link.
 2. Select **Customer** on **Sales Invoice** header.
 3. Select **G/L Account** for service or **Item** for goods on **Sales Invoice** line.
 4. Select relevant TCS Nature of Collection on **Sales Invoice** line.
 5. GST Group Code, HSN/SAC Code, GST Credit should have a value in **G/L Account** or **Item** card.
 6. **Location Code** field should not be blank on both **Sales Invoice** header and line.
 7. Select the advance payment in **Applies to Doc. No.** field on **Sales Invoice** header.
- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	20000
IGST	2075 = [3,600 (20,000 * 18%)]-[1525 (8,474 * 18%)]
TCS Amount	136 = [236 (23,600 * 1%)] - [100 (10,000 * 1%)]

GST and TCS will be calculated on the remaining amount, i.e. Invoice Amount - Advance Payment Amount. If advance payment is not applied with the sales invoice then GST and TCS will be calculated on the whole invoice amount.

- On posting of sales invoice, GL Entries will be following:

PARTICULARS	AMOUNT
Customer Account	23736
IGST Payable Account	-3600
Sales Account	-20000
TCS Payable Account	-136
IGST Payable Account	1525
IGST Payable (Interim) Account	-1525

TIP

In case of Intra-State Sale, CGST and SGST/UTGST will be calculated.

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GST and TDS on Vendor Advance Payments


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Liability of paying GST and TDS arises at the time of advance payment to vendor.

Mandatory fields in cash or bank payment voucher

1. Choose the  icon, enter **Bank Payment Voucher** or **Cash Payment Voucher**, and then choose the related link.
2. Select **Vendor** in **Account Type** field and select relevant vendor code in **Account No.** field.
3. Select **G/L Account** for cash or **Bank Account** for bank in **Bal. Account Type** field, and select relevant cash or bank account in **Bal. Account No.** field.
4. Select relevant TDS Section, GST Group Code, HSN/SAC Code, Location Code on journal line.
5. **GST on Advance Payment** should be marked true.

For example, service amount is INR 20000 and advance payment made to vendor for INR 10000, 18% GST (i.e. 9% CGST and 9% SGST/UTGST) and 10% TDS has to be charged.

- GST calculation for Intra-State or Intra-Union Territory transactions will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900 (10000*9%)
SGST	900 (10000*9%)
TDS Amount	1000 (10000*10%)

- On posting of advance payment made to vendor, GL Entries will be as following:

PARTICULARS	AMOUNT
Vendor Account	10,000
SGST/UTGST Receivable (Interim) Account	900
CGST Receivable (Interim) Account	900
TDS Payable Account	-1000
SGST/UTGST Payable Account	-900


PARTICULARS	AMOUNT
CGST Payable Account	-900
Bank Account	-9000

IMPORTANT

In some cases GST needs to be calculated on the amount excluding GST, provision has been made to handle such scenario. Business user need to fill the TDS Base Value in **Amount Excl. GST** filed on **Bank Payment Voucher**, and system will calculate TDS on the mentioned value.

Later invoice for service purchase issued by vendor for INR 20,000, 18% GST (i.e. 9% CGST and 9% SGST/UTGST) and 10% TDS, will be charged, and the advance payment will be applied with the invoice.

Mandatory fields on purchase invoice

1. Choose the  icon, enter **Purchase Invoice**, and then choose the related link.
2. Select **Vendor** on **Purchase Invoice** header.
3. Select **G/L Account** for service on **Purchase Invoice** line.
4. Select TDS Section on **Purchase Invoice** line.
5. GST Group Code, HSN/SAC Code, GST Credit should have a value in **G/L Account** card.
6. **Location Code** field should not be blank on both **Purchase Invoice** header and line.
7. Apply the advance payment in **Applies to Doc. No.** field on **Purchase Invoice** header.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	20000
CGST	900 = [1800 (20000 * 9%) - [900 (10000 * 9%)]
SGST	900 = [1800 (20000 * 9%) - [900 (10000 * 9%)]
TDS Amount	1000 = [2000 (20000 * 10%) - [1000 (10000 * 10%)]

GST and TDS will be calculated on the remaining amount, i.e. Invoice Amount - Advance Payment Amount. If advance payment is not applied with the purchase invoice then GST and TDS will be calculated on the whole invoice amount.

- On posting the purchase invoice, GL Entries will be as following:

PARTICULARS	AMOUNT
Vendor Account	-19000
SGST/UTGST Payable (Interim) Account	-1800
CGST Payable (Interim) Account	-1800
SGST/UTGST Receivable (Interim) Account	-1800

PARTICULARS	AMOUNT
CGST Receivable (Interim) Account	-1800
TDS Payable Account	-1000
CGST Payable (Interim) Account	900
CGST Receivable Account	900
SGST/UTGST Payable (Interim) Account	900
SGST/UTGST Receivable Account	900
SGST/UTGST Receivable (Interim) Account	1800
CGST Receivable (Interim) Account	1800
Service Account	20000

TIP

Note: In case of Inter-State Purchase, IGST will be calculated.

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GST Exempted Sales

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
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Sales made to an exempted customer are known as exempt sales. GST customer type shall be selected as Exempted. No GST is computed on such transactions.

Process of sale to unregistered customer has been explained in this document.

Create a sales invoice or credit memo

1. Choose the  icon, enter **Sales Invoice** or **Sales Credit Memo**, and then choose the related link.
2. Select **Customer** on **Sales Invoice** or **Sales Credit Memo** header, GST customer type should be **Exempted**.
3. Select **G/L Account** or **Item Code** on **Sales Invoice** or **Sales Credit Memo** line.

For example, there is a sales invoice and a sales credit memo for INR 10,000.

- GL Entries for Exempted Sales, will be as following:

PARTICULARS	AMOUNT
Customer Account	10,000
Sales or Services Account	-10,000

- GL Entries for Sales Credit Memo for Exempted Sales, will be as following:

PARTICULARS	AMOUNT
Customer Account	-10,000
Sales or Services Account	10,000

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Sales to Registered or Unregistered Customer

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Sales to a registered customer are known as B2B sales, sales to an unregistered customer are known as B2C sales. There is no difference in computation of tax for a B2B and B2C sales. However, they are required to be reported separately in GSTR-1.

Process of sales to registered or unregistered customer has been explained in this document.

Create a sales invoice

1. Choose the  icon, enter **Sales Invoice**, and then choose the related link.
2. Select **Customer** on **Sales Invoice** header, GST customer type should be **Registered** or **Unregistered**.
3. Select **Item Code** for goods or **G/L Account** for service sales on **Sales Invoice** line. GST Group Code, HSN/SAC Code should not be blank on the item or G/L account.

For example, there is a sales invoice for INR 10,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction) has to be charged on the invoice amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
IGST	1800

- GL Entries for Intra-State or Intra-Union Territory sale of goods to registered or unregistered customer, will be as following:

PARTICULARS	AMOUNT
Customer Account	11,800
SGST/UTGST Payable Account	- 900
CGST Payable Account	- 900

PARTICULARS	AMOUNT
Sales Account	- 10000

- GL Entries for Inter-State sale of goods to registered or unregistered customer, will be as following:

PARTICULARS	AMOUNT
Customer Account	11,800
IGST Payable Account	- 1800
Sales Account	- 10000

- GL Entries for Intra-State or Intra-Union Territory sale of services to registered or unregistered customer, will be as following:

PARTICULAR	AMOUNT
Customer Account	11,800
SGST/UTGST Payable Account	- 900
CGST Payable Account	- 900
Sales Account	- 10000

- GL Entries for Inter-State sale of services to registered or unregistered customer, will be as following :

PARTICULAR	AMOUNT
Customer Account	11,800
IGST Payable Account	- 1800
Services Account	- 10000

TIP

System will automatically update 'Nature of Supply' for Registered customer as B2B and for Unregistered customer as B2C.

NOTE

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Export of Goods and Services to Foreign Customer

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Export of goods is defined as taking goods out of India to a place outside India. Export of services means the supply of services where the supplier of service is located in India, recipient of service is located outside India and the place of supply is outside India. Exports can be without Payment of duty or with payment of duty.

Process of sale to foreign customer has been explained in this document.

Create a sales invoice

1. Choose the  icon, enter **Sales Invoice**, and then choose the related link.
2. Select **Customer** on **Sales Invoice** header, GST customer type should be **Export** or **Deemed Export** or **SEZ Development** or **SEZ Unit**.
3. Select **G/L Account** or **Item Code** on **Sales Invoice** line. GST Group Code, HSN/SAC Code should not be blank on the G/L Account or Item Card.

For example, there is a sales invoice for INR 10,000 and 18% IGST has to be charged on the invoice amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
IGST	1800

- GL Entries for export of goods and/or services with payment of duty to Foreign Customer, SEZ Unit, SEZ Development Customer will be as following:

PARTICULARS	AMOUNT
Customer Account	10,000
IGST Refund Account	1800
IGST Payable Account	-1800
Sales Account	-10000

- GL Entries for export of goods and/or services without payment of duty to Foreign Customer, SEZ Unit, SEZ Development Customer will be as following:

PARTICULARS	AMOUNT
Customer Account	10,000
Sales Account	-10000

NOTE

Export or Deemed export will have same treatment, as it is treated as interstate transaction and only IGST is applicable irrespective of location of receiver. There is no scenario of deemed export without payment of Duty, as company has to pay IGST and claim refund. Refund can be claimed either by seller or recipient.

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Sale of Services to Overseas Place of Supply to Registered Customer

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GST is destination based tax i.e consumption tax, which means tax will be levied where goods and services are consumed and will accrue to that state. The supply of goods or services or both when the supplier is located in India and the place of supply is outside India shall be treated to be a supply of goods or services or both in the course of inter-state trade or commerce.

Process of sale to a registered customer with overseas place of supply has been explained in this document.

Create a sales invoice

1. Choose the  icon, enter **Sales Invoice**, and then choose the related link.
2. Select **Customer** on **Sales Invoice** header, GST customer type should be **Registered**.
3. Select **G/L Account** on **Sales Invoice** line. GST Group Code, HSN/SAC Code should not be blank on the G/L Account Card.
4. **POS Out of India** field on **Sales Invoice** header should be marked as True.

For example, there is a sales invoice for INR 10,000 and 18% IGST has to be charged on the invoice amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
IGST	1800

- GL Entries for Intra-State Sale of services to overseas place of supply to registered customer, will be as following:

PARTICULARS	AMOUNT
Customer Account	11800
IGST Payable Account	- 1800
Services Account	- 10000

NOTE

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Calculation of TCS as per the Income Tax Act, 1961 and GST on Sales Transactions

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The Government has placed the responsibility on the e-commerce operators to collect the 'tax' at a specified rate from the supplier. This shall be done by the Operator by paying the supplier the price of the product or services, less the tax, calculated at the specified rate.

The process of calculation of TCS and GST has been explained in this document.

Create a sales invoice

1. Choose the  icon, enter **Sales Invoice**, and then choose the related link.
2. Select **Customer** on **Sales Invoice** header.
3. Select **Item** on **Sales Invoice** line. GST Group Code, HSN/SAC Code should not be blank on the Item.

For example, there is a sales invoice for INR 10,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction) and 1% TCS as per Income Tax Act, 1961 has to be charged on the invoice amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
TCS	100

- On posting of sales invoice, GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	11900
SGST/UTGST Payable Account	-900
CGST Payable Account	-900

PARTICULARS	AMOUNT
TCS Payable Account	-100
Sales Account	-10000

TIP

In case of Inter-State Sales, IGST will be calculated with TCS as per the Income Tax Act, 1961.

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GST and Kerala Flood Cess on Sales Transaction


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Kerala Flood CESS (KFC) is applicable on all intra-state supplies of goods and/or services, made by taxable person to an unregistered person i.e. B2C supplies. Kerala Flood CESS is required to be shown separately on the invoice.

Create a sales invoice

1. Choose the  icon, enter **Sales Invoice**, and then choose the related link.
2. Select **Customer** on **Sales Invoice** header, GST customer type should be **Unregistered**.
3. Select **Item Code** for goods or **G/L Account** for service sales on **Sales Invoice** line. GST Group Code, HSN/SAC Code should not be blank on **Item** or **G/L Account**.

For example, there is a sales invoice for INR 10,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction) and 1% Kerala Flood Cess has to be charged on the invoice amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900
KFC	100

- On posting the sales invoice for Intra-State or Intra-Union Territory sale of goods to unregistered customer, GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	13700
SGST/UTGST Payable Account	-1800
CGST Payable Account	-1800
Kerala Flood Cess	-100

PARTICULARS	AMOUNT
Sales Account	-10000

TIP

System will automatically update 'Nature of Supply' B2C for Unregistered Customer.

NOTE

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Sales Return of Goods from Registered or Unregistered Customer

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Sales to a registered customer are known as B2B sales, sales to an unregistered customer are known as B2C sales. There is no difference in computation of tax for a B2B and B2C sales. However, they are required to be reported in separately in GSTR-1.

A customer may require to return the goods or issue credit note due to various reasons like damaged goods, quality issues etc.

Process of sale return from registered or unregistered customer has been explained in this document.

Create a sales return order or credit memo

1. Choose the  icon, enter **Sales Return Order** or **Sales Credit Memo**, and then choose the related link.
2. Select **Customer** on **Sales Return Order** or **Sales Credit Memo** header, GST customer type should be **Registered** or **Unregistered**.
3. Select **Item Code** for goods or **G/L Account** for Service Sale on **Sales Return Order** or **Sales Credit Memo** line. GST Group Code, HSN/SAC Code should not be blank on Item or G/L Account.

For example, there is a sales credit memo for INR 10,000 and 18% GST (i.e. 9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction) has to be charged on the credit memo amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
CGST	900
SGST	900

- GL Entries for Intra-State Sales Return of Goods from Registered or Unregistered Customer, will be as following:

PARTICULARS	AMOUNT
Sales Account	10,000
SGST/UTGST Payable Account	900

PARTICULARS	AMOUNT
CGST Payable Account	900
Customer Account	-11800

- GL Entries for Inter-State Sales Return of Goods from Registered or Unregistered Customer, will be as following:

PARTICULARS	AMOUNT
Sales Account	10,000
IGST Payable Account	1800
Customer Account	- 11800

- GL Entries for Intra-State Sales Return of Services from Registered or Unregistered Customer, will be as following:

PARTICULARS	AMOUNT
Service Account	10,000
SGST/UTGST Payable Account	900
CGST Payable Account	900
Customer Account	-11800

- GL Entries for Inter-State Sales Return of Services from Registered or Unregistered Customer, will be as following:

PARTICULARS	AMOUNT
Services Account	10,000
IGST Payable Account	1800
Customer Account	- 11800

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Return or Credit Note of Services for Overseas Place of Supply to Registered Customer

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GST is destination based tax i.e consumption tax, which means tax will be levied where goods and services are consumed and will accrue to that state. The supply of goods or services or both when the supplier is located in India and the place of supply is outside India shall be treated to be a supply of goods or services or both in the course of inter-state trade or commerce.

A customer may require to return the goods or issue credit note due to various reasons like damaged goods, quality issues etc.

Process of sale return from a registered customer with overseas place of supply has been explained in this document.

Create a sales return order or credit memo

1. Choose the  icon, enter **Sales Return Order** or **Sales Credit Memo**, and then choose the related link.
2. Select **Customer** on **Sales Return Order** or **Sales Credit Memo** header, GST customer type should be **Registered**.
3. Select **G/L Account** on **Sales Return Order** or **Sales Credit Memo** line. GST Group Code, HSN/SAC Code should not be blank on the G/L Account.
4. **POS Out of India** field on **Sales Return Order** or **Sales Credit Memo** header should be marked as True.

For example, there is a sales credit memo for INR 10,000 and 18% IGST has to be charged on the credit memo amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10,000
IGST	1800

- GL Entries for Intra-State Return or Credit Note of services for overseas place of supply to registered customer, will be as following:

PARTICULARS	AMOUNT
Service Account	10000
IGST Payable Account	1800

PARTICULARS	AMOUNT
Customer Account	-11800

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Stock Transfer

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Stock transfers between locations, branches or divisions having different registration numbers are taxable under GST. In such a case, where registration number is same, if the shipment location and recipient location both are in the same state, then CGST and SGST/UTGST are levied, other-wise, where the registration number is same, there shall be no levy.

1. Choose the  icon, enter **Transfer Order**, and then choose the related link.
2. Select **Transfer-from Code** and **Transfer-to Code** on **Transfer Order** header. State Code and GST registration number should be filled on the location master.
3. Select **Item** on **Transfer Order** line. GST Group Code, HSN/SAC Code should be filled on **Item**.

For example, inventory for INR 1000 is being transferred from one location to another and 18% GST (9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction) has to be charged on INR 1000.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	1000
IGST	180
CGST	90
SGST	90

Post the Transfer Order

- GL Entries for shipment transaction in case of Interstate stock transfer, will be as following:

PARTICULARS	AMOUNT
Unrealized Profit Account	180
IGST Payable Account	-180
Inventory Adjustment Account	1000
Inventory Account	-1000

- GL Entries for receipt transaction in case of Interstate stock transfer, will be as following:

PARTICULARS	AMOUNT
IGST Receivable Account	180
Unrealized Profit Account	-180
Inventory Account	1000
Inventory Adjustment Account	-1000

- GL Entries for shipment transaction in case of Intra-State or Intra-Union Territory stock transfer, will be as following:


PARTICULARS	AMOUNT
Unrealized Profit Account	180
CGST Payable Account	-90
SGST/UTGST Payable Account	-90
Inventory Account	-1000
Inventory Adjustment Account	1000

- GL Entries for receipt transaction in case of Intra-State or Intra-Union Territory stock transfer, will be as following:

PARTICULARS	AMOUNT
Unrealized Profit Account	-180
CGST Receivable Account	90
SGST/UTGST Receivable Account	90
Inventory Account	1000
Inventory Adjustment Account	-1000

Stock transfer for bonded warehouse

Bonded warehouse transfer means transfer of stock from customs warehouse to company warehouse. This scenarios occurs when material is stored at customs warehouse before moving it to company's warehouse. In this case the customs duty will be paid only when material is moved from bonded warehouse.

1. Choose the  icon, enter **Transfer Order**, and then choose the related link.
2. Select **Transfer-from Code** and **Transfer-to Code** on **Transfer Order** header.
3. State Code and GST registration number should be filled on **Transfer-to Location**.
4. **Bonded warehouse** field should be marked true on **Transfer-from Location**.

5. Select **Item** on **Transfer Order** line. GST Group Code, HSN/SAC Code should be filled on **Item**.
6. Enter **GST Assessable Value** and **Custom Duty Amount** on **Transfer Order** lines. System calculates GST on GST Assessable Value and Custom Duty Amount, not on transaction line amount.
7. **Bill of Entry Number**, **Bill of Entry Date** and **Vendor Code** on **Transfer Order** header should not be blank.

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Service Transfer


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Service transfers between locations, branches or divisions having different registration numbers are taxable under GST. In such a case, if services transferred within the state from one location to another, then CGST and SGST/UTGST will be levied, other-wise, where the registration number is same, there shall be no levy. Service transferred from one state to another state, then IGST will be levied.

Create a service transfer order

1. Choose the  icon, enter **Service Transfer Order**, and then choose the related link.
2. Select **Transfer-from Code** and **Transfer-to Code** on **Service Transfer Order** header. State Code and GST registration number should not be blank on **Location** card.
3. Select **Ship Control Account** and **Receive Control Account** on **Service Transfer Order** header.
4. Select G/L Account for **Transfer From G/L Account No.** on **Shipment Line** and **Transfer To G/L Account No.** on **Receipt Line**. GST Group Code, HSN/SAC Code should not be blank on **G/L Account** card.

For example, service for INR 10000 is being transferred on which 18% GST (9% CGST and 9% SGST/UTGST in case of Intra-State or Intra-Union Territory transaction or 18% IGST in case of Inter-State transaction), has to be charged.

- GST Calculation on Service Transfer Order will appear in the Fact Box, as following:

COMPONENT	AMOUNT
GST Base Amount	10000
IGST	1800
CGST	900
SGST	900

- On posting of shipment in case of Intra-State or Intra-Union Territory service transfer, GL Entries will be as following:

PARTICULARS	AMOUNT
Inter-location Control Account	11800

PARTICULARS	AMOUNT
CGST Payable Account	-900
SGST/UTGST Payable Account	-900
Services Account	-10000

- On posting of receipt in case of Intra-State or Intra-Union Territory service transfer, GL Entries will be as following:

PARTICULAR	AMOUNT
Services Account	10000
SGST/UTGST Receivable Account	900
CGST Receivable Account	900
Inter-location Control Account	-11800

- On posting of shipment in case of Interstate service transfer, GL Entries will be as following:

PARTICULAR	AMOUNT
Inter-location Control Account	11800
IGST Payable Account	-1800
Services Account	-10000

- On posting of receipt in case of Interstate service transfer, GL Entries will be as following:

PARTICULAR	AMOUNT
Services Account	10000
IGST Receivable Account	1800
Inter-location Control Account	-11800

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Setting Up GST for Bank Charges

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As per GST Law, GST is applicable on bank charges and ITC can be availed for specified services. As per Rule 54(2) of CGST Rules, 2017, Banks shall issue a tax invoice or any other document in lieu of tax invoice. In case if an invoice is not provided by the bank, then the bank statement shall be deemed to be an invoice. Such document shall be construed as Tax invoice even if it is not serially numbered and whether or not it contains the address of recipient of taxable service.

Bank charges can be Intrastate or Interstate. CGST & SGST are applicable if the bank and customer are located in the same state. IGST is applicable if both are in different states.

The place of supply of banking and other financial services to any person shall be the location of the recipient of services on the records of the supplier of services. If the location of recipient of services is not on the records of the supplier, the place of supply shall be the location of the supplier of services.


The place of supply of banking and other financial services shall be the location of the supplier of services. If any services are received from a foreign bank by an Indian customer, then the place of supply for such services becomes the place where the foreign bank is located i.e. outside India and hence any charges collected towards such services are not subject to India GST.

The following setups are required:

- [Bank Accounts](#)
- [Bank Charges Master](#)
- [Bank Charges Deemed Value Setup](#)

To set up GST on a bank account

This setup is required to specify that this bank is eligible to calculate GST on bank charges.


1. Choose the  icon, enter **Bank Account**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
State Code	This field is required for GST calculation in Bank Charges transactions.
GST Registration Status	GST Registration type can be Blank or Registered. If GST registration No. is added in Bank Account Master the status will be updated as Registered.

FIELD	DESCRIPTION
GST Registration No.	Registration No. of Bank shall be entered here. Registration number is mandatory, if GST Registration Status is Registered. Registration No. comprises 15-digits.

To set up GST on bank charges master


This setup is required to calculate GST on bank charges.

1. Choose the , enter **Bank Charges**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specifies the unique identification code of Bank Charge.
Description	Specifies the description of the Bank Charge.
Account	Specifies the general ledger account for Bank Charge.
Foreign Exchange	Specifies the Bank Charges that are applicable on Foreign Exchange Sales or Purchase under GST. For foreign Exchange bank charges, the GST calculation is based on Deemed Value of purchase or sale.
GST Group Code	Specifies the relevant GST Group Code.
GST Credit	GST Credit can be Availment or Non-Availment. This field by default displays Availment. If credit cannot be availed on any Bank Charges, then Non-Availment shall be selected manually from the drop down.
HSN/SAC	All HSN/SAC Codes for GST Group code selected above shall be displayed as a dropdown for this field, business user has to select appropriate code.
Exempted	This field is checked if the Bank Charges are exempted from payment of GST.

To set up GST on bank charges deemed value setup

This setup is required to estimate the Deemed Value for calculation of GST on foreign exchange purchases.

1. Choose the , enter **Bank Charges Deemed Value Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Bank Charges Code	Specifies the code of Bank Charge from drop down list.
Lower Limit	Specifies the lower limit of the bank charge code.

FIELD	DESCRIPTION
Upper Limit	Specifies the upper limit of the bank charge code.
Formula	Specifies the formula of the charge calculation.
Min. Deemed Value	Specifies the minimum value.
Max. Deemed Value	Specifies the maximum value.
Deemed %	Specifies the percentage of calculation.
Fixed Amount	Specifies the fixed deemed value.

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GST on Bank Charges Transaction

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As per Rule 54(2) of CGST Rules, 2017, Banks shall issue a tax invoice or any other document in lieu of tax invoice. In case if an invoice is not provided by the bank, then the bank statement shall be deemed to be an invoice. Such document shall be construed as Tax invoice even if it is not serially numbered and whether or not it contains the address of recipient of taxable service.

Process for GST calculation on bank charges has been explained in this document.

GST calculation on bank charges

1. Choose the  icon, enter **Bank Payment Voucher**, and then choose the related link.
2. Select **G/L Account** in **Account Type** field and select relevant general ledger account in **Account No.** field.
3. Select **Bank Account** in **Bal. Account Type** field and select relevant bank account in **Bal. Account No.** field.
4. **GST Registration No.** and **GST Registration Status** fields should not be blank on **Bank Account**.
5. **Location Code** should not be blank on **Bank Payment Voucher**.
6. **Bank Charge** field should be marked true, select **Process** on the ribbon and click on **Bank Charges** -> select **Bank Charge** code and system will calculate the GST on bank charge amount. **GST Credit**, **GST Group Code** and **HSN/SAC Code** should not be blank on **Bank Charge Code**.

GST on bank charges

Intra-State Bank Payment with GST on Bank Charges where Input Tax Credit is available, for example bank charge of INR 10000 to be paid to bank and GST (9% CGST and 9% SGST) has to be calculated on bank charges amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
Bank Charge Amount	10,000
CGST	900
SGST	900

- Once posted the bank payment GL entries for Intra-state bank charges with GST where Input Tax Credit is available, will be as following:

PARTICULARS	AMOUNT
Bank Charges	10000

PARTICULARS	AMOUNT
CGST Receivable Account	900
SGST/UTGST Receivable Account	900
Bank Account	-11800

Inter-State Bank Payment with GST on Bank Charges where Input Tax Credit is available, for example bank charge of INR 10000 to be paid to bank and 18% IGST has to be calculated on bank charges amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
Bank Charge Amount	10,000
IGST	1800

- Once posted the bank payment GL entries for Inter-state bank charges with GST where Input Tax Credit is available, will be as following:

PARTICULARS	AMOUNT
Bank Charges	10000
IGST Receivable Account	1800
Bank Account	-11800

Intra-State Bank Payment with GST on Bank Charges where Input Tax Credit is not available, for example bank charge of INR 10000 to be paid to bank and GST (9% CGST and 9% SGST) has to be calculated on bank charges amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
Bank Charge Amount	10,000
CGST	900
SGST	900

- Once posted the bank payment GL entries for Intra-state bank charges with GST where Input Tax Credit is not available, will be as following:

PARTICULARS	AMOUNT
Bank Charges	11800
Bank Account	-11800

Inter-State Bank Payment with GST on Bank Charges where Input Tax Credit is not available, for example bank charge of INR 10000 to be paid to bank and 18% IGST has to be calculated on bank charges amount.

- GST calculation will appear in the Fact Box, as following:

COMPONENT	AMOUNT
Bank Charge Amount	10,000
IGST	1800


- Once posted the bank payment GL entries for Inter-state bank charges with GST where Input Tax Credit is not available, will be as following:

PARTICULARS	AMOUNT
Bank Charges	11800
Bank Account	-11800

Deemed value calculation for GST base amount in foreign exchange transactions

As per GST law, A person supplying the services of exchange of foreign currency may exercise option to ascertain value in terms of Rule 32(2)b for a financial Year. In service related to supply of foreign currency, including money changing, the problem of valuation always arises, therefore the Rule states that, consideration should be taken to the difference in the buying rate or the selling rate.

GST calculation on bank charges for bank payment

1. Choose the  icon, enter **Bank Receipt Voucher**, and then choose the related link.
2. Select **G/L Account** in Account Type field and select relevant **Vendor** or **Customer** account in Account No. field.
3. Select **Bank Account** in Bal. Account Type field and select relevant bank account in Bal. Account No. field.
4. **GST Registration No.** and **GST Registration Status** fields should not be blank on Bank Account.
5. Select Process on the ribbon and click on Bank Charges -> select Bank Charge code and system will calculate the GST on bank charge amount. **External Document No.** and **GST Document Type** fields should not be blank on **Journal Bank Charges** line.
6. GST Credit, GST Group Code and HSN/SAC Code should not be blank on Bank Charge Code.

Let us take the following example and check the GL entries of the posted transactions for different scenarios.

BANK CHARGE CODE	LOWER LIMIT	UPPER LIMIT	FORMULA	MIN. DEEMED VALUE	MAX DEEMED VALUE	DEEMED %	FIXED AMOUNT
BKCHG_01	0	10,00,000	Deemed %	0	0	1%	0

- Sample values for transactions

COMPONENT	AMOUNT
CGST	9%

COMPONENT	AMOUNT
SGST	9%
IGST	18%
Document Type	Refund or Payment
Account Type	Vendor or Customer (Registered)
Amount	USD -1000
Currency	USD (Exchange Rate 65)
Amount (LCY)	INR -65000
Bank Charge	BKCHG_01
GST Transactional Value	INR 6500
GST Amount	INR 1170

- Once posted the bank payment GL entries for Intrastate Bank Receipt Voucher with Document Type as Refund for Bank Charges and GST is posted with Credit Availment and GST Document Type Invoice, will be as following:

DOCUMENT TYPE	PARTICULARS	AMOUNT
Refund	Vendor	-65000
Refund	SGST/UTGST Receivable Account	585
Refund	CGST Receivable Account	585
Refund	Bank Account	63830

- The bank payment GL entries for Intrastate Bank Receipt Voucher with Document Type as Payment for Bank Charges and GST is posted with Credit Availment and GST Document Type as Invoice, will be as following:

DOCUMENT TYPE	PARTICULARS	AMOUNT
Payment	Customer	-65000
Payment	SGST/UTGST Receivable Account	585
Payment	CGST Receivable Account	585
Payment	Bank Account	63830

- The bank payment GL entries for Intrastate Bank Receipt Voucher with Document Type as Refund for Bank

Charges and GST is posted with Credit Non-Availment and GST Document Type as Invoice, will be as following:

DOCUMENT TYPE	PARTICULARS	AMOUNT
Refund	Vendor	-65000
Refund	Other Charges	1170
Refund	Bank Account	63830

- The bank payment GL entries for Intrastate Bank Receipt Voucher with Document Type as Payment for Bank Charges and GST is posted with Credit Non-Availment and GST Document Type as Invoice, will be as following:

DOCUMENT TYPE	PARTICULARS	AMOUNT
Payment	Customer	-65000
Payment	Other Charges	1170
Payment	Bank Account	63830

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Setup for GST TDS and GST TCS

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This topic explains the requirement and the process of setting up GST TDS and GST TCS.

GST TDS


As per Section 51 of CGST Act, recipient of goods and services shall deduct TDS of 2% on payment amount where contract amount exceeds INR 250000. The recipient will issue a certificate for the tax amount deducted against the payment made for contract to supplier. Recipient will pay the deducted amount to government and the same is reflected in supplier's electronic ledger entry, which he can further adjust it against liability.

GST TCS

As per Section 52 of CGST Act, 2017, every e-commerce operator is required to collect tax at the rate of 1% (0.5% of CGST and 0.5% of SGST for intra state supply or 1% of IGST on interstate supply) on the net value of taxable supplies provided the supplier is supplying goods or services through e-commerce operator (online market place) and consideration with respect to the supply is to be collected by the said e-commerce operator. The taxable supplies includes total sales and returns. The GST TCS amount collected by e-commerce operator shall be paid to GSTIN and the same will be reflected as available credit for supplier in their electronic cash ledger that can be utilized to setoff liability. Corrections are allowed before GST TCS amount is paid to GSTIN by e-commerce operator. Hence, there will not be any refund or negative credit. If refund of payment is to be paid by supplier to e-commerce operator then, full amount (without GST TCS) shall be considered. GST TCS to be calculated on Invoice amount excluding GST. The Credit Memo amount excluding GST should be deducted from Invoice amount for the period before calculating GST TCS. GST TCS can be calculated for a given period, which can be week, fortnight or a month. GST TDS is applicable only for Registered Suppliers. The calculation of GST TCS is provided on Bank or Cash Payment and Receipt Vouchers.

To set up GST TDS/TCS

This setup is required for calculation of GST TDS and GST TCS on payment to vendor or receipt from customer.

1. Choose the  icon, enter **GST TDS/TCS Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Type	Specify the relevant type, for example: TDS, TCS.
GST Component	Specify the relevant GST component, for example: CGST, SGST, IGST etc.

FIELD	DESCRIPTION
GST Effective Date	Specify the effective date.
GST TDS/TCS %	Specify the relevant TDS or TCS percentage.
GST Jurisdiction	Specify the relevant jurisdiction type.

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GST TCS on Vendor Payment

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GST TCS can be applicable for Registered Vendor. On posting of GST TCS transaction against Vendor, system updates 'Liable to Pay' field in GST TDS/TCS Entry table as 'TRUE'. The GST TCS entries that have 'Liable to Pay' field 'TRUE' will be shown on settlement page. The GST TCS Liability can only be paid through Cash or Bank. It cannot be set off against any available credit.

For example, INR 1000 paid to the vendor and 1% GST TCS (0.50% CGST, 0.50% SGST for Intra-State or Intra-Union Territory and 1% IGST for Inter State) has to be calculated on payment amount.

1. GST calculation will appear in the Fact Box on Bank or Cash Payment Voucher, as following:

COMPONENT	AMOUNT
Payment Amount	1000
GST Transactional Value	1,000
CGST Amount	5
SGST Amount	5
IGST Amount	10

GST TCS on vendor payment entry process

1. Choose the  icon, enter **Bank Payment Voucher** or **Cash Payment Voucher**, and then choose the related link.
2. Fill in the fields as described on **Bank Payment Voucher** or **Cash Payment Voucher**.

FIELD	DESCRIPTION
Posting Date	Specify the posting date of the document.
Document Type	Specify as 'Payment'
Account Type	Specify as 'Vendor'
Account No.	Select the relevant vendor code.
Amount	Specify the amount.

FIELD	DESCRIPTION
Bal. Account Type	Specify G/L Account or Bank Account.
Location Code	Specify the relevant location code.
GST TCS State Code	Specify the relevant state code.
GST TDS/TCS Base Amount	Specify the GST TCS calculation base amount.
GST TCS	Mark this field as True.

3. GL Entries for GST TCS - Intrastate Transaction, will be as following:

PARTICULARS	AMOUNT
Vendor Account	1000
CGST TCS Payable Account	-5
SGST/UTGST TCS Payable Account	-5
Bank Account	-990

4. GL Entries for GST TCS - Interstate Transaction, will be as following:

PARTICULARS	AMOUNT
Vendor Account	1000
IGST TCS Payable Account	-10
Bank Account	-990

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GST TCS on Customer Payments

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GST TCS can be liable on cash or bank payment from customer. The GST TCS entries which are not reversed will be part of settlement. Business user can reverse the GST TCS entries before settlement is posted. The GST TCS entries which have Credit Availed field 'TRUE' will be shown on settlement page. User can manually enter amount in GST TCS Credit Utilized field for utilizing against the liability.

1. Choose the  icon, enter **Bank Receipt Voucher** or **Cash Receipt Voucher**, and then choose the related link.
2. Fill in the fields as described on **Bank Receipt Voucher** or **Cash Receipt Voucher**.

FIELD	DESCRIPTION
Posting Date	Specify the posting date of the document.
Document Type	Specify as 'Payment'
Account Type	Specify as 'Customer'
Account No.	Select the relevant customer code.
Amount	Specify the amount.
Bal. Account Type	Specify G/L Account or Bank Account.
Location Code	Specify the relevant location code.
GST TCS State Code	Specify the relevant state code.
GST TDS/TCS Base Amount	Specify the GST TCS calculation base amount.
GST TCS	Mark this field as True.

For example, INR 1000 paid by the customer and 1% GST TCS (0.50% CGST, 0.50% SGST for Intra-State or Intra-Union Territory and 1% IGST for Inter State) has to be charged on the payment amount.

- GST Calculation will appear in the Fact Box on Bank or Cash Receipt Voucher, as following:

COMPONENT	AMOUNT
Payment Amount	1000

COMPONENT	AMOUNT
GST Transactional Value	1,000
CGST Amount	5
SGST Amount	5
IGST Amount	10

- On posting of voucher for GST TCS - Intrastate Transaction, GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	-1000
CGST TCS Receivable Account	5
SGST/UTGST TCS Receivable Account	5
Bank Account	990

- On posting of voucher for GST TCS - Interstate Transaction, GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	-1000
IGST TCS Receivable Account	10
Bank Account	990


GST TDS on customer payment

GST TDS is applicable for Registered Customers. User can calculate GST TDS on cash or bank payment from customer, user needs to enter GST TDS/TCS Base Amount manually for calculating GST TDS.

A provision for updating GST TDS certificate details is available under Financial Management > Periodic Activities > GST > Task: Update GST TDS Certificate Dtl. The GST TDS entries against which the certificate is received will be a part of GST settlement.

User can reverse the GST TDS entries before certificate is received. An additional option has been provided to user to modify GST TDS Certificate Details. The GST TDS Credit received will be shown on settlement page.

User can manually enter amount in GST TDS Credit Utilized field for utilizing against the liability.

- Choose the  icon, enter **Bank Receipt Voucher** or **Cash Receipt Voucher**, and then choose the related link.
- Fill in the fields as described on **Bank Receipt Voucher** or **Cash Receipt Voucher**.

FIELD	DESCRIPTION
Posting Date	Specify the posting date of the document.

FIELD	DESCRIPTION
Document Type	Specify as 'Payment'
Account Type	Specify as 'Customer'
Account No.	Select the relevant customer code.
Amount	Specify the amount.
Bal. Account Type	Specify G/L Account or Bank Account.
Location Code	Specify the relevant location code.
GST TDS/TCS State Code	Specify the relevant state code.
GST TDS/TCS Base Amount	Specify the GST TCS calculation base amount.
GST TDS	Mark this field as True.

For example, INR 1000 received from customer and 2% GST TDS (1% CGST, 1% SGST for Intra-State or Intra-Union Territory and 2% IGST for Inter State) has to be charged.

- GST calculation will appear in the Fact Box on Cash or Bank Receipt Voucher, as following:

COMPONENT	AMOUNT
Payment Amount	1000
GST Transactional Value	1,000
CGST Amount	10
SGST Amount	10
IGST Amount	20

- On posting of voucher for GST TDS - Intrastate Transaction, GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	-1000
CGST TDS Receivable Account	10
SGST/UTGST TDS Receivable Account	10
Bank Account	980

- On posting of voucher for GST TDS - Interstate Transaction, GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	-1000
IGST TDS Receivable Account	20
Bank Account	980

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GST Credit and GST Liability Adjustment for Open Reverse Charge Goods and Services Invoices

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This topic explains the process of adjusting GST Credit and GST Liability for open reverse charge goods and services invoices.

- For reverse charge invoices of goods, GST Liability and Credit shall be generated immediately, or in next 30 days from date of issue of supplier invoice, if payment to supplier is not made against it.
- For reverse charge for service invoices, GST Liability and Credit shall be generated immediately, or 60 days from date of issue of supplier invoice, if payment to supplier is not made against it.
- User can generate GST liability and credit for open reverse charge service invoice through GST Liability Adjustment.
 1. Choose the  icon, enter **GST Liability Adjustment**, and then choose the related link.
 2. Select the following in the request page

FIELD NAME	DESCRIPTION
Adjustment Document No.	System will generate number from number series assigned in Purchases & Payable Setup
GST Registration No.	System will list only transactions posted with selected GST Registration No.
Posting Date	Adjustment posting date
Liability Date Formula	Enter 0D, 30D or 60D. For example, if 60D is mentioned, the system will reverse count 60 days from posting date for arriving Liability Filter Date
Liability Filter Date	System will update automatically (Posting date – Liability Date Formula, Ex: 01-Jan-18- 60D= 02-Nov-17), System will consider all open Reverse Charge service invoices posted before date updated in this field. (Ex: 02-Nov-17)
Vendor No.	System will list invoice from this vendor only
System will verify only for this document	
External Document No.	System will verify only for this document

FIELD NAME	DESCRIPTION
Nature of Adjustment	User need to select the option, available options: Generate, Reverse

For example, vendor issued invoice for INR 10000, in an Intra-State or Intra-Union Territory transaction, and GST 18% (9% CGST and 9% SGST), has to be charged.

- GL Entries at the time of posting invoice where Input Tax Credit is available, will be as following:

PARTICULARS	AMOUNT
Purchase Account	10000
CGST Receivable (Interim) Account	900
SGST/UTGST Receivable (Interim) Account	900
CGST Payable (Interim) Account	-900
SGST/UTGST Payable (Interim) Account	-900
Vendor Account	10000

- GL Entries at the time of posting invoice where Input Tax Credit is not available, will be as following:

PARTICULARS	AMOUNT
Purchase Account	11800
SGST Payable Acc(Interim)	-900
CGST Payable Acc(Interim)	-900
Vendor Account	10000

- GL Entries for Generating GST Liability and GST Credit where Input Tax Credit is available, will be as following:

PARTICULARS	AMOUNT
CGST Receivable Account	900
SGST/UTGST Receivable Account	900
CGST Receivable (Interim) Account	-900
SGST/UTGST Receivable (Interim) Account	-900
CGST Payable (Interim) Account	900
SGST/UTGST Payable (Interim) Account	900

PARTICULARS	AMOUNT
CGST Payable Account	-900
SGST/UTGST Payable Account	-900

- GL Entries for Generating GST Liability and GST Credit where Input Tax Credit is not available, will be as following:

PARTICULARS	AMOUNT
CGST Payable (Interim) Account	900
SGST/UTGST Payable (Interim) Account	900
CGST Payable Account	-900
SGST/UTGST Payable Account	-900

- GL Entries for Reversing GST Liability and GST Credit where Input Tax Credit is available, will be as following:

PARTICULARS	AMOUNT
CGST Receivable Account	-900
SGST/UTGST Receivable Account	-900
CGST Receivable (Interim) Account	900
SGST/UTGST Receivable (Interim) Account	900
CGST Payable (Interim) Account	-900
SGST/UTGST Payable (Interim) Account	-900
CGST Payable Account	900
SGST/UTGST Payable Account	900

- GL Entries for Reversing GST Liability and GST Credit where Input Tax Credit is not available, will be as following:

PARTICULARS	AMOUNT
CGST Payable (Interim) Account	-900
SGST/UTGST Payable (Interim) Account	-900
CGST Payable Account	900
SGST/UTGST Payable Account	900

TIP

In case of Inter-state Reverse Charge Service purchase, IGST Liability and IGST Credit will get generated.

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GST Reconciliation

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This topic explains the setups and process of GST reconciliation.

Overview

- Line wise details of all invoices, supplementary invoices, debit notes and credit notes issued by a vendor or supplier towards Outward supplies made during a month shall be reported in GSTR-1 by 10th of the succeeding month.
- Sales uploaded by the supplier or vendor in GSTR-1 are auto-reflected in GSTR-2A and GSTR-2 of the buyer as Inward supplies. For example, if the buyer purchases goods or services from 100 vendors in a month, the details of all such purchases will be reflected in GSTR-2A & GSTR-2 of the buyer, provided all 100 vendors have uploaded their sales in GSTR-1.
- Purchase transactions posted in the system for preceding month shall be reconciled with the supplier-uploaded information in GSTR-2A. However, there may be certain discrepancies between the two, due to the following reasons:
 - Supplier or suppliers have ignored to upload invoice details in their GSTR-1
 - Supplier entered wrong GSTIN of the buyer
 - Omission of entering any invoice by the buyer
 - Invoice No. & Date, Tax Amounts may have wrongly entered by the buyer in their books of account.
- The buyer can add, modify and delete the auto-populated information in GSTR-2. Such information is made available to supplier in GSTR-1A. The supplier can accept or reject the modifications made by the buyer and supplier's GSTR-1 shall stand amended to the extent of modifications accepted.
- Buyer can avail credit with respect to invoice lines matched with the information in GSTR-2A. Though buyer can avail mismatched credit on a provisional basis, the same will get auto-reversed, if the supplier fails to upload invoices.
- To summarize, Reconciliation feature is required to:
 - Identify the purchase transactions, which are matched or unmatched with GSTR-2A.
 - To ascertain the modifications required to be made in GSTR-2 and follow up the supplier to accept the same
 - Monitor unmatched transaction lines, if credit is availed on a provisional basis.
- Purchases as per the books of account of buyer shall be matched with the supplier-uploaded information in GSTR-2A, every month before uploading GSTR-2 by the buyer.


To set up GST component mapping reconciliation.

- Mapping GST reconciliation fields with GST components is a pre-requisite for GST Reconciliation. Unless it is done, reconciliation can not happen in the system.
 1. Choose the  icon, enter **GST Component Mapping Recon.**, and then choose the related link.

2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
GST Component Code	Specifies the different components of GST.
GST Reconciliation Field No.	Specifies the relevant reconciliation field against the component.
GST Reconciliation Field Name	Specifies the description of the reconciliation field.
ISD Ledger Field No.	Specifies the relevant input service distribution field against the component.
ISD Ledger Field Name	Specifies the description of the input service distribution field.

GST reconciliation process

- Reconciliation feature enables the user to reconcile the posted purchase transactions with GSTR-2A downloaded from GSTN portal.
 1. Choose the  icon, enter **GST Reconciliation List.**, and then choose the related link, and click **New** to create a new reconciliation document.
 2. Select relevant GST registration number in **GSTIN No.** field for which reconciliation needs to be done. **Month, Year, Posting Date** fields should not be blank.
 3. **GST Recon. Tolerance** field will be updated with the value mentioned on **General Ledger Setup**.
 4. **Input Service Distributor** field will be marked true if the GSTIN is assigned for input service distribution location.
 5. Click on Action on the ribbon -> Functions -> Import GSTR-2A, choose the relevant file and the data will be updated in **Periodic GSTR-2A Data**.
 6. Click on **Fill GST Reconciliation** and the posted GST transactions will be populated in **GST Reconciliation Lines**.
- Purchase Transactions with Vendor Type – Unregistered, Imports and Composite are excluded from Reconciliation. [This is due to the reason that unregistered and import vendors are not registered with GSTN authorities and hence will not upload their supplies in GSTR-1. Hence the same are not reflected in GSTR-2]
- Invoice having multiple lines are clubbed together and shown as one line in GST Reconciliation feature i.e. Total Taxable amount and Tax Amounts (CGST, SGST, IGST).
- Periodic GSTR-2A can be downloaded in Excel or XML format. The following fields in GSTR-2A are matched with GST Reconciliation lines
 - External Document No.
 - Tax Amounts (IGST, CGST, SGST)
 - Vendor Invoice Date
 - GSTIN of the Supplier
 - Document Date
- GSTR-2A can be downloaded and reconciled with existing GST Reconciliation lines multiple times, but posting can be done only once in a month.
- For a given month, GST Reconciliation includes lines pertaining to purchase transactions (Registered

Vendor including Reverse Charge) posted during the month and the lines, which are posted and unmatched during the previous months.

- GST Reconciliation lines shown in GST Reconciliation page are coming from following transactions:
 - Registered Vendor (Including Reverse Charge Posting Group)
 - Sub-Contracting Invoices (Registered Vendor)
 - Service Transfers
 - Transfer Orders
- GST Reconciliation Lines shown in the selected month are having purchase transaction (Invoice & Credit Memo) till the End Date for selected month.
- Once the GST Reconciliation lines are posted, system will not generate any accounting entries. 'Reconciled', 'Reconciliation Month' and 'Reconciliation Year' will be updated in Detailed GST Ledger Entries. GST Reconciliation lines with status 'Reconciled' will not be considered again for reconciliation.

NOTE

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E-Way Bill

2/18/2021 • 2 minutes to read • [Edit Online](#)


NOTE

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An electronic way bill or e-Way Bill is essential for the transport of goods that are worth more than INR 50,000. There are also some goods for which an e-way bill is essential even if the amount does not exceed INR 50,000. E-Way Bill Template is designed to meet the formats or requirements provided by government.

- Business user will be able to generate excel file from system which will be helpful for them to enter data into E-Waybill JSON Preparation tool. Business user can copy and paste data from excel sheet exported from system to preparation tool.
- Transactions posted through Journals will not be a part of E-Waybill template report. User will be able to generate E-Waybill template against transactions posted from documents only.
- User will be able to generate E-Waybill for movement of goods for Transfers (shipment), Sales and Purchase transactions. System will only consider Items and FA with GST Group Type as 'Goods' in this report.

E-Way Bill template generation

- E-Way Bill template feature enables the user to generate excel file from system which will be helpful for them to enter data into E-Waybill JSON Preparation tool.
 1. Choose the  icon, enter **E-Way Bill File Format**, and then choose the related link.
 2. GST Registration No. and State Code should be updated for **Shipping Agent**.
 3. Transportation Mode field should not be blank in **Transport Method**
 4. Select the following information in the request page and click OK to generate the report

FIELD	DESCRIPTION
Start Date	Specifies the starting date of the report.
End Date	Specifies the ending date of the report.
Location Registration No.	Specifies the GST registration number for which report will be generated.
Transaction Type	Select the relevant Transaction Type.
Source Type	Specify the relevant source type.
Source No.	Specify the relevant source number.

NOTE

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GST Input Tax Credit Adjustments

2/18/2021 • 7 minutes to read • [Edit Online](#)

NOTE

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This topic explains the requirement and process of GST credit adjustment.

- [Credit Adjustment Journal](#)
- [Credit Adjustment for Reverse Charge Transactions](#)
- [Credit Adjustment Entry Process](#)

Credit adjustment journal

Credit adjustment journal is designed to handle certain credit adjustments arising as an outcome of reconciliation.

- Purpose of Credit Adjustments

NATURE OF ADJUSTMENT	PURPOSE OF ADJUSTMENT
Credit Reversal	To reverse the availed credit for posted transactions. Detailed GST Ledger entries and Detailed Cr. Adjustment entries will be updated with Credit Adjustment type as 'Credit Reversal'. Detailed Cr. Adjustment Entries will be created and updated with 'Credit Availed' as FALSE and 'Liable to Pay' as TRUE.
Credit Re-availment	To re-avail the reversed credit for posted transactions. Detailed GST Ledger entries and Detailed Cr. Adjustment entries will be updated with Credit Adjustment type as 'Credit Re-Availment'. Detailed Cr. Adjustment Entries will be created and updated with 'Credit Availed' as TRUE and 'Liable to Pay' as FALSE.
Permanent reversal	To reverse a transaction permanently. Detailed GST Ledger entries and Detailed Cr. Adjustment entries will be updated with Credit Adjustment type as 'Permanent Reversal'. Detailed Cr. Adjustment Entries will be created and updated with 'Credit Availed' as FALSE and 'Liable to Pay' as FALSE.

- Need for Adjustment

NATURE OF ADJUSTMENT	NEED FOR ADJUSTMENT
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NATURE OF ADJUSTMENT	NEED FOR ADJUSTMENT
Credit Reversal	If provisional credit is availed and credit remains unmatched, then after a prescribed period, the credit gets auto-reversed in Credit ledger of GSTN Portal. To reverse such credit availment in the books of account and posted to respective GST mismatch account.
Credit Re-availment	If credit is reversed due to the reason that vendor payment is not made within 180 days or for any other reason. Subsequently, if the vendor payment is made, then the reversed credit can be re-availed. Hence, to re-avail the credit and post it to respective GST Receivable account.
Permanent reversal	If it is certain that the vendor will never upload the invoice information in GSTN portal, then the credit posted to respective GST Mismatch Account and post the same into respective GST expense account.

- Accounting Entries

NATURE OF ADJUSTMENT	DOCUMENT TYPE	DEBIT	CREDIT
Credit Reversal	Invoice	GST Credit Mismatch Account	GST Payable Account
Credit Reversal	Credit Memo	GST Payable Account	GST Credit Mismatch Account
Credit Re-Availment	Invoice	Receivable Account	GST Mismatch Account
Credit Re-Availment	Credit Memo	GST Mismatch Account	Receivable Account
Permanent Reversal	Invoice	GST Expense Account	GST Mismatch Account
Permanent Reversal	Credit Memo	GST Mismatch Account	GST Expense Account

NOTE

GST Credit Adjustment Journal can be posted by selecting 'Nature of adjustment type' as 'Credit Re-Availment' and 'Permanent Reversal' after posting GST Adjustment Journal for type 'Credit Reversal'. If the GST Credit Adjustment Journal is posted with 'Nature of Adjustment' as 'Permanent Reversal' then system will not consider these entries again for posting via adjustment type as 'Credit Reversal' or 'Credit Re-Availment'.

GST credit adjustment for reverse charge transactions

Credit Adjustment Journal functionality is also available for adjusting reverse charge transactions where GST Group Type is 'Service'. This functionality is designed to handle certain adjustments arising on selecting GST Credit Type incorrectly at the time of transaction.

- Purpose of Credit Adjustments for Reverse charge transactions

NATURE OF ADJUSTMENT	PURPOSE OF ADJUSTMENT
Credit Reversal	To reverse the availed credit for posted transactions. Detailed GST Ledger entries and Detailed Cr. Adjustment entries will be updated with Credit Adjustment Type as 'Credit Reversal'. Detailed Cr. Adjustment Entries will be created and updated with 'Credit Availed' as FALSE and 'Liable to Pay' as TRUE.
Credit Re-Availment	To re-avail the reversed credit for posted transactions. Detailed GST Ledger Entries and Detailed Cr. Adjustment entries will be updated with Credit Adjustment Type as 'Credit Re-Availment'. Detailed Cr. Adjustment Entries will be created and updated with 'Credit Availed' as TRUE and 'Liable to Pay' as FALSE.
Credit Availment	To avail credit which is not availed in posted transactions. Detailed GST Ledger Entries and Detailed Cr. Adjustment entries will be updated with Credit Adjustment Type as 'Credit Re-Availment'. Detailed Cr. Adjustment Entries will be created and updated with 'Credit Availed' as TRUE and 'Liable to Pay' as FALSE.
Reversal of Availment	To reverse the availed credit in above scenario. Detailed GST Ledger Entries and Detailed Cr. Adjustment entries will be updated with Credit Adjustment Type as 'Permanent Reversal'. Detailed Cr. Adjustment Entries will be created and updated with 'Credit Availed' as FALSE and 'Liable to Pay' as FALSE.

- Need for Adjustment

NATURE OF ADJUSTMENT	NEED FOR ADJUSTMENT
Credit Reversal	If GST Credit is selected as Availment in transactions and later on realized that it has been incorrectly selected, then this adjustment allows to reverse credit and post it to respective GST Payable Account.
Credit Re-Availment	If GST Credit is selected as Non-Availment in transactions and later realized that it has been incorrectly selected, then this adjustment allows to Avail Credit and post it to respective GST Receivables Account.
Reversal of Availment	Reversal of Availment will be used to reverse the entries posted for Credit Availment. System will Re-Avail Credit and post it to respective GST Receivable Account.

- Accounting Entries


NATURE OF ADJUSTMENT	DOCUMENT TYPE	LINE TYPE	DEBIT	CREDIT
Credit Reversal	Invoice	G/L Account	G/L Account selected in transaction	GST Payable Account

NATURE OF ADJUSTMENT	DOCUMENT TYPE	LINE TYPE	DEBIT	CREDIT
Credit Reversal	Invoice	Item	Respective Purchase Account	GST Payable Account
Credit Reversal	Invoice	FA	FA Acquisition Account	GST Payable Account
Credit Re-Availment	Invoice	G/L Account	Receivable Account	G/L Account selected in transaction
Credit Re-Availment	Invoice	Item	Receivable Account	Respective Purchase Account
Credit Re-Availment	Invoice	FA	Receivable Account	FA Acquisition Account
Credit Availment	Invoice	G/L Account	Receivable Account	G/L Account selected in transaction
Credit Availment	Invoice	Item	Receivable Account	Respective Purchase Account
Credit Availment	Invoice	FA	Receivable Account	FA Acquisition Account
Reversal of Availment	Invoice	G/L Account	G/L Account selected in transaction	GST Payable Account
Reversal of Availment	Invoice	Item	Respective Purchase Account	GST Payable Account
Reversal of Availment	Invoice	FA	FA Acquisition Account	GST Payable Account

NOTE

- GST Credit Adjustment Journal can be posted as Credit Re-Availment after posting GST Adjustment Journal for Type Credit Reversal.
- GST Credit Adjustment Journal can be posted as Reversal of Availment after posting GST Adjustment Journal for Type Credit Availment.
- Permanent Reversal is not applicable for reverse charge transactions.
- The Credit Adjustment for reverse charge transactions can be executed only for GST Group Type as 'Service'. The GST credit and liability for reverse charge transactions, where GST Group Type is 'Service' is realized only on application of payment. System will filter application entries in GST Credit Adjustment Journal for reverse charge scenarios.

GST credit adjustment entry process

1. Choose the  icon, enter **GST Credit Adjustment**, and then choose the related link.
2. **GST Credit Adj. Jnl Nos.** should not be blank on **General Ledger Setup**.

3. **GST Credit Adjustment Journal** should not be blank on **Source Type Setup**.

4. Select relevant information for following fields in **GST Credit Adjustment Journal**

FIELD	DESCRIPTION
GST Registration No.	Specify the GST registration number for which adjustment is to be done.
Period Month	Specify the relevant month of adjustment.
Period Year	Specify the relevant year of adjustment.
Posting Date	Specify the posting date of the adjustment entry.
Vendor No.	Specify the relevant vendor for which adjustment is to be done.
Document No.	Specify the document number for which adjustment is to be done.
External Document No.	Specify the vendor invoice reference number for which adjustment is to be done.
Nature of Adjustment	Specify the relevant nature of adjustment.
Input Service Distribution	Specifies whether the GST registration number is assigned for input service distribution.
Reverse Charge	Specifies whether the adjustment will be done for Reverse Charge entry or not.
Adjustment %	Select applicable % (1% to 100%). Based on the applicable %, system will create lines and % value can be modified. Partial amount can be posted in Credit Adjustment.

5. Once relevant values are selected on the request page, click on **Apply Entries**.

6. Check the documents and values and click on **Action -> Posting -> Dimensions** or **Line Dimension**, fill the relevant dimensions and post the entry.

NOTE

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GST Settlement of Net Payment Liability

2/18/2021 • 5 minutes to read • [Edit Online](#)

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Settlement refers to discharge of tax liability to the government. Tax liability arises for scenarios mentioned below:

- Outward Supplies (Sales, Transfers)
- Inward Supplies that are subject to Reverse charge (Purchases, Inward Transfers)
- Credit Reversal Adjustments
- Negative Credit from Purchase Transactions
- Negative Credit for ISD Distributions

This tax liability on both interstate transactions (IGST) and intrastate transactions (SGST/UTGST, CGST) is to be discharged on a monthly basis to the government. GST paid on purchase transactions can be taken as credit subject to certain conditions. Such credit can be offset against the tax payable on Sales. Hence, GST payable on sales transactions can be discharged by payment of cash or utilization of credit or both. Reverse charge Liability shall always be discharged in cash. Credit can be availed in the month of tax remittance to the government. Credit utilized can be credit pertaining to the same component or different components.

- As per GST Law, credit of IGST, CGST and SGST/UTGST shall be claimed in the chronological order as given below:

GST COMPONENT	GST SETOFF COMPONENT	PRIORITY
IGST	CGST	1
IGST	SGST	2
CGST	IGST	1
SGST	IGST	1

The first priority for any component would be that component itself. This logic is inbuilt. The above table is setting priorities for other components.

Sources of settlement


1. Sales liability :

The net liability from below sources are shown in Payment Liability:

- Detailed GST Ledger entry: Liability from below transactions having 'Liabile to Pay' selected as true in Detail GST Ledger entry will be shown as liability for current period
 - Advance Receipt

- Refund
 - Reversal of Advance Receipt
 - Transactions posted through Sales or Service documents
 - Warehouse Transfer Shipments
 - Service Transfer Shipments
 - Subcontracting Liability
 - Detailed credit adjustment entry: Credit Reversals from Credit Adjustment Journal are shown as Liability
 - Posted settlement entry: Any negative Liability from previous period settlement which was not adjusted is shown as Liability for Current period
 - If net credit availed for this period is negative then it will be added in the current period liability
2. Reverse charge liability: The net liability of the following transactions that are subject to reverse charge is shown in 'Payment Liability- Rev. Chrg':
- Advance Payments
 - Refund
 - Reversal of Advance Receipt
 - Transactions posted through Purchase Documents
3. Credit availed : The net credit from below sources is shown in Credit Availed for Settlement.
- Detailed GST Ledger entry: Credit from transactions mentioned below, having credit availed marked as true in 'Detail GST Ledger Entry' will be shown as liability for current period
 - Transactions posted through Purchase Documents
 - Warehouse Transfer Receipts
 - Service Transfer Receipts
 - Subcontracting Receipts and Invoice
 - Transitional Provision Transactions
 - Detailed Credit Adjustment entry: Credit re-availment entries from 'Credit Adjustments' are shown in 'Credit Availed'.
 - Posted Settlement Entry: Any unutilized credit from previous period will get added in 'Credit Availed' for current period.
 - Distributed Credit: Credit received after ISD distribution to the recipients will get added to 'Credit Availed'.

Process of settlement

1. Choose the  icon, enter **GST Settlement**, and then choose the related link.
2. **GST Settlement Nos.** should not be blank in **General Ledger Setup**.
3. **GST Settlement** should not be blank in **Source Type Setup**.
4. Select relevant information in the following fields in **GST Settlement**

FIELD	DESCRIPTION
GST Registration No.	Specify the GST registration number for which settlement to be done.
Posting Date	Specify the posting date of the settlement.
Account Type	Select the account type as per the payment option.

FIELD	DESCRIPTION
Account No.	Specify the relevant account number as per the selected account type.
Bank Reference No.	Specify the bank reference number.
Bank Reference Date	Specify the bank reference date.

5. Once relevant values are selected in the request page click on **Apply Entries** on ribbon.
6. System auto-populates the 'Net Payment Liability' and the 'Total Credit Availed' in settlement page for the given period.
7. 'Credit Utilized' shall be auto populated by the system based on the priorities set out in claim set-off table. However, they can be edited the same.
8. 'Credit Utilization' is auto populated when both 'own credit' (credit of the component itself) and cross credit (credit of other components) is utilized fully. It is based on the assumption that unless the credit is availed cash payment for a particular component shall not arise.
9. Credit cannot be utilized for payment of interest, penalty, fees and others. They shall always be paid in cash.
10. Credit utilized and payment amount shall not exceed tax liability.
11. Total credit utilized for a particular component shall not exceed total credit availed for that component plus surplus credit of other components prioritized in claim-set off table for such component.
12. 'Account No'. and 'Account Type' shall be the same for all tax components. However, 'Interest Account', 'Fees Account', 'Penalty Account' and 'Others Account' can be defined differently for different tax components.
13. Credit cannot be utilized for payment of reverse charge liability. The entire liability is to be discharged in cash. Once settlement is done for any payment or refund document, the same cannot be reversed in system.
14. Dimensions are also available on settlement page.

Following are few examples of accounting entries.

- Example of accounting entry where Credit Availed is positive:

GST COMPONENT	TAX LIABILITY	CREDIT AVAILED	CREDIT UTILIZED	PAYMENT
IGST	20000	10000	15000	5000
CGST	10000	15000	10000	0
SGST/UTGST	15000	10000	10000	5000

- On posting, accounting entries will be as following:

GST COMPONENT	TAX LIABILITY
IGST Payable Account	20000

GST COMPONENT	TAX LIABILITY
CGST Payable Account	10000
SGST/UTGST Payable Account	15000
Bank Account	-10000
IGST Receivable Account	-10000
CGST Receivable Account	-15000
SGST/UTGST Receivable Account	-10000

- Example for Accounting Entry when Credit Availed is Negative:

GST COMPONENT	TAX LIABILITY	CREDIT AVAILED	CREDIT UTILIZED	PAYMENT
IGST	20000	-10000	5000	25000
CGST	10000	15000	10000	0
SGST/UTGST	15000	10000	10000	5000

- On posting, accounting entries will be as following:

GST COMPONENT	TAX LIABILITY
IGST Payable Account	30000
CGST Payable Account	10000
SGST/UTGST Payable Account	15000
IGST Receivable Account	10000
Bank Account	-30000
IGST Payable Account	-10000
CGST Receivable Account	-15000
SGST/UTGST Receivable Account	-10000

NOTE

In case of negative credit, the same will be treated as liability and needs to be paid in the current period settlement.

- Example for accounting entries in case of Reverse Charge Liability:

GST COMPONENT	REVERSE CHARGE LIABILITY	CREDIT AVAILED	CREDIT UTILIZED	PAYMENT
IGST	20000	0	0	20000
CGST	10000	0	0	10000
SGST/UTGST	15000	0	0	15000

- o On posting, accounting entries will be as following:

GST COMPONENT	TAX LIABILITY
IGST Payable Account	20000
CGST Payable Account	10000
SGST/UTGST Payable Account	15000
Bank Account	-45000

NOTE

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Setting Up Tax Deducted at Source (TDS), as per the Provisions of the Income Tax Act, 1961

2/18/2021 • 8 minutes to read • [Edit Online](#)

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Business Central has included Tax Deducted at Source (TDS) Feature to Indian Localization.

TDS means **Tax Deducted at Source**. The concept of TDS was introduced with an aim to collect tax from the very source of income. As per this concept, a person (deductor) who is liable to make payment of specified nature to any other person (deductee) shall deduct tax at source and remit the same into the account of the Central Government

Income from several sources is subjected to TDS. Presently this concept of TDS is also used as an instrument in enlarging the tax base. Some of such incomes subjected to TDS are salary, interest, dividend, interest on securities, winnings from lottery, horse races, commission and brokerage, rent, fees for professional and technical services, and payments to non-residents.

The Income Tax Act, 1961 specifies that tax deduction is to be made, for the specified incomes, on credit or on payment, whichever is earlier.

Setting Up TDS

TDS has two different types of setups

- Automatic - These setup are done through Tax Engine.
- Manual - These setups are done manually by the business users.

Following is the list of Setups which will be pre-configured with help of Tax Engine

- Tax Types
- Tax Entities
- Components
- Attributes
- Rate Setup

For more information about Automatic Setup, see **Tax Engine** Information.


The following are required to be setup manually

- [TDS Rate](#)
- [Tax Accounting Period](#)
- [T.A.N](#)
- [Assessee Code](#)
- [TDS Section](#)
- [Concessional Code](#)
- [TDS Nature of Remittances](#)

- [Act Applicable](#)
- [TDS Posting Setup](#)
- [TDS Rounding Precision](#)
- [TDS in Vendor Master](#)
- [TDS in Location Master](#)
- [TDS in Company Information](#)
- [TDS in State Code](#)

To set up TDS rates

Rate of TDS is defined in combination of TDS section and assessee code.

1. Choose the  icon, enter **Tax Type -> TDS -> Action -> Tax Rates**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Section Code	Specifies the TDS section code.
Assessee Code	Specifies the assessee code.
Effective Date	Specifies the date from which rate will be effective.
Concessional Code	Specifies the concessional code.
Nature of Remittance	Specifies whether the nature of remittance is applicable or not.
Act Applicable	Specifies the applicable act.
Currency Code	Specifies the currency code.
TDS %	Specifies the TDS rate.
Non PAN TDS %	Specifies the TDS rate in case of non availability of PAN.
Surcharge %	Specifies the surcharge rate.
eCESS %	Specifies the eCess rate.
SHE Cess %	Specifies the SHE Cess rate.
Surcharge Threshold Amount	Specifies the threshold amount applicable for surcharge.
TDS Threshold Amount	Specifies the threshold amount applicable for TDS.
Per Contract Value	Specifies the per contract value.

To set up tax accounting period.

Tax Accounting period and quarters need to be defined for TDS calculation.

1. Choose the  icon, enter **Tax Acc. Period Setup**, and then choose the related link.

2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid tax type.
Description	Specify the description of the tax type.

3. Select the Tax Type -> Action -> Tax Accounting Period -> Create Year, fill the following information and accounting period will be created.

FIELD	DESCRIPTION
Tax Type	Select the valid tax type.
Starting Date	Specify the starting date of the accounting period.
No. of Periods	Specify the number of periods.
Period Length	Specify the length of the period.

To set up T.A.N

Tax Deduction Account Number (T.A.N) allotted to a company can be more than one, depending on the number of branch locations from where the company files its returns. All the account numbers allotted to a company need to capture here.

1. Choose the  icon, enter **T.A.N Nos.**, and then choose the related link.

2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid registration number provided by authority.
Description	Specify the description of the registration number.

TIP

It is mandatory to enter the T.A.N, on all TDS Transactions.

To set up assessee code

Income Tax Act 1961 defines 'Assessee' as a person by whom any tax or any other sum of money is payable under this Act. The rates of TDS are different for different types of Assessee.

1. Choose the  icon, enter **Assessee Codes**, and then choose the related link.

2. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
Code	Enter the valid Assessee Code, for example, IND, COM.
Description	Enter the description of the assessee code.
Type	Select the type of the assessee from drop down list as Company or Others.

TIP

Type should be selected correctly while creating Assessee codes as it will reflect in eTDS returns.

To set up TDS section


TDS Section represents the various sections under which tax deduction takes place as per the Income Tax Act 1961.

1. Choose the  icon, enter **TDS Sections**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid TDS Section applicable as per the Income Tax Act, 1961.
Description	Enter the description of the mentioned TDS Section.
e-TDS	Specifies the section code to be used in the TDS return.

To set up concessional codes


Concessional codes are used for cases authorized for concessional rates exclusively defined by the government.

1. Choose the  icon, enter **Concessional Codes**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid Concessional Codes applicable as per the Income Tax Act.
Description	Enter the description of the mentioned Concessional Codes.

To set up TDS nature of remittances


Specifies the type of remittance.

1. Choose the  icon, enter **Nature of Remittances**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid nature of remittance code applicable.
Description	Enter the description of the code.

To set up act applicable


Specifies the Act under which income from Non-resident Indians will be taxed either the Income Tax Act (IT-Act), or as per the relevant rates prescribed in the relevant Double Tax Avoidance Agreement (DTAA).

1. Choose the , enter **Act Applicable**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid Concessional Codes applicable as per the Income Tax Act, 1961.

To set up TDS posting setup


Specifies the general ledger account for each TDS Section defined in the system. System will update the TDS payable amount in the defined general ledger account.

1. Choose the , enter **TDS Posting Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
TDS Section	Enter the valid TDS Section.
Effective Date	Specifies the starting date.
TDS Account	Specifies the general ledger account for posting of TDS payable amount.


To set up TDS rounding precision

Rounding precision for each and every component can be defined in system.

1. Choose the , enter **Tax Type -> Select TDS -> Tax Component**, and then choose the related link.
2. Define the relevant rounding precision against each tax components.


To set up TDS in vendor master

TDS Section and concessional codes need to be defined for each vendor that is liable to TDS. Multiple TDS sections can be attached to one vendor.

- To define the TDS Sections in the Vendor Card
 1. Choose the , enter **Vendors -> Navigate -> Allowed Sections** and then choose the related link.

2. **Assessee Code** needs to be filled on the vendor master.
3. **PAN** needs to be filled on vendor master, in case of no PAN is provided, higher rate of TDS will be deducted.
4. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
TDS Section	Select the valid section from lookup depending on the kind of services provided by the vendor.
TDS Section Description	Enter the description of the selected section.
Default Section	Mark true if the section needs to be defined as default section.
Threshold Overlook	Place a check mark in this field to overlook the TDS Threshold amount defined in 'Tax Rates'
Surcharge Overlook	Place a check mark in this field to overlook the Surcharge Threshold amount defined in 'Tax Rates'
Non Resident Payment	Identify if the TDS Section deals with non-resident. This identification will help the system to generate eTDS for Non-Residents.
Nature of Remittance	Select the Nature of Remittance.
Act Applicable	Select applicable act for generating in eTDS returns.

- To define the concessional code in vendor card
 1. Choose the  icon, enter **Vendors -> Navigate -> TDS Concessional Codes** and then choose the related link.
 2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Section	Select the valid section from lookup depending on the kind of services provided by vendor.
Concessional Code	Select the valid concessional code from lookup depending on the kind of services provided by vendor.
Certificate No.	Certificate number provided by the vendor can be defined to justify the lower tax deduction.

To set up TDS in location master

T.A.N needs to be defined on locations from where the company files its returns.

To set up TDS in company information

- Following information needs to be defined in company information.

FIELD	DESCRIPTION
T.A.N No.	Specifies the TAN of the legal entity.
P.A.N No.	Specifies the PAN of the legal entity.
Deductor Category	Specifies the deductor category of the legal entity.
PAO Code	Specifies the PAO code.
PAO Registration No.	Specifies PAO registration number.
DDO Code	Specifies DDO code.
DDO Registration No.	Specifies the DDO registration number.
Ministry Type	Specifies the Ministry type.
Ministry Code	Specifies the Ministry code.

To set up TDS in state code

State Code for eTDS/TCS needs to be defined on States master.

NOTE

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TDS calculation on Purchase and Payment Transactions

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TDS can be deducted on expenses (GL Account) transactions. TDS can be deducted on purchase order, invoice received from vendor or advance payment made to vendor. TDS calculations can be done on following document types:

- Purchase Order
- Purchase Invoice
- General Journal
- Purchase Journal

Mandatory fields for TDS calculation on general journal, purchase journal, purchase invoice, purchase order.

- Create General Journal or Purchase Journal
 1. Choose the  icon, enter **General Journal** or **Purchase Journal**, and then choose the related link.
 2. Select **Vendor** in Account Type and select relevant vendor code in Account No. field. Select **G/L Account** in Bal. Account Type and select relevant expense account in Bal. Account No. field.
 3. Select relevant **TDS Section** on journal line. **Location Code** and **T.A.N No.** fields should not be blank.
- Create Purchase Invoice or Purchase Order
 1. Choose the  icon, enter **Purchase Invoice** or **Purchase Order**, and then choose the related link.
 2. Select **Vendor**, **Location Code** on **Purchase Order** or **Purchase Invoice** header
 3. Select **G/L Account** on **Purchase Order** or **Purchase Invoice** line. s4. **TDS Section**, **Location Code** and **T.A.N No.** fields should not be blank.

TDS to be calculated on vendor invoice (through general journal, purchase journal, purchase invoice or purchase order)

In the given scenario, vendor has issued an invoice for INR 50,000 on which 2% TDS is applicable under TDS Section 194C.

- In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	50000
TDS Amount	1000 (50000*2%)

- On posting of invoice, GL Entries will be as following:

PARTICULARS	AMOUNT
Expense Account	50000
TDS Payable Account	-1000
Vendor Account	-49000

TDS to be calculated on vendor advance payment (through general journal or payment journal)

In the given scenario, advance payment made to vendor for INR 50,000 on which 2% TDS is applicable under TDS Section 194C.

- In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	50000
TDS Amount	1000 (50000*2%)

- On posting of advance payment, GL Entries will be as following:

PARTICULARS	AMOUNT
Expense Account	50000
TDS Payable Account	-1000
Bank Account	-49000

On receiving the invoice from the vendor, TDS will be calculated on the differential amount. Suppose vendor sent an invoice of INR 120000. Since TDS has already been calculated at the time of payment, at the time of invoicing TDS will be calculated on the remaining amount i.e. INR 70000 (120000 - 50000).

NOTE

Advance payment needs to be applied with the invoice before posting. Otherwise TDS will be calculated on the whole invoice amount.

TDS to be calculated on non-resident vendor invoice in FCY

In the given scenario, vendor issued an invoice for USD 10000 on which 2% TDS is applicable under TDS Section 195. All USD amounts will get converted into INR based on currency exchange rates. For this example exchange rate has been considered as USD 1 = INR 65.

- In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	USD 10000 or INR 650000
TDS Amount	INR 13000 (INR 650000*2%)

- On posting invoice, GL Entries, will be as following:

PARTICULARS	AMOUNT
Expense Account	650000
TDS Payable Account	-13000
Vendor Account	-637000

TIP

Nature of Remittance and Act Applicable are mandatory for NRI Payments.

TDS calculation on higher rate if vendor is not having PAN

PAN of vendor is mandatory for TDS calculation, but in case PAN is not available, higher rate of TDS will be deducted from the vendor.

In the given scenario, vendor issued an invoice for INR 50000 on which 2% TDS is applicable under TDS section 194C, but PAN is not available for vendor. In such a case 20% TDS will be charged as a higher rate.

- In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	50000
TDS Amount	10000 (50000*20%)

- On posting invoice, GL Entries, will be as following:

PARTICULARS	AMOUNT
Expense Account	50000
TDS Payable Account	-10000
Vendor Account	-40000

Expenses partially subject to TDS

- In the given scenario, vendor issued an invoice for INR 112360, out of which INR 100000 is for auditing service on which 10% TDS will be applicable under Section 194J. INR 12360 is for other charges on which TDS is not applicable.

In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	100000
TDS Amount	10000 (100000*10%)

On posting invoice, GL Entries will be as following:

PARTICULARS	AMOUNT
Expense Account	112360
TDS Payable Account	-10000
Vendor Account	-102360

TDS calculation on multiple expenses in a single invoice

A single invoice can be raised by the vendor for multiple expenses. For example, vendor issued a single invoice for INR 100000; INR 50000 each towards two services under TDS Section 194C and 194J.

- In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	100000
TDS percent for 194C	1000 (50,000x2%)
TDS percent for 194J	5000 (50,000x10%)

- On posting invoice, GL Entries will be as following:

PARTICULARS	AMOUNT
Expense Account (194C)	50000
Expense Account (194J)	50000
TDS Payable Account (194C)	-1000
TDS Payable Account (194J)	-5000
Vendor Account	-94000

TDS on expenses at lower rate or zero rate

If a vendor has a certificate of concessional rate instead of normal rate then to handle that scenario, concessional codes can be configured and attached to those vendors.

In the given scenario, vendor issued an invoice for INR 100000 towards professional services. Vendor has a certificate of income tax at Lower rate @ 5% on professional services instead of normal rate.

- In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	100000
TDS Amount	5000 (100000*5%)

- On posting invoice, GL Entries will be as following:

PARTICULARS	AMOUNT
Expense Account	100000
TDS Payable Account	-5000
Vendor Account	-95000

In this scenario, vendor issued an invoice for INR 100000 towards professional services. vendor has a certificate of income tax at Zero rate @ 0% on professional services instead of normal rate.

- In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	100000
TDS Amount	0 (100000*0%)

- On posting invoice, GL Entries will be as following:

PARTICULARS	AMOUNT
Expense Account	100000
Vendor Account	-100000

NOTE

Concession Code must be selected on vendor master for lower or zero rated TDS transactions.

NOTE

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TDS with Threshold

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This topic explains the requirement of threshold amount in TDS and the process of calculating TDS for such transactions.

TDS calculation considering threshold limits

TDS Threshold defines the threshold limit for each TDS Section. TDS can be deducted only if the total transaction with the assessee exceeds the threshold limit in the financial year.

In a scenario where, credit or payment to a contractor under TDS Section 194C is below TDS threshold limit of INR 1,00,000 in aggregate in a financial year and single transaction threshold limit INR 30,000, TDS will not be deducted.

In the example given below, four transactions of INR 29,000 took place in a financial year, on the fourth transaction TDS will be deducted as the aggregate (previous transactions) credit or payment amount exceeds the TDS threshold limit of INR 1,00,000. TDS Calculation as following:

PARTICULARS	AMOUNT CREDITED OR PAID	TDS RATES	TDS AMOUNT	THRESHOLD LIMIT
First Invoice	29000	2%	Zero	Less than Single Transaction Threshold Limit 30,000
Second Invoice	29000	2%	Zero	Less than Single Transaction Threshold Limit 30,000
Third Invoice	29000	2%	Zero	Less than Single Transaction Threshold Limit 30,000
Forth Invoice	20000	2%	2,140 (2% of 1,07,000 i.e. total of all invoices)	Exceeds TDS Threshold Limit 1,00,000

1. GL Entries for TDS where payment is less than threshold limits (first transaction where vendor has given the invoice for INR 29,000), will be as following:

PARTICULARS	AMOUNT
Purchases Account	29000

PARTICULARS	AMOUNT
Vendor Account	-29000

2. GL Entries for TDS where payment is less than threshold limits (second transaction where vendor has given the invoice for INR 29,000), will be as following:

PARTICULARS	AMOUNT
Purchases Account	29000
Vendor Account	-29000

3. GL Entries for TDS where payment is less than threshold limits (third transaction where vendor has given the invoice for INR 29,000), will be as following:

PARTICULARS	AMOUNT
Purchases Account	29000
Vendor Account	-29000

4. GL Entries for TDS where payment is more than (exceeding) Threshold limits (forth transaction where vendor has given the invoice for INR 20,000), will be as following:

PARTICULARS	AMOUNT
Purchases Account	29000
TDS Payable Account	2140
Vendor Account	-29000

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TDS on Provisional Entries

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As per TDS rules, tax (TDS) has to be deducted at source, when amount is paid or credited to the account of the payee whichever is earlier. When the amount is credited to suspense account or any provisional account, then it is treated as amount is credited to the account of the payee and tax has to be deducted at source. Hence, Tax has to be deducted at source even on provisions made in the books of accounts to which TDS provisions are applicable.

A provisional entry should be posted before posting an actual entry, on posting of actual entry, provisional entry will be reversed. As per requirement, TDS to be calculated on provisional entry and on posting of actual entry, system should not calculate TDS as it is deducted in provisional entry.

For example, provisional expense journal has to be created and posted for INR 10000 against professional expense and 10% TDS to be calculated on the expense amount.

1. Choose the  icon, enter **Purchase Journal**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Posting Date	Specify the date of entry.
Document Type	Select Invoice as document type.
Document No.	Specify the document number.
Party Type	Select Vendor as party type.
Party Code	Select relevant vendor code.
Account Type	Select G/L Account.
Account No	Select relevant account number for provision entry.
Amount	Amount should be negative.
TDS Section	Select relevant TDS Section.
Bal. Account Type	Select G/L Account as balance account type.
Bal. Account No.	Select the relevant expense account.

FIELD	DESCRIPTION
Provisional Entry	Mark true.


In this case TDS calculation will be as following:

COMPONENT	VALUE
TDS Base Amount	10000
TDS Amount	1000 (10000*1%)

GL Entries for Provisional Entry, will be as following:

PARTICULARS	AMOUNT
Expense Account	10000
Provisional Account	-10000
TDS Payable Account	-1000
Vendor Account	1000

• Later invoice created against the provisional entry.

1. Choose the  icon, enter **Purchase Journal**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Posting Date	Specify the date of entry.
Document Type	Select Invoice as document type.
Document No.	Specify the document number.
Party Type	Select Vendor as party type.
Party Code	Select relevant vendor code.
Account Type	Select Vendor.
Account No	Select relevant vendor code.
Amount	Amount should be negative.
Bal. Account Type	Select G/L Account as balance account type.
Bal. Account No.	Select the relevant expense account.

3. Select Apply Provisional Entry and select the relevant provision entry posted for the vendor.

GL Entries for purchase invoice against provisional entry, will be as following:

PARTICULARS	AMOUNT
Vendor Account	-10000
Provisional Account	10000

4. On posting of provisional entry Provisional Entries will be created, and once the invoice is applied with the entry Applied Invoice No. field will be updated with the invoice number.

• If this is found that the provisional entry needs to be reversed, then option of **Reverse Transaction** and **Reverse Without TDS** are available in Provisional Entries.

1. Reverse Transaction will reverse all the posted entries of the selected transaction.
2. Reverse Without TDS will reverse all the posted entries of the selected transaction other than the TDS entry.
3. System will mark the reverse transaction as **Reversed After TDS Paid** if TDS is paid to the government for the selected transaction.

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TDS Adjustments


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TDS adjustment can be required, for any corrections in the TDS amount, TDS rate or TDS base amount already deducted but not paid to the government authorities. The revised TDS amount will be updated in the relevant GL Accounts for TDS Payable and Vendor Account. Existing TDS entry will be updated with revised TDS percentages, TDS amount and TDS base amount.

TDS adjustment process

1. Choose the  icon, enter **TDS Adjustment Journal**, and then choose the related link.
2. Select the relevant transaction number in **Transaction No.** field from the drop down, and the selected line will be populated with the posted record. Following information can be changed in the adjustment journal as per the requirement:

FIELD NAME	USE
TDS % Applied	Fill the revised TDS %.
TDS Base Applied	Fill the revised TDS base amount.

3. On posting of the adjustment journal G/L Entry, TDS Entry, Vendor Ledger Entry and Detailed Vendor Ledger Entry will be updated with the adjusted amount and revised information.

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Payment of TDS to Government Authorities

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The TDS that have been deducted on various transactions, needs to be deposited to the government. Payment of TDS will be handled through Payment Journal or General Journal. Provision available to select the TDS Entries which assessee needs to pay to government authorities depends on the basis of filters, for example – TAN, Assesses, Date etc.

1. Choose the  icon, enter **Payment Journal** or **Bank Payment Voucher**, and then choose the related link.
2. Select the relevant TDS payable account number in **Account No.** field -> Select relevant TAN in **T.A.N No.** field -> Navigate -> Pay TDS -> then click on TDS, select entries and system will generate TDS payment entry in the journal line.
3. On posting of the payment journal TDS Entries will be marked as 'Paid'.
4. GL Entries will be as following:

PARTICULARS	AMOUNT
TDS Payable Account	10000
Bank Account	-10000

NOTE

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Setting Up Tax Deducted at Source (TDS) by Customer, as per the Provisions of the Income Tax Act, 1961

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NOTE

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Business Central has included Tax Deducted at Source (TDS) by Customer Feature to Indian Localization.

TDS is a withholding tax, where tax is deducted by the customer, at the time of making the payment or booking of the invoice, whichever is earlier. As per the Income Tax Act, 1961, tax needs to be deducted by the payer, when the payment is of a specific nature. If the TDS is deducted by the customer (deductor), then the user (deductee) has to calculate TDS on the invoice or revenue and keep a track of TDS deducted. The deductor has to provide the deductee a TDS certificate.

Setting Up TDS

TDS has two types of setup.

- Automatic - These setup are done through Tax Engine.
- Manual - These setups are done manually by the business users.

Following is the list of setups which will be pre-configured with help of Tax Engine

- Tax Types
- Tax Entities
- Components
- Attributes
- Rate Setup


For more information about Automatic Setup, see **Tax Engine** Information.

The following are required to be setup manually

- [TDS Rate](#)
- [Tax Accounting Period](#)
- [T.A.N](#)
- [Assessee Code](#)
- [TDS Section](#)
- [Concessional Code](#)
- [TDS Posting Setup](#)
- [TDS on Customer Master](#)
- [TDS on Location Master](#)
- [TDS on Company Information](#)
- [TDS on State Code](#)

To set up TDS rates


Rate of TDS is defined in combination of TDS section and assessee code.

1. Choose the  icon, enter **Tax Type -> TDS -> Action -> Tax Rates**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Section Code	Specifies the TDS section code.
Assessee Code	Specifies the assessee code.
Effective Date	Specifies the date from which rate will be effective.
Concessional Code	Specifies the concessional code.
Nature of Remittance	Specifies whether the nature of remittance is applicable or not.
Act Applicable	Specifies the applicable act.
Currency Code	Specifies the currency code.
TDS %	Specifies the TDS rate.
Non PAN TDS %	Specifies the TDS rate in case of non availability of PAN.
Surcharge %	Specifies the surcharge rate.
eCESS %	Specifies the eCess rate.
SHE Cess %	Specifies the SHE Cess rate.
Surcharge Threshold Amount	Specifies the threshold amount applicable for surcharge.
TDS Threshold Amount	Specifies the threshold amount applicable for TDS.
Per Contract Value	Specifies the per contract value.

To set up tax accounting period

Tax Accounting period and quarters need to be defined for TDS calculation.

1. Choose the  icon, enter **Tax Acc. Period Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
Code	Enter the valid tax type.
Description	Specify the description of the tax type.

- Select the Tax Type -> Action -> Tax Accounting Period -> Create Year, fill the following information and accounting period will be created.

FIELD	DESCRIPTION
Tax Type	Select the valid tax type.
Starting Date	Specify the starting date of the accounting period.
No. of Periods	Specify the number of periods.
Period Length	Specify the length of the period.

To set up T.A.N.


Tax Deduction Account Number (T.A.N) allotted to a legal entity can be more than one, depending on the number of branch locations from where the legal entity files its TDs returns. All the account numbers allotted to a legal entity need to be captured here.

- Choose the  icon, enter **T.A.N Nos.**, and then choose the related link.
- Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid registration number provided by authority.
Description	Specify the description of the registration number.

To set up assessee code

Income Tax Act 1961 defines 'Assessee' as a person by whom any tax or any other sum of money is payable under this Act. The rates of TDS are different for different types of Assessee.

- Choose the  icon, enter **Assessee Codes**, and then choose the related link.
- Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid Assessee Code, for example, IND, COM.
Description	Enter the description of the assessee code.
Type	Select the type of the assessee from drop down list as Company or Others.

To set up TDS section

TDS Section represents the various sections under which tax deduction takes place as per the Income Tax Act 1961.


- Choose the  icon, enter **TDS Sections**, and then choose the related link.

2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid TDS Section applicable as per the Income Tax Act, 1961
Description	Enter the description of the mentioned TDS Section.
e-TDS	Specifies the section code to be used in the tds return.

To set up concessional codes


Concessional codes are used for cases authorized for concessional rates exclusively defined by the government.

1. Choose the  icon, enter **Concessional Codes**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid Concessional Codes applicable as per the Income Tax Act
Description	Enter the description of the mentioned Concessional Codes

To set up TDS posting setup


Specifies the general ledger account for each TDS Section defined in the system. System will update the tds receivable amount in the defined general ledger account.

1. Choose the  icon, enter **TDS Posting Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
TDS Section	Specifies the relevant TDS section
Effective Date	Specifies the start date of the setup line
TDS Receivable Account	Specifies the general ledger account in which receivable account will be posted.


To set up TDS on customer master

TDS Section and concessional codes need to be defined for each customer, who is liable to deduct TDS. Multiple TDS sections can be configured for one customer.

- To define the TDS Sections on the Customer Card.
 1. Choose the  icon, enter **Customer -> Customer -> Customer Allowed Sections** and then choose the related link.
 2. **Assessee Code** needs to be filled on the customer master.

3. PAN needs to be filled on customer master, PAN is mandatory for TDS calculation for customer.
4. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
TDS Section	Select the valid section from lookup list depending on the kind of services provided by the customer.
TDS Section Description	Enter the description of the selected section.
TDS Certificate Receivable	This field should be marked as true.
Threshold Overlook	Place a check mark in this field to overlook the TDS Threshold amount defined in 'Tax Rates'
Surcharge Overlook	Place a check mark in this field to overlook the Surcharge Threshold amount defined in 'Tax Rates'

- To define the concessional code on customer card
 1. Choose the  icon, enter **Customer -> Customer -> TDS Customer Concessional Codes** and then choose the related link.
 2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Section	Select the valid section from lookup list depending on the kind of services provided by customer.
Concessional Code	Select the valid concessional code from lookup list depending on the kind of services provided by customer.
Certificate No.	Certificate number provided by the customer can be defined to justify the lower tax deduction.

To set up TDS on location master

T.A.N needs to be defined in locations from where the company files its returns.

To set up TDS on company information

- Following information need to be defined in company information.

FIELD	DESCRIPTION
T.A.N. No.	Specifies the TAN No. of the legal entity.
P.A.N No.	Specifies the PAN of the legal entity.
Deductor Category	Specifies the deductor category of the legal entity.
PAO Code	Specifies the PAO code.

FIELD	DESCRIPTION
PAO Registration No.	Specifies PAO registration number.
DDO Code	Specifies DDO code.
DDO Registration No.	Specifies the DDO registration number.
Ministry Type	Specifies the Ministry type.
Ministry Code	Specifies the Ministry code.

To set up TDS on state code

State Code for eTDS/TCS needs to be defined in States master.

NOTE

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TDS for Customer

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This topic explains the process of calculating TDS on customer payments.

TDS calculation and tracking of TDS certificate receivable


TDS can be deducted on receiving payment from customer. TDS can be calculated on the following documents:

- General Journal
- Cash Receipt Voucher
- Bank Receipt Voucher
- Cash Receipt Journal


TDS certificate will be receivable from customer on receiving the advance payment or issuing sales invoice to customer. TDS Certificate Receivable can be tracked through following documents:

- General Journal
- Cash Receipt Voucher
- Bank Receipt Voucher
- Cash Receipt Journal
- Sales Invoice

Mandatory fields for TDS calculation on general journal, cash receipt journal, bank receipt voucher and cash receipt voucher at the time of TDS calculation

1. Choose the  icon, enter **General Journal, Cash Receipt Journal, Bank Receipt Voucher** or **Cash Receipt Voucher**, and then choose the related link.
2. Select **Customer** in Account Type and select relevant customer code in **Account No.** field. Select **G/L Account** or **Bank Account** in Bal. Account Type and select relevant cash or bank account in **Bal. Account No.** field.
3. **TDS Certificate Receivable** field should be marked true and then select relevant **TDS Section** on journal line, **Location Code** field should not be blank.

Mandatory fields for TDS certificate receivable tracking on general journal, cash receipt journal, bank receipt voucher, cash receipt voucher and sales invoice

1. Choose the  icon, enter **General Journal, Cash Receipt Journal, Bank Receipt Voucher, Cash Receipt Voucher** or **Sales Invoice**, and then choose the related link.
2. **TDS Certificate Receivable** should be marked true on **Journal** line or **Sales Invoice** header.
3. **TDS Certificate Receivable** identification will flow into Customer Ledger Entry on posting of the document.

TDS to be calculated on customer receipts (through general journal, cash receipt journal, bank receipt voucher, cash receipt voucher)

- In the given scenario, advance payment received from customer for INR 50,000 on which 2% TDS is applicable under TDS Section 194C.

In this case TDS calculation will be as following:


COMPONENT	VALUE
TDS Base Amount	50000
TDS Amount	1000 (50000*2%)

GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	-50000
TDS Receivable Account	1000
Bank Account	49000

TDS Certificate is receivable against payment received from customer or against customer sales invoice

It is required to identify the payment or invoice transaction against which TDS certificate is receivable while receiving the payment from customer who has deducted TDS or issuing the sales invoice on which TDS has been deducted, it is required to identify the payment or invoice transaction against which TDS certificate is receivable.

1. Choose the  icon, enter **General Journal, Cash Receipt Journal, Bank Receipt Voucher, Cash Receipt Voucher** or **Sales Invoice**, and then choose the related link.
2. **TDS Certificate Receivable** should be marked true on **Journal** line or **Sales Invoice** header.
3. **TDS Certificate Receivable** identification will flow into Customer Ledger Entry on posting of the document.

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

TDS Certificate Tracking

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NOTE


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This topic explains how to track and update the TDS certificate receivable or received from a customer.

TDS certificate details assign, update and rectification process


- Assign TDS certificate details

Customer Ledger entries, which are not marked, against which TDS certificate is receivable can be assigned separately. Provision is available to mark the posted customer transactions (invoices or payments) for which TDS certificate is receivable.

1. Choose the  icon, enter **Update TDS Certificate Details**, and then choose the related link.
2. Select relevant customer code in **Customer No.** field then Acton -> Function -> Assign TDS Cert. Details, system will open the customer ledger entry of the customer. Select and update the relevant documents by marking 'TDS Certificate Receivable' field true. Marked document will be removed from the 'Assign TDS Cert. Details' page and will be added in 'Update TDS Cert. Details' page.
3. System will update the 'TDS Certificate Receivable' field as true in Customer Ledger Entry.


- Update TDS certificate details

After receiving the TDS Certificate, it is required to update the TDS certificate details.

1. Choose the  icon, enter **Update TDS Certificate Details**, and then choose the related link.
2. Select relevant information in **Customer No., Certificate No., Date of Receipt, Certificate TDS Amount, Financial Year, TDS Receivable Group**, the Acton -> Function -> Update TDS Cert. Details, system will open the customer ledger entry of the customer for which 'TDS Receivable for Customer' is marked true.
3. Select and update the relevant documents for which company has received the TDS Certificate by marking 'TDS Certificate Received' field true and update. Marked document will be removed from the 'Update TDS Cert. Details' page and will be added in 'Rectify TDS Cert. Details' page.
4. System will update the customer ledger entry of the selected document with the input data.

- Rectify TDS certificate details

Rectification of updated details may also be required just in case some wrong information is provided earlier.

1. Choose the  icon, enter **Update TDS Certificate Details**, and then choose the related link.
2. Select relevant customer code in **Customer No.** field then Acton -> Function -> Rectify TDS Cert. Details, system will open the customer ledger entry for which TDS certificate details are updated.
3. Select and update the relevant documents by marking 'TDS Certificate Receivable' field false. Marked document will be removed from the 'Rectify TDS Cert. Details' page and will be added in 'Update TDS Cert. Details' page.
4. System will remove the details related to TDS certificate from Customer Ledger Entry.

NOTE

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Setting Up Tax Collected at Source (TCS), as per the Provisions of the Income Tax Act, 1961

2/18/2021 • 7 minutes to read • [Edit Online](#)

NOTE

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Business Central has included Tax Collected at Source (TCS) Feature in Indian Localization.

TCS means **Tax Collected at Source** is one of the methods for tax collection by the government. It follows the principle of 'You pay while you earn'. While 'Tax Deducted at Source' (TDS) requires the payer to deduct tax at source and remit the tax to the Government, 'Tax Collected at Source' (TCS) requires the receiver or seller to collect tax at source and remit it to the Government. The purpose of this provision is to eliminate tax evasion in certain trades.

Setting Up TCS

TCS has two types of setup.

- Automatic - These setup are done through Tax Engine.
- Manual - These setups are done manually by the business users.

Following is the list of setups that will be pre-configured with the help of Tax Engine

- Tax Types
- Tax Entities
- Components
- Attributes
- Rate Setup


For more information about Auto Setup, see [Tax Engine Information](#).

The following are required to be setup manually

- [TCS Rates](#)
- [Tax Accounting Period](#)
- [T.A.N](#)
- [Assessee Code](#)
- [TCS Nature of Collection](#)
- [Concessional Code](#)
- [TCS Posting Setup](#)
- [TCS on Customer Master](#)
- [TCS on Location Master](#)
- [TCS on Company Information](#)
- [TCS on State Code](#)

To set up TCS rates


Rate of TCS is defined in combination of TCS nature of collection and assessee code.

1. Choose the  icon, enter **Tax Type -> TCS -> Action -> Tax Rates**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
TCS Nature of Collection	Specifies the nature of collection of TCS.
Assessee Code	Specifies the assessee code.
Concessional Code	Specifies the concessional code.
Effective Date	Specifies the effective date.
TCS %	Specifies the TCS rate.
Surcharge %	Specifies the surcharge rate.
Non PAN TCS %	Specifies the TCS rate in case of non availability of PAN.
e Cess %	Specifies the eCess rate.
SHE Cess %	Specifies the SHE Cess rate.
TCS Threshold Amount	Specifies the threshold amount applicable for TCS.
Surcharge Threshold Amount	Specifies the threshold amount applicable for surcharge.
Contract Amount	Specifies the contract amount.

To set up tax accounting period

Tax Accounting period and quarters need to be defined for TCS calculation.

1. Choose the  icon, enter **Tax Acc. Period Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid tax type.
Description	Specify the description of the tax type.


3. Select the Tax Type -> Action -> Tax Accounting Period -> Create Year, fill the following information and accounting period will be created.

FIELD	DESCRIPTION
Tax Type	Select the valid tax type.

FIELD	DESCRIPTION
Starting Date	Specify the starting date of the accounting period.
No. of Periods	Specify the number of periods.
Period Length	Specify the length of the period.

To set up T.C.A.N.

Tax Collected Account Number (T.C.A.N.) allotted to a company can be more than one, depending on the number of branch locations from where the company files its returns. All the account numbers allotted to a company need to be captured here.

1. Choose the  icon, enter **T.C.A.N Nos.**, and then choose the related link.
2. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
Code	Enter the valid registration number provided by tax department.
Description	Specify the description of the registration number.

TIP

It is mandatory to enter the T.C.A.N. on all TCS Transactions.

To set up assessee code

Income Tax Act 1961 defines 'Assessee' as a person by whom any tax or any other sum of money is payable under this Act. The rates of TCS are different for different types of Assessee.

1. Choose the  icon, enter **Assessee Codes**, and then choose the related link.
2. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
Code	Enter the valid Assessee Code, for example, IND, COM.
Description	Enter the description of the assessee code.
Type	Select the type of the assessee from drop down list as Company or Others.

TIP

Type should be selected correctly while creating Assessee codes as it will reflect in eTDS returns.

To set up TCS nature of collection


TCS Nature of Collection represents the various types of payments received for which TCS rates have been specified under the provisions of section 206C of the Income Tax Act 1961.

1. Choose the  icon, enter **TCS Nature of Collection**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid TCS Nature of Collection applicable as per the Income Tax Act, 1961
Description	Enter the description of the mentioned TCS Nature of Collection.

To set up concessional codes


Concessional codes are used for cases authorized for concessional rates exclusively defined by the government.

1. Choose the  icon, enter **Concessional Codes**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter the valid Concessional Codes applicable as per the Income Tax Act
Description	Enter the description of the mentioned Concessional Codes

To set up TCS posting setup

Specifies the general ledger account for each TCS Nature of Collection defined in the system. System will update the TCS payable amount in the defined general ledger account.


1. Choose the  icon, enter **TCS Posting Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
TCS Nature of Collection	Enter the valid TCS nature of collection.
Effective Date	Specifies the starting date.
TCS Account	Specifies the general ledger account for posting of TCS payable amount.

To set up TCS on customer master


TCS nature of collection and concessional codes need to be defined for each customer that is liable to TCS. Multiple TCS NOC can be attached to one customer.

- To define the TCS Nature of Collection on the Customer Card

1. Choose the  icon, enter **Customers -> Customer -> Allowed NOC** and then choose the related link.
2. **Assessee Code** needs to be filled on the customer master.
3. **PAN** needs to be filled on customer master. If no PAN is provided, higher rate of TCS will be deducted.
4. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
TCS Nature of Collection	Select the valid category from lookup list depending on the kind of product sold to the customer.
Description	Enter the description of the selected Nature of Collection.
Default NOC	Mark true if the Nature of Collection needs to be defined as default NOC.
Threshold Overlook	Place a check mark in this field to overlook the TCS Threshold amount defined in 'Tax Rates'
Surcharge Overlook	Place a check mark in this field to overlook the Surcharge Threshold amount defined in 'Tax Rates'

- To define the concessional code on customer card

1. Choose the  icon, enter **Customers -> Customer -> Customer Concessional Codes** and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
TCS Nature of Collection	Select the valid Nature of Collection from lookup list depending on the kind of product sold by customer.
Description	Enter the description of the selected Nature of Collection.
Concessional Code	Select the valid concessional code from lookup list depending on the kind of product sold by customer.
Concessional Form No.	Certificate number provided by the customer can be defined to justify the lower tax deduction.

To set up TCS on location master

T.C.A.N. needs to be defined for locations from where the company files its returns.

To set up TCS on company information

- Following information needs to be defined on company information.

FIELD	DESCRIPTION
T.C.A.N No.	Specifies the TCAN of the legal entity.
P.A.N No.	Specifies the PAN of the legal entity.
Deductor Category	Specifies the deductor category of the legal entity.
Circle No.	Specifies circle number.
Assessing Officer	Specifies the assessing officer.
Ward No.	Specifies the ward number.

To set up TCS on state code

State Code for eTDS/TCS needs to be defined on States master.

NOTE

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TCS Calculation on Sales and Receipt Transactions

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TCS can be collected on goods (Items) and services (G/L Account) transactions. TCS calculations can be done through following documents:

- Sales Order
- Sales Invoice
- Sales Return Order
- Sales Credit Memo
- General Journal
- Sales Journal
- Cash Receipt Voucher
- Bank Receipt Voucher

TCS calculation on general journal, sales journal, cash receipt journal, sales invoice, sales order, sales return order, sales credit memo.

- Create General Journal, Sales Journal, Cash Receipt Journal or Bank Receipt Journal
 1. Choose the  icon, enter **General Journal**, **Sales Journal**, **Cash Receipt Voucher** or **Bank Receipt Voucher**, and then choose the related link.
 2. Select **Customer** in Account Type and select relevant customer code in Account No. field.
 3. Select **G/L Account** or **Bank Account** in Bal. Account Type and select relevant expense account in Bal. Account. No. field.
 4. Select relevant **TCS Nature of Collection** in journal line. **Location Code** and **T.C.A.N No.** fields should not be blank.
- Create Sales Invoice or Sales Order
 1. Choose the  icon, enter **Sales Invoice**, **Sales Order**, **Sales Return Order** or **Sales Credit Memo**, and then choose the related link.
 2. Select **Customer**, **Location Code** on **Sales Order**, **Sales Invoice**, **Sales Return Order** or **Sales Credit Memo** header.
 3. Select **G/L Account** or **Item Code** on **Sales Order**, **Sales Invoice**, **Sales Return Order** or **Sales Credit Memo** line.
 4. **TCS Nature of Collection**, **Location Code** and **T.C.A.N No.** fields should not be blank.

TCS to be calculated on customer invoice (through general journal, sales journal, sales invoice or sales order)

For example, invoice has been issued to customer for INR 10,000 on which 1% TCS is applicable for Nature of Collection 'Scrap'.

- In this case TCS calculation will be as following:

COMPONENT	VALUE
TCS Base Amount	10000
TCS Amount	100 (10000*1%)

- GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	10100
TCS Payable Account	-100
Sales Account	-10000

TCS to be calculated on customer advance payment (through general journal, cash receipt journal)

For example, advance payment received from customer for INR 10,000 on which 1% TCS is applicable for Nature of collection 'Scrap'

- In this case TCS calculation will be as following:

COMPONENT	VALUE
TCS Base Amount	10000
TCS Amount	99 (10000x1%/101)

- GL Entries will be as following:

PARTICULARS	AMOUNT
Bank Account	10000
TCS Payable Account	-99
Customer Account	-9901

Adjustment of calculated TCS on advance payment against sales invoice

TCS which has been calculated on advance payment can be adjusted while creating Sales Invoice against that advance payment. TCS will not be calculated on Customer Invoices if advance payment, on which TCS has already been calculated, is applied to the invoice. System should check the TCS base amount on which TCS has been calculated on advance payment with the line amount of Sales Invoice and TCS will only be calculated on the line amount which is more than the TCS base amount. For example: If TCS base amount was 10,000.00 in advance payment and line amount is 20,000.00 on sales invoice, then TCS will be calculated on 10,000.00 on sales invoice.

- GL Entries for TCS on Customer advance payment using Cash Receipt Journal, will be as following:

PARTICULARS	AMOUNT
Bank Account	10000
TCS Payable Account	-99
Customer Account	-9901

- GL Entries for TCS on Customer Invoice using Sales Invoice against advance payment, will be as following:

PARTICULARS	AMOUNT
Customer Account	20101
TCS Payable Account	-101
Sales Account	-20000

NOTE

TCS is calculated after adjusting the TCS amount which was earlier calculated on advance payment.

TCS to be calculated on non-resident customer invoice in FCY

For example, invoice has been raised to foreign customer for USD 10,000 on which 1% TCS is applicable for Nature of collection 'Scrap'. All foreign currency amounts will get converted into INR based on currency exchange rates. Exchange rate considered for this example is 1 USD = 65 INR.

- In this case TCS calculation will be as following:

COMPONENT	VALUE
TCS Base Amount	USD 10000 or INR 650000
TCS Amount	INR 6500(650000x1%)

- GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	656500
TCS Payable Account	-6500
Sales Account	-650000

TCS calculation on higher rate if customer is not having PAN

For example, invoice has been raised to customer for INR 50,000 on which 1% TCS is applicable for Nature of collection 'Scrap'. But if there is no PAN available for customer then higher TCS of 5% is applicable.

- In this case TCS calculation will be as following:

COMPONENT	VALUE
TCS Base Amount	50000
TCS Amount	2500(50000x5%)

- GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	52500
TCS Payable Account	-2500
Sales Account	-50000

TCS calculation on multiple nature of goods in single invoice

For example, invoice has been raised to customer for INR 1,00,000. INR 50,000 each towards two nature of goods 'Scrap' and 'Timber'.

- In this case TCS calculation will be as following:

COMPONENT	VALUE
TCS Base Amount	100000
TCS Amount on Scrap	500(50000x1%)
TCS Amount on Timber	2500(50000x5%)

- GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	103000
TCS Payable Account - Scrap	-500
TCS Payable Account - Timber	-2500
Sales Account - Scrap	-50000
Sales Account - Timber	-50000

TCS on sale of scrap @ lower rate

For example, invoice has been raised to customer for INR 1,00,000 towards sale of Scrap. Customer has a certificate of income tax at Lower rate @ 0.5% on Scrap instead of normal rate.

- In this case TCS calculation will be as following:

COMPONENT	VALUE
TCS Base Amount	100000
TCS Amount	500(100000x0.5%)

- GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	103000
TCS Payable Account	-500
Sales Account	-100000

TCS on sale of scrap @ zero rate

For example, invoice has been raised to customer for INR 1,00,000 towards sale of Scrap. Customer has a certificate of income tax at Zero rate @ 0% on Scrap instead of normal rate.

- In this case TCS calculation will be as following:

COMPONENT	VALUE
TCS Base Amount	100000
TCS Amount	0(100000x0%)

- GL Entries will be as following:

PARTICULARS	AMOUNT
Customer Account	100000
Sales Account	-100000

TCS to be calculated on sales return (sales return order or sales credit memo)

For example, sales return from customer for INR 10,000 on which 1% TCS is applicable for Nature of collection "Scrap".

- In this case TCS calculation will be as following:

COMPONENT	VALUE
TCS Base Amount	10000
TCS Amount	100(10000x1%)

- GL Entries will be as following:

PARTICULARS	AMOUNT
Sales Account	10000
TCS Payable Account	100
Customer Account	-10100

NOTE

If Credit Memo is created before remittance of Tax to government, then TCS entries will get reversed proportionately, on the basis of the quantity returned. In case TCS amount has been remitted to Income Tax department, TCS Payable account will not be reversed.

NOTE

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TCS with Threshold

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This topic explains the requirement of threshold amount in TCS and the process of calculating TCS for such transactions.

TCS calculation considering threshold limits

TCS threshold defines the threshold limit for each TCS Nature of Collection. TCS can be deducted only if the total transaction with the assessee exceeds the threshold limit in the financial year.

If a payment under TCS Type A is below Threshold INR 20,000, no tax will be collected. Another factor to be considered is the aggregate of total payments to be made in a year. If for a customer it is expected that the threshold limit would be crossed eventually, it means Threshold is overlooked. Hence, payments received from customers can cross the TCS threshold of INR 20,000. However, if the payment expected is below the threshold limit defined, TCS will not be collected.

1. GL Entries for TCS where payment is less than the threshold limits, will be as following:

PARTICULARS	AMOUNT
Customer Account	19000
Sales Account	-19000

2. GL Entries for TCS where payment is more than (exceeding) Threshold limits, will be as following:

PARTICULARS	AMOUNT
Bank Account	10000
TCS Payable Account	287
Customer Account	-9713

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TCS Adjustment Entries


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TCS adjustment is applicable for any correction of the TCS amount, TCS rate and TCS base amount already calculated but not paid to the government authorities. Provision is available to enter the new TCS rates, new TCS amount and new TCS base amount for the TCS entry which was created against invoice or payment and not paid to the government authorities. System should recalculate TCS amount and adjustments would be made accordingly. The revised TCS amount should be updated in the relevant GL Accounts for TCS Payable and Customer Account. Existing TCS entry should be updated with revised TCS percentages, TCS amount and TCS base amount.

TCS adjustment process

1. Choose the  icon, enter **TCS Adjustment Journal**, and then choose the related link.
2. Select the relevant transaction number in **Transaction No.** field from the drop down, and the selected line, will get populated with the posted record. Following information can be changed, in the adjustment journal as per the requirements:

FIELD NAME	USE
TCS % Applied	Fill the revised TCS %.
Surcharge % Applied	Fill the revised Surcharge %.
eCESS % Applied	Fill the revised eCess %.
SHE Cess % Applied	Fill the revised SHE Cess %.
TCS Base Applied	Fill the revised TCS base amount.

3. On posting of the adjustment journal G/L Entry, TCS Entry, Customer Ledger Entry and Detailed Customer Ledger Entry will be updated with the adjusted amount and revised information.

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Payment of TCS to Government Authorities

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The TCS that have been collected from various transactions, need to be deposited to the government. Payment of TCS will be handled through Payment Journal/Bank Payment Voucher. Provision to select the TCS Entries which assessee needs to pay to the government authorities depends on the basis of filters, for example, T.C.A.N, Assesses, Date etc.

1. Choose the  icon, enter **Payment Journal** or **Bank Payment Voucher**, and then choose the related link.
2. Select the relevant TCS payable account in **Account No.** field -> select the relevant TCAN in **T.C.A.N No.** field -> Navigate -> Tax Payments -> TCS -> then click on TCS.
3. Select entries and system will generate TCS payment entry on the journal line.
4. On posting of the payment journal TCS Entries will be marked as 'Paid'.
5. GL Entries will be as following:

PARTICULARS	AMOUNT
TCS Payable Account	10000
Bank Account	-10000

NOTE

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Overview of Voucher Interface

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Business Central has included Voucher Interface Feature to Indian Localization.

Feature required to provide the voucher interface as per Indian business requirements to record the day-to-day transactions in following vouchers:

- Journal Voucher - Entries which are neither affecting the Cash Account nor the Bank account are termed as Journal Vouchers
- Bank Receipt Voucher - Used for transactions that will debit the Bank Account.
- Bank Payment Voucher - Used for transactions that will credit the Bank Account.
- Cash Receipt Voucher - Used for transactions that will debit the Cash Account.
- Cash Payment Voucher - Used for transactions that will credit the Cash Account.
- Contra Voucher - Entries which are affecting the Cash and Bank Account together, are termed as Contra Vouchers. For example, Withdrawal from bank.


Setting Up Voucher Interface

The following setups are required for voucher interface

- [General Journal Template](#)
- [General Journal Batch](#)
- [General Voucher Setup](#)

To set up general journal template

Journals are used for different types or groups of entries, such as purchases, payments, sales, and receivables. Each journal type is set up with its own journal template. Journal templates provide the basic journal structure where business users can specify default information for all batches created using the template.


1. Choose the  icon, enter **General Journal Template**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	Specifies unique identifier for the template.
Description	Specify the short description for the template.
Type	Specifies the structure and functions of the journal page.

FIELD	DESCRIPTION
Recurring	Specifies if the journal is to be used to make recurring entries. Each journal type can be used for recurring purposes
Bal. Account Type	Identifies the default balancing account type for all journal lines in all batches created under this template.
Bal. Account No.	Identifies the default balancing account number for all journal lines in all batches created under this template.
No. Series	Identifies the default number series used to assign document numbers to journal lines in journal batches created using this template.
Posting No. Series	Identifies the document number used to assign to ledger entries posted from journal batches created using this template.
Source Code	Identifies the point of origin for an entry and forms the basis for the audit trail. It is filled in automatically when selecting the Type of the General Journal template. It is assigned to all journal batches created from this template.
Reason Code	Describes why an entry was made and can be used for the audit trail. Reason codes also provide opportunities for problem patterns analysis. The selected reason code is assigned as a default to all journal batches created from this template.
Force Doc. Balance	Specifies whether entries posted in this general journal template must balance by document number and document type. If this field is empty, the program balances the journal by date only.
Increment Batch Name	Specifies if batch name using this template are automatically incremented

To set up general journal batch


Journal batches are created based on the journal templates. All journal batches created from a specific template have the same structure, default settings, and information defined in the template. However, since these settings are defaults, business users can change them for a specific journal batch. Batches are typically used to separate one user's entries from another. For example, User-A and User-B both work on general journal entries. User-A typically makes entries and posts them later when they are approved. To keep User-B's entries from becoming mixed with User-A's entries, separate batches can be assigned to the two users.

1. Choose the  icon, enter **General Journal Template**, and then choose the related link.
2. general Journal Template -> Navigate -> Template -> Batches
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	Specifies unique identifier for the batch.
Description	Specify the short description for the batch.
Bal. Account Type	Identifies the default balancing account type for all journal lines in all batches created under this batch.
Bal. Account No.	Identifies the default balancing account number for all journal lines in all batches created under this batch.
Location Code	Specifies the default location code for the batch.
No. Series	Identifies the default number series used to assign document numbers to journal lines in journal batches created using this batch.
Posting No. Series	Identifies the document number used to assign to ledger entries posted from journal batches created using this batch.
Reason Code	Describes why an entry was made and can be used for the audit trail. Reason codes also provide opportunities for problem patterns analysis. The selected reason code is assigned as a default to all journal batches created from this batch.
Suggest Balancing Amount	Specifies the amount field on journal lines for the same document number is automatically pre filled with the value which is required to balance the document.

To set up voucher setup


Voucher setup is done to define the type of voucher, related transaction direction and default account number. Voucher setup can be defined from company information and location.

- Voucher setup on company information
 1. Choose the  icon, enter **Company Information**, and then choose the related link.
 2. Company Information -> Voucher Setup
 3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Type	Specifies the structure and functions of the journal page, i.e. Cash Receipt Voucher, Bank Payment Voucher etc.
Posting No. Series	Identifies the document number used to assign to ledger entries posted from journal batches created using this type.

FIELD	DESCRIPTION
Transaction Direction	Specifies the direction of the transaction, if debit then select the type and account number in Debit Account else in Credit Account .

- Voucher setup on location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Locations -> Process -> Voucher Setup
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Type	Specifies the structure and functions of the journal page, i.e. Cash Receipt Voucher, Bank Payment Voucher etc.
Posting No. Series	Identifies the document number used to assign to ledger entries posted from journal batches created using this type.
Transaction Direction	Specifies the direction of the transaction, if debit then select the type and account number in Debit Account else in Credit Account .

NOTE

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Voucher Transaction

2/18/2021 • 4 minutes to read • [Edit Online](#)

NOTE

The features that this page describes are in preview, which means that they are not complete. We release features in preview to give partners and customers early access to them, so that they can provide valuable feedback. Preview features often have limited or restricted functionality, and typically you should not use them in production environments.


This topic explains the process of recording day-to-day transactions through voucher interface.

Type of vouchers and transactions

Following are the vouchers needed to record the transactions like Cash, Bank, and Journals for this functionality:

- Cash Receipt Voucher: Entries which affect the Cash accounts while receiving cash payments from customers or refund from vendor.
- Cash Payment Voucher: Entries which affect the Cash accounts while making cash payments to vendors or refund to customer
- Bank Receipt Voucher: Entries which affect the Bank accounts while receiving payments from customers or refund from vendor.
- Bank Payment Voucher: Entries which affect the Bank accounts while making payments to vendors or refund to customer.
- Contra Voucher: Entries which affect the Cash and Bank Account together are termed as Contra Vouchers. For example, withdrawal from bank is one such transaction.
- Journal Voucher: Entries which are affecting neither the Cash Account nor the Bank account are termed as Journal Vouchers.

Mandatory fields for voucher entries through voucher interface

1. Choose the  icon, enter **Cash Receipt Voucher**, **Cash Payment Voucher**, **Bank Receipt Voucher**, **Bank Payment Voucher**, **Contra Voucher** or **Journal Voucher**, and then choose the related link.
2. Following are the mandatory fields for any type of voucher entry:

FIELD	DESCRIPTION
Posting Date	Specify the posting date.
Document Type	Specify document type as per transaction requirement i.e. Payment, Refund etc.
Document Number	Specifies the document number, this can be manually entered or auto populated from general journal template or batch.
Account Type	Select relevant account type, i.e. Customer, Vendor, G/L Account, Bank etc.

FIELD	DESCRIPTION
Account No.	Select the relevant account number
Debit Amount	Specify the debit amount
Credit Amount	Specify the credit amount
Balance Account Type	Select relevant account type, i.e. Customer, Vendor, G/L Account, Bank etc.
Balance Account No.	Select the relevant account number
Cheque No.	Specify the cheque number, only applicable for bank payment and receipt voucher.
Cheque Date	Specify the cheque date, only applicable for bank payment and receipt voucher.
Line Narration	Specify the line narration of the journal lines, can be provided for each line.
Voucher Narration	Specify the voucher narration, this will be a single narration for the whole document.

Posted general ledger entries for each voucher

- Payment received in cash from customer for INR 10,000 through Cash Receipt Voucher.

GL Entries will be as following:

PARTICULARS	AMOUNT
Cash Account	10000
Customer Account	-10000

TIP

Cash will always be debited in Cash receipt voucher.

- Payment made in cash to vendor for INR 10,000 through Cash Payment Voucher.

GL Entries will be as following:

PARTICULARS	AMOUNT
Cash Account	-10000
Vendor Account	10000

TIP

Cash will always be credited in Cash payment voucher.

- Payment received by cheque from customer for INR 10,000 through Bank Receipt Voucher.

GL Entries will be as following:

PARTICULARS	AMOUNT
Bank Account	10000
Customer Account	-10000

TIP

Bank will always be debited in Bank receipt voucher.

- Payment made by cheque to vendor for INR 10,000 through Bank Payment Voucher.

GL Entries will be as following:

PARTICULARS	AMOUNT
Bank Account	-10000
Vendor Account	10000

TIP

Bank will always be credited in Bank payment voucher.

- Payment made by cheque to vendor for INR 12,000 and INR 200 as Bank Charges through Bank Payment Voucher.

GL Entries will be as following:

PARTICULARS	AMOUNT
Bank Account	-12200
Vendor Account	12000
Bank Charges Account	200

TIP

Bank will always be credited in Bank payment voucher.

- Cash Withdrawn/deposited or Transfer between bank accounts through Contra Voucher, for example Cash Withdrawn from Bank for INR 10,000.

GL Entries will be as following:

PARTICULARS	AMOUNT
Bank Account	-10000
Cash Account	10000

TIP

Only Bank or Cash accounts can be allowed in Contra Voucher.

- Expense booked for INR 10,000 and crediting Vendor through Journal Voucher.

GL Entries will be as following:

PARTICULARS	AMOUNT
Expenses Account	10000
Vendor Account	-10000

TIP

Bank and Cash accounts are not allowed in Journal Voucher.

Opening balances for GST

GST opening balances shall be created in Business Central. In Journal Voucher, options available to provide the opening balances for –

- GST Credit
- GST Liability
- GST TDS Credit
- GST TCS Credit

NOTE

Only positive amounts are allowed for GST Credit opening balances.

Only negative amounts are allowed for GST Liability opening balances.

System should record the values in GST Sub-Ledger.

TDS and TCS payment to government

It is required to pay the TDS and TCS to government authorities through Bank/Cash Payment Vouchers. Provision is available to select the TDS and TCS sub-ledger entries by applying filters like Companies/Non-Companies, etc. and on the basis of TAN and TCAN Numbers.

NOTE

Details are available in respective TDS and TCS documents.

NOTE

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Italy Local Functionality

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The following topics describe local functionality that is unique to the Italian version of Business Central.

Feature Availability

- VAT
 - [Italian VAT](#)
 - [Submit VAT Statements Available Now](#)
 - [Correct VAT Transactions Reports Available Now](#)
 - [Create Electronic VAT Transactions Reports Available Now](#)
 - [Export VAT Transactions Reports Available Now](#)
 - [Update VAT Transactions Data Available Now](#)
 - [Prepare for VAT Transactions Reports Available Now](#)
 - [Print and Reprint G/L Books and VAT Registers Available Now](#)
 - [Print Intrastat Reports for Italy Available Now](#)
 - [Print Withholding Reports Available Now](#)
- Banking & Payments
 - [Set Up Payment Terms Available Now](#)
 - [Set Up Automatic Payments and Automatic Bills Available Now](#)
 - [Vendor Payments and Customer Bills Overview Available Now](#)
 - [Issue Vendor Payments and Customer Bills Available Now](#)
- Core Finance
 - [Close a Fiscal Year Available Now](#)
 - [Define Debit and Credit Amounts Available Now](#)
 - [Reversing Journal Entries Available Now](#)
- Inventory
 - [Set Up Initial Item Costs Available Now](#)
 - [Fiscal Inventory Valuation Available Now](#)
 - [Set Up Fiscal Inventory Valuation Available Now](#)
- Fixed Assets
 - [Italian Fixed Assets Available Now](#)
 - [Set Up Compressed Depreciation of Fixed Assets Available Now](#)
 - [Set Up Alternate Depreciation Methods Available Now](#)
 - [Create Multiple Fixed Asset Cards Available Now](#)
 - [Print Depreciation Book Reports Available Now](#)
- General
 - [Set Up Company Information Available Now](#)
 - [Italian Subcontracting Available Now](#)
 - [Set Up Journal Templates and Batches Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

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NOTE

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Italian VAT

2/18/2021 • 6 minutes to read • [Edit Online](#)

Companies must pay VAT to the state for most purchased goods and services. VAT can be deducted if the goods or services purchased by a company are used in the production of its income.

In Business Central, you can define periodic VAT reports on the **VAT Report** page. You can fill in the lines based on VAT entries, and then export the VAT report to the appropriate authorities.

VAT Codes and Rates

VAT codes and rates must be set up even though some transactions are not subject to VAT rates. There are also many VAT-liable operations that are subject to a zero VAT rate by provision of the law.

The related VAT code is printed for each invoice line. Invoices for VAT transaction entries that are not subject to VAT rates must be recorded and printed with a note stating that VAT is not owed.

Computing VAT

VAT is computed for transactions to comply with the rules in effect on that the day the transactions occur. Thus, the date on which a transaction legally occurs must be tracked when recording transactions.

Dates

The date of issue is the document date and the date of registration is the posting date. Reporting date filters are based on the posting dates. This is changed from the previous behavior in which reporting date filters were based on the Operation Occured Date.

Non-deductible VAT

VAT cannot be deducted for some purchases because of:

- The type of goods or services purchased – VAT is fully or partially non-deductible by provision of the law on goods like cars, mobile phones, food purchased at restaurants, and so on.
- Partially deductible pro-rated VAT – VAT is pro-rated according to the ratio between sales operations for which VAT is owed, and all operations performed. VAT exceeding this ratio cannot be deducted.

Service Tariffs

The European Union (EU) has issued directives that change the VAT reporting for cross-border trade of goods and services in the EU.

In Italy, the EU sales list (Intrastat) and annual listing reports are updated to include services. This involves a change in the reporting format. A new table for service tariffs is added so that companies can classify services that must be included in the Intrastat report. Users must add the relevant service tariff to all documents that are for cross-border transactions. The service tariff specified on the **Foreign Trade** FastTab for the document can be modified in each line in the document.

VAT Transaction Reports

You must submit periodic reports to the tax authorities, which list transactions that include VAT with amounts over a specified threshold. The VAT transaction reports are created based on transactions with customers or vendors from a country/region that is outside the EU and is not listed as blocked according to Italian authorities. Transactions with customers or vendors from EU countries/regions are reported through **Intrastat** reports.

Transactions with customers or vendors from countries/regions that are listed as blocked are reported through the **Blacklist Communication Report** report. Business Central provides support for the following transaction types:

TRANSACTION TYPE	SUPPORTED
FE - Customer invoices (factures issued)	Yes
FR - Vendor invoices (factures received)	Yes
NE - Customer credit notes (notes issued)	Yes
NR - Vendor credit notes (notes received)	Yes
DF - Transactions without invoices (direct invoices) (customer)	No
FN - Customers invoices, when customer is non-resident	Yes
SE - Vendor invoices, when vendor is non-resident	Yes Note: The purchase of services is assumed, but differentiation between service and goods is left for the user to implement.

Business Central does not report the following types of transactions:

- Prepayment invoices, because the total amount will be reported at the time of the final invoice.
- Operations without an invoice, for example, VAT entries posted via general ledger accounts, because a VAT registration number, a fiscal code, or a customer or vendor reference is required for inclusion in a report.
- Self-billed transactions, which are not supported.

The VAT transactions reports include lines where the amount is over the threshold and lines that must be included for other legal reasons. The threshold amount is set by the Italian authorities.

Document lines contain a field to indicate if the line must be included in the VAT transaction reports. The **Include in VAT Transac. Rep.** fields are selected automatically based on the day of the transaction and a comparison with the threshold amount for the calendar year. If sales lines are related to a blanket order, the threshold is compared to the amount for the blanket order. This only applies to sales line of type **Item**. For service lines, the comparison is made with the service contract amount.

NOTE

Credit memos are included in the VAT transaction report if the customer or vendor is from a country/region that is outside the EU and is not listed as blocked.

When you post credit memos, you must update the **Refers to Period** field to specify the relevant period. The VAT transaction reports will include credit memos where the **Refers to Period** field is set to **Current Calendar Year** or **Previous Calendar Year**.

Business Central adds credit memos to the VAT reports in different ways depending on the application status and the value of the **Refers to Period** field. The following table describes the scenarios.

SCENARIO	IMPACT
<p>A credit memo is applied to a single invoice.</p> <p>The Refers to Period field is set to Current Calendar Year.</p>	<p>The Invoice No. field will be set to the document number of the invoice.</p> <p>The Invoice Date field will be set to the date that is specified in the Operation Occurred Date field</p> <p>Business Central will deduct the credit memo amount from the amount of the original invoice. If the resulting amount is above the threshold, both the invoice and credit memo will be included in the VAT transactions report. If the resulting amount is below the threshold, neither invoice or credit memo will be included in the VAT transactions report.</p>
<p>A credit memo is applied to multiple invoices, or it is not applied.</p> <p>The Refers to Period field is set to Current Calendar Year.</p>	<p>The Invoice Date field will be set to the last day of the year that is specified in the Operation Occurred Date field. For example, if the Operation Occurred Date field is 07-11-11, the Invoice Date field will be set to 31-12-11.</p> <p>Only the credit memo will be included in the VAT transactions report.</p>
<p>A credit memo is applied to multiple invoices, or it is not applied.</p> <p>The Refers to Period field is set to Previous Calendar Year.</p>	<p>The Invoice Date field will be set to the last day of the year before the date that is specified in the Operation Occurred Date field. For example, if the Operation Occurred Date field is 07-11-11, the Invoice Date field will be set to 31-12-10.</p> <p>Only the credit memo will be included in the VAT transactions report.</p>

When service contracts are compared with the threshold, the **Annual Amount** field is converted to your local currency (LCY). The conversion is based on the **Currency Code** field and the exchange rate on the date in the **Starting Date** field for the service contract.

Transactions with reverse charges are not included in the VAT transaction reports. Transactions with prepayments are also not included in the VAT transaction reports.

To prepare your data for these reports, you must set up VAT posting to include VAT transaction report amounts. When a transaction such as posting a sales invoice is made that uses this VAT posting setup, Business Central checks if the transaction meets the threshold amounts. The check is based on document lines because a document can contain lines that must be included in the VAT transaction report and lines that must be excluded. The VAT transaction reports must only contain the lines that must be submitted, so Business Central compares amounts against the threshold for each line instead of for a document.

You must submit a VAT transactions report electronically to the tax authorities. For more information, see [Create Electronic VAT Transactions Reports](#).

See Also

[Set Up VAT](#)

[Record VAT](#)

[Prepare for VAT Transactions Reports](#)

[Create Electronic VAT Transactions Reports](#)

[Submit VAT Statements](#)

[Update VAT Transactions Data](#)

[Italy Local Functionality](#)

NOTE

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Submit VAT Statements

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Companies must pay VAT for most purchased goods and services. VAT can be deducted if the goods and services that are purchased by a company are used in the production of its income.


You must submit periodic VAT statements to the tax authorities to list transactions that include VAT with amounts over a specific threshold. Before you submit your VAT statement, you should review the VAT statement, and then settle and post the VAT transactions.

To review and print VAT statements

1. Choose the  icon, enter **VAT Statements**, and then choose the related link.
2. On the **VAT Statement** page, in the **Name** field, select the required VAT statement, and then choose the **Print** action.
3. On the **Options** FastTab, enter a date interval to limit the period covered by the statement and define what type of VAT entries that you want to include.
4. Choose the **Print** button to print the VAT statement.


You can use the printed VAT statement to review the VAT entries to be submitted to the tax authorities.

To settle and post VAT transactions

1. Choose the  icon, enter **Calc. and Post VAT Settlement**, and then choose the related link.
2. On the **Options** FastTab, enter a date interval to limit the period covered by the VAT settlement, select the correct VAT settlement account, and then select the **Post** action if you want to post the VAT amounts to the settlement account.
3. Choose the **Print** button to print the VAT settlement and post the entries.

After you calculate and post the VAT settlement, VAT amounts are transferred to the appropriate VAT settlement accounts.

To submit VAT statements

1. Choose the  icon, enter **VAT Statements**, and then choose the related link.
2. On the **VAT Statement** page, in the **Name** field, select the required VAT statement, choose the **Print** action, and then choose the **PDF** option.

The exported file can now be submitted to the tax authorities.

See Also

[Report VAT to Tax Authorities](#)


NOTE

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Correct VAT Transactions Reports

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1. Choose the  icon, enter **VAT Reports**, and then choose the related link.
2. Create a new report. For more information, see [Create Electronic VAT Transactions Reports](#).
3. In the new report, change the **VAT Report Type** field to **Corrective** or **Cancellation**. In the **Original Report No.** field, select the report that you want to correct from the list of available reports. The **Start Date** and **End Date** fields are copied from the original report.

NOTE

You can only select VAT reports that are marked as Submitted, as it is required that the original report has a **Tax Auth. Receipt No.**

If it is a corrective report, on the **Home** tab, in the **Process** group, choose **Suggest Lines** to get the relevant VAT entries for the period. A cancellation report does not contain any lines.

The suggested lines are based on the VAT entries within the specified period and the current threshold setup. It is not correlated with the information from the original report.

4. Review the transaction details. To exclude a line from being reported to the tax authority, on the line, clear the **Incl. in Report** check box.

Choose the **Export** action. The **Export VAT Transactions** batch job opens.

NOTE

When you choose **Export** for a report with the status Open, it will be automatically validated and the status will be changed to Released. At this point, you can reopen the report to make changes.

5. Submit the file to the authority. Use the guidelines provided by the authority. For more information, see the [Italian Revenue Agency](#).

After you receive a response from the tax authorities, you must update the VAT report.

6. On the **General** FastTab, in the **Tax Auth. Receipt No.** field, specify the receipt number that you received from the tax authorities.
7. Choose the **Mark as Submitted** action to finalize the report. The **Status** field is updated to Submitted.

See Also

[Export VAT Transactions Reports](#)

NOTE

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Create Electronic VAT Transactions Reports

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You must create a list of transactions that include VAT with amounts over the current threshold on or before the specified occurrence date. You submit this report to the tax authorities.

To create a VAT transactions report

1. Choose the  icon, enter **VAT Report**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Without Contract	The VAT entries that resulted in this line are not associated with a contract.
Contract	The VAT entries that resulted in this line are associated with a contract.
Other	The VAT entries that resulted in this line are not associated with a special contract, such as ongoing maintenance or other exceptions.

TIP

In Business Central, the contract that the tax authorities are looking for can be blanket orders or service contracts. To identify if the VAT report line belongs to a blanket order or service contract, you can drill down to see the underlying VAT entries from the **Amount** field.

Credit memos are included in the VAT transaction report if the customer or vendor is from a country/region that is outside the EU and not black-listed. For more information, see [Italian VAT](#).

Now that you have created the VAT report, you must submit it to the tax authorities. For more information, see [Export VAT Transactions Reports](#).

See Also

[Italian VAT](#)

NOTE

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Export VAT Transactions Reports

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After you create a report, you can release it, and then export it for the authorities. To change the report, make sure that the **Modify Submitted Reports** check box is enabled in the VAT Report Setup page. If it is not, to change the report when you want to correct an error, you will have to create a new report, add the report with the error in the original report number, and then create a corrective report. For more information, see [Correct VAT Transactions Reports](#).

It is only possible to change the lines and fields when the document has the status **Open**. In the **Released** status, only the receipt no. is available for change. In the **Submitted** status, all fields are locked.

To export and submit a VAT transaction report

1. Choose the  icon, enter **VAT Reports**, and then choose the related link.
2. Select an existing report or create a new report:
 - Select the relevant VAT report from the list, and then choose the **Edit** action.
 - Choose the **New** action, and create a new report. For more information, see [Create Electronic VAT Transactions Reports](#).
3. Review the transaction details. To exclude a line from being reported to the tax authority, on the line, clear the **Incl. in Report** check box. To see the VAT entries that the line is based on, choose the drill-down button in the **Amount** field.

NOTE

You can create an empty report, that is, a report that has no lines, in the case in which there are no transactions to report.

4. Choose the **Release** action. The **Status** field is updated to **Released**.

Business Central validates that the VAT report is valid and ready for submission. If the validation fails, the errors are shown on the **VAT Report Error Log** page so that you can make the appropriate changes.

After you release a VAT report, you cannot edit it. If you have to change the report after it is released, you have to first reopen it. Choose the **Reopen** action.
5. Choose the **Export** action. The **Export VAT Transactions** batch job opens.
6. Select the **Detailed Export** check box, depending on your needs. The field controls whether to export the data in detailed format or in aggregate. If aggregate, lines are further grouped by VAT registration number or fiscal code.
7. Choose the **OK** button.

The VAT report is exported as a .ccf file. You can now submit the report to the tax authorities by using the tool from the Italian Revenue Agency. Use the guidelines provided by the authority. For more information, see the [Italian Revenue Agency](#).

After you receive a response from the tax authorities, you must update the VAT report.

8. On the **General** FastTab, in the **Tax Auth. Receipt No.** field, specify the receipt number that you received

from the tax authorities. In the **Tax Auth. Doc. No.** field, specify the document number that you receive.

9. Choose the **Mark as Submitted** action to finalize the report. The **Status** field is updated to Submitted.

NOTE

You can modify a report that has the status of Submitted only if you have enabled the **Modify Submitted Reports** check box on the **VAT Report Setup** page.

See Also

[Correct VAT Transactions Reports](#)

NOTE

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Update VAT Transactions Data

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Before you create the first VAT transaction report, you should prepare the existing data by running the **Update VAT Transaction Data** report. You should also run this report if you have made changes to the setup based on new requirements from the tax authorities.

You can run the **Update VAT Transaction Data** report as a test before you change any data. When you have verified that the filters meet your expectations and the requirements of the tax authorities, you should run the report again to make the appropriate changes to data.

Caution

Before you run the **Update VAT Transaction Data** report, you should activate the change log on the **Change Log Setup** page. Also, you should enable logging for modifications to the **Include in VAT Transac. Report** field on the **VAT Entry** table.

To update VAT transaction data

1. Choose the  icon, enter **Update VAT Transaction Data**, and then choose the related link.
2. Optionally, on the **VAT Entry** FastTab, set the appropriate filters.
3. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Compare against Threshold	Select to compare VAT entries against the threshold amounts that are specified in the VAT posting setup.
Show List Only	Select if you do not want to update data. If you select this field, Business Central prints a report so that you can verify the changes before data is modified. The report contains a line for each document where the VAT base is equal to or greater than the threshold amounts. Warning: Do not select both this field and the Set Include in VAT Transaction Report field.
Set Include in VAT Transaction Report	Select to set the Include in VAT Trans. Report to Yes on all VAT entries where the amounts meet the threshold amounts that are specified in the VAT posting setup. Warning: If you select this field, your data is updated. You should run the report as a test before you run it to change data.

4. Choose the **Print** button to update VAT transaction data, or choose the **Preview** button to view the changes.

When you run the report, Business Central processes VAT entries based on the filters that you set. The following rules are also applied:

- The **Blacklisted** field for the VAT entry must be blank.
- The **Type** field for the VAT entry must not be **Settlement**.

See Also

[Set Up VAT](#)

[Prepare for VAT Transactions Reports](#)

[Italian VAT](#)

NOTE

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Prepare for VAT Transactions Reports

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You must submit periodic reports to the tax authorities to list all transactions that include VAT. The tax authority establishes the thresholds at which reporting is required. Currently, the threshold is set at zero, meaning that all transactions are to be reported. To prepare for these reports, you must set up VAT posting to include VAT transaction report amounts.

To set up VAT transaction amounts

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. Choose the **VAT Transaction Report Amount** action.
3. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
Individual Person	Select if this customer is an individual person.
Resident	Specify if the customer is a resident in Italy. If a customer is not a resident, you must also specify a tax representative on the Foreign Trade FastTab.
First Name	Specifies the first name of the person.
Last Name	Specifies the last name of the person.
Date of Birth	Specifies the date of birth of the person.
Place of Birth	Specifies the place of birth of the person.

4. If the customer is not resident in Italy and is not an individual person, you must specify a tax representative for the customer.

NOTE

Before you can specify a tax representative, you must have created the tax representative as a contact.

To specify a tax representative for a non-resident customer

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select a customer.
3. On the **Foreign Trade** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Representative Type	Specifies if the tax representative is a customer or a contact. You must set this field to Contact .

FIELD	DESCRIPTION
Tax Representative No.	Specify the contact that is the tax representative for this customer.

You have set up information so that Business Central will track new transactions with VAT that meet the thresholds that are specified by the tax authorities. Before you create the first VAT transaction report, you should prepare the existing data. For more information, see [Update VAT Transactions Data](#). You can then create VAT transactions reports. For more information, see [Create Electronic VAT Transactions Reports](#).

See Also

[Update VAT Transactions Data](#)

[Create Electronic VAT Transactions Reports](#)

[Italian VAT](#)

NOTE

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Print and Reprint GL Books and VAT Registers

2/18/2021 • 3 minutes to read • [Edit Online](#)

The tax authorities require that you submit two fiscal reports that list all of the posted ledger entries, the **G/L Book - Print** report and the **VAT Register - Print** report. Each printed page must have its own progressive number, and therefore, you must update Business Central with the last printed page number before you run these reports again.

The following procedure describes how to print or reprint the **G/L Book - Print** report, but the same steps apply to printing or reprinting the **VAT Register - Print** report.

To print the general ledger book report

1. Choose the  icon, enter **G/L Book - Print**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Report Type	Select the type of report to create. If you select Reprint , the From Progressive No. field becomes enabled.
Starting Date	Enter the first date in the period from which posted entries will be shown.
Ending Date	Enter the last date in the period from which posted entries will be shown.
From Progressive No.	Specifies the progressive number for the report.
Print Company Information	Select to print company information on the report. The remaining fields are populated based on the Company Information page.

When you print the report, you will be reminded to update the **General Ledger Setup** page with the page number on the last page.

IMPORTANT

Business Central does not save the page number automatically when you run the reports. After you run the **G/L Book - Print** report or the **VAT Register - Print** report, you must update Business Central with the last printed page number.

3. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.

To set the last printed page number for the VAT register report, search for **VAT Register**, and choose the link for the page under **VAT Posting Group**.


4. In the **Fiscal Reporting** FastTab, in the **Last Printed G/L Book Page** field, specify the page number

that is on the last page of the **G/L Book - Print** report that you just printed.

Both official reports can be reprinted. When you reprint a report, the first page of the report must have the same page number as it did when the report was printed the first time. If you want to reprint one of the reports, and the page number is incorrect, you can change the reprinting information for the report

The following procedure describes how to view or change the page numbering for previously printed versions of the **G/L Book - Print** report, but the same steps apply to the **VAT Register - Print** report.

To view or change page numbering for reprinting the general ledger book report

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. Choose the **Change G/L Book Reprint Info.** action. On the **G/L Book Reprint Info** page, the **First Page Number** field specifies the first page number of the previously printed reports.

When you update the **General Ledger Setup** page or the **VAT Registers** page with the page number of the last page of the printed report, make sure that you specify the correct page number. If the reprinted report starts with the wrong page number, the report will not be accepted by the tax authorities. The **G/L Book Reprint Info** page and the **VAT Register Reprint Info** can help you identify the correct page number.

See Also

[Italy Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Intrastat Reports for Italy


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can print monthly and quarterly Intrastat reports and submit them to the authorities on a diskette by running the **Intrastat Make Disk Tax Auth** batch job. Information regarding the receipt and the delivery of goods is included automatically.

The following Intrastat reports are available:

- **Intrastat - Checklist** report
- **Intrastat - Form** report


To print quarterly or monthly reports

1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. Select the required journal batch.
3. To open the **Intrastat - Monthly** report or the **Intrastat - Quarterly** report, choose the **Monthly Report** action or the **Quarterly Report** action.
4. On the **Intrastat Jnl. Line** FastTab, select the appropriate filters.
5. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.
6. On the **Intrastat Journal** page, to save the report details to a diskette, choose the **Make Diskette** action.


NOTE

Before you print, you can select the path and file name. If you do not specify this information, the file will be named `scambi.cee` and will print to the root of the C drive.

To print Intrastat - Checklist reports

1. Choose the  icon, enter **Intrastat - Checklist**, and then choose the related link.
2. On the **Options** FastTab, select the **Show Intrastat Journal Lines** check box to include detailed information about the journal lines in the report.
3. On the **Intrastat Jnl. Batch** and **Intrastat Jnl. Line** FastTabs, select the appropriate filters.
4. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

To print Intrastat - Form reports

1. Choose the  icon, enter **Intrastat - Form**, and then choose the related link.
2. On the **Intrastat Jnl. Batch** and **Intrastat Jnl. Line** FastTabs, select the appropriate filters.
3. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Set Up Journal Templates and Batches](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Withholding Tax Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Withholding Taxes** report displays a list of withholding taxes that are payable to the government.

To print a withholding tax report

1. Choose the  icon, enter **Withholding Taxes**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Reference Month	Enter the month of the withholding tax period in numeric format.
Reference Year	Enter the year of the withholding tax period in numeric format.
Print Details	Select if you want to show all detailed information about withholding tax transactions.
Final Printing	Select if you want to mark this report as the final printed version. If you select this check box, the withholding taxes report will be marked as printed.

3. Chose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Report VAT to Tax Authorities](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Payment Terms in the Italian Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

Payment terms determine how you whelp you manage due dates and payment discounts. For each payment term, you can specify if the payment can be made in installments. For example, you can define that a payment can be made in three installments with a third of the payment due after 30, 60, and 90 days.

If a payment term must be paid in one installment, you must still specify how the due date will be calculated.

When you first sign up for [Business Central, the demonstration company provides a few payment methods that businesses often use. You can, however, add as many as you need.

To set up payment terms

1. Choose the  icon, enter **Payment Terms**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **Calculation** action.
4. On the **Payment Terms Lines** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Payment %	Specify the percentage of the total payment that this installment is for. For example, if the payment must be made in one installment, enter 100 .
Due Date Calculation	Specify the formula that is used to calculate the date that a payment must be made. For example, if the payment must be made in one installment after two weeks, enter 14D . For more information, see Using Date Formulas
Discount Date Calculation	Specify the formula that is used to calculate the date that a payment must be made in order to obtain a discount.
Discount %	Specify the discount percentage that is applied for early payment of an invoice amount.

5. Choose the **OK** button.

The **Payment Nos.** field on the **Payment Terms** page is updated. The payment terms that you set here will be a reference for automatic due date calculation for documents that you post for relevant customers and vendors.

After you set up the payment terms, you assign them to customers and vendors. Optionally, assign payment terms to your payment methods.

See Also

[Set Up Payment Terms in the Italian Version](#)

Defining Payment Methods

Setting Up Finance

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up Automatic Payments and Automatic Bills

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can manage automatic payments and bills.

To use automatic payments and automatic bills, you must set up the relevant information.

To add bank information for your company

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Payments** FastTab, fill in the key fields as described in the following table.

FIELD	DESCRIPTION
Payment Method	Select the payment method for the type of payments made to or from this bank account. For example, for the bank account that will be used for automatic payments made by customers, select a payment method for bank transfers.
Bills For Collection Acc. No.	Specify the general ledger account where bills for collection will be credited.
Bills For Discount Acc. No.	Specify the general ledger account where bill discounts will be debited.
Bills Subj. to Coll. Acc. No.	Specify the general ledger account where bills subject to collection will be credited.
Expense Bill Account No.	Specify the general ledger account where expenses for bank receipts will be posted.

3. Choose the OK button.


IMPORTANT

Before you can export a vendor bill, you must select a payment format in the **Payment Export Format** field on the **Bank Account Card** page.

Before you can export a customer bill, you must select a payment format in the **SEPA Direct Debit Exp. Format** field on the **Bank Account Card** page.

The following procedure describes how to set up automatic bills for sales and receivables, but the same steps also apply to setting up purchases and payables for using automatic payments.

To set up automatic bills for sales and receivables


1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Bills** FastTab, in the **Temporary Bill List No.** field, select the temporary bill list number. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Temporary Bill List No.	Select the number series that will be used for temporary bill lists.
Recall Bill Description	Specify the descriptive text that will be used for recalled bills.
Bank Receipts Risk Period	Specify a date formula to calculate the risk period in days, such as 20D . This will be a reference for bank receipt closing. Customer bills will be closed only at the end of the risk period that you specify here.

3. Choose the **OK** button.

Next, you must specify bill codes for those payment methods that you use for automatic payments and automatic bills.

To specify bill codes for a payment method

1. Choose the  icon, enter **Payment Methods**, and then choose the related link.
2. Select the payment method that you use for bank transfers to vendors, and then, in the **Bill Code** field, select a bill code.
 - a. To create a bill code, in the **Bill Code** field, choose the field, and then choose the **New** action.
 - b. On the **Bill** page, fill in the fields.

Now, you can process customer bills and vendor bills so that they are handled automatically.

See Also

[Defining Payment Methods](#)
[Italy Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Vendor Payments and Customer Bills Overview

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can manage automatic bills to customers and from vendors.

In addition, the bill pay feature supports the issuance of payment in many formats, including SEPA Credit Transfer, SEPA Direct Debit, and Italian bill formats.

Customer Bills and Vendor Bills

You can issue a document to your bank with the payment amounts that are due to vendors on or before a certain date. The bank will pay the amount on or before that date by transferring the money from your bank account to the vendor's bank account.

Similarly, you can issue a billing document to your customers who have payments that are due on or before a certain date. The customers can pay the amount to your bank, which then transfers that amount to your bank account. The bill is then given to the customer as evidence of your receipt of the payment.

Before you can process bills, you must add your bank information to the **Company Information** page. You must also create bill posting groups and assign a bill posting group to the bank account that you will use for automatic bills. For more information, see [Set Up Automatic Payments and Automatic Bills](#). Then, you can generate lists of customer bills and vendor bills and process them.

See Also

[Set Up Automatic Payments and Automatic Bills](#)

[Issue Vendor Payments and Customer Bills](#)

NOTE

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Issue Vendor Payments and Customer Bills

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The vendor and customer bill pay feature supports SEPA-based formats in addition to Italian file formats. You can pay vendors according to the SEPA Credit Transfer standard and collect payment from customers according to the SEPA Direct Debit standard. The following procedure describes the process for sending a SEPA-based payment to a vendor. The steps are similar for collecting payment from a customer.

Before starting the following procedure, make sure that information for your company's bank has been provided on the **Bank Account Card** page. On the card, include information for the following fields:

- IBAN
- SWIFT Code (optional)
- Payment Export Format
- SEPA CT Msg. ID No. Series

In addition, there must be a posted purchased invoice against which you can send a payment.

To issue payment to a vendor

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the vendor to which you want to send payment. On the **Payment** FastTab, in the **Payment Method Code** field, choose the **TRASFBANC** option.
3. Choose the **Bank Accounts** action.
4. In the **Vendor Bank Account List**, select the vendor's bank account, and then choose the **Edit** action.
5. On the **Transfer** FastTab, specify information for the **IBAN** field.
6. Choose the **OK** button.
7. Choose the  icon, enter **Vendor Bill Card**, and then choose the related link.
8. Choose the **New** action.
9. On the **General** FastTab, enter information in the following fields: **Bank Account No.** of the vendor and **Payment Method Code**.
10. Choose the **Suggest Payment** action.
11. Set filters, as appropriate, and then choose the **OK** button to run the batch job.
12. Choose the **Create List** action.
13. Choose the **Yes** button to send the bill payment.
14. Choose the  icon, enter **Vendor Bill List Issued**, and choose the related link.
15. Select the bill payment that you issued from the list, and then choose the **Edit** action. The **Vendor Bill List Sent Card** page opens.
16. To export the payment information, choose the **Export Bill List to File** action. You can review the xml file that was sent.
 - a. Export to File (for standard SEPA format files)

b. Export Bill List to File

You can review the .xml file before sending it. To review and fix errors, you can refer to the **File Export Errors** FactBox.

See Also

[Create SEPA Direct Debit Collection Entries and Export to a Bank File](#)

NOTE

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Close a Fiscal Year


2/18/2021 • 2 minutes to read • [Edit Online](#)

To evaluate profit and loss, a fiscal year closing report is provided at the end of each fiscal year.

Fiscal year closing involves the following steps:

- Closing the fiscal year using the **Accounting Period** option.
- Generating a year-end closing entry using the **Close Income Statement** option.
- Posting the year-end closing entry.


To close a fiscal year

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. To close an accounting period, select the accounting period, and then choose the **Close Year** action.
3. To confirm that you want to close the fiscal year, choose the **Yes** button.

IMPORTANT

After the fiscal year is closed it cannot be opened again, and the period in the fiscal year cannot be changed.

To generate a year-end closing entry using the Close Income Statement option


1. Choose the  icon, enter **Close Income Statement**, and then choose the related link.
2. On the **Options** tab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Fiscal Year Ending Date	The ending date for the fiscal year.
Gen. Journal Template	The name of the general journal template in which to place the entries.
Gen. Journal Batch	The name of the general journal batch in which to place the entries.
Balancing Account No.	Select the relevant account number.
Document No.	The batch job automatically populates this field with the next available number for the journal batch if you fill in the Gen. Journal Template and Gen. Journal Batch fields. You can also enter a number into this field manually.
Net Profit Account No.	Select the unique net profit account number.
Net Loss Account No.	Select the unique net loss account number.

FIELD	DESCRIPTION
Posting Description	Enter a description. The default text is Close Income Statement .
Business Unit Code	Select this check box if you require an entry for each business unit code.
Dimensions	Optionally, select the field to select the dimension codes if you require an entry for each dimension used in the general ledger account.
Inventory Period Closed	This field indicates that the inventory periods with ending dates greater than or equal to the last date of the accounting period are closed.

3. Choose the **OK** button to create the journal entries.

To post the year-end closing entry

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. In the **Batch** field, specify the batch that contains the closing entries.
3. Add the relevant entries to the journal lines.
4. To post the journal, choose the **Post** action.

An entry is posted to each income statement account so that it has a zero balance. The year-end result is transferred to the balance sheet.

See Also

[Closing Years and Periods](#)

[Italy Local Functionality](#)

NOTE

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Define Debit and Credit Amounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Debit Amount** and **Credit Amount** fields are included in multiple journals and tables, including the **General Journal**, **Cust. Ledger Entry** table, and **Vendor Ledger Entry** table. The debit and credit amounts must match in the journals and tables, or you will be unable to post or save.

To define debit and credit amounts

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Debit Amount	Enter the debit amount.
Credit Amount	Enter the credit amount.

WARNING

The **Debit Amount** and **Credit Amount** fields must match. If the amounts are different, you will not be able to post or save the journal.

3. Choose the **OK** button.

See Also

[Italy Local Functionality](#)

NOTE

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Reversing Journal Entries

2/18/2021 • 2 minutes to read • [Edit Online](#)

Controls have been added to the **Reverse Transaction Entries** page to comply with local laws. These controls ensure the following:

- You cannot reverse an invoice, credit note, or document involving VAT management.
- You cannot reverse posted invoices, credit memos, or debit memos.
- You cannot delete posted invoices, credit memos, or general journals in the sales, purchase, or service area—even if they have been printed.
- You cannot reverse sales, purchase, or service headers for reserved documents.

See Also

[Italy Local Functionality](#)

[Reverse Journal Postings and Undo Receipts/Shipments](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up Initial Item Costs

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you set up Business Central in your organization.

On the **Before Start Item Cost** page, you can enter information about inventory items, such as component costs, routing costs, and overhead costs.

To set up initial item costs

1. Choose the  icon, enter **Before Start Item Cost**, and then choose the related link.
2. Choose the **New** action.
3. Enter information into the required fields. This includes the **Starting Date**, **Purchase Quantity**, **Purchase Amount**, **Production Quantity**, and **Production Amount** fields.
4. Choose the **OK** button.

The entries in this page will be used to calculate the average year cost. For more information, see [Item Cost History List](#) and [Calculate End Year Costs](#).

See Also

[Fiscal Inventory Valuation](#)

[Set Up Fiscal Inventory Valuation](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Fiscal Inventory Valuation

2/18/2021 • 2 minutes to read • [Edit Online](#)

You must submit an annual report that shows the monetary value of inventory items for the fiscal year. According to the Italian requirements for fiscal inventory valuation, you must calculate the following cost types:

- Year average cost
- Weighted average cost
- First in, First Out (FIFO) cost
- Last in, First Out (LIFO) cost
- Discrete LIFO cost

Fiscal Inventory Valuation in Business Central

Initially, you must set up the fiscal inventory valuation for all cost types on the **Item Costing Setup** page and the **Item Card** page. For more information, see [Set Up Fiscal Inventory Valuation](#).

When you set up Business Central, you must enter the inventory item ledger entries for the first year in order to calculate the item's valuation. You can do this in the **Before Start Item Cost** page.

To calculate discrete LIFO cost, you must set up information on the **Item Card** page and the **Subcontracting Prices** page.

NOTE

The discrete LIFO cost can only be calculated for items for which the **Inventory Valuation** field is set to **Discrete LIFO** on the **Item Card** page.

After you set up the discrete LIFO cost calculation, you can post sales and purchase transactions based on year-end costs.

End of Year

At the end of the fiscal year, you can run the **Calculate End Year Costs** batch job to calculate the fiscal inventory value of each inventory item according to the required valuation methods. The results are shown in the **Item Cost History List** page. Then, you can run the **Fiscal Inventory Valuation** report and the **LIFO Valuation** report to show the inventory valuation.

For year-end operations, such as calculating the profit and loss during a fiscal year, there is a definitive period and a non-definitive period. If the **Competence Year** field on the **Item Cost History List** page is equal to the fiscal year end date, it is a definitive period, and you cannot recalculate data for a definitive period. If the definitive data differs from the fiscal year end date, then it is a non-definitive period. There should be data for at least one non-definitive period to perform calculations or partial calculations.

See Also

[Italy Local Functionality](#)

[Set Up Fiscal Inventory Valuation](#)

[Set Up Initial Item Costs](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Fiscal Inventory Valuation

2/18/2021 • 2 minutes to read • [Edit Online](#)

To use fiscal inventory valuation, you must set up inventory valuation methods.


To set up fiscal inventory valuation for item costing

1. Choose the  icon, enter **Item Costing Setup**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Components Valuation	Specify the fiscal inventory valuation method.
Estimated WIP Consumption	Select to include the finished production orders or the released production orders for the cost calculation. If this field is cleared, then consumption and capacity ledger entries are filtered by posting date.

3. Choose the **OK** button.

To set up fiscal inventory valuation for an item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. On the **Item List** page select each item, and then, on the **General** FastTab, in the **Inventory Valuation** field, specify the inventory valuation type.
3. Choose the **OK** button.

See Also

[Fiscal Inventory Valuation](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Italian Fixed Assets

2/18/2021 • 2 minutes to read • [Edit Online](#)

Fixed assets are properties owned by a company and used in the production of its income. Assets can be either tangible or intangible, and can be either durable or non-durable. Cars, machines, and furniture are examples of tangible assets. Startup costs and licenses are examples of intangible assets.

The following features have been added to the fixed assets functionality:

- There are several types of depreciation available, including the following: anticipated, accelerated, and reduced.
- Automatic creation of multiple fixed asset cards from an invoice.
- A **Depreciation Book** report that displays depreciation by fixed asset type.

Anticipated depreciation allows companies to delay payment of taxes on assets by using an augmented depreciation rate for the first three years. This augmented depreciation rate must be a maximum of twice the normal depreciation rate. Thereafter, the depreciation rate is halved for the first year, and then doubled for the remaining two years. For subsequent years, the depreciation follows the standard pattern.

Accelerated depreciation allows companies that can prove that an asset's use is more intensive than that of a standard asset to use a higher depreciation rate for this asset. Accelerated depreciation allows companies to shorten the period of an asset's depreciation.

Reduced depreciation allows companies that can prove that an asset's use is less intensive than that of a standard asset to use a lower depreciation rate for this asset, and recover the difference during the following fiscal years. Reduced depreciation allows companies to lengthen the period of an asset's depreciation.

See Also

[Fixed Assets](#)

[Italy Local Functionality](#)

[Set Up Alternate Depreciation Methods](#)

[Create Multiple Fixed Asset Cards](#)

[Set Up Compressed Depreciation of Fixed Assets](#)

[Print Depreciation Book Reports](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up Compressed Depreciation of Fixed Assets

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can compress fixed asset depreciation into subclasses and choose to display only the total sum by subclass. You can choose to post only the depreciation totals of assets that are grouped by category. This is particularly important for companies that have multiple fixed assets divided into many individual items.

When you calculate depreciation, one line is generated for each fixed asset. For example, posting depreciations for 100 assets generates 100 lines that are posted to both the general ledger and fixed asset ledger entries.

To set up compressed depreciation of fixed assets

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. On the **Depreciation Book List** page, select the relevant depreciation book, and then choose the **Edit** action.
3. To post only the depreciation totals of assets that are grouped by category, on the **Depreciation Book Card** page, on the **General** FastTab, select the **Compress Depreciation** check box.

NOTE

Multiple depreciation lines are then compressed in the general ledger and are displayed in a single entry that is divided by fixed asset categories.

4. Choose the **OK** button.

See Also

[Set Up Fixed Asset Depreciation](#)

[Italian Fixed Assets](#)

[Set Up Alternate Depreciation Methods](#)

[Create Multiple Fixed Asset Cards](#)

[Print Depreciation Book Reports](#)

NOTE

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Set Up Alternate Depreciation Methods


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Alternate depreciation methods include the following:

- Anticipated depreciation.
- Accelerated depreciation.
- Reduced depreciation.

You must create depreciation tables to set up these depreciation methods.

To set up alternate depreciation methods

1. Choose the  icon, enter **Depreciation Tables**, and then choose the related link.
2. On the **Depreciation Table List** page, choose the **New** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	The code for the depreciation table.
Description	The description for the depreciation table.
Period Length	The length of the period to which each of the depreciation table lines will apply.
Total No. of Units	The total number of units that the asset is expected to produce in its lifetime.

4. On the **Lines** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Period Depreciation %	The depreciation percentage to apply to the period.
No. of Units in Period	The number of units produced by the asset to which this depreciation table applies.
Anticipated %	The anticipated depreciation percentage.
Accelerated/Reduced %	The actual depreciation percentage.

5. In the **Total Depreciation %** field, enter the total depreciation percentage.
6. Choose the **OK** button.

See Also

[Set Up Fixed Asset Depreciation](#)
[Italian Fixed Assets](#)

[Create Multiple Fixed Asset Cards](#)

[Set Up Compressed Depreciation of Fixed Assets](#)

[Print Depreciation Book Reports](#)

NOTE

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Create Multiple Fixed Asset Cards


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can create multiple fixed asset cards automatically during purchase invoice posting. For example, if your company purchases 200 computers of the same kind from the same vendor, you do not have to manually create a fixed asset card for each computer; the fixed asset cards can be created automatically.

To create multiple fixed asset cards

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Choose the **Lists** action, and then choose the **Fixed Assets** action.
3. On the **Fixed Asset List** page, choose the **New** action.
4. On the **Fixed Asset Card** page, fill in the relevant fields.

You will use the value of the **No.** field when you generate the remaining fixed assets later.

5. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
6. Create a new purchase order, or open the existing purchase order.
7. Expand the **Lines** FastTab.
8. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Type	Select Fixed Asset .
No.	Specify the fixed asset number. NOTE: This should be the same fixed asset number that you entered in the Fixed Asset list.
No. of Fixed Asset Cards	Specify the relevant number of duplicates for your fixed asset. NOTE: During invoice posting, duplicate fixed asset cards are automatically generated and added to the fixed asset list. The only difference between the duplicate fixed asset cards is the number assigned to each fixed asset.

9. Choose the **OK** button.

See Also

[Fixed Assets](#)

[Italian Fixed Assets](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Depreciation Book Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Depreciation Book** is a fiscal report that is sorted by year and item class. The **Depreciation Book** report shows changes in fixed asset stock in a given year by item class, rather than by the individual items. The **Depreciation Book** report is run after the depreciation method has been set up and assets have been entered.

To print depreciation book reports

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Choose the **Reports and Analysis** action, and then choose the **Depreciation Book** action.
3. Expand the **Options** FastTab.
4. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Depreciation Book	The depreciation book to be printed.
Starting Date	Sets the start date.
Ending Date	Sets the end date.
Print per Fixed Asset	Select to print the report for each fixed asset.

5. Expand the **Fixed Asset** FastTab, and then select the appropriate filters.
6. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Italian Fixed Assets](#)

[Create Multiple Fixed Asset Cards](#)

[Set Up Compressed Depreciation of Fixed Assets](#)

[Set Up Fixed Asset Depreciation](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Company Information

2/18/2021 • 2 minutes to read • [Edit Online](#)

Fiscal documents must contain all company information. You can enter all relevant data on the **Company Information** page when setting up a company. This data will be included in all reports and fiscal documents.

To set up company information

1. Choose the  icon, and then choose the **Company Information** action.
2. Enter the information into the FastTabs as described in the following table.

FIELD	DESCRIPTION
General	The general company information.
Communication	The company contact information.
Payments	The bank information for the company.
Shipping	The shipping information for the company.
Administration	The administration information for the company.

3. Choose the **OK** button.

See Also

[Italy Local Functionality](#)

NOTE

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Italian Subcontracting

2/18/2021 • 2 minutes to read • [Edit Online](#)

Companies contracted for production often outsource the production of components to subcontractors. In order to know how many components to transfer to the subcontractor, there is a link between the subcontractors' operations and the BOM. This facilitates Master Production Scheduling (MPS) and Material Requirements Planning (MRP), and enables contractors to manage their outsourced and subcontracted components.

Special unit prices are often negotiated between main contractors and subcontractors, so an extra subcontracting price list is available.

Work in Progress

You can send an item to a subcontractor and have the subcontractor return it as a Work in Progress (WIP) to the main contractor. You can also send and receive groups of items without forced reference to the item card.

See Also

[Subcontract Manufacturing](#)

[Italy Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up Journal Templates and Batches

2/18/2021 • 2 minutes to read • [Edit Online](#)

All European Union (EU) companies must submit Intrastat reports to the customs office, detailing their trade with other EU countries/regions for the current year. An Intrastat summary report is presented to the tax authorities monthly, quarterly, or yearly depending upon the company's business.

You can print Intrastat reports on the **Intrastat Jnl. Batches** page based on Intrastat journal entries. You can manually place entries into the journal, or use a batch job to place the entries there. Before you can do this, you must set up Intrastat journal templates and batches.


To set up Intrastat journal templates

1. Choose the  icon, enter **Intrastat Journal Templates**, and then choose the related link.
2. To create a new Intrastat journal template, choose the **New** action.
3. On the **Intrastat Journal Templates** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	The name of the Intrastat journal template. You can enter a maximum of 10 alphanumeric characters.
Description	The description of the Intrastat journal template. You can enter a maximum of 80 alphanumeric characters.

4. Choose the **OK** button.

To set up Intrastat journal batches

1. Choose the  icon, enter **Intrastat Journal Templates**, and then choose the related link.
2. To open the **Intrastat Jnl. Batches** page, select the required template, and then choose the **Batches** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	The name of the Intrastat journal. You can enter a maximum of 10 alphanumeric characters.
Description	The description of the Intrastat journal. You can enter a maximum of 50 alphanumeric characters.
Periodicity	Select one of the following options: - Month - Quarter - Year

FIELD	DESCRIPTION
Type	Select one of the following options: - Purchases - Sales
Statistics Period	The statistics period that the report will cover. Enter the value in YYYYMM format.
Corrective Entry	Select the Corrective Entry check box to correct an entry.
File Disk No.	The number of the file disk. This is used when you run the Intrastat - Make Disk Tax Auth batch job.
Currency Identifier	The code to identify the currency for the Intrastat report.
Reported	If the entry has already been reported to the tax authorities, select the Reported check box. This check box is selected automatically when you run the Intrastat - Make Disk Tax Auth batch job for this entry.

4. To close the page, choose the **OK** button.

See Also

[Italy Local Functionality](#)

[Print Intrastat Reports for Italy](#)

NOTE

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Mexico Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Mexican version of Business Central.

Feature Availability

- Tax
 - [Set Up and Generate DIOT Reports Available Now](#)
 - [Mexico Sales Tax Available Now](#)
 - [Set Up Use Tax and Purchase Tax Available Now](#)
 - [Set Up Unrealized Sales Tax and Sales Payment Discounts Available Now](#)
 - [Reporting Sales Tax in Mexico Available Now](#)
 - [Create Deposits Available Now](#)
 - [Tax Identification Types for Mexico Available Now](#)
 - [VAT Recalculation Available Now](#)
- Electronic Invoicing
 - [Electronic Invoicing Available Now](#)
 - [Set Up Electronic Invoicing Available Now](#)
 - [Generate Electronic Invoices Available Now](#)
 - [Electronic Accounting Regulations in Mexico Available Now](#)
 - [Make Electronic Payments Available Now](#)
- General
 - [Set Up PAC Web Services Available Now](#)
 - [Print Troubleshooting Reports Available Now](#)

See Also

[Working with Business Central](#)
[Country/regional availability and supported languages](#)

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Set Up and Generate DIOT Reports

2/18/2021 • 4 minutes to read • [Edit Online](#)

As a company in Mexico, you must report VAT from vendor purchases to the Mexican government, to SAT - Servicio de Administración Tributaria. This can be done in Business Central by generating a file that can be uploaded to SAT. This topic describes how to set up the functionality and generate the report. The DIOT (Declaración Informativa de Operaciones con Terceros) report functionality is created as an extension (app) for Business Central and is preinstalled in the online version but must be installed manually in the on-premises version of Business Central.


What Does this Extensions Handle?

The extension provides the following capabilities:

- Setup of the DIOT-related information
- Vendor settings
- Export the DIOT report so it can be uploaded to the authorities

Setup of the Mexican DIOT Extension

You set up the DIOT extension through Assisted Setup, which provides an easy, step-by-step guide for getting started with DIOT in Business Central. If needed, you can run the guide several times until the setup is completed.

1. In Business Central, choose the  icon, enter **Assisted Setup**, and then choose the related link.
2. Choose the **Set Up DIOT** action.
3. The first page in the setup guide explains what you are about to set up. Choose the **Next** button.
4. In the **Default Vendor DIOT Type of Operation** field, choose the default type of operation that you want to be set on vendors in the system.

Every entry in the report must be assigned a **Type of Operation** value. There are three valid types: **Prof. Services**, **Lease and Rent**, and **Others**. You are not allowed to report the **Lease and Rent** type of operation for a vendor that is not local. All vendors will be updated with the setting chosen here.

5. Choose a value in the **Type of Operation** field, and then choose the **Next** button.
6. Choose the **Open Vendor List** action to select another **Type of Operation** value individually for vendors if you want the setting to be different from what you chose in the previous step.

A special page opens, which includes the **DIOT Type of Operation** field. Here you must set up DIOT concepts, which is a sort of setup of how VAT entries are collected for the report.

7. Choose the **Open DIOT Concepts** action.

You will see a list of predefined DIOT concepts that look like VAT setup. These DIOT concepts must be linked to VAT product posting groups and VAT business posting groups. You may not have to link all of the DIOT concepts. Investigate each DIOT concept and decide how these map to your VAT posting setup.

Adding a link to a DIOT concept is done by clicking the number in the **VAT Link Count** field. Note, that not all DIOT concepts must be linked. DIOT concepts with **None** in the **Column Type** field exist for legacy reasons and cannot be linked. For records where the **VAT Link Count** field is not filled in, you should

investigate if you have VAT entries that fall under this DIOT concept and add the corresponding link. DIOT records where the **VAT Link Count** field is filled in indicate that links are already created or do not have to be created.

8. Choose the **Next** button.

The setup of DIOT is now finished.

9. Choose the **Finish** button.

Optional Setup for Reporting Withholding Tax with the DIOT Extension


The DIOT report exports data including withholding tax amounts for vendor transactions. Calculation of withholding tax is currently not supported in the Mexican version of Business Central. To work around this, you can post extra lines to a predefined general ledger account. The DIOT extension supports reporting withholding tax data in the following way:

The **VAT Posting Setup** table has a new field, **DIOT WHT %**. By setting this field to a value other than zero, you indicate that all entries posted with this setup are to be considered as if they were posted with that amount of VAT withheld.

For example, if you have transactions that are supposed to be 10% VAT and 5% withholding tax, use a posting setup where the **VAT %** field contains *10* and the **DIOT WHT %** field contains *5*.

This field will only affect the DIOT report calculations and not the actual posting of the lines/entries/documents, so you must continue the existing workaround that you may have for calculating withholding tax, regardless of setting up the DIOT Report extension.

To create an export of DIOT report files

1. Choose the  "Tell me what you want to do" icon, enter **Create DIOT Report**, and then choose the related link.
2. On the **Create DIOT report** request page, set the **Starting Date** and **Ending Date** fields to represent the period for which you wish to report.
3. Choose the **OK** button.

You may get an error regarding the **RFC No.** field, which needs to be set up on local vendors. To set this up, fill in the **RFC No.** field on the **Payments** tab on the **Vendor Card** page.

When the report runs without errors, you will be prompted to save the file **Diot.txt**, which you can then send to authorities.

See Also

[Customizing Business Central Using Extensions](#)

[Getting Started](#)

NOTE

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Reporting Sales Tax in the Mexico

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you first start using Business Central, you can run an assisted setup guide to quickly and easily set up sales tax information for your company, customers, and vendors. In a matter of minutes, you are ready to create sales documents and purchase documents with sales tax calculated correctly. If you move to the empty My Company, we recommend that you start by using each of the assisted setup guides, including the one for sales tax. If you prefer to set up sales tax yourself, this article explains what you have to take into consideration.

Tax Groups, Tax Areas, and Tax Jurisdictions

In Business Central, a tax group represents a group of inventory items or resources that are subject to identical tax terms. For example, you can set up a tax group for taxable items and another for nontaxable items. You must assign tax group codes to inventory items and general ledger accounts. Similarly, you must assign tax area codes to customers, locations, and to your own company settings. The assisted setup guide helps you do this.

If you set up new tax areas and tax jurisdictions, you must make sure that you fill in the fields correctly. In Mexico, states, counties, cities, and localities can charge sales tax. Companies collect and remit sales tax to these government authorities for products sold to end users. Sales tax can also be charged to existing sales tax. For example, tax can be calculated on a sales invoice amount that already includes the tax from other jurisdictions.

Tax Details

The **Tax Details** page shows different combinations of sales tax jurisdictions and sales tax groups to establish sales tax rates. For each tax jurisdiction, we recommend that you set up one tax group for normal sales tax, another tax group for items or services that are not taxed, and an additional tax group for every type of item or service that is handled with a different sales tax rate in that jurisdiction.

In Mexico, when you sell to a customer at a location where you do not have a *situs*—or a legal location in that state, you do not collect sales tax. For locations in which you do not have a situs, ensure that both the **Tax Below Minimum** and **Tax Above Maximum** fields are 0.00.

See Also

[Mexico Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

[Set Up Sales Tax - Watch a Video](#)

[Working with Business Central](#)

NOTE

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Set Up Use Tax and Purchase Tax in the Mexican Version

2/18/2021 • 4 minutes to read • [Edit Online](#)

Sales tax includes taxes that companies pay for using items:

- Use tax (United States) – Use tax is a United States sales tax that is paid on items that are purchased by a company and are used by that company instead of being sold to a customer. The company must pay sales tax for those items to the government, in the form of use tax.
- Purchase tax (Canada) – Purchase tax is a Canadian sales tax that is paid by a company on items that are purchased from a vendor. When a company purchases items for use by the company itself, the vendor charges the appropriate sales tax for the items.


To set up use tax for a purchase order

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. On the **Purchase Orders** page, choose the **New** action.
3. On the **Lines** FastTab, fill in the fields as necessary. Hover over a field to read a short description.
4. On the **Invoicing** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Liabile	Select to set up tax liability. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Tax Area Code	The tax area code of the vendor. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Provincial Tax Area Code	The tax code for the province. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .

5. Choose the OK button.


To set up use tax details

1. Choose the  icon, enter **Tax Details**, and then choose the related link.
2. On the **Tax Details** page, choose the **New** action.
3. On the **New - Tax Details** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Jurisdiction Code	The tax jurisdiction code for the tax detail entry.
Tax Group Code	The tax group code for the tax detail entry.
Tax Type	<p>Sales and Use Tax – To apply both sales tax and use tax to the tax detail entry.</p> <p>–or–</p> <p>Excise Tax – To apply excise tax to the tax detail entry.</p> <p>–or–</p> <p>Sales Tax Only – To apply only sales tax to the tax detail entry.</p> <p>–or–</p> <p>Use Tax Only – To apply only use tax to the tax detail entry.</p>

4. Choose the OK button.


To set up purchase tax for a company

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Company Information** page, on the **Tax** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Area Code	The company's tax area code. The tax area code is used in conjunction with a tax group code field and the Tax Liable field to find the necessary information for calculating sales tax.
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters.
Provincial Tax Area Code	The tax code for the province.

3. Choose the OK button.


To set up purchase tax for a location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. On the **Locations** page, select the required location, and then choose the **Edit** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Do Not Use For Tax Calculation	Select to specify whether the tax information included on this location record is to be used for sales tax calculations on purchase documents.
Tax Area Code	The tax area code for the location. The tax area code is used in conjunction with a tax group code field and the Tax Liable field to find the necessary information for calculating sales tax.
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters.
Provincial Tax Area Code	The tax code for the province.

4. Choose the **OK** button.

To set up purchase tax for non-recoverable tax

1. Choose the  icon, enter **Tax Details**, and then choose the related link.
2. On the **Tax Details** page, choose the **New** action.
3. Select the **Expense/Capitalize** check box.

NOTE

This check box must be selected if the tax paid is not recoverable.

4. Choose the **OK** button.

See Also

[Mexico Local Functionality Reporting Sales Tax in Mexico Finance](#)
[Setting Up Finance](#)

NOTE

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Set Up Unrealized Sales Tax and Sales Payment Discounts in the Mexican Version


2/18/2021 • 5 minutes to read • [Edit Online](#)

You can use the **General Ledger Setup** page to set up unrealized sales tax. You can also set up maximum correction tax amounts so that you can limit the tax correction amounts that are entered for sales and purchases. This allows you to overwrite the calculated tax when there are rounding differences between what is calculated on the purchase order, and what is calculated on the purchase invoice from the vendor.

NOTE

If you work with excise tax, the system does not allow you to change the **Tax Amount** field on the **Statistics** page for an invoice, for example to adjust for rounding. Therefore, if you have set up an excise tax with more than two decimals and you experience a rounding difference compared to your vendor's invoices, then you must handle the rounding difference by posting an extra G/L entry so that the total matches the document amount. This posting could be made to an expense account dedicated to amount rounding.


To set up unrealized sales tax

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, on the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Pmt. Disc. Excl. Tax	Select to calculate the payment discount on amounts excluding sales tax.
Adjust for Payment Disc.	Select to recalculate the tax amounts when you post payments that trigger payment discounts. This field is used in the context of VAT, not sales tax.
Unrealized VAT	Select if any of your sales tax jurisdictions allow you to pay your sales tax after you have been paid. If you do not select this check box this function will be blocked for all sales tax jurisdictions.

3. Choose the **OK** button.

To set up unrealized tax for jurisdictions


1. Choose the  icon, enter **Tax Jurisdictions**, and then choose the related link.
2. On the **Tax Jurisdictions** page, choose the **Edit List** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Unrealized Tax Type	<p>– The unrealized tax feature is not used for this tax jurisdiction.</p> <p>–or–</p> <p>Percentage – Each payment covers both tax amounts and invoice amounts in proportion to the remaining invoice amount. The paid tax amount is transferred from the unrealized tax account to the tax account.</p> <p>–or–</p> <p>First – Payments cover the tax first, and then the invoice amount.</p> <p>–or–</p> <p>Last – Payments cover the invoice amount first, and then the tax amount. In this case, nothing will be transferred from the unrealized tax account to the tax account until the total invoice amount—exclusive of tax—has been paid.</p> <p>–or–</p> <p>First (Fully Paid) – Payments cover the tax first, but nothing is transferred to the tax account until the full tax amount has been paid.</p> <p>–or–</p> <p>Last (Fully Paid) – Payments cover the invoice amount first, but nothing is transferred to the tax account until the full tax amount has been paid. Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>
Unreal. Tax Acc (Sales)	<p>The general ledger account that you want to use to post calculated unrealized tax on sales transactions.</p> <p>Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>
Unreal. Tax Acc (Purchases)	<p>The general ledger account that you want to use to post calculated unrealized tax on purchase transactions.</p> <p>Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>

FIELD	DESCRIPTION
Unreal. Rev. Charge (Purch.)	The general ledger account that you want to use for posting calculated unrealized reverse-charge tax on purchase transactions. Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .

4. Choose the **OK** button.

To set up adjustments for payment discounts in a tax posting group




1. Choose the  icon, enter **Tax Posting Setup**, and then choose the related link.
2. Choose the **Edit** action.
3. On the **Tax Posting Setup Card** page, select the **Adjust for Payment Discount** check box.

IMPORTANT

This field is available on the **VAT Posting Setup** page, but it is not shown by default.

4. Choose the **OK** button.

To set up maximum tax correction amounts

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales Receivables Setup** page, on the **General** FastTab, select the **Allow Tax Difference** check box.
3. Choose the **OK** button.
4. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
5. On the **Purchases & Payables Setup** page, on the **General** FastTab, select the **Allow Tax Difference** check box.
6. Choose the **OK** button.
7. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
8. On the **General Ledger Setup** page, in the **Max. Tax Difference Allowed** field, enter the maximum tax correction amount that is allowed for the local currency.

NOTE

In this field, if you enter USD 5, you may correct tax amounts by up to five dollars. To use the tax difference function, an amount must be entered in the **Max. Tax Difference Allowed** field.

9. Choose the **OK** button.

See Also

NOTE

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Reporting Sales Tax in the Mexico

2/18/2021 • 2 minutes to read • [Edit Online](#)

When you first start using Business Central, you can run an assisted setup guide to quickly and easily set up sales tax information for your company, customers, and vendors. In a matter of minutes, you are ready to create sales documents and purchase documents with sales tax calculated correctly. If you move to the empty My Company, we recommend that you start by using each of the assisted setup guides, including the one for sales tax. If you prefer to set up sales tax yourself, this article explains what you have to take into consideration.

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If you set up new tax areas and tax jurisdictions, you must make sure that you fill in the fields correctly. In Mexico, states, counties, cities, and localities can charge sales tax. Companies collect and remit sales tax to these government authorities for products sold to end users. Sales tax can also be charged to existing sales tax. For example, tax can be calculated on a sales invoice amount that already includes the tax from other jurisdictions.

Tax Details

The **Tax Details** page shows different combinations of sales tax jurisdictions and sales tax groups to establish sales tax rates. For each tax jurisdiction, we recommend that you set up one tax group for normal sales tax, another tax group for items or services that are not taxed, and an additional tax group for every type of item or service that is handled with a different sales tax rate in that jurisdiction.

In Mexico, when you sell to a customer at a location where you do not have a *situs*—or a legal location in that state, you do not collect sales tax. For locations in which you do not have a situs, ensure that both the **Tax Below Minimum** and **Tax Above Maximum** fields are 0.00.

See Also

[Mexico Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

[Set Up Sales Tax - Watch a Video](#)

[Working with Business Central](#)

NOTE

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Create Deposits in the Mexican Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can make deposits to maintain a transaction record that contains information that can be applied to outstanding invoices and credit memos.


The **Deposit** page specifies bank deposit information. The information includes the bank account number, total deposit amount, deposit lines, posting date, document date, department code, currency code, and deposit notes. You can use the page to create new deposits, post deposits, print deposits, view deposit comments, or view a report that shows the deposit amount to be reconciled.

The **Deposit** report displays customer and vendor deposits with the original deposit amount, the amount of the deposit that remains open, and the amount applied. The report also shows the total posted deposit amount to be reconciled.

Deposit lines contain information about the individual deposited items, such as checks from customers. This information includes the document date and number, account type and number, and amount. The total of the amounts on the lines must add up to the total amount of the deposit entered on the deposit header.

After you have filled in the deposit information and the associated deposit lines, you must post it in order to update the bank ledger, general ledger, customer ledger, and any other relevant ledgers. Posted deposits are stored for future reference and can be viewed on the **Posted Deposits** page.

To create a deposit

1. Choose the  icon, enter **Deposits**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
No.	The unique identification number for the deposit.
Bank Account No.	The bank account number for the deposit.
Total Deposit Amount	The total deposit amount posted to the bank ledger. You can post this deposit only if the sum of the deposit lines is equal to the value in this field.
Posting Date	The posting date for the deposit.
Document Date	The deposit document date.

4. On the **Lines** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Account Type	The account type.

FIELD	DESCRIPTION
Account No.	The unique identification account number that is associated with the selected account type, to which the entry will be posted.
Description	The journal line entry description.
Document Date	The journal line entry document date.
Document Type	The journal line entry document type.
Document No.	The journal line entry document number.
Credit Amount	The total credit amount on the journal line.

- Optionally, choose the **Dimensions** action, and then add relevant dimensions on the **Dimension Set Entries** page.
- Choose the **Post** action.

NOTE

You can post a deposit only if the amount displayed in the **Total Deposit Lines** field is equal to the amount in the **Total Deposit Amount** field.

Next, you can use the **Deposit Test** and **Deposit** reports to reconcile your posted deposits with outstanding invoices and credit memos.

See Also

[Mexico Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Tax Identification Types for Mexico

2/18/2021 • 2 minutes to read • [Edit Online](#)

All customers and vendors must have a federal tax identification number. The identification type used for a customer or vendor depends on whether the customer or vendor is classified as a company or as a person.

Available Tax Identification Types

In Mexico, a legal entity, such as a company or a person, is assigned a tax identification number according to two types.

Registro Federal de Contribuyentes (RFC)

This tax identification type can be applied to companies and to people. An RFC number for a company is 12 characters, while an RFC number for a person is 13 characters.

Cédula de identificación fiscal con clave única de registro de población (CURP)

This tax identification type can only be applied to people. A CURP number is 18 characters.

When you create a new customer or vendor in Business Central, you specify whether the customer or vendor is a company or a person, and then you specify the tax identification type. The tax identification type and the tax identification number are included in any reports that reference tax information about a customer or vendor.

See Also

[Mexico Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

VAT Recalculation

2/18/2021 • 2 minutes to read • [Edit Online](#)

When a customer makes payment in a foreign currency, VAT must be recalculated using the exchange rate at the time of the invoice payment.

A company creates an invoice in a foreign currency for the purchase of taxable goods and taxable services by a foreign customer. This invoice includes VAT. When the customer makes the payment at a later date, VAT is recalculated based on the original sales amount, and adjusted for the new currency rates.

The following steps show how to create a report for unrealized VAT amounts:

- Set up an option to allow recalculation of VAT upon receipt of payment.
- Recalculate VAT upon receipt of payment.
- Adjust journal entries for realization of VAT taxes payable to recognize exchange differences.
- Create a VAT statement that shows the unrealized VAT amounts.

See Also

[Report VAT to Tax Authorities](#)

[Set Up Unrealized Sales Tax and Sales Payment Discounts](#)

[Mexico Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Electronic Invoicing

2/18/2021 • 3 minutes to read • [Edit Online](#)

Mexican companies must be able to send invoices electronically as Comprobante Fiscal Digital por Internet (CFDI) files. Business Central supports CFDI so that you can export sales and service invoices and credit memos as electronic documents that have the required digital signature.

The CFDI file is an XML file that contains:

- Name of issuing company.
- Fiscal address of issuing company.
- Tax scheme of the issuing company.
- Federal tax registration number (RFC) of issuing company.
- RFC of the receiving company.
- Quantity and description of the goods or services.
- Unit price.
- Tax amounts listed by tax type.
- Currency code.
- Customs location, which includes the date and number of the customs document, if the transaction is an import.
- Digital stamp of the issuing company, which is assigned by the tax authorities (SAT).
- Digital stamp of an authorized service provider, PAC, that you choose.

IMPORTANT

You will be submitting the electronic invoices to a PAC, which is an authorized service provider appointed by the Mexican tax authorities (SAT).

Getting Started

Before you can use Business Central for electronic invoicing, you must obtain the appropriate certification, digital stamp, and control numbers from the tax authorities. You must install the certificate on the computer where the CFDI files will be generated. For more information, see [Set Up Electronic Invoicing](#). For information about SAT certificates and keys, see the [Servicio de Administración Tributaria](#) website.

You also must specify the web services that you will use to communicate with the PAC in order to obtain digital stamps. For more information, see [Set Up PAC Web Services](#).

IMPORTANT

SAT has certified more than one PAC in Mexico, and you must obtain the appropriate information to communicate with the PAC of your choice.

Sending Electronic Invoices

When you have posted an invoice or credit memo, you can send it to your customer. But first you must obtain a digital stamp from a PAC. Business Central communicates with the PAC through web services to request a stamp, and the document is automatically digitally signed by your company and the PAC.

When you send an electronic invoice or credit memo to your customer, Business Central uses the email address that you have specified on the **Company Information** page. The document is sent to the email address that you have specified on the **Customer Card** page for the bill-to customer on the invoice or credit memo. On the **General Ledger Setup** page, you also can choose to include the documents as PDF files in the email that is sent.

IMPORTANT

The users who will send electronic invoices must be able to send mail using the Simple Mail Transfer Protocol (SMTP). Depending on the configuration in your company, you may have to grant explicit permissions to each relevant user and computer.

If you also want to print the documents, the documents will include a Quick Response (QR) bar code and other information that identifies the related electronic invoice. This information makes the printed document computer-readable and provides a link between the electronic document and the printed document.

For more information, see [Generate Electronic Invoices](#).

Communication Component

The Business Central component for electronic invoicing deploys in a library assembly, Microsoft.Dynamics.NAV.MX.dll, which is installed automatically when you install the Business Central pages client. The component handles the communication with the PAC web services and also generates the QR codes that are included in the printed documents. For examples of how to use the Microsoft.Dynamics.NAV.MX.dll assembly, see codeunit 10145 **E-Invoice Mgt.** and codeunit 10147 **E-Invoice Object Factory**.

When you generate an electronic document to request a stamp, Business Central creates an XML document and sends it to the PAC for processing. The original XML document contains the same information as the original string field that is shown on the printed document. The original string includes the following information:

- Document date
- Document type
- Payment terms
- Name, address, and federal registration number of your company
- Name, address, and federal registration number of the customer
- Line amounts and quantities

The PAC returns an XML document that has the original string, but this file also includes a section for the digital stamp. In Business Central, you can export the XML files for documents that have a digital stamp and learn more about the data that goes into each XML element.

See Also

[Set Up Electronic Invoicing](#)

[Set Up PAC Web Services](#)

[Generate Electronic Invoices](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Electronic Invoicing

2/18/2021 • 3 minutes to read • [Edit Online](#)


Before you can send electronic documents, you must set up Business Central to ensure that the tax identification number (RFC), personal identification number (CURP), and state inscription IDs are available for your company and all your customers and vendors. You also need to set up the parameters that are needed for sending electronic invoices to customers and vendors. These parameters include the certificate thumbprint, which is the certificate that you received from the Mexico tax authority (SAT).

IMPORTANT

The certificate that you received from the Mexico tax authority must be installed for each user who sends electronic invoices. For more information, see the [Servicio de Administración Tributaria](#) website.


Your company must also have SMTP mail set up for emailing electronic invoices. Depending on the configuration in your company, you may need to grant explicit SMTP permissions to each relevant user and computer. The documents will be sent from the address that is specified on the **Company Information** page.

To set up company information

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Company Information** page, on the **Tax** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Scheme	Enter the tax scheme that your company uses complies with. Commonly used tax schemes are Régimen General, Régimen intermedio, and Régimen de pequeños contribuyentes (REPECOS).
RFC No.	Enter the federal registration number for taxpayers. The Registro Federal de Contribuyentes (RFC) tax identification type can be applied to companies and to people. An RFC number for a company is 12 characters, while an RFC number for a person is 13 characters.
CURP No.	Enter the unique fiscal card identification number. The Cédula de identificación fiscal con clave única de registro de población (CURP) tax identification type can only be applied to people. A CURP number is 18 characters.
State Inscription	Enter the tax ID number that is assigned by state tax authorities to every person or corporation.

To set up general ledger information


1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, on the **Electronic Invoice** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
SAT Certificate Thumbprint	Enter the friendly name of the certificate that you want to use for issuing electronic invoices. Note: A certificate is needed for each user who sends electronic invoices. To get the certificate thumbprint, see the Help for the operating system.
Send PDF Report	Select to include a PDF when you email electronic invoices to customers or vendors. Electronic invoices are always sent as an XML file, this option allows you to include a PDF with the XML file.
PAC Code	Specify the authorized service provider, PAC, that you want apply digital stamps to your electronic invoices. Note: To use a PAC, you must set up web services. For more information, see Set Up PAC Web Services .
PAC Environment	Specify if your company uses electronic invoices, and if you are using the web services of your authorized service provider, PAC, in a test environment or a production environment.

Optionally, you can ask your Microsoft Certified Partner to modify the text that is included in the email that is sent when you send electronic invoices. The text is stored as text variables in codeunit 10145.

To set up customer and vendor information

Finally, you must add information about your customers and vendors. The following section describes how to specify this information to customers, but the same fields must be specified for vendors.

1. Choose the  icon, enter **Customer Card**, and then choose the related link.
2. In the **Customer Card** window, on the **Invoicing** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
RFC No.	Enter the federal registration number for taxpayers. The RFC number must contain 12 digits.
CURP No.	Enter the unique fiscal card identification number. The CURP number must contain 18 digits.
State Inscription	Enter the tax ID number that is assigned by state tax authorities to every person or corporation.

NOTE

If you select the **Prices Including VAT** field for a customer, the electronic documents will include VAT in all amounts, including unit prices. The electronic documents will also contain a separate element for VAT. If you want to avoid any possible confusion about the amounts including VAT, you can choose to not select the **Prices Including VAT** field.

3. On the **Payments** FastTab, in the **Payment Method Code** field, specify the payment method that you want to use for this customer.

See Also

[Electronic Invoicing](#)

[Generate Electronic Invoices](#)

[Mexico Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Generate Electronic Invoices

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, after you post a sales invoice you must generate an electronic invoice that will be sent to the customer. You can also export the electronic invoice as an XML file, which you can save to a specified location.

The following procedure describes how to generate electronic invoices for sales invoices, but the same steps also apply to service invoices and credit memos.

To generate electronic invoices for sales invoices

1. Choose the  icon, enter **Posted Sales Invoice**, and then choose the related link.
2. Select the posted invoice.
3. Choose the **Send Electronic Document** action. An email will be sent to the customer with the electronic invoice attached as an XML file. If you selected the **Send PDF Report** field on the **General Ledger Setup** page, a PDF will be included with the XML file.
4. Optionally, choose the **Export E-Document as XML** action. Select the location where you want to save the electronic invoice as an XML file.

To verify the electronic invoice activity, on the **Posted Sales Invoice** page, on the **Invoicing** FastTab, the **Electronic Document Sent** and **No. of E-Document Submissions** fields will be updated.

NOTE

ADD INCLUDE

See Also

[Set Up Electronic Invoicing](#)

[Electronic Invoicing](#)

[Mexico Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Complying with Electronic Accounting Regulations in Mexico

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Mexico, individuals and businesses must do their bookkeeping electronically and forward their monthly results to the Mexican Tax Authorities (SAT) as separate XML files at the end of each month. The XML files must contain the following:

- The chart of accounts. This file is to be submitted whenever the chart of accounts has been modified.
- The trial balance, including opening balances, movements (debit / credit), and final balances.
- All journal transactions, including all actual movements, such as purchases, sales, and so on. This file is to be submitted upon request from the authorities.

For more information about the structure of these files (also referred to as Annex 24), see the Secretaria de Gobernación website. The **Export Elect. Accounting** functionality has been developed to meet this regulatory requirement.

Setup Data Required to Export Successfully

To export the G/L balance information successfully, you must first set up certain data. Missing data will result in a warning message that some mandatory fields are blank, but the export will not be canceled. If in doubt, you can submit the file to the authorities to get more details about the missing values. The following describes the fields to fill in before you export the XML files.


For the files that contain the chart of accounts and the trial balance:

1. For each account, you must specify an account in the **SAT Account Code** field. Only accounts with a SAT account code are included in the files for the chart of accounts and trial balance.
2. Every G/L account that is used for export must be defined as either **Debit** or **Credit**. You cannot choose the **Both** option.

For the file that contains journal transactions:

- On the **Customer Bank Account Card**, **Vendor Bank Account Card**, and **Bank Account** pages you must choose a bank in the **Bank Code** field. This is required if the bank account is used in a transaction.
- On the **Customer** and **Vendor** pages, you must choose an account in the **Preferred Bank Account** field. When a preferred bank account is set for a customer or vendor, that bank account is copied to the Recipient Bank Account field whenever a payment to a vendor or a cash receipt from a customer is created. This default value can be changed on the journal lines before posting.
- The **Fiscal Invoice Number PAC** field on all purchase documents is used to register the UUID of an electronic invoice. You can import electronic invoices (response) when you create a purchase invoice, order, or credit memo. Only the UUID is imported, but this functionality can easily be expanded. After data is imported it appears on the invoice after posting.
- On the **Payment Method** page, in the **SAT Method of Payment** field you must specify how payment was made.

To generate the XML files

1. Choose the  icon, enter **Export Elect. Accounting**, and then choose the related link.
2. Fill in the fields as necessary. Hover over a field to read a short description.

See Also

[Mexico Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Make Payments with the AMC Banking 365 Fundamentals extension or SEPA Credit Transfer

2/18/2021 • 10 minutes to read • [Edit Online](#)

On the **Payment Journal** page, you can process payments to your vendors by exporting a file together with the payment information from the journal lines. You can then upload the file to your electronic bank where the related money transfers are processed. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

NOTE

In the generic version of Business Central, a global provider of services to convert bank data to any file format that your bank requires is set up and connected. In North American versions, the same service can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).

To enable SEPA credit transfers, you must first set up a bank account, a vendor, and the general journal batch that the payment journal is based on. You then prepare payments to vendors by automatically filling the **Payment Journal** page with due payments with specified posting dates.

NOTE

When you have verified that the payments are successfully processed by the bank, you can proceed to post the payment journal lines.

Setting Up the AMC Banking 365 Fundamentals Extension

Activate the AMC Banking 365 Fundamentals extension to have any bank statement file converted to a format that you can import or to have your exported payment files converted to the format that your bank requires. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

Setting Up SEPA Credit Transfer

From the **Payment Journal** page, you can export payments to a file for upload to your electronic bank for processing of the related money transfers. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process payment electronically by exporting payment files in the SEPA Credit Transfer format, you must perform the following setup steps:

- Set up the bank account in question to handle the SEPA Credit Transfer format
- Set up vendor cards to process payments by exporting files in the SEPA Credit Transfer format
- Set up the related general journal batch to enable payment export from the **Payment Journal** page
- Connect the data exchange definition for one or more payment types with the relevant payment method or methods

To set up a bank account for SEPA Credit Transfer

1. In the **Search** box, enter **Bank Accounts**, and then choose the related link.
2. Open the card of the bank account from which you will export payment files in the SEPA Credit Transfer format.
3. On the **Transfer** FastTab, in the **Payment Export Format** field, choose **SEPACT**.
4. On the **General** FastTab, in the **Credit Transfer Msg. Nos.** field, choose a number series from which numbers are assigned to SEPA credit transfer entries.
5. Make sure the **IBAN** field is filled.

NOTE

The **Currency Code** field must be set to **EUR**, because SEPA credit transfers can only be made in the **EURO** currency.

To set up a vendor card for SEPA Credit Transfer

1. In the **Search** box, enter **Vendors**, and then choose the related link.
2. Open the card of the vendor whom you will pay electronically by export payment files in the SEPA Credit Transfer format.
3. On the **Payment** FastTab, in the **Payment Method Code** field, choose **BANK**.
4. In the **Preferred Bank Account** field, choose the bank to which the money will be transferred when it is processed by your electronic bank.

The value in the **Preferred Bank Account** field is copied to the **Recipient Bank Account** field on the **Payment Journal** page.

To set the payment journal up to export payment files

1. In the **Search** box, enter **Payment Journals**, and then choose the related link.
2. Open the payment journal that you use to process payments by exporting files in the SEPA Credit Transfer format.
3. In the **Batch Name** field, choose the drop-down button.
4. On the **General Journal Batches** page, choose the **Edit List** action.
5. On the line for the payment journal that you will use to export payments, select the **Allow Payment Export** check box.

To connect the data exchange definition for one or more payment types with the relevant payment method or methods

1. In the **Search** box, enter **Payment Methods**, and then choose the related link.
2. On the **Payment Methods** page, select the payment method that is used to export payments from, and then choose the **Pmt. Export Line Definition** field.
3. On the **Pmt. Export Line Definitions** page, select the code that you specified in the **Code** field on the **Line Definitions** FastTab in step 4 in the "To describe the formatting of lines and columns in the file" section in the [Set Up Data Exchange Definitions](#) procedure.

Preparing the Payment Journal

Fill the payment journal with lines for due payments to vendors, with the option to insert posting dates based on the due date of the related purchase documents. For more information, see [Managing Payables](#).

Exporting Payments to a Bank File

When you are ready to make payments to your vendors, or reimbursements to your employees, you can export a file with the payment information on the lines on the **Payment Journal** page. You can then upload the file to your bank to process the related money transfers.

In the generic version of Business Central, the AMC Banking 365 Fundamentals extension is available. In North American versions, the same extension can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).


NOTE

Before you can export payment files from the payment journal, you must specify the electronic format for the involved bank account, and you must enable the AMC Banking 365 Fundamentals extension. For more information, see [Set Up Bank Accounts](#) and [Using the AMC Banking 365 Fundamentals extension](#). In addition, you must select the **Allow Payment Export** check box on the **General Journal Batches** page. For more information, see [Working with General Journals](#).

You use the **Credit Transfer Registers** page to view the payment files that have been exported from the payment journal. From this page, you can also re-export payment files in case of technical errors or file changes. Note, however, that exported EFT files are not shown in this page and cannot be re-exported.

To export payments to a bank file

The following describes how to pay a vendor by check. The steps are similar to refund a customer by check.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Fill in the payment journal lines. For more information, see [Record Payments and Refunds](#).

NOTE

If you are using EFT, you must select either **Electronic Payment** or **Electronic Payment–IAT** in the **Bank Payment Type** field. Different file export services and their formats require different setup values on the **Bank Account Card** and **Vendor Bank Account Card** pages. You will be informed about wrong or missing setup values as you try to export the file.

The EFT feature can only be used for bank accounts in the local currency. It cannot be used with a foreign currency, indicated by a value in the **Currency Code** field. (Blank field value means local currency.)

3. When you have completed all payment journal lines, choose the **Export** action.
4. On the **Export Electronic Payments** page, fill in the fields as necessary.

Any error messages will be shown in the **Payment File Errors** FactBox where you can also choose an error message to see detailed information. You must resolve all errors before the payment file can be exported.

TIP

When you use the AMC Banking 365 Fundamentals extension, a common error message states that the bank account number does not have the length that your bank requires. To avoid or resolve the error, you must remove the value in the **IBAN** field on the **Bank Account Card** page and then, in the **Bank Account No.** field, enter a bank account number in the format that your bank requires.

5. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

NOTE

If you are using EFT, save the resulting vendor remittance form as a Word document or select to have it emailed directly to the vendor. The payments are now added to the **Generate EFT File** page from where you can generate multiple payment orders together to save transmission cost. For more information, see the following steps.

6. On the **Payment Journal** page, choose the **Generate EFT File** action.

On the **Generate EFT File** page, all payments set up for EFT that you have exported from the payment journal for a specified bank account but not yet generated are listed on the **Lines** FastTab.

7. Choose the **Generate EFT File** action to export one file for all the EFT payments.

8. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

The bank payment file is exported to the location that you specify, and you can proceed to upload it to your electronic bank account and make the actual payments. Then you can post the exported payment journal lines.

To plan when to post exported payments

If you do not want to post a payment journal line for an exported payment, for example because you are waiting for confirmation that the transaction has been processed by the bank, you can just delete the journal line. When you later create a payment journal line to pay the remaining amount on the invoice, the **Total Exported Amount** field shows how much of the payment amount has already been exported. Also, you can find detailed information about the exported total by choosing the **Credit Transfer Reg. Entries** button to see details about exported payment files.

If you follow a process where you do not post payments until you have confirmation that they have been processed in the bank, you can control this in two ways.

- In a payment journal with suggested payment lines, you can sort on either the **Exported to Payment File** column or the **Total Exported Amount** and then delete payment suggestions for open invoices for which payments have already been made and you do not want to make payments for.
- On the **Suggest Vendor Payments** page, where you specify which payments to insert in the payment journal, you can select the **Skip Exported Payments** check box if you do not want to insert journal lines for payments that have already been exported.


To see information about exported payments, choose the **Payment Export History** action.

To re-export payments to a bank file

You can re-export payment files from the **Credit Transfer Registers** page. Before you delete or post payment journal lines, you can also re-export the payment file from the **Payment Journal** page by simply exporting it again. If you have deleted or posted the payment journal lines after exporting them, you can re-export the same payment file from the **Credit Transfer Registers** page. Select the line for the batch of credit transfers that you want to re-export, and then use the **Reexport Payments to File** action.

NOTE

Exported EFT files are not shown on the **Credit Transfer Registers** page and cannot be re-exported.

1. Choose the  icon, enter **Credit Transfer Registers**, and then choose the related link.
2. Select a payment export that you want to re-export, and then choose the **Reexport Payment to File** action.

Posting the Payments

When the electronic payment is successfully processed by the bank, post the payments. For more information, see [Making Payments](#).

See Also

[Using the AMC Banking 365 Fundamentals extension](#)

[Managing Payables](#)

[Working with General Journals](#)

[Collect Payments with SEPA Direct Debit](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up PAC Web Services

2/18/2021 • 2 minutes to read • [Edit Online](#)


Before you can send invoices and credit memos electronically, you must specify one or more providers of the electronic stamp that must be included in invoices in Mexico.

When you send an electronic document, it must receive a digital stamp by an authorized service provider, PAC, before it can be sent to your customer. The communication between Business Central and the PAC is managed through web services, and therefore, you must specify technical information about the web services of the PAC that you intend to use.

To use web services, you must identify the name of the method on the web service that processes requests for digital stamps. Your PAC can give you this information.

If your PAC offers the service of canceling signed documents, you must specify two web methods: one web method for requesting the digital stamp, and the other for canceling an already signed document.

To set up a PAC web service

1. Choose the  icon, enter **PAC Web Services**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Environment	Specify if the web service is for a test environment or a production environment.
Type	Specify if the web method is for requesting a digital stamp or for canceling.
Method Name	Specify the name of the web method, such as GeneraTimbre or CancelaTimbre .
Address	Specify the URL of the web method.

Contact your PAC for this information.

3. Repeat the steps for any additional PAC that you want to set up.

IMPORTANT

SAT has certified more than one PAC in Mexico, and you must obtain the appropriate information for communication with the PAC of your choice.

See Also

[Electronic Invoicing](#)

[Set Up Electronic Invoicing](#)

[Mexico Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Troubleshooting Reports in the Mexican Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following troubleshooting reports are available to assist Microsoft Certified Partners with troubleshooting issues:

- **License Information** report – This report contains the license number, the name of the licensed user, which application granules they have purchased, and when the license expires, if applicable.
- **Data Dictionary** report (report #10315) – This report allows you to print detailed table reference, field reference, and table properties for table objects.

You must have access to Business Central Object Designer, which is available only to administrators and only in Business Central Spring 2019 and earlier.

You can print these reports and send them to your Microsoft Certified Partner to help resolve issues with your Business Central implementation.

To print the License Information report

1. In Business Central Object Designer, on the **Tools** menu, choose **License Information**.
2. On the **License Information** page, you can preview the license information, or you can choose the **Export** button to print the **License Information** report.

To print the Data Dictionary report

1. In Business Central Object Designer, on the **Tools** menu, choose **Object Designer**.
2. Choose the **Report** button.
3. In the **Type** column, find ID 10315, which is the **Data Dictionary** report.
4. On the **Object Designer** page, choose the **Run** button to open the **Data Dictionary** report.
5. On the **Options** tab, enter the relevant information into the fields.
6. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Mexico Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Netherlands Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Dutch version of Business Central.

Feature Availability

- VAT
 - [Create a Audit File for the Tax Authority](#) **Available Now**
 - [Set Up VAT Categories](#) **Available Now**
 - [Electronic VAT and ICP Declarations](#) **Available Now**
 - [Set Up Electronic VAT and ICP Declarations](#) **Available Now**
 - [Submitting Electronic VAT and ICP Declarations](#) **Available Now**
- Banking & Payments
 - [Dutch Electronic Banking](#) **Available Now**
 - [Telebanking](#) **Available Now**
 - [Payment Scenarios](#) **Available Now**
 - [Payment Scenario 1 - Domestic Payments \(LCY to LCY\)](#) **Available Now**
 - [\[Payment Scenario 2 - Foreign Payment \(FCY to FCY\)\]\(payment-scenario-2-foreign-payment-fcy-to-fcy-.md\)](#) **Available Now**
 - [Payment Scenario 3 - Foreign Payment \(LCY to FCY\)](#) **Available Now**
 - [Create Proposals](#) **Available Now**
 - [Docket Reports](#) **Available Now**
 - [Enter and Post Cash and Bank or Giro Journals](#) **Available Now**
 - [Print Test Reports for Cash and Bank or Giro Journals](#) **Available Now**
 - [Single Euro Payments Area \(SEPA\)](#) **Available Now**
 - [Activate SEPA Payments](#) **Available Now**
 - [Submit Vendor Payments Electronically in SEPA ISO 20022 Payment Format](#) **Available Now**
 - [Create and Export Payment History](#) **Available Now**
 - [Import and Reconcile Bank Statements](#) **Available Now**
- Core Finance
 - [Apply and Unapply General Ledger Entries](#) **Available Now**
 - [Required Descriptions in G/L Entries](#) **Available Now**
- Purchasing
 - [Check Purchase Amounts](#) **Available Now**
 - [Edit Document Amounts in Purchase Invoices and Credit Memos](#) **Available Now**
 - [Set Up Validation of Purchase Amounts](#) **Available Now**
- General
 - [CMR Notes](#) **Available Now**
 - [Dutch Postal Codes](#) **Available Now**
 - [Import Postal Codes](#) **Available Now**
 - [Import Postal Code Updates](#) **Available Now**

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

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NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create an Audit File for the Tax Authority


2/18/2021 • 2 minutes to read • [Edit Online](#)

During an examination of the books for a fiscal year, a tax inspector can ask for data about the basis transactions from the general ledger for that fiscal year. Basis transactions usually are processed via journal entries. That is the reason why the journal entries are the basis for the audit file.

The tax authority stimulates companies to use the audit file but it is not prescribed.

The audit file can also be used to exchange data between companies. You can select every period you want, but the start and end date of the entered period must be in the same fiscal year.

To make an Audit file

1. Choose the  icon, enter **Tax Authority - Audit File**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Start Date	Specify the start date of the period on which the data must be based.
End Date	Specify the end date of the period on which the data must be based.
Exclude Begin Balance	Specifies if the audit file must contain the begin balance of general ledger accounts. The field is editable if the start date of the period is equal to the start date of a fiscal year.

3. Choose the **OK** button to create the audit file. If you do not want to create the audit file, choose the **Cancel** button to close the page.

When you run the report, you must specify the name and location of the exported file. The default file name is **audit.xaf**, but you can change that. The file extension must be **.xaf**.

See Also

[Submitting Electronic VAT and ICP Declarations](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up VAT Categories

2/18/2021 • 2 minutes to read • [Edit Online](#)

To use the electronic VAT declaration, you must set up a VAT category code for all XML elements in the electronic VAT declaration.

You must set up all of the possible category and subcategory combinations that represent an XML element in the electronic VAT declaration. Then, you can map the VAT statement data directly to an XML element.

To set up a VAT category

1. Choose the  icon, enter **Elec. Tax. Decl. VAT Categories**, and then choose the related link.
2. On the **Elec. Tax. Decl. VAT Categories** page, choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	The unique code for each category and subcategory combination. You can enter a maximum of 10 alphanumeric characters.
Category	Specify the main category option for the VAT statement.
By Us (Domestic)	The subcategory for the VAT Statement. Select a subcategory here if the Category field displays By Us (Domestic) .
To Us (Domestic)	The subcategory for the VAT Statement. Select a subcategory here if the Category field displays To Us (Domestic) .
By Us (Foreign)	The subcategory for the VAT Statement. Select a subcategory here if the Category field displays By Us (Foreign) .
To Us (Foreign)	The subcategory for the VAT Statement. Select a subcategory here if the Category field displays To Us (Foreign) .
Calculation	The subcategory for the VAT Statement. Select a subcategory here if the Category field displays Calculation .
Optional	Select to indicate that the XML element that is represented by the category code is not required in the electronic VAT declaration.

4. Choose the **OK** button.

You can now map the VAT statement data directly to an XML element.

See Also

[Submitting Electronic VAT and ICP Declarations](#)

[Setting Up Electronic VAT and ICP Declarations](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Submitting Electronic VAT and ICP Declarations

2/18/2021 • 4 minutes to read • [Edit Online](#)

Companies must submit periodic VAT and Intracommunautaire leveringen (ICP) declarations to the tax authorities.

VAT declarations must be submitted on a monthly or quarterly basis. ICP declarations must be submitted on a quarterly basis.

NOTE

ICP declarations must be submitted by companies that sell goods or services to European Union (EU) countries. Purchases are not included in this declaration.

For a transaction to qualify for ICP, it is required that the merchandise have crossed the border physically. It is not enough that the location of an invoice address or the office of the vendor or customer is in another EU country or region.

You can submit the VAT declarations and ICP declarations in the following ways:


- Log on to the website of the Dutch tax office and enter the information manually. For more information, see the [website](#) of the Dutch tax office.
- Create an electronic declaration and submit the encrypted file through file through the Digipoort channel to the Dutch tax office. Digipoort is the electronic post office provided by the Dutch government for companies. It provides the common infrastructure for the communication of information between companies and the government, including VAT declarations. The reports are in the eXtensible Business Reporting Language (XBRL) format. For more information, see [Create Reports with XBRL](#).

To prepare for electronic declaration

Before you can send electronic declarations to the tax authorities you must perform the following tasks:

1. Ensure that you have obtained the certificates from the government. If you have not, take the following steps to obtain the certificates:
 - Obtain a PKIoverheid certificate for the company if you do not have one already. A list of certificate providers can be found here: <https://www.logius.nl/producten/toegang/pkioverheid/aansluiten/toegetreden-csps>.
 - Register a user of Digipoort, which can be done here: <https://aansluiten.procesinfrastructuur.nl/site/registratie/nieuw>.
 - Obtain a **Digipoort Service certificate**, which can be obtained at the Dutch Tax Administration website: <https://aansluiten.procesinfrastructuur.nl>.
2. Enter general data and personal data received from the tax authorities on the **Elec. Tax Declaration Setup** page. For more information, see [Setting Up Electronic VAT and ICP Declarations](#).
3. Set up a VAT category code for all XML elements in the electronic VAT declaration. For more information, see [Set Up VAT Categories](#).

To create an electronic declaration

1. Choose the  icon, enter **Elec. Tax Declarations**, and then choose the related link.
2. On the **Elec. Tax Declaration List** page, choose the **New** action.
3. On the **Elec. Tax Declaration Card** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **OK** button.

The XML elements and the accompanying data of the electronic declaration are displayed on the **Lines** FastTab on the **Elec. Tax Declaration Card** page.

The XBRL reporter ensures that all account numbers that are imported from Business Central are mapped to the XBRL elements in a report. The XBRL reporter also displays a list of errors of unmapped elements or accounts.

To submit an electronic declaration

With the XBRL reporter, you can submit the Intracommunautaire Leveringen (ICP) declaration or the VAT declaration in the required XML format. When it is submitted, the file is sent to the tax authorities as defined on the **Elec. Tax Declaration Setup** page.

1. On the **Elec. Tax Declaration Card** page, choose the **Submit Electronic Tax Declaration** action.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Client Certificate	Select the PKIoverheid certificate for the company.
Client Certificate Password	Enter the password that encrypts the client certificate.
Service Certificate	Select the Digipoort Service certificate.

3. Choose the **OK** button.


The electronic declaration is submitted to the tax authorities.

NOTE

If there are no intra-community deliveries in the declaration period, then an electronic ICP declaration is created without XML elements for the deliveries. If you submit such a declaration, an error message will be displayed.

To import a response message from the tax authorities

For each electronic declaration, the tax authorities will send a response message. These messages must be received from the server of the tax authorities and be processed. The first step is to import the response message into Business Central.

1. Choose the  icon, enter **Elec. Tax Decl. Response Msgs.**, and then choose the related link.
2. Choose the **Receive Response Messages** action.
3. On the **Options** FastTab, fill in the fields as described in the following table.


FIELD	DESCRIPTION
Client Certificate	Select the PKIoverheid certificate for the company.

FIELD	DESCRIPTION
Client Certificate Password	Enter the password that encrypts the client certificate.
Service Certificate	Select the Digipoort Service certificate.

4. Choose the **OK** button.

To process a response message from the tax authorities

When a response message is imported, it must be processed by validating its content against the related electronic declaration. If no errors are found in the electronic declaration and the data has been processed by the tax authorities, then the **Status** field on the **Elec. Tax Declaration Card** page is changed to **Acknowledgement**.

1. Choose the  icon, enter **Elec. Tax Decl. Response Msgs.**, and then choose the related link.
2. Choose the **Process Response Messages** action.
3. On the **Process Response Messages Batch Job** page, select the appropriate filters, and then choose the **OK** button.

The processed information about the response message is displayed in the **Elec. Tax Decl. Response Msgs..** page.

4. To export a message or attachment, choose the **Export Response Message** action or the **Export Response Attachment** action.

See Also

[Setting Up Electronic VAT and ICP Declarations](#)

[Set Up VAT Categories](#)

[Create Reports with XBRL](#)

[Netherlands Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Setting Up Electronic VAT and ICP Declarations

2/18/2021 • 2 minutes to read • [Edit Online](#)

To create electronic VAT and ICP declarations and communicate with the tax authorities, you must first set up general information about electronic tax declarations. Your company must be registered with the tax authorities before you can send electronic declarations.

When electronic declarations are set up, you can begin to declare VAT and ICP to the tax authorities. For more information, see [Submitting Electronic VAT and ICP Declarations](#).

To set up electronic declarations

1. Choose the  icon, enter **Elec. Tax Declaration Setup**, and then choose the related link.
2. On the **Elec. Tax Declaration Setup** page, fill in the fields as necessary. Hover over a field to read a short description.
3. If you want the contact ID in the electronic declaration to be filled with the VAT registration number of the company, then select **Tax Payer** in the **VAT Contact Type** field.
4. If you want to send electronic ICP declarations for a subsidiary company of a fiscal entity, then select the **Part of Fiscal Entity** check box.

NOTE

If a company has several companies registered as subsidiaries of a holding company, they have the option to submit the VAT declaration individually or combined for one fiscal entity. To set up electronic declarations for subsidiaries of a holding company, you must select the **Part of Fiscal Entity** field on the **Elec. Tax Declaration Setup** page. You can then create an electronic declaration for only one company.

If you want to combine the tax information for all subsidiaries of a holding company, you must create a VAT statement on paper for each subsidiary company and manually calculate the total amounts for the holding company. These total amounts of the holding company must be entered on the website of the tax authorities.

You cannot combine tax information for ICP declarations. ICP declarations must always be submitted individually.

For each subsidiary company an electronic ICP declaration can be created and submitted to the tax authorities. These electronic ICP declarations must contain the VAT registration number of the subsidiary company and the value of the **Fiscal Entity No.** field on the **Company Information** page of the holding company.

5. In the **Digipoort Delivery URL** field, specify the URL for the production version of the Digipoort Aanlever service. For more information, see <https://www.logius.nl/producten/gegevensuitwisseling/digipoort>.
6. In the **Digipoort Status URL** field, specify the URL for the status information that is coming from the Digipoort Statusinformatie service. For more information, see [Electronic VAT and ICP Declarations](#).

See Also

[Submitting Electronic VAT and ICP Declarations](#)
[Netherlands Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Submitting Electronic VAT and ICP Declarations

2/18/2021 • 4 minutes to read • [Edit Online](#)

Companies must submit periodic VAT and Intracommunautaire leveringen (ICP) declarations to the tax authorities.

VAT declarations must be submitted on a monthly or quarterly basis. ICP declarations must be submitted on a quarterly basis.

NOTE

ICP declarations must be submitted by companies that sell goods or services to European Union (EU) countries. Purchases are not included in this declaration.

For a transaction to qualify for ICP, it is required that the merchandise have crossed the border physically. It is not enough that the location of an invoice address or the office of the vendor or customer is in another EU country or region.

You can submit the VAT declarations and ICP declarations in the following ways:


- Log on to the website of the Dutch tax office and enter the information manually. For more information, see the [website](#) of the Dutch tax office.
- Create an electronic declaration and submit the encrypted file through file through the Digipoort channel to the Dutch tax office. Digipoort is the electronic post office provided by the Dutch government for companies. It provides the common infrastructure for the communication of information between companies and the government, including VAT declarations. The reports are in the eXtensible Business Reporting Language (XBRL) format. For more information, see [Create Reports with XBRL](#).

To prepare for electronic declaration

Before you can send electronic declarations to the tax authorities you must perform the following tasks:

1. Ensure that you have obtained the certificates from the government. If you have not, take the following steps to obtain the certificates:
 - Obtain a PKIoverheid certificate for the company if you do not have one already. A list of certificate providers can be found here: <https://www.logius.nl/producten/toegang/pkioverheid/aansluiten/toegetreden-csps>.
 - Register a user of Digipoort, which can be done here: <https://aansluiten.procesinfrastructuur.nl/site/registratie/nieuw>.
 - Obtain a **Digipoort Service certificate**, which can be obtained at the Dutch Tax Administration website: <https://aansluiten.procesinfrastructuur.nl>.
2. Enter general data and personal data received from the tax authorities on the **Elec. Tax Declaration Setup** page. For more information, see [Setting Up Electronic VAT and ICP Declarations](#).
3. Set up a VAT category code for all XML elements in the electronic VAT declaration. For more information, see [Set Up VAT Categories](#).

To create an electronic declaration

1. Choose the  icon, enter **Elec. Tax Declarations**, and then choose the related link.
2. On the **Elec. Tax Declaration List** page, choose the **New** action.
3. On the **Elec. Tax Declaration Card** page, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **OK** button.

The XML elements and the accompanying data of the electronic declaration are displayed on the **Lines** FastTab on the **Elec. Tax Declaration Card** page.

The XBRL reporter ensures that all account numbers that are imported from Business Central are mapped to the XBRL elements in a report. The XBRL reporter also displays a list of errors of unmapped elements or accounts.

To submit an electronic declaration

With the XBRL reporter, you can submit the Intracommunautaire Leveringen (ICP) declaration or the VAT declaration in the required XML format. When it is submitted, the file is sent to the tax authorities as defined on the **Elec. Tax Declaration Setup** page.

1. On the **Elec. Tax Declaration Card** page, choose the **Submit Electronic Tax Declaration** action.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Client Certificate	Select the PKIoverheid certificate for the company.
Client Certificate Password	Enter the password that encrypts the client certificate.
Service Certificate	Select the Digipoort Service certificate.

3. Choose the **OK** button.


The electronic declaration is submitted to the tax authorities.

NOTE

If there are no intra-community deliveries in the declaration period, then an electronic ICP declaration is created without XML elements for the deliveries. If you submit such a declaration, an error message will be displayed.

To import a response message from the tax authorities

For each electronic declaration, the tax authorities will send a response message. These messages must be received from the server of the tax authorities and be processed. The first step is to import the response message into Business Central.

1. Choose the  icon, enter **Elec. Tax Decl. Response Msgs.**, and then choose the related link.
2. Choose the **Receive Response Messages** action.
3. On the **Options** FastTab, fill in the fields as described in the following table.


FIELD	DESCRIPTION
Client Certificate	Select the PKIoverheid certificate for the company.

FIELD	DESCRIPTION
Client Certificate Password	Enter the password that encrypts the client certificate.
Service Certificate	Select the Digipoort Service certificate.

4. Choose the **OK** button.

To process a response message from the tax authorities

When a response message is imported, it must be processed by validating its content against the related electronic declaration. If no errors are found in the electronic declaration and the data has been processed by the tax authorities, then the **Status** field on the **Elec. Tax Declaration Card** page is changed to **Acknowledgement**.

1. Choose the  icon, enter **Elec. Tax Decl. Response Msgs.**, and then choose the related link.
2. Choose the **Process Response Messages** action.
3. On the **Process Response Messages Batch Job** page, select the appropriate filters, and then choose the **OK** button.

The processed information about the response message is displayed in the **Elec. Tax Decl. Response Msgs..** page.

4. To export a message or attachment, choose the **Export Response Message** action or the **Export Response Attachment** action.

See Also

[Setting Up Electronic VAT and ICP Declarations](#)

[Set Up VAT Categories](#)

[Create Reports with XBRL](#)

[Netherlands Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Dutch Electronic Banking

2/18/2021 • 2 minutes to read • [Edit Online](#)

Electronic banking functionality allows you to create electronic payment files and direct debit files, and to import electronic bank statements from supported bank software.

Telebanking

Using Telebanking, you can export payments, import bank statements, and collect data to forward to the bank. For more information, see [Telebanking](#).

You can create payment proposals and reconcile bank accounts in the cash, bank, and giro journals.

Payment Files

You can make payment proposals for paying open invoices to suppliers. Payment proposals can be edited manually prior to processing to add or remove payment invoices, or to change payment amounts. After processing a proposed payment batch, you can transfer electronic payment files to the bank. If an error occurs in the payment file while importing into the banking software, you can make a copy of the payment file to resubmit to the bank.

You can make domestic payments and international payments using the designated formats. For more information, see [Telebanking](#).

Direct Debit Files

You can create a payment proposal to collect payment from customer bank accounts. You can edit payment proposals manually to add or remove invoices, or to change collection amounts. After processing a proposed payment batch, you can transfer electronic direct debit files to the bank. If an error occurs in the direct debit file while importing into the banking software, you can make a copy of the direct debit file to resubmit to the bank.

You can only collect payments domestically at this time. For more information, see [Create Proposals](#).

Bank Statement Import

You can import bank statements from supported bank software, and reconcile them with incoming and outgoing payments. You can also reconcile bank charges and interest earned.

For more information, see [Import and Reconcile Bank Statements](#).

See Also

[Telebanking](#)

[Enter and Post Cash and Bank/Giro Journals](#)

[Import and Reconcile Bank Statements](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Telebanking

2/18/2021 • 2 minutes to read • [Edit Online](#)

Based on both sales and purchase transactions, telebanking enables you to generate your payments and collections and interchange them with your bank electronically. This includes the export of payment and collection data that need to be forwarded to the bank as well as the import of bank statements sent to you by the bank.

Transactions

In general, all financial interactions with vendors and customers are done through either purchase or sales invoices and credit memos. As soon as these transactions have been registered and posted, payments or collections can be carried out by your company.

Proposals

Based on vendor and customer ledger entries, telebanking enables you to generate payment and collection proposals. This can be done for any bank that has been set up for your company. Both domestic and foreign payments and collections are possible.

You can set up Business Central to combine payments to or collections from the same bank account automatically.

When a proposal has been agreed upon, it should be processed into a payment history.

NOTE

In general, for any open vendor and customer ledger entries, a proposal can be generated if it meets a number of criteria. For more information, see [Create Proposals](#).

Payment Histories

A payment history is nothing more than a proposal except for the fact that data on a payment history cannot be modified. The payment or collection data is ready to be exported and forwarded to the bank.

For more information, see [Create and Export Payment History](#).

Bank Statements

For all your financial interactions through your bank, the bank can send you electronic bank statements. These statements can be imported into the Bank/Giro Journals. If you want, you can have Business Central automatically reconcile these statements during this import process and determine whether a statement can be applied to open ledger entries for the relevant vendor/customer.

For more information, see [Import and Reconcile Bank Statements](#).

NOTE

The currency of the imported transactions must match the currency that is specified on the bank account in Business Central.

Exchange Protocols

For both exporting and importing, a number of protocols have been defined. Business Central supports the following protocols:

- BTL91 (export). This cross-border protocol is no longer accepted in the Netherlands as of May 1st 2019. This protocol is replaced by the Generic Payment File protocol.
- BBV (export)
- PAYMUL (export)
- Generic Payment File (export). Can be used for cross-border Non-EUR transfers.
- Rabobank mut.asc (import)
- Rabobank vvmut.asc (import)
- Rabobank ASCII (import)
- SEPA CAMT

See Also

[Invoice Sales](#)

[Record Purchases](#)

[Create Proposals](#)

[Create and Export Payment History](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Payment Scenarios

2/18/2021 • 2 minutes to read • [Edit Online](#)

Based on a sales or purchase invoice or credit memo a proposal can be generated and exported in order to be processed by our bank.

Using telebanking you can deal with three scenarios:

1. The payment is done by means of a bank account denominated in your local currency (LCY), which is the same currency as linked to the invoice/credit memo.

For more information, see [Payment Scenario 1 - Domestic Payments \(LCY to LCY\)](#).

2. The payment is done by means of a bank account denominated in the same currency as the currency linked to the invoice/credit memo. Both foreign.

For more information, see [Payment Scenario 2 - Foreign Payment \(FCY to FCY\)](#).

3. The payment is done by means of a bank account denominated in your local currency (LCY), while the invoice/credit memo is linked to a foreign currency.

For more information, see [Payment Scenario 3 - Foreign Payment \(LCY to FCY\)](#).

See Also

[Telebanking](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Payment Scenario 1 - Domestic Payments (LCY to LCY)

2/18/2021 • 4 minutes to read • [Edit Online](#)

You can use telebanking for trade with domestic and foreign customers and vendors. This topic describes a scenario where the trade is with domestic customers and vendors.

The following list describes the main steps:

1. Create Vendor/Customer.
2. Create Vendor/Customer Bank Account.
3. Create and Post Purchase Invoice for Vendor or Sales Invoice for Customer.
4. Create Proposal.
5. Create Payment History.
6. Export Payment History.
7. Import Bank Statement.

NOTE

In the examples below some standard CRONUS data is being used. Likewise instead of creating a vendor/customer and a vendor/customer bank account you could use existing data.

Create Vendor/Customer

Create vendor/customer and enter all necessary information. Special attention should be paid to the following fields:

- **Currency Code:** Leave empty - i.e. it is set to the local currency (LCY).
- **Transaction Mode:** Select an appropriate, default transaction mode - i.e. one that can deal with local currency payments for your bank.
- **Preferred Bank Account:** Select an appropriate, default vendor/customer bank account having the same Currency Code as the vendor/customer itself.

NOTE

In order to be able to enter a bank account in the **Bank Account** vendor/customer bank accounts must be available. See below.

Example

Olek Johansson (code **OLEK**) is one of our local vendors. Purchase invoices will be paid through our national bank account (code **ABN**) to his bank account (code **OJBA**). Both bank account **ABN** and **OJBA** are denominated in local currency (LCY). Therefore, on Olek Johansson's vendor card we leave the **Currency Code** field empty, fill the **Transaction Mode** field with **ABN** that is linked to our bank account, **ABN**, and set the **Bank Account** field to **OJBA**.

Create Vendor/Customer Bank Account

Create vendor/customer bank account and enter all necessary information. Special attention should be paid to

the following fields:

- **Preferred Bank Account:** Enter a valid bank account number.
- **Currency Code:** Leave empty - i.e. it is set to the local currency (LCY).
- **Owner Information:** Be sure all owner information has been entered.

Example

Olek Johansson's bank account (code **OJBA**) is denominated in local currency (LCY). Therefore, on Olek Johansson's vendor bank account card we enter a valid number in the **Bank Account No.** field, leave the **Currency Code** field empty and fill the fields on the **Owner Information** FastTab with appropriate values.

Create and Post Purchase Invoice for Vendor or Sales Invoice for Customer

Create a purchase/sales invoice and enter all necessary information. Special attention should be paid to the following fields:

- **Currency Code:** Leave empty - i.e. it is set to the local currency (LCY).
- **Transaction Mode:** Select an appropriate, default transaction mode - i.e. one that can deal with local currency payments for your bank.
- **Preferred Bank Account:** Select an appropriate, default vendor/customer bank account having the same Currency Code is the vendor/customer itself.

By default these three fields will be populated with values taken from the vendor/customer card.

When the invoice is finished it can be posted.

Example

When creating a purchase invoice for Olek Johansson we enter **OLEK** in the **Buy-from Vendor No.** field. By default the **Currency Code**, **Transaction Mode** and **Bank Account** fields will be populated with values taken from the Olek Johansson's vendor card. Therefore, the **Currency Code**, **Transaction Mode** and **Bank Account** fields will be , **ABN** and **OJBA** respectively. Nevertheless, these values can be changed.

Create Proposal

Open the **Telebank - Bank Overview** page and browse to the bank through which we want to perform our payment. Open the **Proposal** page and generate payment proposals using the **Get Proposal Entries** batch job.

Example

Through the **Telebank - Bank Overview** page, we open the **Proposal** page for our bank, **ABN**. Using the batch job, one proposal line will be created for the purchase invoice we just created and posted for vendor **OLEK**.

Create Payment History

From the **Proposal** page, we process our proposal into a payment history. The proposal will disappear and can be found on the **Payment History Overview** page for the same bank.

Example

We process our proposal concerning the payment to vendor **OLEK** and open the **Payment History Overview** page for our bank, **ABN**. The last payment history is the one we just created.

Export Payment History

Open the **Payment History Overview** page, browse to the relevant payment history and choose the **Export**

action. The export batch job will appear for the export protocol that is linked to this payment. For this export the system already has entered appropriate filters. Check, if wanted, any of the fields on the **Options** FastTab, and then choose the **OK** action to export the payment. The system will generate a text file using a filename as defined in the **Default File Names Field** field of the export protocol, which now is ready to be sent to our bank.

Import Bank Statement

After receiving electronic bank statements from our bank we can import them by running the appropriate import protocol from the **Import Protocol List** page.

Example

The bank statement containing our payment to Olek Johansson will be sent to us by our bank, ABN. Therefore, we should chose **OFFICE NET EXTRA** as the appropriate import protocol.

See Also

[Create Proposals](#)

[Create and Export Payment History](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Payment Scenario 2 - Foreign Payment (FCY to FCY)

2/18/2021 • 4 minutes to read • [Edit Online](#)

You can use telebanking for trade with domestic and foreign customers and vendors. This topic describes a scenario where the trade is with foreign customers and vendor that use the same foreign currency as your bank account is set up to use.

The following list describes the main steps:

1. Create Vendor/Customer.
2. Create Vendor/Customer Bank Account.
3. Create and Post Purchase Invoice for Vendor or Sales Invoice for Customer.
4. Create Proposal.
5. Create Payment History.
6. Export Payment History.
7. Import Bank Statement.

NOTE

In the examples below some standard CRONUS data is being used. Likewise instead of creating a vendor/customer and a vendor/customer bank account you could use existing data.

Create Vendor/Customer

Create vendor/customer and enter all necessary information. Special attention should be paid to the following fields:

- **Currency Code:** Set it to the foreign currency (FCY).
- **Transaction Mode:** Select an appropriate, default transaction mode - i.e. one that can deal with foreign currency payments for your foreign bank.
- **Preferred Bank Account:** Select an appropriate, default vendor/customer bank account having the same Currency Code as the vendor/customer itself.

NOTE

In order to be able to enter a bank account in the **Bank Account** vendor/customer bank accounts must be available. See below.

Example

Jannet Carter (code **JANNET**) is one of our US vendors. Purchase invoices will be paid through our foreign bank account (code **ABN-USD**) to her bank account (code **JCBA**). Both bank account ABN-USD and JCBA are denominated in the same foreign currency (FCY) - i.e. USD. Therefore, on Jannet Carter's vendor card, we set the **Currency Code** field to **USD**, fill the **Transaction Mode** field with **ABN-USD** that is linked to our bank account, ABN-USD and set the **Bank Account** field to JCBA.

Create Vendor/Customer Bank Account

Create vendor/customer bank account and enter all necessary information. Special attention should be paid to the following fields:

- **Preferred Bank Account:** Enter a valid bank account number.
- **Currency Code:** Set it to the foreign currency (FCY).
- **Owner Information:** Be sure all owner information has been entered.

Example

Jannet Carter's bank account (code **JCBA**) is denominated in foreign currency (FCY) - i.e. USD. Therefore, on Jannet Carter's vendor bank account card, we enter a valid number in the **Bank Account No.** field, set the **Currency Code** field to **USD**, and fill the fields on the **Owner Information** tab with appropriate values.

Create and Post Purchase Invoice for Vendor or Sales Invoice for Customer

Create a purchase/sales invoice and enter all necessary information. Special attention should be paid to the following fields:

- **Currency Code:** Set it to the foreign currency (FCY).
- **Transaction Mode:** Select an appropriate, default transaction mode - i.e. one that can deal with foreign currency payments for your foreign bank.
- **Preferred Bank Account:** Select an appropriate, default vendor/customer bank account having the same Currency Code is the vendor/customer itself.

By default, these three fields will be populated with values taken from the vendor/customer card.

When the invoice is finished it can be posted.

Example

When creating a purchase invoice for Jannet Carter we enter **JANNET** in the **Buy-from Vendor No.** field. By default, the **Currency Code**, **Transaction Mode**, and **Bank Account** fields will be populated with values taken from the Jannet Carter's vendor card. Therefore, the **Currency Code**, **Transaction Mode**, and **Bank Account** fields will be **USD**, **ABN-USD**, and **JCBA** respectively. Nevertheless, these values can be changed.

Create Proposal

Open the **Telebank - Bank Overview** page and browse to the bank through which we want to perform our payment. Open the **Proposal** page and generate payment proposals using the **Get Proposal Entries** batch job.

Example

Through the **Telebank - Bank Overview** page, we open the **Proposal** page for our bank, ABN-USD. Using the batch job, one proposal line will be created for the purchase invoice we just created and posted for the vendor JANNET.

Create Payment History

From the **Proposal** page we process our proposal into a payment history. The proposal will disappear and can be found on the **Payment History Overview** page for the same bank.

Example

We process our proposal concerning the payment to the vendor JANNET and open the **Payment History Overview** page for our bank, ABN-USD. The last payment history is the one we just created.

Export Payment History

Open the **Payment History Overview** page, browse to the relevant payment history and choose the **Export** action. The export batch job will appear for the export protocol that is linked to this payment. For this export the system already has entered appropriate filters. Check, if wanted, any of the fields on the **Options** FastTab, and then choose the **OK** button to export the payment. The system will generate a text file using a filename as defined in the **Default File Names Field** field of the export protocol, which now is ready to be sent to our bank.

Example

As the transaction mode associated with our payment is ABN-USD, the **BBV** or **PAYMUL** batch job will appear.

Import Bank Statement

After receiving electronic bank statements from our bank we can import them by running the appropriate import protocol from the **Import Protocol List** page.

Example

The bank statement containing our payment to Jannet Carter will be sent to us by our bank, ABN-USD. Therefore, we should chose **OFFICE NET EXTRA** as the appropriate import protocol.

See Also

[Create Proposals](#)

[Create and Export Payment History](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Payment Scenario 3 - Foreign Payment (LCY to FCY)

2/18/2021 • 4 minutes to read • [Edit Online](#)

You can use telebanking for trade with domestic and foreign customers and vendors. This topic describes a scenario where the trade is with foreign customers and vendors that use a different currency than your local currency.

1. Create Vendor/Customer.
2. Create Vendor/Customer Bank Account.
3. Create and Post Purchase Invoice for Vendor or Sales Invoice for Customer.
4. Create Proposal.
5. Create Payment History.
6. Export Payment History.
7. Import Bank Statement.

NOTE

In the examples below some standard CRONUS data is being used. Likewise instead of creating a vendor/customer and a vendor/customer bank account you could use existing data.

Create Vendor/Customer

Create vendor/customer and enter all necessary information. Special attention should be paid to the following fields:

- **Currency Code:** Set it to the foreign currency (FCY).
- **Transaction Mode:** Select an appropriate, default transaction mode - i.e. one that can deal with foreign currency payments for your local bank.
- **Preferred Bank Account:** Select an appropriate, default vendor/customer bank account having the same Currency Code as the vendor/customer itself.

NOTE

In order to be able to enter a bank account in the **Bank Account** vendor/customer bank accounts must be available. See below.

Example

Hernandez Ortiz (code **ORTIZ**) is one of our Mexican vendors. Purchase invoices will be paid through our national bank account (code **ABN**) to his bank account (code **HOBA**). While our bank account ABN is denominated in local currency (LCY), Hernandez Ortiz's bank account HOBA is denominated in Mexican peso (MXN). Therefore, on Hernandez Ortiz's vendor card, we set the **Currency Code** field to **MXN**, fill the **Transaction Mode** field with **ABN** that is linked to our bank account, ABN, and set the **Bank Account** field to **HOBA**.

Create Vendor/Customer Bank Account

Create vendor/customer bank account and enter all necessary information. Special attention should be paid to the following fields:

- **Preferred Bank Account:** Enter a valid bank account number.
- **Currency Code:** Set it to the foreign currency (FCY).
- **Owner Information:** Be sure all owner information has been entered.

Example

Hernandez Ortiz's bank account (code **HOBA**) is denominated in **MXN**. Therefore, on Hernandez Ortiz's vendor bank account card, we enter a valid number in the **Bank Account No.** field, set the **Currency Code** field to **MXN**, and fill the fields on the **Owner Information** FastTab with appropriate values.

Create and Post Purchase Invoice for Vendor or Sales Invoice for Customer

Create a purchase/sales invoice and enter all necessary information. Special attention should be paid to the following fields:

- **Currency Code:** Set it to the foreign currency (FCY).
- **Transaction Mode:** Select an appropriate, default transaction mode - i.e. one that can deal with local currency payments for your local bank.
- **Preferred Bank Account:** Select an appropriate, default vendor/customer bank account having the same Currency Code is the vendor/customer itself.

By default these three fields will be populated with values taken from the vendor/customer card.

When the invoice is finished it can be posted.

Example

When creating a purchase invoice for Hernandez Ortiz we enter **ORTIZ** in the **Buy-from Vendor No.** field. By default, the **Currency Code**, **Transaction Mode**, and **Bank Account** fields will be populated with values taken from the Hernandez Ortiz's vendor card. Therefore, the **Currency Code**, **Transaction Mode**, and **Bank Account** fields will be **MXN**, **ABN**, and **HOBA** respectively. Nevertheless, these values can be changed.

Create Proposal

Open the **Telebank - Bank Overview** page and browse to the bank through which we want to perform our payment. Open the **Proposal** page and generate payment proposals using the **Get Proposal Entries** batch job.

Example

Through the **Telebank - Bank Overview** page, we open the **Proposal** page for our bank, **ABN**. Using the batch job, one proposal line will be created for the purchase invoice we just created and posted for the vendor **ORTIZ**. The amount of the payment will be in local currency (**LCY**).

Create Payment History

From the **Proposal** page, we process our proposal into a payment history. The proposal will disappear and can be found on the **Payment History Overview** page for the same bank.

Example

We process our proposal concerning the payment to the vendor **ORTIZ** and open the **Payment History Overview** page for our bank, **ABN**. The last payment history is the one we just created.

Export Payment History

Open the **Payment History Overview** page, browse to the relevant payment history and then choose the **Export** action. The export batch job will appear for the export protocol that is linked to this payment. For this export the system already has entered appropriate filters. Check, if wanted, any of the fields on the **Options** FastTab, and choose the **OK** button to export the payment. The system will generate a text file using a filename as defined in the **Default File Names Field** field of the export protocol, which now is ready to be sent to our bank.

Example

As the transaction mode associated with our payment is **ABN**, the **BBV** or **PAYMUL** batch job will appear.

Import Bank Statement

After receiving electronic bank statements from our bank we can import them by running the appropriate import protocol from the **Import Protocol List** page.

Example

The bank statement containing our payment to Hernandez Ortiz will be sent to us by our bank, ABN. Therefore, we should chose **OFFICE NET EXTRA** as the appropriate import protocol.

See Also

[Create Proposals](#)

[Create and Export Payment History](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Proposals

2/18/2021 • 2 minutes to read • [Edit Online](#)

Proposals can be generated manually or automatically based on either vendor or customer ledger entries.


IMPORTANT

To create a proposal, you must use the **Owner Information** field in the Vendor Bank Account Card and Customer Bank Account Card pages.


NOTE

At any time and at any level, before processing a proposal, the transaction mode and bank account can be modified. At the lowest level on the relevant vendor or customer ledger entries.

To create proposals manually

1. Choose the  icon, enter **Telebank - Bank Overview**, and then choose the related link.
2. Select the relevant bank account and then choose the **Proposal** action.
3. At a minimum, you must fill in the **Account Type**, **Account No.**, **Transaction Mode**, **Bank Account No.**, and **Amount** fields.
4. If you want to view or adjust the proposal's detail lines, choose the **Detail Information** action. To return to the proposal, close the **Proposal Detail Line** page.

To create proposals automatically from sales

1. Set up a card for the customer who sent the invoice with appropriate values for the **Currency Code**, **Transaction Mode**, and **Bank Account** fields.
2. Create a sales invoice or credit memo, enter the customer and relevant items and post the invoice.
3. Check whether the **Currency Code**, **Transaction Mode**, and **Bank Account** fields of the invoice/credit memo contain appropriate values. By default, they will be copied from the customer card.
4. Choose the  icon, enter **Telebank - Bank Overview**, and then choose the related link.
5. Select the relevant bank account, and then choose the **Proposal** action.
6. Choose the **Get Entries** action.

You can use the Get Proposal Entries Batch Job batch job to generate proposal lines based on relevant customer ledger entries.


NOTE

Only proposal lines will be created for ledger entries that have a transaction mode of account type **Customer** and a link to the active bank account.

7. If you want to view or adjust the proposal's detail lines, choose the **Detail Information** action. To return

to the proposal, close the **Proposal Detail Line** page.

To create proposals automatically from purchases

1. Set up a card for the vendor that sent the invoice with appropriate values for **Currency Code**, **Transaction Mode**, and **Bank Account** fields.
2. Create a purchase invoice or credit memo, enter the vendor and relevant items.
3. Post the invoice.
4. Check whether the **Currency Code**, **Transaction Mode**, and **Bank Account** fields of the invoice/credit memo contain appropriate values. By default, they will be copied from the vendor card.
5. Choose the  icon, enter **Telebank - Bank Overview**, and then choose the related link.
6. Select the relevant bank account, and then choose the **Proposal** action.
7. Choose the **Get Entries** action.

You can use the Get Proposal Entries Batch Job batch job to generate proposal lines based on relevant vendor ledger entries.

NOTE

Only proposal lines will be created for ledger entries that have a transaction mode of account type **Vendor** and a link to the active bank account.

8. If you want to view or adjust the proposal's detail lines, choose the **Detail Information** action. To return to the proposal, close the **Proposal Detail Line** page.

See Also

[Register New Customers](#)

[Invoice Sales](#)

[Record Purchases](#)

[Create and Export Payment History](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Docket Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Dutch telebanking application allows you to combine ledger entries for the same customer or vendor, having the same transaction mode, into one payment or collection order to the bank. As such one total amount will be paid to or collected from the vendor or customer involved. Possibly this combined payment could lack all detail information about the individual payments or collections. Telebanking offers you the possibility to inform your vendor or customer in detail by generating a docket report that describes the individual payments that constitute the total amount paid or collected.

When generating payment proposals using the **Get Proposal Entries** batch job the system will select the **Docket** check box on the proposal in case that:

- The resulting combined payment includes too many invoice numbers to list them in the available four description fields of the new proposal line: **Description 1** field, **Description 2** field, **Description 3** field, and **Description 4** field.
- The payment is not based upon an invoice.

See Also

[Telebanking](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Enter and Post Cash and Bank/Giro Journals

2/18/2021 • 4 minutes to read • [Edit Online](#)

The cash journal and the bank/giro journal help you post transactions into the system in an easier and more direct way than using the general journal.

In conjunction with Telebanking, they allow you to import electronic bank statements into the **Bank/Giro Journal** page. The system can automatically reconcile these statements during the import process and determine whether a statement can be applied to open ledger entries for the relevant vendor/customer.


In Business Central, you can use the cash and bank journals to enter the transactions that affect the cash and bank accounts by using the **Cash Book** and **Bank Book** types.

You can enter increases or decreases to the cash account on the **Cash Journal** page. For example, you can use this journal for paying out petty cash or receiving transfers from a different bank account.

The **Bank/Giro Journal** page records the inflow or outflow of the cash to a specific bank account. This journal forms the basis for bank reconciliation. The layout of this journal resembles the paper bank statement, so you can transpose the required fields from the paper statement to the journal, or you can import an electronic bank statement file. The transactions can be customer payments or vendor payments.

You can apply the payments from customers to the open invoices from accounts receivables. You can also enter general ledger transactions to capture miscellaneous amounts, such as bank charges or interest income. VAT codes can also be applied to these transaction lines. You can define a journal for every bank account.

To post cash journals

1. Choose the  icon, enter **Cash Journal**, and then choose the related link.
2. Choose the **New** action.
3. On the **Cash Journal** page, on the **Lines** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Date	The journal entry date.
Document No.	The document number for which journal entry is created.
Account Type	The account type to which the entry is to be posted.
Account No.	The account number to which the entry is to be posted.
Description	The description of the entry. This field automatically populates the description of the account number selected in the Account No. field.
VAT Prod. Posting Group	The VAT product posting group code used to post the entry. You can select a code in this field only if the Account Type is G/L Account . For more information, see VAT Product Posting Groups.

FIELD	DESCRIPTION
Amount	The total amount that the statement line consists of. You must enter the debit amount without a plus or minus sign and the credit amount with a minus sign. If this amount includes the VAT amount, then select the Amount incl. VAT check box.


4. Choose the **Post** action.

NOTE

If there is a difference between the opening balance and the closing balance, you must change the closing balance before posting the entry.

The entries are posted to the general ledger. For more information, see [General Ledger Entries](#).

To post bank or giro journals

1. Choose the  icon, enter **Bank/Giro Journal**, and then choose the related link.
2. Choose the **New** action.
3. Select the relevant journal template, and then choose the **OK** button.
4. On the **Bank/Giro Journal** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Opening Balance	The current balance of the bank or giro account. It equals the closing balance of previously posted entries for the journal.
Closing Balance	The new closing balance of the journal.

5. On the **Lines** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Date	The journal entry date.
Account Type	The account type to which the journal entry is to be posted.
Account No.	The account number to which the journal entry is to be posted.
Identification	The identification number that links the statement line to a payment history line.
Description	The description of the entry.
VAT Prod. Posting Group	The VAT product posting group code that will be used when you post the entry on the statement line.

FIELD	DESCRIPTION
Amount	<p>The total amount that the statement line consists of. You must enter the debit amount without a plus or minus sign and the credit amount with a minus sign.</p> <p>If this amount includes the VAT amount, then select the Amount incl. VAT check box.</p>

6. Choose the **Post** action.

NOTE

If there is a difference between the opening balance and the closing balance, you must change the closing balance before posting the entry.

The entries are posted to the general ledger. For more information, see [General Ledger Entries](#).

See Also

[Print the Test Reports for Cash and Bank or Giro Journals](#)

[Telebanking](#)

[Enter and Post Cash and Bank or Giro Journals](#)

[Applying Payments Automatically and Reconciling Bank Accounts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Print the Test Reports for Cash and Bank or Giro Journals

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **CBG Posting - Test** report to edit the statement lines and see the effect of posting before you post cash journals and bank or giro journals.

This report displays the statement lines of a cash journal and bank journal or giro journal. For more information, see [CBG Statement Line Table](#) and [Bank-Giro Journal Page](#).

To print the test report for cash journal

1. Choose the  icon, enter **Cash Journal**, and then choose the related link.
2. On the **Cash Journal** page, choose the **Test Report** action.
3. To include the information on applied entries for the statement lines, select the **Show Applied Entries** check box.


For more information, see [Apply and Unapply General Ledger Entries](#).

4. On the **CBG Statement** FastTab, select the appropriate filters.

You can select the **Journal Template Name** and **No.** fields as filters when you generate this report.

5. Choose the **Print** button to print the report or choose the **Preview** button to view it in on the screen.

To print the test report for bank or giro journal

1. Choose the  icon, enter **Bank/Giro Journal**, and then choose the related link
2. Choose the **General Ledger** action.
3. On the **General Journal Template List** page, Choose the **OK** button.
4. On the **Bank/Giro Journal** page, choose the **Test Report** action.
5. To include the information on applied entries for the statement lines, select the **Show Applied Entries** check box.
6. On the **CBG Statement** FastTab, select the appropriate filters.

You can select the **Journal Template Name** and **No.** as filters when you generate this report.

7. Choose the **Print** button to print the report or choose the **Preview** button to view it in on the screen.

See Also

[Apply and Unapply General Ledger Entries](#)
[Enter and Post Cash and Bank/Giro Journals](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Single EURO Payments Area (SEPA)

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Single Euro Payments Area (SEPA) unifies payment methods in participating European countries, making international payments as easy to process as domestic payments. 300 million European citizens and companies are able to make and receive payments in euros, whether within or across national borders, with the same basic conditions, rights, and obligations, regardless of location.

Business Central supports the Dutch requirements for submitting SEPA payments, credit transfers, and direct debit.

Before you can submit vendor payments electronically in SEPA ISO2022 format, you must activate SEPA in the following pages:

- [Countries/Regions](#)
- [Bank Accounts](#)
- [Export Protocols](#)
- [Transaction Modes](#)

Additionally you will need to verify that vendor payment transaction modes and vendor bank accounts are set up to use SEPA for each vendor.

Vendor payments made using SEPA ISO 20022 must comply with the following rules.

- Make all payments in euros.
- Make payments within the European Economic Area (EEA).
- Use the vendor bank's International Bank Account Number (IBAN) and Bank Identifier Code (BIC) information.

See Also

[Activate SEPA Payments](#)

[Submit Vendor Payments Electronically in SEPA ISO 20022 Payment Format](#)

[Netherlands Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Activate SEPA Payments in the Dutch Version

2/18/2021 • 2 minutes to read • [Edit Online](#)


To submit vendor payments electronically in Single Euro Payments Area (SEPA) ISO 20022 payment format, you must set up prerequisites for enabling SEPA payments in your company.

The following procedures describe how to set up SEPA payments, including how to modify the setup for specific vendors.

To enable countries/regions for SEPA

1. Choose the  icon, enter **Countries/Regions**, and then choose the related link.
2. Choose the **Edit List** action.
3. Select the **SEPA Allowed** check box for each country or region that you want to enable for SEPA.
4. Choose the **OK** button.

To enable bank accounts for SEPA


1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Select the bank account that you want to enable for SEPA, and then choose the **Edit** action.
3. On the **General** FastTab, in the **Country/Region Code** field, select the appropriate code.

NOTE


The specified country/region code must be enabled for SEPA as described in the previous procedure.

4. Enter a value in the **Min. Balance** field.
5. On the **Transfer** FastTab, in the **SWIFT Code** field, enter a code.
6. Choose the **OK** button.


To set up a SEPA ISO 20022 export protocol

1. Choose the  icon, enter **Export Protocols**, and then choose the related link.
2. On the **Export Protocols** page, choose the **New** action.
3. Fill in the fields. Hover over a field to read a short description.
4. Choose the **OK** button.


To set up vendor bank accounts for SEPA

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the relevant vendor, and then choose the **Bank Accounts** action.
3. Select the vendor bank account to set up for SEPA, and then choose the **Edit** action.
4. On the **Transfer** FastTab, in the **IBAN** and **SWIFT Code** fields, enter the international bank identifier code of the bank where the vendor has the account.
5. Choose the **OK** button.

To enable transaction modes for SEPA

1. Choose the  icon, enter **Transaction Modes**, and then choose the related link.
2. Select the transaction mode that you want to enable for SEPA, and then choose the **Edit** action.
3. On the **Transaction Mode Card** page, on the **Paym. Proposal** FastTab, in the **Export Protocol** field, select the SEPA export protocol that you have created, such as **SEPA ISO20022**.
4. Choose the **OK** button.

To verify vendor payment transaction modes for SEPA

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the vendor that you want to verify the transaction mode for, and then choose the **View** action.
3. On the **Payments** FastTab, in the **Transaction Mode Code** field, verify that the vendor payment transaction mode is one that has been enabled for SEPA.
4. Choose the **OK** button.

See Also

[Single EURO Payments Area \(SEPA\)](#)

[Submit Vendor Payments Electronically in SEPA ISO 20022 Payment Format](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Submit Vendor Payments Electronically in SEPA ISO 20022 Payment Format

2/18/2021 • 2 minutes to read • [Edit Online](#)

In the Dutch version of Business Central, you can create and submit Single Euro Payments Area (SEPA) ISO 20022 vendor payments electronically.

Before you can create and submit SEPA vendor payments, you must enable SEPA payments. For more information, see [Activate SEPA Payments](#).

To submit vendor payments electronically in SEPA ISO 20022 payment format

1. Choose the  icon, enter **Telebank-Bank Overview**, and then choose the related link.
2. Select the relevant bank account, and then choose the **Proposal** action.
3. Select the relevant vendor bank account, and then choose the **Get Entries** action.
4. In the **Get Proposal Entries** batch job, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Currency Date	Specify the currency date.
Pmt. Discount Date	Specify the payment discount date.

5. On the **Transaction Mode** FastTab, select the appropriate filters.
6. On the **Cust. Ledger Entry** FastTab, select the appropriate filters.
7. On the **Vendor Ledger Entry** FastTab, select the **Vendor No.** filter, and then select a vendor number.

NOTE

Select other appropriate filters if required.

8. Choose the **OK** button.

The proposal lines populate on the **Telebank Proposal** page.

See Also

[Activate SEPA Payments](#)

[Single EURO Payments Area \(SEPA\)](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create and Export Payment History

2/18/2021 • 2 minutes to read • [Edit Online](#)

After you have created a proposal and made any modifications, you can process the proposal to create a payment history. Proposals can be created manually or automatically from a vendor or customer ledger entry. For more information, see [Create Proposals](#).

For exporting payment histories, the following protocols are supported:

- BTL91 \$)
- BBV
- PAYMUL

To create a payment history for a proposal

1. Choose the  icon, enter **Telebank - Bank Overview**, and then choose the related link.

If you want to print the proposal before you process it, choose the **Print** button.

2. To process the proposal, choose the **Process** action.

3. To view the payment history, close the **Telebank Proposal** page. Make sure the same bank account on the **Telebank – Bank Overview** page is selected, and then choose the **Payment History** action.

The **Payment History List** page displays the payment history that you just created.

To export a payment history

- On the **Payment History List** page, choose the **Export** action.

NOTE

A text file will be created. This file contains the path and file name as defined in the **Default File Names Field** field of the export protocol.

See Also

[Create Proposals](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Import and Reconcile Bank Statements


2/18/2021 • 2 minutes to read • [Edit Online](#)

Banks provide electronic bank statements for all your financial interactions. You can import these statements into the bank or giro journals.

The import bank statement is supported by the following protocols:

- Rabobank mut.asc
- Rabobank vvmut.ac
- Rabobank ASCII
- SEPA CAMT

To import and reconcile bank statements

1. Choose the  icon, enter **Bank/Giro Journal**, and then choose the related link.
2. Choose the **Import Bank Statement** action, select the required import protocol, and then choose the **OK** button.
3. To reconcile the bank statements automatically when importing, on the **Options** FastTab, select the **Automatic Reconciliation** check box.

NOTE

This function does not work for bank statement files of type SEPA CAMT. Instead, use the **Match Automatically** action on the **Bank Acc. Reconciliation** page. For more information, see [Reconcile Bank Accounts](#).

4. Choose the **OK** button.
5. To import the file that contains the electronic bank statement, specify the file name and path, and then choose the **Open** button.

The electronic bank statement is imported into the bank or giro journals. For more information, see [Dutch Electronic Banking](#).

See Also

[Dutch Electronic Banking](#)

[Applying Payments Automatically and Reconciling Bank Accounts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Apply and Unapply General Ledger Entries in the Dutch Version

2/18/2021 • 3 minutes to read • [Edit Online](#)

By applying temporary general ledger entries, companies can work with temporary and transfer accounts in the general ledger. Temporary and transfer accounts are used to store temporary ledger entries that are waiting for further processing into the general ledger.


You can use temporary accounts for:

- Money transfers from one bank account to another.
- Financial transaction transfers from one system to another in which part of the information temporarily resides on the original system.
- Transactions for which you have issued a sales invoice to a customer but have not yet received the corresponding purchase invoice from the vendor.

When the ledger entries have been processed, you can use the **Apply Entries** function to update the posted ledger entries and the posting account type.

You can unapply the applied general ledger entries and then open the closed entries to make changes.

To apply general ledger entries

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. Select a general ledger register, and then choose the **General Ledger** action.
3. On the **General Ledger Entries** page, choose the **Apply Entries** action.

All open ledger entries for the general ledger account are displayed on the **Apply General Ledger Entries** page.

NOTE

By default, the **Include Entries** field is set to **Open**. You can change the value of the **Include Entries** field to **All** or **Closed**. You can only apply general ledger entries that are **Open**.

4. Select the relevant general ledger entry, and then choose the **Set Applies-to ID** action.

The **Applies-to ID** field is updated with the user ID. The remaining amount is displayed in the **Balance** field on the **Apply General Ledger Entries** page.

5. Choose the **Post Application** action.

You can post the application even if the balance amount is equal to 0. When posted, the **Remaining Amount** field is affected as follows:

- If the **Balance** is equal to 0, then the **Remaining Amount** field on all ledger entries is set to 0.
- If the **Balance** is not equal to 0, then the amount in the **Balance** field is transferred to the **Remaining Amount** field for the general ledger entry that was selected when you posted the application.


- For all other general ledger entries, the **Remaining Amount** field is set to 0 and the **Open, Closed by Entry No., Closed by Amount, and Closed at Date** fields are updated.

NOTE

When posted, the general ledger entries which update the **Applies-to ID** field are deleted.

6. Choose the **OK** button.


To view the applied general ledger entries

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. Select a general ledger register, and then choose the **General Ledger** action.
3. Select the relevant general ledger entry, and then choose the **Applied Entries** action.

You can view all the applied general ledger entries.

4. Choose the **OK** button.

To unapply general ledger entries

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. Select a general ledger register, and then choose the **General Ledger** action.
3. Select the general ledger entry that you want to unapply, and then choose the **Undo Application** action.

The applied general ledger entries are unapplied.

NOTE

If an entry is applied to more than one application entry, you must unapply the latest application entry first. By default, the latest entry is displayed.

4. Choose the **OK** button.

See Also

[Apply Customer Payments Manually](#)

[Required Descriptions in G-L Entry](#)

[Create an Audit File for the Tax Authority](#)

[Understanding the General Ledger and the COA](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Required Descriptions in G-L Entry

2/18/2021 • 2 minutes to read • [Edit Online](#)

When entering general journal lines on a form, the system fills in automatically the description field. This description will also be stored in the G/L entry after posting the journal. For a good audit trail, a more detailed description is desirable, when you post a journal line of type G/L Account.

To force the user to enter a more detailed description, it is possible to choose if the system must fill in automatically the description of the G/L account or leave the field blank. If the **Omit Default Descr. in Jnl. Field** check box on the **G/L Account Card** page is checked, the system will not fill in the **Description** field for that G/L account when selected in a general journal line.

When posting the journal lines, the system will check if all the **Description** fields are filled in. If there is a blank description, an error message will appear.

NOTE

Leaving the description field blank and check if all the description fields are filled in before posting, will only be done on the general journal pages in several application areas and on the local Cash Bank Giro pages.

See Also

[Apply Customer Payments Manually](#)

[Create an Audit File for the Tax Authority](#)

[Understanding the General Ledger and the COA](#)

NOTE

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Check Purchase Amounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before posting a purchase invoice or credit memo, application checks if the amount including VAT and the VAT amount stated on the purchase document is equal to the total amount of the inserted purchase lines. To do this, the **Doc. Amount Incl. VAT** and **Doc. Amount VAT** fields must be filled in in the **Purchase Invoice** or **Purchase Credit Memo** page.

In case there is only one purchase line or in case all lines are subject to the same VAT %, the correct **Doc. Amount VAT Field** will be calculated automatically when you have inserted the purchase lines and the **Doc. Amount Incl. VAT Field**. In case several lines exist with different VAT percentages, the **Doc. Amount VAT Field** must be changed manually.

Default application will check the purchase document total amounts, but you can switch it off by deselecting the **Check Doc. Total Amounts** check box on the **Purchases & Payables Setup** page.

To determine the reason of the difference between the document total amounts and the total amounts of the inserted purchase lines, you have the possibility to let application calculate the total amount, total base amount, total VAT amount and total amount including VAT of the inserted purchase lines and show them at the bottom of the purchase invoice or purchase credit memo page.

Default application will not show these total amounts, but you can switch it on by selecting the **Show Totals on Purch. Inv.-CM.** check box on the **Purchases & Payables Setup** page.

NOTE

If you activate this field, totals on all purchase invoices and credit memos must be recalculated. This can be a time-consuming process depending on the number of documents that must be recalculated. You can not activate this field in case purchase invoices and/or credit memos exist without any purchase lines or in case you have purchase invoices and/or purchase credit memos with no quantity specified on the lines.

See Also

[Set Up Validation of Purchase Amounts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Edit Document Amounts in Purchase Invoices and Credit Memos

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central lets you easily edit document amounts in purchase invoices and credit memos.

To edit document amounts

1. Choose the  icon, enter **Purchase Invoice** or **Purchase Credit Memo**, and then choose the related link.
2. Edit the document amount in the **Doc. Amount Incl. VAT** field and the **Doc. Amount VAT** field.

If you use the **Get Recurring Purchase Lines** action to insert lines based on a **Standard Purchase Code**, if the quantity in the first line is 0 or 1 and the unit cost is 0, Business Central compares the amount entered with the calculated total amount and applies the difference to the first line that was inserted.

See Also

[Create Recurring Sales and Purchase Lines](#)

[Netherlands Local Functionality](#)

NOTE

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Set Up Validation of Purchase Amounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can activate the **Check Doc. Total Amounts** function to validate the total amount of purchase documents before posting a purchase invoice and purchase credit memo. By default, the purchase document total amount is validated when you post. The total amount of the inserted purchase lines must be equal to the amount including VAT and the VAT amount. To validate the purchase document amount automatically, you must enter the document amount including VAT and the document amount VAT in the **Purchase Invoice** or **Purchase Credit Memo** page.

If you have only one purchase line or several purchase lines with the same VAT percentage, the correct document amount VAT is calculated automatically when you insert the purchase lines and the document amount including VAT. If you have several purchase lines with different VAT percentages, the document amount VAT value must be changed manually.

You can also locate when the document total amounts and the total amounts of the inserted purchase lines are different. You can activate the **Show Totals on Purch. Inv./CM.** option to view the following in the inserted purchase lines:


- Total amount
- Total base amount
- Total VAT amount
- Total amount including VAT

The calculated amounts are displayed in the purchase invoice or purchase credit memo. By default, this total amount is not displayed.

You can activate this option only if the purchase invoice or purchase credit memo has:

- A minimum of one purchase line.
- The quantity field specified.

To set up validation of total amounts for purchase documents

1. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Show Totals on Purch. Inv./CM.	Select to recalculate the totals on all purchase invoices and credit memos. This can take more time depending on the number of documents that must be recalculated.
Check Doc. Total Amounts	Select to modify the Doc. Amount Incl. VAT and Doc. Amount VAT fields in the Purchase Invoice and Purchase Credit Memo pages.

3. Choose the **OK** button.

See Also

NOTE

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CMR Notes

2/18/2021 • 2 minutes to read • [Edit Online](#)

A CMR note is a bill of lading or an international consignment note defined under the 1956 United Nations Convention for the Contract of the International Carriage of Goods by Road. This is also known as the CMR Convention.

Claims with complete CMR note information are easily processed.

CMR Notes

Countries that follow the CMR Convention adhere to a standard form for CMR notes. The type of CMR note used depends on the type of transaction. There are three types:

- **CMR - Sales Shipment** – This report is used to print CMR documents for sales shipments. For each CMR document, the report shows address data for the sender, shipping agent and consignee, along with data about the shipped items.
- **CMR - Purchase Return Shipment** – This report is used to print CMR documents for purchase return shipments. For each CMR document, the report shows address data for the sender, shipping agent and consignee, along with data about the shipped items.
- **CMR - Transfer Shipment** – This report is used to print CMR documents for transfer shipments. For each CMR document, the report shows address data for the location from which the items are shipped, the location to which the items are shipped, and information regarding the shipping agent, along with data about the shipped items.

NOTE

CMR notes are formatted to print on preprinted CMR forms.

The following details the standard life cycle of a CMR note:

- The warehouse manager prints the CMR notes for the shipments that need to be sent.
- The shipments are then packed and handed to the truck driver, along with the CMR notes.
- The driver ensures that each shipment has a CMR note.
- When goods are delivered to the customers, the driver ensures that the customers sign the CMR notes.
- The signed CMR notes are then given to the respective internal Accounts Receivable departments.
- The Accounts Payable administrators receive the signed CMR notes, along with the invoice for freight forwarding services from the freight forwarder.

See Also

[Netherlands Local Functionality](#)

NOTE

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Dutch Post Codes

2/18/2021 • 2 minutes to read • [Edit Online](#)

In the Netherlands, you can subscribe to getting post codes and post code updates for your business. These updates are important for marketing and relationship management activities. Depending on your subscription, you receive a file that has changes to the post code data for you to import into Business Central.

See Also

[Import Post Codes](#)

[Import Post Code Updates](#)

[PostNL post code tables](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Import Post Codes

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can import a file that specifies post codes for marketing and relationship management activities. The post code data that you import will be saved in the **Post Code Range** table.

To import a post code file

1. Choose the  icon, enter **Post Codes Updates**, and then choose the related link.
2. On the **Post Codes Updates** page, choose the **Import Post Codes** action.
3. Specify the path and name of the post code file, and then choose the **OK** button. If you do not want to import the file, choose the **Cancel** button to close the page.

Information about the imported post code will be saved in the Post Code Update Log Entry Table table.

See Also

[Dutch Post Codes](#)

[Import Post Code Updates](#)

NOTE

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Import Post Code Updates

2/18/2021 • 2 minutes to read • [Edit Online](#)

Every month a post code file will be delivered with all post code mutations in a month. This post code file can be imported and update the relevant data of the **Post Code Range** table.

To import the update file

1. Choose the  icon, enter **Post Codes Updates**, and then choose the related link.
2. On the **Post Codes Updates** page, choose the **Import Post Codes Update** action.
3. Specify the path and name of the post code update file, and then choose the **OK** button. If you do not want to import the file, choose the **Cancel** button to close the page.

If there is no file imported with a full set of post code data, then a message appears.

Before updating the post codes the following checks will be performed:

- Is there already an update file imported with a Date Field later then the date of this new update file? If so then the process will stop.
- Is there a gap between the date of this file and the value in the Date Field field for the last imported file? If there is a gap then a message appears. You can choose if you still want to import the update file.

Information about the imported post code will be saved in the Post Code Update Log Entry Table table.

See Also

[Dutch Post Codes](#)

NOTE

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New Zealand Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the New Zealand version of Business Central.

Feature Availability

- Tax
 - [Withholding Tax](#)
 - [Set Up Withholding Tax Available Now](#)
 - [Set Up Revenue Types for Withholding Tax Available Now](#)
 - [Set Up Goods and Services Tax Posting Available Now](#)
 - [Set Up Vendors Without ABN for Calculating Withholding Tax Available Now](#)
 - [Calculate and Post Withholding Tax Settlements Available Now](#)
 - [View Withholding Tax Entries](#)
 - [View Posted Tax Credit Memos Available Now](#)
 - [View Posted Tax Invoices Available Now](#)
 - [Adjust Settlement Exchange Rates for VAT Entries Available Now](#)
 - [Calculate Goods and Services Tax on Prepayments Available Now](#)
 - [Print Goods and Services Tax Settlement Reports Available Now](#)
- Banking & Payments
 - [Compare Bank Cash Flow Available Now](#)
 - [Create Check Installments Available Now](#)
 - [Electronic Funds Transfer Available Now](#)
 - [Print Deposit Slip Reports Available Now](#)
 - [Print Bank Account Reconciliation Reports Available Now](#)
- Core Finance
 - [Calculating Distribution Amounts Available Now](#)
 - [Print Balance Sheet Reports Available Now](#)
 - [Print Income Statements Available Now](#)
- General
 - [Addresses Available Now](#)
 - [Determine Sales Price by Cost Plus Percentage Available Now](#)
 - [Enter New Zealand Business Numbers Available Now](#)
 - [New Zealand Inland Revenue Department Numbers and Adjustment Notes Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a [free trial!](#)

NOTE

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Withholding Tax in the New Zealand Version

2/18/2021 • 3 minutes to read • [Edit Online](#)

Withholding Tax (WHT) is tax withheld by a company when making a payment to a vendor, in which the full amount owed to that vendor is reduced by the tax withheld. The withheld tax is then remitted to tax authorities during the next Business Activity Statement (BAS) submission.

The New Zealand government requires taxes to be withheld from payment to vendors under the following circumstances:

- The vendor is a local supplier who has not supplied an New Zealand Inland Revenue Department number (IRD) before the payment is processed, and the individual transaction amount is greater than the specified threshold amount.
- The vendor is a non-resident supplier and the payment is to be made to this non-resident entity in the form of interest, royalty, or dividend payments. Currently, there is no minimum threshold amount. Withholding rates may vary due to payment, or international tax treaties existing between New Zealand and the vendor's country.

Fields within **WHT Business Posting Groups** and **WHT Product Posting Groups** must be set up on the **WHT Posting Setup** page so that the correct WHT calculations are made for each vendor.

- **WHT Calculation Rule** – This field controls how calculation applies to the **WHT Minimum Invoice Amount**, or the invoice threshold amount. The following options exist:
 - **Less than**
 - **Less than or equal to**
 - **Equal to**
 - **Greater than**
 - **Greater than or equal to**

In New Zealand, WHT is not calculated if the individual invoice amount is less than or equal to the threshold amount. Companies should select **Less than or equal to**.

- **WHT Minimum Invoice Amount** – Enter the invoice threshold amount.
- **WHT %** – Enter the relevant WHT rate for the particular combination of **WHT Business Posting Group** and **WHT Product Posting Group**. If you do not wish to calculate any withholding amount, enter 0.00.
- **Realised WHT Type** – Select **Payment** to calculate only the withholding amount at the time of payment. The other options of **Invoice** and **Earliest** do not apply to New Zealand.
- **Payable WHT Account Code** – Enter the number of the G/L account to which you want to post **Purchase WHT** for the particular combination of **WHT Business Posting Group** and **WHT Product Posting Group**.
- **Purch. WHT Adjustment Account No.** – Select an account number for **Purchase CR/Adj Note** adjustments.
- **Revenue Types** – Drill down to the **WHT Revenue Types** page. These values determine how the combination of **WHT Business Posting Group** and **WHT Product Posting Group** are displayed in reports. You must enter a value in order for this combination to appear in the WHT reports.

WHT for Suppliers Without an IRD

Ensure that there is a valid combination of **General Business** and **General Product Posting Groups** with the

correct threshold. For example, in New Zealand today the minimum threshold is \$75 with a rate of 46.50%.

The percentage withheld is specified in **WHT Posting Setup**. The amount to be withheld is calculated automatically at the time of payment. The WHT certificate is printed automatically, and then sent to the vendor with payment. The WHT certificate explains the reasons for not sending the full invoiced amount.

WHT for Foreign Suppliers

Ensure that a valid combination of **General Business** and **General Product Posting Groups** has been established for vendors for whom you need to withhold tax, other than for non-IRD.

See Also

[Set Up Withholding Tax](#)

[Set Up Vendors Without IRD for Calculating the Withholding Tax](#)

[Set Up Revenue Types for Withholding Tax](#)

[Calculate and Post Withholding Tax Settlements](#)

[View Withholding Tax Entries](#)

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Withholding Tax in the New Zealand Version

2/18/2021 • 3 minutes to read • [Edit Online](#)

Withholding tax (WHT) is the tax withheld by a company when it makes a payment to a vendor, in which the full amount owed to the vendor is reduced by the tax withheld. The withheld tax is then remitted to tax authorities when the next Business Activity Statement (BAS) is submitted.

If a supplier without a New Zealand Inland Revenue Department number (IRD) provides an invoice, a withholding tax amount must be withheld if the total amount of the invoice is more than the threshold amount.

To use withholding tax, you must set up the business posting groups and product posting groups for withholding tax so that the correct WHT calculations are made for each vendor.

NOTE

As a prerequisite, you need to set up source codes for WHT settlement on the **Source Code Setup** page.

The following procedure describes how to set up product posting groups for WHT, but the same steps also apply to setting up business posting groups for WHT.

Set up WHT posting groups


To use withholding tax, you must set up the business posting groups and product posting groups for withholding tax so that the correct WHT calculations are made for each vendor.

NOTE

As a prerequisite, you must have set up source codes for WHT settlement on the **Source Code Setup** page. For more information, see [Setting Up Source Codes and Reason Codes for Audit Trails](#).

The following procedure describes how to set up product posting groups for WHT, but the same steps also apply to setting up business posting groups for WHT.

To set up a product posting group for withholding tax


1. Choose the  icon, enter **WHT Product Posting Group**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specify the code for the product posting group. You can enter a maximum of 10 alphanumeric characters.
Description	Specify the description for the product posting group. You can enter a maximum of 50 alphanumeric characters.

3. Choose the **OK** button.

Finally, you must set up how these posting groups must be used when documents are posted.

To set up posting for withholding tax

1. Choose the  icon, enter **WHT Posting Setup**, and then choose the related link.

2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
WHT Business Posting Group	Specifies the business posting group code for withholding tax.
WHT Product Posting Group	Specifies the product posting group code for withholding tax.
WHT Calculation Rule	<p>Specifies the calculation rule for WHT, which is used with the amount specified in the WHT Minimum Invoice Amount field. This will help identify the transactions for which WHT will not be deducted.</p> <p>For example, if you select the Less than option here and enter 100 in the WHT Minimum Invoice Amount field, then WHT will not be deducted for those transactions with an amount less than 100.</p>
WHT Minimum Invoice Amount	Specifies the threshold amount that is below which WHT will not be deducted.
WHT %	Specifies the WHT rate. You must enter the rate without the percent sign.
Realized WHT Type	Specifies the mode of WHT calculation for purchases or sales of items.
Prepaid WHT Account Code	Specifies the general ledger account number to which sales WHT is to be posted.
Payable WHT Account Code	Specifies the general ledger account number to which purchase WHT is to be posted.
WHT Report	Specifies the withholding tax report type.
Bal. Prepaid Account Type	Specifies the type of balancing account for sales WHT transactions.
Bal. Prepaid Account No.	Specifies the account number or bank name for sales WHT transactions, based on the type selected in the Bal. Prepaid Account Type field.
Bal. Payable Account Type	Specifies the type of balancing account for purchase WHT transactions.
Bal. Payable Account No.	Specifies the account number or bank name for purchase WHT transactions. This is based on the type selected in the Bal. Payable Account Type field.
WHT Report Line No. Series	Specifies the number series for the WHT report line.
Revenue Type	Specifies the type of revenue.

FIELD	DESCRIPTION
Purch. WHT Adj. Account No.	Specifies the account number on which to post purchase credit memo adjustments.
Sales WHT Adj. Account No.	Specifies the account number on which to post sales credit memo adjustments.
Sequence	Specifies the sequence in which the withholding tax posting setup information must be displayed in reports.

3. Choose the **OK** button.

See Also

[Set Up Revenue Types for Withholding Tax](#)

[View Withholding Tax Entries](#)

[Calculate and Post Withholding Tax Settlements](#)

[Withholding Tax](#)

NOTE

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Set Up Revenue Types for Withholding Tax in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Revenue types are used to categorize withholding tax (WHT) entries and are used for WHT certificates.

You can use the **WHT Revenue Types** page to set up the revenue types for withholding tax.

To set up revenue types for withholding tax

1. Choose the  icon, enter **WHT Revenue Types**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specifies the unique code for the revenue type. You can enter a maximum of 10 alphanumeric characters.
Description	Specifies the description for the WHT revenue type.
Sequence	Specifies the sequence in which you want to group the revenue types. For example, a revenue type with sequence 0 will be displayed before sequence 1.

3. Choose the **OK** button.

See Also

[Withholding Tax](#)

[Set Up Withholding Tax](#)

[View Withholding Tax Entries](#)

[Calculate and Post Withholding Tax Settlements](#)

NOTE

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Set Up Goods and Service Tax Posting in the New Zealand Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

Goods and services tax (GST) is the tax that is applied on most goods and services. The GST that is paid and received during a period is reported in the Business Activity Statement (BAS) that has to be submitted to the tax authority.

To set up posting details for GST, you must define the posting groups, rate of GST, and the accounts to which GST is to be posted. You can set up this information for a particular combination of business posting groups and product posting groups.

You must set up GST posting before you generate the BAS report.

To set up goods and sales tax posting

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
VAT Bus. Posting Group	Specifies the VAT business posting group code.
VAT Prod. Posting Group	Specifies the VAT product posting group code.
VAT Identifier	Specifies the code that is used to group similar VAT setups with similar attributes. For example, you can group a number of VAT posting setups that have a common VAT percentage.
VAT %	Specifies the VAT rate.
VAT Calculation Type	Specifies the method that is used to calculate the purchase or sale of items.
Sales VAT Account	Specifies the number of the general ledger account to which you want to post the sales VAT. If you have selected the Reverse Charge VAT option in the VAT Calculation Type field, then do not enter a value in this field.
Purchase VAT Account	Specifies the number of the general ledger account to which you want to post the purchase VAT.

FIELD	DESCRIPTION
Reverse Chrg. VAT Acc.	<p>Specifies the number of the general ledger account to which you want to post the reverse charge VAT.</p> <p>You can enter a value in this field only if you have selected the Reverse Charge VAT option in the VAT Calculation Type field.</p>

3. Choose the **OK** button.

See Also

[Print Goods and Service Tax Settlement Reports](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Vendors Without IRD numbers for Calculating the Withholding Tax

2/18/2021 • 2 minutes to read • [Edit Online](#)

Withholding Tax (WHT) is calculated for local vendors who do not have a New Zealand Inland Revenue Department number (IRD), as required by tax law.

To set up vendors without IRD for calculating the withholding tax

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Choose the required vendor, and then choose the **Edit** action.
3. On the **Vendor Card** page, on the **Registration** FastTab, make sure the **IRD No.** field and the **Foreign Vend** field must be empty.
4. Choose the **OK** button.

NOTE

The WHT percentage is automatically withheld in accordance with what was specified on the **WHT Posting Setup** page. The WHT certificate is produced for submission to the vendor. For more information, see [Withholding Tax](#).

See Also

[Withholding Tax](#)

[Set Up Withholding Tax](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Calculate and Post Withholding Tax Settlements in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)


You can use the **Calc. and Post WHT Settlement** page to calculate and post the withholding tax (WHT). You can close WHT entries that are open or not settled and transfer the corresponding amount to the WHT settlement account.

The sum of all withheld amounts is reported as a truncated whole number to the New Zealand tax authorities.

NOTE

The truncated cents are accounted for in a rounding account.

To calculate and post withholding tax settlements

1. Choose the  icon, enter **Calc. and Post WHT Settlement**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Starting Date	The start date of the period for which WHT has to be settled.
Ending Date	The end date of the period for which WHT has to be settled.
Posting Date	The posting date of the WHT settlement entries.
Document No.	The document number of the WHT settlement entries.
Description	The WHT settlement description.
Settlement Account Type	The settlement account type.
Settlement Account	The account number based on the account type selected in the Settlement Account Type field.
Rounding G/L Account	The account to which the truncated amount is to be posted.
Show WHT Entries	Select to view the withholding tax entries for the specified period.
Post	Select to post the WHT settlement entries.

3. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Withholding Tax](#)

[Set Up Withholding Tax](#)

[Set Up Revenue Types for Withholding Tax](#)

[View Withholding Tax Entries](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


View Withholding Tax Entries in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can view entries that have been posted with withholding tax (WHT) for a specified general ledger register.

On the **WHT Entry** page, you can view details about the withholding tax, such as the base amount, the calculated WHT amount, the WHT calculation method, and the unrealized WHT amount.

To view withholding tax entries

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. Select the general ledger register for which you want to view WHT entries, and then choose the **WHT Entry** action.

You can view the posted WHT entries on the **WHT Entry** page.

See Also

[Withholding Tax](#)

[Set Up Revenue Types for Withholding Tax](#)

[Set Up Withholding Tax](#)

[Calculate and Post Withholding Tax Settlements](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


View Posted Tax Credit Memos in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **Posted Sales Tax Credit Memo** page and **Posted Purch. Tax Credit Memo** page to view details of sales tax credit memos and purchase tax credit memos that have been posted.

The following procedure describes how to view posted sales tax credit memos, but the same steps also apply for viewing posted purchase tax credit memos.

To view a posted sales tax credit memo

1. Choose the  icon, enter **Posted Sales Tax Credit Memo**, and then choose the related link.
2. View the FastTabs as described in the following table.

FASTTAB	DESCRIPTION
General	General information about the credit memo.
Posted Sales Tax Cr. Memo Sub	Posted sales tax credit memo information.
Invoicing	Invoice information.
Shipping	Shipping information.
Foreign Trade	Foreign trade information.

3. Choose the OK button.

See Also

[View Posted Tax Invoices](#)

[View Withholding Tax Entries](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


View Posted Tax Invoices in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can use the **Posted Sales Tax Invoice** page and the **Posted Purchase Tax Invoice** page to view the details of posted sales tax invoices and posted purchase tax invoices.

The following procedure describes how to view the posted sales tax invoice, but the same steps also apply to viewing posted purchase tax invoices.

To view a posted sales tax invoice

1. Choose the  icon, enter **Posted Sales Tax Invoice**, and then choose the related link.
2. View the FastTabs as described in the following table.

FASTTAB	DESCRIPTION
General	General information about the invoice.
Posted Sales Tax Inv. Subform	Posted sales tax invoice information.
Invoicing	Invoice information.
Shipping	Shipping information.
Foreign Trade	Foreign trade information.

3. Choose the OK button.

See Also

[View Posted Tax Credit Memos](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Adjust Settlement Exchange Rates for VAT Entries in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **Adjust Settlement Exch. Rates** batch job to settle VAT entries according to the government exchange rate as defined in the **Currency Exchange Rate** table.

To adjust settlement exchange rates for VAT

1. Choose the  icon, enter **Adjust Settlement Exch. Rates**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Settlement Period	Specifies the start date of the settlement period.
Ending Date	Specifies the end date of the settlement period.
Posting Description	Specifies the posting description.
Document No.	Specifies the document number for which you want to settle VAT entries.
Posting Date	Specifies the posting date of the document.
Use Daily Settlement Exch. Rate	Select if you want to use the daily settlement exchange rate.

3. Choose the **OK** button.

The VAT entries are adjusted, and you can view them in the **VAT Register** report.

See Also

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Calculate Goods and Services Tax on Prepayments in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

When a partial payment or prepayment is made, you must calculate Goods and Services Tax (GST) for that partial payment or prepayment based on the total invoice amount, instead of on a partial amount. If you account for GST on a non-cash basis, you must report and pay GST on payments during the period in which you receive partial payment or issue a tax invoice for payment.

To calculate GST on prepayments

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **Local Functionalities** FastTab, select the **Full GST on Prepayment** check box to calculate GST for the total invoice amount when a prepayment invoice is posted.
3. Choose the OK button.

See Also

[Invoicing Prepayments](#)

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Goods and Service Tax Settlement Reports in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You must submit a periodic report of goods and services tax (GST) settlement. You can create this settlement from the **BAS Calc. Schedule List** page.

To print a goods and service tax settlement

1. Choose the  icon, enter **Calculate GST Statement**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Settlement Account Type	The settlement account type.
Settlement Account No.	The general ledger account number or vendor number, based on the type selected in the Settlement Account Type field.
Rounding G/L Account No.	The account to which the truncated cents will be posted.
Posting Date	The posting date for the settlement entries.
Document No.	The document number of the settlement entries.
Description	The settlement description.
Post	Select to post the withholding tax settlement entries.
Inter Company	Select if the posting is inter company.

3. On the **BAS Calculation Sheet** FastTab, select the appropriate filters.
4. Choose the **Print** button to print the report, or choose the **Preview** button to view it on the screen.

See Also

[Set Up Goods and Service Tax Posting](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Compare Bank Cash Flow in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)


You can use the **Bank Detail Cashflow Compare** report to compare the flow of cash in a particular bank for a specified period.

The report displays the following details:

- Posting date
- Document type
- Document number
- Debit amount
- Credit amount
- Remaining amount

The debit and credit amounts are displayed in the local currency. You can also view the starting balance and ending balance for each bank.

To compare bank cash flow

1. Choose the  icon, enter **Bank Detail Cashflow Compare**, and then choose the relevant link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Compare Start Date	Specifies the start date for the comparison.
Compare End Date	Specifies the end date for comparison.
New Page per Bank Account	Specifies if the details of each bank account will be printed on a separate page.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Create Check Installments](#)

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Check Installments in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can create check installments for post-dated checks. You can define the number of installments that a payment will be divided into, the percent of interest, and the period in which the checks will be created.

To create a check installment

1. Choose the  icon, enter **Post Dated checks-Purchases**, and then choose the relevant link.
2. Choose the relevant check, and then choose the **Edit** action.
3. On the **Post Dated Checks-Purchase** page, choose the **Create Check Installments** action.
4. On the **Options FastTab**, fill in the fields as described in the following table.
- 5.

FIELD	DESCRIPTION
No. of Installments	Specifies the number of installments into which the post-dated check will be divided.
Interest %	Specifies the percent of interest.
Period Length	Specifies the period for which the installments will be created. For example, if you want to divide the check into monthly installments, enter 1M .
Start Document No.	Specifies the starting number of the document. Based on the number of installments specified, the consecutive numbers are allocated to the documents created.

6. Choose the **OK** button.

The installment checks are created and displayed on the **Post Dated Checks-Purchases** page.

See Also

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Electronic Funds Transfer (EFT) in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can pay vendors using the electronic funds transfer (EFT) system in New Zealand.

Setting up Electronic Funds Transfer

Business Central can export EFT files that you can then upload to your bank's website for additional processing. To submit EFT files, you must set up the following information:

- You must add EFT information to the bank account or bank accounts that you will use to pay vendors electronically. The EFT-specific fields are on the **Bank Account** page.
- For those vendors that you want to pay electronically, you must select the **EFT Payment** check box and specify the vendor bank account in the **EFT Vendor Bank Account Code** field on the **Vendor** page.

When you have set up bank accounts and vendors, you can create EFT files that are based on entries in the payment journal. When you create an EFT file, an entry is made in the **EFT Register** table. On the **EFT Register** page, you can drill down to see the vendor ledger entries for the EFT file. On the **Payment Journal** page, you can also import existing EFT register entries to the payment journal by using the **Transfer EFT Register** batch job.

NOTE

Electronic Funds Transfer (EFT) uses posted and nonposted payments as the basis to calculate withholding tax amounts for applied invoices. Payments that are not applied to an invoice can only be exported to an EFT file if the **Skip WHT** check box is selected. During export of the EFT file, the payment journal lines are not deleted and cannot be deleted as long as they have a reference to an EFT register. To remove the link between the EFT register and payment journal lines, choose the **Cancel Export** action either on the **EFT Register** page or the **Payment Journal** page.

See Also

[Export Payments to a Bank File](#)
[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Deposit Slip Reports in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Deposit Slip** report displays cash and check details in a format required by the bank.

To a print deposit slip report

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. Select the **Bank** journal.
3. Choose the **Edit Journal** action.
4. On the **Cash Receipt Journal** page, choose the **Print Deposit Slip** action.
5. On the **Gen. Journal Line** FastTab, select the appropriate filters.
6. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Bank Account Reconciliation Reports in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the **Balance Sheet** report to view the company's balance sheet. This is a legal report that is required for auditing accounts. You can use this report to view assets and liabilities.

To print a balance sheet report

1. Choose the  icon, enter **Balance Sheet**, and then choose the relevant link.
2. On the **Balance Sheet** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Amounts in whole	Specifies the nearest unit to which the amounts must be rounded.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Reconcile Bank Accounts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Calculating Distribution Amounts in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can reallocate the amount in one general ledger account to other general ledger accounts so that the balances of your accounts remain proportionate to one another.

Use the **Calculate Distribution Amount** function to calculate the allocation percentage based on the balances of the accounts or based on the net changes between the accounts. Run the **Calculate Distribution Amount** function from the **Allocation** page for the Standard Balance and Reverse Balance recurring methods in the **Recurring Journal**.

The net changes or balances of the accounts on the **Allocation** page determine the allocation percentage calculated.

See Also

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Balance Sheet Reports in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the **Balance Sheet** report to view the company's balance sheet. This is a legal report that is required for auditing accounts. You can use this report to view assets and liabilities.

To print a balance sheet report

1. Choose the  icon, enter **Balance Sheet**, and then choose the relevant link.
2. On the **Balance Sheet** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Amounts in whole	Specifies the nearest unit to which the amounts must be rounded.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Print Income Statements](#)

[Print Goods and Service Tax Settlement Reports](#)

[Compare Bank Cash Flow](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Income Statements in the New Zealand version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **Income Statement** report to view the company's annual income statement. This is a legal report that is required for auditing accounts. This report displays the details of revenues and expenses for the current year and the previous year.

To print the income statement report

1. Choose the  icon, enter **Income Statement**, and then choose the relevant link.
2. On the **Income Statement** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Amounts in whole	Specifies the nearest unit to which the amount must be rounded.
Show Amounts in Add. Reporting Currency	Specifies if the amounts will be displayed in the additional reporting currency.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Calculate and Post Withholding Tax Settlements](#)

[View Withholding Tax Entries](#)

[Compare Bank Cash Flow](#)

[Print Balance Sheet Reports](#)

[Print Goods and Service Tax Settlement Reports](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Addresses in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

A single postal code can include multiple cities in the same region.

At the same time, cities with the same name are sometimes located in different regions.

To avoid confusion and improve address accuracy, available options display when you enter data in address fields. For example, when you enter a postal code on a customer card, you can select from a list of all available cities for that postal code in the **City** field drop-down list. Likewise, when you enter a city name, you can select from a list of all available regions in the **Region** field drop-down list.

To enable this functionality, you must enter the data into the **Post Code** table. You can do this manually, or you can download a copy of the New Zealand postal codes for New Zealand.

To increase postal efficiency in New Zealand, the postal department has introduced an address bar coding system in which every address is assigned a unique identifier called a Delivery Point Identifier (DPID). From the DPID, a bar code is generated and printed for each address. Companies can receive discounts on bulk mailings if they use these bar codes. To retrieve a DPID, you must connect to the local postal database that uses authorized Address Matching Approval System (AMAS) software. You can reduce your number of postal returns by validating customer addresses using the AMAS database.

When you print an address that has a DPID, a bar code will be printed together with the address. If you cannot print bar codes, the DPID will be printed together with the address.

Contact your Microsoft partner for information on how to obtain AMAS software.

See Also

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Determine Sales Price by Cost Plus Percentage in the New Zealand Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the cost plus percentage function to set a sales price based on the cost of an item. The cost of the item can be calculated along with cost plus calculation. The discount will be based on this calculation. This functionality eliminates the need for the use of spreadsheets in determining percentage discounts as they correspond to cost plus percentage.

To determine sales tax by cost plus percentage

1. Choose the **Receivables** action.
2. Choose the **Customers** action.
3. Open the card for a relevant customer.

–or–

Choose the **New** action.

NOTE

For a new customer, in the **No.** field, enter the customer number.

4. To open the **Sales Prices** page, choose the **Prices** action.
5. In the **General** section, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sales Type Filter	Select one of the following options: - Customer - Customer Price Group - All Customers - Campaign - None
Sales Code Filter	The sales code.
Item No. Filter	The item number.
Starting Date Filter	The starting date.
Currency Code Filter	The currency code.

6. Enter information into the relevant fields.
7. To send the details to a recipient, choose the **Send To** action, and then select one of the following formats:

- Recipient as Attachment
- Microsoft Word
- Microsoft Excel

8. Choose the OK button.

See Also

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Enter New Zealand Inland Revenue Department Numbers

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can enter an New Zealand Inland Revenue Department Number (IRD) in the following pages:


- **Company Information**
- **Vendor Card**

An algorithm provided by the local tax office ensures that the number is in a valid format.

NOTE

All companies must register and apply for an IRD number to report the details of payment summaries issued to their payees during the financial year. The payment summary includes the Tax File Numbers (TFN) or business numbers of the payees.

To enter IRD numbers

1. Choose the  icon, enter **Company Information** or **Vendors**, and then choose the related link.
2. Select the required company or vendor.
3. Expand the **Registration** FastTab.
4. In the **IRD No.** field, enter the New Zealand Inland Revenue Number.

See Also

[New Zealand Business Numbers and Adjustment Notes](#)

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

New Zealand Inland Revenue Department Numbers and Adjustment Notes

2/18/2021 • 2 minutes to read • [Edit Online](#)

A New Zealand Inland Revenue Department Number (IRD) is a single identifier for all business dealings with the tax office, and for dealings with other government departments and agencies.

IRDs and adjustment notes—or credit memos—are used to satisfy tax requirements.

IRD number

All companies must register and apply for an IRD number to report the details of payment summaries issued to their payees during the financial year. The payment summary includes the Tax File Numbers (TFN) or business numbers of the payees.

Adjustment Notes

Adjustment notes are issued by suppliers to a business when the amount of consideration for taxable supplies changes. The recipient needs an adjustment note to claim more or less GST credits than previously claimed.

An adjustment event may result in an increase or decrease to your net amount for the tax period.

Adjustment notes—or credit memos—should be connected to an invoice.

Because credit memos are used for adjustment notes, each credit memo should satisfy all of the legal requirements for an adjustment note. Each credit memo should have an original invoice number, date, and reason code assigned to it. The following fields are included in the adjustment note:

- **Adjustment Applies to:** The number of the document to which the adjustment note applies. If you use the **Copy Document** function, this field populates automatically. You must enter a reason code before the transaction can be posted. You can use this field to create an adjustment note for a paid or closed transaction.
- **Adjustment Reference No:** The number of the adjustment note. For **Sales & Receivables**, the number assigned to the posted document populates automatically in this field.
- **Adjustment Note Date:** Automatically populated from the document date.
- **Adjustment:** These entries populate automatically. Adjustment notes can only be applied against a single document.

See Also

[Enter New Zealand IRD Numbers](#)

[New Zealand Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Norway Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Norwegian version of Business Central.

Feature Availability

- VAT
 - [Norwegian Standard Audit File - Tax \(SAF-T\) Management](#) **Available Now**
 - [Norwegian VAT Reporting](#) **Available Now**
 - [Norwegian VAT Codes](#) **Available Now**
 - [How to Use One VAT Code in Journals](#) **Available Now**
 - [Proportional VAT](#) **Available Now**
 - [Calculate Proportional VAT](#) **Available Now**
 - [Print a VAT Reconciliation Report](#) **Available Now**
- Banking & Payments
 - [Electronic Banking in Norway](#) **Available Now**
 - [Electronic Payments to Vendors in Norway](#) **Available Now**
 - [EHF Electronic Invoicing in Norway](#) **Available Now**
 - [Set Up Customers for EHF](#) **Available Now**
 - [Set Up EHF](#) **Available Now**
 - [Create Electronic Documents for EHF](#) **Available Now**
 - [Create Manual Remittance Payments](#) **Available Now**
 - [Set Up Remittance Agreements](#) **Available Now**
 - [Set Up Vendors for Remittance](#) **Available Now**
 - [Recipient Reference Codes](#) **Available Now**
 - [Set Up Payment Line Information](#) **Available Now**
 - [Create Remittance Accounts](#) **Available Now**
 - [Test Remittance Payments](#) **Available Now**
 - [Create Remittance Suggestions](#) **Available Now**
 - [Types of Payment Return Files](#) **Available Now**
 - [Import Payment Return Data](#) **Available Now**
 - [Remittance Errors](#) **Available Now**
 - [View Remittance Error Codes](#) **Available Now**
 - [Cancel Payments](#) **Available Now**
 - [Delete Remittance Payment Orders](#) **Available Now**
 - [Export Remittance Payments](#) **Available Now**
 - [Norwegian Giro and OCR-B Font](#) **Available Now**
 - [Set Up OCR Payments](#) **Available Now**
 - [Import and Post OCR Payments](#) **Available Now**
 - [Print the OCR Journal Test Report](#) **Available Now**
- Core Finance
 - [Apply General Ledger Entries in Closed Periods](#) **Available Now**

- General
 - [Recurring Orders Available Now](#)
 - [Create Recurring Orders Available Now](#)
 - [Set Up Recurring Groups Available Now](#)
 - [Set Up Recurring Orders Available Now](#)
 - [Payroll Data Definitions Available Now](#)
 - [Import Payroll Transactions Available Now](#)
 - [Set Up KID Numbers on Sales Documents Available Now](#)
 - [Set Up Document Printing Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Standard Audit Files - Tax

2/18/2021 • 6 minutes to read • [Edit Online](#)

Starting in January, 2020, companies in Norway must report financial data and provide a set of Standard Audit Files - Tax (SAF-T) to the Norwegian authorities upon request. This extension makes it easy to set up, generate, and export Standard Audit Files - Tax in Business Central. The exported SAF-T files will automatically be compressed as a .zip file ready to be uploaded by the user on the website of Skatteetaten, the Norwegian tax authorities.


What does this extensions handle?

This extension provides the following capabilities:

- Setup and mapping of chart of accounts to SAF-T standard accounts
- Mapping VAT setup to SAF-T VAT codes
- Control to which extent dimensions are exported in SAF-T files
- Export SAF-T files, either directly or by using the Job Queue. Using Job Queue lets you schedule the export to occur during quiet hours, which is useful for potentially large datasets.

Setup of the Norwegian SAF-T extension

Set up the SAF-T extension through Assisted Setup, which provides an easy, step-by-step guide for get started with SAF-T in Business Central. If needed, you can run the guide several times until you finish the setup.

1. In Business Central, choose the  icon, enter **Assisted Setup**, and then choose **Assisted Setup**.
2. Choose **Set up SAF-T**.
3. The first page in the setup guide explains what you are about to set up. Choose **Next**.
4. In the **Mapping Type** field, choose the type of Chart of Accounts you want to SAF-T accounts, and then choose **Next**.

NOTE

If you are using the on-premises version of Business Central, there are some additional steps.

1. Download and import source files with SAF-T accounts. Download the SAF-T mapping files from [Skatteetaten's repo on Github](#).
2. Choose **Import The Source Files For Mapping**.
3. Import all required files. If you are setting up the mapping for income statement import files, make sure to import mapping codes for all records with **Income Statement** in the **Source Type** column.
4. For each imported file, choose **Update mapping codes from file**.

5. To define the period for the first SAF-T reporting, choose **Accounting Period**, confirm the data range, and then choose **Next**.

Typically, this is done for a specific accounting period, but you can also define a date range without specifying an accounting period.

6. To map your chart of accounts to the SAF-T accounts, choose **Open setup to define G/L account mappings**. Lines where the G/L Account No. is marked with green indicates that here are transactions on the account within the date range specified in the previous step, in which case it must be mapped. Other

G/L accounts can be skipped. When finished, close the **SAF-T Mapping Setup Card**, and then choose **Next** in the setup guide.

7. To map the VAT Posting Setup to standard sales and purchase SAF-T tax codes, choose **Open setup to define VAT Posting Setup Mapping**. When finished close the **SAF-T VAT Posting Setup card**, and then choose **Next** in the setup guide.
8. Norwegian authorities recommend that you export dimensions for financial transactions. However, in some situations you may not want to export dimensions - for example if you have internal dimensions that do provide value to auditors. This step lets you open the Dimensions list and choose which dimensions to export. Choose the value in the **Export to SAF-T** field, and then choose **Close**.
9. To specify the employee who is the SAF-T contact in your company, choose the employee in the **Employee No.** field. This is useful when Norwegian authorities have questions about the SAF-T files. When finished, choose **Next**.
10. The setup of SAF-T is now finished. Choose **Finish**.


NOTE

The mappings are tied to the date range you specified. You can create additional mappings for other periods without changing the mapping you already created. You can also copy mappings from previously made setups. This is to ensure that you can report SAF-T for different periods while managing changes in your chart of accounts.

Exporting SAF-T files

To export SAF-T files from Business Central, you must first create and set up a **SAF-T Export** to define the mapping range. For example, you can define a mapping and export the entire year of 2019, and another mapping for just the month of April 2019 if the authorities ask you to provide this data specifically.

To create an export of SAF-T files

1. In Business Central, choose the  "Tell me what you want to do") icon, enter **SAF-T Exports**, and then choose **SAF-T Exports**.
2. On the **SAF-T Exports** page, choose **Create**.
3. On the **SAF-T Export** page, in the **Mapping Range Code** field, choose the mapping range for which to define an export.
4. To start the SAF-T export, do one of the following:
 - To export immediately, choose **Start**.
 - To schedule the export to be handled by the jobs in the Job Queue, choose **Parallel Processing**. Exporting G/L entries can take time. To speed up the process, consider specifying how many jobs to run in parallel.
5. To check the status of the SAF-T file generation, look at the **Lines** section in the lower part of this page.
6. When all files are generated, choose **Download file** to download a .zip file that contains the SAF-T files. This file is ready to be uploaded to Skatteetaten.

SAF-T files and data quality

You can configure Business Central with extra data quality validation controls that help make sure that your SAF-T files can be validated by Skatteetaten. For example, SAF-T files can only be validated when certain information exists on relevant records in Business Central. To help ensure data quality for SAF-T you can enable more proactive controls on the **Data Quality** FastTab on the **SAF-T Setup** page. Additionally, on the **SAF-T Export** card page, use the **Data check** action to check the data quality before you export the file.

NOTE

SAF-T exports will by default generate one file with master data, and separate files for each of the months included in the selected mapping range. Consider the amount of transactions in the selected period and adjust the **Max No. of Jobs** accordingly on the SAF-T Export page. As a general recommendation, start with three parallel jobs to allow parallel export and still leave resources for other Business Central users. Additionally, for on-premises, you can specify a network share in the **Folder path** to generate the SAF-T files directly on a network share instead of in the database. For online versions of Business Central this is always the case. If you specify the **Folder Name**, the generated .zip file will be located here.

IMPORTANT

Due to the nature of exporting transactions, exporting SAF-T files will impact performance of Business Central.

There are a couple of things you can do to improve performance:

- **Split by Date** option.

This approach collects general ledger entries by date, not by month as is the default with better performance as a result.

- **XML option**

For Business Central on-premises, you have an option to not generate .ZIP files from the export. This will export the raw XML files and is only possible where there is a **Folder Path** to export to. The user can then compress the files manually, which saves server performance. SAF-T files can be large and compressing them to a .ZIP file is a costly operation for the server.

- **Create Multiple Zip Files** option

Finally, for both online and on-premises, for very large exports with many transactions, you can also use the option to create multiple .ZIP files. This is useful if individual files per month are very large, or the count of files per date is too big. Use this option when the single large ZIP file will not validate on the authorities' web site due to its size, for example. Using this feature will split up the export into multiple ZIP files, up to 10 in alignment with the requirements that are stated in the general SAF-T documentation. The **SAF-T Export File** page is always opened when using the **Download File** action. Here you can see how many files were generated and download them one by one.

See Also

[Customizing Business Central Using Extensions](#)

[Getting Started](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Norwegian VAT Reporting

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central [../](#)includes Norwegian enhancements that allow you to calculate and report VAT to the Norwegian tax authorities.

This topic shows the typical steps that you should follow when reporting Norwegian VAT.

Print the Trade Settlement

First, you must print the trade settlement. Use the **Tradesettlement** report to print the trade settlement that is required by the authorities.

This report prints detailed information about the posted VAT in the specified period. On the last page of the report, the actual trade settlement to report is printed.

This report can be printed as many times as required. No posting or other changes are made to the data when you use this report.

Check the Trade Settlement

Next, you must check the trade settlement. Verify that the amounts in the trade settlement are correct, and make any necessary adjustments.

Post VAT

If the information in the trade settlement is correct, the final step is to post the VAT using the **Calc. and Post VAT Settlement** report. It is required that you manually specify the correct VAT period in the **Starting Date** and **Ending Date** fields. Generally, these dates correspond to the period previously specified in the **Tradesettlement** report.

When using this report, you can decide not to post if you want to check the results before you actually post VAT.

When posting VAT, the corresponding VAT period is created and marked as closed in the **Settled VAT Period** table. If you specify a period that does not correspond to one of the typical six Norwegian VAT periods, all periods that are affected by the specified date interval are closed.

See Also

[Norway Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Norwegian VAT Codes

2/18/2021 • 3 minutes to read • [Edit Online](#)

In Business Central, VAT processing information can be easily set up using standard Norwegian VAT codes. The following table shows the standard Norwegian VAT codes.

CODE	DESCRIPTION
0	Sale - No VAT
1	Purchase - VAT
2	Purchase - VAT and Inv. Tax
3	Sale - VAT
4	Purchase - VAT and 0% Inv. Tax
11	Purchase - Full VAT
13	Sale - Full VAT
14	Purchase - Reverse Charge VAT

Typically, you enter the **VAT Bus. Posting Group** and **VAT Prod. Posting Group** fields when you specify the VAT handling process.

If you want to use only the **VAT Code** field when you specify the VAT handling process, you can assign a VAT code in the **VAT Posting Setup** table, and use this code instead of the posting group fields. The VAT code can be used as a shortcut in the **VAT Posting Setup** table and at the same time, you can use standard Norwegian VAT codes.

Set Up of Norwegian VAT Codes

You must create the Norwegian VAT codes on the **VAT Codes** page. Then assign the VAT codes in the **VAT Posting Setup** table, using the **VAT Code** field. For more information, see [Use One VAT Code in Journals](#).

Use of VAT Codes

When you specify a VAT code, you can select the VAT posting setup information for this code. This information will be used in journals or on document lines when you specify the VAT setup information. If you use the VAT code in these cases, the posting group fields are used with the information from the corresponding VAT posting setup information.

Alternatively, you will have to specify both the **VAT Bus. Posting Group** and the **VAT Prod. Posting Group** fields when you select or change the VAT posting setup information on the journal line or the document line.

Example: Using VAT Codes

There are two different VAT posting setup instances that can be used when you post a sales document.

One VAT posting setup scenario will calculate 24 percent VAT for domestic customers:

- VAT Bus. Posting Group: DOMESTIC
- VAT Prod. Posting Group: NORMAL
- VAT %: 24
- VAT Code: 3

One VAT posting setup scenario will calculate without VAT for international customers:

- VAT Bus. Posting Group: EXPORT
- VAT Prod. Posting Group: NORMAL
- VAT %: 0
- VAT Code: 1

Typically, when you specify the VAT setup information on a journal line, the **VAT Bus. Posting Group** field must be set to **DOMESTIC** and the **VAT Prod. Posting Group** field must be set to **NORMAL** in order to choose the domestic setup.

If you use standard Norwegian VAT codes, you could specify **VAT Code 3** for the domestic VAT posting setup information, and **VAT Code 1** for the international VAT posting setup information. This lets you choose between the VAT posting setup information using only one field and the familiar standard Norwegian VAT codes.

Example: Restricting the Use of VAT Codes

The standard Norwegian **VAT Code 3** is used for sales inclusive of VAT. Unless you restrict the use of this VAT code, it can be used for both sales and purchases in Business Central.

You can define the **Gen. Posting Type** field as a sale in the **G/L Account (Analysis View)** table. This general posting type will be used together with **VAT Code 3**.

The general posting type will be handled in two ways, depending on the value in the **Test Gen. Posting Type** field.

OPTION	DESCRIPTION
Mandatory	<p>The general posting type is automatically set to Sale on journal lines. Before you post, Business Central verifies if the general posting type is specified, but there is no verification if the field is set to Sale.</p> <p>VAT Code 3 can be used for both sales and purchase documents.</p>
Same	<p>The general posting type is automatically set to Sale on journal lines. Before you post, Business Central verifies if the general posting type is set to Sale.</p> <p>VAT Code 3 can be used for sales documents, but not on purchase documents.</p> <p>This enables you to restrict the use of VAT codes to predefined general posting types.</p>

See Also

[Norwegian VAT Reporting](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Use One VAT Code in Journals


2/18/2021 • 2 minutes to read • [Edit Online](#)

In Norway, you can use the feature one VAT code in a journal, so that you can post VAT by using a single field, **VAT Code**. After it is set up, the one VAT code is a quick way to fill in the commonly used VAT fields.

To set up the VAT code for purchase orders and sales orders, the corresponding VAT business posting groups and the VAT product posting groups have to be defined.


The VAT rate is calculated from the combination of VAT business posting groups, buyer information, and VAT product posting groups.

To create a VAT code

1. Choose the  icon, enter **VAT Codes**, and then choose the related link.
2. Choose the **New** action.
3. Enter information in the **Code**, **General Posting Type**, and **Description** fields for each VAT code.
4. Choose the **OK** button to close the **VAT Codes** page.

The following procedure explains the VAT posting setup.

To set up VAT posting

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. Choose the **New** action.
3. In the **VAT Posting Setup** card, fill in the following fields:
 - **VAT Business Posting Group**
 - **VAT Product Posting Group**
 - **VAT Identifier**
 - **VAT Percentage**
 - **Sales VAT Account**
 - **Purchase VAT Account**
4. In the **VAT Code** field, select a code from the list.

Now, when you post a document in the general journal and close it, the information specified in the **VAT Posting Setup** card is applied.

For example, the VAT rate posted in the journal is defined by the setup that you have specified on the **VAT Posting Setup** page.

NOTE

The **VAT Code** and the **Bal. VAT Code** fields have been added to the journal. The **Bal. VAT Code** is the VAT code that is used to calculate the balancing account.

No changes are made to the posting.

See Also

NOTE

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Proportional VAT

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central allows you to calculate VAT when there is both deductible and non-deductible VAT. Because it is difficult to know where and how an item is used, you will have to contact the Norwegian tax authorities to determine whether a specified percentage of the VAT is deductible based on historical data.

Example

A bus company owns both buses and trucks. When gasoline is purchased, the gasoline is stored in one holding tank. When the gasoline is used in a bus for transporting children, it is not deductible. When the gasoline is used in a truck, the gasoline may be deductible. The agreement between the bus company and the Norwegian tax authorities might be that 60 percent of the VAT is deductible.

If you have a purchase invoice of \$12,500 based on 25 percent VAT with the **Calc. Prop. Deduction VAT** field on the **VAT Posting Setup** page set to **Yes** and the **Proportional Deduction VAT %** field set to **60 percent**, only 60 percent of the VAT is deductible in a journal. When the invoice is posted, the postings are as follows:

- To vendor general ledger account - \$12,500 (credit)
- To cost account 4010 - \$11,000 (debit)
- To VAT account 2720 - \$1,500 (debit)

Generally, based on 25 percent VAT, the VAT amount would be \$2,500. However, only 60 percent is deductible; therefore the VAT amount is $\$2,500 \times 60\% = \$1,500$. The non-deductible amount of \$1,000 is added to the cost account. The VAT base has corresponding values. This amount should have been \$10,000, but because only 60 percent is deductible, the base is \$6,000.

This also works if the transaction with this VAT combination is posted through a purchase order.

NOTE

If this functionality is used on a purchase order that is used for buying items for inventory, the functionality will not influence the cost of the item. The cost of the item will be added by using the non-deductible VAT. This works on the general ledger level only.

See Also

[Calculate Proportional VAT](#)
[Norwegian VAT Reporting](#)

NOTE

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Calculate Proportional VAT

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use proportional VAT to calculate VAT when there is both deductible and non-deductible VAT. Because it is difficult to know where and how an item is used, you will have to contact the Norwegian tax authorities to determine whether a specified percentage of the VAT is deductible based on historical data.

To calculate proportional VAT

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. On the **VAT Posting Setup** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Calc. Prop. Deduction VAT	Select to indicate that you want to use the proportional VAT percentage. Important: This field is available on the VAT Posting Setup page, but it is not shown by default. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Proportional Deduction VAT %	Enter the percentage of VAT to deduct.

3. Choose the OK button.

See Also

[Proportional VAT](#)

[Norway Local Functionality](#)

NOTE

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Print a VAT Reconciliation Report

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **VAT Reconciliation** report shows the reconciliation settlement for the base amount and the VAT amount for general ledger accounts. These amounts are grouped by different VAT types.

To print the VAT reconciliation report

1. Choose the  icon, enter **VAT Reconciliation**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Show Details	Select if you want to include individual transactions. If cleared, only one accumulated total will be printed for each account.
Show Transactions without VAT	Select if you want to print a list of all transactions without VAT amounts.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Norway Local Functionality](#)

[Report VAT to Tax Authorities](#)

NOTE

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Electronic Banking in Norway

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes Norwegian enhancements to electronic banking. You can use this functionality to perform the following operations:

- Receive electronic payments based on an optical character recognition (OCR) payment ID.
- Print Kunde ID (KID) numbers on sales and receivables documents.
- Send electronic payments to vendors.

Customer Identification Numbers

Kunde ID (KID) is a customer identification number that provides a payment reference to the vendor and ensures that the vendor is posting the payment correctly. If the vendor documents include the KID number, you should use this number as there may be a higher cost for the payment if you do not.

The KID can be entered in the following locations:

- Sales invoices
- Finance charge memos
- Reminders
- Purchase orders
- Purchase invoices
- Purchase journals
- Remittance journals

NOTE

The KID cannot be used for credit memos. If a credit memo is part of the payment, invoices in the same payment must be treated as payments without a KID.

See Also

[Norway Local Functionality](#)

[Norwegian Giro and OCR-B Font](#)

[Set Up KID Numbers on Sales Documents](#)

[Set Up OCR Payments](#)

[Import and Post OCR Payments](#)

[Electronic Payments to Vendors in Norway](#)

[Print the OCR Journal - Test Report](#)

NOTE

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Electronic Payments to Vendors in Norway

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes Norwegian enhancements for automatically making payments to vendors. This reduces errors that occur from manual data entry. You can use this functionality to perform the following operations:

- Search invoices that are due based on different conditions.
- Send payments to the bank.
- Receive messages from the bank on the status of payments.
- Receive paid transaction information to be posted.

You can make electronic payments using the following formats:

- TelePay
- Remittance payment

Electronic Payment Process

The following steps show how electronic payments are processed:

1. The payment proposal is run in the electronic payments feature and transferred to the bank by using the bank's software.
2. The bank's software receives the payments and transfers payments to the bank.
3. The bank receives the payments and sends the first-time return receipt to Business Central using the bank's software.
4. The bank executes the payments and sends the settlement return (second-time return receipt) to Business Central using the bank's software where the payments are posted.

Vendor Payment Requirements

If the payment transactions do not fulfill the requirements, an error message appears and you cannot create a payment file for transfers to the bank. The following criteria must be met when you process payments to vendors:

- The payment transaction must be positive or zero. A payment transaction must transfer a positive amount (or zero) to the payment receiver. This means that deducting a credit memo requires an invoice with the same or higher amount in the same payment transaction. Money cannot be deducted from the vendor's account.
- A credit memo must be applied with the invoice. Generally a credit memo does not contain a Kunde ID (KID). You cannot pay a credit memo in a payment transaction with invoices that contain a KID. This is because payments are usually split into transactions with or without a KID. This means that if a credit memo without a KID is paid with an invoice in the same payment transaction, the invoice must be paid without a KID, and the recipient reference number must be used instead.
- If the invoice and credit memo are paid in the same payment transaction, the payment must occur on the same date using the same currency and exchange rate.

See Also

Norway Local Functionality
Set Up Remittance Agreements
Create Remittance Accounts
Set Up Vendors for Remittance
Recipient Reference Codes
Create Remittance Suggestions
Create Manual Remittance Payments
Set Up Payment Line Information
Test Remittance Payments
Export Remittance Payments
Types of Payment Returns Files
Import Payment Return Data
Delete Remittance Payment Orders
Remittance Errors
View Remittance Error Codes
Cancel Payments

NOTE

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EHF Electronic Invoicing in Norway

2/18/2021 • 2 minutes to read • [Edit Online](#)

Companies must send sales invoices and credit memos to the Norwegian public sector electronically in the Elektronisk Handelsformat (EHF) based on Universal Business Language (UBL). If a company does not send these documents electronically, the authorities can deny payment. The standard supported format for electronic exchange between parties is the Ehandel.no format. For more information on EHF electronic invoicing, see [Anskaffelser.no](#).

Implementation in Business Central

From January, 2019, the requirements for sending electronic invoices are based on the PEPPOL BIS Billing 3.0 standard. For more information, see the [EHF Billing 3.0](#) page from the Agency of Public Management and eGovernment. Companies that are already sending electronic documents in the pre-2019 format can continue to do so during 2019.

To send documents electronically, you must assign European Article Numbering (EAN) location numbers and account codes to the relevant customers on the **Customer Card** page. For more information, see [Set Up Customers for EHF](#). These numbers are included when you create, post, or issue documents. After documents are posted or issued, you can create electronic versions to send to customers.

Business Central exports certain electronic documents in EHF version 3.0, which uses UBL version 2.1. You can submit the following types of documents:

- Sales and service invoices
- Sales and service credit memos

Business Central exports other electronic documents in version 1.6, which uses UBL version 2.0. You can submit the following types of documents:

- Finance charge memo
- Reminder

You can specify where to store electronic documents on the **Sales & Receivables Setup** page. You can also use the [Document Exchange functionality](#) to generate and send them.

VAT Treatment

VAT percentages and the type of transaction determine the VAT Type that is exported in the electronic document.

XML	TYPE
S	Outgoing VAT, ordinary rate
H	Outgoing VAT, reduced rate – food and beverage
R	Outgoing VAT, reduced rate – raw fish
AA	Outgoing VAT, low rate
AE	VAT Reverse Charge

XML	TYPE
L	Canary Islands general indirect tax
M	Tax for production, services and importation in Ceuta and Melilla
G	Free export item, tax not charged
O	Services outside scope of tax
E	VAT Exempt
Z	VAT Exempt (goods and services not included in the VAT regulations)
K	VAT exempt for EEA intra-community supply of goods and services

VAT Scheme

Make sure you set up the correct value in the **VAT Scheme** field on the **Countries/Regions** page.

See Also

[Set Up Customers for EHF](#)

NOTE

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
Set Up Customers for EHF

2/18/2021 • 2 minutes to read • [Edit Online](#)

To create Elektronisk Handelsformat (EHF) documents for customers in the public sector, you must add EHF information to the relevant customers.

This topic only describes fields that apply to EHF. For more information on setting up customers, in general, see [Register New Customers](#).

To set up a customer that uses Elektronisk Handelsformat

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the customer that you want to enable for EHF.
3. On the **Invoicing** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
GLN	Required. Enter the Global Location Number (GLN) for the customer.
Account Code	Enter the account code for the customer. Customers in the public sector provide an account code when they place an order or requisition. Based on the value of this field, the account code is included in the EHF documents that you create in Business Central. For more information, see Account Code .
E-Invoice	Select the check box to use electronic invoicing with this customer.
Responsibility Center	Make sure that the Responsibility Center that you have selected has a Country/Region Code specified.

These fields are specific to EHF. The values are used in all EHF documents that you create for this customer. For more information, see [EHF Electronic Invoicing in Norway](#).

See Also

[Create Electronic Documents for EHF](#)

[Set Up EHF](#)

NOTE

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Set Up EHF

2/18/2021 • 2 minutes to read • [Edit Online](#)

You must define a location for storing Elektronisk Handelsformat (EHF) files when you create electronic documents such as invoices or credit memos. You must also define payment methods and set up relevant customers for EHF.


To set up EHF file locations for sales and receivables

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales & Receivables Setup** page, on the **E-Invoice** FastTab, in the **Output Paths** section, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Invoice Path	The path and name of the folder where you want to store the EHF files for sales invoices.
Cr. Memo Path	The path and name of the folder where you want to store the EHF files for sales credit memos.
E-Invoice Reminder Path	The path and name of the folder where you want to store the EHF files for reminders.
E-Invoice Fin. Charge Path	The path and name of the folder where you want to store the EHF files for finance charge memos.

3. Choose the OK button.

To set up EHF file locations for service management

1. Choose the  icon, enter **Service Mgt. Setup**, and then choose the related link.
2. On the **Service Mgt. Setup** page, on the **E-Invoice** FastTab, in the **Output Paths** section, fill in the fields as described in the following table.

FIELD	DESCRIPTION
E-Invoice Service Invoice Path	The path and name of the folder where you want to store the EHF files for service invoices.
E-Invoice Serv. Cr. Memo Path	The path and name of the folder where you want to store the EHF files for service credit memos.

3. Choose the OK button.

See Also

[Set Up Customers for EHF](#)

[EHF Electronic Invoicing in Norway](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Electronic Documents for EHF

2/18/2021 • 2 minutes to read • [Edit Online](#)


When you sell goods or services to a customer in the public sector, you must submit documents electronically. In Business Central, you can create electronic documents for invoices, credit memos, reminders, and finance charge memos. Before you can create the electronic documents, you must have set up file locations and information about the customers. For more information, see [Set Up EHF](#) and [Set Up Customers for EHF](#).

Electronic documents can only be created after a document has been posted or issued. The following procedures describe how to post a sales invoice with the required information and then create an electronic sales invoice, but the same steps also apply to sales credit memos, reminders, finance charge memos, service invoices, and service credit memos.

NOTE

The sum of lines in an exported electronic document will not reflect invoice rounding, even if it is enabled. Instead, Business Central sums the lines without rounding.

To post a sales invoice

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Select the sales invoice that you want to post, and then choose the **Edit** action.
3. On the **General** FastTab, make sure that the following fields contain values:

- **External Document No.**
- **Your Reference**

The **External Document No.** field contains the document number that the customer provided.

4. On the **Invoicing** FastTab, make sure that the following fields have values:

- **GLN No.**
- **Account Code**
- **Bill-to Customer**
- **Shipment Date**

Select the **E-Invoice** check box.

The default value of the **Shipment Date** field is the posting date of the document.

NOTE

For reminders and finance charge memos, the **GLN No.**, **Account Code**, and **E-Invoice** fields are on the **Posting** FastTab.

5. Choose the **Post** action to post the invoice.

To create an electronic sales invoice

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.

2. Select the relevant sales invoice.
3. Choose the **Create Electronic Invoice** action.

IMPORTANT

The **E-Invoice** check box must be selected on the invoice in order to create an electronic invoice.

4. Optionally, in the **Create Electronic Invoices** batch job page, set additional filters.
5. Choose the **OK** button.

An XML file is created and stored at the location that was defined on the **Sales & Receivables Setup** page. You can now submit the document to the customer.

See Also

[EHF Electronic Invoicing in Norway](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Manual Remittance Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

Generally, payments are created automatically in the payment journal using the remittance suggestion function. However, you can also create a payment manually, either as a payment of an existing invoice or as a payment without a link to an existing invoice, such as a payment to a vendor.

To create a manual remittance payment

1. Choose the  icon, enter **Payment Info**, and then choose the related link.
2. On the **Payment Info** page, choose the **Initialize Payment Info** action.

If the payment is linked to an existing vendor ledger entry, information will be transferred from the entry.
If the payment is not linked to a vendor ledger entry, only partial information will be created.

3. Choose the **OK** button.

See Also

[Electronic Payments to Vendors in Norway](#)

[Set Up Remittance Agreements](#)

[Create Remittance Accounts](#)

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Set Up Remittance Agreements

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You must sign an agreement of remittance with the bank when you set up electronic payments. You can create more than one remittance agreement if you have an agreement with two or more banks. For each agreement, you must specify one or more accounts from which the payment should be made. For each account, you must create a remittance account. For more information, see [Create Remittance Accounts](#).

To set up a remittance agreement

1. Choose the  icon, enter **Remittance Agreement Overview**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specify the agreement code from the bank.
Description	Specify a name for the agreement, such as the name of the bank.
Payment System	Select the payment system that will be used. Payment systems include DnB Telebank , K-LINK , SparNett , Fokus Bank , Postbanken , Other bank , and BBS .

4. On the **Bank** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Operator No.	Specify the operator information given by the bank.
Company/Agreement No.	Specify the company information given by the bank.
Division	Specify the division information given by the bank.
Latest Sequence No.	Specify the latest sequence number.
Latest Daily Sequence No.	Specify the latest daily sequence number.
Latest Export	Specify the date of the latest export.

5. On the **BBS** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
BBS Customer Unit ID	Specify the identification of the agreement for Bankernes Betalingssentral (BBS). This code is provided by BBS.

FIELD	DESCRIPTION
Latest BBS Payment Order No.	Specify the entry number that was used when payment was sent to BBS.

6. On the **Send** FastTab, fill in the field as described in the following table.

FIELD	DESCRIPTION
Payment File Name	Specify the path and the name of the file that contains the electronic payment order that was sent to the bank.

7. On the **Receive** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Save Return File	Select to automatically name the return file after it is imported without errors.
Receipt Return Required	Select to verify that the first-time return report is imported.
Return File Is Not In Use	Select if you do not want to use return files for approval and settlement of payment. You can use this feature if you do not want to update payments with return information from the bank.
On Hold Rejection Code	<p>Enter the code to update a rejected vendor ledger entry. The ledger entry will be marked as On Hold, which means that after rejection, it is not added to the remittance proposal again.</p> <p>If the code is blank, the entry is not marked as On Hold, which means that after rejection it can be added to a remittance proposal again.</p>

8. On the **Finance** FastTab, fill in the field as described in the following table.

FIELD	DESCRIPTION
New Document Per Field	Specify how documents are numbered when payments are posted. Options include Date , Vendor , and Specified for account .

9. Choose the **Return File Setup List** action.

10. On the **Return File Setup List** page, choose the **New** action.

11. Enter the return file name in the **Return File Name** field.

NOTE

At a minimum, you must set up one file name for each receipt return, rejected return, and settlement return. Contact your bank about the naming conventions that it uses.

12. Choose the **OK** button.

See Also

[Electronic Payments to Vendors in Norway](#)

[Create Remittance Accounts](#)

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[Recipient Reference Codes](#)

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Set Up Vendors for Remittance

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Business Central includes Norwegian enhancements for automatically making payments to vendors. This reduces errors that occur from manual data entry. To pay vendors using the remittance system, you must set up vendor information.

To set up a vendor for remittance

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Choose the **Edit** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Name	Specify the vendor's name. This field is used by remittance against Bankernes Betalingssentral (BBS).
Address	Specify the vendor's address. This field is used by remittance against BBS.
Address 2	Specify an additional line for the vendor's address, if necessary. This field is used by remittance against BBS.
Post Code	Specify a valid postal code of four digits for domestic remittance.
Country/Region Code	Specify a valid country/region code for a foreign address.

4. On the **Payments** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Remittance	Select if the vendor is to be remitted.
Remittance Account Code	Specify the account code to be used for the vendor.
Recipient Bank Account No.	Specify the account number used to remit the vendor.

5. Choose the **Remittance Info** action.
6. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Remittance Account Code	Specify the code of the remittance account which the vendor is using.
Remittance Agreement Code	Specify the code of the agreement to which the account is linked.

FIELD	DESCRIPTION
Recipient Bank Account No.	Specify the vendor's account number used for remittance.

7. On the Domestic FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Own vendor recipient ref.	Select to use the recipient reference from the vendor.
Recipient ref. 1 -- inv.	Enter the text that will print on the payment invoice.
Recipient ref. 1 - cred.	Enter the text that will print on the payment invoice when deducting a credit memo.

If remittance to BBS is used, the text from **Recipient ref. - inv.** and **Recipient ref. -cred.** is displayed on the payment specification in lines one through three, columns one and two. You can insert a maximum of 80 characters on the payment specification.

The text in the recipient reference fields can be formatted automatically with special codes. For more information, see [Recipient Reference Codes](#).

8. On the Payment abroad FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Recipient Ref. Abroad	Enter the text that will print on the payment invoice.
Warning Notice	Select one of the following options to specify how a warning notice is sent from the recipient's bank to the recipient. <ul style="list-style-type: none"> - None - No confirmation is sent. - Phone - Confirmation is given by phone. - Fax - Confirmation is sent by fax. - Other - A text message in the Warning Text field is used.
Warning Text	Enter the warning text that is used if the Warning Notice field is set to Other .
Recipient Confirmation	Select to specify how confirmation of payment is sent to the recipient.
Telex Country/Region Code	Specify the country/region code if the confirmation is sent using telex.
Telex/Fax No.	Specify the telex or fax number if the confirmation is sent using telex or fax.
Recipient Contact	Specify the contact person's name if a telex or fax confirmation is sent to the recipient.

FIELD	DESCRIPTION
Charges Domestic	Specify who is charged the domestic charges in connection with the payment. <ul style="list-style-type: none"> - Debitremitter - The remitter is charged. - Debitrecipient - The recipient is charged. - Default - The bank's way of charging is used. Typically this is the remitter who is charged.
Charges Abroad	Specify who is charged for foreign payments. <ul style="list-style-type: none"> - Debitremitter - The remitter is charged. - Debitrecipient - The recipient is charged. - Default - The bank's way of charging is used. Typically this is the remitter who is charged.
Payment Type Code Abroad	Enter a two-digit code for the payment type.
Specification (Norges Bank)	Specify information for your local government bank. Contact your bank for further information.

9. On the **Bank abroad** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
SWIFT	Enter the Society for Worldwide Interbank Financial Telecommunication (SWIFT) address by which the recipient's bank is identified.
Bank Name	Specify the bank's name.
Bank Address 1	Specify the address of the recipient's bank.
Rcpt. Bank Country/Region Code	Specify the country/region code for the recipient. This field is required and must comply with ISO standards.
SWIFT Remb. Bank	Specify the SWIFT address for reimbursement that is the recipient's corresponding bank.

10. Choose the **OK** button.

See Also

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Recipient Reference Codes

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The recipient reference code determines the message that is sent to the recipient. The code is displayed on the remittance account and is used for vendors that are paid from this account. For each vendor, a special recipient reference code can be created if the general reference text is not used.

The text in recipient reference fields can be formatted automatically with special codes. For example, if you enter **Payment of Invoice %2** in a recipient reference field, the information that will print is **Payment of Invoice 10000**.

The recipient reference codes are described in the following table.

CODE	DESCRIPTION
%1	The document type. Either invoice or credit memo.
%2	The vendor's invoice number.
%3	The Our Account No. field from the Vendor Card page. This is usually the customer number that is used by the vendor.
%4	The invoice or credit memo number.
%5	The description from the vendor ledger entry.
%6	The original amount from the vendor ledger entries. The amount is shown as positive.
%7	The remaining amount from the vendor ledger entries. The amount is shown as positive.
%8	The local currency amount from the vendor ledger entry. The amount is shown as positive.
%9	The currency code from the vendor ledger entry.
%10	The due date from the vendor ledger entry.
%11	The Kunde ID number from the vendor ledger entry.

See Also

[Set Up Vendors for Remittance](#)

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Set Up Payment Line Information

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Payment journal line information for the remittance payment is set up on the **Payment Info** page.

To set up payment line information

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Choose the **Payment Info** action.
3. On the **Payment Info** page, on the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Remittance Account Code	Select the remittance account code.
Remittance Agreement Code	Specify the agreement code assigned to the account code.
Remittance Type	Specify the remittance type assigned to the account code. Remittance types include Domestic and Foreign .

4. On the **Domestic** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Recipient Ref. 1 – 3	Specify the payment text which is sent to the vendor.
KID (Cust. id number)	Specify the number sent to the vendor during payment.
Our Account. No.	Specify the account number for your company.
External Document No.	Specify the number of the external document.
Payment Type Code Domestic	Specify the payment type code that is assigned to the payment.

NOTE

The recipient reference and the KID number cannot be entered for the same payment. If the KID is used, this is the only information that the vendor receives.

5. On the **Foreign** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Recipient Ref. Abroad	Specify the payment text that is sent to the vendor.

FIELD	DESCRIPTION
Payment Type Code Abroad	Specify the payment type code that is assigned to the payment.
Check	Specify whether a check must be issued. * No - No check is issued. * Send to employer - Check is issued and sent to the employer. * Send to beneficiary - Check is issued and sent to the beneficiary.
Urgent	Select if the payment is urgent and should be treated as an urgent transfer.
Agreed Exch. Rate	Specify the exchange rate which the bank agrees upon.
Agreed With	Specify who the agreement is entered with, if an exchange rate is agreed upon.
Futures Contract No.	Specify the future contract number that is used for this payment.
Futures Contract Exch. Rate	Specify the future contract exchange rate that is used for this payment.

6. Choose the OK button.

See Also

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Create Remittance Accounts


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You must create one remittance account for each bank account where payment is made. If an account is used to make payments to both domestic and foreign vendors, this account must be created two times—one time for domestic payments and one time for foreign payments.

NOTE

The currency used for the bank account should be the same as the currency that the bank is using for this account. Exchange rates are based on the currency of the account and calculations are based on this currency.

To create a remittance account

1. Choose the  icon, enter **Remittance Account Overview**, and then choose the related link.
2. Choose the **New** action.
3. On the **Remittance Account Card** page, on the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specify the identification code for the account.
Remittance Agreement Code	Select the agreement to which the account is connected.
Type	Select the payment type. Payment types include Domestic , Foreign , and Payment Instr. If remitting to Bankernes Betalingscentral (BBS), you can only choose Domestic .
Description	Specify the description of the account.
Bank Account No.	Specify the account number of the bank.
BBS Agreement ID	Specify the agreement identification for each account in BBS.

4. On the **Finance** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Account Type	Select the account type. Account types include Finance account and Bank account .
Account No.	Specify the account number depending on your selection in the Account Type field.
Charge Account No.	Specify the account number for the charge account.

FIELD	DESCRIPTION
Round off/Divergence Acc. No.	Specify the finance account to post the difference as a result of rounding.
Max. Round off/Diverg. (LCY)	Specify the maximum rounding or difference, which is accepted by settlement return.
Document No. Series	Specify the number series to be used when you post payments by using the remittance system.
New Document Per.	Select how documents will be numbered when you post a payment: - Date - A new document is numbered according to the date the payment is made. - Vendor - A new document is numbered according to the vendor.
Return Journal Template Name	Specify the general journal template to which settled payments are transferred.
Return Journal Name	Specify the general journal batch to which settled payments are transferred.

5. On the Domestic FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Recipient ref. 1- Invoice	Specify the text that will print on the payment invoice.
Recipient ref. 1- Cr. Memo	Specify the text that will print on the payment invoice when deducting a credit memo.

6. On the Foreign FastTab, fill in the fields as described in the following table.

This information is only used if the account is used for foreign payments. For remittance to BBS, do not use this tab.

FIELD	DESCRIPTION
Currency Code	Specify the currency that is used for the bank account. If the account is a currency account, the currency code must be given.
Recipient Ref. Aboard	Specify the template text that displays on the vendor card. This field is for foreign payments only.
Futures Contract No.	Specify the number of the futures contract, if the transaction is linked to a futures contract.
Futures Contract Exch. Rate	Specify the exchange rate for the futures contract.

7. Choose the OK button.

See Also

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Test Remittance Payments


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After you have set up remittance payments and generated suggestions, you can test the payment journal lines for errors before posting them.

To test the payment journal lines, you can use the **Remittance Test** report. This report prints an overview of all journal lines together with any errors, such as missing fields or incorrect bank accounts.

If a warning is printed in the test report, you cannot transfer the payments to the bank before the problem is corrected. You should print the test report to make sure that all payments are made as expected.

To print a remittance test report

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Choose the **Test Report** action.
3. On the **Options** FastTab, select the **Show Dimensions** field to print dimensions on the test report.
4. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Electronic Payments to Vendors in Norway](#)

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Create Remittance Suggestions


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You can create a remittance suggestion so that payment proposals are sent to vendors who are set up to receive remittance payments. One payment transaction per posting date for each vendor is transferred to the bank.

NOTE

To avoid creating payment suggestions for vendors who are remitted when the usual vendor suggestion process is used, add a filter for **Remittance** on the **Suggest Vendor Payments** page and set the filter to **No**.

To create a remittance suggestion

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Choose the **Remittance Suggestion** action.
3. On the **Suggest Remittance Payments** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Last Payment Date	Specify the last payment date.
Find Payment Discounts	Select if you want to search for entries where a payment discount is available.
Use Vendor Priority	Select if the vendor priority should be used to search entries.
Available Amount (LCY)	Specify the payments for total amounts that are less than or equal to the given amount.
Posting Date	Specify a posting date.
Replace Posting Date with Due Date	Select to insert the due date of the entry as the posting date for the payments.
Test Document Type	Specify which of the following document types should be tested for payment: - All - All document types are tested. - Invoice/Credit memo - Only invoice or credit memo entries are tested.
Invoice/Debit Vendor Ledger Entries only	Select to pay only invoice or debit entries.

4. Choose the **OK** button.

See Also

[Electronic Payments to Vendors in Norway](#)

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Types of Payment Returns Files

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Business Central includes two types of payment return files that can be imported:

- Receipt returns
- Settlement returns

You can also choose to not use return files by selecting the **Return File Is Not In Use** field in the **Remittance Agreement** table. For more information, see [Set Up Remittance Agreements](#).

Receipt Returns

The receipt return is received from the bank after you have sent the remittance file to the bank. When data is imported, information about the number of invoices that are received correctly and the number that are received with error is displayed. After you import a receipt return, the status of the payments in the **Waiting Journal** table is set to **Approved**.

NOTE

You may also receive a rejected return from the bank. If the remittance is rejected, the settlement return will not be received.

Settlement Returns

The settlement return is received from the bank after the payment is executed. When data is imported, information about the number of settled invoices is displayed.

The following occurs when the settlement return is imported:

- Payment status in the **Waiting Journal** table is set to **Settled**.
- Information will be transferred from the **Waiting Journal** page to the payment journal.
- A balancing account will be created for each transaction.
- Document numbers will be inserted for each transaction.

Exchange Rates by Settlement

For a payment, the exchange rates are managed in the following ways:

- Payment from an account in local currency - If a payment in another currency is from an account in LCY, the bank will flag the settlement return with a warning about the exchange rate between LCY and the currency that is used as payment.
- Payment from a currency account - If payment is made from a currency account, the exchange rate for this currency and LCY is used. This is because the bank does not inform the system about the exchange rate.

Warnings on Settlement Returns

When the settlement return is imported, warnings can occur. Payment journal lines with warnings are marked with a symbol. To view the information about the warning, you can open the **Settlement Info** page.

See Also

[Electronic Payments to Vendors in Norway](#)

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Import Payment Return Data

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To import receipt and settlement returns, use the **Rem. payment order – import** page. If any errors are indicated when importing settlement returns, you can view this information on the **Settlement Info** page.


To import return data

1. Choose the  icon, enter **Rem. payment order – import**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Payment order note	Enter a note that is transferred to the payment order.
ControlBatch	Select the check box to verify return files in advance to ensure if the import can be made. Return data is not imported.
Return files	Specifies how many return files are found and imported.

3. Choose the **Return Files** button to display the return files.
4. On the **Return Files** page, select the **Import** option next to each file to be imported. If the option is cleared, the file will not be imported.
5. Choose the **OK** button.

To view settlement information

1. Choose the  icon, enter **Settlement Info**, and then choose the related link.
2. On the **General** FastTab, view the fields as described in the following table.

FIELD	DESCRIPTION
Remittance Handling Ref.	Shows the reference that the bank enters for foreign payments.
Remittance Warning	If selected, the journal line contains a warning.
Remittance Warning Text	Shows the description of the warning, if applicable.

3. Choose the **OK** button.

See Also

[Electronic Payments to Vendors in Norway](#)
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Remittance Errors

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Remittance errors for payments may occur when data is transferred and after payments have been sent to the bank. Both kinds of errors are reported on the **Return Error** page.

The remittance system handles all error codes which can be sent through the return files. It is not required to manually cancel payments rejected by the bank.

Types of Errors

There are two types of remittance errors:

- Transfer error
- Rejection

Transfer Errors

If errors occur during transfer and no return data is created, payments have not been received by the bank.

If the payment file cannot be sent to the bank, you must cancel the payment order in the remittance system.

Rejections

If there is an error or information is missing with a payment that was sent to the bank, the return will contain a rejection of the payment.

NOTE

Rejections vary from bank to bank. Contact your bank regarding how to handle rejection of payments.

If there is a rejection, the error code from the bank and an explanation is displayed for the payment on the **Waiting Journal** page. You will have to handle the rejection based how the remittance agreement was set up. For more information, see [Set Up Remittance Agreements](#).

See Also

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View Remittance Error Codes

2/18/2021 • 2 minutes to read • [Edit Online](#)

For a remittance error, the error code from the bank and an explanation of the error will be shown for the payment on the **Waiting Journal** page.

To view error codes

1. Choose the  icon, enter **Return Error**, and then choose the related link.
2. On the **Return Error** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Waiting Journal Reference	Specify the reference code from the waiting journal.
Message Text	Specify the message from the bank.

3. Choose the **Close** button.

See Also

[Electronic Payments to Vendors in Norway](#)

[Set Up Remittance Agreements](#)

[Create Remittance Accounts](#)

[Set Up Vendors for Remittance](#)

[Recipient Reference Codes](#)

[Create Remittance Suggestions](#)

[Create Manual Remittance Payments](#)

[Set Up Payment Line Information](#)

[Test Remittance Payments](#)

[Export Remittance Payments](#)

[Types of Payment Returns Files](#)

[Import Payment Return Data](#)

[Delete Remittance Payment Orders](#)

[Remittance Errors](#)

[Cancel Payments](#)

NOTE

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Cancel Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)


Business Central includes Norwegian enhancements that allow you to cancel payments. If the payment has been sent to the bank, the bank must be contacted to cancel the remittance that they received.

- A payment order can be canceled if the payments are not received by the bank and a new remittance must be made. You can also cancel a payment order if you do not want to transfer the payments to the bank, for example if the payments are incorrect. Only open payment orders can be canceled.
- An individual payment can be canceled if the payment cannot be processed by the bank and a new remittance has to be made. You can also cancel a payment if you do not want to process the payment. Settled payments cannot be canceled.

To cancel a payment order

1. Choose the  icon, enter **Remittance Payment Order**, and then choose the related link.
2. Select the payment order, choose the **Export** action, and then choose the **Cancel Payment Order** action.
3. Choose the **Yes** button.

To cancel a payment

1. Choose the  icon, enter **Waiting Journal**, and then choose the related link.
2. Select the payment, and then choose the **Cancel Payment** action.
3. Choose the **Yes** button.

See Also

[Electronic Payments to Vendors in Norway](#)
[Set Up Remittance Agreements](#)
[Create Remittance Accounts](#)
[Set Up Vendors for Remittance](#)
[Recipient Reference Codes](#)
[Create Remittance Suggestions](#)
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[Remittance Errors](#)
[View Remittance Error Codes](#)

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Delete Remittance Payment Orders

2/18/2021 • 2 minutes to read • [Edit Online](#)

Orders can be deleted if they are managed in full and are in a closed financial year. An order is managed in full if no payments on the **Waiting Journal** page have a status of **Sent** or **Approved**.

To delete a remittance payment order

1. Choose the  icon, enter **Delete rem. payment order**, and then choose the related link.
2. On the **Delete rem. payment order** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Start date	Specify the start date of orders to be deleted.
End date	Specify the end date of orders to be deleted.

3. Choose the **OK** button.

See Also

[Electronic Payments to Vendors in Norway](#)
[Set Up Remittance Agreements](#)
[Create Remittance Accounts](#)
[Set Up Vendors for Remittance](#)
[Recipient Reference Codes](#)
[Create Remittance Suggestions](#)
[Create Manual Remittance Payments](#)
[Set Up Payment Line Information](#)
[Test Remittance Payments](#)
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[Cancel Payments](#)

NOTE

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Export Remittance Payments

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You can use the export remittance payments process to export the payments file to your computer. You can then transfer the remittance payments to the bank.

IMPORTANT


Before you can export a remittance payment, you must select a payment format in the **Payment Export Format** field on the **Bank Account Card** page.

You export payments to a bank file by choosing the **Export Payments** button on the **Payment Journal** page. The process may be different, depending on the export format that you select:

- Payments using the SEPA payment standard are directly exported to a file when you choose the **Export Payments** button. For more information, see [Making Payments](#).
- Payments using local payment standards, such as **Telepay**, are exported with either the **Remittance - export (bank)** or the **Remittance - export (BBS)** report, which automatically opens when you choose the **Export Payments** button.

The procedure for exporting payments using the **Remittance – Export** batch job is described in this topic.

To export remittance payments using the Remittance - Export batch jobs

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Prepare to export the payments from the journal. For more information, see [Export Payments to a Bank File](#).
3. Choose the **Export Payments** action.
4. In the report page that opens, choose the **Options** FastTab, and fill in the fields as described in the following table.

FIELD	DESCRIPTION
Remittance agreement code	Specify the code for the agreement.
Operator	Specify the operator number.
Password	Specify the password for the payments.
Division	Specify the division that is paying remittance.
Current note	Specify a note for the payment.
Filename	Specify the name and directory of the payment file.

5. Choose the **OK** button.

The payment information is exported to the file that is set up in the remittance agreement.

The payment journal is deleted and the transactions are transferred to the waiting journal.

See Also

[Electronic Payments to Vendors in Norway](#)

[Set Up Remittance Agreements](#)

[Create Remittance Accounts](#)

[Set Up Vendors for Remittance](#)

[Recipient Reference Codes](#)

[Create Remittance Suggestions](#)

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[Types of Payment Returns Files](#)

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[View Remittance Error Codes](#)

[Cancel Payments](#)

NOTE

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Norwegian Giro and OCR-B Font

2/18/2021 • 2 minutes to read • [Edit Online](#)

A General Interbank Recurring Order (giro) is a payment system that operates like a credit transfer.

The last line on the giro uses the OCR-B font. This is required by Bankenes Betalingsentral (BBS) for use with optical character recognition (OCR) when handling payments from customers. For more information, see the [Brukehåndbok Indbetalingstjeneste \(NO\).pdf](#) on the NETS.eu website.

The OCR-B-10 BT font is generally available from software vendors. In Business Central, Norwegian sales documents use the OCR-B-10 BT font from BitStream Inc. on the giro. For more information, see the fonts.com website at [OCR-B-10 BT](#).

You can use any OCR-B font, but if other fonts are used, the sales documents must be updated by a Microsoft Certified Partner. Contact your partner for more information.

See Also

NOTE

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Set Up OCR Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can process electronic payments from customers according to a predefined payment ID. This is often referred to as an optical character recognition (OCR) payment. The payment ID is used with electronic payment transactions. Customers can refer to this ID when they make payments. The payment ID is also used to identify imported payment transactions and automatically apply imported payment data.

To set up OCR payments

1. Choose the  icon, enter **OCR Setup**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Format	Select an OCR payment file format. Formats include BBS and Data Dialog .
FileName	Enter the full path of the OCR payment file.
Delete Return File	Select to rename the file after import and prevent the file from being imported more than one time.

3. On the **Gen. Ledger** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Bal. Account Type	Select a balance account type. Balance account types include Gen. Ledg. Account and Bank Account .
Bal. Account No.	Select a balance account number.
Max. Divergence	Enter a maximum divergence value. If the divergence on a payment is less than or equal to the value entered, the divergence amount is automatically posted. Otherwise, the divergence is not automatically posted. In both situations, a warning is displayed in the cash receipt journal when importing OCR Giro payments.
Divergence Account No.	Enter the divergence account number that will receive posting.
Journal Template Name	Select the name of the journal template that should receive the imported OCR Giro payments.

FIELD	DESCRIPTION
Journal Name	Select the name of the journal that should receive the imported OCR Giro payments. If the Journal Template Name and Journal Name fields are blank, you can import OCR Giro payments in any journal. Otherwise, you must import OCR Giro payments in the journal that is specified.

4. Choose the **OK** button.

NOTE

OCR payments can only be posted to cash receipt journals when the **Force Doc. Balance** field has been cleared in the **Gen. Journal Template** table. For more information, see **Gen. Journal Template**.

See Also

[Electronic Banking in Norway](#)

[Set Up KID Numbers on Sales Documents](#)

[Import and Post OCR Payments](#)

[Print the OCR Journal - Test Report](#)

NOTE

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Import and Post OCR Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you can receive optical character recognition (OCR) payments, you must make the following preparations:

- Set up a cash receipt journal template to balance OCR transactions according to the document number, instead of the document type.
- Import and post the OCR payment files to a cash receipt journal.

To import OCR payments

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. In the **Batch Name** field, select a journal batch.

NOTE

OCR payments can only be posted to a cash receipt journal that does not use a balance account in the **Bal. Account No.** field on the cash receipt journal line.

3. Choose the **Import Payments** action.
4. On the **OCR Payment-BBS** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
File Name	Enter the full path of the import file.

5. Choose the **OK** button to import the payment file to the journal.

To post OCR payments

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. Choose the **Post** action.

The OCR payment files are posted to the cash receipt journal.

See Also

[Electronic Banking in Norway](#)

[Set Up KID Numbers on Sales Documents](#)

[Set Up OCR Payments](#)

[Work With General Journals](#)

[Print the OCR Journal - Test Report](#)

NOTE

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Print the OCR Journal - Test Report

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can print the **OCR Journal – Test** report to test the imported payment transactions in the cash receipt journal. You can also view potential warnings and reconcile conflicts before the payments are posted to the journal.

To print the OCR Journal – Test report

1. Choose the  icon, enter **OCR Journal - Test**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Show only Lines with OCR Errors	Select to print only the journal lines that contain a warning in the test report.
Show Dimensions	Select to print dimension information on the test report.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Electronic Banking in Norway](#)
[Set Up KID Numbers on Sales Documents](#)
[Set Up OCR Payments](#)
[Import and Post OCR Payments](#)
[Working with General Journals](#)

NOTE

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Apply General Ledger Entries in Closed Periods

2/18/2021 • 2 minutes to read • [Edit Online](#)


Business Central allows you to post entries after a posting period is closed, even if no actual posting is performed during that period. You can also choose the users who will make these entries.

To apply an entry in a closed period

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General** FastTab, select the **Application always Allowed** check box to apply entries outside the allowed posting period.

NOTE

By default, the **Application always Allowed** check box is not selected.

3. Choose the **OK** button.
4. Choose the  icon, enter **User Setup**, and then choose the related link.
5. On the **User Setup** page, select the **Application always Allowed** check box for each user who can apply entries to a closed period.
6. Choose the **OK** button.

See Also

[Norway Local Functionality](#)

NOTE

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Recurring Orders

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use recurring orders to create blanket order templates so that sales orders can be created based on date intervals that you define. For example, if you deliver the same sales order every two weeks, you can use a blanket sales order and create recurring orders.

You can use recurring groups to define a range of parameters that show how you make the orders. These groups are assigned to blanket orders that have to be created regularly. To create the recurring orders, you will have to periodically run the create recurring orders process. For more information see [Create Recurring Orders](#).

See Also

[Norway Local Functionality](#)

[Set Up Recurring Groups](#)

[Set Up Recurring Orders](#)

[Create Recurring Orders](#)

[Work with Blanket Sales Orders](#)

NOTE

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Create Recurring Orders

2/18/2021 • 2 minutes to read • [Edit Online](#)

The create recurring orders process will find all of the recurring orders based on the options selected on the **Create Recurring Orders** page and will create the new sales orders. This is a periodic activity that you must run regularly.

To create recurring orders

1. Choose the  icon, enter **Create Recurring Orders**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Processing Date	Enter the date to process the blanket orders.
Create only latest	Select to create only the latest recurring order for the blanket orders processed. This option overrides the equivalent option for the recurring group.

3. Choose the **OK** button.

See Also

[Recurring Orders](#)

[Set Up Recurring Groups](#)

[Set Up Recurring Orders](#)

[Create Blanket Sales Orders](#)

NOTE

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Set Up Recurring Groups

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Recurring Group Code** field on the **Blanket Sales Order** page defines date formulas that can be used both as a template and to create sales orders based on date intervals. You must set up recurring groups before you can set up recurring orders.

To set up recurring groups

1. Choose the  icon, enter **Recurring Groups**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Enter a code to identify the recurring group.
Description	Enter a description for the recurring group.
Date formula	Enter a date formula to calculate the time interval between orders.
Create only the latest	Select if you want only the latest recurring order created if the recurring group interval created by the Date formula has been exceeded. If the order date on the blanket sales order has exceeded more than one interval period, selecting this check box prevents how all orders are created, and will only create the latest order.
Starting date	Enter the first date of the recurring group.
Closing date	Enter the last date of the recurring group.

4. On the **Update** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Update Document Date	Select one of the following options to update the document date: - Posting Date - The document date is calculated using the posting date and the date formula specified in the Document Date Formula field. - Processing Date - The document date is calculated using the processing date and the date formula specified in the Document Date Formula field.
Document Date Formula	Enter a date formula to calculate the document date on the order.

FIELD	DESCRIPTION
Delivery Date Formula	Enter a date formula to calculate the delivery date on the order.
Update Price	Select one of the following options for updating prices on new orders: <ul style="list-style-type: none"> - Fixed - The price used on a new order is the same price that is specified in the blanket order. - Recalculate - The price on a new order is recalculated to reflect the current price for the customer. - Reset - The price on a new order is cleared to specify a new price.
Update Number	Select one of the following options to manage the quantity specified on the original order: <ul style="list-style-type: none"> - Constant - The quantity on the blanket order remains unchanged. This enables you to make orders indefinitely from the blanket order. - Reduce - The quantity on the blanket order is reduced with the quantity that is specified on the new order. The recurring order processing stops when the quantity specified on the blanket order is used on new orders.
Reset Delivery	Select to reset the delivery options for the recurring group.

5. Choose the **OK** button.

See Also

[Recurring Orders](#)

[Set Up Recurring Orders](#)

[Create Recurring Orders](#)

NOTE

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Set Up Recurring Orders

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After you create a recurring group, you can set up recurring orders on the blanket sales order by adding the group to the order. For more information, see [Create Blanket Sales Orders](#).

To set up a recurring order

1. Choose the  icon, enter **Blanket Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Order Date	Enter the order date. The order date is used when you create new recurring orders. Orders with an order date on or before the processing date are processed.
Recurring Group Code	Enter the recurring group code for the recurring group. When a blanket order contains a recurring group code, the blanket order is available as a recurring order.

4. On the **Lines** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Quantity	Enter the quantity for the blanket order.
Qty. to Ship	Enter the quantity to ship. This quantity is used when you create new orders as recurring orders.

5. Choose the **OK** button.

See Also

[Recurring Orders](#)

[Set Up Recurring Groups](#)

[Create Recurring Orders](#)

[Work with Blanket Sales Orders](#)

NOTE

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The Payroll Data Definitions (NO) Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)


If your business uses the Huldt & Lillevik Lønn - Visma payroll service provider in Norway, the **Payroll Data Definitions (NO)** extension can help you quickly and accurately register payroll transactions from these providers. The extension contains data exchange definitions that enable you to import payroll transactions in files that the providers send to you. For more information about data exchange definitions, see [Set Up Data Exchange Definitions](#).

Getting Started

The first step is to map the types of payroll transactions to the general ledger accounts that you want to post them to in Business Central. For example, you might want to post retirement plan contributions to an account named Pension, and the taxes paid on the contributions to an account named Pension Tax. This happens outside of Business Central, for example, you might use an Excel worksheet to visualize the mapping. Work with the payroll service provider to ensure that the file they export contains the mapping. Typically, you can find information about how to configure export files on the provider's website.

After you install the extension, the next step is to specify the format for the payroll data file from the payroll service provider. To do that, go to the **General Ledger Setup** page and choose the provider in the **Payroll Trans. Import Format** field.

To import a payroll file

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. Choose the journal to use, and then use the **Import Payroll File** action to import the data file from the payroll service provider.

See Also

[Norway Local Functionality](#)

NOTE

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Import Payroll Transactions in the Norwegian Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can import payroll transactions into a general journal from the leading Norwegian payroll solution, Hultdt & Lillevik Lønn - Visma. You can then use the general journal to post the imported payroll transactions to general ledger accounts or bank accounts. To import payroll transactions, you must first set up payroll integration.

NOTE

To import payroll transactions, your Business Central must include the **Payroll Data Definitions (NO)** extension. If you are not sure if you have this extension, please talk to your administrator.

To import payroll transactions

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. Choose the journal to use, and then use the **Import Payroll File** action to import the data file from the payroll service provider.
3. Choose the **OK** button.

See Also

[The Payroll Data Definitions \(NO\) Extension](#)
[Norway Local Functionality](#)

NOTE

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Set Up KID Numbers on Sales Documents

2/18/2021 • 2 minutes to read • [Edit Online](#)

Kunde ID (KID) is a customer identification number that provides a payment reference to the vendor and ensures that the vendor is posting the payment correctly. You can set up KID numbers on sales documents to identify document and customer information on electronic banking transactions.

To set up KID numbers on sales documents

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Documents** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
KID Setup	Specifies a KID number format.
Document No. length	Enter the number of digits used for the document number.
Customer No. length	Enter the number of digits used for the customer number.
Use KID on Fin. Charge Memo	Select to print KID numbers on finance charge memos. Note: If selected, then you must also select the Document Type + Document No. format in the KID Setup field.
Use KID on Reminder	Select to print KID numbers on reminders. Note: If selected, then you must also select the Document Type + Document No. format in the KID Setup field.

3. Choose the OK button.

See Also

[Electronic Banking in Norway](#)

NOTE

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Set Up Document Printing

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can print the sales reports that use the required giro specifications by using different paper types and paper trays.

When you use tray numbers and paper sources for Norwegian sales documents, you must consider how the printer and printer driver interpret this information. You may have to specify other tray numbers for your specific printer.

NOTE

KID information will also print where the giro information is printed.


The following documents require a printed giro:

- Invoices
- Credit memos
- Finance charge memos
- Reminders

The Norwegian version of Business Central contains the following sets of sales documents.

SET	DESCRIPTION
1	The standard Business Central documents. No giro information is printed.
2	The giro is printed on every page. The last page prints the giro total.

To set up paper trays

1. Choose the  icon, enter **Printer Selections**, and then choose the related link.
2. Select the report.
3. Choose the **Sales Document Paper Tray Setup** action.
4. Select a paper source from the **First Page - Paper Source** field.
5. The **First Page – Tray Number** field will automatically display the selected paper source. You can also manually enter a tray number.

IMPORTANT

Not all printers will have the same paper source names. You can specify a number in the **Tray Number** field. The number may correspond to a paper source. To find the number that a specific printer is using, see the technical documentation for the printer.

The **Other Pages** and **Giro Page** fields are set up the same way.

6. Choose the **OK** button.

See Also

[Norwegian Giro and OCR-B Font](#)

[Set Up KID Numbers on Sales Documents](#)

NOTE

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Russia Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, there are Russian-specific features that you can use to track and manage your business. For example, you can use the local functionality features in Business Central to calculate VAT due based on Russian VAT rates and regulations.

Feature Availability

- Core Finance
 - [Account Schedules Overview](#) **Available Now**
 - [Import and Export Account Schedules](#) **Available Now**
 - [Define an Account Schedule Extension](#) **Available Now**
 - [Define an Account Schedule Constant](#) **Available Now**
 - [Work with Account Schedules](#) **Available Now**
 - [General Ledger Correspondence](#) **Available Now**
 - [Currency](#) **Available Now**
 - [Set Up Responsible Employees and Advance Statements](#) **Available Now**
- Payables and Receivables
 - [Payables and Receivables](#) **Available Now**
 - [Enter Custom Declarations Information](#) **Available Now**
 - [Set Up and Create Letters of Attorney](#) **Available Now**
 - [Russian Payables Reports](#) **Available Now**
 - [Russian Receivables Reports](#) **Available Now**
 - [Set Up Customer Prepayments](#) **Available Now**
 - [Set Up Vendor Prepayments](#) **Available Now**
 - [Posting Vendor and Customer Prepayments](#) **Available Now**
 - [Prepayment Differences](#) **Available Now**
 - [Set Up Customer and Vendor Agreements](#) **Available Now**
- Fixed Assets
 - [Fixed Assets](#) **Available Now**
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 - [Fixed Asset Charges](#) **Available Now**
 - [Gratuitous receipt of fixed assets](#) **Available Now**
 - [Fixed Asset Inventory](#) **Available Now**
 - [Fixed Asset Locations and Employees](#) **Available Now**
 - [Fixed Asset Turnover](#) **Available Now**
 - [Create Future Expense Journals](#) **Available Now**
 - [Create a Fixed Asset Charge](#) **Available Now**
 - [Create a Credit Memo for a Fixed Asset Charge](#) **Available Now**
 - [Selling Fixed Assets](#) **Available Now**
 - [Release, Track, and Write-Off Fixed Assets](#) **Available Now**

- [View Posted Entries on a Fixed Asset Charge Available Now](#)
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 - [Set Up Tax Accounting Available Now](#)
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 - [Item Obligatory Acts Available Now](#)
 - [Inventory Act of Receivables And Payables INV-17 Available Now](#)
 - [Item General Ledger Turnover Available Now](#)
 - [Create the TORG-29 Goods Report Available Now](#)
- Human Resources
 - [Human Resources Available Now](#)
 - [Payroll Available Now](#)
 - [Establishment of charges and deductions to the employee Available Now](#)
 - [Absence registration Available Now](#)
 - [Dismissal Available Now](#)
 - [Forming and Changing Staff List Order Available Now](#)
 - [Vacation planning Available Now](#)

See Also

[Russian Chart of Accounts](#)

Russian Receivables Reports

Russian Payables Reports

Special Codes for Company Information, Customers, Vendors

Country/regional availability and supported languages

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Account Schedules Overview

2/18/2021 • 2 minutes to read • [Edit Online](#)

Account schedules are one of the main tools that you can use to provide information for required statutory reports. By using user-defined rows and columns, you can decide which data you want to compare and how. This means that you can create as many customized financial statements as you want without using Report Designer. You can also choose to use a predefined column layout for any account schedule.

To better manage the report data, you can:

- Create general ledger correspondence.
- Create constants.
- Create extensions.
- Create expressions.

Account schedules are set up in the **Account Schedules** window.

NOTE

Make sure to print the following reports to review the general ledger account information that you will be using in account schedules:

G/L **Account Turnover** report G/L **Account Card** report G/L **Account Entries Analysis** report

See Also

[Import and Export Account Schedules](#)

[Define an Account Schedule Extension](#)

[Define an Account Schedule Constant](#)

[Work with Account Schedules](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Import and Export Account Schedules

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can import and export account schedules into other companies and databases.

To import and export account schedules

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. Choose the **Import Settings** or the **Export Settings** action. An extensible markup language (XML) file will be created for the import or export.

NOTE

When you import account schedules, all existing records with primary key values that are equal to imported values will be deleted.

See Also

[Work with Account Schedules](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Define an Account Schedule Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central enables you to define an extension for an account schedule line. Extensions are useful if you want to filter the data of your general ledger accounts.

To define an account schedule extension

1. Choose the  icon, enter **Account Schedule**, and then choose the related link.
2. Select the account schedule for which you want to define an extension.
3. Select **Edit account schedule**.
4. In the **Row No.** field, select the number of the account schedule row for which you want to define an extension.
5. In the **Totaling Type** field, select **Custom**, and then select the table that you want to use from the **Extension Source Table** field.

Based on your selections, the account schedule information is filtered from the entry tables, and then new amounts are calculated for the specified account schedule line.

See Also

[Work with Account Schedules](#)

[Account Schedules Overview](#)

[Define an Account Schedule Constant](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Define an Account Schedule Constant

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central enables you to define a constant for an account schedule line. Constants are useful if an account schedule value does not change.

To define an account schedule constant

1. Choose the  icon, enter **Account Schedule**, and then choose the related link.
2. Select the account schedule for which you want to define a constant.
3. Select **Edit account schedule**.
4. In the **Row No.** field, select the number of the account schedule row for which you want to define a constant.
5. In the **Totaling Type** field, select **Constant**, and then enter a constant value in the **Totaling** field.

See Also

[Work with Account Schedules](#)

[Account Schedules Overview](#)

[Define an Account Schedule Extension](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Work with Account Schedules

2/18/2021 • 4 minutes to read • [Edit Online](#)

Use account schedules to get insight into the financial data stored in your chart of accounts. Account schedules analyze figures in G/L accounts, and compare general ledger entries with general ledger budget entries. The results display in charts on your Home page, such as the Cash Flow chart.

Business Central provides a few sample account schedules that you can use right away, or you can set up your own rows and columns to specify the figures to compare. For example, you can create account schedules to calculate profit margins on dimensions like departments or customer groups. You can create as many customized financial statements as you want.


Setting up account schedules requires an understanding of the financial data in the chart of accounts. For example, you can view general ledger entries as percentages of budget entries. This requires that budgets are created. For more information, see [Create Budgets](#).

Account Categories and Account Schedules

You can use account categories to change the layout of your financial statements. After you set up your account categories in the **G/L Account Categories** window, and you choose the **Generate Account Schedules** action, the underlying account schedules for the core financial reports are updated. The next time you run one of these reports, such as the balance statement, new totals and subentries are added, based on your changes.

To create new account schedules

You use account schedules to analyze figures in general ledger accounts or to compare general ledger entries with general ledger budget entries. For example, you can view the general ledger entries as percentages of the budget entries.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. In the **Account Schedule Names** window, choose the **New** action to create a new account schedule name.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **Edit Account Schedule** action.
5. In the **Account Schedule** window, fill in the fields as necessary.

When you have created a new account schedule and set up the rows, you must set up columns. You can either set them up manually or assign a predefined column layout to your account schedule.


6. Choose the **Edit Column Layout Setup** action.
7. In the **Column Layout** window, fill in the fields as necessary.

NOTE

If you did not assign a default column layout to the account schedule, you must set the columns up manually.


To create a column that calculates percentages

Sometimes you may want to include a column in an account schedule to calculate percentages of a total. For example, if you have a number of rows that break down sales by dimension, you may want a column to indicate the percentage of total sales that each row represents.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. In the **Account Schedule Names** window, select an account schedule.
3. Choose the **Edit Account Schedule** action to set up an account schedule row to calculate the total on which the percentages will be based.
4. Insert a line immediately above the first row for which you want to display a percentage.
5. Fill in the fields on the line as follows: In the **Totaling Type** field, enter **Set Base for Percent**. In the **Totaling** field, enter a formula for the total that the percentage will be based on. For example, if row 11 contains the total sales, enter **11**.
6. Choose the **Edit Column Layout Setup** action to set up a column.
7. Fill in the fields on the line as follows: In the **Column Type** field, select **Formula**. In the **Formula** field, enter a formula for the amount that you want to calculate a percentage for, followed by **%**. For example, if column number N contains the net change, enter **N%**.
8. Repeat steps 4 through 7 for each group of rows that you want to break down by percentage.

To set up account schedules with overviews

You can use an account schedule to create a statement comparing general ledger figures and general ledger budget figures.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. In the **Account Schedule Names** window, select an account schedule.
3. Choose the **Edit Account Schedule** action
4. In the **Account Schedule** window, in the **Name** field, select the default account schedule name.
5. Choose the **Insert Accounts** action.
6. Select the accounts that you want to include in your statement, and then choose the **OK** button.

The accounts are now inserted into your account schedule. If you want you can also change the column layout.

7. Choose the **Overview** action.
8. On the **Dimension Filters** FastTab, set the budget filter to the desired filter name.
9. Choose the **OK** button.

Now you can copy and paste your budget statement into a spreadsheet.

See Also

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

General Ledger Correspondence


2/18/2021 • 2 minutes to read • [Edit Online](#)

The general ledger correspondence feature enables you to:


- Create a correspondence transaction periodically.
- Post correspondence operations when you post general ledger transactions.
- Analyze a number of reports for correspondence.

Creating a General Ledger Correspondence Entry

The following procedure shows how to periodically create general ledger correspondence entries.

1. Choose the  icon, enter **Create G/L Correspondence**, and then choose the related link.
2. Enter the **Transaction No.** field with the transaction number if general ledger correspondence is to be created only for the selected transaction. Otherwise, leave it blank.

To set up automatic general ledger correspondence:

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. Select the **Automatic G/L Correspondence** check box.


Reports

The following reports have been added for the analysis of data from correspondence transactions:

- General Ledger - Correspondence (page 12403; report 12431)
- G/L Correspondence Entries (page 12401)
- G/L Corresp. Journal Order (report 12432)
- G/L Corresp Entries Analysis (report 12435)

General Ledger - Correspondence Window

The **General Ledger - Correspondence** window shows turnovers in the chosen period in correspondence.

1. Choose the  icon, enter **Correspondence**, and then choose the related link.
2. Choose the **General Ledger - Correspondence** action.

The header of the **General Ledger - Correspondence** window contains the following filters:

- Date Filter
- Business unit Filter
- Global Dimension 1 Filter
- Global Dimension 2 Filter

In the subform, the report shows the turnover in correspondence with other accounts:

FILTERS

Date Filter	01.01.21..31.12.21	Department Filter
View by	Year	Дохранс Фильтр
G/L Account Filter	Switch Debit/Credit	<input type="checkbox"/>
Business Unit Filter		

Manage Process Report Actions Navigate Fewer options



G/L ACCOUNT NO.	G/L ACCOUNT NAME	STARTING BALANCE	DEBIT ACCOUNT NO. 26-5000	CREDIT ACCOUNT NO. 02-1030	DEBIT AMOUNT	CREDIT AMOUNT	ENDING BALANCE	NET CHANGE
02-1010	Аморт., здания	-147 889,76				1 041,67		
02-1020	Аморт., сооружения и передаточные устр...	-6 688,96					-147 889,76	
02-1030	Аморт., машины и оборудование	-361 422,02			65 211,71	1 041,67	-297 251,98	64 170,04
			02-1030	01-9000	3 125,01			
			02-1030	02-4000	62 086,70			
			26-5000	02-1030		1 041,67		
02-1040	Аморт., средства транспортные	-633 076,30					-633 076,30	
02-1050	Аморт., инвентарь производственный и х...	-4 049,74					-4 049,74	
02-1060	Аморт., скот рабочий							
02-1070	Аморт., скот продуктивный							

G/L Corresp Entries Analysis Report

The **G/L Corresp Entries Analysis** report shows the correspondence entries for each account. The report can be used to get an overview of general ledger account entries with correspondence and totals.

1. Choose the icon, enter **Correspondence**, and then choose the related link.
2. Choose the **G/L Corresp Entries Analysis** action.

On the **Options** tab of the request form, you can set parameters by filling in the fields with the information listed in the following table.

FIELD	DESCRIPTION
Period Beginning	Enter the starting date of the period, for the entries that you want to include in the report.
Ending of Period	Enter the ending date of the period, for the entries that you want to include in the report.
Other parameters: Without Zero Net Changes, Without Zero Lines, Debit Credit Separately, New Page for GL Acc	Specify the view of the report, such as whether the information for each account should be written without zero lines or net changes.

See Also

[Russia Local Functionality](#)

NOTE

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Currency information, Import currency rates

2/18/2021 • 2 minutes to read • [Edit Online](#)

Local currency information for printing forms is specified in **General Ledger Setup**.

Used fields on the **General tab**:

- LCY Code
- Local currency description

Import currencies

Go to **Company information**. Fill fields:

FIELD	DESCRIPTION
Import Curr. Exch. Rates	Specifies if it is possible to run the Import Currency Exch. Rate batch job.
Import Conflict Resolution	Specifies what will happen if a user runs the Import Currency Exch. rate batch job and there are conflicting exchange rates.

Go to **Currency**. On the **General tab** fill fields for each currency:

FIELD	DESCRIPTION
Import	Specifies if the currency has an imported exchange rate.
Ru Bank Code	Specifies the Russian bank code associated with the currency.
Ru Bank Digital Code	Specifies the Russian bank digital code associated with the currency.

Import currency rates:

1. Go to Departments -> Financial management -> Periodic activities -> Currency -> Import currency rates.
2. Enter the start and end dates of the period for which you want to adjust the exchange rates.

See Also

[Adjust Exchange Rates](#)

[Russia Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Responsible Employees and Advance Statements

2/18/2021 • 8 minutes to read • [Edit Online](#)

The **Advance Statement** report enables you to print and view information about payments made to and from responsible employees. This report also enables you to print and view primary documents of responsible employee expenses.

Creating the Responsible Employee Card


The **Resp. Employee Card** window is created for each responsible employee on the basis of the **Employee Card** window, but it can also be created independently.

It provides the following information:


1. Responsible Employee card number
2. Data of the responsible employee (address, postal code or city, and telephone)
3. Contacts (telephone, e-mail address, Internet address)
4. General ledger entry postings of the responsible employee on the **Posting FastTab (Gen. Bus. Posting Group, VAT Bus. Posting Group, and Vendor Posting Group)**
5. Documents of the responsible employee (unposted and posted advance statements), which can be opened using the **Documents** button.

The following procedure shows how to access the **Resp. Employee Card** window.

To create a Responsible Employee card

1. Choose the  icon, enter **Resp. Employees**, and then choose the related link.
2. Create a new card.
3. Choose the **OK** button.

To create a Responsible Employee Card from an Employee card

1. Choose the  icon, enter **Employees**, and then choose the related link.
2. Choose the **Create Resp. Employee** action.
3. The **Resp. Employee Card** window contains the following information entered manually or from the corresponding glossary and settings.

FIELD	DESCRIPTION
No.	Specifies the value that is filled automatically from the Employee Card window, or is entered manually.
Name	Specifies the value that is filled automatically from similar fields in the Employee Card window or is entered manually.
Address	Specifies the value that is filled automatically from similar fields in the Employee Card window or is entered manually.

FIELD	DESCRIPTION
Post Code	Specifies the value that is filled automatically from similar fields in the Employee Card window or is entered manually.
Country/Region Code	Specifies the value that is filled automatically from similar fields in the Employee Card window or is entered manually.
Phone No.	Specifies the value that is filled automatically from similar fields in the Employee Card window or is entered manually.
Search Name	Specifies the value of the Name field is entered from the displayed Resp. Employee Card window.
Communication (E-Mail, Home Page)	Specifies the values that are filled automatically from similar fields in the Employee Card window or is entered manually.
Currency Code	Specifies a blank by default.
Gen. Bus. Posting Group	Specifies the value of the Adv. Stmt. Gen. Bus. Posting Gr field from the Purchases and Payables setup on the Advance Statement FastTab.
VAT Bus. Posting Group	Specifies the value of the Adv. Stmt. VAT Bus. Posting Gr field from the Purchases and Payables setup on the Advance Statement FastTab.
Vendor Posting Group	Specifies the value of the Adv. Stmt. Vendor Posting Gr field from the Purchases and Payables setup on the Advance Statement FastTab.

Creating the Advance Statement

The **Advance Statement** is created by the responsible employees. This statement contains information about payments received by the employees and about primary documents that are provided to confirm the expenses.

The **Advance Statement** contains the following information:

- Advance Statement number
- Posting date and document date
- Responsible employee data (code and name)
- Advance purpose and posting description
- Number of documents and pages
- Remainder or overdraft document to register the payment document for the advance statement
- Currency code to register currency expenses
- Expense lines, which are registered according to the value selected in the **Type in Advance Statement lines** field – **G/L Account**, **Item**, **Fixed Asset**, **Charge (Item)**, and **Employee Purchase** values

The following expense lines are registered according to the value selected in the **Type** field and **No.** or **Employee Purchase Vendor No.** fields, in the lines of Advance Statement:

- To write off the expense:

- **Type** - G/L Account
- **No.** - General ledger account number
- To account for the purchased items or materials:
 - **Type** - Item
 - **No.** - Item cardnumber
- To account for the purchased fixed asset:
 - **Type** - Fixed Asset
 - **No.** - Fixed Asset card number
- To account for additional charges for purchased items:
 - **Type** - Charge (Item)
 - **No.** - Item charge code
- To register the primary documents received from the vendor (in case primary documents have been received from the vendor for items, fixed assets, or expenses by responsible employee):
 - **Type** - Empl. Purchase
 - **Employee Purchase Vendor No.** - Vendor number

To access the Advance Statement

1. Choose the  icon, enter **Advance Statements**, and then choose the related link.

The **Advance Statement** window contains the following information in the **General** FastTab, in the header, entered manually or filled in from the corresponding glossary and settings.

FIELD	DESCRIPTION
No.	Specifies the number of the advance statement, which is calculated automatically. The number depends on the value of the Advance Statement Nos. field that was specified in the Purchases & Payables Setup window on the Advance Statement FastTab.
Posting Date, Document Date	Specifies the posting date and document date. By default, these fields are filled in with the value from the work date. It can also be filled in manually.
Employee No.	Specifies the number of responsible employee. The value is selected manually from the vendor list.
Employee Name	Specifies the name of responsible employee. This field is filled in automatically with the values of the Name and Name2 fields of the Resp. Employee Card window.
Advance Purpose	Specifies the purpose of advance.
Posting Description	Specifies the posting description of the document. This field is filled in automatically with the value from the Invoice No. field. The field can be edited manually.
Vendor Invoice No.	Specifies the number of an external document. This field is filled in automatically.

2. The **Advance Statement** window contains the following information in the **Statement** FastTab in the header, entered manually or filled in from the corresponding glossary and settings.

FIELD	DESCRIPTION
No. of Documents, No. of Pages	Specifies the number of documents that confirm expenses and number of pages of these documents. The fields are filled in manually with numeric values.
Remaining or Overdraft Doc. No.	Specifies the cash document that closes the remaining or overdraft amount for this advance statement. A payment document is selected from the vendor ledger entries of the responsible employee.

The Advance statement window contains the following information from the expense lines that are created.

FIELD	DESCRIPTION
Type	Select G/L Account, Item, Fixed Asset, Charge (Item), Empl. Purchase depending on the type of expenses.
No.	If Type = G/L Account : In the No. field, select a general ledger account from the General Ledger Account List glossary. If Type = Item : In the No. field, select an Item card from the Item List glossary. If Type = Fixed Asset : In the No. field, select a Fixed Asset card from the Fixed Asset List glossary. If Type = Charge (Item) : In the No. field, select an item charge from the Item Charges and Fixed Asset Charges glossary.
Empl. Purchase Vendor No.	If Type = Empl. Purchase : In the Empl. Purchase Vendor No. field, select a Vendor card from the Vendor List glossary.
Empl. Purchase Entry No	If Type = Empl. Purchase : In the Empl. Purchase Entry No. field, select a posted vendor entry from the vendor ledger entries. Note : You must post an invoice from the vendor before registering in advance statement, in case a responsible employee receives primary documents (invoice-facture for example) from the vendor.
Empl.Purchase Document No, Empl. Purchase Document Date	The fields are filled in manually. In the Empl.Purchase Document No. field, enter the number of the document that confirmed expenses in the current line. In the Empl. Purchase Document Date field, enter the date of the document that confirmed expenses in the current line.
Description	Description of expenses in the current line. The Description field is filled in with the value of the Name or Description field from the selected card by default.
Quantity Direct Cost Excl. VAT	Quantity and cost of expenses (items and fixed assets). The fields are filled in with numeric values manually.


The **Created Document Status** field reflects the current document status. To change the current document status from **Open** to **Released**.

- Choose the **Release** action. The released advance statement will be accessible for printing.

Printing an Unposted Advance Statement

The following procedure shows how to print an unposted advance statement.

To print an unposted Advance Statement

1. Choose the  icon, enter **Advance Statements**, and then choose the related link.
2. In the **Advance Statement** window, choose the **Print** action.

Note

The report is usually printed after creating the document for signing and confirmation.

3. On the **Purchase Header** FastTab, apply the following filters.

FIELD	FILTER
No.	This field contains the unposted advance statement number. By default, a value from the open document is entered.
Document Type	This field is filled in automatically.

4. On the **Options** FastTab, specify the employees for signing the document as listed in the following table.


PARAMETER	DESCRIPTION
Accountant (Cashier)	Select an employee code (cashier) from the Employee List table to fill in the corresponding fields in the statement.
Accountant	Select an employee code (accountant) from the Employee List table to fill in the corresponding fields in the statement.

5. Choose the **Print** button.

Viewing the Posted Advance Statement

To following procedure demonstrates how to access the posted **Advance Statement**.

To view the posted advance statement


1. Choose the  icon, enter **Posted Advance Statement**, and then choose the related link.

A posted **Advance Statement** reflects all the information entered in the document in the Advance statement.

Printing the Posted Advance Statement

The following procedure shows how to print the posted **Advance Statement**.

To print a posted advance statement

1. Choose the  icon, enter **Posted Advance Statements** and then choose the related link.
2. Choose the **Print** action. The **Posted Advance Statement** dialog box opens.

Note

The report is usually printed as an approved and confirmed document.

3. On the **Purch. Inv. Header** FastTab of the report, apply the following filters.

FIELD	FILTER
No.	This field contains the number of the posted advance statement. By default, this value is entered from the open document.

4. On the **Options** FastTab, specify the employees to sign the document as listed in the following table.

PARAMETER	DESCRIPTION
Accountant (Cashier)	Select the employee code (cashier) from the Employee List table to fill in the corresponding fields in the report.
Accountant	Select the employee code (accountant) from the Employee List table to fill in the corresponding fields in the report.

5. Choose the **Print** button.

See Also

[Human Resources](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Payables and Receivables in the Russian version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Russia, there are specific Business Central features that you can use to track and manage your accounts payable and accounts receivable.

Getting Started with Payables and Receivables

Use the following table to learn more about the payables and receivables features that are available for Russia.

TOPIC	DESCRIPTION
Enter Custom Declarations Information	Enables you to create and print customs declarations for import and export goods.
Set Up and Create Letters of Attorney	Enables you to create and print a Letter of Attorney that you can use to authorize an individual or organization to act on the behalf of another in a legal or business matter.
Russian Payables Reports	Enables you to view and print general ledger turnover and finance reports that originate from vendor purchase transactions.
Russian Receivables Reports	Enables you to view and print general ledger turnover and finance reports that originate from customer sales transactions.
Set Up Customer Prepayments	Enables you to set up advance payments on sales orders that are received before a final invoice is issued.
Set Up Vendor Prepayments	Enables you to set up advance payments on purchase orders that are paid before a final invoice is issued.
Posting Vendor and Customer Prepayments	Enables you to post and apply prepayment.
Prepayment differences	Enables you to post prepayment differences.
Set Up Customer and Vendor Agreements	Enables you to set up agreements with customers and vendors.

See Also

[Russia Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Enter Custom Declarations Information

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the following procedure to enter custom declaration information.

To enter custom declarations information

1. Choose the  icon, enter **Custom Declarations**, and then choose the related link.
2. In the **Custom Declaration** window, fill in the fields.

FIELD	DESCRIPTION
No.	Specifies the custom declaration number.
Description	Specifies the description of the custom declaration number.
Source Type	Select the source type for the custom declaration. Source types include Blank , Customer , Vendor , and Item .
Source No.	Specifies the source number from one of the following tables: - Customer - Vendor - Item List
Country of Origin Code	Specifies the country/region for the customer if all the items in the custom declarations have come from the same country/region. Information from this field is copied to the custom declaration lines.
Declaration Date	Enter the date of the custom declaration.

3. Choose the **OK** button.

See Also

[Print the Factura-Invoice](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up and Create Letters of Attorney


2/18/2021 • 2 minutes to read • [Edit Online](#)

The letter of attorney feature enables you to create and print a Letter of Attorney, and to also print a journal of Letters of Attorney.

Set up numbering for open and released Letters of Attorney. Numbers for open documents are generated after a new document is created. Numbers for released documents are generated after a document is printed. This number is documented in the printing form of the document and in the Letter of Attorney journal.


The following procedure shows how to set up the numbering for Letters of Attorney.

To set up a letter of attorney

1. Choose the , enter **Purchases & Payables Setup**, and then choose the related link.
2. On the **Background Posting** FastTab, fill in the **Letter of Attorney Nos.** and **Released Letter of Attorney Nos.** fields.
3. Choose the **OK** button.

The following procedure shows how to create a Letter of Attorney.

To create a letter of attorney

1. Choose the , enter **Letters of Attorney** and then choose the related link.
2. Create a new document and fill in the fields in the following table.

FIELD	DESCRIPTION
Letter of Attorney No.	Enter the number of the printed document. This number is documented in the printing form of the document and in the Letter of Attorney journal. This field is filled in automatically from the numbering series.
Employee No.	Enter the employee number.
Employee Full Name	Specifies the name of the employee. The field is filled in automatically from the Employee Card .
Employee Job Title	Specifies the job title of the employee. The field is filled in automatically from the Employee Card .
Source Document Type	Enter the type of source document. You can create a Letter of Attorney (header and lines) on the basis of an existing purchase document that is not yet posted.
Source Document No.	Enter the source document number.
Buy-from Vendor No.	Specifies the vendor number. The field is filled in automatically from the purchase document when a source document is chosen. You can manually choose the vendor.

FIELD	DESCRIPTION
Buy-from Vendor Name	Specifies the name of the vendor. The field is filled in automatically from the Vendor Card .
Document Description	Specifies information about the source document. The field is filled in automatically, but you can also manually enter the document description.
Realization Check	Specifies the document that is realized.
Document Date	Enter the date of the Letter of Attorney. This field is filled in with the work date by default. Manually enter the date of the document, if needed.
Validity Date	Enter the validity date of the document. This field is filled in by default, with the date that occurs 15 days after the document date. Manually enter the validity date, if needed.
Status	Specifies the status of the document.
No.	Enter the number of the open document. This field is filled in automatically from the numbering series.

3. Choose the OK button.

See Also

[Set Up Responsible Employees and Advance Statements](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Russian Payables Reports

2/18/2021 • 7 minutes to read • [Edit Online](#)

The payables report feature enables you to view the vendor general ledger turnover for general ledger accounts for finance entries with the source type Vendor on the screen and in the form of a printed report. The following reports are also provided:

- Vendor General Ledger Turnover (page 12407)
- Vendor General Ledger Turnover (report 12451)
- Vendor Accounting Card (report 12445)
- Vendor Turnover (report 12444)
- Vendor Posting Group Turnover (report 12443)
- Vendor Entries Analysis (report 12446)
- Vendor Reconciliation Act (report 14911)

Vendor General Ledger Turnover (Page 12407)

The **Vendor General Ledger Turnover** page is an electronic window that shows the vendor turnover for general ledger accounts in the context of vendors.

To access this window, choose the **Financial Management** action, choose the **Payables** action, and then choose the **Turnover** action. This window contains all the information about a vendor's entries such as the general ledger entries with the source type Vendor with the amounts in local currency (LCY).

The lines of the window contain the information listed in the following table.

COLUMN	DESCRIPTION
No.	Select this column to enter the vendor number. This column is not editable.
Name	Select this column to enter the vendor name. This column is not editable.
Vendor Posting Group	Select this column to enter the vendor posting group. This column is not editable.
Starting Balance LCY, Debit Amount (LCY), Credit Amount (LCY), Ending Balance LCY, Net Change (LCY).	Select this column to enter the balance at the beginning and the end of the period, debit amount, credit amount, and net change for the period. All amounts are shown in the local currency. The values of these columns are calculated for all the general ledger entries with the source type Vendor. These columns are not editable.

The following procedure shows how to access the window with the option for the **Vendor** action.

- Choose the **Vendor** action, choose the **Vendor G/L Turnover** action, and then choose the **Card** action (SHIFT+F5 Hot Key) to view the vendor card for the selected line.

Vendor General Ledger Turnover Report (Report 12451)

The **Vendor General Ledger Turnover** report is used to analyze turnover as well as for analysis of the vendor

account balances. It is usually printed monthly, but can be printed for any given period.

The following procedure shows how to access the **Vendor General Ledger Turnover** report.

1. Choose the **Financial Management** action, choose the **Payables** action, and then choose the **Turnover** action.
2. Choose the **Vendor G/L Turnover** action, choose the **Print** action, and then choose the **G/L Turnover** action.

The **Options** FastTab contains the fields listed in the following table.

FIELD	DESCRIPTION
Rounding Precision	Select this field to choose the required rounding precision such as 0.001, 0.01, 1, or 1000.
Replace zero values by blanks	Select this field to replace zero values with blanks during printing.
Skip zero lines	Select this field to exclude lines with zero values.

Vendor Accounting Card Report (Report 12445)

The **Vendor Accounting Card** report provides the following information for all of a vendor's entries for a specific period:

- Starting balance
- Posting date
- Document number
- Description
- Net change debit
- Net change credit
- Document type
- Ending balance

This report is usually printed monthly and on the date of inventory, but can be printed for any given period.

The following procedure shows how to access the **Vendor Accounting Card** report.

1. Choose the **Financial Management** action, choose the **Payables** action, and then choose the **Turnover** action.
2. Choose the **Vendor G/L Turnover** action, choose the **Print** action, and then choose the **Vendor Accounting Card** action.

The **Vendor** FastTab of the request page contains the same fields as the **Vendor** FastTab of the **Vendor General Ledger Turnover** report. On the **Options** FastTab, you can select the **New page for Vendor** check box to print the information for each vendor on a separate page.

Vendor Turnover Report (Report 12444)

The **Vendor Turnover** report is used to print the data about a vendor's entries for a specific period in the context of separate contracts (agreements). The system fills in the following information about the vendor:

- Starting balance (debit or credit at the start of the period)
- Net change (debit or credit)

- Ending balance (debit or credit at the end of the period)

To access the Vendor Turnover report

Choose the  icon, enter **Vendor Turnover**, and then choose the related link.

The **Vendor** FastTab of the request page contains the same fields as the **Vendor** FastTab of the **Vendor General Ledger Turnover** report. On the **Options** FastTab, you can specify the same format options as on the **Options** FastTab of the **Vendor General Ledger** report.

The **Options** FastTab contains the fields listed in the following table.

FIELD	DESCRIPTION
Rounding Precision	Select this field to choose the required rounding precision such as 0.001, 0.01, 1, or 1000.
Replace zero values by blanks	Select this field to replace zero values with blanks during printing.
Skip accounts without net changes	Select this field to exclude lines without net changes within the period.
Skip accounts with zero ending balance	Select this field to exclude lines with zero ending balances at the end of the period.
Skip zero lines	Select this field to exclude lines with zero values.

Vendor Posting Group Turnover Report (Report 12443)

The **Vendor Posting Group Turnover** report is used to print information on the vendor's entries that are accumulated in the vendor posting groups. The printed data contains the following information:

- Vendor posting group code
- Vendor posting group name
- Starting balance (debit or credit)
- Net change (debit or credit)
- Ending balance (debit or credit)

To access the **Vendor Posting Group Turnover** report

- Choose the **Financial Management** action, choose the **Payables** action, choose the **Reports** action, and then choose the **Vendor Posting Group Turnover** action.

On the **Vendor Posting Group** FastTab of the request page, you can specify the vendor posting group code or a range of vendor posting group codes, depending on whether you want to print the report for one vendor posting group, or for a range of vendor posting groups.

On the **Options** FastTab, you can specify the same format options as on the **Options** FastTab of the **Vendor General Ledger Turnover** report.

Vendor Entries Analysis Report (Report 12446)

The **Vendor Entries Analysis** report shows the vendor's liabilities at the beginning and at the end of the period, entry analysis, and invoice discharging. The printed data contains the following information:

- Posting date

- Document number
- Document name
- Type (payment, invoice)
- Amount
- Amount closed
- Payment date

This report enables you to determine the invoice and payment interdependence, and it also shows closed entries, due invoices, partially discharged invoices, and vendor prepayment amounts.

To access the **Vendor Entries Analysis** report.

- Choose the **Financial Management** action, choose the **Payables** action, choose the **Reports** action, and then choose the **Vendor Entries Analysis** action.

On the **Vendor** FastTab of the request page, you can define the vendor number or a range of numbers, depending on whether you want to print the report for one vendor or for a number of vendors. On the **Options** FastTab, you can specify the format options listed in the following table.

PARAMETER	DESCRIPTION
Starting Date	Select this option to specify the start date of the period.
Ending of period	Select this option to specify the end date of the period.
Report Currency	Select this option to specify the currency you want to use in the report. You can choose: - Local currency - Transaction currency
New Page For Vendor	Select this option to print the data for each vendor on a separate page.

Vendor Reconciliation Act Report (Report 14911)

The **Vendor Reconciliation Act** report shows the payments or liabilities of the vendor. It is used for the reconciliation of mutual payments of contractors.

To access the **Vendor Reconciliation Act** report

- Choose the **Financial Management** action, choose the **Payables** action, choose the **Reports** action, and then choose the **Vendor Reconciliation Act** action.

The following levels of details are possible:

- Full Detail
- Partial Detail
- None

Full Detail

If Full Detail is selected as the detail level, the report prints the following data for each document for the current and previous periods:

- Document number and the numbers of the documents connected with it.
- The balance on each document (debit or credit)
- Document date

- Description

The report prints the following on the right side of the window (vendor's data) if **Print Contactor Data** is active on the **Options** FastTab of the request page:

- Document amount
- Debit
- Credit

Partial Detail

If Partial Detail is selected as the detail level, the report displays the balance on each document for the current and previous periods, but does not display the connections to the invoices, credit notes, and payments.

None

If None is selected as the detail level, the report shows the following information for each vendor:

- The balance at the beginning of the period
- Net changes for the period
- The balance at the end of the period
- Amount of the vendor liabilities
- General managers' signatures

On the **Vendor** FastTab of the request page, you can define the vendor number or a range of numbers, depending on whether you want to print a report for one vendor or for a number of vendors.

See Also

[Russian Receivables Reports](#)

[Set Up Customer and Vendor Agreements](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Russian Receivables Reports

2/18/2021 • 6 minutes to read • [Edit Online](#)

The receivables report feature enables you to view the customer general ledger turnover for finance entries of general ledger accounts with the source type Customer. The following reports are also provided:

- Customer General Ledger Turnover (report 12450)
- Customer Accounting Card (report 12441)
- Customer Turnover (report 12439)
- Customer Posting Group Turnover (report 12440)
- Customer Entries Analysis (report 12442)
- Customer Reconciliation Act (report 14910)

Customer General Ledger Turnover Report (Report 12450)

The **Customer General Ledger Turnover** report is used to analyze the turnover and to analyze customer account balances. It is usually printed monthly, but it can be printed for any given period.

The **Options** FastTab contains the fields listed in the following table.

FIELD	DESCRIPTION
Rounding Precision	Select this field to choose the required rounding precision: 0.001, 0.01, 1, or 1000.
Replace zero values by blanks	Select this field to replace zero values with blanks during printing.
Skip zero lines	Select this field to exclude lines with zero values.
Print Agreements	if it is selected, all amounts in reports will be calculated and shown in the section of agreements.

Customer Accounting Card Report (Report 12441)

The **Customer Accounting Card** report provides the following information for all of a customer's entries for a specific period:

- Starting balance
- Posting date
- Document number
- Description
- Net change debit
- Net change credit
- Document type
- Ending balance

It is printed monthly and on the date of inventory, but can be printed for any given period.

The following procedure shows how to access the **Customer Accounting Card** report.

1. Choose the **Financial Management** action, choose the **Receivables** action, and then choose the **Turnover** action.
2. Choose the **Customer G/L Turnover** action, choose the **Print** action, and then choose the **Customer Accounting Card** action.

The **Customer** FastTab of the request page contains the same fields as the **Customer** FastTab of the Customer General Ledger Turnover report. On the **Options** FastTab, you can select the **New page per Customer** field to print the information for each customer on a separate sheet.

Customer Turnover Report (Report 12439)

The **Customer Turnover** report is used to print the data about a customer's entries for a specific period. It can also be created for customers separately for agreements. The printed data contains the following information:

- Number
- Name
- Starting balance (debit or credit at beginning of the period)
- Net change (debit or credit)
- Ending balance (debit or credit at end of the period)

To access the **Customer Turnover** report

- Choose the **Financial Management** action, choose the **Receivables** action, choose the **Reports** action, and then choose the **Customer Turnover** action.

The **Customer** FastTab of the request page contains the same fields as the **Customer** FastTab of the **Customer General Ledger Turnover** report.

The **Options** FastTab contains the fields listed in the following table.

FIELD	DESCRIPTION
Rounding Precision	Select this field to choose the required rounding precision: 0.001, 0.01, 1, or 1000.
Replace zero values by blanks	Select this field to replace zero values with blanks during printing.
Skip accounts without net changes	Select this field to exclude lines without net changes within the period.
Skip accounts with zero ending balance	Select this field to exclude lines with zero ending balances at the end of the period.
Skip zero lines	Select this field to exclude lines with zero values.

Customer Posting Group Turnover Report (Report 12440)

The **Customer Posting Group Turnover** report is used to print information on the customer's entries that are accumulated in the customer posting groups. The printed data contains the following information:

- Customer posting group code
- Customer posting group name
- Starting balance (debit or credit)
- Net change (debit or credit)

- Ending balance (debit or credit)

To access the **Customer Posting Group Turnover** report

- Choose the **Financial Management** action, choose the **Receivables** action, choose the **Reports** action, and then choose the **Customer Posting Group Turnover** action.

On the **Options** FastTab, you can specify the same format options as on the **Options** FastTab of the **Customer General Ledger Turnover** report.

Customer Entries Analysis (Report 12442)

The **Customer Entries Analysis** report shows the customer's liabilities at the beginning and at the end of the period, entry analysis, and invoice discharging. The printed data contains the following information

- Posting date
- Document number
- Document name
- Type (payment, invoice)
- Amount
- Amount closed
- Payment date

This report shows all the entries of the customer for a certain period. The analysis of the report enables you to determine the invoice and payment interdependence, shows closed entries, due invoices, partially discharged invoices, and customer prepayment amounts.

To access the **Customer Entries Analysis** report

- Choose the **Financial Management** action, choose the **Receivables** action, choose the **Reports** action, and then choose the **Customer Entries Analysis** action.

On the **Customer** FastTab of the request page, define the customer number or a range of numbers, depending on whether you want to print the report for one customer or for a range of customers. On the **Customer Ledger Entry** FastTab, you can enter a filter value for one document or for a range of documents.

On the **Options** FastTab, you can specify the format options listed in the following table.

PARAMETER	DESCRIPTION
Starting Date	Enter the start date of the period.
Ending of period	Enter the end date of the period
Report Currency	Enter currency that you want to use in the report. You can choose: - Local currency - Transaction currency
New Page For Customer	Select this field to print the data for each customer on a separate page.

Customer - Reconciliation Act (Report 14910)

The **Customer – Reconciliation Act** report shows the payments or liabilities of the customer. It is used for the reconciliation of mutual payments of contractors.

To access the **Customer – Reconciliation Act** report

- Choose the **Financial Management** action, choose the **Receivables** action, choose the **Reports** action, and then choose the **Customer - Reconciliation Act** action.

The following levels of detail are possible:

- Full
- Partial
- None

Full Detail

If Full is selected as the detail level, the report prints the following data for each document for the current and previous periods:

- Document number and numbers of documents connected with it
- The balance on each document (debit or credit)
- Document date
- Description

The report prints the following information on the right side of the window (customer's data) in case the **Print Contactor Data** check box is selected on the **Options** FastTab of the request page:

- Document amount
- Debit
- Credit

Partial Detail

If Partial Detail is selected as the detail level, the report shows the balance on each document for the current and previous periods, but no connections to the invoices, credit notes, and payments.

None

If None is selected as the detail level, the report shows, for each customer, the balance at the beginning of the period, net changes for the period, and the balance at the end of the period. It also shows the amount of the customer liabilities.

On the **Options** FastTab, you can specify the format options listed in the following table.

PARAMETER	DESCRIPTION
Starting Date	Enter the start date of the period.
Ending Date of the Period	Enter the end date of the period.
Report Currency	Enter the currency that you want to use in the report. You can choose any currency from the glossary of currencies.
Detailed	Select one of these values: - Full - Partial - None

See Also

[Russian Payables Reports](#)

[Set Up Customer and Vendor Agreements](#)

NOTE

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Set Up Customer Prepayments

2/18/2021 • 2 minutes to read • [Edit Online](#)

Prepayments are advance payments on sales orders that are received, invoiced, and posted before the final invoice is issued. For example, you may require a deposit before you manufacture and ship an item to a customer. Prepayments let you invoice and collect advance payments from customers and post the payments against the correct invoices and accounts.

To set up customer prepayments

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Numbering** FastTab, verify that the number series for the **Posted Prepmt. Inv. Nos.** is the same as the **Posted Invoice Nos.**. Also verify that the number series for the **Posted Prepmt. Cr. Memo Nos.** is the same as the **Posted Credit Memo Nos.**.
3. On the **Prepayment** FastTab, enter the following information.

FIELD	DESCRIPTION
Use Prepayment Account	Select to post prepayments using the subaccount specified in the Prepayment Account field in the Customer Posting Groups window.
Create Prepayment Invoice	Select to create an invoice for the prepayment. If this field is not selected, an invoice for the prepayment will not be created.
Posted Prepayment Nos.	Enter the code of the number series that you want to use for prepayment invoices.
Posted PD Doc. Nos.	Enter the code of the number series that you want to use for prepayment documents.
PD Doc. Nos. Type	Select if you want to use a number series or symbol to identify prepayment documents.
Symbol for PD Doc.	Enter a symbol to be printed on prepayment documents.
PD Gains Condition Dim Value	Enter the code for the dimension that is used to generate conditional prepayment gains.
PD Losses Condition Dim Value	Enter the code for the dimension that is used to generate conditional prepayment losses.
PD Gains Kind Dim Value	Enter the code for the dimension that is used to generate payment in kind prepayment gains.
PD Losses Kind Dim Value	Enter the code for the dimension that is used to generate payment in kind prepayment gains.

4. Open the **Customer Posting Groups** window.

5. In the **Prepayment Account** field, specify the general ledger accounts that you want to use for posting customer prepayments.
6. Choose the **Close** button to close the window and save your entries.

You can now invoice and collect advance payments from customers and post the payments to the correct invoices and accounts.

See Also

[Invoicing Prepayments](#)

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Vendor Prepayments

2/18/2021 • 2 minutes to read • [Edit Online](#)

Prepayments are advance payments on purchase orders that are paid before the final invoice is issued. For example, you may be required by a vendor to prepay 20 percent of the invoice amount on a manufactured item. Prepayments allow you track and record advance payments on purchase invoices.

To set up vendor prepayments

1. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
2. On the **Numbering** FastTab, verify that the number series for the **Posted Prepmnt. Inv. Nos.** is the same as the **Posted Invoice Nos.**. Also verify that the number series for **Posted Prepmnt. Cr. Memo Nos.** is the same as the **Posted Credit Memo Nos.**.
3. On the **Prepayment** FastTab, enter the following information.

FIELD	DESCRIPTION
Use Prepayment Account	Select to post prepayments using the special subaccount specified in the Prepayment Account field in the Vendor Posting Groups window.
Posted PD Doc. Nos.	Enter the code of the number series that you want to use for prepayment documents.
PD Doc. Nos. Type	Select if you want to use a number series or symbol to identify prepayment documents.
Symbol for PD Doc.	Enter a symbol to be printed on prepayment documents.
PD Gains Condition Dim Value	Enter the code for the dimension that is used to generate conditional prepayment gains.
PD Losses Condition Dim Value	Enter the code for the dimension that is used to generate conditional prepayment losses.
PD Gains Kind Dim Value	Enter the code for the dimension that is used to generate payment in kind prepayment gains.
PD Losses Kind Dim Value	Enter the code for the dimension that is used to generate payment in kind prepayment losses.

4. Open the **Vendor Posting Groups** window.
5. In the **Prepayment Account** field, specify the general ledger accounts that you want to use for posting vendor prepayments.
6. Choose **Close** to close the window and save your entries.

You can now track and record advance payments on purchase invoices.

See Also

[Invoicing Prepayments](#)

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

NOTE

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Posting Vendor and Customer Prepayments

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In the Russian version, prepayments work in a different way compared to the standard version of Business Central. When we receive a prepayment, it is necessary by accounting rules to post the prepayment on a separate account. Therefore, the vendor and customer posting groups have the **Prepayment Account** field.

Business Central uses these accounts for prepayment entries- Payment with Prepayment check mark.

To post a prepayment

1. On the **General Journal** page, select the **Document Type - Payment and Prepayment** check box.
2. Specify the account type and account number, the balance account type, and the balance account number.
3. Post the general journal.

To apply prepayments

1. Go to the **Vendor Ledger Entries** or **Customer Ledger Entries** page.
2. Select a line with a posted prepayment, and then choose the **Apply** action.
3. Select the line with the invoice to which you want to apply the prepayment, and then choose the **Set applies-to ID** action.
4. Choose the **Post Application** action.

See Also

[Russia Local Functionality](#)

NOTE

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Prepayment Differences

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When you apply a prepayment to an invoice in a foreign currency, Business Central calculates the difference in the amounts based on currency exchange rates between the invoice and the prepayment and create a prepayment difference entry for the invoice.

Setup for Purchases

On the **Purchases & Payables Setup** page, fill in the fields:

FIELD	DESCRIPTION
Use Prepayment Account	Specifies if you want to post prepayments using the general ledger account.
Posted PD Doc. Nos.	Specifies the number series from which numbers are assigned to new records.
PD Doc. Nos. Type	Specifies if you want to use a number series or symbol to identify prepayment transaction entries.
Symbol for PD Doc	Specifies the symbol that identifies prepayment related entries.

Setup for Sales

On the **Sales & Receivables Setup** page, fill in the fields:

FIELD	DESCRIPTION
Use Prepayment Account	Specifies if you want to post prepayments using the general ledger account.
Create Prepayment Invoice	Specifies if you want to create an invoice for the prepayment.
Posted Prepayment Nos.	Specifies the number series from which numbers are assigned to new records.
Posted PD Doc. Nos.	Specifies the number series from which numbers are assigned to new records.
PD Doc. Nos. Type	Specifies if you want to use a number series or symbol to identify prepayment transaction entries.
Symbol for PD Doc.	Specifies a symbol that identifies prepayment related entries.

See Also

[Russia Local Functionality](#)

NOTE

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Set Up Customer and Vendor Agreements


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The customer and vendor agreements feature provides the following:

- A list of agreements for customers and vendors
- An agreement card where all the required information about agreements is stored
- Synchronization between agreements and dimensions, to enable use of existing reports and dimension analyses


The following procedure shows how to set up an agreement for a customer, but the procedure for a vendor is similar and starts from the **Purchases & Payables** window.

To set up an agreement

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. To set up agreement, on the **Dimensions** FastTab and **Numbering** FastTabs, enter information in the fields listed in the following table.

FIELD	DESCRIPTION
Dimension Agreement	Select a dimension code for agreements.
Synch. Agreement Dimension	Select this field to create a dimension value code after agreements is created, and the dimension value codes are equal to the agreement codes.
Customer Agreement Nos.	Select the customer agreement number series.

To create a customer or vendor agreement

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select a customer from the list, and then choose the **Edit** action.
3. Expand the **Agreements** FastTab, and modify the **Agreement Posting** field.
4. Choose the **Agreements** action. In the **Customer Agreements** window, choose the **New** action.
5. In the **Customer or Vendor Agreement** card, enter the information in the following fields listed in the table.

FIELD	DESCRIPTION
Code	Enter the code for an agreement. Enter a maximum of 20 characters, both numbers and letters. It is created by default from the number series set up in the General Ledger Setup form.
Description	Enter the description of the agreement. Enter a maximum of 250 characters, both numbers and letters.

FIELD	DESCRIPTION
Source No.	Select this field to see the number of the vendor or customer for whom the agreement is created.
Source Name	Enter the name of the vendor or customer for whom the agreement is created. The source name is automatically retrieved from the Vendor or Customer table.
Dimension Value Code	Enter the dimension value code. Enter agreement and dimension functionality. The dimension value code is equal to the agreement code when the Synch. Agreement Dimensions field is selected in the Sales & Receivables Setup window.
Starting Date	Enter starting date of the period for which you want to use the agreement.
Expire Date	Enter the expiration date of the agreement.
Blocked	Select this field to prevent posting of entries on the agreement. When you try to create a document with a blocked agreement, an error message is displayed. An agreement is usually blocked after the expiration date.

On the **Navigate** tab, you can find the following functions:

- List - Shows a list of customer or vendor agreements.
- Ledger Entries - Shows customer or vendor ledger entries posted with this agreement code.

The agreements are fully synchronized with dimensions. You can post transactions and choose the dimension value code of the appropriate agreement from the list of agreements.

See Also

[Russian Receivables Reports](#)

[Russian Payables Reports](#)

NOTE

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Overview - Fixed Assets

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Russia, there are specific Business Central features that you can use to track and manage your fixed assets. You can use fixed assets functionality to manage depreciation and maintenance costs, track the movement of fixed assets, manage the sale or disposal of fixed assets, and generate various reports and statistics.

Getting Started with Fixed Assets

Use the following table to learn more about the fixed asset features that are available for Russia.

TOPIC	DESCRIPTION
Calculate Assessed Tax	Enables you to calculate the assessed tax for fixed assets.
Depreciation Bonus	Enables you to include fixed asset and capital investment expenses in the current period.
Set Up Fixed Asset Depreciation	Enables you to understand and use depreciation methods that are unique to Russia.
Fixed Asset Charges	Enables you to include additional charges on the purchase of fixed assets in the fixed asset acquisition cost.
Gratuitous receipt of fixed assets	Specifies how to post gratuitous receipt of fixed assets
Fixed Asset Inventory	Enables you to generate, process, filter, and print fixed asset inventory lists for auditing in compliance with legal requirements.
Fixed Asset Locations and Employees	Enables you to manage the movement and history of fixed assets.
Fixed Asset Turnover	Enables you to manage the turnover of fixed assets.
Create Future Expense Journals	Enables you to post expenses to a special account that are later included as expenses.
Create a Fixed Asset Charge	Specifies how to create a new fixed asset charge.
Create a Credit Memo for a Fixed Asset Charge	Specifies how to fix an error on a fixed asset charge of an invoice using a credit memo.
Selling Fixed Assets	Specifies how to sale fixed asset
Release, Track, and Write-Off Fixed Assets	Specifies how to release, track, and write-off the fixed assets of your organization.
View Posted Entries on a Fixed Asset Charge	Specifies how to view all posted fixed asset entries for each fixed asset charge code.

TOPIC	DESCRIPTION
Set Up an Intangible Assets Account	Enables you to post intangible asset transactions to a special intangible assets account.
Account for the Cost to Dispose a Fixed Asset	Enables you to account for the cost to dispose a fixed asset as an expense.
Undepreciable Fixed Assets	Enables you to recognize the complete cost of a fixed asset at the time of acquisition.

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Calculate Assessed Tax


2/18/2021 • 3 minutes to read • [Edit Online](#)

The assessed tax feature enables you to calculate the assessed tax for fixed assets. The assessed tax is based on the information provided in the **Fixed Asset Setup** window. You can also export the results of the calculated tax as a Microsoft Office Excel template.


To work with the functionality of calculating assessed tax, you must specify the following settings:

- parameters in the **Fixed Asset Setup** page
- create and fill **Tax authorities** page
- fill in information about the organization
- create current directories
- fill in the parameters in the fixed asset cards

To calculate assessed tax



1. Choose the  icon, enter **Assessed Tax Allowances**, and then choose the related link.
2. In the **Assessed Tax Allowances** window, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specifies the code for the assessed tax that is associated with the fixed asset.
Name	Specifies the name of the assessed tax code.


3. Choose the **OK** button.
4. Choose the  icon, enter **Assessed Tax Codes**, and then choose the related link.
5. In the **Assessed Tax Codes** window, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	Specifies a code for an assessed tax allowance.
Description	Specifies a description for the assessed tax code.
Region Code	Specifies a two-character region code that is used together with the Tax Authority No. field to determine the OKATO code.
Rate %	Specifies the tax rate for the assessed tax. If there are any tax allowances that reduce the tax rate, they must be included in the rate percentage.

FIELD	DESCRIPTION
Dec. Rate Tax Allowance Code	Specifies a code for the assessed tax allowance code that reduces the calculated assessed tax amount according to the tax allowances directory. This code is defined in the Assessed Tax Allowance table.
Dec. Amount Tax Allowance Code	Specifies the amount of an assessed tax allowance.
Decreasing Amount	Specifies the value to be used in the assessed tax calculation if there is a tax allowance that reduces assessed taxes.
Exemption Tax Allowance	Specifies a code for an assessed tax allowance exemption. This code is defined in the Assessed Tax Allowance table.
Decreasing Amount Type	Specifies whether the decreasing amount value is a percentage or an amount.

6. Choose the **Close** button.
7. Choose the  icon, enter **OKATO Codes**, and then choose the related link.
8. In the **OKATO Codes** window, fill in the **Region Code** and the **Tax Authority No.** fields, and then choose the **OK** button.
9. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
10. On the **Assessed Tax** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Assessed Tax Code	Specifies the assessed tax code that is associated with the fixed asset.
Property Type	Specifies the property type of the fixed the fixed asset. Property types include: Immovable UGSS Property , Immovable Distributed Property , Other Property , and Special Economic Zone Property .
Book Value per Share	Specifies the book value of the fixed asset, per share.
OKATO Code	Specifies the region where the current fixed asset is situated.
Tax Amount Paid Abroad	Specifies the amount of tax that was paid abroad for the fixed asset.

11. Choose the **OK** button.
12. To print the assessed tax declaration, you have to first import the declaration template. In the **Fixed Asset Setup** window, select the template name from the **Templates** FastTab.
13. Choose the  icon, enter **Calculate Assessed Tax**, and then choose the related link.
14. In the **Calculate Assessed Tax** window, fill in the **Tax Authority No.**, **Year**, and the **Reporting Period** fields.

15. Choose the OK button.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Depreciation Bonus

2/18/2021 • 2 minutes to read • [Edit Online](#)

Depreciation bonus is an accelerated depreciation method applied in tax accounting because of provisions in the Russian tax laws. A depreciation bonus enables you to include fixed asset and capital investment expenses in the current period at the rate of 10 percent or 30 percent.

Depreciation Bonus Calculation

A depreciation bonus can be calculated and applied for the following types of transactions:

- Acquisition costs of fixed assets.
- Acquisition costs and appreciation of capital investments for all previous periods excluding the current period.

The rate of the depreciation bonus is 10 percent or 30 percent, depending on the class of the fixed asset. The rate is set for a depreciation group using the **Depr. Bonus Percentage** field in the **Depreciation Group** window.

After the depreciation bonus is calculated and posted for a period, all transactions are cleared in preparation for the next period.

Depreciation Bonus Settings

Before depreciation bonus is calculated, you will have to make sure that the appropriate settings have been applied in the **Tax Register Setup** window. Use the information in the following table to apply depreciation bonus settings.

FIELD	DESCRIPTION
Rel. Act as Depr. Bonus Base	Select if you want fixed asset releases to be used to calculate the depreciation bonus base.
Depr. Bonus TD Code	Enter a tax difference code that is used to calculate the depreciation bonus. The selected tax difference code should be identified as a depreciation bonus during tax difference setup.
Depr. Bonus Recovery from	Enter the starting date from which depreciation is recovered if the fixed asset is sold. If the fixed asset is sold before this date and the depreciation bonus has already been applied, the depreciation bonus will not be recovered.
Depr. Bonus Recov. Per. (Year)	Enter the period in which the depreciation bonus is recovered if the fixed asset is sold.
Depr. Bonus Recovery TD Code	Enter the tax difference code that is used to calculate the depreciation bonus recovery amount in tax accounting.

Selecting and Canceling Depreciation Bonus Transactions

Depreciation bonus transactions should be posted before the monthly depreciation amount is calculated and

posted.

To select depreciation bonus transactions for posting for a period, select **Depr. Bonus** in the **Fixed Asset Journal** window and the **Fixed Asset G/L Journal** window.

You can cancel depreciation bonus transactions by running the **Cancel FA Ledger Entries** batch job. After posting the depreciation bonus cancellation, all operations that are included in the depreciation bonus base must be manually selected as the depreciation bonus base.

See Also

[Fixed Assets](#)

NOTE

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Fixed Asset Charges

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You can use fixed asset charges to include additional charges on the purchase of fixed assets in the fixed asset acquisition cost. For more information, see [How to: Create a Fixed Asset Charge](#).

- After service
- Repair
- Modernization
- Partial write-off
- Revaluation

In addition, you can also specify how the fixed asset will be depreciated. You can use various depreciation methods for your fixed assets. If you want to depreciate one or more fixed assets by several depreciation methods, you must set up multiple fixed asset depreciation methods.

See Also

[Create a Fixed Asset Charge](#)

[Create a Credit Memo for a Fixed Asset Charge](#)

[View Posted Entries on a Fixed Asset Charge](#)

[Setting Up Fixed Assets](#)

NOTE

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Gratuitous Receipt of Fixed Assets.

2/18/2021 • 2 minutes to read • [Edit Online](#)

Posting gratuitous receipt of fixed assets operation is registered in one of the sections of the Ledger journal for fixed assets:

1. Go to **Financial management > Fixed Assets > Journals > FA G/L Journals**
2. Fill the journal lines:

FIELD	DESCRIPTION
Posting Date	Enter the transaction date. Financial transactions and operations with fixed assets will be generated on the same date.
Document No.	Depending on the settings of the journal section, the document number is entered manually or filled in automatically.
Document Type	Not fill
Account Type	Fixed Asset
Account No.	Code of Fixed Asset
Depreciation Book Code	Specify the code of the depreciation book in which the Acquisition of fixed assets is posted.
FA Posting Type	Acquisition Cost
Description	You must enter a brief description of the business transaction. This description will be reflected in all transaction books and statements of transactions.
Amount	Enter the amount of the transaction with the "+" sign.
Bal. Account Type	G/L Account
Bal. Account No.	G/L Account for accounting of deferred income.
TAX Difference Code	Tax difference code for the acquisition of fixed assets.

3. Post the line.

NOTE

Since the fixed asset was not acquired by the organization, it does not have the right to apply a depreciation bonus for such an asset. Therefore, if the company enjoys the right of application of the depreciation bonus should exclude the cost of acquisition of the asset from the calculation base for the depreciation bonus.

4. If the option **Create Acquis. FA Tax Ledger** turned off in **TAX Register Setup**, then the value of the fixed asset issued in this way is not reflected in the depreciation book for tax accounting. Therefore, it is necessary to form an additional operation in **FA Journals**.
5. Fill the line **FA Journals**.

FIELD	DESCRIPTION
Posting Date	Enter the transaction date. Financial transactions and operations with fixed assets will be generated on the same date.
Document No.	Depending on the settings of the journal section, the document number is entered manually or filled in automatically.
Document Type	Not fill
Account Type	Fixed Asset
FA No.	Code of Fixes Asset
Depreciation Book Code	Specify the code of the depreciation book in which the Acquisition of fixed assets is posted.
FA Posting Type	Acquisition Cost
Description	You must enter a brief description of the business transaction. This description will be reflected in all transaction books and statements of transactions.
Amount	Enter the amount of the transaction with the "+" sign.

6. As a result of posting **FA Journals**, an acquisition entry is generated in the fixed asset Ledger for the depreciation book for tax accounting.

See Also

Fixed Assets

NOTE

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Fixed Asset Inventory

2/18/2021 • 2 minutes to read • [Edit Online](#)

The fixed assets inventory feature enables you to:


- Process inventory auditing of fixed assets in accordance with legal requirements.
- Generate electronic inventory lists of fixed assets that are to be inventoried with calculated quantities and amounts.
- Divide the inventory lists by the physical locations of fixed assets (by Fixed Asset Location code).
- Filter the inventory lists by other analytics (such as responsible employee).
- Print the forms with inventory lists that show all inventoried fixed assets, as well as lists that show the fixed assets with differences only in quantities or amounts.
- Print unified fixed asset forms.

Inventory Lists of Fixed Assets

You must create inventory lists of fixed assets with calculated quantities and amounts for inventory auditing. The lists are divided by analytics such as physical locations and employees responsible for certain fixed assets.

You can create special templates in the **Fixed Asset Journal** window.

The following procedure shows how to generate a list of fixed assets that are to be inventoried.

1. Choose the  icon, enter **FA Journals**, and then choose the related link.
2. Choose the **Calculate FA** action. The request form of a report that makes fixed asset inventory lists is displayed.
3. On the **Fixed Asset** FastTab, filter the fixed assets.

NOTE

They can be filtered by any parameter from the Fixed Asset card, such fixed asset location or responsible employee.

The parameters listed in the following table are on the **Options** FastTab.

PARAMETER	DESCRIPTION
Fixed Asset Journal Template	Select the fixed asset journal template to work with the fixed assets list during the inventory auditing process. It is filled by default with the fixed asset journal template.
Depreciation Book Code	Select the depreciation book with the records, which will be calculated by quantities and amounts.
Starting Document No.	Specify the document number used to make lines in the fixed asset journal.
Document Date	Specify the document date.

PARAMETER	DESCRIPTION
Posting Date	Specify the posting date. The quantities and amounts are calculated on this date. The Posting Date field is also filled with this value.
Show Fixed Asset with Book Value = 0	Select this field to create fixed asset journal lines for fixed assets which have a book value of zero.

The report creates one batch in the fixed asset journal template for every fixed asset location that is filtered in the request form. For every fixed asset that is filtered, one journal line is created in the batch according to its location. A journal batch is created for fixed assets in each fixed asset location.

The following procedure shows how to begin inventory auditing by fixed asset locations.

1. Select the batch according to the fixed asset location, and choose **OK**.

NOTE

You can view the fixed assets lines that are filtered in the report and the lines that are in this fixed asset location.

2. Place the columns of the fixed asset journal so that you can view calculated and actual quantities and amounts. They are reflected in the following fields:

- Actual Quantity
- Calc. Quantity
- Actual Amount
- Calc. Amount

NOTE

The amount value is the book value of the fixed asset.

See Also

[Fixed Asset Locations and Employees](#)

NOTE

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Fixed Asset Locations and Employees


2/18/2021 • 2 minutes to read • [Edit Online](#)

The fixed assets locations and the fixed assets employees feature enable you to:

- Control the movement of fixed assets and to keep the history of the movements of fixed assets between locations and responsible employees.
- Enter the fixed assets location and responsible employee in documents and journals for fixed asset posting. This information is reflected in fixed assets operations.
- Create reports and calculations that use the history of the movements of fixed assets. You can also connect employees (by default), locations (item location), and regions in an official classification (OKATO code) to any fixed assets location.

Setup

The following procedure shows how to make sure the **FA Location Code** and **Employee No.** fields are always filled in for fixed assets.

1. Choose the  icon, enter **FA Setup*, and then choose the related link.
2. On the **General** FastTab, select the **FA Location Mandatory** check box.

NOTE

When this field is selected, fixed asset posting procedures are controlled as long as they generate fixed asset operations with a non-zero value in the **Quantity** field.

1. Select the **Employee No. Mandatory** check box.

NOTE

When this field is selected, fixed asset posting procedures are controlled as long as they generate fixed asset operations with a non-zero value in the **Quantity** field.

Added Fields

Fields with references to fixed asset locations and responsible employees have been added to the following:

- Lines of purchase documents
- Fixed asset journals
- Fixed asset G/L journals
- Fixed asset reclassification journals
- Fixed asset acts

If the **Employee No. Mandatory** or the **FA Location Mandatory** check box is selected in the **Fixed Asset Setup** window, then the fields with references to corresponding tables must be filled in for fixed asset operations. If you enter a value in the **FA Location Code** field in a line, then the **Employee No.** field and **Location Code** field (if it exists in the line) are filled with the corresponding default values from the Fixed Asset Location table. Then the values of the fields can be changed manually.

When posting the documents and journals, the values of these fields are transferred to the corresponding new fixed asset operations and to corresponding fields in the Fixed Asset cards.

See Also

[Fixed Asset Inventory](#)

NOTE

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Fixed Asset Turnover

2/18/2021 • 2 minutes to read • [Edit Online](#)

The fixed asset turnover feature enables you to:

- Control the turnover of fixed assets or certain groups of fixed assets.
- View useful information about fixed assets in one place.
- Compare the posting of one fixed asset in different fixed asset depreciation books.
- Post fixed assets financial results monitoring.

The following reports and windows are part of fixed assets:

- **FA Turnover** report
- **Comparing Depr. Book Entries** report
- **FA Sheet** window
- **FA G/L Turnover** window
- **Fixed Asset G/L Turnover** report

Fixed Asset Turnover Report

The **FA Turnover** report shows the fixed asset turnover. Use the report to view information such as the fixed asset name, quantity, status, depreciation dates, and amounts. The report can be used as documentation for the correction of quantities or for auditing.

Comparing Depreciation Book Entries Report

The **Comparing Depr. Book Entries** report shows the amounts of fixed asset operations of the main types in two selected depreciation books for all selected fixed assets. You can view the amounts of the acquisition cost, write-down, appreciation, and depreciation. The report can be used for auditing the posting of fixed asset operations.

Fixed Asset Sheet Window

The **FA Sheet** window shows information similar to the **FA Turnover** report, but in a window. It has some differences in the options set, in extra filtering functionality, and in fields in the layout. The window shows fixed asset turnover. It runs on the basis of fixed asset depreciation books.

Fixed Asset General Ledger Turnover Window

The **FA G/L Turnover** window shows financial turnover as a result of fixed asset posting. General ledger entries are the basis for amounts shown in the window. You can define what is shown in the window by setting filters.

Fixed Asset General Ledger Turnover Report

The **Fixed Asset G/L Turnover** report is similar to the **FA G/L Turnover** window, but it is in a printing layout, and has differences in the options and in the information and fields that can be shown in the layout. You can define what is included in the report by setting filters.

See Also

Fixed Asset Locations and Employees

Fixed Asset Charges

Fixed Assets

Fixed Asset Inventory

NOTE

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Create Future Expense Journals

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Future expense journals are used to post expenses to a special account on a monthly basis. These future expenses are later included as expenses. VAT is deducted when future expenses are included in current expenses.

You must select **Future Expenses** in the **Type** field of the **General Journal Templates** window. In addition, be sure you select the **Recurring** and **Copy VAT Setup to Jnl. Lines** check boxes in the **General. Journal Templates** window.


To create future expense journals

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.

Use the **VAT Posting Setup** window to create VAT posting groups. For more information, see [Report VAT to Tax Authorities](#).

2. On the **Settlement** FastTab, in the **VAT Settlement Template** field, select a template.
3. Select a batch in the **VAT Settlement Batch** field. This determines the batch where future expenses and VAT will be produced.
4. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
5. Create a purchase invoice for the Deferral general ledger account (97).
6. Create and post the payment and apply the invoice and payment.

VAT is not deducted at this time. It is deducted later, on a monthly basis through the Future Expense Journal.

7. Choose the  icon, enter **Future Expense Journals**, and then choose the related link.
8. In the **Future Expense Journal** window, fill in the fields as described in the following table.

FIELD	DESCRIPTION
FA Posting Date	Specifies the fixed asset posting date that is associated with the future expense journal.
Document No.	Specifies the document number that is associated with the future expense journal.
FA No.	Specifies the fixed asset number that is associated with the future expense journal.
Depreciation Book Code	Specifies the depreciation book code that is associated with the future expense journal.
FA Posting Type	Specifies the fixed asset posting type that is associated with the future expense journal. Fixed asset posting types include Acquisition Cost , Depreciation , Write-Down , Appreciation , Custom 1 , Custom 2 , Disposal , Maintenance , Salvage Value , and Transfer .

FIELD	DESCRIPTION
Description	Specifies the description that is associated with the future expense journal.
Location Code	Specifies the location code that is associated with the future expense journal.
Amount	Specifies the amount that is associated with the future expense journal.
Depr. Amount w/o Normalization	Specifies the depreciation amount without normalizations that is associated with the future expense journal.
Actual Quantity	Specifies the actual quantity that is associated with the future expense journal.
Calc. Quantity	Specifies the calculated quantity that is associated with the future expense journal.
Actual Amount	Specifies the actual amount that is associated with the future expense journal.
Calc. Amount	Specifies the calculated amount that is associated with the future expense journal.
Actual Remaining Amount	Specifies the actual remaining amount that is associated with the future expense journal.
Salvage Amount	Specifies the salvage amount that is associated with the future expense journal.
No. of Depreciation Days	Specifies the number of depreciation days that is associated with the future expense journal.
Depr. Until FA Posting Date	Specifies if the depreciation until fixed asset posting date is used with the future expense journal.
Depr. Acquisition Cost	Specifies if the depreciation acquisition cost is used with the future expense journal.
Duplicate in Depreciation Book	Specifies the duplicate in depreciation book that is associated with the future expense journal.
FA Error Entry No.	Specifies the fixed asset error entry number that is associated with the future expense journal.

9. Choose the **Post** action.

The amount entered in the **Amount** field will be transferred from the Future Expenses account to the Current Expenses account. VAT will be calculated according to VAT setup (percentage) on the basis of the posted amount, and VAT deduction (realized VAT) will be posted.

See Also

NOTE

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Create a Fixed Asset Charge

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following procedure shows how to create a new fixed asset charge.

To create a fixed asset charge

1. Choose the  icon, enter **FA Charge Card**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Specify the fixed asset charge code.
Description	Specify the description of the fixed asset charge.
Gen. Prod. Posting Group	Specify the default general product posting group that will be used for the fixed asset charge code.
VAT Prod. Posting Group	Specify the default VAT product posting group that will be used for the fixed asset charge code.
Global Dimension 1 Code	Specify the global dimension code that is associated with the fixed asset charge.
Global Dimension 2 Code	Specify the global dimension code that is associated with the fixed asset charge.
Exclude Cost for TA	Select if you want to exclude the fixed asset charge from tax accounting.
G/L Acc. For Released FA	Specify the general ledger account to post the fixed asset charge amount to when the fixed asset is released.
Tax Difference Code FA	Specify the tax difference code that is associated with the fixed asset charge.

See Also

[Setting Up Fixed Assets](#)

NOTE

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Create a Credit Memo for a Fixed Asset Charge

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If you need to fix an error on a fixed asset charge of an invoice, you can post a credit memo for the fixed asset charge. The following procedure shows how to create a credit memo for the fixed asset charge.

To create a credit memo for a fixed asset charge

1. Choose the  icon, enter **Purchase Credit Memo**, and then choose the related link.
2. Enter the credit memo information for the erroneous fixed asset charge.
3. Post the credit memo.

NOTE

You can also create a credit memo for the fixed asset charge by copying the original invoice.

See Also

[Fixed Assets](#)

[Russia Local Functionality](#)

NOTE

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Selling Fixed Assets

2/18/2021 • 2 minutes to read • [Edit Online](#)

A sale or transfer of a fixed asset consists of two stages.

Stage 1: Depreciation of fixed assets

1. Go to **Departments > Financial management > Fixed Assets > FA G/L Journals**.
2. Fill the journal lines:

FIELD	DESCRIPTION
Posting Date	Specifies the same date as the FA Posting Date field when the line is posted.
Account Type	Fixed Asset
Account No.	Fixed asset code to be depreciate
Depreciation Book Code	Specifies the code for the depreciation book to which the line will be posted
FA Posting Type	Depriciation
Amount	not fill
Bal. Account Type	G/L Account
Bal.Account No.	G/L Account for expenses related to the sale of fixed assets
Depr. until FA Posting Date	Selected

Stage 2: Sale of fixed assets by the sales account

1. Go to **Financial management > Receivables > Invoices**
2. The fields in the document header are filled in the same way as the sales order fields.
3. Fill the lines:

FIELD	DESCRIPTION
Type	Fixed Asset
No.	Fixed Asset Code
Quantity	1
Unit Price	Price of Fixed Asset

4. Post the invoice.

See Also

Fixed Assets

NOTE

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
Release, Track, and Write off Fixed Assets

2/18/2021 • 6 minutes to read • [Edit Online](#)


You can manage your fixed assets utilizing the fixed assets acts features in Business Central. Fixed assets acts allow you to release, track, and write-off the fixed assets of your organization.

The first step to managing your fixed assets is to set up fixed assets numbering and source codes.

To set up fixed asset numbering

1. Choose the  icon, enter **Fixed Asset Setup**, and then choose the related link.
2. On the **Numbering** FastTab, select a number series for each type of fixed asset transaction.
3. Choose the OK button to close the window and save your entries.


To set up fixed asset source codes

1. Choose the  icon, enter **Source Code Setup**, and then choose the related link.
2. On the **Fixed Assets** FastTab, select a source code for each type of fixed asset.
3. Choose the OK button to close the window and save your entries.

Releasing Fixed Assets into Service

An asset is recognized as a fixed asset after it is released into service for the organization. You can use the **FA Release Act** window to release fixed assets into service.

To release fixed assets into service

1. Choose the  icon, enter **FA Release Act**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Enter the identification number that is assigned to the fixed asset release.
Posting Description	Enter a description for the fixed asset release. A description is automatically created from the document type and release number.
Reason Document No.	Enter the identification number of the source document that is the reason for the fixed asset release.
Reason Document Date	Enter the date of the source document that is the reason for the fixed asset release. This information is used in fixed asset reports and entries.
FA Posting Date	Enter the date on which the fixed asset release is posted. This information is used in fixed asset reports and entries.

FIELD	DESCRIPTION
External Document No.	Enter the number of the external document that relates to this fixed asset release.
Posting No.	Enter an identifying posting number to use for the fixed asset release entry.
Shortcut Dimension 1 Code	Enter the department code that is associated with the fixed asset.
Shortcut Dimension 2 Code	Enter the incomp code that is associated with the fixed asset.

3. On the Lines FastTab, fill in the fields as described in the following table.


FIELD	DESCRIPTION
FA No.	Enter the identification number that is assigned to the fixed asset to be released.
Description	Enter a description for the fixed asset.
Depreciation Book Code	Enter the code for the depreciation book that is used to post depreciation for the fixed asset. The value is set using information from the Fixed Asset Setup window.
New Depreciation Book Code	Enter an alternative depreciation book code that is used to post depreciation for the released fixed asset entry.

4. Choose the OK button to post your entries and release the fixed assets into service.

Tracking the Movement of Fixed Assets

Tracking the location and status of fixed assets is an important function within most organizations. For example, you may want to record the movement of office equipment from a previous location to a new location. You can use the **FA Movement Act** window to track the movement of fixed assets and record the status of your fixed assets.

To track the movement of fixed assets

1. Choose the  icon, enter **FA Movement Act**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Enter an identification number that is assigned to the fixed asset movement entry.
Posting Description	Enter a description for the fixed asset movement entry. A description is automatically created from the document type and movement number.
Reason Document No.	Enter the identification number of the source document that is the reason for the fixed asset movement.

FIELD	DESCRIPTION
Reason Document Date	Enter the date of the source document that is the reason for the fixed asset movement. This information is used in fixed asset reports and entries.
FA Location Code	Specifies the location of the fixed asset before it being moved.
New FA Location Code	Enter the new location for the fixed asset.
FA Posting Date	Enter the date on which the fixed asset movement entry is posted. This information is used in fixed asset reports and entries.
External Document No.	Enter the number of the external document that relates to this fixed asset movement entry.
Posting No.	Enter an identifying posting number to use for the fixed asset movement entry.
Shortcut Dimension 1 Code	Enter the department code that is associated with the fixed asset.
Shortcut Dimension 2 Code	Enter the incomp code that is associated with the fixed asset.

3. On the Lines FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
FA No.	Enter an identification number that is assigned to the fixed asset movement line entry.
Description	Enter a description for the fixed asset movement line entry.
Status	Enter the status of the fixed asset. The options include Inventory, Montage, Operation, Maintenance, Repair, Disposed, and Written Off.
Depreciation Book Code	Enter the code for the depreciation book that is used to post depreciation for the fixed asset. The value is set using information from the Fixed Asset Setup window.
New Depreciation Book Code	Enter a new depreciation book code that is used to post depreciation after the fixed asset movement entry is posted.
Reason Code	Enter a reason code fixed asset movement entry.


4. Choose the OK button to post your entries and record the movement of the fixed asset.

Writing Off the Value of a Fixed Asset

During the sale or disposal of a fixed asset, you may want to write-off the remaining book value of the asset that

has not been depreciated. You can use the **FA Writeoff Act** window to write-off the remaining value of a fixed assets.

To write-off the value of a fixed asset

1. Choose the  icon, enter **FA Writeoff Act**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Enter an identification number that is assigned to the fixed asset write-off entry.
Posting Description	Enter a description for the fixed asset write-off entry. A description is automatically created from the document type and write-off number.
Reason Document No.	Enter the identification number of the source document that is the reason for the fixed asset write-off.
Reason Document Date	Enter the date of the source document that is the reason for the fixed asset write-off. This information is used in fixed asset reports and entries.
FA Location Code	Specifies the location of the fixed asset.
FA Employee No.	Enter the employee number of the person who maintains possession of the fixed asset.
FA Posting Date	Enter the date on which the fixed asset write-off entry is posted. This information is used in fixed asset reports and entries.
External Document No.	Enter the number of the external document that relates to this fixed asset write-off entry.
Posting No.	Enter an identifying posting number to use for the fixed asset write-off entry.
Shortcut Dimension 1 Code	Enter the department code that is associated with the fixed asset.
Shortcut Dimension 2 Code	Enter the incexp code that is associated with the fixed asset.

3. On the **Lines** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
FA No.	Enter an identification number that is assigned to the fixed asset write-off line entry.
Description	Enter a description for the fixed asset write-off line entry.

FIELD	DESCRIPTION
Depreciation Book Code	Enter the code for the depreciation book that is used to post depreciation for the fixed asset. The value is set using information from the Fixed Asset Setup window.
Item Receipt No.	Enter the receipt number from the item sale or disposal document.
Reason Code	Enter a reason code for the fixed asset write-off entry.

4. Choose the OK button to post your entries and record the write-off of the fixed asset.

See Also

[Fixed Assets](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

View Posted Entries on a Fixed Asset Charge

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can view all posted fixed asset entries for each fixed asset charge code. The following procedure shows how to view the posted entries.

To view a posted entry on a fixed asset charge

- Choose the  icon, enter **FA Ledger Entries**, and then choose the related link.

See Also

[Create a Fixed Asset Charge](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up an Intangible Assets Account

2/18/2021 • 2 minutes to read • [Edit Online](#)

The intangible assets accounting feature allows you to post intangible assets to a special account called the Intangible Assets account. Intangible assets are non-monetary assets that cannot be physically measured. You can also include current expenses by using monthly depreciation.

The procedure for posting an intangible asset account is similar to the procedure used to post a fixed asset account.

To set up an intangible asset account

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Open the card for a fixed asset.
3. In the **Fixed Asset Card** window, select **Intangible Asset** in the **FA Type** field.
4. Purchase and release the intangible asset. For more information, see [Purchase and Release Undeprciable Fixed Assets](#).

See Also

[Fixed Assets](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Account for the Cost to Dispose a Fixed Asset


2/18/2021 • 2 minutes to read • [Edit Online](#)

The maintenance on disposal feature enables you to account for the amount spent to dispose a fixed asset (FA) as an expense. You can post operations related to spending for the disposal of a fixed asset so that they will be reflected in the FA Write-Off Act forms.


The expenses of a fixed asset disposal can be posted from general ledger journals, fixed asset journals, and purchase documents. The following procedure shows how to post the expenses for a fixed asset disposal by using the Fixed Asset General Ledger Journal.

The expenses on a fixed asset disposal can be printed in the FA Write-off Act FA-4 report and the FA Writeoff Act FA-4a report.

To set up a maintenance code

1. Choose the , enter **FA Setup**, and then choose the related link.
2. In the **Fixed Asset Setup** window, on the **General** FastTab, enter a maintenance code in the **On Disposal Maintenance Code** field.
3. Choose the OK button.


To post expenses on a fixed asset disposal

1. Choose the , enter **FA G/L Journals**, and then choose the related link.
2. In the **Fixed Asset G/L Journal** window, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Account Type	Select Fixed Asset as the account type.
Account No.	Specifies the number of the fixed asset for disposal for which the expenses are made.
FA Posting Type	Select Maintenance as the fixed asset posting type.
Maintenance Code	Specifies the maintenance code that is entered in the On Disposal Maintenance Code field of the Fixed Asset Setup window.

3. Choose the OK button.

To print a report with expenses on a fixed asset disposal

1. Choose the , enter **FA Writeoff Act**, and then choose the related link.
2. In the **FA Writeoff Act** window, enter the expenses that are posted for the fixed asset.
3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen. Choose the **Cancel** button to save the information without printing the report.

NOTE

If the expenses on the disposal of the fixed asset are made in advance, they are displayed on the second page of the report.

After the fixed asset write-off report is posted, it becomes the posted fixed asset write-off report.

See Also

[Fixed Assets](#)

NOTE

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Undepriciable Fixed Assets

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The undepriciable fixed assets feature enables you to repay fixed assets with the whole amount of their acquisition at the time of their release. It also automatically creates quantity records for these fixed assets in order to keep records of their existence and movements in quantitative terms.

Create a depreciation book to keep records of the quantities of fixed assets that will be repaid at the time of release for the amount that they were acquired for. For more information, see [Set Up a Quantity Book](#).


To set up an undepriciable fixed asset

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. In the **Fixed Asset Card** window, on the **Depreciation** FastTab, select the **Undepriciable FA** field.
3. Choose the **OK** button.

To create a purchase order for an undepriciable fixed asset

1. Choose the  icon, enter **Purchase Order**, and then choose the related link.
2. Choose the **Post** action.
3. Choose the **OK** button.

To create a release order for an undepriciable fixed asset

1. Choose the  icon, enter **FA Releases**, and then choose the related link.
2. Open a release.
3. In the **FA Release Act** window, choose the **Post** action.
4. Choose the **OK** button.

See Also

[Fixed Assets](#)

NOTE

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VAT Overview in the Russian Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

VAT is charged on transactions that involve goods and services in Russia or goods imported into Russia.

VAT Calculation

VAT rates in Russia are tiered into three rate levels. Each of these levels can be applied to specific types of goods and services, for example:

- The highest VAT rate is applied to transactions that involve most types of goods and services.
- The mid-level VAT rate is applied to transactions that involve a select group of food products, children's products, and medical goods.
- The lowest VAT rate is a tax incentive that is applied to exported goods.

There are several business activities that are exempt from VAT in Russia. For example, insurance, banking, and medical transactions are not subject to VAT.

An organization's VAT liability is calculated as the difference between the VAT due on sales and the VAT from the cost of the goods or services sold. VAT is calculated for a transaction according to the rates and rules that are in effect on the day of the transaction.

VAT Payments

For most organizations, VAT payments are required to be submitted no later than the 20th day of the month. The timely submission of VAT payments is the responsibility of the taxpayer.

See Also

[Report VAT to Tax Authorities](#)

[Set Up VAT Ledgers](#)

[Prepare VAT Entries for Posting](#)

[Settlement VAT](#)

[Unload books of purchased and sales in XML. VAT Declaration](#)

[VAT by customer prepayments](#)

[VAT reinstatement](#)

[Vendor Tax Agent scheme](#)

NOTE

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Set Up VAT Ledgers


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VAT ledgers are used to store details about VAT in transactions that involve goods and services in Russia or goods imported into Russia. You can create and store different kinds of VAT ledgers. For example, you can create VAT ledgers for:

- Sales to different groups of customers
- Sales amount differences and prepayments
- Purchases from different vendor groups


To use VAT ledgers, you must specify the relevant number series.

To set up VAT ledgers


1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. In the **General Ledger Setup** window, on the **Numbering** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
VAT Purch. Ledger No. Series	Specifies the number series that you want to use for VAT ledgers for purchase documents.
VAT Sales Ledger No. Series	Specifies the number series that you want to use for VAT ledgers for sales documents.

You must ensure that vendor purchase documents cannot be posted without stating the invoice date and number.

3. Choose the  icon, enter **Vendor Posting Groups**, and then choose the related link.
4. In the **Vendor Posting Groups** window, for the relevant posting groups, select the **VAT Invoice Mandatory** field.

Next, you must set up VAT posting. For each VAT posting setup you must specify if entries that use the setup must be included in VAT ledgers.

5. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
6. In the **VAT Posting Setup** window, for each VAT posting setup, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Not Include into VAT Ledger	Specifies if entries that use the setup must be included in VAT ledgers. For more information, see Not Include into VAT Ledger.
VAT Exempt	Specifies if entries that use this posting setup are VAT exempt. For more information, see VAT Exempt.

Now, you can create VAT ledgers for purchases and sales.

See Also

[Report VAT to Tax Authorities](#)

[Register VAT on Purchase Orders](#)

[Prepare VAT Entries for Posting](#)

[Create VAT Ledgers](#)

[Create Additional Sheets](#)

NOTE

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Prepare VAT Entries for Posting

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You may want to periodically remit the net VAT from sales and purchase transactions to the tax authorities. You can use the **VAT Settlement Worksheet** to prepare transactions with open VAT amounts for posting and copy the entries to the appropriate VAT settlement journal. This is typically done before you run the **Calc. and Post VAT Settlement** batch job to post and close VAT entries.

To prepare VAT entries for posting

1. Choose the  icon, enter **VAT Settlement Worksheet**, and then choose the related link.
2. Select the filters that define the VAT related transactions that you want to include in the VAT settlement.

FIELD	DESCRIPTION
Type	Select the type of transactions that you want to include in the VAT settlement.
View by	Select the time period for the VAT settlement.
View as	Select how you want to view the net VAT. The options include Net Change and Balance at Date .

3. Choose **Suggest Documents**. Transactions with open VAT entries that match the filters that you selected will be displayed.
4. Review the transactions that are included to ensure accuracy. If necessary, adjust your filter selection.
5. Choose **Copy Lines to Journal**.

The entries are copied to the appropriate VAT settlement journals. You can now run the **Calc. and Post VAT Settlement** batch job to close the VAT entries.

See Also

[Report VAT to Tax Authorities](#)

NOTE

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VAT Settlement

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It is possible to settlement full VAT or part of VAT.

Setup

You must set up VAT posting groups in the **VAT posting setup** page. You can specify a VAT Business posting group and VAT product posting group.

- Type of VAT calculation – normal VAT
- Type of transit VAT – Amount and tax
- You can specify a VAT transit account
- In the field "Type of unrealized VAT" - percentage
- Specify the VAT Account
- Checked the "VAT manual" installed
- The VAT settlement template and VAT settlement batch is specified
- Specified Account Unreal. VAT

VAT settlement

For manual settlement of VAT it is necessary to use the VAT settlement worksheet.

The working date must be set to the current month in which VAT is to be settlement.

NOTE

Before calculating VAT, you must check the data of the VAT document. If you see that the data is empty, you must fill in the fields and use the -> Change Vendor VAT Invoices function. An additional way to change the VAT invoice data is to use this function in the vendor Ledger.

Click "Suggest documents" and get a list of documents to settlement VAT.

Next, click on the "Copy lines to journal" button to transfer the lines (which are selected) to the VAT settlement journal.

After posting the journal – formed transaction in the VAT register.

VAT allocation

It is possible to consider only part of the amount of the VAT and write off the other part.

1. You must use the **VAT Allocation** function in the **VAT settlement Journal**.
2. Fill the fields:
 - Type of VAT, you can select whether this allocation of VAT, write-off or charge.
 - Account No. - account for VAT allocation.
 - Specify the percentage or amount of the allocation.
3. Click OK. Post the journal.

See Also

[Russia Local Functionality](#)

NOTE

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Upload Books of Purchases and Sales and the VAT Declaration in XML Format

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To upload VAT reports to XML files, you must configure the folder where the files will be uploaded.

Go to **Statutory Report Setup** and fill **Excel Reports Folder Name** and **Electronic Files Folder Name**.

VAT Declaration

The VAT Declaration file is formed on the basis of the generated data on VAT Purchase Ledgers or VAT Sales Ledgers, additional sheets and the journal of invoices.

For the correct formation of the VAT Declaration is necessary:

1. Generate VAT Purchase Ledgers or VAT Sales Ledgers, additional sheets for the required period (see [Create VAT Ledgers](#)).
2. Correct the data of VAT Purchase Ledgers or VAT Sales Ledgers, if necessary.
3. Generate and check the journal of invoices.
4. Upload purchase and sales books, as well as additional sheets in XML format.
5. Upload the journal of issued and received invoices (if there are operations for the period) in XML format.
6. Generate the VAT Declaration in XML format.
7. The generated files will be located in the folder specified in the setting **Statutory Report Setup**, **Electronic Files Folder Name**.

Upload purchase and sales books, and additional sheets to XML files

To upload VAT Purchase Ledgers or VAT Sales Ledgers to XML, you need to stand on the line with the generated VAT Ledger, click Print, Export XML (to upload the book).

The system will generate an XML file in the folder specified in the settings and fill the Name of XML file field for the book.

You should upload additional sheets to XML only if they are not empty.

For unloading of additional sheets of VAT Purchase Ledgers or VAT Sales Ledgers in the XML you need to stand on the line with the generated VAT Ledger, click Print, Export additional sheet XML (for upload of additional sheet in the workbook in XML).

The system will generate an XML file in the folder specified in the settings and fill the Name of XML file field for the additional sheet.

Uploading VAT Declaration to XML

To generate a Declaration file, go to **Departments -> VAT Declaration -> Export VAT Declaration to XML**:

To calculate and upload a file, you must specify:

- **Year**

- **Period type** – Quarter if the Declaration is submitted quarterly
- **Period number**

In the **VAT purchase ledgers** and **VAT sales ledgers** fields, you must select the generated purchase and sales books.

If the books do not appear in the selected period, you can remove the filter and all the books will be available for selection.

The system automatically completes the data on the names of XML files for VAT Purchase Ledgers, VAT Sales Ledgers and additional sheets on the basis of previously unloaded files:

- XML Purchase Ledgers name
- XML Sales Ledgers name
- XML Sales Ledgers additional sheet name
- XML Purchase Ledgers additional sheet name

Place Code – you must specify the location code of the organization.

SignatoryNo – choose the code of the employee.

Tax Auth No – specify the code of the tax authority where the Declaration is submitted.

To upload the Declaration, click OK in the lower right corner of the form.

The generated file will be located in the folder specified in the configuration **Statutory Report Setup, Electronic Files Folder Name**.

See Also

[Russia Local Functionality](#)

NOTE

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VAT by Customer Prepayment

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When a company receives a prepayment from a Customer, you must create a VAT invoice and a VAT record for the amount of VAT.

Setup

1. To enable the unrealized VAT in the window **General Ledger Setup**.
2. Setup the unrealized VAT type and choose the account which will be taken of the operation of unrealized VAT **VAT posting setup**.
3. To configure the customer posting groups: set account, which will be taken of the operation of the prepayment.
4. For each account in the chart of accounts, assign:
 - General type of accounting
 - VAT business group
 - VAT product posting group
4. Setup the VAT posting in **VAT Posting setup** page.

Receiving prepayment

After you receive prepayment from a customer, the system creates unrealized VAT records and VAT invoices.

Post prepayment in the General journal (see [Prepayment to the vendor and customers](#)).

Return prepayment

To return a prepayment, you must create a realized VAT record.

Go to **Customer ledger entries** -> select returned prepayment -> press **return payment**.

Fill in the fields:

FIELD	DESCRIPTION
Posting Date	Specifies the posting date of the entries that you want to include in the report or batch job.
Document No.	Specifies the number of the related document.
New posting Date	Specifies the new posting date.
New Document No.	Specifies the new document number for the prepayment.
Posting Description	Specifies the description that will be added to the resulting posting.
Correction	Specifies the operation is corrective.

Click "OK". The system will automatically create corrective entries.

See Also

[Russia Local Functionality](#)

NOTE

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VAT Reinstatement

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In certain cases, VAT payers are required to reinstate VAT.

It is known that the organizations acquiring fixed assets, goods, works, services (further – goods), have the right to accept to deduction of the input VAT on them at accomplishment of all conditions for deduction. But if later circumstances change and it becomes clear that there is no right to deduct VAT, the tax will have to be reinstate. In other words, the reinstatement VAT is previously deducted VAT, which in a certain amount must be returned back to the budget.

VAT accounting group settings

VAT reinstatement is possible in case of using transit VAT with manual post through the VAT journal.

In **VAT posting setup**, settings must be made:

- VAT calculation type – NORMAL VAT.
- The unrealized VAT type is NOT EMPTY (for example Percentage).
- Trans. VAT account – must not be filled.
- Transit VAT Type – should not be filled.
- Manual VAT Settlement checked.
- The template and batch VAT settlement is specified.
- VAT reinstatement template and VAT reinstatement batch – set.

VAT reinstatement

To reinstate previously accepted for deduction of VAT used **VAT Reinstatement Worksheet**.

1. In the **VAT Reinstatement Worksheet** page, you must run the task **Suggest Documents**.
2. You must set a filter by date (usually at the end of the month, as the documents were read).

And you can specify a filter on VAT Business and VAT product posting groups.

As a result of the work of the task in the journal, the VAT lines of operations to be restored (a list of purchase documents in which there are VAT operations previously accepted for post).

The field **Realized VAT Amount** reflects the amount of VAT on the document, which was deducted and which can be reinstate.

3. In this worksheet, select the lines that you want to reinstate and click the "Copy lines to Journal" button. Before that, you need to set a filter by date by right-clicking on the name of any column. Add filter "Filter totals by".
4. You can restate the entire transaction (for the entire amount of VAT sold), you can set a factor (for example, 0.5) to restate part of the amount.
5. The selected line will be transferred to the VAT Reinstatement journal for posting.

See Also

[Russia Local Functionality](#)

NOTE

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Vendor Tax Agent Scheme

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VAT from Internal Funds

Fill in the fields on the vendor card.

1. **Agreement** FastTab:

- Agreement posting - mandatory.
- Agreement numbers required.

2. On the agreement card:

- VAT Bus. Posting Group
- VAT Agent Prod. Posting Group
- VAT Payment Source Type - Internal Funds

Prepayment and Payment VAT

1. Create and release an invoice

Agreement No. (with settings for Vendor with VAT Payment from internal funds) should be specified.

2. Create a line in Payment Journal:

- Document Type - Payment
- Prepayment - yes
- Prepayment Document No is required.

3. Post lines of Journal

Operations with VAT are automatically generated in rubles.

4. Create and post line in Payment Journal for Tax Authority with VAT Amount of prepayment.

5. Ship and post invoice.

6. Create a line in Payment Journal

- Document Type - Payment
- Initial Document No. - No. of posted invoice
- Applies-to Doc. No. - No. of posted invoice

7. Create and post payment to the Tax Authority.

8. Go to VAT Settlement Worksheet. Post VAT (see [Settlement VAT](#)).

VAT from Vendor Funds

Fill the fields in Vendor Card.

1. On Agreement tab:

- Agreement posting - mandatory.
- Agreement Nos is required.

2. In Agreement card:

- VAT Bus. Posting Group
- VAT Agent Prod. Posting Group
- VAT Payment Source Type - Vendor Funds

Post Prepayment and Payment VAT

1. Create and release an invoice.

2. For the payment in the currency for the bank and in rubles for the vendor it is necessary to create two lines in the **payment journal**.

- **For vendor:**

- Posting Date,
- Document Type - Payment
- Prepayment - yes
- Account Type - Vendor
- Account No.
- Agreement No.
- Bal. Account Type - G/L Account
- Bal. Account - " "
- Currency Code - " "
- Prepayment Document No. is required
- Amount - in rubles

- **For Bank:**

- Posting Date,
- Document Type - Payment
- Prepayment - yes
- Account Type - Bank Account
- Account No.
- Agreement No.
- Bal. Account Type - G/L Account
- Bal. Account - " "
- Currency Code
- Amount - in USD/EUR

3. Post the lines of Journal.

4. Ship.

You can change the Currency Code and Amount in the Invoice.

5. Post the invoice.

6. Apply Entry.

7. Go to VAT Settlement Worksheet. Post VAT (see [Settlement VAT](#)).

At the end of the period will be formed entries as a result of revaluation of debt.

8. Create and post lines in Payment Journal.

For the payment in the currency for the bank and in rubles for the vendor it is necessary to create two

lines in the payment journal.

- **For vendor:**

- Posting Date
- Document Type - Payment
- Account Type - Vendor
- Account No.
- External Document No.
- Internal Document No.
- Agreement No.
- Bal. Account Type - G/L Account
- Bal. Account - " "
- Currency Code - " "
- Prepayment Document No. is required
- Amount - in rubles

- **For Bank:**

- Posting Date,
- Document Type - Payment
- Account Type - Bank Account
- Account No.
- Agreement No.
- Bal. Account Type - G/L Account
- Bal. Account - " "
- Currency Code
- Amount - in USD/EUR

See Also

[Russia Local Functionality](#)

NOTE

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Tax Accounting

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can set up and maintain tax registers to track taxable profits and losses. This is based on the following tax accounting principles:

- The financial database is used for tax accounting.
- The chart of accounts is used to track taxable profits and losses.
- Income and expenses are recorded using separate subaccounts and dimensions.
- Fixed asset transactions and expenses for future periods are tracked using the depreciation book for tax accounting.
- Tax registers are grouped and totaled monthly. Each register has 12 values for a 12 month tax period.

Because Business Central keeps the history of all transactions, detailed information from a transaction that changes taxable profits is automatically tracked. The information collected in tax registers meets the principles of tax reliability and tax validity.

Tax Registers

There are two types of tax registers that are used for tracking taxable profits and losses.

TAX REGISTER TYPE	DESCRIPTION
Analytic Tax Register	An analytic register is based on ledger entries for taxable transactions. The information provides a continuous chronological reflection of business operations, which tracks taxable profits and losses based on tax codes.
Synthetic Tax Register	A synthetic register is based on summarized and calculated information from an analytic register or another synthetic register.

Transactions are processed using specific tax accounting principles that are applied to the following types of tax registers.

TAX REGISTER	DESCRIPTION
General Ledger Entry	An analytic register based on general ledger transaction entries.
CV Entry	A group of analytic registers based on information associated with debtor or creditor liabilities.
Fixed Asset Entry	A group of analytic registers based on tax data for fixed assets. This group is created by using a fixed asset ledger and a tax depreciation book that is not integrated with the financial accounting ledger.
Item Entry	An analytic register based on posted item transactions.

TAX REGISTER	DESCRIPTION
Future Expense Entry	A group of analytic registers based on tax data for future expenses. This group is created by using a fixed asset ledger and a tax depreciation book that is not integrated with the financial accounting ledger.
Accumulation	A synthetic register based on calculated algorithms defined during tax register set up.

See Also

[Set Up Tax Accounting](#)

[Tax Registers](#)

[Create Tax Registers](#)

[Set Up Tax Register Sections](#)

[Tax Differences](#)

[Accounting for personal income tax payments](#)

[Upload KLADR](#)

NOTE

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Set Up Tax Accounting

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Tax accounting lets you apply rules for recognizing income and expenses that follow your local tax laws. You can activate tax accounting features in Business Central by setting up tax registers.

To activate tax accounting

1. Choose the  icon, enter **Tax Register Setup**, and then choose the related link.
2. On the **General** FastTab, select codes for the following dimensions.

FIELD	DESCRIPTION
Condition Dimension Code	Select a dimension code that describes the condition of the tax register.
Kind Dimension Code	Select a dimension code that describes the type of tax register.

3. Select the following fields to activate entries in the tax register.

FIELD	DESCRIPTION
Create Acquis. FA Tax Ledger	Select to create fixed asset acquisition entries.
Create Reclass. FA Tax Ledger	Select to create fixed asset reclassification entries.
Create Acquis. FE Tax Ledger	Select to create future expense acquisition entries.

4. Select the appropriate depreciation books in the **Tax Depreciation Book** and **Future Exp. Depreciation Book** fields. The depreciation books that you select should not be integrated with the Business Central finance module.
5. Select the **Create Data for Printing Forms** check box to enable detailed tax register entry information to be printed on reports and forms.
6. Choose the **Close** button to close the window and save your entries.

For more information about how to set up and customize tax registers, see [Create Tax Registers](#).

See Also

[Tax Accounting](#)

[Tax Registers](#)

[Create Tax Registers](#)

[Tax Differences](#)

NOTE

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Tax Registers

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In Business Central, you can set up tax registers to track and manage taxable profits and losses in accordance with Russian tax accounting principles. Tax registers allow you to group taxable transactions into logical categories and apply tax accounting rules for the recognition of revenue and expenditures.

Types of Tax Registers

There are two types of tax registers that are used for tracking taxable profits and losses.

TAX REGISTER TYPE	DESCRIPTION
Tax Register Setup	Specifies tax register details where you can set up and manage taxable profits and losses.
Create Tax Registers	Creates the tax registers that you define using the Tax Register Setup window.

See Also

[Set Up Tax Accounting](#)

[Create Tax Registers](#)

[Set Up Tax Register Sections](#)

[Tax Differences](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Tax Registers

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following procedure shows how to create tax registers.

1. Choose **Financial Management**, choose **Tax Accounting**, choose **Setup**, choose **Tax Registers**, and then choose **Sections**.
2. In the **Tax Register Sections** window, choose the **Functions** button.
3. Select one of the following fields:
 - **Copy Section** -Copies data from one tax register to another.
 - **Clear Registers** -Clears data already created in the tax registers and is used for debugging conditions to re-count tax registers.
 - **Create Registers** -Creates data in the tax registers**.**
4. To create data, choose **Create Register**. The **Tax Register Create** window opens.
5. On the **General** tab, enter the fields described in the following table.

FIELD	DESCRIPTION
Periodicity	Enter a period to create data in tax accounting registers. The allowed values are: - Month - Quarter - Year Note: If you select a month, the data in the selected registers will be created especially for that month. If you select a quarter, the data will be created for each of the three months of that quarter. If you select a year, the data will be created for each of the 12 months of that year.
Accounting Period	The value entered in this field depends on the value selected in the Periodicity field. Select the accounting period (Month, Quarter, or Year).
From, To	These fields are filled in automatically and show start and end dates of the chosen period.
G/L Entries, Vend's/Cust's, Items, Fixed Asset, Fut. Exp., Payroll, Templates	Select the fields to calculate registers of the appropriate type.
Status	This field displays information about the version of the tax register.
Starting Date, Ending Date	This field displays the dates given when setting the tax register version.

6. Choose **OK** to create the tax register.

NOTE

If the creation of registers for an already counted period is selected, a warning is displayed. At this stage of the tax register > creation, it is possible either to continue counting and delete all existing data, or stop.

7. To view the calculated information in the **Tax Register Accumulation** window, choose **Financial Management**, choose **Tax Accounting**, choose **Reporting**, and then choose **Profit Tax**.
8. Using the register list, you can view the contents of any register or using the arrows at the top of the window, you can view the information going from one register to another.
9. With the arrows and buttons in the lower-left corner of the window, you can view the contents of the registers for previously counted periods.
10. Choose the **Drill-down** button in the **Amount** field to view the sources based on which this was counted. A source can be a tax register or a list of transactions forming this amount, depending on the settings. If the source forming the sum is a tax register, choose the **Drill-down** button to open the window where the source tax register information is displayed. Then choose the **Drill-down** button in the **Amount** field on this form to get a list of transactions forming the amount.
11. Select a document and choose **Find Entries** to get all the transactions of the selected document.
12. Choose **Show Related Entries** to view all the transactions of any entry ledger that is created.

See Also

[Tax Accounting](#)

[Tax Registers](#)

[Set Up Tax Register Sections](#)

[Collecting Profit Tax Information for Tax Declaration](#)

[Find Entries](#)

NOTE

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Set Up Tax Register Sections

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You can either create a new tax register section or select a tax register section to be used in a company during the current taxation period. You can select a tax register section that was valid during previous taxation periods and view tax information for any of the periods. You can copy tax registers from one tax register section into another. You can also set up tax registers and adjust the algorithm of information collection into tax registers.

The following procedure shows how to set up tax register sections.

To set up a tax register

1. Choose the  icon, enter **Tax Registers**, and choose the related link.
2. In the **Tax Registers Sections** window, choose the **New** action.
3. On the **General** FastTab, enter the fields described in the following table.

FIELD	DESCRIPTION
Code	The code of the existing tax register version for a certain taxation period is displayed. Create the code for a new tax register section, if necessary.
Description	Enter a description for the tax register section.
Status	This field can have any one of the following values: - Blocked - Open - Reporting - Closed The Blocked status is set by default when you create a new section. This shows that a new tax register section is created and that the register does not contain any data. Change the status to Open manually to continue further set up. Using this status, during tax register calculation and recalculation, you cannot check the availability of data for the previous and following taxation periods. The continuity of creating tax registers in the current period is not controlled. This status target allows you to enable debugging of the tax register calculation accuracy. If the Status has the value Reporting , the continuity of tax data creation is controlled. This is the production working mode with the Tax Accounting module. In this status, only the end date must be changed. The status value Closed indicates a closed taxation period. It can be set after all tax registers for the taxation period are built.
Starting Date	Enter the start date of the tax register section.
Ending Date	Enter the end date of the tax register section.

4. On the **Dimensions** FastTab, enter the dimension codes to filter the information selected for tax registers. Dimension codes can be changed only when the **Status** field of the tax register version has the value **Open**.
5. On the **Balance** FastTab, enter the deadlines for debtor and creditor liabilities applied in accordance with the current taxation period. For example, Debit Balance Point 1 = - 45D, Debit Balance Point 2 = - 90D.

6. On the **System FastTab**, select the actual norm code for the current tax register version in the **Norm Jurisdiction Code** field. Select the form number **17209** in the **Form ID** field.

Choose the **OK** button.

7. In the **Tax Registers** window, choose the **Registers** action.

8. In the **Tax Register Names** window, you can add new registers to the list. To create a new tax register, do one of the following:

- a. Place the cursor in an empty line at the end of the register list and enter the information on the new register.
- b. Place the cursor on the register you want to create the new one after. Then press F3 and enter the information on the new register.

9. Enter the fields described in the following table.

FIELD	DESCRIPTION
No.	Enter the number of the tax register.
Description	Enter the name of the tax register.
Storing Method	Select the tax register type. You can choose one of the following options: - Calculation (accumulating) - Build entry (creation on the basis of posted ledgers entries)
Table ID	Select 17208 for the tax register with storing method calculation. For the tax register with storing method build entry depending on the source entry of the register, select one of following: 17209, 17210, 17211, 17212, 17213, 17214.

Mapping of the source entries of the register and Table IDs are listed in the following table.

VALUE	DESCRIPTION
17209	For registers created based on general ledger entries
17210	For registers created based on customer and vendor entries
17211	For registers created based on fixed assets and immaterial assets entries
17212	For register created based on item entries
17213	For registers created based on expenses of future periods
17214	For registers created based on the payroll entry ledger

If a new version of the tax register is created, the window with the register list will be empty. In this window, you can manually enter all the tax registers to be used, or you can select the **Copy Section** action in the **Tax Register Section** window and copy the register list with its settings from any of the existing tax register sections.

In the **Copy Tax Register Section** window, enter the section from which you want to copy the register.

The following procedure shows how to remove a tax register from the register list.

To remove a tax register from the register list

1. Choose the **Registers** action, and then choose the **Edit** action to select the register card.
2. Choose the **OK** button.
3. Choose the **Delete** action to remove the register from the register list.

See Also

[Tax Accounting](#)

[Tax Registers](#)

[Create Tax Registers](#)

[Collecting Profit Tax Information for Tax Declaration](#)

NOTE

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Tax Differences

2/18/2021 • 2 minutes to read • [Edit Online](#)

Tax differences are variations in tax amounts caused by the different rules for recognizing income and expenses between entries for book accounting and tax accounting.

In Business Central, you can set up tax difference registers and tax difference journals to track and manage differences between book accounting and tax accounting amounts.

Preparing the Chart of Accounts

Before you set up tax differences, you will have to make sure that your chart of accounts is set up to correctly handle tax accounting and tax differences. At a minimum, your chart of accounts must contain tax difference accounts for income and expense transactions.

Getting Started with Tax Differences

To set up and view tax difference entries, you will use the following tables, which support tax differences windows.

WINDOW	DESCRIPTION
Tax Diff. Posting Group	Specifies posting groups for tax difference transactions.
Tax Diff. Journal Template	Specifies the journals that are used for posting tax difference entries.
Tax Calc. Corresp. Entry	Specifies tax difference information that is needed for external reports and forms.
Tax Diff. Journal Line	Specifies posted tax difference journal entries.

See Also

[Setting up Tax Difference Calculation](#)

[Tax Difference Registers](#)

[Tax Accounting](#)

[Tax Registers](#)

NOTE

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Accounting for Personal Income Tax Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Fund for the calculation and payment of personal income tax must be registered in the system as a supplier-tax authority.

Personal income tax calculations can be divided into three parts:

- Accrual of tax;
- Payment of taxes;
- Formation of mandatory reporting.

Calculation of the amount of personal income tax is carried out automatically at the time of the main payroll for each employee.

At the time of accounting of the salary document, the formation of operations of debt on personal income tax for each employee in correspondence with the specified code of the supplier of the tax authority and the corresponding operations in the Ledger is carried out.

Personal income tax is paid by forming a payment order to the tax authority.

See Also

[Tax Accounting](#)

NOTE

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Upload KLADR

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central supports work with the classifier of addresses of the Russian Federation **KLADR** – the departmental classifier created for distribution of territories between tax inspections and the automated mailing of correspondence.

Upload of KLADR can be carried out on separate regions as required.

1. Search for *Import KLADR*.
2. Specify the path to the file containing addresses KLADR.

KLADR is available for free download on the GNIVC website.

3. Specify the region code.
4. Click "OK".

See Also

[Tax Accounting](#)

NOTE

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Statutory Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central lets you set up statutory reports so that you can import and export data for electronic tax reporting and other required documents.

After you have set up a report and specified the required information, you can export the report to Excel, and then print the report.

Getting Started with Statutory Reports

Use the windows based on the following key tables to set up and create statutory reports.

TABLES	DESCRIPTION
Statutory Report Setup	Specifies information that is used to set up statutory reports including templates, formats, number series, and export destinations.
Format Version	Specifies setup information about the different report formats. This includes when to use which report, the XML schema to use, and the required data format.
Statutory Report	Specifies a list of statutory reports with detailed information, such as type, format version, and if the statutory report is currently active. From this window, you can define statutory report tables, requisites groups, the XML element lines, and you can export data.
Statutory Report Table	Specifies information that is required to set up reporting tables including scalability limits, templates, and standard text. From this window, you can define table rows, columns, individual requisites, and data source mapping.
Stat. Report Table Row	Allows you to define row formats and functions for your statutory report tables.
Stat. Report Table Column	Allows you to define column formats for your statutory report tables.
Stat. Report Requisites Group	Specifies the conditions used to format and process statutory reports including export type, Microsoft Excel mapping, and cell quantity.

Data for Statutory Reports

The statutory reports are based on account schedules and tax registers. For each statutory report that you set up in the **Statutory Reports** window, you define how the data maps to fields on tables in Dynamics NAV by creating table mappings. In the **Statutory Report Tables** window, in the **Int. Source Type** field, you specify the area that the data comes from as described in the following table.

OPTION	DESCRIPTION
Acc. Schedule	The data is based on an account schedule.
Tax Register	The data is based on a tax register. For more information, see Tax Registers .
Tax Difference	The data is based on a tax difference. For more information, see Tax Differences .
Payroll Analysis Report	The data is based on payroll analysis.

See Also

[Tax Accounting](#)

[Tax Differences](#)

NOTE

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Bank Management

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can create bank directory structures to keep bank reference information in one location, create budget classifications, add bank account details to specific general ledger accounts, and print and post required documents.

Creating Bank Directory Structures

You can use a bank directory structure to keep reference information about all the banks in one location. This information can be used to automatically fill in the corresponding fields in the **Bank Account Card**, **Vendor Bank Account Card**, and **Customer Bank Account Card** windows.

Creating Budget Classification Codes

You can use a budget classification codes catalog in bank payments that are made to the state budget, such as tax payments. These codes allow you to track the classification of budget payment types in the state budget.

Creating Bank Account Details Records

You can use bank account details to define dimensions and other codes that are pertinent to bank payment orders and bank statements. Records in a bank operation that have the account type information set to **G/L Account** can have bank account details attached to the specified account. Bank account details are set up in the **Bank Account Details** window.

Printing and Posting Required Documents

You can prepare bank payment order documents, cash order documents, and payments in the payment journal by copying procedures from the posted bank payment order and cash order documents. Then you can create the printed documents and post them in the required format.

You can print the following required bank management documents.

REPORT	DESCRIPTION
Bank Payment Order	This report is a copy of the bank payment order.
Bank Account G/L Turnover	This report is a list of general ledger turnover information.
Bank Account Card	This report contains information about bank operations.

See Also

[Set Up a Bank Payment Order](#)

NOTE

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Inventory in the Russian Version

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Russian inventory functionality is described in several topics.

In This Section

[Inventory Setup](#)

[Item Documents](#)

[Item Obligatory Acts](#)

[Inventory Act of Receivables And Payables INV-17](#)

[Item General Ledger Turnover](#)

[Create the TORG-29 Goods Report](#)

NOTE

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Inventory Setup

2/18/2021 • 2 minutes to read • [Edit Online](#)

As part of inventory management, you can set up inventory to:

- Assign item charges on purchases from foreign countries/regions based on weight or volume
- Use the same column for original and corrective postings

Item Charge Assignment in Purchase Documents

In Russia, Business Central can assign item charges on purchases from foreign countries/regions based on weight or volume. For each item, in the **Item Card** window, on the **Foreign Trade** FastTab, if the **Gross Weight Mandatory** and **Unit Volume Mandatory** check boxes are selected, you must fill in the **Gross Weight** and **Unit Volume** fields. When you suggest an item charge assignment on a purchase order, you must specify that the distribution principle, weight, and volume are added to the options to choose from. For more information, see [Use Item Charges to Account for Additional Trade Costs](#).

Item Corrections

You can set up inventory to use the same column for original and corrective postings. This is often referred to as *red storno*.

You can use red storno posting to post corrections for the following inventory entries:

- Corrective entries in the item journal
- Reversal of item documents such as item receipts and item shipments
- Posting item revaluation or item reclassification journals
- Periodic adjustments of item costs

For more information, see [Post Red Storno Corrections](#).

Adjusting Item Cost

If you select the Enable Red Storno field in the **Inventory Setup** window, then negative deviations are posted according to red storno when you run the **Adjust Cost - Item Entries** batch job.

See Also

[Item Documents](#)

[Item Obligatory Acts](#)

[Post Red Storno Corrections](#)

[Use Item Charges to Account for Additional Trade Costs](#)

NOTE

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Item Documents

2/18/2021 • 5 minutes to read • [Edit Online](#)


Business Central includes several documents that you can use to manage your warehouse. This also includes reports that you must submit for official reporting, such as the Item Report TORG-29, Items Receipt Act TORG-1, and Receipt Deviations TORG-2 reports.

The following types of documents are useful for managing your warehouse:

- Item receipt act without the vendor invoice - This is applied to the account receipt of items based on the quality, quantity, and cost.
- Item writing-off act – This is applied to register damage for reasons such as the loss of quality of items that will no longer be sold.
- Item transfer – This is applied to receipt and delivery shipments for transfer of items within the organization.


Setting Up Warehouse Document Numbering

The following procedure shows how to set up warehouse document numbering.

1. Choose the  icon, enter **Inventory Setup**, and then choose the related link.
2. On the **Numbering** FastTab, specify in the following fields the series of numbers for documents:
 - **Item Receipt Nos**
 - **Posted Item receipt Nos**
 - **Item Shipment Nos**
 - **Posted Item Shipment Nos**

Creating an Item Receipt Act Without a Vendor

The following procedure shows how to create an item receipt act without a vendor.

1. Choose the  icon, enter **Item Receipts**, and then choose the related link.
2. In the header of the **Item Receipt** window, enter the fields described in the following table.

FIELD	DESCRIPTION
No.	Specifies the warehouse document header number.
Posting Description	Specifies the posting description.
Location Code	Specifies the value code that is filled in from the Location list.
Gen. Bus. Posting Group	Specifies the code of the general business posting group.
Posting Date Document Date	Specifies the working date that is filled in by default.
External Document No.	Enter the primary document number.

FIELD	DESCRIPTION
Purchaser Code	Specifies the value code that is selected from salespeople or purchasers.
Correction	Specifies if the entry is a correction.
Status	Specifies if the document is Open or Released.

3. In the document lines of the **Item Receipt** window, enter the fields described in the following table.

FIELD	DESCRIPTION
Item No.	Specifies the item number from the Item List table.
Description	Specifies the item description.
Quantity	Specifies the number of item units.
Reserve Quantity Inbnd	Specifies the item quantity reserved at the warehouse of the receiver.
Unit Amount	Specifies the price of a unit item.
Indirect Cost %	Specifies the indirect cost percent.
Unit Cost	Specifies the item unit cost of the receipt shipment line.
Amount	Specifies the transaction amount.
Unit of Measure Code	Specifies the unit of measure code for the received items.

4. In the **Item Receipt** window, choose the **Employee Signatures** action to specify the signature of the person in charge.

5. Enter the fields described in the following table.

FIELD	DESCRIPTION
Employee Type	Specifies the type of the employee.
Employee No.	Specifies the employee number of the employee who must sign.
Employee Name	Specifies the values that are retrieved from the standard fields of the selected Employee Card .

6. To print an **Item Receipt** report from the **Item Receipt** window, choose the **Item Document** action.

7. Choose the **Print** button.

The following functions are available in the **Item Receipt** window.

FUNCTION	DESCRIPTION
Changing document status	Documents can be open or released for the next processing stage. Choose the Release or the Reopen action.
Reservation of document lines	Items can be reserved from the document line. Choose the Reserve action.
Document posting	Choose the Post action to perform the following: - Post Post the item receipt. The posted item receipt is created. - Post and Print Post the receipt and print the test report.

Analysis of a Posted Document Item Receipt Without a Vendor

The following procedure shows how to analyze a posted document item receipt without a vendor.

1. Choose the  icon, enter **Posted Item Receipts**, and then choose the related link.


NOTE

The posted item receipt displays all the information from the item receipt.

2. Choose the **Sort** action to sort the list of documents selected for printing in ascending or descending order.
3. Choose the **Print** button.

Creating an Item Writing-Off Act

The following procedure shows how to create an item writing-off act.

1. Choose the  icon, enter **Item Shipments**, and then choose the related link.
2. On the header of the **Item Shipment** window, enter the fields. These fields are the same as those on the **Item Receipt** window.
3. In the document lines of the **Item Shipment** window, enter the fields. These fields are the same as those on the **Item Receipt** window except for the following:
 - The **Indirect Cost** field is available only in the **Item Receipt** window.
 - The fields in the following table are available only in the **Item Shipment** window.

FIELD	DESCRIPTION
FA No.	Specifies the fixed asset to write off items and materials.
Depreciation Book Code	Specifies the fixed asset depreciation book to which the additional cost will be added.

4. In the **Item Shipment** window, choose the **Employee Signatures** action to specify the signature of the person in charge.
5. Enter the fields described in the following table.


FIELD	DESCRIPTION
Employee Type	Specifies the type of the employee.
Employee No.	Specifies the employee number of the employee who must sign.
Employee Name	Specifies the values that are retrieved from the standard fields of the selected Employee Card .

6. Choose the **Print** action.

The functions available in the **Item Shipment** window are same as those in the **Item Receipt** window.

Analysis of a Posted Document Item Writing-Off Act

The following procedure shows how to analyze a posted document item writing-off act.

1. Choose the  icon, enter **Posted Item Shipments**, and then choose the related link.

NOTE

The posted item shipment displays all the information from the item shipment.

2. Choose the **Sort** action to sort the list of documents selected for printing in ascending or descending order.

3. Choose the **Print** action.

Report Transfer Order TORG-13 Based on an Unposted Transfer Document

The following procedure shows how to create a Transfer Order TORG-13 report based on transfer documents that are not posted.

1. Choose the  icon, enter **Transfer Orders**, and then choose the related link.

Choose the **Print** action.

Report Transfer Order TORG-13 Based on a Posted Transfer Document - Transfer Receipt

The following procedure shows how to create a report based on a posted transfer document called a transfer receipt.

1. Choose the  icon, enter **Posted Transfer Receipt**, and then choose the related link.

2. Choose the **Print** action.

Report Transfer Order TORG-13 Based on a Posted Transfer Document - Transfer Shipment

The following procedure shows how to create a report based on a posted transfer document called a transfer shipment.

1. Choose the  icon, enter **Posted Transfer Shipments**, and then choose the related link.

Choose the **Print** action.

See Also

[Inventory Setup](#)

[Item Obligatory Acts](#)

[Item General Ledger Turnover](#)

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Item Obligatory Acts






2/18/2021 • 3 minutes to read • [Edit Online](#)

The item obligatory acts feature enables you to print the obligatory reports used for the material and production resources in your company. These reports contain item information such as the item number and description, item storage place, item information brand, sort, profile, size, unit of measure, and vendor information.

You can print reports for the various accounts used for material and production resources.

The following table provides the list of reports and how to print the reports.

REPORT	DESCRIPTION
Item Card M-17	The report is printed after registering a shipment transaction to get a signature confirming the receipt of items and materials in the primary document. It is also printed at the end of the reporting period to create a primary document with all the required signatures of responsible employees. To print Item Card M-17 - Choose the  icon, enter Item Card M-17 , and then choose the related link. For more information, see Item Card M-17.
Physical Inventory Form INV-3 (Inventory Description)	The report is required to register the inventory results. To print Physical Inventory Form INV-3 - Choose the  icon, enter Phys. Inventory Journal , choose Print , and then select the Phys. Inventory Form INV-3 check box. For more information, see Phys. Inventory Form INV-3.
Physical Inventory Form INV-19 (Comparison sheet)	On the request form, enter information such as inventory basis, document number, document date, inventory start date, inventory end date, inventory form date, and status at date. The report is required to register inventory results. To print Physical Inventory Form INV-19 - Choose the  icon, enter Phys. Inventory Journal , choose Print , and then select the Phys. Inventory Form INV-19 check box. For more information, see Phys. Inventory Form INV-19.
Transfer Order TORG-13 report (internal transfer order)	This report enables you to print an internal transfer order for items and packing. - To print Transfer Order TORG-13 report - Choose the  icon, enter Transfer Order , and then choose the related link. Open the transfer order, and on the Report tab, choose Transfer Order TORG-13 . For more information, see Transfer Order TORG-13.
Shipment Request M-11	Before printing this report, enter information such as entry type code, from whom, sent (employee), and received (employee) on the request form. This report enables you to print a shipment request for internal transfer of materials. - To print Shipment Request M-11 - Choose the  icon, enter Item Reclass. Journal , choose Print , and then select the Shipment Request M-11 check box. For more information, see Shipment Request M-11.

REPORT	DESCRIPTION
Warehouse Purchase Receipt M-4 report	To print the report from the purchase order - Choose the  icon, enter Purchase Orders , select an order, choose Print , and then select the Purchase Receipt M-4 check box. For more information, see Purchase Receipt M-4 To print the report from a posted purchase invoice - Choose the  icon, enter Posted Purchase Invoices , select an order, choose Print , and then select the Purchase Receipt M-4 check box. This report is usually printed at the time of receiving items and materials at the warehouse.
Sales Shipment M-15	To print Sales Shipment M-15 from the sales order - Choose the  icon, enter Sales Orders , select an order, choose Print , and then select the Sales Shipment M-15 check box. To print Sales Shipment M-15 from the sales invoice - Choose the  icon, enter Sales Invoices , select an invoice, choose Print , and then select the Sales Shipment M-15 check box. To print from the posted sales invoice - Choose the  icon, enter Posted Sales Invoices , select an invoice, choose Print , and then select the Sales Shipment M-15 check box. This report is usually printed at the time of shipment of materials out of the company. For more information, see Sales Shipment M-15 and Posted Sales Shipment M-15.

See Also

[Item Documents](#)

[Item General Ledger Turnover](#)

NOTE

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Inventory Act of Receivables And Payables INV-17


2/18/2021 • 3 minutes to read • [Edit Online](#)

The inventory act of receivables and payables feature enables you to prepare an inventory of debts and liabilities, and print reports in the following formats:

- INV-17
- Supplement to INV-17

Setting Up a Number Series for Inventory Acts

The following procedure shows how to set up a number series for inventory acts.

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. In the **General Ledger Setup** window, fill in the **Contractor Invent. Act Nos.** field.

Inventory Act Processing

You can create and process inventory acts of contractors' accounts. You can print inventory acts.

Creating an Inventory Act Card

The following procedure shows how to create an inventory act card.

1. Choose the **General Ledger** action, choose the **Analysis & Reporting** action, and then choose the **Contractor Invent. Act.** action.
2. In the **Inventory Account Card** window, enter information in the following fields:

FIELD	DESCRIPTION
No.	This field displays the number of the act, and is filled in automatically from the number series.
Act Date	This field displays the act date, and is filled in with the work date.
Inventory Date	This field displays the date of inventory, and is filled with the work date. Debts and liabilities will be calculated on this date.
Reason Document Type	Select the type of reason document from the following: - Order - Resolution - Regulation

3. Choose the **Add Lines** action.

NOTE

You must not set filters.

Debts and liabilities for vendors and customers are calculated, and lines are created. For each customer and vendor, the total debt and the total liability amount (taking posting groups into account) on the inventory date are calculated, and shown in a separate line. The line fields are listed in the following table.

FIELD	DESCRIPTION
Contractor Type	This field displays the contractor type (Customer, Vendor).
Contractor No.	This field displays the number corresponding to the contractor.
Contractor Name	This field displays the name of the contractor.
Posting Group, G/L Account No.	This field displays the posting group and the receivables or payables account for which the debt or liability amount is calculated.
Category	This field displays the amount category (Debts, Liabilities).
Total Amount	This field displays the total amount of debts or liabilities.
Confirmed Amount	This field displays the total amount of debts or liabilities by default.

Changing Separate Lines in an Inventory Act

The following procedure shows how to change individual lines in an inventory act in the **Inventory Account Card** window.

1. Specify whether the amount (or part of the amount) is one of the following:
 - Confirmed by contractor
 - Not confirmed
 - Overdue
2. If the amount is not confirmed, enter the amount that is not confirmed in the **Not Confirmed Amount** field.
3. If the amount is overdue, enter the overdue amount in the **Overdue Amount** field.
4. To correct a line that has an incorrect amount (for instance, if some documents are not posted, or not applied), choose the **Add Lines** action.
5. Select the vendor or customer code, and then choose the **OK** button.

The debts and liabilities amount for the selected vendor or customer is recalculated and the lines are inserted in the document.

Printing the INV-17 form and the Supplement to INV-17 form

The following procedure shows how to print the INV-17 form and the Supplement to INV-17 form.

1. In the **Inventory Account Card** window, choose the **Release** action.
2. Choose the **Act** action, and then choose the **Signatures** action.
3. Select the following fields:
 - **Chairman**
 - **Member1**
 - **Member2**
 - **Member3**

- **Accountant**

NOTE

All selected signatures will be reflected in the appropriate fields.

4. Choose the **Print** action, and then choose the **Invent. Act INV-17** action to print the inventory act.
5. Choose the **Print** action, and then choose the **Supplement to Invent. Act INV-17** action to print the supplement to the inventory act.

See Also

[Russian Payables Reports](#)

[Russian Receivables Reports](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Item General Ledger Turnover

2/18/2021 • 4 minutes to read • [Edit Online](#)

The following pages and reports enable the creation of turnover sheet for goods and materials.

- Item General Ledger Turnover - Page 12449
- Item Turnover (Qty.) - Report 12469


Item General Ledger Turnover Page (12449)

The **Item General Ledger Turnover** window shows the turnover for items in quantities and costs, the balance at the beginning of the month, positive and negative adjustment, and the balance at the end of the month.

The **Item General Ledger Turnover** window is usually created monthly, and can also be created for the date of inventory. The data in the **Item General Ledger Turnover** window is checked with the warehouse accounting data. The cost data is checked with the net changes and balances of:

- Account 41, Items
- Account 10, Materials

To access the **Item General Ledger Turnover** window

1. Choose the  icon, enter **Item G/L Turnover**, and then choose the related link.
2. On the **Options** FastTab, you can specify the format options listed in the following table.

FIELD	DESCRIPTION
Date Filter	Enter the period the data is analyzed for. You can use the buttons in the lower left of the window, or you can specify the period manually.
Location Filter	Enter the location code that the information must be filtered for. You can enter a maximum of 10 characters, both numbers and letters.
Global Dimension 1 Filter	Enter the filter value for the analysis on the Global Dimension 1 filter.
Global Dimension 2 Filter	Enter the filter value for the analysis on the Global Dimension 2 filter.

The window contains fields with the information listed in the following table. You cannot edit the fields.

FIELD	DEFINITION
No.	This field displays the item number.
Description	This field displays the description of the item.
Base Unit of Measure	This field displays the base unit of measure of the item. The unit of measure is specified in the Item card as the Base.

FIELD	DEFINITION
Starting Quantity, Ending Quantity, Debit Quantity, Credit Quantity	These fields provide information about the quantity of the item—item quantity at the beginning and at the end of the period, and positive and negative correction in quantities of the item. Quantities are specified in base units of measure.
Starting Cost, Ending Cost, Debit Cost, Credit Cost	These fields provide information about the cost of the item, at the beginning and at the end of the period, and the item positive and negative adjustments in financial amounts. These field values are calculated on the basis of the cost amounts posted in the general ledger entry.

To display the selected item card

- Choose the **Item** button and then **Card** (Shift+F5 Hot Key).

To print the **Item Turnover (Qty.)** or **Item Turnover Checklist** reports.


- Choose the **Print** action, and then choose the **Turnover Sheet** or the **Turnover Checklist** action.

Item Turnover (Qty.) Report (12469)

To analyze net changes and balances of items and materials, you can print the Item Turnover (Qty.) report and export it to Microsoft Office Excel. The report prints the following data from the Item General Ledger Turnover window:

- Item number and description
- Balance at the beginning of the specified period (quantity and cost)
- Positive adjustment (quantity and cost)
- Negative adjustment (quantity and cost)
- Balance at the end of the specified period (quantity and cost)
- Unit of measure

The following procedure shows how to access the turnover sheet.

1. Choose the  icon, enter **Item General Ledger Turnover**, and then choose the related link.
2. Choose the **Print** action, and then choose the **Turnover Sheet** action.

The turnover sheet is printed monthly and on the date of inventory, but it can be printed for any given period.

The **Item FastTab** of the request page contains fields with the information listed in the following table.

FIELD	DESCRIPTION
No.	Enter an item number or a range of item numbers to print an item general ledger turnover for one item or for a group of items.
Location Filter	Enter the location code that the information must be filtered for, to print the Item General Ledger Turnover window for one or several locations. You can enter a maximum of 10 characters, both numbers and letters. The field value is entered automatically in the Location Filter field
Date Filter	Enter the period that the report is printed for.

On the **Options** FastTab, you can specify the format options listed in the following table.

PARAMETER	DESCRIPTION
Rounding Precision	Choose the required rounding precision: 0.001, 0.01, 1, or 1000.
Replace zero values by blanks	Select this field if you want to replace zero values with blanks.
Skip accounts without net changes	Select this field to exclude from the report the accounts with zero turnovers for the given period.
Skip accounts with zero ending balance	Select this field to exclude from the report the accounts with zero ending balance at the end of the period.
Skip zero lines	Select this field to exclude from the report the lines with zero values.
Unit of Measure	Choose a unit of measure for calculating report quantities: - Base – In base units of measure - Sale – In units of measure for sales - Purchase – In units of measure for purchases
Print Quantity	Select this field to print the quantity that is mentioned in the report.
Print Cost	Select this field to print the costs that are mentioned in the report.
Export to Excel	Select this field to export the report to Microsoft Office Excel.

See Also

[Item Obligatory Acts](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Create the TORG-29 Goods Report

2/18/2021 • 2 minutes to read • [Edit Online](#)

The TORG-29 report shows the item documents that you can use to submit for receipts and shipments for a location.

When you run the report for a location, the **Last Goods Report No.** and **Last Goods Report Date** fields in the **Location Card** window are updated to ensure consistent reporting.

To create the TORG-29 report

1. Choose the  icon, enter **Item Report TORG-29**, and then choose the related link.
2. On the **Options FastTab**, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Location Code	Specifies the location that the report is for.
Report No.	Specifies the number of times that the report has printed based on the value of the Last Goods Report No. field in the Location Card window.
Responsible Employee	Specifies the employee who is responsible for the validity of the data in the report.
Report Acceptor	Specifies the employee who is responsible for accepting the report.
Report Date	Specifies the date of the report.
Start Date	Specifies the start date for the report.
End Date	Specifies the start date for the report.
Operation Type	Optionally, specifies the type of operation. This information will be included in the report.
Attaches No.	Specifies the number of attachments to the report.
Receipt Detailing	Specifies what the detailed information for each entry is based on. If you select Document , amounts are totaled for each document. If you select Item , the amount and quantity are totaled for each item. If you select Operation , the amount and quantity are included in a single transaction.

FIELD	DESCRIPTION
Shipment Detailing	Specifies what the detailed information for each entry is based on. If you select Total Amount , the report summarizes amounts in a single line. If you select Document , amounts are totaled for each document. If you select Item , the amount and quantity are totaled for each item. If you select Operation , the amount and quantity are included in a single transaction.
Amount Type	Specifies what the amounts are based on, cost or sales price. If you set this field to Sales Price , the Sales Type , Show Cost Amount for Receipts , and Show Cost Amounts for Shipment fields become available.
Sales Type	Specifies the type of price list. If you select Customer Price List or Campaign , you can select the price list in the Sales Code field. If you select All Customers , a unified price list is used.
Sales Code	Specifies the price list. Depending on the selection in the Sales Type field, you can specify either a customer price group or a campaign number.
Show Cost Amount for Receipts	Specifies if each receipt line must be divided into two lines. If selected, the first line for a receipt represents item cost, and the second line represents the sales margin.
Show Cost Amounts for Shipment	Specifies if each shipment line must be divided into two lines. If selected, the first line for a receipt represents the item cost, and the second line represents the sales margin.

3. Choose the **Print** button.

See Also

[Setting Up Inventory](#)

NOTE

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Human Resources

2/18/2021 • 2 minutes to read • [Edit Online](#)

In This Section:

[Payroll](#)

[Establishment of charges and deductions to the employee](#)

[Absence registration](#)

[Dismissal](#)

[Forming and changing Staff List Order, Staff Arrangement](#)

[Vacation planning](#)

NOTE

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Payroll

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The basic unit of payroll is the **salary element**. Each salary element has an individual setting that provides calculation of accrual/deduction/deduction according to pre-defined rules.

Types of salary element:

- Wage
- Bonus
- Income tax
- Tax deduction
- Deduction
- Other
- Funds

Salary elements that are similar in purpose are combined into **calculation types**. Each type of calculation has a certain priority, which determines its sequence in the overall payroll.

Other types of calculation that must be made when calculating the final or interim payments of wages, forms a **Calculated payroll group** (or the **calculation Group**). The calculation group is set in the employee card.

Main functions of the payroll module:

- Appointment of wages;
- Implementation of compensation and incentive payments (bonuses);
- Calculation of average earnings;
- Provision of basic types of deduction defined by the current legislation;
- Provision of tax deductions according to the current legislation;
- Calculation of personal income tax and payments to funds according to the current legislation.

Payroll accounting groups

Accounting payroll group belongs to the category of special accounting groups.

For each payroll item, a payroll accounting group can be defined, the setup determines the Ledger accounts to be used when generating transactions. The posting group that is set up for the item can be overridden in the calculation type (to enable payroll expenses to be allocated to different Ledger accounts). The accounting group specified in the calculation type has a higher priority. By default, all payroll items use the posting group specified on the employee card (the Posting group field), which has the lowest priority.

Payroll

Payroll is performed by a special salary document, individual for each employee.

Business Central supports two types of payroll documents:

- Payment of salary in interperiod;
- Basic payroll.

The first type of document is used to calculate employee payments during the month (prepayment, vacation, sick leave, dismissal). When you post a payroll document of this type, no transactions are generated in the

General Ledger and transactions in the payroll Ledger. On the basis of documents of this type can be formed payment documents for payment to an individual.

The second type of document – the basic payroll – should be formed for each employee at the end of each month after taking into account all types of orders for the absence and approval of the timesheet. When you post a payroll document of the second type, transactions are generated in the payroll Ledger, as well as financial transactions in the Ledger; the resulting wage arrears are reflected on the corresponding card of the individual vendor. On the basis of the existing debt can be formed for each individual employee payment documents.

The organization and principle of calculation of both types of documents is the same:

1. Go to **Human Resources > Payrol > Payroll documents**
2. To automatically generate payroll documents, run the **Suggest documents** function.
3. Fill in the fields:

FIELD	DESCRIPTION
Calculation Period	Specify the period for which the salary will be calculated.
Calculation Date	The calculation date is set equal to the last day of the month of the selected calculation period and corresponds to the date of accounting of the salary document (date of payroll employee).
Calculation Group Code	Do not fill the field for the final payroll at the end of the month. Calculation group will be used from imployee card. To pay in the interperiod, enter the code of the desired calculation group.
Create New Documents	Select the check box if you want to create new payroll documents in any case. If the field is not marked, the system will try to use previously created payroll documents for this employee (the employee Code and period Code fields must match the parameters of the current calculation)
Show Messages	Select the check box to display detailed messages about errors that occur at the time of calculation. If the field is not marked, error messages will not be displayed, and incorrect payroll documents will not be generated

4. To generate salary documents, click OK.

NOTE

If you have generated documents but have not found any new documents in the list, try to update the page (Actions – Update).

5. For the formation of transactions in the Ledger and the possibility of payment of wages in the inter-period salary documents must be post.

See Also

[Human Resources](#)

NOTE

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Establishing Charges and Deductions to the Employee

2/18/2021 • 3 minutes to read • [Edit Online](#)

The Employee Journal is the primary means of changes in the list of charges/deductions established for the employee. The employee journal can also be used to record non-financial personnel orders.

The most often through journal recorded:

- orders on the bonuses of the employee;
- orders on administrative fine;
- orders on allocation to the employee of the benefits/social payments defined by law;
- statements on the employee deductions specified in law;
- orders on allocation to the employee of financial assistance, a gift.

[!NOTE The employee journal has no restrictions on the registration of certain types of charges and deductions, but the essential working conditions should be changed by supplementing the employment contract. This ensures the possibility of forming the necessary printed forms of documents for the employee.

The list of fields that must be filled on the employee journal line is determined by the payroll element code.

Fill in the journal lines, which is used to register charges/deductions with a predetermined amount.

FIELD	DESCRIPTION
Posting Date	Specifies the entry's posting date.
Period Code	Payment period of charges/deductions. By default, the period code is determined based on the posting date. If necessary, the period code can be changed. The period code determines whether charges/deduction is included in the payroll document
Document Date	Specifies the date when the related document was created.
Document No.	Specifies the number of the related document.
HR Order No.	The number of the personnel order that will be displayed in the printed form of the document. By default, the field value is the same as the document Number field
HR Order Date	Date of the personnel order to be displayed in the printed form of the document. By default, the field value is the same as the document date field
Employee No.	Specifies the number of the involved employee.

FIELD	DESCRIPTION
Element Code	Specifies the code of the related payroll element for tax registration purposes.
Post Action	Add
Description	A text description of the charges/deductions
Starting Date	Specifies the first day of activity in question.
Ending Date	Specifies the last day of the activity in question. The field can be empty. In this case, the accrual is interpreted as indefinite and will be included in the payroll calculation until it is canceled.
Wage Period To/Wage Period From	The period for which this type of accrual is set. The field is required for salary elements of the Bonuses type.
Amount	Amount of charges/deductions

The journal line must be posted for the charges/deductions to take effect.

All charges and deductions are recorded in the employee Ledger entries. The list of charges and deductions of each employee is available in the employee card.

The generated accrual will be automatically included in the payroll calculation for the period defined by the start date and end date fields.

Update charges

In order to cancel or change a previously made employee accrual, you must generate the employee journal line as described above, except for the following fields:

FIELD	DESCRIPTION
Post Action	Close – to stop the inclusion of the payroll item in the payroll. The date from which the payroll item is no longer included in the payroll calculation must be specified in the end date field (usually the last date of the month). You can leave the Amount field blank because the value of this field does not change in the employee Ledger. Update – change the amount for an existing charge/hold. Please note that the Amount field must be filled in. Otherwise, the transaction amount will be set to 0, that is, the accrual/deduction is actually canceled.
Applies-to entry	The entry number from the Employee Ledger Entries that you want to close or update.

In the process of posting a journal line of this type, the specified entry is modified in the Employee Ledger Entries. The modification changes the Amount or end date of the operation.

See Also

[Human Resources](#)

NOTE

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Absence registration

2/18/2021 • 2 minutes to read • [Edit Online](#)

All types of absence which are paid according to the legislation on average earnings shall be registered by the corresponding types of orders.

There are four types of orders in Business Central:

- Vacation;
- Travel;
- Sick leave;
- Other types of absence.

All types of orders are issued in a similar way.

1. Go to **Departments > Human resources > Absence Orders**

2. Fill the header of order:

FIELD	DESCRIPTION
No.	Specifies the number of the involved entry or record, according to the specified number series.
Employee No.	Specifies the number of the involved employee.
Document Date	Specifies the date when the related document was created.
Posting Date	Specifies the entry's posting date.
HR Order No.	Number of the order for absence which will be displayed in the corresponding printed form of the document. By default, the value of the field is the same as the value of the No. field, but can be changed manually
HR Order Date	Date of the order for absence, which will be displayed in the printed form of the document. By default, the field value is the same as the document date field, but can be changed manually
Period Code	The period code in which the current document must be included in the payroll document. By default, the field is filled in automatically with a period code that corresponds to the posting date

3. Fill the line:

FIELD	DESCRIPTION
Time Activity Code	Temporary activity code corresponding to the type of order
Element Code	Specifies the code of the related payroll element for tax registration purposes.

FIELD	DESCRIPTION
Description	Specifies the description associated with this line.
Start Date	Specifies the first day of the activity in question.
End Date	Specifies the last day of the activity in question.

4. For the formation of transactions in the books document should be post.

Absence types defined by a considered order, recorded in the Employee Ledger Entries.

The considered order can be cancelled. The function is available in the form of a card of the considered order. Only orders for which wages are not calculated may be cancelled.

See Also

[Human Resources](#)

NOTE

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Dismissal

2/18/2021 • 2 minutes to read • [Edit Online](#)

For the dismissed is created additional line of the employment contract with **Operation type** *Dismissal*.

Registration of the order on dismissal is carried out in the following sequence.

1. For indefinite employment contracts, fill the **end date** field in the employment contract header. The field must contain the employee's dismissal date.
2. Create a new line and specify *Dismissal* in the **Operation Type** field.
3. Fill the contract fields:

FIELD	DESCRIPTION
Dismissal Reason	Code of Dismissal Reason
Dismissal Document	In the field, you can enter a document of reason for dismissal, if necessary

If the employee at dismissal rely compensation payments, they should be specified in the terms of the contract.

The code of obligatory compensation payment is also linked to the reason of termination of the employment contract.

4. Approve the contract line (Function – **Approve line**).
5. The following sequence of actions will be performed during the approval of the employment contract line with the type dismissal.
 - The employment contract will be assigned the closed status.
 - Creates a new record of dismissal in the history of the employee at the enterprise.
6. The employee card contains information about the dismissal (in the field **Status** set the value *Dismissed*, filled in the fields **date of dismissal** and **Code of the reason for dismissal**).

See Also

[Human Resources](#)

NOTE

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Forming and Changing the Staff List Order

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can form and change the staff list.

Changing of Staff List

To make changes in the Staff List go to **Human Resources > Organization > Staff list Order**

1. In the header of the order, fill the fields:

FIELD	DESCRIPTION
No.	Specifies the number of the involved entry or record, according to the specified number series.
Document Date	Specifies the date when the related document was created.
Posting date	Specifies the entry's posting date.
HR Order No., HR Order Date	The number and date specified in the fields are used to form the printed form of the order to make changes to the staff List
Description	Specifies the description associated with this line.

The HR Manager No. and Chief Accountant No. fields are filled automatically according to the organization settings.

2. The fields must be filled on the lines:

FIELD	DESCRIPTION
Type	Position/Org. Unit
Code	Code of position or Org. Unit
Action	Approve/Reopen/Close/Rename – type of action to be performed on this staffing item

3. Post order.

NOTE

Only an unoccupied position that is not the highest for any other position can be closed.

A unit can be closed if all positions in it are closed.

Forming of staff list

In Business Central, there is a concept of archive staffing. Archive staffing allows you to save the status of the

staff list at the time of its creation.

Staff list for any date you can see: **Human Resources > Organization > Staff List**.

By default, the staff list displays only the actual (approved) positions on the working date set in the system. The necessary data can be obtained by setting special filters on the form.

To create an archive, click the **Archive** button.

The formed staff list for the specified date is transferred to the list of posted documents. **Human Resources > Archive > Archived Staff List**

Staff Arrangement

Staff list is document impersonal, it indicates the number of posts in the organization and salaries for them. However, some companies print a special form that is not regulated by the legislation – Staff Arrangement.

Staff Arrangement – a document that indicates which units approved in the staff list are occupied, indicating the name of the employee, their salary and allowances, and which are still vacant.

The form of Staff Arrangement is formed on the basis of the archived staff list.

To create a printed form of Staff Arrangement, find (or form) an archive form of staff list and click the **Print** button.

When you run the report, check the box **Staff Arrangement** and select the desired mode of report generation in the field **Show Staff**.

Click OK to generate the report.

See Also

[Human Resources](#)

NOTE

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Vacation Planning

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central provides a schedule of vacations for a calendar year:

1. Go to **Human Resources > Vacation Planning > Vacation Schedule**
2. To create a vacation schedule, create a new schedule by specifying in the **Year** field the calendar year for which the vacation schedule is drawn up. The **Description** field contains the name of the schedule.
3. To add all employees in the line of schedule use **Suggest Employees**.
4. The following fields must be filled in to form the main vacation schedule form:
 - Employee No.;
 - Start date;
 - End date.

Field **Actual Start Date** is filled automatically when the orders to vacation is posted. If necessary, the field can be filled in manually.

The remaining fields of the form are filled in as needed in case of transfer of leave.

See Also

[Human Resources](#)

NOTE

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Spain Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Spanish version of Business Central.

Feature Availability

- VAT
 - [SII - Invoice and Credit Memo Types in Sales and Purchase Documents Available Now](#)
 - [VAT Reports Available Now](#)
 - [Report 340 Available Now](#)
 - [Create Report 340 Available Now](#)
 - [Report 347 Available Now](#)
 - [Create Report 347 Available Now](#)
 - [Report 349 Available Now](#)
 - [Create Report 349 Available Now](#)
 - [Set Up 340 Reports for Small Businesses Available Now](#)
 - [Create Templates for Telematic VAT Statements in Text File Format Available Now](#)
 - [Create Templates for Telematic VAT Statements in XML File Format Available Now](#)
 - [Export VAT Statements in XML Format Available Now](#)
 - [Export VAT Statements in Text Format Available Now](#)
 - [Equivalence Charges Available Now](#)
- Banking & Payments
 - [Electronic Payments – AEB N34.1 Available Now](#)
 - [Set Up Bank Accounts for Electronic Payments Available Now](#)
 - [Pay Vendors by Using Electronic Payments Available Now](#)
 - [Export Electronic Payments Available Now](#)
 - [Void Electronic Payments Available Now](#)
 - [Set Up Bank CCC Codes Available Now](#)
 - [Enter CCC Codes Available Now](#)
 - [Set Up Payment Days and Non-Payment Periods Available Now](#)
 - [Cash Payments Available Now](#)
- Electronic Invoicing
 - [Cartera Module Available Now](#)
 - [Receivables Cartera Module Available Now](#)
 - [Payments Cartera Module Available Now](#)
- Core Finance
 - [Set Up and Close Income Statement Balances Available Now](#)
 - [Indent and Validate Chart of Accounts Available Now](#)
 - [Ignore Discounts in General Ledger Accounts Available Now](#)
 - [Export Account Schedules to ASC Format Available Now](#)
 - [Print Account Book Reports Available Now](#)

- [Print Sales and Purchase Invoice Books Available Now](#)
- [Transaction Numbers Available Now](#)
- [Print and Post All Transactions for a Period Available Now](#)
- General
 - [Corrective Invoices Available Now](#)
 - [Calculating Due Dates Available Now](#)
 - [Set Up Operation Codes Available Now](#)
 - [Enter NACE Codes Available Now](#)
 - [Set Limits for Due Dates Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a free trial!

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VAT Reports in the Spanish Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

VAT is charged on transactions that involve goods and services in Spain or goods imported into Spain. The following information provides more details about VAT functionality.

Equivalence Charge

Equivalence Charge (EC) tax applies to activities that do not follow VAT rules. According to EC rules, companies must pay a surcharge to their vendors in addition to VAT. However, they can only charge VAT without the surcharge on sales invoices.

VAT with EC Percentage

Preset general posting groups have an EC percentage in addition to their VAT percentage. Although the EC is tracked separately, both tax values are merged with VAT when it is possible. If the EC percentage is a separate field in the posting group, the EC is merged with the value in the **VAT %** column.

For printing sales and purchase invoice books, the VAT percent and EC percentages are displayed in the **VAT Entry** table during posting.

NOTE

If the item has no taxable VAT, 0 is automatically displayed in the **VAT %** field in the VAT information pages.

Telematic VAT

With telematic VAT you can design and generate monthly and yearly tax reports as electronic files or printed files. You can submit these reports to the tax authorities using a third-party program or an XML file from the tax authorities' website.

VAT Statement

The VAT statement displays VAT amounts and base amounts in different columns.

There are two report template types in the **VAT Statement Name** table:

- **One-Column Report**
- **Two-Columns Report**

VAT-VIES Declaration

With VAT-VIES declaration you can run a batch file to generate European Union (EU) sales reports. The batch file exports the entries in the required file format for submission to customs and tax authorities.

See Also

[Spain Local Functionality](#)

[Report 340](#)

[Report 347](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Report 340

2/18/2021 • 3 minutes to read • [Edit Online](#)

The **Report 340** report contains information about invoices and taxes that were issued or received by your company in a given period. The report is generated in a format that is approved by the tax authorities. This report should be submitted in the company's monthly or quarterly liquidation period, depending on the size of the company. This file can be uploaded to the Spanish Tax Agency website or submitted on CD-ROM. For more information, see the [Spanish Tax Agency](#) website. If the number of operations exceeds 1,000,000, the report can be submitted electronically.

Reporting Requirements for Entrepreneurs and Small Companies

The reporting requirements for entrepreneurs and small businesses are modified to support businesses that use the cash accounting criteria (CAC).

A company can use the cash accounting method if business sales do not exceed 2,000,000 euros per year. There is one exception to this rule for a business whose receipts in cash from any single customer exceeds the sum of 100,000 euros.

In Business Central, you can set up posting groups for cash-based VAT accounting for purchases and sales.

If you file a report under this regimen, the following label is applied to certain Business Central reports: **Régimen especial del criterio de caja**. The modified reports are:

REPORT	DESCRIPTION
Report 117	Reminder
Report 118	Finance Charge Memo
Report 205	Order Confirmation
Report 206	Sales - Invoice
Report 207	Sales - Credit Memo
Report 405	Purchase Order
Report 406	Purchase – Invoice
Report 407	Purchase - Credit Memo
Report 5900	Service Order
Report 5911	Service - Invoice
Report 5912	Service - Credit Memo

File Format

The file format for the **Report 340** report includes one deponent record, and at least one issued invoice or one received invoice. Deponent information comes from the **Company Information** table and the request form. Issued invoices come from the companies to which you have sold goods or services. Customer information comes from the **Customer** table. Received invoices come from the companies from which you have purchased goods or services. Vendor information comes from the **Vendor** table.

NOTE

If there are no file format records, the file is not created and an error message is displayed.

Entries Included in Report 340

The entries included in **Report 340** must have been posted in the period and fiscal year entered in the request form. The entries that are included in the report of payments in cash can be posted from the previous year.

Businesses

Report 340 must include the following entries:

- Posted sales invoices and credit memos.
- Posted purchase invoices and credit memos.
- Posted service invoices and credit memos.
- Auto invoices and auto credit memos.
- Payments in cash.

Entries in the **Sales Invoice Book** report must be included in the report as issued invoices.

Entries in the **Purchase Invoice book** report must be included in the report as received invoices.

Small Businesses

For small businesses and entrepreneurs operating under the Cash Accounting Criteria (CAC), Report 340 reports invoices under the CAC. The invoice is marked with a "Z" for operation type. If the invoice is under the CAC, then the following is reported:

- Payment/receipt method, that is, cash, check, transfer, and so forth. This field is blank in the report if no payment collection has occurred.
- Payment/receipt amount (full, partial)
- Payment/receipt dates

Invoices Including Different VAT Percentages or EC Percentages

If the invoice has more than one VAT percentage or equivalence charge (EC) percentage, the report must include all of the records with different VAT percentage and EC percentage. If the invoice includes equivalence charges (EC), the EC percentage and EC amount without VAT will be displayed.

All of these records will show the same invoice ID and customer VAT number.

File Format Restrictions

Before creating the **Report 340** report, you should consider the following file format restrictions:

- All amounts must be in euro.
- All amounts must be positive. In the fields where negative amounts are possible, **N** is specified.
- All text must be capitalized.
- All alphanumeric fields must be left-aligned.
- All numeric fields must be right-aligned.

- Special characters are converted to standard characters.
- If the field has no value, it will be empty for alphanumeric fields and populated with zeros for numeric fields.

See Also

[Create Report 340](#)

[Payments in Cash](#)

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Create Report 340

2/18/2021 • 3 minutes to read • [Edit Online](#)

Report 340 includes all sales invoices and purchase invoices posted by a company during a given period. The report also includes the operation codes with related taxes and payments in cash.

This report is generated in a format approved by the tax authorities. You should submit this report on a monthly or quarterly basis, depending on the size of your company.

To create Report 340

1. Choose the  icon, enter **Make 340 Declaration**, and then choose the related link.
2. On the **Make 340 Declaration** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Fiscal Year	Enter the fiscal year for which you want to create the operation declaration.
Month	Select the month that you want to include in the operations declaration.
Min. Payment Amount	Enter the amount that you have received in cash for the selected G/L Acc. for Payments in Cash . Important: The field is designed for reporting payments in cash. The amount that you have selected decides the sum of customer entries in the report. If the total invoiced amount for a customer per year is less than the amount specified in the field, then the sum of the customer entries is not included in the report. If the total invoiced amount for a customer per year is greater than the amount specified in the field, then the sum of customer entries is included in the report. When you export the data to a declaration .txt file, you will see that the Amount Received in Cash field in the declaration .txt file contains the accumulated amount of customer entries in one line per year.
G/L Acc. for Payments in Cash	Select one or more on general ledger accounts to include only the entries that are posted to the filtered general ledger accounts in the report. Important: The field is designed for reporting payments in cash. When you export the data to a declaration .txt file, you will see that the Amount Received in Cash field in the declaration .txt file contains the accumulated value for the selected general ledger accounts. If you do not select any general ledger accounts, type 2 lines for payments in cash will not be created.
Contact Name	Enter the surname and name for the company that is creating the operations declaration.

FIELD	DESCRIPTION
Telephone Number	Enter the telephone number for the company that is creating the operations declaration.
Non Deduct. Gen. Prod. Post. Groups	Select the general product posting group. The selected posting groups are non-deductible VAT.
Declaration Number	Enter the number to identify the operations declaration.
Electronic Code	Specify the electronic code that is provided by the tax authorities.
Declaration Media Type	Select the media type for the declaration.
Replacement Declaration	Select if this is a replacement of a previously sent declaration.
Previous Declaration Number	If the Replacement Declaration option is selected, enter the previous declaration number.

3. Select the appropriate filters, and then choose the **OK** button. The text file for report 340 is created in the specified path.

To create a Modelo 340 report under the CAC regimen

1. Perform the steps in the previous procedure.
2. As needed, adjust and modify the operation code information. In order for the report to pass validation when you submit it to the tax authority, any line that has an unrealized payment must be updated to include an operation code. You can change an operation code of Z or 3 to Z or 1 – 8 only for cash based payments.
3. Choose the **OK** button. The report is exported to the file location that you specified. The report will only contain lines for invoices, credit memos, whether applied or not, and payments that have unrealized VAT.

Invoices will be exported and will contain the Z operation code. Collection data is blank.

Payments against an invoice will be exported and will contain the collection data.

If you print the posted document, for example, a posted sales invoice, it will include the following label:

Régimen especial del criterio de caja.

See Also

[Report 340](#)

[Payments in Cash](#)

[Spanish Tax Agency](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Report 347

2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Report 347** report is a required annual report sent by all companies to the tax authorities to reflect the sales or purchases in a given period. This report also includes entries such as payment in cash that was received in the period. The **Report 347** report is generated in a format that is approved by the tax authorities. This file can be uploaded to the Spanish Tax Agency website or submitted on CD-ROM. For more information, see the [Spanish Tax Agency](#) website.

File Format for Report 347

The file format for **Report 347** includes at least one responsible company, a deponent, and a customer/vendor register. A responsible company is a company that submits the information to the Spanish Tax Agency. Deponent information comes from the **Company Information** table and the request form. Customer information comes from the **Customer** table, the **Cust. Ledger Entry** table, and the **G/L Entry** table. Vendor information comes from the **Vendor** table and the **Vendor Ledger Entry** table.

NOTE

If there are no file records, the file is not created and an error message is displayed.

File Format Restrictions for Report 347

Before creating **Report 347**, the following file format restrictions will be considered:

- All amounts must be positive.
- All text must be capitalized.
- All alphanumeric fields must be left-aligned.
- All numeric fields must be right-aligned.
- If the company receives payments in cash that are over the predefined official threshold for these transactions, a four-digit year must be included. The year indicates when the invoices that are related to receivables were posted.
- Special characters must be converted to standard characters.
- If the field has no value, it will be blank for alphanumeric fields and populated with zeros for numeric fields.

See Also

[Spain Local Functionality](#)

[Create Report 347](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Report 347


2/18/2021 • 2 minutes to read • [Edit Online](#)

All companies must provide an annual declaration, **Report 347**, to the tax authorities providing the sales and purchase transactions from the previous fiscal period.


The Report 347 declaration is generated in a format that is approved by the tax authorities for upload to their Virtual Office website or submission on CD-ROM.

Before you create the Report 347 declaration, you can run a report to identify payments in cash that have not been applied to a document.

To identify unapplied payments in cash


1. Choose the  icon, enter **347**, and then choose the link for the **347 Declaration** area.
2. Choose the **Unapplied Payments in Cash** action.
3. On the **Options** FastTab, fill in the fields.

To create a Report 347 declaration

1. Choose the  icon, enter **Make 347 Declaration**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields. For more information, see [Make 347 Declaration](#).
3. Choose the **OK** button.

When you send the Report 347 declaration, you must include 347 declaration labels. The labels are required as part of the package for the tax authorities.

To create 347 declaration labels

1. Choose the  icon, enter **347 Declaration Labels**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields. For more information, see [Declaration Labels](#).

See Also

[Spain Local Functionality](#)

[Report 347](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Report 349

2/18/2021 • 3 minutes to read • [Edit Online](#)

You must submit a periodic report of trade with other EU countries/regions to the tax authorities. In Spain, this Report 349 is part of the EU intra-community VAT Information Exchange System (VIES).

In Business Central, the Report 349 declaration is based on VAT entries that are filtered by the EU country/region codes. You must create a 349 declaration and then submit the file to the [Spanish Tax Agency](#) website or on CD-ROM.

When you create a Report 349 declaration that includes credit memos, the entries will display on the **Customer/Vendor Warnings 349** page so that you can include them as corrections to invoices. You must make the appropriate changes to the lines on the **Customer/Vendor Warnings 349** page before you can submit the declaration. For more information, [Create Report 349](#).

Delivery Operation Codes

The **Report 349** declaration must specify separate operation codes for the delivery of goods to other EU countries/regions. You can set up separate VAT product posting groups for each type of export delivery. Then, when you apply a VAT posting group to an item that is sold, Business Central stores the delivery operation code, and the transaction is included in the quarterly 349 declaration.

Before you submit the 349 declaration, you must make sure that all VAT entries have the relevant delivery operation codes. The following table describes the delivery operation codes that are currently supported in Business Central.

DELIVERY OPERATION CODE	DESCRIPTION
E	Identifies transactions with items that were delivered to customers in another EU country/region and are not included in either the M or the H delivery operation code.
M	Identifies transactions with items that were delivered to customers in another EU country/region and which were previously imported into Spain as tax exempt according to the VAT law.
H	Identifies transactions with items that were delivered to customers in another EU country/region and which were previously imported into Spain as tax exempt according to the VAT law, and which were conducted by an official tax representative.

To help you manage exports to other EU countries/regions in Business Central, you can create VAT product posting groups for each operation code. Then, when you apply a VAT posting group to an item that is sold, the Delivery Operation Code field in the **VAT Entry** table identifies the VAT transactions according to the operation code.

Delivery Operation Codes and Item Setup

You can set up a VAT product posting group for each delivery operation type and then assign the appropriate VAT product posting group to items in the Item Card page.

If you have an inventory item that can be imported in different ways, for example if it is tax exempt in some

cases and not tax exempt in other cases, you can create separate item cards with the appropriate VAT product posting group.

In the following example, you import chairs from another EU country/region, and you resell the chairs to customers in other countries/regions. One type of chair is exempt from VAT when you import it under certain circumstances, but otherwise it is not exempt. As a result, you create two item cards for it:

- One item card with a VAT product posting group with the **Delivery Operation Code** field set to **M**.
- One item card with a VAT product posting group with the **Delivery Operation Code** field set to **E**.

Then, when you create a sales order, you must make sure that you select the correct item in the sales lines.

When you post the sales invoice, Business Central saves the delivery operation code in the **VAT Entry** table, and then, when you create the Report 349 declaration, the VAT amount is included in the section for the appropriate delivery operation code.

See Also

[Create Report 349](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Report 349

2/18/2021 • 4 minutes to read • [Edit Online](#)

You must submit a periodic report of trade with other EU countries/regions to the tax authorities. This declaration, Report 349, must be submitted to the tax authorities electronically on the tax agency website or on a CD-ROM. For more information, see the [Spanish Tax Agency](#) website.

To create Report 349

1. Choose the  icon, enter **Make 349 Declaration**, and then choose the related link.
2. On the **Options FastTab**, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Fiscal Year	Specify the year of the reporting period.
Period	Select the period that the report covers. This can be a year, a month, or a quarter.
Period Frequency Change	Select to change the period frequency of the report.
Contact Name	Specify the contact name for your company.
Telephone Number	Specify the telephone number for contact.
Declaration Number	Specify the number of the declaration. For example, if this is your first 349 declaration, the number is 349000000000 .
Company Country/Region	Enter the country/region for your company.
Declaration Media Type	Select the media type for the declaration. To submit the declaration electronically, select Telematic . To submit the declaration on CD-ROM, select Physical support . If you want to submit the 349 declaration on a CD-ROM, you must also print labels for the disk. For more information, see Declaration Labels.
Excluded Gen. Product Posting Groups	Specify the general product posting group that you do not want to include in the declaration.

3. Choose the **OK** button.

If the period includes a credit memo, a message appears, and if you choose the **OK** button, the **Customer/Vendor Warnings 349** page opens and shows all credit memos for that period.

Entries related to credit memos display on the **Customer/Vendor Warnings 349** page because you may want to include them as corrections to invoices. For example, if you posted a sales invoice in October, and you then post a credit memo in November that corrects the October invoice, a warning displays. Then, you can make the appropriate changes on the **Customer/Vendor Warnings 349** page. You must specify which section of the

total amount for that customer must be included in the November 349 declaration.

To correct warnings for Report 349

1. On the **Customer/Vendor Warnings 349** page, select the line for the relevant customer.
2. Make the appropriate changes to the line.

The following table describes the key fields for correcting a 349 declaration that includes a credit memo.

FIELD	DESCRIPTION
Include Correction	Select to accept the correction that the credit memo has resulted in.
Delivery Operation Code	Specifies the type of export delivery for the VAT transaction. If you select a month in the Original Declaration Period field, the Delivery Operation Code field helps you identify the appropriate amount, which is shown in the Previous Declared Amount field.
Previous Declared Amount	Specifies the total amount that has been included in a 349 declaration. This field is calculated only if you changed the Original Declaration Period field. It is calculated based on the specified delivery operation code.
Original Declaration FY	Specifies the fiscal year that the original 349 declaration was submitted to the tax authorities with the invoice that this credit memo corrects. Warning: Do not change this field if the credit memo applies to an invoice that has not yet been declared to the tax authorities because it is part of the current 349 declaration.
Original Declaration Period	Specifies the month, such as 01 for the month of January, for the original 349 declaration that included the invoice that this credit memo corrects. Warning: Do not change this field if the credit memo applies to an invoice that has not yet been declared to the tax authorities because it is part of the current 349 declaration.
Original Declared Amount	Specifies the correction for the original transaction. For a credit memo for an invoice that was included in an earlier 349 declaration, enter the amount that should have been declared for this customer or vendor. This amount is the invoiced amount less the credit memo amount. For a credit memo for an invoice that is part of the current 349 declaration, enter the credit memo amount.

3. When you have made the appropriate changes, choose the **Process** action.

A page appears where you must confirm that you want to update the 349 declaration for those entries where the **Include Correction** check box is selected.

For corrections to amounts that were included in an earlier 349 declaration, the page can show more than one warning for a customer or vendor with the same values in the **Original Declaration FY** and **Original Declaration Period** fields. In that case, you should combine the corrections in a single line so that the appropriate amounts for the **Previous Declared Amount** field and the **Original Declared Amount** field are included in the 349 declaration.

See Also

[Report 349](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up 340 Reports for Small Businesses



2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the following procedure to set up your business to report on a cash basis, that is, Cash Accounting Criteria (CAC). If you have not already done so, you can set up posting groups for cash-based VAT accounting for purchases and sales.

When you file a report 340, any transaction lines that are associated with unrealized VAT are assumed to have taken place under cash accounting.

After VAT posting is set up to handle unrealized VAT, any printed sales order, purchase order, and so forth will be modified to have the following label in bold font added to the report just before the section reporting the document lines: **Régimen especial del criterio de caja**.

To set up reporting under CAC

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General** FastTab, select the **Unrealized VAT** check box on the **General Ledger Setup** page. Choose the **OK** button.
3. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
4. On the **VAT Posting Setup** page, select a group to modify or create a posting group that has general ledger accounts to treat the VAT amounts for the various unrealized VAT accounts in your VAT Posting Setup, and then choose the **Edit** action.
5. On the **General** FastTab, set the **Unrealized VAT Type** to **Percentage**.
6. On the **Sales** and **Purchase** FastTabs, specify general ledger accounts for the various **VAT Unreal. Account** fields.

See Also

[Report VAT to Tax Authorities](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Create Templates for Telematic VAT Statements in Text File Format

2/18/2021 • 2 minutes to read • [Edit Online](#)

In order to submit VAT statements electronically, you must create templates to generate the required files. You can submit files in text format and in XML format. This procedure describes how to create templates for text files.

For more information, see the [Spanish Tax Agency](#) website.

To create a template for VAT statements in text file format

1. Choose the  icon, enter **VAT Statement**, and then choose the appropriate link.
2. Select the required VAT statement, and then choose the **Design txt file** action.
3. On the **Transference Format** page, fill in the fields as described in the following table.

IMPORTANT

The values for the fields are determined by the tax authorities.

For more information, see the [Spanish Tax Agency](#) website.

FIELD	DESCRIPTION
VAT Stmt. Name	Specify the VAT statement name that this template is for.
No.	Specify the field number in the text file.
Position	Specify the position of this field in the text file.
Length	Specify the length of the field.
Type	Specify the type of the field. The available options are Alphanumerical, Numerical, Fix, Ask, and Currency .
Subtype	Specify the subtype of the field. The subtype specifies if the line must show only the integer part of an amount, the decimal part, or the full amount.
Description	Specify the text that you want to appear on the label.
Value	Specify the value for the label.
Box	Specify the box number from which to retrieve the data.

4. Repeat the previous step for additional lines in the VAT statement.
5. Choose the OK button.

This creates the template. Now, you can create a file that you can then submit to the tax authorities.

See Also

[Export VAT Statements in Text Format](#)

[Create Templates for Telematic VAT Statements in XML File Format](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Create Templates for Telematic VAT Statements in XML File Format

2/18/2021 • 2 minutes to read • [Edit Online](#)

In order to submit VAT statements electronically, you must create templates to generate the required files. You can submit files in text format and in XML format. This procedure describes how to create templates for XML files.

For more information, see the [Spanish Tax Agency](#) website.

To create a template for VAT statements in XML file format

1. Choose the  icon, enter **VAT Statement**, and then choose the appropriate link.
2. Select the required VAT statement, and then choose the **Design XML file** action.
3. On the **XML Transference Format** page, fill in the fields as described in the following table.

IMPORTANT

The values for the fields are determined by the tax authorities.

For more information, see the [Spanish Tax Agency](#) website.

FIELD	DESCRIPTION
VAT Stmt. Name	Specify the VAT statement name that this template is for.
No.	Specify the field number in the text file.
Line Type	Specify whether the VAT statement line type is an XML element or an XML attribute.
Indentation Level	Specify the indentation level for the label. This level is used to format the XML file.
Parent Line No.	Specify the line number of the parent line that the current line is indented under.
Value Type	Specify the subtype of the field. The subtype specifies if the line must show only the integer part of an amount, the decimal part, or the full amount.
Description	Specify the text that you want to appear on the label.
Value	Specify the value for the label.
Box	Specify the box number from which to retrieve the data.

FIELD	DESCRIPTION
Ask	Specifies if the Value field can be changed before you create the XML file.
Exists Amount	Select to include the existing amount.

4. Repeat the previous step for additional lines in the VAT statement.
5. Choose the OK button.

This creates the template. Now, you can create a file that you can then submit to the tax authorities.

See Also

[Export VAT Statements in XML Format](#)

[Create Templates for Telematic VAT Statements in Text File Format](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Export VAT Statements in XML Format

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can export a VAT statement in XML format and then submit it electronically to the tax authorities.

For more information, see the [Spanish Tax Agency](#) website.

To export a VAT statement in XML format

1. Choose the  icon, enter **VAT Statement**, and then choose the appropriate link.
2. Select the required VAT statement, and then choose the **Generate XML file** action.

IMPORTANT

The VAT statement name must be of the template type **One Column Report**.

In the standard version of Business Central, the VAT statement name for the 392 telematic statement is of the type **One Column Report**.

3. On the **XML VAT Declaration** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
VAT entries included	Specify if the VAT statement must include open entries, closed entries, or both open and closed entries.
VAT entries included	Specify if the VAT statement must include only entries from the period that is specified in the Date Filter field, or also entries from previous periods.
Additional Currency	Select to display the report amounts in the additional reporting currency.

4. On the **VAT Statement Line** FastTab, specify a value for the **Date Filter** field.
Optionally, select additional filters.
5. Choose the **OK** button.
6. On the **XML Transference Format** page, verify that the VAT statement is set up as required, and then choose the **OK** button.

You can open or save the generated XML file. You can now submit the VAT statement to the tax authorities.

See Also

[Create Templates for Telematic VAT Statements in XML File Format](#)

[Export VAT Statements in Text Format](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Export VAT Statements in Text Format

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can export a VAT statement in text format and then submit it electronically to the tax authorities.

For more information, see the [Spanish Tax Agency](#) website.

To export a VAT statement in text format

1. Choose the  icon, enter **VAT Statements**, and then choose the related link.
2. Select the required VAT statement, and then choose the **Generate txt file** action.

IMPORTANT

The VAT statement name must be of the template type **One Column Report**.

In the standard version of Business Central, the VAT statement name for the 320 telematic statement is of the type **One Column Report**.

3. On the **Telematic VAT Declaration** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
VAT entries included	Specify if the VAT statement must include open entries, closed entries, or both open and closed entries.
VAT entries included	Specify if the VAT statement must include only entries from the period that is specified in the Date Filter field, or also entries from previous periods.
Additional Currency	Select to display the report amounts in the additional reporting currency.

4. On the **VAT Statement Line** FastTab, specify a value for the **Date Filter** field.
Optionally, select additional filters.
5. Choose the **OK** button.
6. On the **Transference Format** page, verify that the VAT statement is set up as required, and then choose the **OK** button.
7. Choose the **Open** button or choose the **Save** button.

You can now submit the VAT statement to the tax authorities.

See Also

[VAT Reports](#)

[Create Templates for Telematic VAT Statements in Text File Format](#)

[Export VAT Statements in XML Format](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Equivalence Charges (EC)

2/18/2021 • 2 minutes to read • [Edit Online](#)

An Equivalence Charge (EC) is a tax that is used in retail sales and in activities that do not follow VAT rules. Under EC rules, companies must pay a surcharge to their vendors when purchasing goods, in addition to the usual VAT. However, when selling goods, only VAT can be charged. Some general posting groups must have an EC percentage in addition to the VAT percentage. This information is tracked separately, but in order to minimize changes, both taxes are usually combined.

The EC % field is a separate field in the **Purchase Line**, **Sales Line**, **Sales Line Archive** and **Purchase Line Archive** tables. However, in sales and purchase lines, both taxes are combined and the value is displayed in the **VAT %** field. The **VAT + EC %** field is used when these values are combined. At the time of posting, the VAT percentage and the EC percentage are inserted in the **VAT Entry** table. This makes it possible to print the **Sales Invoice Book** report and the **Purchases Invoice Book** report.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Electronic Payments – AEB N34.1

2/18/2021 • 2 minutes to read • [Edit Online](#)

With the electronic payments functionality, you can pay vendors using electronic payments rather than printing paper checks. Electronic payments are exported into a standard AEB N34.1 file format used by most banks in Spain. This file is then transmitted to your bank.

You can create electronic payments from the payment journals or from the Cartera functionality (report list). This is intended to cover the following cases:

- Invoices and open, non-grouped Cartera documents. If you select to pay using electronic payments, then the payment file is generated from the **Export Electronic Payments** report.
- Invoices and Cartera documents that are grouped in a payment order. If you select to pay using electronic payments, the payment file is generated from the **PO - Export N34.1** report, available in the Cartera report list.

NOTE

Partners may need to modify this report to meet their customer's bank individual requirements.

Before you can transfer payments electronically to a vendor, you will need to set up a bank account for the vendor. You will also need to set up the electronic payment links with your bank and set up the bank account card in Business Central for your own bank to handle the electronic payments. The bank should provide the transmission program.

See Also

[Set Up Bank Accounts for Electronic Payments](#)

[Pay Vendors by Using Electronic Payments](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Bank Accounts for Electronic Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can set up bank accounts to make electronic payments.

To set up bank accounts for electronic payments


1. Choose the  icon, enter **Bank Account Card**, and then choose the related link.
2. On the **Transfer** FastTab, make sure that the **CCC Bank No.**, **CCC Bank Branch No.**, **CCC Control Digits**, and **CCC Bank Account No.** fields are filled in correctly.
3. On the **Transfer** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
E-Pay Export File Path	Enter the full path of the electronic payment file, start with the drive letter and end with a backslash (). The file name is not included here. You should use the directory where Business Central is installed. For example: C:NAV would be a possible entry for this field. You can enter a maximum of 100 characters.
Last E-Pay Export File Name	Specify the name of the file with the .txt file name extension, without the path., Because the file name will be incremented every time that an electronic payment file is exported, this file name should have digits in it. This will create a permanent record of every file that you have exported to the bank. For example, DD000000.txt could be a possible first entry for this field. You can enter a maximum of 50 characters.

4. On the **Posting** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Last Remittance Advice No.	Specify a number series that differs from the check number series. This is needed so that the numbers do not conflict with each other. The remittance advice is printed on blank paper in a form that is easy to mail to the vendor.

To set up vendor bank accounts for electronic payments

1. Choose the  icon, enter **Vendor Bank Account Card**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Use For Electronic Payments	Specify if this vendor bank account will be used for electronic payments. For electronic payments, only one bank account can be selected for each vendor.

3. On the **Transfer** FastTab, make sure that the **CCC Bank No.**, **CCC Bank Branch No.**, **CCC Control Digits**, and **CCC Bank Account No.** fields are filled in correctly.

See Also

[Electronic Payments – AEB N34.1](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Pay Vendors Using Electronic Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can pay a vendor using electronic payments. Payments will be exported to a file, which will then be transmitted to your bank. The bank then electronically transfers the payments from your bank account to the payee's (vendor) bank account.

This process is similar to how computer checks are processed.

To pay a vendor electronically

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Bank Payment Type	Specify Electronic Payment to create a corresponding check ledger entry for the amount.
Payment Type	Specify the payment type for the special transfer payment, if applicable. Select Blank if you do not want to use the special transfer payment type. Select 01 to create a special payment for "goods" on the journal line. Select 02 to create a special payment for "non-goods" on this journal line.
Statistical Code	Specify the statistical code for the special transfer payment, if applicable. The statistical code must be used at the same time as the payment type. Select 01 to create a special payment for "goods" on the journal line. Select 02 to create a special payment for "non-goods" on this journal line.

See Also

[Set Up Bank Accounts for Electronic Payments](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Export Electronic Payments

2/18/2021 • 5 minutes to read • [Edit Online](#)


In Business Central, you can export payment journal entries into a file format according to four different payment standards. You must use the following pages to export according to the different payment standards.

PAYMENT STANDARD	PAGE TO EXPORT FROM
AEB N34	Payment Orders
AEB N34.1	Payment Orders
E-PAY	Payment Journal
SEPA	Payment Journal or Payment Orders

IMPORTANT

Before you can export a payment, you must select a payment format in the **Payment Export Format** field on the **Bank Account Card** page.

To export electronic payments using the Payment Orders page

1. Choose the  icon, enter **Payment Orders**, and then choose the related link.
2. Select the documents that you want to pay.
3. Choose **THE Export to File** action.

Payments of type SEPA will be exported to a file immediately.

Payments of type N34 or N34.1 will be exported when you run the **Payment order - Export N34** or **PO - Export N34.1** report, which automatically opens when you choose **Export** in step 3.

4. On the **PO - Export N34.1** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Bank Account No.	Select the bank account from which the payments will be exported.
Settle Date	Specify the date that the export will be transmitted to the bank. This date will be the posting date for the payment journal entries that are exported.
If Posting Date does not match Delivery Date	Specify if you want to match the settle date, or if you want to skip any payment journal lines where the entered posting date does not match the settle date.
Expenses Code	Specify who is responsible for the payment expenses.

FIELD	DESCRIPTION
Shared (Only International Transf. Payment Order Concept.)	Specify if you want to share the expenses between the payer and the payee. This is only applicable for international transfers.
Relation	Specify if you want the bank to send you a detailed list of all transfer charges. If you do not select this field, the bank will send the total of all charges for all the transfers made.
Number Of Copies	Specify the number of additional copies of the remittance advice that will be printed by this process. One document is always printed so that it can be mailed to the payee.


5. Choose the **Print** or the **Preview** action to see the created payment file.

The payment journal entries which have the **Bank Payment Type** field set to **Electronic Payment** will be exported. The data will be exported to a file that is formatted according the N34 or N34.1 standard format. In addition, remittance advice will be printed, which is suitable for mailing to each payee.

NOTE

You can only post the payment order after you have successfully exported the electronic payments.

To export electronic payments using the Payment Journal page

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Select the documents that you want to pay.
3. Choose the **Related > Payments > Electronic Payments > Export**.

Payments of type SEPA will be exported to a file immediately.

Payments of type E-PAY will be exported when you run the **Export Electronic Payments** report, which automatically opens when you choose **Export** in step 3.

4. On the **Export Electronic Payments** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Bank Account No.	Select the bank account from which the payments will be exported.
Settle Date	Specify the date that the export will be transmitted to the bank. This date will be the posting date for the payment journal entries that are exported.
If Posting Date does not match Delivery Date	Specify if you want to match the settle date, or if you want to skip any payment journal lines where the entered posting date does not match the settle date.

FIELD	DESCRIPTION
Expenses Code	Specify who is responsible for the payment expenses.
Shared (Only International Transf. Payment Order Concept.)	Specify if you want to share the expenses between the payer and the payee. This is only applicable for international transfers.
Relation	Specify if you want the bank to send you a detailed list of all transfer charges. If you do not select this field, the bank will send the total of all charges for all the transfers made.
Number Of Copies	Specify the number of additional copies of the remittance advice that will be printed by this process. One document is always printed so that it can be mailed to the payee.

5. Choose the **Print** or the **Preview** action to see the created payment file.

The payment journal entries which have the **Bank Payment Type** field set to **Electronic Payment** will be exported. The data will be exported to a file that is formatted according to the selected payment standard. In addition, remittance advice will be printed, which is suitable for mailing to each payee.


NOTE

You can only post the payment order after you have successfully exported the electronic payments.

NOTE

In the generic version of Business Central, the **Payment Journal** page is used in a similar way to export electronic payments in the SEPA Credit Transfer format. For more information, see [Make Payments with AMC Banking 365 Fundamentals extension or SEPA Credit Transfer](#).

To export electronic payments from the Cartera module

1. Choose the  icon, enter **PO - Export N34.1**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Delivery Date	Specify the delivery date of the electronic payment.
Expenses Code	Specify who is responsible for the payment expenses.
Payment Order Concept	Specify the payment order concept, either Payroll , Retirement Payroll , or Others .

FIELD	DESCRIPTION
Relation	Specify if you want the bank to send you a detailed list of all transfer charges. If you do not select this field, the bank will send the total of all charges for all the transfers made.
Number Of Copies	Specify the number of additional copies of the remittance advice that will be printed by this process. One document is always printed so that it can be mailed to the payee.
Shared (Only Internation Transf.)	Specify if you want to share the expenses between the payer and the payee. This is only applicable for international transfers.

NOTE

You can only post the payment order after you have successfully exported the electronic payments.

See Also

[Electronic Payments – AEB N34.1](#)

[Set Up Bank Accounts for Electronic Payments](#)

[Make Payments with AMC Banking 365 Fundamentals extension or SEPA Credit Transfer](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Void Electronic Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

In the Spanish version of Business Central, you can void the exported payment file. By voiding the file, the entire payment journal from which the file was created, will be deleted.

To void electronic payments

1. Choose the  icon, enter **Void Electronic Payments**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Bank Account No.	Specify the bank account number from which the payments will be voided.

To void electronic payments in the Cartera module

1. Choose the  icon, enter **Void PO – Export N34.1**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Payment Order No.	Specify the payment order number from which the payments will be voided.

See Also

[Set Up Bank Accounts for Electronic Payments](#)

[Pay Vendors by Using Electronic Payments](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Bank CCC Codes

2/18/2021 • 2 minutes to read • [Edit Online](#)


Código Cuenta Cliente (CCC) is a unique account code used by banks to identify their customers. The CCC code is printed on bank documents such as checks and statements.

You can set up CCC codes in the following locations:

- **Bank Account Card** page
- **Company Information** page
- **Customer Bank Account Card** page
- **Vendor Bank Account Card** page

The following procedure describes how to set up bank CCC codes for your company.


To enter CCC codes

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Payments** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION	
CCC Bank No.	1-4	Identifies the bank where the account has been opened.
CCC Bank Branch No.	5-8	Identifies the branch code. If the bank does not use this reference, the branch code can be zeros.
CCC Control Digits	9-10	Identifies the control digits.
CCC Bank Account No.	11-20 (Spain) 11-21 (Portugal)	Identifies the account number, which may be adjusted with preceding zeros.

The following procedure describes how to set up bank CCC codes for existing customer bank accounts, but the same steps apply to vendors, bank accounts, and company information.

To set up bank CCC codes for a customer bank account

1. Choose the  icon, enter **Customer Bank Account Card**, and then choose the related link.
2. On the **Transfer** FastTab, enter information into the relevant CCC fields.

NOTE

You must set up the company information on the **Payments** FastTab.

3. Choose the **OK** button.

See Also

[Set Up Bank Accounts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Enter CCC Codes

2/18/2021 • 2 minutes to read • [Edit Online](#)

Código Cuenta Cliente (CCC) is a unique bank account identification code. The following component fields make up the 20-digit (Spain) or 21-digit (Portugal) bank CCC code structure.

If you change the CCC code structure, the **CCC No.** field updates automatically. Similarly, if you change the **CCC No.** field, the CCC code structure updates automatically.

To enter CCC codes

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Payments** FastTab, fill in the fields as described in the following table

FIELD	DESCRIPTION	
CCC Bank No.	1-4	Identifies the bank where the account has been opened.
CCC Bank Branch No.	5-8	Identifies the branch code. If the bank does not use this reference, these can be zeros.
CCC Control Digits	9-10	Identifies the control digits.
CCC Bank Account No.	11-20 (Spain) 11-21 (Portugal)	Identifies the account number, which may be adjusted with preceding zeros.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Payment Days and Non-Payment Periods

2/18/2021 • 2 minutes to read • [Edit Online](#)


Payment days and non-payment periods are used to calculate due dates. Due date calculation is used for sales and purchase documents.

A payment day is a day on which invoices are paid.

A non-payment period is a range of dates during which the company does not make payments. This functionality is often used for holiday periods.

For sales and purchase invoices, the customer and vendor payment days and non-payment periods are taken into account.


To set up payment days and non-payment periods for a company

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. Expand the **Payments** FastTab.
3. Fill in the fields as described in the following table.


FIELD	DESCRIPTION
Payment Days Code	Enter the payment day code.
Non-Paymt. Periods Code	Enter the non-payment periods code.

4. To open the **Payment Days** page, choose the **Payment Days** action.
5. On the **Payment Days** page, in the **Payment Day** field, enter the payment day for the company.
6. Choose the **OK** button.
7. To open the **Non-Payment Periods** page, choose the **Non-Payment Periods** action.
8. Enter information into the relevant fields.
9. Choose the **OK** button.

To set up payment days for customers and vendors

1. Choose the  icon, enter **Customers** or enter **Vendors**, and then choose the related link.
2. Select the required customer or vendor, and then choose the **Payment Days** action.
3. On the **Payment Days** page, in the **Payment Day** field, enter the payment day for the customer or vendor.
4. Choose the **OK** button.

To set up non-payment periods for customers and vendors

1. Choose the  icon, enter **Customers** or enter **Vendors**, and then choose the related link.
2. Select the required customer or vendor, and then choose the **Non-Payment Periods** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
From Date	Enter the starting date for the non-payment period.
To Date	Enter the ending date for the non-payment period.
Description	Enter a description.

4. Choose the OK button.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Payments in Cash

2/18/2021 • 2 minutes to read • [Edit Online](#)

As of January 1, 2012, companies in Spain are required to submit a summary for payments in cash that are greater than EUR 6.000.00 for each customer for each year.

Reporting Payments in Cash

If you are reporting payments in cash, the following sequence of tasks are listed in the order in which they are generally performed:

- Applying payments in cash to invoices.
- Making 340 Payments in cash declaration.

Applying Payments in Cash to Invoices

You apply payments in cash to invoices that you have received from customers. For information about how to apply payments to invoices, see [Managing Receivables](#). Only the applied payments in cash are used for reporting payments in cash. If you do not apply payments in cash to invoices, you cannot report payments in cash.

Making 340 Payments in Cash Declaration

You use the **Make 340 Declaration** batch job to report 340 payments in cash declaration. For information about how to specify and select information to generate the declaration, see [Make 340 Declaration](#).

NOTE

The payments made through banks are excluded.

NOTE

The amount received in cash in the declaration .txt file can contain values that differ from the total invoiced amount for a customer. This is because not all of the payments are made in cash.

See Also

[Managing Receivables](#)

[Report 340](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Cartera Module

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Cartera module allows you to use specific documents, such as bills of exchange and promissory notes, to manage customer and vendor payments.

You can use the Cartera module to manage transactions made with different financial units based on:

- Document type
- Cost
- Credit limit

The balances are kept in local currencies and original currencies.

The Cartera module contains the Receivables Cartera module and the Payments Cartera module. The Receivables Cartera module allows you to manage bills generated from sales invoices. The Payments Cartera module allows you to manage payables documents generated from purchase invoices or from the Cartera journal.

See Also

[Receivables Cartera Module](#)

[Payments Cartera Module](#)

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Receivables Cartera Module

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Receivables Cartera module allows you to manage bills generated from sales invoices. The documents can be managed by:

- Due date
- Bank
- Value
- Document type
- Currency

You can manually create bills using the **Cartera Journal**. You can also use the Receivables Cartera module to manage all sales invoices that the company yields to a factoring company.

Bill Groups

With the Receivables Cartera module, you can manage bill groups and discount bill groups in your local currency or original currency.

There are various criteria for grouping documents in a bill group. You can group documents for the same customer, documents with the same due date, documents drawn in the same market, and so on. You can group one or more receivable documents in one bill group.

A bill group consists of one or more documents grouped together to submit to a bank. A bill group can be submitted for collection or discount.

If submitted for collection, the bank is only responsible for processing the collection of the documents on the due date.

If the bill group is submitted for discount, the bank will advance the amount of the bill group (or a portion of it, in the case of factoring) to the company, and will take responsibility for collecting on the due dates of the documents that make up the bill group.

A bill group of invoices can be submitted to a financial institution (factor) for risked factoring (the risk of insolvency is covered by the company) or unrisked factoring (the risk of insolvency is covered by the factor).

Bill groups include:

- Finance charges for collection or discount management
- Finance charges for returned bills
- Interest for discounts

With the Receivables Cartera module, you can yield credits or factoring of sales invoice bill groups, including the finance charge calculation by the factoring company. You can request the anticipated value of the yielded invoices, or only the management of the collection.

You can use bill groups for the following:

- Factoring without risk - The factoring company takes on the risks associated with non-payment.
- Factoring with risk - You take on the risks associated with non-payment.

See Also

[Cartera Module](#)

[Payments Cartera Module](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Payments Cartera Module

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Payments Cartera module allows you to manage payables documents generated from purchase invoices or from the **Cartera Journal**. The documents can be managed by:

- Bank
- Due date
- Value
- Currency

Payment Orders

A payment order is comprised of one or several documents that are grouped for delivery to a bank.

There are different criteria for grouping documents into a single payment order. You can group documents sent to the same vendor, documents that have the same due date, documents sent to the same address, and so on.

Use the Payments Cartera module to manage the following:

- Drafts of payment orders to vendors (payment confirmation)
- Distinct payables documents

NOTE

The drafts, payment orders to vendors, and distinct payables documents can be managed in your local currency or original currency.

Finance charges from financial entities are included.

Payment confirmation is a service provided by a financial entity. With payment confirmation, you can manage a company's payments to its suppliers, and use the invoice to charge the customers or vendors before the due date.

See Also

[Cartera Module](#)

[Receivables Cartera Module](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

SII - Invoice and Credit Memo Types in Sales and Purchase Documents

2/18/2021 • 3 minutes to read • [Edit Online](#)

Business Central supports the Spanish SII requirements for VAT reporting (Immediate Information Supply).

The following table shows the output of the various types that are used for invoices and credit memos in connection with SII and how they are implemented in Business Central.

Sales Invoices

TYPE	DESCRIPTION	IMPLEMENTATION
F1	Invoice	Normal invoice
F2	Simplified invoice (ticket)	Implemented as for F1, except a non-existing block is called "Contraparte" and additional nodes are called "ImporteTotal" and "Macrodata".
F3	Invoice issued to replace simplified invoices issued and filed	Same as Normal invoice
F4	Invoice summary entry	Possible, but the XML file is same as for F1 because Business Central does not support Summary invoices. Submissions will result in known error: Missing "NumSerieFacturaEmisorResumenFin" element.
R1	Corrected invoice (Error based on Art. 80.1, 80.2, and 80.6 LIVA)	Not supported. Only used for credit memos.
R2	Corrected invoice (Art. 80.3)	Not supported. Only used for credit memos
R3	Corrected invoice (Art. 80.4)	Not supported. Only used for credit memos
R4	Corrected invoice (other)	Not supported. Only used for credit memos
R5	Corrected invoice in simplified invoices	Not supported. Only used for credit memos

Sales Credit Memos

TYPE	DESCRIPTION	IMPLEMENTATION
F1	Invoice	Same structure as sales invoice, type F1, but with negative values
F2	Simplified invoice (ticket)	Same structure as sales invoice type F2, but with negative values
F3	Invoice issued to replace simplified invoices issued and filed	Not supported
F4	Invoice summary entry	Not supported
R1	Corrected invoice (Error based on Art. 80.1, 80.2, and 80.6 LIVA)	Normal credit memo
R2	Corrected invoice (Art. 80.3)	Same as normal credit memo
R3	Corrected invoice (Art. 80.4)	Same as normal credit memo
R4	Corrected invoice (other)	Same as normal credit memo
R5	Corrected invoice in simplified invoices	Same as normal credit memo except the block is called "Contraparte".

Purchase Invoices

TYPE	DESCRIPTION	IMPLEMENTATION
F1	Invoice	Normal invoice
F2	Simplified invoice (ticket)	Implemented as for F1, except a non-existing block is called "Contraparte" and additional nodes are called "ImporteTotal" and "Macrodato".
F3	Invoice issued to replace simplified invoices issued and filed	Sames as for Normal invoice
F4	Invoice summary entry	Possible, but the XML file is same as for F1 because Business Central does not support Summary invoices. Submissions will result in known error: Missing "NumSerieFacturaEmisorResumenFin" element.
F5	Imports (DUA)	Same as for Normal invoice
F6	Accounting support material	Sames as for Normal invoice
R1	Corrected invoice (Error based on Art. 80.1, 80.2, and 80.6 LIVA)	Not supported. Only used for credit memos

TYPE	DESCRIPTION	IMPLEMENTATION
R2	Corrected invoice (Art. 80.3)	Not supported. Only used for credit memos
R3	Corrected invoice (Art. 80.4)	Not supported. Only used for credit memos
R4	Corrected invoice (other)	Not supported. Only used for credit memos
R5	Corrected invoice in simplified invoices	Not supported. Only used for credit memos

Purchase Credit Memos

TYPE	DESCRIPTION	IMPLEMENTATION
F1	Invoice	Same structure as for purchase invoice, type F1, but with negative values
F2	Simplified invoice (ticket)	Same structure as for purchase invoice, type F1, but with negative values
F3	Invoice issued to replace simplified invoices issued and filed	Not possible
F4	Invoice summary entry	Not possible
F5	Imports (DUA)	Not possible
F6	Accounting support material	Not possible
R1	Corrected invoice (Error based on Art. 80.1, 80.2, and 80.6 LIVA)	Normal credit memo
R2	Corrected invoice (Art. 80.3)	Same as normal credit memo
R3	Corrected invoice (Art. 80.4)	Same as normal credit memo
R4	Corrected invoice (other)	Same as normal credit memo
R5	Corrected invoice in simplified invoices	Same as for normal credit memo except the block is called "Contraparte"

See Also

[Spain Local Functionality Setup and user guide for electronic VAT information under SII in the Spanish version of Dynamics NAV](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up and Close Income Statement Balances


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use income statement balancing accounts to balance and track several accounts at the same time. The **Close Income Statement** batch job transfers income statement accounts to an account in the balance sheet, and closes the income statement accounts. When the **Close Income Statement** batch job is run, the entries are automatically posted.

NOTE

The fiscal year must be closed before the batch job can run.

To set up the income statement balance account


1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Select an existing general ledger account, and then choose the **Edit** action to open the **G/L Account Card** page.
3. Expand the **General** FastTab.
4. In the **Income Stmt. Bal. Acc.** field, select the adjustment account for the auxiliary commercial account.

NOTE

During adjustment, balances will be expensed or credited to this account.

5. Enter information into the required fields, and then choose the **OK** button.

To close income statement balances

1. Choose the  icon, enter **Close Income Statement**, and then choose the related link.
2. In the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Fiscal Year Ending Date	Select the date of the closed fiscal year.
Gen. Journal Template	Select the required general journal template.
Gen. Journal Batch	Select the required general journal batch.
Document No.	Enter the document number.
Retained Earnings Acc.	Select the account for the retained earnings entries.
Posting Description	Enter the required description.

3. In the **Close by** section, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Business Unit Code	Select to create an entry for each business code.
Dimensions	Select to create an entry for each general ledger dimension.
Inventory Period Closed	Select to indicate that the inventory period with ending dates equal to or greater than the last date of the accounting period is closed.

4. Choose the OK button.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Indent and Validate Chart of Accounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can indent and validate the chart of accounts on the **G/L Account Card** page. You can enter a maximum of 20 numbers. Accounts are sorted in string order, as shown in the following example.

1
10
101
2
20
2100001
3
31

To indent and validate the chart of accounts

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, in the **No.** field, enter the number of the general ledger account that you are setting up.
4. In the **Account type** field, select **Posting** or **Heading**. **Posting** implies that entries can be posted to the account. **Heading** implies that entries cannot be posted to the account.

NOTE

For Portugal, select **Posting** or **Total** in the **Account type** field.

5. In the **Income Stmt. Bal. Acc.** field, select the account to which the changes will be sent after correction.
6. Enter information into the other relevant fields.
7. Choose the **OK** button to close the **G/L Account Card** page.
8. On the **Chart of Accounts** page, select an account, and then choose **Indent Chart of Accounts**.
9. To validate the chart of accounts, choose the **Yes** button in the dialog box. After validation, you will be notified whether the chart of accounts is correct.
10. Choose the **OK** button.

To validate the chart of accounts in Portugal

1. On the **Chart of Accounts** page, choose the **Check Chart of Accounts** action.
2. Choose the **Yes** button.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Ignore Discounts in General Ledger Accounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

Some general ledger accounts do not accept payment discounts or invoice discounts. You can ignore the discounts for these general ledger accounts.

To ignore discounts in general ledger accounts

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Choose the **New** action to open the **G/L Account Card** page.
3. Expand the **Posting** FastTab.
4. To ignore the discounts, select the **Ignore Discounts** check box.
5. Enter information into the required fields.
6. Choose the **OK** button.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Export Account Schedules to ASC Format

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can export the account schedule data into a digital file format approved by the local tax authorities for the following annual reports:

- Balance de Situación Abreviado
- Balance de Situación Normal
- Cuenta de PyG Abreviado
- Cuenta de PyG Normal

To export account schedules into ASC format

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. On the **Account Schedule Names** page, select the relevant account schedule name, and then choose the **Edit Account Schedule** action.
3. On the **Account Schedule** page, choose the **Export Schedules to ASC format** action.
4. On the **Export Schedules to ASC format** page, on the **Options** FastTab, enter information into the relevant fields.
5. Choose the **OK** button.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Account Book Reports


2/18/2021 • 2 minutes to read • [Edit Online](#)

Account book reports display all the general ledger entries created in a specific period. The two account book reports are:

- **Official Account Book** report - Displays information for every general ledger entry, grouped by transaction.
- **Official Account Summarized Book** report - Displays a summary of general entries, grouped by heading or posting accounts.

When sending these reports to the authorities or auditors, you can include additional pages that will precede your report. To do this, you need to manually set the report's first page number. For example, if you have three pages of information preceding your report, you can set the first page of the report to indicate that it is page 4.


To print an official account book report

1. Choose the  icon, enter **Account - Official Acc. Book**, and then choose the related link.
2. In the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Closing Transaction Description	Enter the description for the closing period transaction.
Opening Transaction Description	Enter the description for the opening period transaction.
First Page	Enter the number that you want to include on the first page of the report.
Show Amounts in Add. Currency	Select to show the report amounts in additional reporting currency (ACY).

3. In the **GL Register** FastTab, select appropriate filters.
4. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

To print an official account summarized book report

1. Choose the  icon, enter **Official Acc.Summarized Book**, and then choose the related link.
2. In the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
From Date	Enter the start date of the report.
To Date	Enter the end date of the report.
Include Closing Entries	Select to include the closing entries in the report.

FIELD	DESCRIPTION
Show Amounts in Add. Currency	Select to show the report amounts in additional reporting currency (ACY).
First page	Enter the number that you want to include on the first page of the report.
Account Type	Select Posting or Heading . Posting implies that entries can be posted to the account, and Heading implies that entries cannot be posted to the account.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Sales and Purchase Invoice Books

2/18/2021 • 2 minutes to read • [Edit Online](#)


The **Sales Invoice Book** report and **Purchases Invoice Book** report allow you to check all of the sales and purchase documents created for a specific period.

Invoices posted from a journal are displayed in these reports. When a sales or purchase general posting journal line is posted, the VAT entry that is created stores information about the customer or vendor.

You can print the **Sales Invoice Book** report and **Purchases Invoice Book** report in additional reporting currency. You can also filter these reports to get a list of the following:

- Invoices
- Credit memos
- Invoices and credit memos

To print sales invoice book and purchase invoice book reports

1. Choose the  icon, enter **Sales Invoice Book** or enter **Purchases Invoice Book**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

OPTION	DESCRIPTION
Show Amounts in Add. Currency	Select to display amounts in an additional currency.
Order by posting date	Select to order the document by posting date.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Transaction Numbers

2/18/2021 • 2 minutes to read • [Edit Online](#)

Transaction numbers allow you to group entries with the same document number and date, so that you can balance them together. Transaction numbers usually begin with the number 2 each year. The number 1 is reserved for the opening transaction, which is automatically created each year. The only exception is for the first accounting period in the first year. In this case, the opening transaction is the number 1.

When you enter a transaction number in the first line of a journal, the same transaction number is automatically entered into the other lines if the entries are not balanced. If the entries are balanced, the next number in the sequence is automatically entered into the other lines.

Having a unique sequential transaction number, ordered by date, allows you to identify every transaction posted in a fiscal year.

See Also

[Post and Print All Transactions for a Period](#)

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Post and Print All Transactions for a Period

2/18/2021 • 2 minutes to read • [Edit Online](#)

Companies must submit their business transaction entries, grouped by transaction numbers, in an annual report to tax authorities. Every general ledger transaction must have a sequential number for the fiscal year. Posting transactions will assign transaction numbers to general ledger entries.

To post all transactions for a period


1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Batch Name	Select the required general journal batch name.
Transaction No.	Enter the transaction number. Note: If the transaction is balanced, the next number displays automatically, and the related transaction details appear in the next row. If the transaction is not balanced, the same transaction number is displayed with related transaction details.

3. Choose the **Post** action, and then choose the **Yes** button to confirm posting.
4. Choose the **OK** button.

After the journal is posted, a final transaction number is assigned to entries in the journal. This number is a sequential, non-gap number. Thus, for each fiscal year, all of the entries grouped by their transaction number are sorted by date in sequential order, with no gaps or blanks.

To print all transactions for a period

1. Choose the  icon, enter **G/L Registers**, and then choose the related link.
2. To set the **Period Trans. No.** field for all of the general ledger entries in the period in a sequential order, choose the **Set Period Transaction No.** action.
3. Select the appropriate filters.
4. Choose the **OK** button.

NOTE

All transactions are ordered by posting date, and a sequential number is assigned to each entry in the **Period Trans. No.** field.

5. On the **G/L Registers** page, choose the **Print Page** action.

See Also

[Transaction Numbers](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Corrective Invoices

2/18/2021 • 2 minutes to read • [Edit Online](#)

The corrective invoice functionality allows you to send a corrective invoice when there is an error or dispute that affects a VAT amount or fiscal data. This invoice includes all legally required data and refers to the original invoice or invoices. The original invoices cannot be voided, and remain valid. The corrective invoice contains the corrections, and reasons for these corrections.

The following options are available:

- You can set parameters to ensure that all corrective invoices contain corrected invoice number information.
- When preparing a corrective invoice for posting, you can select posted invoices from a list. These invoice numbers are used as identifiers for the corrected invoices.
- You can print corrective invoices according to legal requirements.
- From a posted invoice, you can use a reference to look up the related corrective invoices.

The corrective invoice must meet the following requirements:

- You can correct several invoices by using a single corrective invoice. The corrective invoice must use all of the corrected invoice numbers.
- You must clearly indicate the invoice numbers for the invoices you are correcting.
- You can post a corrective invoice without corrected invoice numbers only when the corrections are necessary due to discounts or volume rebates.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Calculating Due Dates

2/18/2021 • 3 minutes to read • [Edit Online](#)

In Spain, there is a legal limit for the number of days that a payment can be delayed. You must submit an annual report of purchases and sales for payments that were made before or after the due date. The legal requirements depend on whether the customer is a private company or a public administration. For more information, see the official declaration [BOE-A-2010-10708](#) on the Boletín Oficial del Estado website.

Payment Terms

To help you meet the legal requirements, you can set up payment terms so that the due dates are calculated correctly. This includes specifying the maximum number of calendar days that a payment can be delayed after delivery. For example, you can create separate payment terms for sales to the public sector and sales to private companies. The following table illustrates how you can set up payment terms.

FIELD	PUBLIC SECTOR	PRIVATE COMPANY
Code	1M(8D) PUB	1M(8D) PRI
Due Date Calculation	1M	1M
Max. No. of Days till Due Date	30	60

For each customer and vendor, you must select the appropriate payment term code. Then, when you create a document for that customer or vendor, Business Central will calculate a due date that does not exceed the limit for the relevant payment term.

IMPORTANT

You cannot post a document that creates a bill where one or more installments have a due date that is later than the limit that is specified in the **Max. No. of Days till Due Date** field.

If a due date cannot be calculated based on the limit, the due date is set to blank. For example, if the calculated due date falls in a non-payment period and there is no available date before that period, you must specify a due date manually. You cannot post a document that has an empty due date.

You can change the calculated due date manually, but you cannot make it later than the limit that you specify for the payment term. For example, the due date can be calculated to be very late because of conflicts with non-payment periods. In that case, you can decide to make the due date earlier than the non-payment period.

Overdue Payments

You must include information about overdue payments in the annual reports for the government. Business Central includes two reports to help you identify overdue payments from customers and payments that you are late in making.

The **Customer - Overdue Payments** and **Vendor - Overdue Payments** reports include a section for each customer or vendor that lists the payments with the following information:

- Invoice number

- Invoice description
- Document number
- Posting date
- Due date
- Days overdue
- Currency code
- Amount
- Amount in the local reporting currency (LCY)

Each section has a summary section with the following information.

INFORMATION	DESCRIPTION
Weighted average term exceeded	This formula is calculated based on the number of posted payments for the specified period, the number of days that payments were delayed, and the paid amount in (LCY). For more information, see the official declaration BOE-A-2010-10708 on the Boletín Oficial del Estado website.
Payments within the legal limit	The amounts in LCY and the percentage of the total payments that were made before the maximum allowed due date for each transaction.
Payments outside the legal limit	The amounts in LCY and the percentage of the total payments that were made after the maximum allowed due date for each transaction.

At the end of these reports, there is a section that summarizes this information for all payments. These reports will show information based on applied detailed customer ledger entries or applied detailed vendor ledger entries. The information is based on the date filters that you specify. For more information, see [Customer - Overdue Payments](#) and [Vendor - Overdue Payments](#).

See Also

[Set Limits for Due Dates](#)

[Managing Payables](#)

[Managing Receivables](#)

[Defining Payment Methods](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Operation Codes

2/18/2021 • 2 minutes to read • [Edit Online](#)


You can add as many operation codes as you want to the table. However, the operation codes C, D, and I already exist in Business Central. For example, Credit Memos always have the operation code D. You cannot set up these values in the table because they are system-created codes. If you try to add them, Business Central will return an error.

To set up operation codes

1. Choose the  icon, enter **Operation Codes**, and then choose the related link.
2. On the **Operation Codes** page, fill in the fields as described in the following table

FIELD	DESCRIPTION
Code	Enter an operation code. You can only enter one letter or number. Valid codes are numbers 1 – 8, and letters A – Z. To submit a report under the CAC regimen, you must make certain that the code Z, which is required for these types of transactions, is in the list of operation codes.
Description	Enter a description for the operation code. You can enter a maximum of 30 letters and numbers.

To link operation codes to general product posting groups

1. Choose the  icon, enter **Posting Groups**, and then choose the related link.
2. Choose the **General Product Posting Groups** action.
3. On the **General Product Posting Groups** page, link each operation code to a general product posting group.

FIELD	DESCRIPTION
Code	Enter a code to create a new general product posting group.
Description	Enter a description for the general product posting group
Def. VAT Prod. Posting Group	Select a VAT percentage to link it to the general product posting group.

FIELD	DESCRIPTION
Operation Code	Select an appropriate operation code to link it to the general product posting group. You can assign the same operation code to different posting groups. Note: It is important to link the operation code to the correct VAT product posting group. The Make 340 Declaration report uses the setup to create trade declarations.

When you add an operation code to the general product posting group, that association is in turn applied to the items that have that general product posting group.

See Also

[Create Report 340](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Enter NACE Codes

2/18/2021 • 2 minutes to read • [Edit Online](#)


Nomenclature générale des Activités économiques dans les Communautés Européennes (NACE) codes represent the statistical classification of economic activities within the European Union (EU).

A NACE code serves as a basis to compile statistics for many things, including:

- Production
- Factors of production such as labor, raw materials, or energy
- Fixed capital formation operations
- Financial operations

You can enter NACE codes on the **Company Information** page. NACE codes are unique five- or six-digit codes that are assigned to industry sectors. For example, DA.15.83 - Manufacture of Sugar.

To enter NACE codes

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **General** FastTab, in the **Industrial Classification** field, enter the NACE code.
3. Choose the **OK** button.

See Also

[Spain Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Limits for Due Dates

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can modify payment terms to have limits for the maximum number of days that can be between a delivery and the corresponding payment.

Legal limits for the gap between delivery and payment determine how due dates are calculated. For example, if you create a payment term that will be used for sales to the public sector, the **Max. No. of Days till Due Date** field for that payment term must be set to 30 days.

To set limits for due dates on payment terms

1. Choose the  icon, enter **Payment Terms**, and then choose the related link.
2. Select the payment term that you want to modify, and then, in the **Max. No. of Days till Due Date** field, specify the number of calendar days to allow between delivery and payment.

Next, you must make sure that you specify the appropriate payment terms for your public and private customers and vendors. When you create a document for that customer or vendor, the due date for the payment is calculated from the day that the customer received the items or services. Then, you must update the **Document Date** field for the document with the date of the receipt. For example, if you update a sales invoice when you are informed of delivery, the due date is calculated based on the new document date that you specified. The calculated due date cannot be further away than the limit that you specified for the payment term.

IMPORTANT

You cannot post a document that creates a bill where one or more installments have a due date that is later than the limit that is specified in the **Max. No. of Days till Due Date** field.

See Also

[Calculating Due Dates](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Sweden Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Swedish version of Business Central.

Feature Availability

- VAT
 - [Set Up EU Third-Party Purchase Transactions Available Now](#)
- Core Finance
 - [Automatic Account Codes Available Now](#)
 - [Set Up Automatic Account Posting Groups Available Now](#)
 - [Import and Export Data in Standard Import Export Format Available Now](#)
 - [Print Balance Sheet and Income Statement Reports Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a **free trial!**

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up EU Third-Party Purchase Transactions

2/18/2021 • 2 minutes to read • [Edit Online](#)

European Union (EU) third-party trade occurs when you receive a purchase invoice from a customer in one EU country/region and the products are sent to a different EU country/region without entering Sweden. The transaction amount must be identified and reported separately to comply with Swedish VAT reporting and VAT Information Exchange System (VIES) requirements. Business Central includes Swedish enhancements that allow purchase transactions to be set up as EU third-party trade. Posted EU third-party transactions can then be filtered in VAT statements and excluded from the amount in the **Sales to Customer** column in the **VAT- VIES Declaration Tax Auth** report.

To set up EU third-party purchase transactions

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Select an existing purchase invoice, or choose the **New** action to create a new one.
3. On the **Invoice Details** FastTab, select the **EU 3-Party Trade** check box.
4. Choose the **OK** button.

See Also

[Report VAT to Tax Authorities](#)

[Sweden Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Automatic Account Codes in the Swedish Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use customized posting groups to automate recurring transactions in journals, sales documents, or purchase documents. These posting groups can be used throughout Business Central to trigger automatic postings and allocations across different accounts or dimensions.

Automatic account codes can be used to automate postings related to payroll overhead. For example, when posting total salary expenses at the end of the month, you can use automatic account codes to assign a percentage of the total salary to automatically post as overhead expenses.

You can also use automatic account codes to trigger cost or revenue allocations across different dimensions. For example, you can set up an automatic account group to divide total expenses across three departments when posting an invoice.

See Also

[Set Up Automatic Account Posting Groups](#)

[Setting Up Posting Groups](#)

[Working with General Journals](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Automatic Account Posting Groups in the Swedish Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

To use automatic account codes, you must create an automatic account posting group.

To set up automatic account posting groups

1. Choose the  icon, enter **Auto. Acc. Groups**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Enter a unique alphanumeric number for the automatic account posting group.
Description	Enter a description for the automatic account posting group.

4. On the **Automatic Acc. Line** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Allocation Percentage	Enter the percentage of the source line amount that is to be allocated.
G/L Account No.	Enter the general ledger account number to which the allocation should be posted.

NOTE

The **Total Balance** field totals the **Allocation Percentage** field for automatic account lines in a posting group. If the total allocation percent for a posting group does not balance to zero, an error message will be displayed when the item is posted.

5. Choose the **OK** button.

See Also

[Automatic Account Codes](#)

[Setting Up Posting Groups](#)

[Working with General Journals](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Import and Export Data in Standard Import Export Format

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can import and export general ledger data according to the standard import export (SIE) format. By specifying SIE dimensions and file types, you can specify the level of detail covered by import or export transactions. For more information, see [Standard Import Export Group](#).


To import data in SIE format

1. Choose the  icon, enter **SIE Import**, and then choose the related link.
2. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Gen. Journal Template	Select a general journal template.
Gen. Journal Batch	Select a general journal batch.
Dimensions	Select the SIE dimensions to import.
Insert G/L Account	Select if the general ledger account in the import file is missing in the chart of accounts and needs to be set up during the import process.
Use Number Series for Doc. No.	Select if a document number is not provided in the import file.

3. Choose the **OK** button.
4. Select the file to import.

To export data in SIE format

1. Choose the  icon, enter **SIE Export**, and then choose the related link.
2. On the **G/L Account** FastTab, choose the appropriate filters.
3. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
-------	-------------

FIELD	DESCRIPTION
File Type	<p>Select the type of file to be created. Select from one of the following options:</p> <ul style="list-style-type: none"> - Year - End Balances - Contains the annual account balance carried forward for all accounts in the chart of accounts. - Periodic Balances - Contains the annual account balance carried forward and monthly changes for all accounts in the chart of accounts. - Object Balances - Contains the annual account balance carried forward, monthly changes, and balances on the object level, such as cost units and projects, for all accounts in the chart of accounts. - Transactions - Contains all the general ledger entries for the period.
Contact	Enter the contact person. This field is optional.
Comments	Describe the content of the file.
Dimensions	Select the dimensions to export.
Fiscal Year	Enter the fiscal tax year.

4. Choose the **OK** button.

5. Choose the **Open** or **Save** button to decide where to place the exported file.

See Also

[Standard Import Export Group](#)

[Sweden Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Balance Sheet and Income Statement Reports


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can print balance sheet reports and income statement reports to submit to banks and other authorities. The **Balance Sheet** report displays assets, liabilities, and equity. The **Income Statement** report displays income and expenses.

To print a balance sheet report

1. Choose the  icon, enter **Balance Sheet**, and then choose the related link.
2. On the **G/L Account** FastTab, select the appropriate filters.
3. On the **Options** FastTab, select the **Show all Accounts** check box to include accounts without balances.
4. Choose the **Print** action to print the report or choose the **Preview** action to view it on the screen.

To print an income statement report

1. Choose the  icon, enter **Income Statement**, and then choose the related link.
2. On the **G/L Account** FastTab, select the appropriate filters.
3. On the **Options** FastTab, select the **Show all Accounts** check box to include accounts without balances.
4. Choose the **Print** action to print the report or choose the **Preview** action to view it on the screen.

See Also

[Working with Reports, Batch Jobs, and XMLports](#)
[Sweden Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Switzerland Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Swiss version of Business Central.

Feature Availability

- VAT
 - [Create and print a Swiss VAT Statement](#) **Available Now**
 - [Print Swiss VAT Statements \(Older Versions\)](#) **Available Now**
 - [Swiss Value Added Tax](#) **Available Now**
 - [VAT Rates for Switzerland](#) **Available Now**
- Banking & Payments
 - [QR-Bill Management](#) **Available Now**
 - [Close an LSV Collection](#) **Available Now**
 - [Export Payments Using LSV](#) **Available Now**
 - [Import ESR Payments](#) **Available Now**
 - [Print ESR Invoices](#) **Available Now**
 - [Import Swiss Bank Clearing Numbers](#) **Available Now**
 - [Post LSV Payments](#) **Available Now**
 - [Print Vendor Payments List Reports](#) **Available Now**
 - [Process an LSV Collection](#) **Available Now**
 - [Swiss Electronic Payments](#) **Available Now**
 - [Swiss Electronic Payments Using ESR](#) **Available Now**
 - [Swiss Electronic Payments Using LSV](#) **Available Now**
- Core Finance
 - [Swiss General Ledger Accounts](#) **Available Now**
 - [Balance](#) **Available Now**
 - [Adjust Exchange Rates](#) **Available Now**
 - [View Temporary Balances in General Ledger Journals](#) **Available Now**
 - [Print General Ledger Setup Information](#) **Available Now**
- Purchasing
 - [Delivery Reminders](#) **Available Now**
 - [Set Up Delivery Reminders](#) **Available Now**
 - [Set Up Delivery Reminder Terms, Levels, and Texts](#) **Available Now**
 - [Assign Delivery Codes to Vendors](#) **Available Now**
 - [Create Delivery Reminders Manually](#) **Available Now**
 - [Issue Delivery Reminders](#) **Available Now**
 - [Generate Delivery Reminders](#) **Available Now**
 - [Print Test Reports for Delivery Reminders](#) **Available Now**
- Inventory
 - [Swiss Inventory Management](#) **Available Now**

- [Print an Inventory Picking List from a Sales Order Available Now](#)
- General
 - [Import Swiss Post Codes Available Now](#)
 - [Swiss Purchase Documents and Sales Orders Available Now](#)

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

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NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create and Print a Swiss VAT Statement

2/18/2021 • 2 minutes to read • [Edit Online](#)


Based on the information that you have specified on the **VAT Posting Setup** page, Business Central can automatically create a new VAT Statement Setup for realized VAT reporting. Before proceeding with the procedures in this topic, make sure that you have set up VAT posting setup with values specified for the sales and purchase cipher fields.

To set up a Swiss VAT statement template

1. Choose the  icon, enter **Update VAT Statement Template**, and then choose the related link.
2. Select a template in the **VAT Statement Template Name** field.
3. Choose the **OK** button. Choose the **Yes** button to confirm that you want to create a new template.
4. Check the resulting VAT Statement and adjust as needed.

The VAT Statement page contains the **VAT Statement Cipher** field, which indicates in which cipher of the report the result will be printed. This field is automatically populated by the batch job based on the information on the **VAT Posting Setup** page. The field can be edited if needed.

To print the Swiss VAT statement

1. Choose the  icon, enter **Swiss VAT Statement**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Starting Date	Enter the date that you want the time interval for VAT statement lines that appear in the report to start.
Ending Date	Enter the date that you want the time interval for VAT statement lines that appear in the report to end.
Closed with VAT Register No.	Select the VAT Register that contains the posting source of the VAT adjusting entries. This option evaluates accounting periods that have already been settled. When you choose this option, you do not specify options in the following Include VAT Entries fields.
Include VAT Entries	Select one of the available options.
Include VAT Entries	Select one of the available options.
Normal Rate %	Enter the standard VAT rate that applies to the time period.
Reduced Rate %	Enter the reduced VAT tax for certain goods and services.
Hotel Rate %	Enter the VAT rate for accommodation that applies to the time period.

FIELD	DESCRIPTION
Normal (Other Rate) %	Enter an alternative VAT rate for standard transactions that applies to certain transactions during the time period.
Reduced (Other Rate) %	Enter an alternative VAT rate for other transactions that applies to certain transactions during the time period.
Hotel (Other Rate) %	Enter an alternative VAT rate for accommodation that applies to certain transactions during the time period.
Show Amounts in Add. Reporting Currency	Select to show amounts in an additional reporting currency.

See Also

[Swiss Value Added Tax](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Swiss VAT Statements (older version)

2/18/2021 • 2 minutes to read • [Edit Online](#)

NOTE

This topic is retained for backward compatibility with the **Swiss VAT Statement** report. For information about using the newer Swiss VAT Statement, see [Swiss VAT Statement](#).

The **Swiss VAT Statement** is the standard calculation report for realizing VAT. You can print this report, and use it for quarterly tax reporting. The **Swiss VAT Statement** includes the following:

- A VAT entry.
- VAT adjusting entries.
- An accounting sheet.

To print the Swiss VAT statement

1. Choose the  icon, enter **Swiss VAT Statement**, and then choose the related link.

NOTE

You will receive a message stating that the **Swiss VAT Statement** will open in the local language.

2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Closed with Journal no.	Select the general ledger journals that contain the posting source of the VAT adjusting entries. This field evaluates accounting periods that have already been settled.
Open until date	Select the last date for settling open or unsettled VAT entries.
Show Postings	Specifies if all of the VAT entries for each group will be printed.
Show Chargeback	Specifies if VAT entries and general ledger entries with closed summaries or reposted tax will be printed.
Normal rate VAT %	Select the current typical VAT rates used to assign the correct rates to the business and product groups defined in the VAT settings.
Reduced rate VAT %	Select the current reduced tax rates used to assign the correct rates to the business and product groups defined in the VAT settings.

FIELD	DESCRIPTION
Special rate VAT %	Select the current special tax rates used to assign the correct rates to the business and product groups defined in the VAT settings.
Investment/Operating Purchase VAT G/L Account	Select the VAT general ledger account.
Own Consumption Bus. Group	Select the business and product group for own consumptions.
Service Foreign Bus. Group	Select the foreign service business and product group.
Export Bus. Group	Select the business and product group for exports.

3. Choose the **Print** button to print the VAT statement or choose the **Preview** button to view it on the screen.

See Also

[Swiss Value Added Tax](#)

[VAT Rates for Switzerland](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Swiss Value Added Tax

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Business Central includes the following enhancements to Swiss VAT reporting:

- Automatic adjustment of VAT amounts for invoices, according to payment discounts.
- Additional VAT exchange rates for invoices in foreign currencies.

For more information about Swiss VAT reporting and coding requirements, see [Swiss VAT Information](#). The information is available in French, German, and Italian.

VAT Amounts and VAT Exchange Rates

According to local VAT laws, the VAT base amount for an invoice can be reduced by the payment discount if a discount is granted. To allow automatic VAT adjustment for a payment discount on an invoice, the **Adjust for Payment Discount** field is activated by default on the **General Ledger Setup** page. You can also activate this function in the VAT posting setup. For more information, see the General Ledger Setup table and the VAT Posting Setup table.

Currency Exchange Rates for VAT Reporting

For invoices in foreign currency, you must use the official exchange rate provided by the government for the VAT calculation itself. You can also set up additional exchange rates for VAT, which you can use for aspects of the invoice other than the VAT calculation. You can provide the correct government VAT exchange rate for each relevant foreign currency in the exchange rate setup for invoices. For more information, see the Currency Exchange Rate table.

You can also adjust all VAT amounts in VAT entries that result from foreign currency transactions. When you activate the adjust VAT exchange rate function, VAT exchange rates are adjusted automatically. The positive differences that result from exchange rates are posted to exchange rate gain accounts. The negative differences that result from exchange rates are posted to exchange rate loss accounts. For more information, see the Adjust Exchange Rates batch job.

Additional information, such as VAT rate and original currency amount, is transferred to the VAT entries. For more information, see the VAT Entry table.

See Also

[VAT Rates for Switzerland](#)

[Create and Print a Swiss VAT Statement](#)

[Switzerland Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

VAT Rates for Switzerland

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If VAT rates change, you must use the VAT rate change tool. In earlier versions of Business Central you could temporarily use both the old and the new VAT rates for transactions, depending on the shipping dates. This functionality has been deprecated.

For more information, see [Report VAT to Tax Authorities](#).

See Also

[Swiss Value Added Tax](#)

[Print Swiss VAT Statements \(older version\)](#)

NOTE

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QR-Bill Management in Business Central

2/18/2021 • 7 minutes to read • [Edit Online](#)

From July 1st 2020, companies in Switzerland must be able to receive QR-bills. QR-bills are payment slips that follow invoices, and are a country-wide initiative to streamline payment processes. QR-bills replace all existing payment slips and ESR-related functionality. They contain all of the information needed to make payments, and a QR code on the payment slip makes it easy to import the information into Business Central. All relevant information is imported and used to generate payments for the vendor who sent the QR-bill, including the payment reference, which automatically gets included in Vendor Ledger Entries and exported in payment files to the bank.

Get started with the QR-Bill Management Extension

The QR-Bill Management extension is included and automatically installed in Business Central. To get started with the extension, you must make a few configuration changes in Business Central. An easy way to that is to use the Set Up QR-Bill assisted setup guide. The guide will help you enter information, such as:

- Specify whether to use your IBAN or QR-IBAN.
- Define how to display names and address on QR-bills, and to use the German Umlaut Chars Encoding. We recommend that you use the default values.
- Select the default layout to use for QR-bills. The layout determines whether to use IBAN or QR-IBAN, whether the reference type is creditor or QR reference, and whether to include billing information in the SWICO format.
- Enable sales and service invoice types, and payment methods, for the QR-bills.
- Specify the journal template and journal batch to use when generating purchase journals from scanned or imported QR-bills.

If needed, you can change these settings on the following pages:

- **QR-Bill Setup** to change general settings.
- **QR-Bill Layout** to change layout settings.

Issuing QR-Bills

You can enable QR-bills for sales and service invoices. This adds an entry to **Report Selection - Sales** that generates an extra PDF with the QR-bill when invoices are generated.

Adding Billing Information to QR-Bills

When you create a QR-bill you can include billing information in the SWICO format, as advocated by SIX, the Swiss payment infrastructure provider. Ideally, business applications that produce or import QR-bills should also be able to process information such as the VAT amount, the vendor's invoice number, and so on, because it can be valuable for the payable invoice. In Business Central, we import this information but use only the vendor's invoice number. If you want to use the other information you can create your own customization.

Understanding the Payment Reference

Payment processes are all about paying the right amount to the right party, and making it easy for them to reconcile payments to close outstanding accounts. The QR-Bill Management extension handles this by generating a payment reference for QR-bills that are unique for invoices issued in a specific company, which

means the same payment reference cannot be issued more than one time. If your customer is also using Business Central, the payment reference is imported when receiving QR-bills, transferred to the Vendor Ledger Entries page, and used as a reference when creating vendor payments. For more information, see [Receiving QR-Bills](#). The flow is similar to the previous ESR Reference functionality that the QR-bills are replacing. Eventually, payment files (pain.001) will be sent from the customer's business app to their bank with the message to transfer the amounts to the vendor's account. The bank will produce a customer statement file (camt.054) that the vendor can import to reconcile accounts. This file will include the payment reference and is imported through the Data Exchange Framework that is updated by the QR-Bill Management extension to import camt.054 files.

For ESR references you could configure information, for example, so that they contain the customer number and invoice number. You cannot configure the payment reference in QR-bills. There will always be a 1:1 relation between an issued QR-bill and a payment, which makes reconciliation easy and eliminates the need to configure the payment reference on QR-bills. Instead, Business Central uses a unique counter for the payment reference. Additionally, logic is in place to block import or scan of the same payment reference twice.

Scanning and Importing QR-Bills

To scan or import a QR-bill, you must use one of the following types of scanning devices:

- An input scanner that decodes the QR code and simulates the keyboard to paste the decoded value directly in a field in Business Central.
- A scanner that can decode the QR code and save it to a .txt file that you import to Business Central.

NOTE

You cannot import QR-bills received as PDF files directly into Business Central because Business Central cannot interpret QR-codes. You must use one of the scanning methods.


Receiving QR-Bills

You can receive QR-bills in several places in Business Central:

- **Incoming Documents**, when you want a QR-bill to initiate the creation of a new purchase document or purchase journal.
- **Purchase Orders and Purchase Invoices**, when you want to import information from a QR-bill to an existing purchase document and use it to validate the amount and currency and to store the payment reference.
- **Purchase Journals**, when you want to create new purchase journal lines based on QR-bills.

To receive a QR-bill through an incoming documents

Receiving a QR-bill through incoming documents is especially useful when the process is automated, but you can also manually receive a QR-bill through incoming documents.

1. Choose the  icon, enter **Incoming Documents**, and then choose the related link.
2. In the **Incoming Documents** list, create a new entry by choosing **New**, and then **New**.
3. On the **Incoming Document** page, enter a description in the **Description** field.
4. To import the QR-bill, choose **Actions**, then **QR-Bill**, and then **Scan QR-Bill** to scan a QR-bill into the incoming document entry.

TIP

After you import the QR-bill, you can check for errors on the **Matching Details** FastTab.

From the incoming document you can create a purchase journal or a purchase invoice, and the payment reference from the QR-bill will be assigned to both.

NOTE

When you import QR-bills, Business Central will try to find a vendor bank account that has a matching IBAN or QR-IBAN. When importing QR-bills on incoming documents, and thereby creating a document or purchase journal, the vendor bank account will determine the vendor to use. The incoming document approach helps ensure that the correct vendor is assigned.

Receiving a QR-Bill through Purchase Order or Purchase Invoice

Receiving a QR-bill through a purchase order or purchase invoice validates the invoice amount and adds the payment reference to the ledgers. Like incoming documents, you can scan or import a QR-bill to an existing purchase order or invoice. This process uses the QR-IBAN or IBAN from the QR-bill to find the vendor with a matching number. If no match is found you cannot scan or import the QR-bill. If that happens, you can create the vendor bank account and then allow the QR-bill to be attached to the purchase document. When the QR-bill is scanned or imported to the purchase document it will add the amount, payment reference, and other information from the QR-bill. This is used for validation before posting the purchase document. Posting will be blocked if the amount of the order or invoice does not match the amount from the QR-bill. Validation also happens when you scan or import the QR-bill. If the payment reference is already used on a vendor ledger entry for a vendor, an error will display. Vendors cannot issue multiple QR-bills with the same payment reference. Similarly, an error will display if the QR-bill and payment reference has already been imported to an open purchase document.

Receiving a QR-Bill through a Purchase Journal

You can scan or import QR-bills directly into a **Purchase Journal**. This is useful when you want to create new journal lines based on a QR-bill. Scanning or importing directly into a purchase journal creates a new **Purchase Journal Line** using the vendor and amount from the QR-bill, and tries to identify the vendor by finding a **Vendor Bank Account** that has a matching IBAN or QR-IBAN. For example, using purchase journals is useful if you do not want to use purchase orders or invoices.

Reconciliation

When importing bank transactions (camt) on the Payment Reconciliation Journal page, the file is assumed to include the payment reference, which will automatically find the corresponding **Customer Ledger Entries** to settle.

Upcoming Capabilities for QR-Bills

We are planning to add capabilities to the QR-Bill Management extension in the coming updates to 2020 release wave 1. For example, you will be able to receive QR-bills through purchase documents and purchase journals. This will provide additional validations and allow you to automate and streamline receipt processes. For information about when that will happen, keep an eye on our [Release Plan](#).

See Also

[Switzerland Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Close an LSV Collection

2/18/2021 • 2 minutes to read • [Edit Online](#)

You must close Lastschrift Verfahren (LSV+) collections to write LSV files that can be sent to the bank for payment collection. When you close a collection, the collection is complete, and the postings in the LSV journal are combined.

When the collection is complete, the current collection number is assigned in the LSV journal, based on the last collection. This LSV number is transferred to the customer entries for all outstanding invoices. The collection file can be reconstructed at any time using the LSV number. The **On Hold** field is also populated with **LSV** in the customer entries to avoid the duplication of open entries. For more information, see the **LSV Journal** table and the **Cust. Ledger Entry** table. You can also reopen a closed collection.

To close an LSV collection

1. Choose the  icon, enter **LSV Journal List**, and then choose the related link.
2. Select the required journal line, and then choose the **Modify Posting Date** action. This will modify the value in the **Credit Date** field by using the value suggested during the LSV collection.
3. In the **New Date** field, enter the new date.
4. Choose the *Close Collection action*.


NOTE

The fields on the **Options** FastTab for the **LSV Close Collection** batch job cannot be modified, and correspond to the selected journal line.

5. Choose the **OK** button.

On the **LSV Journal List** page, the value in the **LSV Status** field is changed from **Edit** to **Released**. The journal lines can no longer be modified.

To reopen an LSV collection

1. Choose the  icon, enter **LSV Journal List**, and then choose the related link.
2. Select the required journal line for which you want to reopen the collection, on then choose the **Reopen Collection** action.

NOTE

You can only reopen the collection if you have not yet submitted the LSV+ file to the bank.

3. Choose the **Yes** button to confirm the reopening of the collection.

See Also

[Swiss Electronic Payments Using LSV+](#)
[Process an LSV Collection](#)

Post LSV+ Payments

Export Payments Using LSV

NOTE

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Export Payments Using LSV

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You can export or write Lastschrift Verfahren (LSV+) files that contain payments information after closing the LSV collection. You can send the generated files to the bank on a disk, or use an electronic file transfer such as your online banking software or an Internet portal.

To export payments using LSV

1. Choose the  icon, enter **LSV Journal List**, and then choose the related link.
2. On the **LSV Journal List** page, select the required LSV journal.
3. Choose the **Write LSV File** action.
4. On the **Write LSV File** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Specify the LSV journal number that you want to export.
Test	Specify if you are sending test deliveries to your bank. The bank does not process test files.

5. All related lines are transferred to the LSV journal. The LSV file is generated in the predetermined folder.

See Also

[Swiss Electronic Payments Using LSV+](#)

[Process an LSV Collection](#)

[Close an LSV Collection](#)

[Post LSV+ Payments](#)

NOTE

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Import ESR Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

After you receive payment from a customer, you receive a file that contains information about paid invoices. You can receive this file from your bank electronically, or by mail.

You can import the Einzahlungsschein mit Referenznummer (ESR) invoice data from the file, print the data by using the sales invoice ESR report or the sales ESR coupon report, and verify before posting. For more information, see [Print ESR Invoices](#).

To import ESR payments

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. In the **Batch Name** field, select the required journal batch.

NOTE

The journal must be empty before you import the ESR file. You cannot import more than one ESR file into the same cash receipt journal.

3. Choose the **Read ESR File** action.

NOTE

If you have defined more than one ESR bank, a warning message displays instructing you to choose the relevant bank. For more information, see the ESR Setup table.

4. Choose the **Yes** button, and then choose the **OK** button.

The payments information is imported to the journal lines. The payments are automatically applied to the respective invoices according to unique ESR reference numbers.

See Also

[Swiss Electronic Payments Using ESR](#)

[Print ESR Invoices](#)

NOTE

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Print ESR Invoices

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You can print an Einzahlungsschein mit Referenznummer (ESR) payment slip in the following ways:

- As part of the sales invoice ESR.
- As a separate document called an ESR coupon.


The sales invoice ESR report corresponds with the sales invoice that is accompanied by an additional ESR coupon. By using the sales ESR coupon report, you can print the blue deposit slip.

NOTE

You must select a printer and select settings during the ESR payment module installation to print the deposit slip correctly. For more information, see the Printer Selection table.

The following procedure describes how to print ESR sales invoices, but the same steps also apply for printing ESR coupons.

To print ESR invoices

1. Choose the  icon, enter **Invoice ESR**, and then choose the related link.
2. In the **Sales Invoice ESR** batch job, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No. of copies	Enter the required number of report copies.
ESR Bank	Select the ESR bank code that is to be printed in the report. If the value in this field is and the ESR payment method code is not defined on the ESR Setup page, then the ESR main bank selected on the ESR Setup page will be printed.
LogInteraction	Specify if the interactions that you have with your contacts will be logged.
ESR System	Select the ESR system through which you can send new ESR coupons to customers. To use the ESR system that is used by the bank that you have specified in ESR Bank field, select Based on ESR Bank .

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

You can also reprint the sales invoice ESR report or sales ESR coupon report.

See Also

[Swiss Electronic Payments Using ESR](#)

Import ESR Payments

NOTE

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Import Swiss Bank Clearing Numbers

2/18/2021 • 2 minutes to read • [Edit Online](#)

Bank clearing numbers are unique numbers used to identify each bank agency or branch in the bank directory. This information is required for electronic payment. The file can be downloaded from the [SIX Interbank Clearing](#) website.

You can import the BC Bank Master file—the official Swiss bank clearing number file—to update the bank clearing number information in the bank directory. When you import the bank clearing number file, the data is imported to the **Bank Directory** table, and the existing data is overwritten. After importing the bank clearing number file, you can define the updated bank branch number for customers and vendors. For more information, see the Customer Bank Account table and the Vendor Bank Account table.


To import Swiss bank clearing numbers

1. Choose the  icon, enter **Bank Directory**, and choose the related link.
2. Choose the **Import Bank Directory** action.
3. On the **Import Bank Directory** page, on the **Options** FastTab, select the **Automatically Update Clearing Numbers** field to update the bank clearing numbers automatically.
4. Choose the **Print** button or the **Preview** button to import the bank clearing numbers, and then, on the **Open** page, locate the file that you have downloaded from the SIX Interbank Clearing website.
5. Choose the **Open** button.

If you choose the **Print** button, the contents of the file will be printed. If you choose the **Preview** button, the **Bank Directory** table will be updated and a report that has clearing numbers that have changed will be displayed.

The following procedure describes how to define bank branch numbers for customer bank accounts, but the same steps also apply for defining bank branch numbers for vendor bank accounts.

To define bank branch numbers for customer bank accounts

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select the customer for whom you want to create bank account information, and then choose the **Bank Accounts** action.
3. On the **Customer Bank Account List** page, select the required bank account, and then choose the **Edit** action.
4. On the **General** FastTab, in the **Bank Branch No.** field, select the number of the bank agency or branch.
5. Choose the **OK** button.

See Also

[Swiss Electronic Payments](#)
[Set Up Bank Accounts](#)

NOTE

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Post LSV+ Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can post payments after you have received Lastschrift Verfahren (LSV+) payment advice from the bank.

To post LSV+ payments

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. Select the required journal, and then choose the **Edit Journal** action.

NOTE

You can select the journal batch for LSV where the balance account you want to address is defined. You cannot import more than one LSV journal line into the same cash receipt journal. For more information, see the Cash Receipt Journal page.

3. Choose the **Get From LSV Journal** action.
4. On the **LSV Journal List** page, select the LSV journal line that you want to import to the cash receipt journal.

NOTE

You can only import journal lines where the **LSV Status** field is set to **File Created**.

5. Choose the **OK** button.

The LSV journal line is imported into the cash receipt journal. The value in the **LSV Status** field on the **LSV Journal List** page changes from **File Created** to **Finished**.

You can check the imported payments, and compare them with your bank payment advice on the **Cash Receipt Journal** page. You can also delete the payment lines that could not be processed by the bank, and for which you must follow up with the customer manually.

6. Choose the **Post** action.

See Also

[Swiss Electronic Payments Using LSV+](#)

[Process an LSV Collection](#)

[Close an LSV Collection](#)

[Export Payments Using LSV](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Vendor Payments List Reports


2/18/2021 • 2 minutes to read • [Edit Online](#)

The **Vendor Payments List** report provides a list of payments for each vendor. The report can sort payments chronologically or grouped by vendor.

NOTE

The **Vendor Payments List** report is available in the following markets: Austria, Germany, Switzerland.

To print the vendor payments list report

1. Choose the  icon, enter **Vendor Payments List**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Sorting	Specifies the sort order. You can sort by vendor or chronologically. If you sort by vendor, you will see a subtotal for each vendor. If you sort chronologically, you will not see subtotals.
Layout	<p>Specifies the layout of the report.</p> <p>The results can be displayed in the following layouts:</p> <p>Standard Displays the vendor number and vendor name, together with posting details, such as the document number and the amount in local currency.</p> <p>FCY Amounts Displays the vendor number, vendor name, document number, payment status (O for open, PP for partial payment, and C for closed), and payment amount.</p> <p>Posting Info Displays the vendor number, vendor name, cost center, cost object, user ID, and payment amount.</p>

At the end of the report, the number of processed payments is displayed.

See Also

[Making Payments](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Process an LSV Collection


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the **LSV Journal** page to create and process payments from Lastschrift Verfahren (LSV+) customers. You can register these payments in the cash receipt journal, create an LSV file, and then print the collection order. For more information, see the [Cash Receipt Journal](#) page and [Export Payments Using LSV](#).

When you run the **LSV Suggest Collection** batch job, each suggested collection is registered on an LSV journal line, and the open invoices are transferred to the LSV journals. For more information, see the [LSV Journal](#) table.

You can view, edit, or delete the suggested payment lines. If you correct the suggested amount, then the difference is marked as a discount. You can run the batch job multiple times for different customer groups. The suggestion lines can be placed in the same journal.

To create an LSV collection

1. Choose the  icon, enter **LSV Journal List**, and then choose the related link.
2. Choose the **New** action.
3. On the **LSV Journal List** page, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
LSV Bank Code	Select the LSV bank code for the bank that will perform the collection.
LSV Journal Description	Enter a description for the entry.

4. Select the required LSV journal entry, and then choose the **LSV Suggest Collection** action to create the payments to be collected automatically by LSV+.
5. On the **LSV Suggest Collection** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	Enter the LSV journal number.
From due date	Specify the starting due date of open entries to be suggested for collection.
To due date	Specify the ending due date of open entries to be suggested for collection.
Collection date	Specify the date on which the collection closes. The LSV+ order must be submitted at least three banking days before the collection date.

6. Choose the **OK** button.

All related lines are transferred to the LSV journal. After processing the LSV collection, you can view, check, or

edit the suggested payments on the **LSV Journal** page. For more information, see the **LSV Journal Line** table.

To manage suggested payments

1. On the **LSV Journal List** page, select the required journal entry, and then choose the **LSV Journal Line** action.

You can view and modify the suggested payments in this page. You can enter the required payments manually. For new journal lines, the **LSV Status** field is set to **Open** to indicate that the invoice is unpaid.

2. Choose the **OK** button.

See Also

[Swiss Electronic Payments Using LSV+](#)

[Close an LSV Collection](#)

[Post LSV+ Payments](#)

[Export Payments Using LSV](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Swiss Electronic Payments

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central allows you to send invoices to customers electronically. The invoices are presented and paid directly using the customer's online banking software.

Electronic Payment Methods

You can make electronic payments using the following methods:

- Einzahlungsschein mit Referenznummer (ESR)
- Lastschrift Verfahren (LSV+)
- SEPA credit transfers

ESR

ESR is an electronic debtor service that uses payment slips to collect money. It is the standard electronic payment system created by Swiss Post. You can print ESR payment slips as invoice attachments, calculate ESR reference numbers, and import ESR files that have payment information from banks. For more information, see [Swiss Electronic Payments Using ESR](#). You can also make ESR and ESR+ payments using the bank's version of this payment method, which is named Bank-ESR (BESR).

LSV+

LSV+ is a direct debit service that is used for processing payments. Companies can release customer payments directly from the customer's bank using direct debit. You can request and collect customer payments using direct debit in the LSV+ bank format, or in the DebitDirect PostFinance format. For more information, see [Swiss Electronic Payments Using LSV+](#).

SEPA Credit Transfers

To export payments according to the SEPA standard, you must use a bank account. To make sure that the related general ledger entries are consistent with those generated for local Swiss payment methods (see above), the value in the **Bank Acc. Posting Group** field on the **Bank Account Card** page must point to the relevant general ledger account. For more information about how to export SEPA payments, see [Create SEPA Direct Debit Collection Entries and Export to a Bank File](#).

See Also

[Import Swiss Bank Clearing Numbers](#)

[Swiss Electronic Payments Using ESR](#)

[Print ESR Invoices](#)

[Swiss Electronic Payments Using LSV+](#)

[Switzerland Local Functionality](#)

[Making Payments](#)

NOTE

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Swiss Electronic Payments Using ESR

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Einzahlungsschein mit Referenznummer (ESR) electronic payment method is an electronic debtor service that allows the customer to bill open invoices in Swiss Francs (CHF) and Euros (EUR), and to post incoming payments efficiently. The reference number, or code line, contains all relevant bookkeeping data.

With ESR electronic payments, you can do the following:

- Send ESR payment slips with unique reference numbers on the invoices. Because of the unique ESR reference numbers, the payments for settlement are automatically applied to the related invoices. For more information, see [Print ESR Invoices](#).
- Download the ESR files from the bank daily. The files contain information about all paid invoices.
- Import the ESR files and create payment lines automatically for each payment. For more information, see [Import ESR Payments](#).

NOTE

Before you can use the ESR module, you must set up the bank, bank account, and file name. You must also specify whether ESR or ESR+ should be used.

When you have evaluated the setup information, you can adjust the invoice form, and you can create a test series that you can ask your bank or postal service to validate.

When you set up number series for invoices, you must follow these guidelines:

- Use a maximum of eight digits.
- Use only numeric characters.
- Do not precede numbers with zeros.

See Also

[Swiss Electronic Payments](#)

[Print ESR Invoices](#)

[Import ESR Payments](#)

[Swiss Electronic Payments Using LSV+](#)

[Making Payments](#)

NOTE

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Swiss Electronic Payments Using LSV+

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The Lastschrift Verfahren (LSV+)—or direct debit—electronic payment method, an improved version of LSV, allows companies to retrieve payments directly from its customers' bank accounts. To retrieve customer payments, you must send an LSV file to the bank, and the bank will collect the payments requested in the file.

The LSV+ method is a direct debit principle with right of objection. Business Direct Debit (BDD) is a direct debit system without right of objection. The file format to be sent to the bank is the same for LSV+ and BDD.

Before using the LSV module, you must define the settings on the **LSV Setup** page.

Automatic ESR Processing

You can download payment credit transactions in Einzahlungsschein mit Referenznummer (ESR) file format from the bank. You can receive processed LSV payments in the ESR file if the ESR reference number is integrated with the LSV+ system. If LSV+ payments are included in your imported LSV files, the related LSV journal lines are closed automatically. Automatic ESR processing is performed only for payments that use Swiss Francs (CHF), and requires that you do the following:

- After you have sent the LSV+ file to the bank, submit a payments report within three business days following the requested LSV processing date.
- Import the ESR files, and post the ESR journals. If an imported ESR transaction is related to an open LSV+ payment line, then the appropriate LSV journal line is automatically closed by ESR.

NOTE

When importing an ESR file, the LSV journal line is closed by ESR if the appropriate LSV journal is found, regardless of the ESR transaction type.

- After the LSV processing date, you can check the LSV journal lines. If all of the LSV journal lines are closed, then the status of the **LSV Status** field is updated to **Finished**.

See Also

[Process an LSV Collection](#)

[Close an LSV Collection](#)

[Post LSV+ Payments](#)

[Export Payments Using LSV](#)

[Swiss Electronic Payments](#)

[Swiss Electronic Payments Using ESR](#)

[Making Payments](#)

NOTE

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Swiss General Ledger Accounts

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes Swiss enhancements to general ledger accounts.

- Maintain the foreign currency balances of a bank account in the general ledger.
- Sort general ledger account numbers on the **Chart of Accounts** page.
- Preview the effects that posting general journals would have on the balances of certain general ledger accounts before actually posting them.

General Ledger Accounts and General Journals

Companies often have different bank accounts for foreign currencies, and have a general ledger account for each bank account. In Business Central, you can set up currency code and foreign currency balance information on the **Chart of Accounts** page. This allows you to maintain the original foreign currency balance of a bank account. For more information, see [Understanding the General Ledger and the COA](#).

For example, a company has two bank accounts: one for local currency (LCY) and one for euros (EUR). You must create a general ledger account for each bank account. For the EUR account, define the currency code as **EUR** and post journals in EUR or LCY.

When the exchange rate for EUR and LCY changes, you can update and adjust the local currency balance for the EUR general ledger account using the adjust exchange rates batch job. This batch job creates and posts currency adjustment entries to the general ledger and updates the LCY balance.

Data Type for General Ledger Accounts

The data type is set to text for the general ledger account number or account code to support the sorting requirements for the standardized Swiss Kontenrahmen Käfer (KMU) common chart of accounts. The account numbers list is sorted based on the text data type. The KMU chart of accounts contains the following account numbers:

- 1176
- 119.0
- 1190

Viewing Temporary Balances in General Journals

Before posting a general journal you can preview the effect that posting would have on the balances of certain general ledger accounts. You can open a statistics page that shows the balances of the accounts, and the balances of the active lines that included the unposted values for the current journal. For more information, see [View Temporary Balances in General Ledger Journals](#).

See Also

[View Temporary Balances in General Ledger Journals](#)
[Switzerland Local Functionality](#)

NOTE

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Balance

2/18/2021 • 2 minutes to read • [Edit Online](#)

Specifies a temporary general ledger balance. When you choose the **Balance** action on the **G/L Accounts** page, the **G/L Acc. Provisional Balance** page opens. It shows the balance of the final posted ledger entries and the balance of the postings entered in the current general journal.

See Also

[View Temporary Balances in General Ledger Journals](#)

NOTE

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Adjust Exchange Rates

2/18/2021 • 2 minutes to read • [Edit Online](#)

If you have taxable sales in a foreign currency, you must use the official rate for VAT currency conversion as set by the Federal Tax Administration.

If these rates do not match the currency rates used in the purchase or sales invoices, you will have to adjust the VAT rates with a batch job later. These adjustments can only be run using an authorized VAT rate.



You can run this batch job as often as you like, however make sure that you always run it before creating a VAT statement.

NOTE

When using a report currency, make sure that the **VAT Exchange Rate Adjustment** field on the **General Ledger Setup** page is set to **No Adjustment**.

For more information about VAT and foreign currencies, see the [ESTV](#) website.

To adjust an exchange rate

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. Choose the **Exch. Rates** action.
3. On the **Currency Exchange Rates** page, enter the official VAT rate per period for each currency in the **VAT Exch. Rate Amount** and the **Relational VAT Exch. Rate Amt** fields.
4. Choose the **OK** button.
5. Choose the  icon, enter **Adjust Exchange Rates**, and then choose the related link.
6. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Starting Date	Enter a date to specify the beginning of the period for which entries will be adjusted.
Ending Date	Enter the last date for which entries will be adjusted. This date is typically the same as the posting date in the Posting Date field.
Adjust VAT exch. rate	Specify if you want to adjust the VAT exchange rate.

7. Choose the **Print** button to start the batch job. This batch job controls whether VAT entries have to be adjusted and prepares an adjusting entry for each of these entries for the **Unrealized/Realized Exchange Rate Adjustment** accounts. The existing VAT entries are also corrected.

See Also

[Swiss Value Added Tax](#)

[VAT Rates for Switzerland](#)

Update Currency Exchange Rates
Set Up an Additional Reporting Currency

NOTE

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View Temporary Balances in General Ledger Journals

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When you enter a new transaction in the general journal, you can view temporary balances that show how the general ledger account balances would be affected by posting the journal. You can view the balance details of the account and counter account for the active journal line. You can also view the unposted values for the current journal.

If you use foreign currency in general ledger accounts, then the balance in the general ledger account is also populated. This helps you analyze the entries that will be posted, and decide whether to post the entries. For more information, see **General Journal** page and **Gen. Journal Line** table.

To view temporary balances in general ledger journals

1. Choose the  icon, enter **General Journals**, and choose the related link.
2. Select the required general journal entry, and then choose the **Balance** action.

On the **View – G/L Account temp. Balance** page, on the **General** FastTab, you can view how general ledger account balances would be affected by posting the journal.

3. Choose the **Close** button.

See Also

[Swiss General Ledger Accounts](#)

NOTE

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Print General Ledger Setup Information

2/18/2021 • 2 minutes to read • [Edit Online](#)

Before you use Business Central in the daily business, you can run the **G/L Setup Information** report to display the master data that you have set up. You can look over this master data so that you have a baseline to compare to, and then verify that you have set up posting groups correctly, for example.

To print general ledger setup information

1. Choose the  icon, enter **G/L Setup Information**, and then choose the related link.
2. On the **Options** FastTab, in the **Setup Information** field, select the master data area as described in the following table.

OPTION	DESCRIPTION
G/L Setup - Company Data - Consolidation	Displays tables for general ledger setup, company information, and business units.
Posting Groups	Displays customer posting group tables, vendor posting group tables, inventory posting group tables, and bank account posting group tables.
Posting Matrix	Displays general business posting group tables, general product posting group tables, and general posting group tables.
VAT Setup	Displays VAT business posting group tables, VAT product posting group tables, and VAT posting setup tables.
Source Code - Reason Code	Displays source tables, source code setup tables, and reason codes tables.
Check Number Series	Select to provide an overview of the use of number series so that you can identify number series that are problematic for the data export for the Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen (GDPdU). The report will show number series with one of the following issues: <ul style="list-style-type: none">- The number series allows manual document numbers.- The number series is not chronological.- The number series is used in more than one table or field.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Setting Up Finance](#)

NOTE

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Delivery Reminders in the Swiss Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

Delivery reminders are used to track overdue vendor shipments and to remind vendors about overdue deliveries. To create delivery reminders, you must set up the following:

- Delivery reminder terms

Delivery reminder terms are identified by a code that must be assigned to vendors. To use more than one combination of settings, you must set up a code for each setting separately. You can set up any number of delivery reminder terms.

- Delivery reminder levels

For every delivery reminder term, you must set up delivery reminder levels. These levels determine how often delivery reminders can be created for a specific term. Level 1 is the first delivery reminder that you create for an overdue delivery. Level 2 is the second delivery reminder, and so on. When delivery reminders are created, the number of reminders that were created previously is considered, and the current number is used to apply terms.

- Delivery reminder text messages

You must set up delivery reminder text messages for every delivery reminder level. There are two types of delivery reminder text messages: beginning and ending. The beginning text message is printed under the header section, before the list of entries that are marked for reminder. The ending text message is printed after this list.

After you have set up the delivery terms, levels, and texts, you must assign the relevant delivery reminder codes to your vendors.

You can create delivery reminders manually or automatically. You can use the **Create Delivery Reminder** batch job to create delivery reminders automatically so that you can select the purchase orders for which delivery reminders must be created.

You can also track documents in relation to purchase order lines and sales order lines.

Business Central provides the following reports:

- **Issued Delivery Reminder** - To view the delivery reminders for vendors.
- **Delivery Reminder - Test** - To verify the delivery reminders before you issue them.

See Also

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Generate Delivery Reminders](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

[Print Test Reports for Delivery Reminders](#)

NOTE

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Set Up Delivery Reminders in the Swiss Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In Business Central, you can use purchase delivery reminders to remind vendors about overdue deliveries. To create delivery reminders for vendors, you must set up base data for delivery reminder creation and number series for the delivery reminders on the **Purchases & Payables Setup** page.

To set up delivery reminders

1. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
2. In the **Default Del. Rem. Date Field** field, specify one of the options described in the following table.

OPTION	DESCRIPTION
Requested Receipt Date	Specifies that the date value in the Requested Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.
Promised Receipt Date	Specifies that the date value in the Promised Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.
Expected Receipt Date	Specifies that the date value in the Expected Receipt Date field on the purchase order line will be used as the default date for creating delivery reminders.

3. Fill in additional fields as described in the following table.

FIELD	DESCRIPTION
Delivery Reminder Nos.	The number series code for delivery reminders.
Issued Delivery Reminder Nos.	The number series code for issued delivery reminders.

4. Choose the **OK** button.

See Also

[Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Create Delivery Reminders Manually](#)

NOTE

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Set Up Delivery Reminder Terms, Levels, and Text in the Swiss Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

To create delivery reminders, you must set up the following:

- Delivery reminder terms
- Delivery reminder levels
- Delivery reminder text messages

Each delivery reminder term has two or more delivery reminder levels, and for each delivery reminder level, you can specify text that will be part of the delivery reminder.

To set up delivery reminder terms

1. Choose the  icon, enter **Delivery Reminder Terms**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Code	The code for the delivery reminder term. You can enter a maximum of 10 alphanumeric characters.
Description	The description for the delivery reminder term. You can enter a maximum of 30 alphanumeric characters.
Max. No. of Delivery Reminders	The maximum number of delivery reminders that can be created for an order. NOTE: This is the maximum number across all reminder levels for this reminder term. For example, if you have set up three levels, and you set Max. No. of Delivery Reminders to 5, the first reminder is created at level 1, the second at level 2, and the last three at level 3.

4. Choose the **OK** button.

To add delivery reminder levels to a delivery reminder term

1. On the **Delivery Reminder Terms** page, select the delivery reminder term for which you want to set up levels, and then choose the **Levels** action.
2. Choose the **New** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
-------	-------------

FIELD	DESCRIPTION
No.	The delivery reminder level number. This field is filled in automatically.
Due Date Calculation	The formula for the due date calculation for the delivery reminder. You can enter a combination of numbers from 0 to 9,999, and date codes (D for day, WD for weekday, W for week, M for month, Q for quarter, or Y for year). The date codes denote the calculation for the delivery reminder due date. You can enter a maximum of 20 characters for the due date calculation formula.

4. Choose the **OK** button.

For each delivery reminder level, you can define text messages that are added to the delivery reminder. You can define beginning text that is added before the description of the overdue purchase order, and ending text that is added after the description of the overdue purchase order.

The following procedure describes how to set up beginning text messages, but the same steps apply for setting up ending text messages.

To set up delivery reminder text messages

1. On the **Delivery Reminder Levels** page, select a level, and then choose the **Beginning Text** action.
2. Choose the **New** action.
3. In the **Description** field, enter the beginning text message for the delivery reminder.
4. Choose the **OK** button.

See Also

[Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

NOTE

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
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Assign Delivery Reminder Codes to Vendors in the Swiss Version

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In order to enable delivery reminders for overdue purchases, you must assign delivery reminder terms to vendors.

To assign delivery reminder codes to vendors

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the vendor for whom you want to set up delivery reminders, and then choose the **Edit** action.
3. In the **Delivery Reminder Terms** field, select a delivery reminder terms code for the vendor.
4. Choose the **OK** button.

See Also

[Register New Vendors](#)

[Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Create Delivery Reminders Manually](#)

[Issue Delivery Reminders](#)

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Create Delivery Reminders Manually


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In Business Central, you can create delivery reminders when a purchase has not been delivered as expected. You can create a single delivery reminder manually, or you can generate delivery reminders for all overdue deliveries.

NOTE

To create delivery reminders, you must have set up the delivery reminder terms, levels, and texts.

To create a delivery reminder manually

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. Choose the **New** action.
3. On the **Delivery Reminder** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
No.	The unique identification number for the delivery reminder.
Vendor No.	The number of the vendor for whom you want to post the delivery reminder. When you select the vendor number, the Name , Address , Post Code/City , and Contact fields are filled in automatically.
Posting Date	The posting date for the delivery reminder. This date is copied to all of the delivery reminder ledger entries.
Document Date	The document date for the delivery reminder. This date is also used to calculate the due date for the delivery reminder. You can modify the posting date if required.
Reminder Level	The delivery reminder level. This value is based on the number of delivery reminders that have already been sent.
Reminder Terms Code	Specify the delivery reminder terms code that is set up for the vendor.
Due Date	The due date for the delivery reminder.

4. Choose the **Suggest Reminder Lines** action.

If there are overdue deliveries from the specified vendor, these are added to the delivery reminder.

5. Choose the **OK** button.

The delivery reminder is created. You can now issue and print the delivery reminder.

See Also

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Set Up Delivery Reminders](#)

[Set Up Delivery Reminder Terms, Levels, and Text](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Issue Delivery Reminders](#)

[Print Test Reports for Delivery Reminders](#)

NOTE

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Issue Delivery Reminders in the Swiss Version

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After you have created delivery reminders, you must issue and print them so that you can send reminders to vendors. Before you issue the delivery reminders, you can print a test report.

When you issue the delivery reminders, delivery reminder ledger entries are created. You can view the created ledger entries on the **Deliv. Reminder Ledger Entries** page.

To issue delivery reminders

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. On the **Delivery Reminder** page, select the delivery reminder that you want to issue, and then choose the **Edit** action.
3. Choose the **Issue** action.
4. On the **Issue Delivery Reminder** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Print	Select to print the delivery reminders when they are issued.
Replace Posting Date	Select to replace the existing posting date for the delivery reminder.
Posting Date	The posting date for the delivery reminder. This posting date is used for all delivery reminders if you have selected the Replace Posting Date check box. If the Replace Posting Date check box is cleared, this date will be used for only those delivery reminders for which a posting date is not available.

5. Optionally, on the **Delivery Reminder Header** FastTab, select the appropriate filters.


NOTE

You can remove filters and issue all delivery reminders at the same time.

6. Choose the **OK** button.

You can view the issued reminders on the **Issued Delivery Reminder** page. Optionally, you can now print a delivery reminder.

To view delivery reminder ledger entries

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Select the purchase order for which you want to view the reminder status, and then choose the **Edit** action.
3. Choose the **Deliv. Reminder Ledger Entries** action.

On the **Deliv. Reminder Ledger Entries** page, you can view the delivery reminder ledger entries for the selected purchase order.

See Also

[Print Test Reports for Delivery Reminders](#)

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Create Delivery Reminders Manually](#)

NOTE

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Generate Delivery Reminders in the Swiss Version


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In Business Central, you can create delivery reminders when a purchase has not been delivered as expected. You can generate delivery reminders for all overdue deliveries, or you can create a single delivery reminder manually.

NOTE

To create delivery reminders, you must have set up the delivery reminder terms, levels, and texts.

To generate delivery reminders for all overdue deliveries

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. Choose the **New** action.
3. On the **Delivery Reminder** page, choose the **Create Delivery Reminder** action.
4. Select the appropriate filters.
5. Choose the **OK** button.

If there are overdue deliveries that match the filters that you have set, delivery reminders are created. You can now issue and print the delivery reminders.

See Also

[Create Delivery Reminders Manually](#)

[Set Up Delivery Reminders](#)

[Assign Delivery Reminder Codes to Vendors](#)

[Issue Delivery Reminders](#)

[Delivery Reminders](#)

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Print Test Reports for Delivery Reminders

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After you have created delivery reminders and made any needed modifications, you can either print the test reports or issue the delivery reminders.

A test report is a document that lets you review and modify a delivery reminder before you issue it.

To print test reports before issuing delivery reminders

1. Choose the  icon, enter **Delivery Reminder**, and then choose the related link.
2. On the **Delivery Reminder List** page, choose the **Delivery Reminder - Test** action.
3. On the **Delivery Reminder - Test** page, set a filter if you want to print only selected delivery reminders.
4. Choose the **Print** to print the report or choose the **Preview** button to view it on the screen.

See Also

[Delivery Reminders](#)

[Generate Delivery Reminders](#)

[Issue Delivery Reminders](#)

NOTE

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Swiss Inventory Management

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes Swiss enhancements to inventory management. This includes the following:

- Detailed reporting. For more information, see the Inventory - Sales Statistics report and the Inventory - List report.
- The ability to track an invoice with multiple shipments.
- Including an item card location code as the default location code for sales lines and item journals. For more information, see [Set Up Locations](#).

Managing Item Details

Companies can have different warehouses for different product categories. In such cases, you must use the default location code retrieved from the item card. When you define a location code for an item, it is transferred to the sales lines and item journals as a default item location code. For more information, see the Sales Line and the Item Journal Line table.

Additional information, such as customer number, ship-to address code, and customer sales person code, is stored in item ledger entries. This information helps you to create customized reporting criteria, such as revenue per customer, and item or sales provisions for sales people. For more information, see the Item Ledger Entry table.

Invoices with Multiple Shipments

If multiple shipments have been posted for a customer, then you can create a combined invoice with the **Get Shipment Lines** function. For more information, see the Get Shipment Lines page. When you use this function, the text created on the invoice lines includes information about the shipment number and the shipment date. For example, the text could appear as Shipment No. 102040 of 25.01.01. This allows you to easily track invoices with multiple shipments.

See Also

[Switzerland Local Functionality](#)

[Set Up Locations](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print an Inventory Picking List from a Sales Order in the Swiss Version


2/18/2021 • 2 minutes to read • [Edit Online](#)

You can print an inventory picking list directly from a sales order. The picking list contains a list of items with the following information:

- Bin code
- Location code
- Serial number
- Quantity

The picking list includes only those items with a shipping quantity greater than 0.

To print an inventory picking list from a sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select the required sales order, and then choose the **Edit** action.
3. Choose the **Picking List** action.
4. On the **Options** FastTab, in the **No. of Copies** field, enter the required number of copies.
5. Choose the **Print** button to print the picking list or choose the **Preview** button to view it on the screen.

See Also

[Swiss Purchase Documents and Sales Documents](#)

[Import Swiss Post Codes](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Import Swiss Post Codes

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can import the latest post code file and use it to update the **Post Code** table. The post code file can be downloaded from the [Swiss Post](#) website. After importing the latest post code, you can define post codes for customers or vendors. For more information, see [Register New Vendors](#).


To import post codes

1. Choose the  icon, enter **Post Codes**, and then choose the related link.
2. Choose the **Import Post Codes** action.
3. On the **Import Post Codes** page, in the **Filename** field, enter the name of the post code file that you want to import to the **Post Code** table.
4. Choose the OK button.

The latest post code information is imported.

The following procedure describes how to define post codes for customers, but the same steps also apply to defining post codes for vendors.

To define post codes for customers

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Select the customer for whom you want to define a post code, and then choose the **Edit** action.
3. On the **Customer Card** page, on the **General** FastTab, in the **Post Code** field, select the post code for the customer's address.

NOTE

When you select the post code, the **City** and **Country/Region Code** fields populate automatically with the information from the **Post Code** table. For more information, see [Register New Customers](#).

4. Choose the OK button.

See Also

[Swiss Purchase Documents and Sales Documents](#)

[Print an Inventory Picking List from a Sales Order](#)

[Register New Vendors](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Swiss Purchase Documents and Sales Documents

2/18/2021 • 2 minutes to read • [Edit Online](#)

Business Central includes Swiss enhancements to purchase documents and sales documents. This includes the following:

- Enhanced posting descriptions for general ledger entries, customer ledger entries, and vendor ledger entries. For more information, see the G/L Entry table, the Cust. Ledger Entry table, and the Vendor Ledger Entry table.
- The ability to have subtitles, subtotals, and begin and end totals in sales quotes and sales orders.
- The ability to round invoice totals in payment journal lines if there is a payment discount.
- The ability to turn off printing of additional shipment documents for purchase invoices and sales invoices.

Purchase Documents and Sales Documents

The posting descriptions posted to ledger entries for purchase orders and sales orders display the name of the vendors or customers, and the invoices or credit memo numbers. For example, **Inv. 103020/ The Cannon Group PLC** is a posting description. This posting description displays a number that is relevant for financial transactions, which helps to analyze the transactions more easily.

Sales Quotes and Sales Orders

When a sales quote or sales order is created, if the type of the sales quote line or sales order line is **Begin Total** or **End Total**, then the items listed on the lines are marked as physical items or as service items. The items then have subheadings for each item group, and a subtotal is created for each item group.

The items are divided based on the system generated values displayed in the **Level** field.

You can specify an item as a variant in the sales quote line. This allows you to list the alternative items without including the price in the quote. You can also refer to specific parts of a sales quote or sales order based on the value displayed in the **Position** field of the sales quote line or the sales order line. For more information, see the Sales Line table.

NOTE

This functionality is only available in Business Central on-premises.

Purchase Invoices and Sales Invoices with Payment Discounts

For purchase invoices and sales invoices, the invoice amount is reduced by the discount amount, and then rounded. The invoice total is also rounded if there is a discount. For more information, see the General Ledger Setup table.

Shipment Documents

On the **Sales & Receivables Setup** page, the **Shipment on Ship and Invoice** field is used to turn off printing of additional shipment documents for purchase invoices and sales invoices. When you post an order, a posted shipment and a posted invoice are automatically created. If the printed invoice is also used as a shipment document, additional shipment documentation does not need to be printed. You can turn off printing of additional shipment documents for purchase invoices and sales invoices by clearing the **Shipment on Ship and Invoice** field on the **Sales & Receivables Setup** page. For more information, see the Sales & Receivables

Setup table.

See Also

[Import Swiss Post Codes](#)

[Print an Inventory Picking List from a Sales Order](#)

[Switzerland Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

United Kingdom Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the United Kingdom version of Business Central.

Feature Availability

- VAT & Tax
 - [Making Tax Digital - VAT Returns submission Available Now](#)
 - [Change VAT Setup in Journals Available Now](#)
 - [Print VAT Audit Reports Available Now](#)
 - [Print VAT Reports Available Now](#)
 - [Set Up Reverse Charges on VAT Available Now](#)
- Banking & Payments
 - [Print Checks for APACS Available Now](#)
 - [Print Remittance Advice Available Now](#)
- Fixed Assets
 - [Define Accounting Periods for Straight Line Depreciation of Fixed Assets Available Now](#)
- General
 - [Set Up a Posting Date Warning Available Now](#)
 - [Enter Statutory Information Available Now](#)
 - [The GetAddress.io UK Postcodes Extension Available Now](#)
 - [Set Up the GetAddress.io UK Postcodes Extension Available Now](#)
 - [Enter External Document Numbers Available Now](#)

See Also

[Using Business Central after the United Kingdom Has Left the European Union](#)

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a free trial!

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Making Tax Digital in the United Kingdom

2/18/2021 • 8 minutes to read • [Edit Online](#)

Her Majesty's Revenue and Customs (HMRC) is implementing the first step of Making Tax Digital, which imposes new requirements on VAT registered businesses above the VAT threshold. Requirements will be implemented in phases. In the first phase, with a deadline in April, 2019, the following requirements will take effect:

- Keeping records digitally - Businesses must now keep all their records digitally. For users of ERP systems this will not have any impact since they already keep their records digitally in these systems.
- Submit VAT return electronically using [software recognized by HMRC](#).

Business Central already supports submitting VAT returns to HMRC using the GovTalk service. From April, 2019 HMRC is switching to newer technology and communication mechanisms that required changes in Business Central.

Making Tax Digital for VAT Capabilities in Dynamics 365 Business Central

In Business Central you can use the VAT Return report for creating VAT reports. The Making Tax Digital VAT features extend this capability to communicate with HMRC. For example, the Making Tax Digital VAT extension lets you:


- Retrieve VAT obligations from HMRC
- Get reminded about VAT obligations that are approaching or already past due
- Submit VAT returns to HMRC
- View the VAT return
- View VAT payments with HMRC
- View VAT liabilities with HMRC

Set up Making Tax Digital for VAT

The Making Tax Digital feature uses a service connection to communicate with HMRC. To make it easy to establish communications, Business Central provides the **HMRC VAT Setup** service connection, which contains most of the information needed to communicate with HMRC. To finish the connection, you must give the **Dynamics 365 Business Central MTD VAT** application the authority to interact with HMRC on your behalf. Microsoft manages the **Dynamics 365 Business Central MTD VAT** application on the HMRC web site, and the application is a requirement for the connection. You give permission by requesting an authorization code from HMRC, and then copying the code to the service connection. The following steps describe how to set up the service connection.

NOTE

If you are using an on-premises version, there are some additional steps to set up the features for Making Tax Digital. In the cloud version, these happen automatically. For more information, see the section titled [Additional Setup Requirements for On-Premises Versions](#) below.

1. Choose the  icon, enter **Service Connections**, and then choose the related link.
2. On the **Service Connections** page, choose **HMRC VAT Setup**.

NOTE

If you use an on-premises version of Business Central you will also need to provide a client ID and client secret. If you are not sure what these are, contact your partner. They can get the information for you on [PartnerSource](#).

3. To open a GOV.UK website and request an authorization code, choose **Process**, then **Request Authorization Code**, and then choose **Continue**.
4. Sign in with your HMRC credentials. To allow the **Dynamics 365 Business Central MTD VAT** application to interact with HMRC on your behalf, choose **Grant authority**.
5. A confirmation page displays "Authorization granted" and an authorization code. To copy the authorization code, choose **Copy**.
6. Return to the service connection you are setting up, and paste the authorization code in the **Enter Authorization Code** field. Then choose **Enter**. Note, that the authorization code is valid for 10 minutes and must be entered into Business Central before expiry in order to set up the connection correctly.

NOTE

Business Central will use the authorization code to test whether the service connection can communicate with HMRC. If the connection is successful, a confirmation page prompts you to verify your VAT registration number. To open the **Company Information** page and verify the number is correct, and the one you have used to register with HMRC, choose **Yes**.

Additional Setup Requirements for On-Premises Versions

1. You must add a VAT report configuration on the **VAT Reports Configuration** page.
 - a. Create a new configuration, and choose the VAT Return type.
 - b. Give the configuration a descriptive name, such as **HMRC MTD**.
 - c. In the **Suggest Lines Codeunit ID** field, choose codeunit **745**.
 - d. In the **Content Coneunit ID** field, choose codeunit **10531**.
 - e. In the **Submission Codeunit ID** field, choose codeunit **10532**.
 - f. In the **Validate Codeunit ID** field, choose codeunit **10533**.
 - g. Fill in the remaining fields as necessary. Hover over a field to read a short description.
2. You must edit the VAT report setup on the **VAT Report Setup** page.
 - a. Expand the **Return Period** FastTab.
 - b. In the **Report Version** field, choose the VAT report configuration that you created in the previous step.
 - c. In the **Manual Receive Codeunit ID** field, choose codeunit **10534**.
 - d. In the **Receive Submitted Return Codeunit ID** field, choose codeunit **10536**.
 - e. Optional: If you want to automatically update the information about VAT obligations, specify how often to do so in the **Update Period Job Frequency** field, and then specify codeunit **10535** in the **Auto Receive Codeunit ID** field.
 - f. Fill in the remaining fields as necessary. Hover over a field to read a short description.


VAT Obligations

HMRC maintains a list of VAT obligations for companies, which are the periods for which they must report VAT and the due date for the report. HMRC exposes this information through their APIs, which enables Business Central to retrieve the obligations. Business Central stores VAT obligations as **VAT Return Periods**, and uses them to:

- Remind you about VAT returns that are due or overdue.

- Automatically enter start and end dates when you create VAT returns.

To retrieve the VAT return periods from HMRC

1. Choose the  icon, enter **VAT Return Periods**, and then choose the related link.
2. On the **VAT Return Periods** page, choose **Process**, and then choose **Get VAT Return Periods**.
3. Enter the **Start Date** and **End Date** to specify the period for which to get the VAT return periods, and then choose **OK**.

The VAT obligations are now retrieved from HMRC and you can view them on the **VAT Return Periods** page. A confirmation page shows how many obligations were retrieved.


NOTE

Do not create VAT return periods manually when submitting VAT Returns to HMRC. VAT return periods must be retrieved from HMRC using the steps above. Creating them manually will result in inability to submit VAT Returns.

VAT Returns


Use this report to submit VAT for sales and purchase documents, such as purchase and sales orders, invoices, and credit memos.

To create and submit a VAT return

1. Choose the  icon, enter **VAT Return Periods**, and then choose the related link.
2. On the **VAT Return Periods** page, choose **Process**, and then choose **Create VAT Return**.
3. If you want to open the VAT return, on the confirmation page, choose **Yes**.
4. On the **VAT Return** page, to calculate and prepare the amounts for the VAT return, choose **Process**, and then choose **Suggest Lines**.
5. Fill in the fields as necessary, and choose **OK**. VAT amounts display in the **Report Lines** section on the **VAT Return** page.
6. To release the VAT return and prepare it for submission, choose **Process**, and then choose **Release**. After you release a VAT return you cannot edit it. If you need to change something, you must reopen the return. Releasing the VAT return does not submit it.
7. To submit the VAT return to HMRC, choose **Process**, and then choose **Submit**.

A successful submission of the VAT Return will result in a Status = Accepted on the VAT Return. This status is based on the submission result at the HMRC. If the status after submission is not set to Approved a previously submitted VAT Return can be retrieved from the HMRC.


To receive previously submitted VAT Returns from HMRC

1. Choose the  icon, enter **VAT Return Periods**, and then choose the related link.
2. On the **VAT Return Periods** page, choose the relevant VAT return period.
3. On the **VAT Return Period Card** page, choose **Receive Submitted VAT Returns**.

VAT Liabilities and Payments

If you want to check the status of your VAT, you can retrieve information from HMRC about your VAT liabilities and payments. VAT liabilities are the amounts that you owed to HMRC, and show if there are outstanding amounts to be paid. VAT payments are the actual payments your company has made to HMRC.


To retrieve VAT liabilities:

1. Choose the  icon, enter **VAT Liabilities**, and then choose the related link.
2. On the **VAT Liabilities** page, choose **Process**, and then select **Get Liabilities**.

3. Enter the **Start Date** and **End Date** of the period to retrieve VAT liabilities for, and then choose **OK**.

The VAT liabilities are now retrieved from HMRC and you can view them on the **VAT Liabilities** page. A confirmation page shows how many liabilities were retrieved.

To retrieve VAT payments from HMRC:

1. Choose the  icon, enter **VAT Payments**, and then choose the related link.
2. On the **VAT Payments** page, choose **Process**, and then choose **Get Payments**.
3. Enter the **Start Date** and **End Date** of the period to retrieve VAT payments for, and then choose **OK**.

The VAT payments are now retrieved from HMRC and you can view them on the **VAT Payments** page. A confirmation page shows how many VAT payments were retrieved.

Not in scope of this feature

This integration to HMRC and support of Making Tax Digital for VAT does not include support for:

- Group VAT scenarios. While it is possible that your Business Central submits VAT on behalf of a group of companies that share a VAT Registration Number (Group VAT) there is no built in mechanism for retrieving VAT entries from other companies in the group. There are currently no plans to support Group VAT and we refer to Microsoft partners to add this functionality.
- Agent services. Agents can submit VAT Returns on behalf of their customers and HMRC has solutions for that. This is currently not supported by Business Central.

Connection errors with HMRC

If you experience "The operation has timed out" errors on an on-premises installation of Business Central please check your firewall settings that may be blocking the communication to and from HMRC.

Testing the integration to HMRC in a Sandbox

Due to a limitation at HMRC, it is not possible to send test submissions of VAT Returns and test the integration in non-production scenarios. You can only send real VAT returns. Certain online documentation at HMRC refers to the term *Sandbox*. This refers to an environment for software developers such as Microsoft and others for testing their features during development. This environment is not intended for customer testing and is unrelated to Business Central sandboxes.

See Also

[United Kingdom Local Functionality](#)

[The GetAddress.io UK Postcodes Extension](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Change VAT Setup in Journals

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can add VAT setup information to journal lines if needed in the British version of Business Central. If you enter items without VAT, you do not need to remove VAT setup information manually.

To change VAT setup in journals

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. On the **General Journal** page, choose the button in the **Batch Name** field.
3. On the **General Journal Batches** page, on the **Home** tab, choose **New**.
4. Enter information into the required fields.
5. To include VAT information, select the **Copy VAT Setup to Jnl. Lines** check box.

NOTE

When you add a journal line for an item without VAT, clear the **Copy VAT Setup to Jnl. Lines** check box.

6. Choose the **OK** button.

See Also

[United Kingdom Local Functionality](#)

[Report VAT to Tax Authorities](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Print VAT Audit Reports in the British Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

In the United Kingdom, all vendors must export the data required for auditing in a Content Separated Value (CSV) file format. The following reports in the British version of Business Central comply with this requirement:

- **VAT Audit** report – This report is used for VAT auditing.
- **VAT Entry Exception** report - This report details the differences between the calculated VAT and the changes that occur because of rounding, VAT tolerance percentage, and discounts. It also displays the difference in VAT amounts for the tax authorities.

To print the VAT audit report

1. Choose the  icon, enter **VAT Statements**, and then choose the related link.
2. Choose the relevant VAT statement template, and then choose OK.
3. On the **VAT Statement** page, choose **VAT Audit Report**.
4. On the **VAT Audit** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Export Customers	Select to export the file to the Customer table.
Export Open Payments	Select to export the open credit entries.
Export Late Invoicing	Select to export customer entries that took longer to invoice than the number of days specified in the Late Invoice Delay (Days) field.
Late Invoice Delay (Days)	Enter the number of days between the invoice issue date and the payment received date. If the Export Late Invoicing field is selected, entries exceeding this limit will be exported.
Export Vendors	Select to export the file to the Vendor table.
Export VAT Entries	Select to export the entries in the VAT Entry table.

NOTE

You must select at least one check box in this page.

5. To export the file, choose the **OK** button.

The VAT audit information is exported. You can save the data to a file, or open the file in the appropriate program.

To print the VAT entry exception report

1. Choose the  icon, enter **VAT Statements**, and then choose the related link.

2. Choose the relevant VAT statement template, and then choose OK.
3. On the **VAT Statement** page, choose **VAT Entry Exception Report**.
4. On the **VAT Entry Exception Report** page, on the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
VAT Base Discount	Select if you want to enter a value in the VAT Base Discount % field.
Manual VAT Difference	Select if you want to enter a value in the Manual VAT Difference field.
VAT Calculation Types	Select to determine the VAT calculation type.
VAT Rate	Select to determine the VAT rate for a particular journal line.
VAT Base Discount %	Enter a value in this field if you have selected the VAT Base Discount field.
Manual VAT Difference	Enter a value in this field if you have selected the Manual VAT Difference field.
VAT Rate % Difference	Specify the maximum VAT rate difference.

NOTE

You must select at least one check box in this page.

5. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[Working with Reports, Batch Jobs, and XMLports](#)

[Report VAT to Tax Authorities](#)

[United Kingdom Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Print VAT Reports

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can use the following reports for VAT reporting:

- **Day Book VAT Entry** – Displays the daily total for VAT entries for a specific period.
- **Day Book Cust. Ledger Entry** – Displays the daily total for customer ledger entries for a specific period.
- **Unposted Sales** – Displays sales documents that have not yet been posted.
- **Day Book Vendor Ledger Entry** – Displays the daily total for vendor ledger entries for a specific period.
- **Unposted Purchases** – Displays purchase documents that have not yet been posted.


To print the day book VAT entry report

1. Choose the  icon, enter **Day Book VAT Entry**, and then choose the related link.
2. On the **Options** FastTab, fill in the field as described in the following table.

FIELD	DESCRIPTION
Show Amounts in Add. Reporting Currency	Select to show amounts in the report in additional reporting currency.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.


To print the day book customer ledger entry report

1. Choose the  icon, enter **Day Book Cust. Ledger Entry**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Print Cust. Ledger Details	Select to display the customer ledger entries.
Print G/L Entry Details	Select to display the general ledger entries.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.


To print the unposted sales report

1. Choose the  icon, enter **Unposted Sales**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Show	Select the details that you want in the Unposted Sales report.
Show Amounts in LCY	Select to show amounts in the report in local currency.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.


To print the day book vendor ledger entry report

1. Choose the  icon, enter **Day Book Vendor Ledger Entry**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Print Vend. Ledger Details	Select to display the vendor ledger entries.
Print G/L Entry Details	Select to display the general ledger entries.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

To print the unposted purchases report

1. Choose the  icon, enter **Unposted Purchases**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Show	Select the details that you want in the Unposted Purchases report.
Show Amounts in LCY	Select to show amounts in the report in local currency.

3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[United Kingdom Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Reverse Charge VAT





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In Business Central, you can use reverse charge VAT accounting for a specific range of items to prevent Missing Trader Intercommunity Fund Fraud (MTIC), also known as carousel fraud. This feature is supplemented by the **Reverse Charge Sales List** report. The VAT accounting changes will affect companies trading in electronic goods and integrated circuit devices, such as mobile telephones, microprocessors, and central processing units. These goods will apply to reverse charges.

IMPORTANT

Legislative information may be subject to change by HM Revenue & Customs (HMRC). For more information, see the [HMRC website](#).

To reverse charges on VAT

1. Choose the  icon, enter **VAT Business Posting Groups**, and then choose the related link.
2. Create a new VAT business posting group. Set up the needed VAT product posting groups.
3. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
4. On the **Reverse Charge** FastTab, fill in the fields as necessary. Hover over a field to read a short description.
5. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
6. On the **Reverse Charge** FastTab, fill in the fields as necessary.
7. Choose the  icon, enter **Purchases & Payables Setup** and then choose the related link.
8. On the **Reverse Charge** FastTab, fill in the fields as necessary.
9. To set up items subject to reverse charge, select the item, and open the **Item Card** page.
10. On the **Invoicing** FastTab, fill in the **Reverse Charge Applies** field.

Reverse Charge Sales List

This report displays sales of goods which are subject to reverse charge. The report is based on information in the VAT Entry table. You use this to report to the customs and tax authorities the reverse charge sales.

Examples of goods subject to reverse charge:

- Mobile telephones.
- Computer chips

Consult the [HMRC website](#) for the list of goods subject to reverse charge.

See Also

[United Kingdom Local Functionality](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Checks for APACS

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The Association for Payment Clearing Services (APACS) specification defines a standard layout for fields on checks. The **Check** report uses this specification.

To print checks for APACS

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. To preview the check, choose the **Preview Check** action.
3. To print the check, choose the **Print Check** action.
4. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Bank Account	Specifies bank account code.
Last Check No.	Specifies the last check number that was specified on the Bank Account Card page.
One Check per Vendor per Document No.	Select to print only one check per vendor for each document number.
Reprint Checks	Select to reprint canceled checks.
Test Print	Select to print checks on blank paper before printing them on check forms.
Preprinted Stub	Select to use check forms with preprinted stubs.

5. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[United Kingdom Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Remittance Advice

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can print remittance advice before posting a payment journal and after posting a payment. This advice displays vendor invoice numbers, which helps vendors to perform reconciliations.

To print remittance advice

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. On the **Payment Journal** page, select the payment for which remittance advice must be printed.
3. Choose the **Print Remittance Advice** action.
4. In the **Remittance Advice - Journal** batch job, on the **Gen. Journal Line** FastTab, and select the appropriate filters.

NOTE

You can filter using the vendor's external document number to match payments with invoices.

5. On the **Vendor** FastTab, select the appropriate filters.
6. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[United Kingdom Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Define Accounting Periods for Straight-Line Depreciation of Fixed Assets


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You can define 13 accounting periods to calculate straight line depreciation. You must calculate depreciation daily and distribute across the relevant periods. You can also define these accounting periods in the **FA - Projected Value** report.


NOTE

To calculate depreciation using both the old (360 days) and the new methods (365 or 366 days), create separate depreciation books; one for the old method, and one for the new method. Attach these books to the relevant assets.

To define accounting periods to calculate straight line depreciation

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. To open a new **Depreciation Book Card** page, choose the **New** action.
3. On the **General** FastTab, fill in the fields as necessary. Hover over a field to read a short description.
4. Choose the **OK** button.

To define accounting periods in the FA - Projected Value report

1. Choose the  icon, enter **FA - Projected Value**, and then choose the related link.
2. On the **Options** FastTab, fill in the fields as necessary. Hover over a field to read a short description.
3. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[United Kingdom Local Functionality Set Up Fixed Asset Depreciation](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up a Posting Date Warning

2/18/2021 • 2 minutes to read • [Edit Online](#)

A warning message will be displayed when you post or batch post sales and purchase documents with a posting date not same as the work date. You must set up for this on the **Sales Receivables Setup** and **Purchases Payables Setup** pages.

To set up a posting date warning for sales and purchases

1. Choose the  icon, enter **Sales & Receivables Setup** or **Purchases & Payables Setup**, and then choose the related link.
2. On the **Sales Receivables Setup** page or the **Purchases Payables Setup** page, in the **General** FastTab, select the **Posting Date Check on Posting** check box.
3. Choose the **OK** button.

NOTE

A warning message displays when you post or batch post documents with a posting date not same as the work date. If you select **Replace Posting Date** check box while batch posting, you will be warned about the replacing posting date not being the same as the work date.

See Also

[United Kingdom Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).


The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Enter Statutory Information

2/18/2021 • 2 minutes to read • [Edit Online](#)

To comply with legal requirements, statutory information is available on the **Statutory** FastTab on the **Company Information** page.

To enter statutory information

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Statutory** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Registration No.	Specifies the registration number of the company.
Registered Name	Specifies the registered name of the company.
Registered Address	Specifies the registered address of the company.
Registered Address 2	Specifies an additional part of the company's registered address.
Registered City	Specifies the city where the company is registered.
Registered County	Specifies the county of the company's registered address.
Registered Post Code	Specifies the registered postal code of the company.
Branch Number	Specifies the branch number of the company.
Contact Name	Specifies the name of the contact person for the company.

3. Choose the **OK** button.

See Also

[United Kingdom Local Functionality](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The GetAddress.io UK Postcodes Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

The GetAddress.io UK Postcodes extension can save time and prevent mistakes when you enter addresses for entities like customers, vendors, bank accounts, and employees. For example, when you're creating a customer, you just choose a postcode and Business Central shows a list of addresses. Pick the address you want, and presto, the address fields are filled out.

##To use the GetAddress.io UK Postcodes extension when you enter an address

1. Under **Address**, choose **Look up address from postcode**.

NOTE

The **Look up address from postcode** option is available only if the **Country/Region Code** field is either empty, or contains **GB**.

2. On the **Postcode Search** page, in the **Postcode** field, enter or choose the postcode.
3. On the **Address Selection** page, choose the address.

TIP

If you know the street number, you can filter the addresses by entering some or all of the number in the **Delivery Point** field.

See Also

[Set Up the GetAddress.io UK Postal Code Extension](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up the GetAddress.io UK Postcodes Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

This extension makes it easy to enter addresses in the United Kingdom (UK) for entities like customers, contacts, employees, vendors, bank accounts, and so on.

The GetAddress.io UK Postcodes extension uses the getAddress API to find addresses in postcodes in the UK. To use the extension, you need to get a plan and an API Key for the getAddress API. We help you do that when you set up the GetAddress.io UK Postcodes extension. Plans are based on use, or what are sometimes referred to as "calls." A call, in this case, is when Business Central displays a list of addresses in a postcode. Depending on how often you add addresses, choose the plan that is best for you. If you just choose **Get API Key** you will use the **Free** plan, which lets you add 20 addresses per day, and is valid for 30 days.

##To set up the GetAddress.io UK Postcodes extension

1. Choose the  icon, enter **Service Connections**, and then choose the related link.
2. On the **Service Connections** page, choose **UK Postcode Service**.
3. On the **Postcode provider configuration** page, choose **Disabled**.
4. On the **Postal code service selection** page, choose **GetAddress.io**.
5. On the **GetAddress.io Config** page, choose **Get API Key** to open the **Plans** page on the website for the getAddress API.

NOTE

You might need to allow pop-ups in your browser.

6. Purchase a plan, or just choose **Get API Key**, and then provide your email address.
7. Open the email from getAddress.io, and copy the API key. The key is under the **Your API Key** heading.
8. On the **GetAddress.io Config** page, paste the API key in the **API Key** field, and then choose **OK**.
9. On the **Service Connections** page, verify that the **Address Provider** field shows **GetAddress.io**. If it does, the service is enabled.

See Also

[United Kingdom Local Functionality](#)

[The GetAddress.io UK Postcodes Extension](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Enter External Document Numbers

2/18/2021 • 2 minutes to read • [Edit Online](#)


You can enter external document numbers for customers and vendors in all sales and purchase orders, invoices, and credit memos. You can use these numbers to search for posted sales and purchase lines later.

NOTE

Specify the document number that your customer or vendor has specified. Business Central does not check if these external document numbers are unique or duplicates.

The following procedure explains how to specify an external document number on a sales order, but similar steps apply to other sales and purchase documents.

To enter external document numbers in a sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select the relevant sales order, and then choose the **Edit** action.
3. On the **General** FastTab, in the **External Document No.** field, enter the invoice number.

On purchase documents, the relevant field is the **Vendor Invoice No.** field.

4. Fill in any other required fields.

See Also

[United Kingdom Local Functionality](#)

[Sell Products](#)

[Purchasing](#)

NOTE

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United States Local Functionality

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the United States version of Business Central.

Feature Availability

- Tax
 - [US Sales Tax Available Now](#)
 - [Reporting Sales Tax in the US Available Now](#)
 - [Reporting Transactions as 1099 Liable in the US Available Now](#)
 - [Set Up Use Tax and Purchase Tax Available Now](#)
 - [Set Up Unrealized Sales Tax and Sales Payment Discounts Available Now](#)
- Banking & Payments
 - [Create Deposits Available Now](#)
 - [Reconcile Bank Accounts Available Now](#)
 - [Make Electronic Payments Available Now](#)
- General
 - [Print Troubleshooting Reports Available Now](#)

NOTE

If you have customers in Europe, please note that you cannot report VAT to European authorities in the US version of Business Central. You may want to work with a consultant to add the capability to your environment based on the specific countries that you ship to.

See Also

[Working with Business Central](#)

[Country/regional availability and supported languages](#)

Start a free trial!

NOTE

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Reporting Sales Tax in the US

2/18/2021 • 3 minutes to read • [Edit Online](#)

When you first start using Business Central, you can run an assisted setup guide to quickly and easily set up sales tax information for your company, customers, and vendors. In a matter of minutes, you are ready to create sales documents and purchase documents with sales tax calculated correctly. Just search for the **Set Up Sales Tax** assisted setup guide, and then follow the steps in the guide. This includes specifying the accounts that you want to use for sales tax for sales and purchases.

We recommend that you choose to apply the new tax area to your own company information. If you also choose to apply it to customers or vendors, you'll be asked if you want to set a filter for which customers or vendors you want to apply the information to. For example, you can choose to apply the tax area to those customers that are in your own city or county, or to all customers.

Who you assign the tax area codes to will determine the taxes that are calculated on your sales and purchasing transactions.

If you move to the empty My Company, we recommend that you start by using each of the assisted setup guides, including the one for sales tax. If you prefer to set up sales tax yourself, this article explains what you have to take into consideration.

Tax Groups, Tax Areas, and Tax Jurisdictions

In Business Central, a tax group represents a group of inventory items or resources that are subject to identical tax terms. For example, you can set up a tax group for taxable items and another for nontaxable items. You must assign tax group codes to inventory items and general ledger accounts. Similarly, you must assign tax area codes to customers, locations, and to your own company settings. The assisted setup guide helps you do this.

Each tax area is a grouping of sales tax jurisdictions based on a particular geographic location. For example, the Miami, Florida, tax area includes three sales tax jurisdictions: city (Miami), county (Dade), and state (Florida). Business Central includes a limited set of tax areas with a default configuration, but you can change them and add new tax areas.

If you set up new tax areas and tax jurisdictions, you must make sure that you fill in the fields correctly. In the United States, states, counties, cities, and localities can charge sales tax. Companies collect and remit sales tax to these government authorities for products sold to end users. Sales tax can also be charged to existing sales tax. For example, tax can be calculated on a sales invoice amount that already includes the tax from other jurisdictions.

Tax Details

The **Tax Details** page shows different combinations of sales tax jurisdictions and sales tax groups to establish sales tax rates. For each tax jurisdiction, we recommend that you set up one tax group for normal sales tax, another tax group for items or services that are not taxed, and an additional tax group for every type of item or service that is handled with a different sales tax rate in that jurisdiction.

In the United States, when you sell to a customer at a location where you do not have a *situs*—or a legal location in that state—you do not collect sales tax. For locations in which you do not have a situs, ensure that both the **Tax Below Minimum** and **Tax Above Maximum** fields are 0.00.

See Also

United States Local Functionality

Finance

Setting Up Finance

Set Up Sales Tax - Watch a Video

Working with Business Central

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

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Reporting Sales Tax in the US

2/18/2021 • 3 minutes to read • [Edit Online](#)

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We recommend that you choose to apply the new tax area to your own company information. If you also choose to apply it to customers or vendors, you'll be asked if you want to set a filter for which customers or vendors you want to apply the information to. For example, you can choose to apply the tax area to those customers that are in your own city or county, or to all customers.

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If you set up new tax areas and tax jurisdictions, you must make sure that you fill in the fields correctly. In the United States, states, counties, cities, and localities can charge sales tax. Companies collect and remit sales tax to these government authorities for products sold to end users. Sales tax can also be charged to existing sales tax. For example, tax can be calculated on a sales invoice amount that already includes the tax from other jurisdictions.

Tax Details

The **Tax Details** page shows different combinations of sales tax jurisdictions and sales tax groups to establish sales tax rates. For each tax jurisdiction, we recommend that you set up one tax group for normal sales tax, another tax group for items or services that are not taxed, and an additional tax group for every type of item or service that is handled with a different sales tax rate in that jurisdiction.

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See Also

United States Local Functionality

Finance

Setting Up Finance

Set Up Sales Tax - Watch a Video

Working with Business Central

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Reporting Transactions as 1099 Liable in the US

2/18/2021 • 3 minutes to read • [Edit Online](#)

The Internal Revenue Service (IRS) requires one or more versions of the 1099 tax form for payments to vendors. Copies of these forms must be sent to vendors annually on or before the last day of January. On your purchase documents, you can specify that the document is 1099 liable, and you can specify the 1099 code for the vendor.

Regulatory 1099 Format Changes December 2020

In Business Central, the new 1099 Form Box codes *NEC-01* and *MISC-14*, and a new form, *Vendor 1099 Nec*, have been added. The additions are relevant for the reporting year 2020. Before you submit your reporting for 2020, you must first upgrade your Business Central to handle the new requirements. To get this update, you must run the action **Update Form Boxes** on the **1099 Form-Boxes** page.

IMPORTANT

Running the action **Update Form Boxes** makes reporting for 2019 impossible, since some boxes change their meaning. Make sure that you have done all of your reporting for 2019 before you update the form boxes to prepare your system for reporting for 2020.

Regulatory 1099 Format Changes December 2018

In Business Central, a new 1099 Form Box code *DIV-05* has been added, and all the 1099 codes from DIV-05 to DIV-11 were upgraded to codes from DIV-06 to DIV-12. When you open the **IRS 1099 Form Box** page, a notification pops up to upgrade the form boxes. If you change the 1099 code on the **Vendor Card** page, a notification will display asking if you want to update the 1099 codes for all the associated entries (like purchase documents, journal lines, posted invoices, credit memos and vendor ledger entries).

1099 codes

In Business Central, the most common 1099 codes are already set up for you so you are ready to generate the required reports. The codes are defined on the **IRS 1099 Form Box** page where you can also add new 1099 codes. For each tax liable vendor, you can then specify the relevant 1099 code on the **Payments** FastTab on the Vendor card.

With the **Vendor 1099 Information** report, you can review 1099 transactions paid during a specified period. At the end of the year, you can print 1099 transactions on preprinted forms.

Printing 1099 tax forms

From the **IRS 1099 Form Box** page, you can access the following tax forms:

- **Vendor 1099 Div** - Prints the federal form 1099-DIV for dividends and distribution. You can print all or specific 1099-DIV forms. The report uses the codes that apply to the DIV form amount boxes from the **IRS 1099 Form-Box** page.
- **Vendor 1099 Int** - Prints the federal form 1099-INT for interest income. You can print all or specific 1099-INT forms. The report uses the codes that apply to the INT form amount boxes from the **IRS 1099 Form-Box** page.
- **Vendor 1099 Misc - Miscellaneous income** - Prints the federal form 1099-MISC for miscellaneous income. You can print all or specific 1099-MISC forms. The report uses the codes that apply to the MISC form

amount boxes from the **IRS 1099 Form-Box** page.

- **Vendor 1099 NEC – Non-employee compensation** – Prints the federal form 1099-NEC for nonemployee compensation. You can print all or specific 1099-NEC forms. The report uses the codes that apply to the NEC form amount boxes from the **IRS 1099 Form-Box** page.

Regulatory changes affecting this report and the table data are generally handled in end-of-year updates. It may be helpful to run the **Vendor 1099 Information** report to review the data before printing the forms.

Submitting 1099 tax forms electronically

To submit the 1099 tax forms electronically, use the **Vendor 1099 Magnetic** report. Specifies the 1099 forms that can be exported. The form information exported by this report is the same as the reports that print 1099 forms that are described in the previous section.

The report uses the codes that apply to the form amount boxes from the **IRS 1099 Form-Box** page. The codes are mapped to the form boxes in the file layouts of this report, therefore the table data and report version for a particular tax year must be in agreement. If any custom codes are added to the table these must be mapped to the form boxes inside this object.

Regulatory changes affecting this report and the table data are generally handled in end-of-year updates. It may be helpful to run the **Vendor 1099 Information** report to review the data before generating the electronic file.

See Also

[United States Local Functionality](#)

[Register New Vendors](#)

[Record Purchase](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).


Set Up Use Tax and Purchase Tax in the US version

2/18/2021 • 4 minutes to read • [Edit Online](#)

Sales tax includes taxes that companies pay for using items:

- Use tax (United States) – Use tax is a United States sales tax that is paid on items that are purchased by a company and are used by that company instead of being sold to a customer. The company must pay sales tax for those items to the government, in the form of use tax.
- Purchase tax (Canada) – Purchase tax is a Canadian sales tax that is paid by a company on items that are purchased from a vendor. When a company purchases items for use by the company itself, the vendor charges the appropriate sales tax for the items.


To set up use tax for a purchase order

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. On the **Purchase Orders** page, choose the **New** action.
3. On the **Lines** FastTab, fill in the fields as necessary. Hover over a field to read a short description.
4. On the **Invoicing** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Liabile	Select to set up tax liability. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Tax Area Code	The tax area code of the vendor. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .
Provincial Tax Area Code	The tax code for the province. Important: This field is available on the Purchase Header page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .

5. Choose the **OK** button.


To set up use tax details

1. Choose the  icon, enter **Tax Details**, and then choose the related link.
2. On the **Tax Details** page, choose the **New** action.
3. On the **New - Tax Details** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Jurisdiction Code	The tax jurisdiction code for the tax detail entry.
Tax Group Code	The tax group code for the tax detail entry.
Tax Type	Sales and Use Tax – To apply both sales tax and use tax to the tax detail entry. –or– Excise Tax – To apply excise tax to the tax detail entry. –or– Sales Tax Only – To apply only sales tax to the tax detail entry. –or– Use Tax Only – To apply only use tax to the tax detail entry.

4. Choose the **OK** button.


To set up purchase tax for a company

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Company Information** page, on the **Tax** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Tax Area Code	The company's tax area code. The tax area code is used in conjunction with a tax group code field and the Tax Liable field to find the necessary information for calculating sales tax.
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters.
Provincial Tax Area Code	The tax code for the province.

3. Choose the **OK** button.

To set up purchase tax for a location


1. Choose the  icon, enter **Locations**, and then choose the related link.
2. On the **Locations** page, select the required location, and then choose the **Edit** action.

3. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Do Not Use For Tax Calculation	Select to specify whether the tax information included on this location record is to be used for sales tax calculations on purchase documents.
Tax Area Code	The tax area code for the location. The tax area code is used in conjunction with a tax group code field and the Tax Liable field to find the necessary information for calculating sales tax.
Tax Exemption No.	The company's tax exemption number. You can enter a maximum of 30 alphanumeric characters.
Provincial Tax Area Code	The tax code for the province.

4. Choose the **OK** button.

To set up purchase tax for non-recoverable tax

1. Choose the  icon, enter **Tax Details**, and then choose the related link.
2. On the **Tax Details** page, choose the **New** action.
3. Select the **Expense/Capitalize** check box.

NOTE

This check box must be selected if the tax paid is not recoverable.

4. Choose the **OK** button.

See Also

[United States Local Functionality](#)

[Reporting Sales Tax in the US](#)

[Finance](#)

[Setting Up Finance](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Unrealized Sales Tax and Sales Payment Discounts in the US Version


2/18/2021 • 5 minutes to read • [Edit Online](#)

You can use the **General Ledger Setup** page to set up unrealized sales tax. You can also set up maximum correction tax amounts so that you can limit the tax correction amounts that are entered for sales and purchases. This allows you to overwrite the calculated tax when there are rounding differences between what is calculated on the purchase order, and what is calculated on the purchase invoice from the vendor.

NOTE

If you work with excise tax, the system does not allow you to change the **Tax Amount** field on the **Statistics** page for an invoice, for example to adjust for rounding. Therefore, if you have set up an excise tax with more than two decimals and you experience a rounding difference compared to your vendor's invoices, then you must handle the rounding difference by posting an extra G/L entry so that the total matches the document amount. This posting could be made to an expense account dedicated to amount rounding.


To set up unrealized sales tax

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. On the **General Ledger Setup** page, on the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Pmt. Disc. Excl. Tax	Select to calculate the payment discount on amounts excluding sales tax.
Adjust for Payment Disc.	Select to recalculate the tax amounts when you post payments that trigger payment discounts. This field is used in the context of VAT, not sales tax.
Unrealized VAT	Select if any of your sales tax jurisdictions allow you to pay your sales tax after you have been paid. If you do not select this check box this function will be blocked for all sales tax jurisdictions.

3. Choose the **OK** button.

To set up unrealized tax for jurisdictions


1. Choose the  icon, enter **Tax Jurisdictions**, and then choose the related link.
2. On the **Tax Jurisdictions** page, choose the **Edit List** action.
3. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Unrealized Tax Type	<p>– The unrealized tax feature is not used for this tax jurisdiction.</p> <p>–or–</p> <p>Percentage – Each payment covers both tax amounts and invoice amounts in proportion to the remaining invoice amount. The paid tax amount is transferred from the unrealized tax account to the tax account.</p> <p>–or–</p> <p>First – Payments cover the tax first, and then the invoice amount.</p> <p>–or–</p> <p>Last – Payments cover the invoice amount first, and then the tax amount. In this case, nothing will be transferred from the unrealized tax account to the tax account until the total invoice amount—exclusive of tax—has been paid.</p> <p>–or–</p> <p>First (Fully Paid) – Payments cover the tax first, but nothing is transferred to the tax account until the full tax amount has been paid.</p> <p>–or–</p> <p>Last (Fully Paid) – Payments cover the invoice amount first, but nothing is transferred to the tax account until the full tax amount has been paid. Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>
Unreal. Tax Acc (Sales)	<p>The general ledger account that you want to use to post calculated unrealized tax on sales transactions.</p> <p>Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>
Unreal. Tax Acc (Purchases)	<p>The general ledger account that you want to use to post calculated unrealized tax on purchase transactions.</p> <p>Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace.</p>

FIELD	DESCRIPTION
Unreal. Rev. Charge (Purch.)	The general ledger account that you want to use for posting calculated unrealized reverse-charge tax on purchase transactions. Important: This field is available on the Tax Jurisdiction page, but it is not shown by default. To select the field, you must first add the column that shows this field. You can change how certain UI elements are displayed. For more information, see Personalize Your Workspace .

4. Choose the **OK** button.

To set up adjustments for payment discounts in a tax posting group




1. Choose the  icon, enter **Tax Posting Setup**, and then choose the related link.
2. Choose the **Edit** action.
3. On the **Tax Posting Setup Card** page, select the **Adjust for Payment Discount** check box.

IMPORTANT

This field is available on the **VAT Posting Setup** page, but it is not shown by default.

4. Choose the **OK** button.

To set up maximum tax correction amounts

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. On the **Sales Receivables Setup** page, on the **General** FastTab, select the **Allow Tax Difference** check box.
3. Choose the **OK** button.
4. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
5. On the **Purchases & Payables Setup** page, on the **General** FastTab, select the **Allow Tax Difference** check box.
6. Choose the **OK** button.
7. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
8. On the **General Ledger Setup** page, in the **Max. Tax Difference Allowed** field, enter the maximum tax correction amount that is allowed for the local currency.

NOTE

In this field, if you enter USD 5, you may correct tax amounts by up to five dollars. To use the tax difference function, an amount must be entered in the **Max. Tax Difference Allowed** field.

9. Choose the **OK** button.

See Also

United States Local Functionality

Reporting Sales Tax in the US

Finance

Setting Up Finance

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Create Deposits in the US Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can make deposits to maintain a transaction record that contains information that can be applied to outstanding invoices and credit memos.


The **Deposit** page specifies bank deposit information. The information includes the bank account number, total deposit amount, deposit lines, posting date, document date, department code, currency code, and deposit notes. You can use the page to create new deposits, post deposits, print deposits, view deposit comments, or view a report that shows the deposit amount to be reconciled.

The **Deposit** report displays customer and vendor deposits with the original deposit amount, the amount of the deposit that remains open, and the amount applied. The report also shows the total posted deposit amount to be reconciled.

Deposit lines contain information about the individual deposited items, such as checks from customers. This information includes the document date and number, account type and number, and amount. The total of the amounts on the lines must add up to the total amount of the deposit entered on the deposit header.

After you have filled in the deposit information and the associated deposit lines, you must post it in order to update the bank ledger, general ledger, customer ledger, and any other relevant ledgers. Posted deposits are stored for future reference and can be viewed on the **Posted Deposits** page.

To create a deposit

1. Choose the  icon, enter **Deposits**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
No.	The unique identification number for the deposit.
Bank Account No.	The bank account number for the deposit.
Total Deposit Amount	The total deposit amount posted to the bank ledger. You can post this deposit only if the sum of the deposit lines is equal to the value in this field.
Posting Date	The posting date for the deposit.
Document Date	The deposit document date.

4. On the **Lines** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Account Type	The account type.

FIELD	DESCRIPTION
Account No.	The unique identification account number that is associated with the selected account type, to which the entry will be posted.
Description	The journal line entry description.
Document Date	The journal line entry document date.
Document Type	The journal line entry document type.
Document No.	The journal line entry document number.
Credit Amount	The total credit amount on the journal line.

- Optionally, choose the **Dimensions** action, and then add relevant dimensions on the **Dimension Set Entries** page.
- Choose the **Post** action.

NOTE

You can post a deposit only if the amount displayed in the **Total Deposit Lines** field is equal to the amount in the **Total Deposit Amount** field.

Next, you can use the **Deposit Test** and **Deposit** reports to reconcile your posted deposits with outstanding invoices and credit memos.

See Also

[United States Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Reconciling Bank Accounts in the US


2/18/2021 • 3 minutes to read • [Edit Online](#)

Use the **Bank Rec. Worksheet** page to reconcile bank account ledger entries with bank statements.

NOTE

This topic describes the North American bank reconciliation functionality. You can also use the standard functionality. For more information, see [Reconcile Bank Accounts](#).

To reconcile bank accounts with bank statements

1. Choose the  icon, enter **Bank Account Reconciliations**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the required fields as described in the following table.

FIELD	DESCRIPTION
Bank Account No.	The bank account number to reconcile.
Statement No.	The bank statement number to reconcile.
Statement Date	The bank statement date.
Statement Balance	The bank statement balance.

4. Choose the **Mark Lines** action.
5. On the **Bank Rec. Process Lines** page, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Record type to process	Specify the type as Checks , Deposits , or Both .
Mark lines as cleared	Select to process the option selected in the Record type to process field.


6. On the **Bank Rec. Line** FastTab, select the appropriate filters.
7. Choose the **OK** button.
8. On the **Bank Rec. Worksheet** page, on the **Bank Rec. Adj. Lines Subform** FastTab, enter information in the remaining fields to make adjustments.

NOTE

If needed, you can also use the **Bank Rec. Worksheet** page to view the **Bank Reconciliation Comments** card or the **Bank Reconciliation** card.

To post a bank reconciliation

You can post bank reconciliation if you have reconciled the bank accounts on the **Bank Rec. Worksheet** page. After the bank reconciliation has been posted a bank account statement is created and can be viewed on the bank account card.

1. Choose the  icon, enter **Bank Account Reconciliations**, and then choose the related link.
2. Choose the bank account reconciliation that you want to post, and then choose the **Edit** action.


NOTE

On the **General** FastTab, the value in the **Difference** field must be zero before you can post the bank reconciliation.

When the bank reconciliation is posted, all of the related files are posted to the historical **Post Bank Rec. Worksheet** table. Any adjustments are posted to the **G/L Entry** table.

3. Choose the **Post** action.
4. To review a preliminary draft of the bank reconciliation statement, choose the **Test Report** action. The **Bank Rec. Test Report** shows the entries that will result if you post.


To view the posted bank account reconciliations

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Choose the bank account that you want to view the posted reconciliations for, and then choose the **Statements** action.
3. Choose the **Close** button.

To print a bank reconciliation test report

You can print the following bank reconciliation reports:

- **Bank Rec. Test Report** - Displays the list of errors that are found in the bank reconciliation statement. You can generate this report before you post the bank reconciliation statement to make sure that there are no errors in the statement.
- **Bank Account – Reconcile** - Displays the reconciliation details for each bank account. This report lists deposits, withdrawals, and adjustments for a bank account.


1. Choose the  icon, enter **Bank Account Reconciliations**, and then choose the related link.
2. Choose the **Bank Rec. Test Report** action.
3. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Print details	Include reconciliation details in the report. If you select this check box, all of the other print check boxes are automatically selected. You can clear a check box if you do not want to include its details in the report.
Print checks	Print check details in the report.
Print deposits	Print deposit details in the report.

FIELD	DESCRIPTION
Print adjustments	Print adjustment details in the report.
Print outstanding checks	Print outstanding check details in the report.
Print outstanding deposits	Print outstanding deposit details in the report.

4. On the **Bank Rec. Header** FastTab, select the appropriate filters.
5. Choose the **Print** button to print the report. Choose the **Preview** button to view it on the screen.

To print a bank reconciliation report

1. Choose the  icon, enter **Bank Account Reconciliations**, and then choose the related link.
2. Choose the **Bank Account – Reconcile** action.
3. To print each bank account on a new page, choose the **New Page per Bank Account** check box.
4. On the **Bank Account** FastTab, choose the appropriate filters.
5. Choose the **Print** button to print the report. Choose the **Preview** button to view it.

See Also

[United States Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

[Reconcile Bank Accounts](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Make Payments with the AMC Banking 365 Fundamentals extension or SEPA Credit Transfer

2/18/2021 • 10 minutes to read • [Edit Online](#)

On the **Payment Journal** page, you can process payments to your vendors by exporting a file together with the payment information from the journal lines. You can then upload the file to your electronic bank where the related money transfers are processed. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

NOTE

In the generic version of Business Central, a global provider of services to convert bank data to any file format that your bank requires is set up and connected. In North American versions, the same service can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).

To enable SEPA credit transfers, you must first set up a bank account, a vendor, and the general journal batch that the payment journal is based on. You then prepare payments to vendors by automatically filling the **Payment Journal** page with due payments with specified posting dates.

NOTE

When you have verified that the payments are successfully processed by the bank, you can proceed to post the payment journal lines.

Setting Up the AMC Banking 365 Fundamentals Extension

Activate the AMC Banking 365 Fundamentals extension to have any bank statement file converted to a format that you can import or to have your exported payment files converted to the format that your bank requires. For more information, see [Using the AMC Banking 365 Fundamentals extension](#).

Setting Up SEPA Credit Transfer

From the **Payment Journal** page, you can export payments to a file for upload to your electronic bank for processing of the related money transfers. Business Central supports the SEPA Credit Transfer format, but in your country/region, other formats for electronic payments may be available.

To enable export of a bank file formats that are not supported out of the box in Business Central, you can set up a data exchange definition by using the data exchange framework. For more information, see [Set Up Data Exchange Definitions](#).

Before you can process payment electronically by exporting payment files in the SEPA Credit Transfer format, you must perform the following setup steps:

- Set up the bank account in question to handle the SEPA Credit Transfer format
- Set up vendor cards to process payments by exporting files in the SEPA Credit Transfer format
- Set up the related general journal batch to enable payment export from the **Payment Journal** page
- Connect the data exchange definition for one or more payment types with the relevant payment method or methods

To set up a bank account for SEPA Credit Transfer

1. In the **Search** box, enter **Bank Accounts**, and then choose the related link.
2. Open the card of the bank account from which you will export payment files in the SEPA Credit Transfer format.
3. On the **Transfer** FastTab, in the **Payment Export Format** field, choose **SEPACT**.
4. On the **General** FastTab, in the **Credit Transfer Msg. Nos.** field, choose a number series from which numbers are assigned to SEPA credit transfer entries.
5. Make sure the **IBAN** field is filled.

NOTE

The **Currency Code** field must be set to **EUR**, because SEPA credit transfers can only be made in the **EURO** currency.

To set up a vendor card for SEPA Credit Transfer

1. In the **Search** box, enter **Vendors**, and then choose the related link.
2. Open the card of the vendor whom you will pay electronically by export payment files in the SEPA Credit Transfer format.
3. On the **Payment** FastTab, in the **Payment Method Code** field, choose **BANK**.
4. In the **Preferred Bank Account** field, choose the bank to which the money will be transferred when it is processed by your electronic bank.

The value in the **Preferred Bank Account** field is copied to the **Recipient Bank Account** field on the **Payment Journal** page.

To set the payment journal up to export payment files

1. In the **Search** box, enter **Payment Journals**, and then choose the related link.
2. Open the payment journal that you use to process payments by exporting files in the SEPA Credit Transfer format.
3. In the **Batch Name** field, choose the drop-down button.
4. On the **General Journal Batches** page, choose the **Edit List** action.
5. On the line for the payment journal that you will use to export payments, select the **Allow Payment Export** check box.

To connect the data exchange definition for one or more payment types with the relevant payment method or methods

1. In the **Search** box, enter **Payment Methods**, and then choose the related link.
2. On the **Payment Methods** page, select the payment method that is used to export payments from, and then choose the **Pmt. Export Line Definition** field.
3. On the **Pmt. Export Line Definitions** page, select the code that you specified in the **Code** field on the **Line Definitions** FastTab in step 4 in the "To describe the formatting of lines and columns in the file" section in the [Set Up Data Exchange Definitions](#) procedure.

Preparing the Payment Journal

Fill the payment journal with lines for due payments to vendors, with the option to insert posting dates based on the due date of the related purchase documents. For more information, see [Managing Payables](#).

Exporting Payments to a Bank File

When you are ready to make payments to your vendors, or reimbursements to your employees, you can export a file with the payment information on the lines on the **Payment Journal** page. You can then upload the file to your bank to process the related money transfers.

In the generic version of Business Central, the AMC Banking 365 Fundamentals extension is available. In North American versions, the same extension can be used to send payment files as electronic funds transfer (EFT), however with a slightly different process. See step 6 in [To export payments to a bank file](#).


NOTE

Before you can export payment files from the payment journal, you must specify the electronic format for the involved bank account, and you must enable the AMC Banking 365 Fundamentals extension. For more information, see [Set Up Bank Accounts](#) and [Using the AMC Banking 365 Fundamentals extension](#). In addition, you must select the **Allow Payment Export** check box on the **General Journal Batches** page. For more information, see [Working with General Journals](#).

You use the **Credit Transfer Registers** page to view the payment files that have been exported from the payment journal. From this page, you can also re-export payment files in case of technical errors or file changes. Note, however, that exported EFT files are not shown in this page and cannot be re-exported.

To export payments to a bank file

The following describes how to pay a vendor by check. The steps are similar to refund a customer by check.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Fill in the payment journal lines. For more information, see [Record Payments and Refunds](#).

NOTE

If you are using EFT, you must select either **Electronic Payment** or **Electronic Payment–IAT** in the **Bank Payment Type** field. Different file export services and their formats require different setup values on the **Bank Account Card** and **Vendor Bank Account Card** pages. You will be informed about wrong or missing setup values as you try to export the file.

The EFT feature can only be used for bank accounts in the local currency. It cannot be used with a foreign currency, indicated by a value in the **Currency Code** field. (Blank field value means local currency.)

3. When you have completed all payment journal lines, choose the **Export** action.
4. On the **Export Electronic Payments** page, fill in the fields as necessary.

Any error messages will be shown in the **Payment File Errors** FactBox where you can also choose an error message to see detailed information. You must resolve all errors before the payment file can be exported.

TIP

When you use the AMC Banking 365 Fundamentals extension, a common error message states that the bank account number does not have the length that your bank requires. To avoid or resolve the error, you must remove the value in the **IBAN** field on the **Bank Account Card** page and then, in the **Bank Account No.** field, enter a bank account number in the format that your bank requires.

5. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

NOTE

If you are using EFT, save the resulting vendor remittance form as a Word document or select to have it emailed directly to the vendor. The payments are now added to the **Generate EFT File** page from where you can generate multiple payment orders together to save transmission cost. For more information, see the following steps.

6. On the **Payment Journal** page, choose the **Generate EFT File** action.

On the **Generate EFT File** page, all payments set up for EFT that you have exported from the payment journal for a specified bank account but not yet generated are listed on the **Lines** FastTab.

7. Choose the **Generate EFT File** action to export one file for all the EFT payments.

8. On the **Save As** page, specify the location that the file is exported to, and then choose **Save**.

The bank payment file is exported to the location that you specify, and you can proceed to upload it to your electronic bank account and make the actual payments. Then you can post the exported payment journal lines.

To plan when to post exported payments

If you do not want to post a payment journal line for an exported payment, for example because you are waiting for confirmation that the transaction has been processed by the bank, you can just delete the journal line. When you later create a payment journal line to pay the remaining amount on the invoice, the **Total Exported Amount** field shows how much of the payment amount has already been exported. Also, you can find detailed information about the exported total by choosing the **Credit Transfer Reg. Entries** button to see details about exported payment files.

If you follow a process where you do not post payments until you have confirmation that they have been processed in the bank, you can control this in two ways.

- In a payment journal with suggested payment lines, you can sort on either the **Exported to Payment File** column or the **Total Exported Amount** and then delete payment suggestions for open invoices for which payments have already been made and you do not want to make payments for.
- On the **Suggest Vendor Payments** page, where you specify which payments to insert in the payment journal, you can select the **Skip Exported Payments** check box if you do not want to insert journal lines for payments that have already been exported.


To see information about exported payments, choose the **Payment Export History** action.

To re-export payments to a bank file

You can re-export payment files from the **Credit Transfer Registers** page. Before you delete or post payment journal lines, you can also re-export the payment file from the **Payment Journal** page by simply exporting it again. If you have deleted or posted the payment journal lines after exporting them, you can re-export the same payment file from the **Credit Transfer Registers** page. Select the line for the batch of credit transfers that you want to re-export, and then use the **Reexport Payments to File** action.

NOTE

Exported EFT files are not shown on the **Credit Transfer Registers** page and cannot be re-exported.

1. Choose the  icon, enter **Credit Transfer Registers**, and then choose the related link.
2. Select a payment export that you want to re-export, and then choose the **Reexport Payment to File** action.

Posting the Payments

When the electronic payment is successfully processed by the bank, post the payments. For more information, see [Making Payments](#).

See Also

[Using the AMC Banking 365 Fundamentals extension](#)

[Managing Payables](#)

[Working with General Journals](#)

[Collect Payments with SEPA Direct Debit](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Print Troubleshooting Reports in the US Version

2/18/2021 • 2 minutes to read • [Edit Online](#)

The following troubleshooting reports are available to assist Microsoft Certified Partners with troubleshooting issues:

- **License Information** report – This report contains the license number, the name of the licensed user, which application granules they have purchased, and when the license expires, if applicable.
- **Data Dictionary** report (report #10315) – This report allows you to print detailed table reference, field reference, and table properties for table objects.

You must have access to Business Central Object Designer, which is available only to administrators and only in Business Central Spring 2019 and earlier.

You can print these reports and send them to your Microsoft Certified Partner to help resolve issues with your Business Central implementation.

To print the License Information report

1. In Business Central Object Designer, on the **Tools** menu, choose **License Information**.
2. On the **License Information** page, you can preview the license information, or you can choose the **Export** button to print the **License Information** report.

To print the Data Dictionary report

1. In Business Central Object Designer, on the **Tools** menu, choose **Object Designer**.
2. Choose the **Report** button.
3. In the **Type** column, find ID 10315, which is the **Data Dictionary** report.
4. On the **Object Designer** page, choose the **Run** button to open the **Data Dictionary** report.
5. On the **Options** tab, enter the relevant information into the fields.
6. Choose the **Print** button to print the report or choose the **Preview** button to view it on the screen.

See Also

[United States Local Functionality](#)

[Finance](#)

[Setting Up Finance](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Submit Alerts about Country/Region-Specific Regulatory Features

2/18/2021 • 3 minutes to read • [Edit Online](#)

We invite you to use Microsoft Dynamics Lifecycle Services (LCS) to submit regulatory alerts through the Dynamics regulatory alert submission service.

To submit a regulatory alert in LCS

1. Go to <https://lcs.dynamics.com> and log in

You will be presented with the projects you have access to

2. Select the **Regulatory Alerts - Worldwide** project

This will open the project and show a variety of things related to this project

3. Select the **Alert service** on the right side in the **More tools** section

You will see a list of alerts with the headline **Dynamics Regulatory Alert Submission**

4. You can add a new alert by clicking the plus sign (+) sign at the top of the list

This will present you with a 4-step guide to create the alert. The guide has the following steps:

- Search for existing items

Search for any information you think is relevant for the alert you are going to create. If you do not find any relevant search results you can select the **Submit regulatory alert** button at the bottom of the page to proceed with the alert submission.

- Attach business processes

This part is not relevant for Dynamics 365 Business Central. Choose **Skip** to proceed to the next step.

- Describe the alert

Enter information about the alert in the appropriate fields. Required fields are indicated by a red asterisk (*) in the guide.

FIELD	DESCRIPTION
Title	Enter a descriptive title to identify the area of impact. For example, enter <i>Changes in invoice document as of July 1, 2019</i> .
Description	Enter a brief overview of the law. Your description should focus on issues that are relevant to enterprise resource planning (ERP), so that users can understand the requirements at a high level without having to read the legislation first.
Country	Specify the country or region that the legislation applies to.

FIELD	DESCRIPTION
Industry	Specify the industry, if the requirement applies only to specific industries. For example, choose Public sector , Retail , or Manufacturing .
Feature reference	This is not relevant for Dynamics 365 Business Central, but you can enter a feature reference, if you know it. The list of features for the specific country can be found in the Localization portal on the CustomerSource site.
Law enforcement date	Specify the date when affected customers must start to comply with the law.
Government announcement date	Specify the date when the authority announced the change.
Latest filing date	Select the deadline for the first submission of the new or changed report.
Link to legislation	Enter one or more links to the published law, interpretation guideline, implementation guidance, or any other useful documentation that will help users understand or implement the requirement.
Company name	Enter the company name for the person who is submitting the alert.
Contact name	Enter the name of the person who is submitting the alert.
Contact email	The email address of the person who is submitting the alert.
Business process	The business processes that you selected through the Alert submission wizard
Comments	Enter any additional information that might be help users understand or implement the requirement. Click Submit to save your comment. Multiple comments can be added and should be submitted separately. Comments are saved in the order that they are added.
Attachments	Click the Upload button, and then browse to select a file to add as an attachment. After you select the file, it is uploaded and appears as a linked file. You can add up to three files that have a size of 5 MB each. To delete files that have been attached, click Remove under the title of the file. Attachments must be publicly available materials. They cannot be propriety or customer-specific/partner-specific.

Click **Submit** to save and submit the alert.

If you don't have all of the required information, or if you're not yet ready to submit the alert, you can save a partially completed alert.

- Submission confirmation

After you submit the alert, you will get a confirmation that the alert was successfully submitted to Microsoft.

See Also

[Local Functionality in Dynamics 365 Business Central](#)

[Changing Language and Locale](#)

[Getting Started](#)

[Welcome to Business Central](#)

Start a [free trial!](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Compliance

2/18/2021 • 2 minutes to read • [Edit Online](#)

This content contains information about compliance in relation to Business Central.

Compliance is a topic of increasing interest, and throughout the evolution of Business Central we have ensured that the product empowers customers and partners on a broad scale and does not impose blockers in regards to compliance. On the contrary, Business Central contains functionality and is built on a platform that makes it easy for customers to comply with compliance and regulatory legislation.

In this section you can read more about our approach to compliance from the perspective of application, service, and local requirements.

TO	SEE
Learn about compliance from an application perspective, such as GDPR, International Accounting Standards, and more.	Application Compliance
Learn about compliance at the service level and the approaches made at the platform to ensure Business Central a best-in-class service compliance.	Service Compliance
See information about different certifications related to Business Central. Here you will find information about general certifications and country-specific certifications.	Certifications
Learn about the service level agreement terms and other terms for the service	Service Terms

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NOTE

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Application Compliance

2/18/2021 • 5 minutes to read • [Edit Online](#)

This content contains information about application compliance in relation to Business Central, like the International Financial Reporting Standards, local functionality, GDPR and more. Confidence in a business management solution is key to running an efficient business. With Business Central companies are empowered to streamline business processes while consistently and cost-efficiently complying with increasing regulation and reporting requirements.

Data Privacy

Business Central supports data privacy initiatives like the General Data Protection Regulation (GDPR) that went into effect on May 25th 2018. Read more about how [Business Central supports GDPR](#).

If you are a developer for Business Central extensions you must know about classifying data. Please see [this page](#). If you want to learn more about GDPR from a broader Dynamics 365 perspective, please see [this list of whitepapers](#).

Accounting processes and controls to aid compliance

Companies face increasing financial accounting challenges each year. Depending on industry, markets, geographic location, and financing needs, an organization may be subject to local generally accepted accounting principles (GAAP) and one or more of:

- The Sarbanes-Oxley Act (SOX), a U.S. law passed in 2002 to protect investors by improving the accuracy and reliability of corporate disclosures.
- The International Financial Reporting Standards section of the European Union's International Accounting Standards (IAS/IFRS), which went into effect in 2005 and sets forth international accounting standards for recognition, measurement, consolidation, and reporting.
- The New Basel Accord (Basel II), enacted in 2006 to address issues of financial institution risk and to promote greater stability in the overall financial system.

Good practices with technology

Compliance depends not only on accurate information and appropriate accounting processes, but also on the people who set up and administer those processes. An effective business management solution can facilitate compliance by helping to manage valid and accessible information through transparent processes that have been set up in compliance with industry and regulatory standards.

Realize the benefits of an integrated business management solution

Business Central delivers real-time, integrated operational and financial information from across your organization, so you can:

- Track financial data through custom account schedules for cash flow, revenues, balance sheets, fixed assets, capital structure, key performance indicators, and more.
- Help safeguard accuracy with role-based security and configurable application controls that prevent invalid or duplicate data entry.
- Quickly and easily generate financial reports in accordance with applicable regulatory standards.
- Maintain comprehensive audit trails with drill-down and drill-around functionality and change logs.

Gain control of critical information, processes, and reports

Manage compliance to the standards that matter

Deliver integrated information, aligned processes, and easy-to-use tools to help your people meet the financial management expectations and standards that matter to your specific business.

Tailor account schedules to your needs

- Define the structure of your company's chart of accounts based on business requirements and applicable regulatory standards
- Create accounts and handle complex processes related to a spectrum of business activities, including inventory valuation, foreign currencies, segment reporting, and departures from local GAAPs.
- Control the level of detail for each recorded transaction and select detailed registration for specific types of transactions, such as fixed assets and accounts payable.
- Tailor schedule calculations and display for financial reporting, or export the information to Microsoft Excel for further analysis.

Improve information validity

- Configure data fields to accept only information in the correct format, such as the correct number of decimal places or alphanumeric patterns.
- Help ensure information is complete with application controls such as requiring a vendor invoice number to be entered before a purchase order can be posted.
- Reduce the risk of inaccurate information or tampering and help protect sensitive information with access to information based on job role.
- Prohibit access, provide read-only access, or enable full-access users to add, edit, or delete information.
- Easily identify and resolve discrepancies with a reconciliation feature that retrieves current bank account and transaction information and compares it to general ledger posts.
- Schedule manual or automatic backups to help protect information from electronic failures

Comply quickly with discovery requests and reporting demands

- Save time when you create standard reports that use common business parameters and criteria to satisfy typical reporting needs, ranging from order summaries to aging accounts receivable.
- Perform complex reviews with basic or advanced business analytics functionality.
- Create custom reports and display in product and by utilizing integration to Microsoft PowerBI.
- Speed transmission of financial information to customers, shareholders, regulatory agencies, and the public with XML-based XBRL documents that support the exchange of financial information across different software and technologies, including the Internet.

Help ensure clear audit trails

- Trace documents and information both forward and backward through the system, from the original source to final financial statements and back.
- Identify how, when, and by whom information was entered or edited, and to what account financial entries have been posted.
- Look up database changes, including previous and revised data, in the solution's [Change Log](#).
- Increase audit trail transparency and usability, and speed information access for third-party auditors with drill-down, look-up, filtering, register, and navigation

Compliance and local functionality

Microsoft builds localized versions of Business Central for a limited number of markets. These localizations primarily focus on regulatory features in the tax and financial area but can sometimes involve other parts of the application. If you want to see what is built in Microsoft's localized versions of Business Central, see **Local**

Functionality in the menu on this website and choose a country to learn about local functionality. For more information, see [Local Functionality](#).

NOTE

Sarbanes-Oxley: Validating Data and Processes

The Sarbanes-Oxley Act establishes standards for all U.S. public company boards, management, and public accounting firms, including evaluation and disclosure of the adequacy of the company's internal controls over financial reporting. Documenting and testing critical manual and automated controls represents a huge commitment of time and resources for companies. Business Central is especially suited for subsidiaries of larger organizations, and can help support small to midsized businesses in complying with Sarbanes-Oxley.

NOTE

IAS/IFRS: Recognition and Measurement Standards

Depending on the local GAAPs currently in use, one of the major recognition and measurement changes for IAS/IFRS is extended use of fair-value principles instead of historical cost. Business Central can help companies calculate fair-value and net present value (NPV) concepts, which are focused on current and expected cash flow streams rather than historical purchase price. On the reporting side, it can provide segment reporting by business unit and geographical location.

NOTE

Basel II: Implications for Reporting and Analysis

Basel II, developed by the Bank for International Settlements, helps ensure safety and security in the financial system in three key areas: minimum capital requirements, supervisory review process, and market discipline. Although the accord applies to financial institutions and does not target small and mid-sized businesses, Basel II may have some implications for these organizations in reporting and analysis.

See Also

[Compliance](#)

[Service Compliance](#)

[Certifications](#)

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NOTE

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Service Compliance

2/18/2021 • 2 minutes to read • [Edit Online](#)

This content contains information about service compliance in relation to Business Central online

Business Central is a cloud service with a global reach and scale running on one of the world's largest hyper-scale infrastructures, Microsoft Azure, with data centers in regions all over the world. Running a cloud service also imposes the need to conform to certain standards in security and compliance, so from a service perspective Business Central lives up to the strict requirements in several ISO and industry specific certifications.

Please find the detailed list of [Cloud compliance offerings for Business Central here](#).

If you are interested in the complete list of compliance offerings from Microsoft, see [Microsoft Trust Center](#).

Service Terms

Business Central online is governed under the [Modern Lifecycle Policy](#). The service level agreement terms are described in the document that you can download from the **Service Level Agreements for Microsoft Online Services** section on the [Licensing terms](#) page.

Furthermore, as an administrator, you can monitor your tenant's health and specify upgrade windows in the [Business Central Administration Center](#).

Databases are protected by automatic backups that are retained for 30 days. As an administrator, you cannot access or manage these backups because they are managed automatically by Microsoft. For more information about the underlying technology, see [Automatic backups](#).

See Also

[Compliance](#)
[Application Compliance](#)
[Certifications](#)

Start a [free trial!](#)

NOTE

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Certifications

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This content contains information about certifications in relation to Business Central.

Country/region-specific certifications and accreditations

In some countries or regions, accounting software must be certified to comply with local tax regulation and financial requirements. Some countries exercise this as a yearly recurring requirement and others as a one-off requirement to comply with. Below is a list of the current countries/regions where Business Central has achieved certifications.

NOTE

Only some countries have this requirement.

- France (Tax Audit Certification) ([link to certification in French](#))
- Germany (also covers Austria and Switzerland) ([link to certification in German](#))

NOTE

In countries/regions where Microsoft does not release a local version, it is usually up to the partners to achieve certification of the Business Central base product, including the partner's localization and regulatory features on top.

Other certifications

Business Central as a cloud service also has achieved certifications, such as ISO 27001 and more. For a complete list of these certifications, see [this page \(PDF\)](#).

See Also

[Compliance](#)

[Application Compliance](#)

[Service Compliance](#)

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Administration

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Central administration tasks are usually performed by one role in the company. The scope of these tasks can depend on the company's size and the administrator's job responsibilities. These tasks can include managing database synchronization of job and email queues, setting up users, and customizing the user interface.

Entering the correct setup values from the start is important to the success of any new business software. Business Central includes a number of setup guides that help you set up core data. For more information, see [Setting Up Business Central](#).

Whether you use RapidStart Services to implement setup values or you manually enter them in the new company, you can support your setup decisions with some general recommendations for selected setup fields that are known to potentially cause the solution to be inefficient if defined incorrectly.

A super user or an administrator can set up the Data Exchange Framework to enable users to export and import data in bank and payroll files, for example for various cash management processes. For more information, see [Exchanging Data Electronically](#).

NOTE

You can set up a new company in Business Central with RapidStart Services, which is a tool designed to shorten deployment times, improve quality of implementation, introduce a repeatable approach to implementations, and enhance productivity by automating and simplifying recurring tasks. For more information, see [Setting Up a Company With RapidStart Services](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Define who can sign in to Business Central by creating users on the Microsoft 365 Admin Center according to the product licenses.	Create Users According to Licenses
Assign permissions to users, modify permission sets, and group users for easy permission management.	Assign Permissions to Users and Groups
Add users, manage permissions and access to data, assign roles.	Manage Profiles
Manage user settings, such as company, role, language, region and time zone.	User Settings
Set up printers and specify which reports to print on which printers.	Set Up Printers
Classify data sensitivities for fields so that you can respond to requests from data subjects related to their personal data.	Classifying Data Sensitivity
Respond to requests from data subjects related to their personal data.	Responding to Requests About Personal Data

TO	SEE
Set up a new business unit using templates	Creating New Companies
Track all direct modifications that users make to data in the database to identify the origin of errors and data changes.	Logging Changes
Enter single or recurring requests to run reports or codeunits.	Using Job Queues to Schedule Tasks
Manage, delete, or compress documents	Deleting Documents
Expose pages, codeunits, and queries as web services.	Publishing a Web Service
As a part of creating Connect apps between Business Central and 3rd-party solutions through REST APIs, define templates that are used to populate empty properties on an entity when you create a POST action through an API.	Configuring API Templates
Encrypt data on the Business Central server by generating new or importing existing encryption keys that you enable on the server.	Managing Data Encryption
Connect Dynamics 365 Sales with Business Central to obtain seamless integration between customer relations and order processing in the lead-to-cash process.	Integrating with Dynamics 365 Sales
Change which fields and actions are shown in the user interface to fit your company's business processes and extend the solution with apps.	Customizing Business Central
Monitor usage and troubleshoot sessions.	Environment Telemetry in the Business Central administration center
Manage user sessions, including canceling a session if the user is blocked.	Managing Sessions

See Related Training at [Microsoft Learn](#)

See Also

[Business Functionality](#)

[General Business Functionality](#)

[Working with Business Central](#)

[Getting Started](#)

Start a [free trial!](#)

NOTE

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Create Users According to Licenses

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This article describes how administrators create users and define who can sign in to Business Central, and which permissions are given to different user types according to the licenses.

When you create users in Business Central you can assign specific permissions to them through permission sets and organize users in user groups. User groups make it easier to manage permissions for multiple users at the same time. For more information, see [Assign Permissions to Users and Groups](#).

For more information about the different types of licenses and how licensing works in Business Central, see the Dynamics 365 Licensing Guide, which you can download from <https://go.microsoft.com/fwlink/?LinkId=866544>.

NOTE

The process of managing users and licenses varies depending on whether Business Central is deployed online or on-premises. For Business Central online, you must add users from Microsoft 365. In on-premises deployments, you can create, edit, and delete users directly.

Managing Users and Licenses in Online Deployments

In the online version of Business Central, the number of users is defined by the subscription and added to your tenant in the Microsoft Partner Center, typically by your Microsoft partner. For more information, see [Add a new customer](#) and [Create, suspend, or cancel customer subscriptions](#) in the Microsoft Partner Center help.


To define who can sign in to Business Central, you must assign product licenses to users according to the roles that they will perform in Business Central. This can be done in the following ways:

- Your company's Microsoft 365 administrator can do it in the [Microsoft 365 Admin Center](#). For more information, see [Add users individually or in bulk to Microsoft 365](#).
- A Microsoft partner can assign licenses in the Microsoft 365 Admin Center or in the Microsoft Partner Center. For more information, see [User management tasks for customer accounts](#) in the Microsoft Partner Center Help.

For more information, see [Administration of Business Central Online](#) in the administration Help.

To add users or update user information and license assignments in Business Central

After you add users or change user information in the Microsoft 365 Admin Center, you can quickly import the user information to Business Central. This includes license assignments.

1. Sign in to Business Central using an administrator account.
2. Choose the  icon, enter **Users**, and then choose the related link.
3. Choose **Update Users from Office 365**.

If you are adding new users, the next step is to assign user groups and permissions. For more information, see [Assign Permissions to Users and Groups](#). If you are updating user information, and the update includes a license change, the users will be assigned to the appropriate user group and their permission sets will be updated. For more information, see [To manage permissions through user groups](#).

NOTE

All users must be assigned to the same license, either Essential or Premium. For more information, see the Microsoft Dynamics 365 Business Central Licensing Guide. The guide is available for download on the [Business Central](#) website.


For more information about synchronizing user information with Microsoft 365, see the [Synchronization with Microsoft 365](#) section.

NOTE

If you use an external accountant to manage your books and financial reporting, you can invite them to your Business Central so they can work with you on your fiscal data. For more information, see [Inviting Your External Accountant to Your Business Central](#).

To remove a user's access to the system

In online deployments, you can remove a user's access to Business Central. All references to the user are kept, but the user cannot sign in and active sessions for the user are stopped.

1. Choose the  icon, enter **Users**, and then choose the related link.
2. Open the **User Card** page for the relevant user, and then, in the **State** field, select **Disabled**.
3. To give the user access again, set the **State** field to **Enabled**.

You can also remove the license from a user in the Microsoft 365 Admin Center. The user is then unable to sign in. For more information, see [Remove licenses from users](#).

Synchronization with Microsoft 365

When you assign a license for Business Central to a user in Microsoft 365, there are two ways to create the user in Business Central.

- The administrator can add the user by choosing the **Update Users from Office 365** action on the **Users** page as described in the [To add a user or update user information in Business Central](#) section.
- The license information will update automatically when the user signs in for the first time.

In both cases, a number of settings are made automatically. These are listed in the second and third columns in the table below.

If you change user information in Microsoft 365 you can update Business Central to reflect the change. Depending on what you want to update, use one of the actions on the **Users** page. The actions are described in the last three columns in the table below.

NOTE

The actions described in the following table are accurate, however, the only one that you need is **Update Users from Office 365**, which was added to simplify the process. The other actions will be removed in a future version of Business Central.

WHAT HAPPENS WHEN:	FIRST USER, FIRST SIGN-IN	GET USERS FROM MICROSOFT 365	UPDATE USERS FROM MICROSOFT 365	RESTORE USER DEFAULT USER GROUPS	REFRESH USER GROUPS	UPDATE USER INFORMATION FROM MICROSOFT 365

WHAT HAPPENS WHEN:	FIRST USER, FIRST SIGN-IN	GET USERS FROM MICROSOFT 365	UPDATE USERS FROM MICROSOFT 365	RESTORE USER DEFAULT USER GROUPS	REFRESH USER GROUPS	UPDATE USER INFORMATION FROM MICROSOFT 365
Scope:	Current user	New users in Microsoft 365	Multiple selected users	Single selected user (except current)	Multiple selected users	Multiple selected users
Create the new user and assign SUPER permission set.	X		X			
Update the user based on information in Microsoft 365: State, Full Name, Contact Email, Authentication Email.	X	X	X	X		X
Synchronize user plans (licenses) with licenses and roles assigned in Microsoft 365.	X	X	X	X	X	
Add the user to user groups according to the current user plans. Remove the SUPER permission set for all users other than the first user to sign in and administrators . At least one SUPER is required.	X	X	X	X Removes manually assigned user groups and permissions.	X Update user group assignments.	

The Device License

The Dynamics 365 Business Central Device license allows multiple users to simultaneously use a device that is covered by the license. For example, this might be a point of sales, shop floor, or warehouse device. When you have purchased a number of device licenses, up to that number of users assigned to the Dynamics 365 Business

Central Device Users group can sign in at the same time. For more information, see the Microsoft Dynamics 365 Business Central Licensing Guide. The guide is available for download on the [Business Central](#) website.

Your company's Microsoft 365 administrator or Microsoft partner can create the Dynamics 365 Business Central Device Users group and add device users as members in the [Microsoft 365 Admin Center](#) or on the [Azure Portal](#).

Device User Limitations

Users with the Device license cannot perform the following tasks in Business Central:

- Set up jobs to run as scheduled tasks in the job queue. Device users are concurrent users and, therefore, we cannot ensure that the involved user is present in the system when a task is executed, which is required.
- A device user cannot be the first user to sign in. A user of type Administrator, Full User, or External Accountant must be the first to sign in so they can set up Business Central. For more information, see [Administration of Business Central Online](#) in the administration Help.

To create a Dynamics 365 Business Central Device Users group

1. In the Microsoft 365 Admin Center, go to the **Groups** page.
2. Choose the **Add a group** action.
3. On the **Choose a group type** page, choose the **Security** action, and then choose the **Add** action.
4. On the **Basics** page, enter **Dynamics 365 Business Central Device Users** as the name of the group.

NOTE

The name of the group must be spelled in English exactly as shown in step 4, even if you are using another language.

5. Choose the **Close** button.

NOTE

You can also create a group of type Microsoft 365. For more information, see [Compare Groups](#)

To add members to the group

1. In the Microsoft 365 Admin Center, refresh the **Groups** page so your new group appears.
2. Select the **Dynamics 365 Business Central Device Users** group, and then choose the **View all and manage members** action.
3. Choose the **Add members** action.
4. Select the users that you want to add, and then choose the **Save** button.
5. Choose the **Close** button three times.

You can add as many users to the Dynamics 365 Business Central Device Users group as you need. However, the number of devices that users can sign in to simultaneously is defined by the number of purchased device licenses.

NOTE


You do not need to assign a Business Central license to users that are members of the Dynamics 365 Business Central Device Users group.

Managing Users and Licenses in On-premises Deployments

For on-premises deployments, the number of user licenses is specified in the license file (.flf). When an administrator or Microsoft partner uploads the license file, the administrator can specify which users can sign in to Business Central.

For on-premises deployments, the administrator creates, edits, and deletes users directly from the **Users** page.

To edit or delete a user in an on-premises deployment

1. Choose the  icon, enter **Users**, and then choose the related link.
2. Select the user that you want to edit, and then choose the **Edit** action.
3. On the **User Card** page, change the information as necessary.
4. To delete a user, select the user that you want to delete, and then choose the **Delete** action.

NOTE

For on-premises deployments an administrator can specify how to authenticate user credentials in the Business Central Server instance. When you create a user, you provide the credential type that you are using.

For more information, see the [Authentication and Credential Types](#) in the administration Help for Business Central.

See Also

[Assign Permissions to Users and Groups](#)

[Manage Profiles](#)

[Change Which Features are Displayed](#)

[Customizing Business Central](#)

[Getting Ready for Doing Business](#)

[Administration](#)

[Add Users to Microsoft 365 for business](#)

[Security and Protection in Business Central \(administration content\)](#)

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Assign Permissions to Users and Groups

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The Business Central security system allows you to control which objects a user can access within each database or environment. You can specify for each user whether they are able to read, modify, or enter data in the selected database objects. For detailed information, see [Data Security](#) in the Developer and ITPro help for Business Central.

Before you assign permissions to users and user groups, you must define who can sign in to by creating users according to the license as defined in the Microsoft 365 Admin Center. For more information, see [Create Users According to Licenses](#).

In Business Central, there are two levels of permissions to database objects:

- Overall permissions according to the license, also referred to as the entitlement.
- More detailed permissions as assigned from within Business Central.

To make it easier to manage permissions for multiple users, you can organize them in user groups and thereby assign or change one permission set for many users in one action. For more information, see [To manage permissions through user groups](#).

NOTE

An additional method of defining which features a user has access to is by setting the **Experience** field on the **Company Information** page. For more information, see [Change Which Features are Displayed](#).

You can also define what users see in the user interface and how they interact with their permitted functionality through pages. You do this through profiles that you assign to different types of users according to their job role or department. For more information, see [Manage Profiles](#) and [Customizing Business Central](#).

To assign permission sets to users

A permission set is a collection of permissions for specific database objects. All users must be assigned one or more permission sets before they can access Business Central.

A Business Central solution contains a number of predefined permission sets that are added by Microsoft or by your solution provider. You can also add new permission sets tailored to meet the needs of your organization. For more information, see [To create or edit a permission set](#).

NOTE


If you do not want to restrict a user's access more than already defined by the license, you can assign a special permission set called SUPER to the user. This permission set ensures that the user can access all objects specified in the license.

A user with the Essential license and the SUPER permission set has access to more functionality than users with the Team Member license and the SUPER permission set.


You can assign permissions sets to users in two ways:

- From the **User Card** page by selecting permission sets to assign to the user.
- From the **Permission Set by User** page by selecting users that a permission set is assigned to.


To assign a permission set on a user card

1. Choose the  icon, enter **Users**, and then choose the related link.
2. Select the user that you want to assign permission to. Any permission sets that are already assigned to the user are displayed in the **Permission Sets** FactBox.
3. Choose the **Edit** action to open the **User Card** page.
4. On the **User Permission Sets** FastTab, on a new line, fill in the fields as necessary. For more information, see [To create or edit a permission set](#).

To assign a permission set on the Permission Set by User page

1. Choose the  icon, enter **Users**, and then choose the related link.
2. On the **Users** page, select the relevant user, and then choose the **Permission Set by User** action.
3. On the **Permission Set by User** page, select the [user name] check box on a line for the relevant permission set to assign the set to the user.
4. Select the **All Users** check box to assign the permission set to all users.

To get an overview of a user's permissions

1. Choose the  icon, enter **Users**, and then choose the related link.
2. Open the card of the relevant user.
3. Choose the **Effective Permissions** action.

The **Permissions** part lists all the database objects that the user has access to. You cannot edit this section.

The **By Permission Set** part shows the assigned permission sets through which the permissions are granted to the user, the source and type of the permission set, and to which extend the different access types are permitted.

For each row that you select in the **Permissions** section, the **By Permission Set** section shows which permission set or sets that the permission is granted through. In this section, you can edit the value in each of the five access type fields, **Read Permission**, **Insert Permission**, **Modify Permission**, **Delete Permission**, **Execute Permission**.

NOTE

Only permission sets of type **User-Defined** can be edited.

Rows of source Entitlement originate from the subscription license. The permission values of the entitlement overrule values in other permission sets if they have a higher ranking. A value in a non-entitlement permission set that has a higher ranking than the related value in the entitlement will be surrounded by brackets to indicate that it is not effective as it is overruled by the entitlement.

For an explanation of ranking, see [To create or edit permissions manually](#).

4. To edit a permission set, in the **By Permission Set** part, on the line for a relevant permission set of type **User-Defined**, choose one of the five access type fields and select a different value.
5. To edit individual permissions within the permission set, choose the value in the **Permission Set** field to open the **Permissions** page. Follow the steps described in [To create or edit permissions](#).

NOTE

When you edit a permission set, the changes will also apply to other users that have the permission set assigned.

To create or modify a permission set


Permission sets function as containers of permissions, so that you can easily manage multiple permissions in one record.

NOTE

A Business Central solution typically contains a number of predefined permission sets that are added by Microsoft or by your software provider. These permission sets are of type **System** or **Extension**. You cannot create or edit these types of permission sets or the permissions within them. However, you can copy them to define your own permission sets and permissions.

Permission sets that users create, from new or as copies, are of type **User-Defined** and can be edited.

To create new permission set from scratch

1. Choose the  icon, enter **Permission Sets**, and then choose the related link.
2. To create a new permission set, choose the **New** action.
3. On the new line, fill in the fields as necessary. Hover over a field to read a short description. When you have created a permission set, you must add the actual permissions. For more information, see [To create or modify permissions manually](#).

To copy a permission set

You can also use a copy function to quickly carry all the permissions of another permission set to a new permission set.

NOTE

If a System permission set that you have copied is changed, you will be notified (depending on your selection), so that you can consider if the changes are relevant to copy or write into your user-defined permission set.

1. On the **Permission Sets** page, select the line for a permission set that you want to copy, and then choose the **Copy Permission Set** action.
2. On the **Copy Permission Set** page, specify the name of the new permission set, and then choose the **OK** button.
3. Select the **Notify on Changed Permission Set** check box if you want to maintain a link between the original and the copied permission sets. The link is then used to notify you if the name or content of the original permission set changes in a future version that the solution is upgraded to later.

The new permission set, containing all the permissions of the copied permission set, is added as a new line on the **Permission Sets** page. Now you can modify permission in the new permission set. Note that the lines are sorted alphabetically within each type.

To export and import a permission set

To quickly set up permissions, you can import permission sets that you have exported from another Business Central tenant.

In multitenant environments, a permission set will be imported into a specific tenant, i.e. the scope of the import is "Tenant".

1. In tenant 1, on the **Permission Sets** page, select the line or lines for the permission sets to export, and then choose the **Export Permission Sets** action.

An xml file is created in the download folder on your machine. By default it is named "Export Permission Sets.xml"

2. In tenant 2, on the **Permission Sets** page, select the **Import Permission Sets** action.
3. On the **Import Permission Sets** dialog page, consider if you want to merge existing permission sets with any new permission sets in the xml file.

If you select the **Update existing permissions** check box, existing permission sets with the same name as those that exist in the xml file will be merged with the imported permission sets.

If you do not select the **Update existing permissions** check box, permission sets with the same name as those that exist in the xml file will be skipped during import. In that case, you will be notified about permission sets that are skipped.

4. From the **Import** dialog page, find and select the xml file to be imported, and then choose the **Open** action.

The permission sets are imported.

To create or modify permissions manually

This procedure explains how to add or edit permissions manually. You can also have a permissions generated automatically from your actions in the UI. For more information, see [To create or modify permissions by recording your actions](#).

NOTE

When you edit a permission and thereby the related permission set, the changes will also apply to other users that have the permission set assigned.

1. On the **Permission Sets** page, select the line for a permission set, and then choose the **Permissions** action.
2. On the **Permissions** page, create a new line or edit the fields on an existing line.

In each of the five access type fields, **Read Permission**, **Insert Permission**, **Modify Permission**, **Delete Permission**, and **Execute Permission**, you can select one of the following three permission options:


OPTION	DESCRIPTION	RANKING
Yes	The user can perform the action on the object in question.	Highest
Indirect	The user can perform the action on the object in question but only through another related object that the user has full access to. For more information about indirect permissions, see Permissions Property in Developer and IT-Pro Help	Second highest
Blank	The user cannot perform the action on the object in question.	Lowest

Example - Indirect Permission

You can assign an indirect permission to use an object only through another object. For example, a user can have permission to run codeunit 80, Sales-Post. The Sales-Post codeunit performs many tasks, including modifying table 37, Sales Line. When the user posts a sales document, the Sales-Post codeunit, Business Central checks if the user has permission to modify theSales Line table. If not, the codeunit cannot complete its tasks, and the user receives an error message. If so, the codeunit runs successfully.

However, the user does not need to have full access to the Sales Line table to run the codeunit. If the user has indirect permission for the Sales Line table, then the Sales-Post codeunit runs successfully. When a user has indirect permission, that user can only modify the Sales Line table by running the Sales-Post codeunit or another object that has permission to modify the Sales Line table. The user can only modify the Sales Line table when doing so from supported application areas. The user cannot run the feature inadvertently or maliciously by other methods.

To create or modify permissions by recording your actions

1. Choose the , enter **Permission Sets**, and then choose the related link.
2. Alternatively, on the **Users** page, choose the **Permission Sets** action.
3. On the **Permission Sets** page, choose the **New** Action.
4. On a new line, fill in the fields as necessary.
5. Choose the **Permissions** action.
6. On the **Permissions** page, choose the **Record Permissions** action, and then choose the **Start** action.

This starts a recording process that captures all your action in the user interface.
7. Go to the various pages and activities in Business Central that you want users with this permission set to access. You must carry out the tasks that you want to record permissions for.
8. When you want to finish the recording, return to the **Permissions** page, and then choose the **Stop** action.
9. Choose the **Yes** button to add the recorded permissions to the new permission set.
10. For each object in the recorded list, specify if users are able to insert, modify, or delete records in the recorded tables.

Security Filters - To limit a user's access to specific records in a table

For record-level security in Business Central, you use security filters to limit a user's access to data in a table. You create security filters on table data. A security filter describes a set of records in a table that a user has permission to access. You can specify, for example, that a user can only read the records that contain information about a particular customer. This means that the user cannot access the records that contain information about other customers. For more information, see [Using Security Filters](#) in Developer and IT-Pro help.

To manage permissions through user groups


You can set up user groups to help you manage permission sets for groups of users in your company.

You start by creating a user group. Then you assign permission sets to the group to define which object users of the group can access. When you add user to the group, the permission sets defined for the group will apply to the user.

Permission sets assigned to a user through a user group stay synchronized so that a change to the user group permissions are automatically propagated to the user. If you remove a user from a user group, the involved permissions are automatically revoked.

To group users in user groups

The following procedure explains how to create user groups manually. To create user groups automatically, see [To copy a user group and all its permission sets](#).


1. Choose the  icon, enter **User Groups**, and then choose the related link.
2. Alternatively, on the **Users** page, choose the **User Groups** action.
3. On the **User Group** page, choose the **User Group Members** action.
4. On the **User Group Members** page, choose the **Add Users** action.

To copy a user group and all its permission sets

To quickly define a new user group, you can copy all permission sets from an existing user group to your new user group.


NOTE

The user group members are not copied to the new user group. You must add them manually afterwards. For more information, see [To group users in user groups](#).

1. Choose the  icon, enter **User Groups**, and then choose the related link.
2. Select the user group that you want to copy, and then choose the **Copy User Group** action.
3. In the **New User Group Code** field, enter a name for the group, and then choose the **OK** button.


The new user group is added to the **User Groups** page. Proceed to add users. For more information, see [To group users in user groups](#).

To assign permission sets to user groups

1. Choose the  icon, enter **User Groups**, and then choose the related link.
2. Select the user group that you want to assign permission to. Any permission sets that are already assigned to the user are displayed in the **Permission Sets** FactBox.
3. Choose the **User Permission Sets** action to open the **User Permission Sets** page.
4. On the **User Permission Sets** page, on a new line, fill in the fields as necessary.

To assign a permission set on the Permission Set by User Group page

The following procedure explains how to assign permission sets to a user group on the **Permission Set by User Group** page.


1. Choose the  icon, enter **Users**, and then choose the related link.
2. On the **Users** page, select the relevant user, and then choose the **Permission Set by User Group** action.
3. On the **Permission Set by User Group** page, select the **[user group name]** check box on a line for the relevant permission set to assign the set to the user group.
4. Select the **All User Groups** check box to assign the permission set to all user groups.

To remove obsolete permissions from all permission sets

1. On the **Permission Sets** page, choose the **Remove Obsolete Permissions** action.

To set up user time constraints

Administrators can define periods of time during which specified users are able to post, and also specify if the system logs the amount of time users are logged on. Administrators can also assign responsibility centers to users. For more information, see [Work with Responsibility Centers](#).

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. On the **User Setup** page opens, choose the **New** action.
3. In the **User ID** field, enter the ID of a user, or choose the field to see all current Windows users in the system.
4. Fill in the fields as necessary.

Viewing permission changes telemetry

You can set up Business Central to send changes that are done to permission to an Application Insights resource in Microsoft Azure. Then, using Azure Monitor, you create reports and set up alerts on the gathered data. For more information, see the following articles in the Business Central Developer and IT Pro help:

- [Monitoring and Analyzing Telemetry - Enabling Application Insights](#)
- [Analyzing Field Monitoring Telemetry](#)

See Also

[Create Users According to Licenses](#)

[Manage Profiles](#)

[Change Which Features are Displayed](#)

[Customizing Business Central](#)

[Getting Ready for Doing Business](#)

[Administration](#)

[Add Users to Microsoft 365 for business](#)

[Security and Protection in Business Central in Developer and IT-pro Help](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Manage Profiles

2/18/2021 • 7 minutes to read • [Edit Online](#)

All users of Business Central are assigned a profile that reflects their business role, the department they work in, or another categorization. Profiles allow administrators to define and manage centrally what different user types can see and do in the user interface so they can perform their business tasks efficiently.

NOTE

The typical business use of a profile is a role. A profile is therefore named *Profile (Role)* in the UI.

As an administrator, you create and manage profiles on the **Profiles (Roles)** page. Each profile has a card where you manage various settings for the related role, such as the role name, the user settings, and which Role Center the profile uses. For more information about user settings and Role Centers, see [Change Basic Settings](#).


Before you can administrate users' profiles, the users must be created and added, through the Microsoft 365 Admin Center. Then you can assign permissions to each user or user group to define which features they are allowed to view and/or edit. For more information, see [Assign Permissions to Users and Groups](#).

Page Customization

You can customize page layouts for a profile so that all users assigned the profile will see the customized pages. As an administrator, you customize pages by using the same functionality as users do when they personalize. For more information, see [Customize Pages for Profiles](#).

To create a profile

If you cannot copy an existing profile, you can create a new one manually.

1. Choose the  icon, enter **Profiles (Roles)**, and then choose the related link.
2. On the **Profiles (Roles)** page, choose the **New** action.
3. Fill in the fields as necessary. Hover over a field to read a short description.

To copy a profile

To save time, you can create a new profile by copying an existing one. Copy one that has similar settings to the one you want to create.

NOTE

When you copy a profile, all the involved page customizations are copied as well, both the user-created and those derived from extensions.

1. On the **Profiles (Roles)** page, select the line for the profile that you want to copy, and then choose the **Copy Profile** action.
2. Fill in the **Profile ID** and **Display Name** fields, and then choose the **OK** button.
3. On the **Profiles (Roles)** page, open the newly created profile card, and then edit other fields as necessary.

To edit a profile

You can edit a profile by changing the fields on the **Profile (Role)** page. However, the changes will not be visible to user assigned the profile until they sign out and back in.

Caution

Do not rename a profile while users assigned the profile are signed in as users may experience that the product freezes and must be restarted.

To assign a profile to a user

Users can assign themselves a role (representing a profile) by choosing the **Role** field on the **My Settings** page. As an administrator, you can do the same through the **Profiles (Roles)** page.

1. On the **Profiles (Roles)** page, select the profile that you want to assign, and then choose the **User Personalization List** action.
2. On the **User Personalizations** page, select the user that you want to assign the profile to, and then choose the **Edit** action.
3. In the **Profile ID** field, select the relevant profile.


NOTE

If you assign another profile to a user, any personalizations made by the user with the previous profile are preserved.

To define user settings for a profile

On the **My Settings** page, users can define basic behavior of their account, such as the Role Center, the language, and which notifications they get. For more information, see [Change Basic Settings](#).

As an administrator, you can define these setting for a profile and thereby apply the settings to all users of the related role.

1. Choose the  icon, enter **Profiles (Roles)**, and then choose the related link.
2. Select the line for the profile that you want to change user settings for, and then choose the **User Personalizations List** action.
3. On the **User Personalizations** page, open the card for the user whose settings you want to change.
4. On the **User Personalization Card** page, edit the fields as necessary.

To activate a profile

When a profile is created, you can select different check boxes that define if, where, and how the profile and its information is made available to users.

- On the **Profile (Role)** page, select the following check boxes:
 - **Enabled** to specify if the related role is visible in the **Available Roles** page for users to choose from.
 - **Use as default profile** to specify the profile that applies to users who are not assigned a specific role.
 - **Disable personalization** to specify if users of the related role can personalize their workspace.
 - **Show in Role Explorer** to specify if actions to business features included in the profile are shown in the extended view of the role explorer, a feature overview. For more information, see [Finding Pages with the Role Explorer](#).

To export profiles

You can export profiles from Business Central, for example to reuse them in another tenant. The profiles are exported to a zip file containing .al files that can be reused to develop extensions. For more information, see

[Using the Client to Create Profiles and Page Customizations.](#)

- On the **Profiles (Roles)** page, choose the **Export Profiles** action.

A zip file with the .al files for all profiles is exported.

To import profiles

You can import profiles that have been exported from Business Central. The steps are more or less the opposite of the steps to export profiles. For more information, see [To export profiles](#).

1. On the **Profiles (Roles)** page, choose the **Import Profiles** action.
2. Follow the steps on the **Import Profiles** wizard.

If you only want to import selected profiles, use the **Selected** check box to indicate which to import.

3. Choose the **Import selected** button.

A zip file with .al files for the selected profiles is imported.

To delete a profile

You can delete a profile by choosing the **Delete** action on the **Profiles (Roles)** page. However, the following limitations apply:

- You cannot delete a profile that is assigned to a user or a user group.
- You cannot delete profiles that originate from extensions. The extension must first be uninstalled.
- You can only delete one profile at a time.

To delete all personalizations made by a user

You can delete all changes that a user has made to pages that make up their workspace. This may be useful, for example, if an employee has changed role and no longer needs the personalizations. Deleting users' personalizations changes the page layout back to what is defined by the profile.

1. Choose the  icon, enter **User Personalizations**, and then choose the related link.

The **User Personalizations** page lists all users who have made personalizations.

2. Open the card for a user whose personalizations you want to delete.
3. On the **User Personalization Card** page, choose the **Clear Personalized Pages** action, and then accept the message that appears.

The user will see the changes the next time they sign in.

You can also delete all page customizations for a profile. For more information, see [To delete all customizations for a profile](#).

To delete personalizations for specific pages

You can delete personalizations that one or more users have made to specific pages that make up their workspace. This may be useful, for example, if a changed business process means that a personalization must no longer be used by users. Deleting users' personalizations changes the page layout back to what is defined by the profile.

1. Choose the  icon, enter **User Page Personalizations**, and then choose the related link.

The **User Page Personalizations** page lists all the pages that have been personalized and the user that they belong to.

NOTE

A check mark in the **Legacy Personalization** field indicates that the personalization was done in an older version of Business Central, which handled personalization differently. Users who try to personalize these pages are locked from doing so unless they choose to unlock the page. For more information, see [Why a Page is Locked from Personalizing](#).

2. Select the line for the page personalization that you want to delete, and then choose the **Delete** action.

The user will see the changes the next time they sign-in.

You can also delete individual page customizations for a profile. For more information, see [To delete customization for specific pages for a profile](#).

Managing user sessions

As the administrator of Business Central online, you can manage user sessions in the administration center. For more information, see [Managing Sessions](#) in the administration content.

For Business Central on-premises, you can manage sessions using SQL Server Management Studio, for example. For more information, see [SQL Server technical documentation](#).

See Also

[Assign Permissions to Users and Groups](#)

[Customize Pages for Profiles](#)

[Personalize Your Workspace](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Manage user settings and preferences

2/18/2021 • 3 minutes to read • [Edit Online](#)

As an administrator, you can user settings in Business Central, similar to how individual users can manage their own preferences in the **My Settings** page.

Types of user settings

User settings is not the same as *user setup*, which is about the user as an entity and the user's access in the system. Furthermore, user settings has nothing to do with a user's personalization, such as lightweight changes to the user interface. User settings determine the user's preferences in various aspects of the way the application presents itself to the user. The following paragraph lists the five types of user settings and preferences that can be set by the individual or centrally by the administrator:

- **Company**

This setting determines the company to be logged into at the next login. A user can have access to multiple companies and can be active in several companies.

- **Profile (Roles)**

The profile describes the user's function in the company, such as *Sales Manager*, *Bookkeeper*, or *Purchasing Agent*. The profile then determines the user's role center, the home page that users will see when they sign in. The profile does not impact access rights to functionality in Business Central.

- **Locale ID (Regional settings)**

Defines how dates and numbers are presented in the Business Central client, such as whether to use European or American date formats, or how to display the decimal sign and thousand separators in amounts. If Business Central users are synchronized from Microsoft 365, the regional settings from Microsoft 365 are used, assuming that the user wants to use the same settings in Office products and Business Central. An administrator or user can change these settings manually in Business Central, but they will be reset to the value from Microsoft 365 once the next synchronization is performed.

- **Language**

Defines the application language that Business Central presents text, captions, and error messages in. If Business Central users are synchronized from Microsoft 365, the language settings from Microsoft 365 are used, assuming that the user wants to use the same settings in Office products and Business Central. An administrator or user can change these settings manually in Business Central, but they will be reset to the value from Microsoft 365 once the next synchronization is performed.

If the language setting from Microsoft 365 matches a supported language in Business Central, this language will be chosen for the user.

NOTE

You may have to install a language app for Business Central to properly display the language. Therefore, it is a good practice to install the necessary language apps before any user logs in the first time so that they have a good experience from their first day. For more information, see the list of [supported languages](#).

- **Time zone**

Defines the time zone in which the user is located. Currently this is not synchronized from Microsoft 365 and must be set manually.

NOTE

If a Microsoft 365 user synchronization is made while users are logged into Business Central, these users must refresh the browser or log out and back in to Business Central to see a potential different language set by the synchronization action.


Overview of all user settings

Administrators have the option to set or change these settings for users in each company. This is done on the **User Personalizations** page. Records on this page will reflect the individual user's choices for the above settings, one record per user. As users make changes to their settings in the **My Settings** page, these changes will be reflected in the **User Personalizations** list. Administrators can also set these settings for users before they log in the first time, so users do not have to do it themselves, providing them a better *getting started* experience.

NOTE

User personalizations do not have anything to do with the *personal*/lightweight changes a user can make to the user experience.

To review or make changes to user settings

1. Choose the  icon, enter **User Personalizations**, and then choose the related link.
2. This shows the list of users and their settings. To modify a user's settings, click the **User ID** or choose **Manage** and then **Edit**.
3. The **User Personalization** card for the specific user's settings is shown and desired changes can be made.

See Also

[Getting Started](#)

[Country/regional availability and supported languages](#)

[Changing Language and Locale](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Set Up Printers

2/18/2021 • 4 minutes to read • [Edit Online](#)

Because Business Central is a cloud service, it cannot reach local printers connected to users' machines. However, it can connect to cloud-enabled printers. In the generic version of Business Central, a cloud printer named **Email Printer** is installed as an extension and is ready to use after initial setup.

If a cloud printer is not installed and set up, or if an installed printer fails, then printing will default to the printing options for the browser. This is indicated by this value in the **Printer** field on the report request page: (*none, handled by the browser*).

On the **Printer Management** page, you can see the printers that are set up. When you have set up one or more printers, you can open the **Printer Selections** page to set up for your user account which specific reports to print with which printer.

When a printer is set up and assigned to specific reports, you print a report by choosing the **Print** button on the report request page. For more information, see [Printing a Report](#).

Sizing Print Jobs

Cloud printing is designed for documents of a reasonable size. Most cloud services, including PrintNode and HP ePrint, have a limit of 10 MB per job. If you need to print larger reports, you may have to split them in multiple printouts.


To set up a printer

On the **Printer Management** page, you can see the printers that are set up and you can access the **Settings** page for each printer to edit an existing setup or set up a new printer.

The following procedure describes how to set up the existing **Email Printer** printer, which is a preinstalled extension.

NOTE

To use email printing, email functionality must be set up. For more information, see [Set Up Email](#).

1. Choose the  icon, enter **Printer Management**, and then select the related link.
2. Select the line for the **Email Printer** printer, and then choose the **Edit printer settings** action.
3. On the **Settings** page, fill in the fields as necessary. Hover over a field to read a short description.

NOTE

You must manually select the appropriate paper size for a printer as no local printer or user settings can be stored. Beware that the Email Printer extension is set to **A4** paper size by default, which is not suited in North America, for example.

4. To make a printer your default, On the **Printer Management** page, choose the **Set as my default printer**.

Privacy Notice

If you use the Email Printer extension, then all or some print jobs will be sent to the email address that you provided when configuring the printer. We strongly recommend that a unique email ID be tied to a printer device using only the official services provided by the hardware manufacturer, such as HP ePrint, KonicaMinolta EveryonePrint, or Epson Email Print.


You must take all necessary privacy precautions, including ensuring that the email printing solution has properly configured permissions, privacy settings, and retention policies. It is your responsibility to provide a correct, verified, and operational email address. For more information, see [Microsoft Privacy Statement](#).

To select which printers print which reports

On the **Printer Selections** page, you can set up for your user account which reports are printed by which printer. This is useful if you work with different reports that require different printers because of their placement in the company or their output capabilities.

IMPORTANT

For Business Central on-premises, the **Printer Selections** page can only be used for printers defined by printer extensions. It can't be used for local printers.

1. Choose the  icon, enter **Printer Selections**, and then select the related link. Alternatively, from the **Printer Management** page, select a printer, and then choose the **Printer Selections** action.
2. Choose the **New** action to add a printer selection for a specific report.
3. Fill in the fields as necessary.

The specified report is now set up to print to the selected printer by default.

NOTE

When you print the report in question, you can override this setup by selecting another printer on the **Print Settings** request page.

NOTE

If you do not set a report up for a specific printer on the **Printer Selections** page, then it will be printed to the default printer of the company, as defined from the **Printer Management** page.

You or the administrator can also use the **Printer Selections** page to define other variations of printing for users and reports. The following table describes the combination of values to specify different printing setup for a report.

TO	SET THE FOLLOWING VALUES
Print a report to a specific printer for all users	Specify values in the Report ID and Printer Name fields and leave the User ID field blank.
Print all reports to a specific printer for a specific user	Specify values in the User ID and Printer Name fields and leave the Report ID field blank.
Set the default printer for all reports	Specify a value in the Printer Name field and leave the User ID and Report ID fields blank.

TO	SET THE FOLLOWING VALUES
Print a specific report to the user's default printer	Specify a value in the Report ID field and leave the Printer Name and User ID fields blank.
Print a specific report to a specific printer for a specific user	Specify values in all three fields.

NOTE

More specific printer selections take precedence over a more general printer selections. For example, a printer selection that has values in the **User ID**, **Report ID**, and **Printer Name** fields takes precedence over a printer selection that has blank entries in the **User ID** or **Report ID** fields.

See Also

[Printing a Report](#)

[Working with Business Central](#)

[Run Batch Jobs](#)

[Send Documents by Email](#)

NOTE

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Classifying Data Sensitivity

2/18/2021 • 2 minutes to read • [Edit Online](#)

To classify the fields that hold sensitive or personal data, a Microsoft partner can set the `DataClassification` property on fields. This requires access to the database tables, either through the development environment or by running a Windows PowerShell script. For more information, see [Classifying Data](#).

As a customer, you can add a second level of classification by specifying sensitivity levels for the data you store in standard and custom fields. Classifying data sensitivity helps ensure that you know where you keep personal data in your system, and makes it easier to respond to requests from data subjects. For example, if a contact or customer asks you to export their personal data. For more information, see [Responding to Requests About Personal Data](#).

IMPORTANT

Microsoft is providing this Data Sensitivity Classification feature as a matter of convenience only. It's your responsibility to classify the data appropriately and comply with any laws and regulations that are applicable to you. Microsoft disclaims all responsibility towards any claims related to your classification of the data.

The following table describes data sensitivity levels you can assign.

SENSITIVITY	DESCRIPTION
Sensitive	Information about a data subject's racial or ethnic origin, political opinions, religious beliefs, involvement with trade unions, physical or mental health, sexuality, or details about criminal offenses.
Personal	Information that can be used to identify a data subject, either directly or in combination with other data or information.
Confidential	Business data that you use for accounting or other business purposes, and do not want to expose to other entities. For example, this might include ledger entries.
Normal	General data that does not belong to any other categories.

How Do I Classify My Data?

Classifying the sensitivity of a large number of fields one-by-one would take a long time. To help speed up the process, we provide tools that you can use to bulk classify the sensitivity of fields, and then fine-tune classifications for specific fields. You can find tools on the Data Classification worksheet, which is available on the Administration of users, user groups, and permissions Role Center. You must be a system administrator to use the worksheet.

IMPORTANT

When you open the Data Classification worksheet for the first time, it will be empty. You must run the Data Classification guide to generate the list of fields. To start the guide, choose the **Set Up Data Classifications** action.

For example, the Data Classification worksheet lets you do things like:

- Use the Data Classification guide to export your fields to an Excel worksheet where you can bulk classify them. Using the Excel worksheet is particularly useful if you are collaborating with a Microsoft partner. After you update the worksheet, you can use the guide to import and apply the classifications. You can also use the guide to classify fields manually.
- Choose a field and then filter the list to find similar fields that are likely to belong to the same classification as the field you based the search on.
- Investigate a field by viewing its contents.

TIP

We have defined sample sensitivity classifications for the tables and fields in the Cronus demonstration company. You can use those classifications as inspiration when you classify your own tables and fields.

See Also

Classifying Data

NOTE

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Responding to Requests About Personal Data

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Data subjects can request several types of actions regarding their personal data. For example, under the General Data Protection Regulation (GDPR), EU residents have the right to request the export, deletion and modification of their personal data. This is known as a *Data Subject Request*. If you have classified the sensitivity of your data, and are sure they are correct, an administrator can respond to requests by using the options under **Data Privacy** tab in the **IT Manager** Role Center. For more information about classifying data and classifying data sensitivity in Dynamics 365 Business Central, see [Classifying Data](#) and [Classifying Data Sensitivity](#).

Types of Requests

The following table provides examples of the types of requests you can respond to.

NOTE

While we provide capabilities for responding to these types of request, and thereby accessing, personal data, it is your responsibility to ensure that personal and sensitive data are located and classified appropriately.

REQUEST TYPE	DESCRIPTION AND SUGGESTED RESPONSE
Portability requests	<p>A data subject can make a data portability request, meaning, in part, that you must export the data subject's personal data from your systems and provide it in a structured, commonly used format. To respond to these requests you can use the Data Privacy Utility to export personal data to an Excel file or a RapidStart configuration package. Using Excel, you can edit the personal data and save it in a commonly used, machine-readable format, such as .csv or .xml. For RapidStart configuration packages, you can configure master data tables and their related tables that contain personal data.</p> <p>Note: When you export data you specify a minimum sensitivity level. The export will include the minimum and all sensitivity levels above it. For example, if you choose to export data that is classified as Personal, the export will also include data that is classified as Sensitive.</p> <p>When exporting data related to a data subject, the Data Privacy Utility looks for direct relationships between the data subject and data related to the data subject. Indirect relationships between data related to the data subject and other data are not exported automatically by the Data Privacy Utility. For example, the Contact table has directly related Contact Profile Answers data, and the Contact Profile Answers table is further related to Profile Questions data. If you want to export Profile Questions as well, you must add this table manually as a row with the appropriate filters in the configuration package that the Data Privacy Utility creates.</p>

REQUEST TYPE	DESCRIPTION AND SUGGESTED RESPONSE
Requests for deletion	<p>A data subject can request that you delete their personal data. There are several ways to delete personal data using the customization capabilities, but the decision and implementation is your responsibility. In some cases, you may choose to directly edit your data, for example deleting a contact and then running the Delete Canceled Interaction batch job to delete interactions for the contact.</p> <p>Note: If you have specified a date in the Allow Document Deletion Before field on the Sales & Receivables Setup or Purchases & Payables Setup pages, you might need to change the date so that you can delete posted sales and purchase documents that you have printed and that have posting dates on or before that date.</p>
Requests for correction	<p>A data subject can request that you correct inaccurate personal data. There are several ways to do so. In some cases, you can export lists to Excel to quickly bulk-edit multiple records, and then import the updated data. For more information, see Exporting your Business Data to Excel. You can also manually edit fields that contain personal data, such as editing information about a customer in the Customer card. However, transaction records such as general, customer, and tax ledger entries are essential to the integrity of the enterprise resource planning system. If you store personal data in business transaction records, consider using the customization capabilities to modify such personal data.</p>

Restrict Data Processing for a Data Subject

A data subject can request that you temporarily stop processing their personal data. To honor such requests, you can mark their record as blocked due to privacy to stop processing their data. When a record is marked as blocked, you cannot create new transactions that use that record. For example, you cannot create a new invoice for a customer when either the customer or the salesperson is blocked. To mark a data subject as blocked, open the card for the data subject, for example the Customer, Vendor, or Contact cards, and choose the **Privacy Blocked** check box. You may need to choose **Show More** to display the field.

Handling Data Subject Requests While in Trial

Certain types of personal data is part of your Microsoft 365 account and requires administrative access to export, if you receive a data subject request from a user regarding this type of personal data under the General Data Protection Regulation (GDPR). The process for handling data subject requests is different depending on the type of Business Central tenant.

If you have a paid subscription for Business Central, you must contact your organization's tenant administrator to make a data subject request. The administrator has the administrative rights and tools to fulfil your request.

If you signed up for Business Central from the [Trials](#) page, and you have not moved out of this trial experience through a paid subscription by your organization's tenant administrator, then you can fulfil your own data subject request in the [Work and School Privacy page in the Azure Portal](#). Here, you can export and download your personal data.

On the Work and School Privacy page, you can also close your account. However, we recommend that you make sure that you have exported and deleted all data first, since deleting your account means that you lose access to Business Central.

You can still mark people as blocked due to privacy and export, edit, or delete transactions as explained elsewhere in this article.

Exporting Data from Tables not Classified by Data Subject

If you have a situation where you have to export data that is not classified in a way so that it gets automatically exported, such as data from the Profile Answers table, you must do the following:

- Consider if you really want or have to export this supplemental data that is unrelated to the contact, meaning that it has no direct relationship to it
- Add this table and relationship manually to the Rapid Start package and export it directly from the Rapid Start package – that's why we generate a Rapid Start package for you, so that you can tweak it in situations such as this.

Handling Data About Minors

If a contact person's age is below the age of legal consent according to the laws in your region, you can indicate that by choosing the **Minor** check box on the **Contact** card. When you do, the **Privacy Blocked** check box is automatically selected. When you receive consent from the minor's parent or legal guardian, you can choose the **Parental Consent Received** check box to unblock the contact. Though you can process personal data for minors, you cannot use the profiling functionality in Dynamics 365 Sales.

NOTE

The Change Log can record details such as when, and by whom, the **Parental Consent Received** check box was chosen. An administrator can set that up by using the **Change Log Setup** guide, and also choosing the **Log Modification for Parental Consent Received** check box on the **Contact** card. For more information, see [Logging Changes](#).

See Also

[Classifying Data](#)

[Classifying Data Sensitivity](#)

[Exporting your Business Data to Excel](#)

[Logging Changes](#)

[Data Subject Requests for the GDPR](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Creating New Companies in Business Central

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In Business Central, the container for business data that belongs to a business unit or legal entity is referred to as a *company*. When you sign up for Business Central, you are given a demonstration company and an empty company, *My Company*. Switching between the companies is easy: just go to **My Settings** and move to the other company. But you can also create new companies in Business Central depending on your business needs. When you create a new company, an assisted setup guide helps you get the basics in place. Then, you can import relevant data from your legacy system or another company in Business Central.

Creating a New Company

If you decide to add a company to your Business Central, you can use the **Create New Company** assisted setup guide to get you started. The setup wizard is available from the **Companies** page and from the lookup in the **Company** field on the **My Settings** page.

The setup wizard offers three templates and a blank option:

- **Evaluation - Sample Data**
This creates a company that is similar to the demonstration company with sample data and setup data.
- **Production - Setup Data Only**
This creates a company that is similar to **My Company** with setup data but without sample data.
- **Advanced Evaluation - Complete Sample Data** This creates a company with setup data and complete sample data for all features, including Manufacturing and Service Management.
- **Create New - No Data**
This creates a blank company without setup data.

If you want to get started easily with a new company, choose **Production - Setup Data Only** and then import your own business data, such as customers, items, and vendors. Choose the **New** template if you want to set everything up from scratch. In that case, you can use the **Company Setup** assisted setup guide to help you get started with essential setup data.

NOTE

When you create a new company, it takes a few minutes before you can access it in Business Central. The setup status on the **Companies** page shows when the new company is ready for you. Then, you can switch to the new company by using **My Settings**.

During your 30 day trial, you can create any number of new companies, but they will only be available during your trial. For more information, contact your Business Central partner.

Copying a company

On the **Companies** page, you can use the **Copy** action to create a second company based on the contents of an existing company. This is useful, for example, when you want to test a company without disrupting production data.

IMPORTANT

This function cannot be used to take a backup of a company. Taking a company backup begins by exporting the database as a .bacpac file. For more information, see [Exporting Databases](#) in the development and administration help.

Company Setup

When you sign in to a new company, the **Company Setup** wizard runs automatically and helps you get started. You will be asked for information about your business, such as the address, bank details, and inventory costing method. We ask for this information because it is used as a basis for many areas in Business Central that you will then not have to set up manually later.

For example, your company address is included in invoices and other documents, your bank information is used in payments, and the costing method is used to calculate prices as well as inventory valuation.

Once you have the basics in place, you can set up remaining core areas. Then, you are ready to add business data, such as customers and vendors. For more information, see [Setting Up Business Central](#).

Companies and Environments

People sometimes support more than one company and need to easily switch from working in one company to another in Business Central. For example, a business might have sales offices in cities and multiple countries, so it has created a separate business unit for each office. The offices that are in the same country are set up as separate companies in a shared environment. Other offices are created as companies in separate environments because they are geographically based in other countries.

What's an environment? Companies in Business Central exist in what are referred to as *environments*. There are two types of environments, **Production** and **Sandbox**. In short, production environments contain live business data, and sandbox environments are used as a safe place to test things like new business processes or features. For more information, see [Types of environments](#). If you have access to a company, you have access to the environment it's in. If you have access to more than one company, and those companies are in different environments, when you sign in to Business Central you must specify the environment that you want to work in. Environments are particular to a given country, so if your organization works in multiple countries, you need separate environments for each country.

What's a company? Think of a *company* as a container that holds information about a legal entity. Using the example above, the business has a sales office in Seattle and another in New York, so it creates a company in Business Central for each office so that it can manage operations for each office separately.

For more information, see [Switching to Another Company or Environment](#).

Changing a Company's Name

Once a company has been created, you can't change its name. But you can change its **Display Name**, which is text that will be shown for the company throughout the application.

TIP

You can rename a company if you're using Business Central on-premises.

See Also

Customizing Business Central
Setting Up Business Central
Importing Business Data from Other Finance Systems
Change Basic Settings
Getting Started

NOTE

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Auditing Changes in Business Central

2/18/2021 • 5 minutes to read • [Edit Online](#)

A common challenge in many business management applications is avoiding unwanted changes in data. It could be anything from an incorrect customer telephone number to an incorrect posting to the general ledger. This topic describes the capabilities for finding out what changed, who changed it, and when the change was made.

About the Change Log

The change log lets you track all direct modifications a user makes to data in the database. You must specify each table and field that you want the system to log, and then you must activate the change log.

Tracking changes can impact performance, which can cost you time, and increase the size of your database, which might cost you money. To reduce those costs, consider the following:

- Use caution when choosing the tables and operations.
- Do not add ledger entries and posted documents. Instead, prioritize system fields such as Created By and Created Date.
- Do not use the All Fields tracking type. Instead, choose Some Fields and track only the most important fields.

The change log is based on changes that are made to data in the tables that you track. On the **Change Log Entries** page, entries are chronologically ordered and show all changes that are made to the values in fields on the tables you specify.

IMPORTANT

Changes display in the **Change Log Entries** only after the user's session is restarted, which happens as follows:

- The session expired and was refreshed.
- The user selected another company or Role Center.
- The user signed out and back in.

Working with the Change Log

You activate and deactivate the change log on the **Change Log Setup** page. When a user activates or deactivates the change log, this activity is logged, so you can always see which user deactivated or reactivated the change log.

On the **Change Log Setup** page, if you choose the **Tables** action, you can specify which tables you want to track changes for, and which changes to track. Business Central also tracks a number of system tables.

NOTE

You can monitor specific fields for changes, such as fields that contain sensitive data, by setting up field monitoring. If you do, to avoid redundancy the table that contains the field will not be available for the change log setup. For more information, see [Monitoring Sensitive Fields](#).

After you have set up the change log, activated it, and made a change to data, you can view and filter the changes on the **Change Log Entries** page. If you want to delete entries, you can do that on the **Delete Change Log Entries** page, where you can set filters based on dates and time.

About Activity Logs

From some pages in Business Central, you can view an activity log that shows the status and any errors from files that you export from or import into Business Central.

Working with Activity Logs

The information is displayed in the **Activity Log** page according to the context that it is opened from. For example, you can open the page from the **Document Exchange Service Setup**, **Incoming Document**, **Posted Sales Invoice**, and **Posted Sales Credit Memo** pages. You can empty the list of log entries, or just clear the list of entries older than seven days.

Monitoring Sensitive Fields

Keeping sensitive data secure and private is a core concern for most businesses. To add a layer of security, you can monitor important fields and be notified by email when someone changes a value. For example, you might want to be notified if someone changes your company's IBAN number.

NOTE

Sending notifications by email requires that you set up the email feature in Business Central. For more information, see [Set Up Email](#).

Setting Up Field Monitoring

You can use the **Monitor Field Change Setup** assisted setup guide to specify the fields that you want to monitor based on filter criteria, such as the data sensitivity classification for the fields. For more information, see [Classifying Data Sensitivity](#). The guide also lets you specify the person who will receive an email notification when a change occurs, and the email account that will send the notification email. You must specify both the user notify and the account from which to send the notification. After you finish the guide, you can manage settings for field monitoring on the **Field Monitoring Setup** page.

Over time, the list of entries on the **Monitored Fields Log Entries** page will grow. To reduce the number of entries you can create a retention policy that will delete entries after a specified period of time. For more information, see [Define Retention Policies](#).

When you set up field monitoring, or change something in the setup, entries are created for your changes. You can specify whether to display entries related to the monitoring setup by showing or hiding them.

You can manage settings for field monitoring, such as whether to send an email notification or just log the change, for each field on the **Monitored Fields Worksheet** page. The page is also where you can add or remove fields to monitor.

NOTE

After you add one or more fields and start monitoring, you must sign out of Business Central and sign in again to apply your settings.

Working with Field Monitoring

Entries for all changed values for monitored fields are available on the **Monitored Fields Log Entries** page. For example, entries contain information such as the field for which the value was changed, the original and new values, and who made the change and when they did so. To further investigate a change, choose a value to open the page where it was made. To view a list of all entries, choose **Field Change Entries**.

Viewing Field Monitoring Telemetry

You can set up Business Central to send field monitoring activity to an Application Insights resource in Microsoft

Azure. Then, using Azure Monitor, you create reports and set up alerts on the gathered data. For more information, see the following articles in the Business Central Developer and IT Pro help:

- [Monitoring and Analyzing Telemetry - Enabling Application Insights](#)
- [Analyzing Field Monitoring Telemetry](#)

Defining Retention Policies

You can create retention policies to delete unneeded data in logs after a period of time that you specify. For example, over time the number of entries in a log can build up. By cleaning up old entries you can make it easier to focus on more recent, and probably more relevant, entries. For more information, see [Define Retention Policies](#).

See Also

[Change Basic Settings](#)

[Sorting, Searching, and Filtering](#)

[Finding Pages and Information with Tell Me](#)

[Assign Permissions to Users and Groups](#)

[Working with Business Central](#)

[Define Retention Policies](#)

NOTE

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Use Job Queues to Schedule Tasks

2/18/2021 • 5 minutes to read • [Edit Online](#)

Job queues in Business Central enable users to schedule and run specific reports and codeunits. You can set jobs to run one time, or on a recurring basis. For example, you might want to run the **Salesperson * Sales Statistics** report weekly, to track sales by salesperson each week, or you might want to run the **Delegate Approval Requests** codeunit daily, to prevent documents from piling up or otherwise block the workflow.

The **Job Queue Entries** page lists all existing jobs. If you add a new job queue entry that you want to schedule, you must specify information about the type of object you want to run, such as a report or codeunit, and the name and object ID of the object that you want to run. You can also add parameters to specify the behavior of the job queue entry. For example, you can add a parameter to only send posted sales orders. You must have permission to run the particular report or codeunit, or an error will be returned when the job queue is run.

IMPORTANT

If you use the SUPER permissions set that comes with Business Central, you and your users have permissions to run all objects within the license. That is still not enough for Delegated Admin or users with Device license, who cannot create job queue entries.

A job queue can have many entries, which are the jobs that the queue manages and runs. Information in the entry specifies what codeunit or report is run, when and how often the entry is run, in what category the job runs, and how it runs.

After job queues are set up and running, the status can change as follows within each recurring period:

- On Hold
- Ready
- In Process
- Error
- Finished

After a job has finished successfully, it is removed from the list of job queue entries unless it is a recurring job. If it is a recurring job, the **Earliest Start Time** field is adjusted to show the next time that the job is expected to run.

To view status or errors in the job queue

Data that is generated when a job queue is run is stored in the database, so that you can troubleshoot job queue errors.


For each job queue entry, you can view and change the status. When you create a job queue entry, its status is set to **On Hold**. You can set the status to **Ready** and back to **On Hold**, for example. Otherwise, status information is updated automatically.

The following table describes the values of the **Status** field.

STATUS	DESCRIPTION
Ready	Indicates that the job queue entry is ready to be run.

STATUS	DESCRIPTION
In Process	Indicates that the job queue entry is in process. This field is updated while the job queue is running.
On Hold	Default. Indicates the status of the job queue entry when it is created. Choose the Set Status to Ready action to change the status to Ready . Choose the Set On Hold or Suspend actions to change the status back to On Hold .
Error	Indicates that there is an error. Choose Show Error to see the error message.
Finished	Indicates that the job queue entry is complete.

To view status for any job

1. Choose the  icon, enter **Job Queue Entries**, and then choose the related link.
2. On the **Job Queue Entries** page, select a job queue entry, and then choose the **Log Entries** action.

TIP

With Business Central online, you can also view the status of job queue entries by using Application Insights in Microsoft Azure. For more information, see [Analyzing Job Queue Lifecycle Trace Telemetry](#) in the Business Central Developer and Administration content.

The My Job Queue Part

The **My Job Queue** part on your Role Center shows the job queues entries that you have started, but which are not yet finished. By default, the part is not visible, so you have to add it to your Role Center. For more information, see [Personalize Your Workspace](#).

The part shows which documents with your ID in the **Assigned User ID** field are being processed or are queued, including those related to background posting. The part can tell you at a glance whether there has been an error in the posting of a document or if there are errors in a job queue entry. The part also lets you cancel a document posting if it is not running.

To view an error from the My Job Queue part

1. On an entry with the status **Error**, choose the **Show Error** action.
2. Review the error message and fix the problem.

Examples of what can be scheduled using job queue

Schedule reports

You can schedule a report or batch job to run at a specific date and time. Scheduled reports and batch jobs are entered in the job queue and processed at the scheduled time, similar to other jobs. You choose the **Schedule** option after you choose the **Send to** action, and then you enter information such as printer, time and date, recurrence.

For more information, see [Scheduling a Report to Run](#)

Schedule synchronization between Business Central and Dataverse

If you have integrated Business Central with Dataverse, you can use the job queue to schedule when you want to synchronize data for the records that you have coupled in the two business apps. Depending on the direction

and rules that you have defined for the integration, the synchronization jobs can also create new records in the destination app to match those in the source. For example, if a salesperson creates a new contact in Dynamics 365 Sales, the synchronization job can create that contact for the coupled salesperson in Business Central. For more information, see [Scheduling a Synchronization between Business Central and Dynamics 365 Sales](#).

Schedule the posting of sales and purchase orders

Job queues are an effective tool to schedule the running of business processes in the background, such as when multiple users are trying to post sales orders, but only one order can be processed at a time.

For more information, see [To set up background posting with job queues](#)

See Also

[Administration](#)

[Setting Up Business Central](#)

[Change Basic Settings](#)

[Analyzing Job Queue Lifecycle Trace Telemetry](#)

NOTE

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Manage Storage by Deleting Documents or Compressing Data

2/18/2021 • 4 minutes to read • [Edit Online](#)

A central role, such as the application administrator, must regularly deal with accumulating historic documents by deleting or compressing them.

TIP

For information about other ways to reduce the amount of data stored in a database, see [Reducing Data Stored in Business Central Databases](#) in the Developer and IT pro help.

Delete Documents

In certain situations, you may need to delete invoiced purchase orders that have not been deleted. Business Central checks that you have fully invoiced the deleted purchase orders. You cannot delete orders that you have not fully invoiced and received.

Return orders are usually deleted after they are invoiced. When you post an invoice, it is transferred to the **Posted Purchase Credit Memo** page. If you selected the **Return Shipment on Credit Memo** check box on the **Purchases & Payable Setup** page, then the invoice is transferred to the **Posted Return Shipment** page. You can delete the documents using the **Delete Invd Purch. Ret. Orders** batch job. Before deleting, the batch job checks if the purchase return orders are fully shipped and invoiced.

Blanket purchase orders are not deleted after you have processed and invoiced all the related purchase orders. You can delete blanket orders with the **Delete Invoiced Blanket Purchase Orders** batch job.

Invoiced service orders are usually deleted automatically after having been fully invoiced. When an invoice is posted, a corresponding entry is created on the **Posted Service Invoices** page. The posted document can be viewed on the **Posted Service Invoice** page.

Service orders are not deleted automatically, however, if the total quantity on the order has been posted not from the service order itself, but from the **Service Invoice** page. Then you may need to delete invoiced orders that were not deleted. You can do this by running the **Delete Invoiced Service Orders** batch job.

Compress Data with Date Compression

You can compress data in Business Central so that you save space in the database, which in Business Central online can even save you money. The compression is based on dates and works by combining several old entries into one new entry. You can compress entries from closed fiscal years only, and only vendor ledger entries where the **Open** field is set to *No*.

For example, vendor ledger entries from previous fiscal years can be compressed so that there is only one credit and one debit entry per account per month. The amount in the new entry is the sum of all the compressed entries. The date assigned is the starting date for the period that is compressed, such as the first day of the month (if the entries are compressed by month). After the compression, you can still see the net change for each account in the previous fiscal year.

The number of entries that result from a date compression depends on how many filters you set, which fields are combined, and which period length you choose. There will always be at least one entry. When the batch job

is finished, you can see the result in the **Date Compr. Registers** page.

You can compress the following types of data in Business Central using batch jobs:

- Bank account ledger entries

After the compression, with the **Retain Field Contents** facility, you can retain the contents of the **Document No.**, **Our Contact**, **Global Dimension 1 Code**, and **Global Dimension 2 Code** fields.

- Vendor ledger entries

After the compression, the contents of the following fields are always retained: **Posting Date**, **Vendor No.**, **Document Type**, **Currency Code**, **Posting Group**, **Amount**, **Remaining Amount**, **Original Amt. (LCY)**, **Remaining Amt. (LCY)**, **Amount (LCY)**, **Purchase (LCY)**, **Inv. Discount (LCY)**, **Pmt. Disc. Given (LCY)**, and **Pmt. Disc. Possible**.

With the **Retain Field Contents** facility, you can also retain the contents of these additional fields: **Document No.**, **Buy-from Vendor No.**, **Purchaser Code**, **Global Dimension 1 Code**, and **Global Dimension 2 Code**.

NOTE

After you run date compression, all accounts in the ledger are locked. For example, you cannot un-apply vendor or bank ledger entries for any accounts during the period for which dates are compressed.

The number of entries that result from a Date Compress batch job depends on how many filters you set, which fields are combined, and which period length you choose. There will always be at least one entry.

WARNING

Date Compression deletes entries, so you should always make a backup copy of the database before you run the batch job.

The following table lists the fields on the **Options** FastTab that are available on all batch jobs. The **Retain Field Contents** section includes additional fields are described above.

FIELD	DESCRIPTION
Starting Date	Enter the first date to be included in the date compression. The compression will affect all entries from this date to the Ending Date.
Ending Date	Enter the last date to be included in the date compression. The compression will affect all entries from the Starting Date to this date.
Period Length	Select the length of the period whose entries will be combined. Choose the field to see the options. If you selected the period length <i>Quarter</i> , <i>Month</i> , or <i>Week</i> , only entries with a common accounting period are compressed.

FIELD	DESCRIPTION
Retain Field Contents	Place check marks in the boxes if you want to retain the contents of certain fields even though the entries are compressed. The more fields you select, the more detailed the compressed entries will be. If you do not select any of these fields, the batch job will create one entry per day, week, or another period, according to the period selected in the Period Length field.

See Also

Administration

NOTE

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Define Retention Policies

2/18/2021 • 5 minutes to read • [Edit Online](#)

Administrators can define retention policies to specify how frequently they want Business Central to delete outdated data in tables that contain log entries and archived records. For example, cleaning up log entries can make it easier to work with the data that's actually relevant. Policies can include all data in the tables that is past the expiration date, or you can add filter criteria that will include only certain expired data in the policy.

Required Setups and Permissions

Before you can create retention policies, you must set up the following.

SETUP	DESCRIPTION
Allowed Tables	We provide a list of the tables that can be included in retention policies. However, if you want to add tables from an extension to a retention policy a developer must add their tables to the list. For more information, see Including Your Extension in a Retention Policy .
Retention Periods	Specify periods of time for which to keep data in the tables in a policy. The periods determine how often data will be deleted.

Additionally, you must have the SUPER user permissions or the Retention Policy Setup permission set. Users who are granted the Retention Policy Setup permission set can define retention policies for tables, even if they do not have Read and Delete permissions for those tables. The job queue entry must run as a user with permissions to read and delete the data. We recommend that you do not grant the Retention Policy Setup permission set to users who should not be allowed to delete data.

NOTE

If you are using Business Central on-premises, and you want to try out retention policies in the the Cronus demonstration database, there are a few things you need to do. The demonstration company does not contain tables that you can use with retention policies, so you need to add them. To do that, create a new, blank company in the demonstration database. In the new company, import the RapidStart configuration package for your country that corresponds to the standard NAV17.0.W1.ENU.STANDARD.rapidstart package. The setup data for retention policies will be available in the new company.

To create retention periods

Retention periods can be as long or as short as you want. To create retention periods, on the **Retention Policies** page, use the **Retention Period** action. The periods you define will be available for all policies.

NOTE

For compliance reasons, we have defined a minimum retention period for some tables. If you set a retention period that is shorter than minimum required, a message will display the mandatory period.

Set up a retention policy

1. Choose the  icon, enter **Retention Policies**, and choose the related link.

2. In the **Table ID** field, choose the table that you want to include in the policy.
3. In the **Retention Period** field, specify the length of time for which to keep the data in the table.
4. Optional: To apply the policy to specific data in a table, turn off the **Apply to all records** toggle. The **Record Retention Policy FastTab** will display, where you can set filters to create subsets of data for each line. For more information, see [Filtering](#).

NOTE

Each line has its own retention period. If you specify different retention periods for the same data, the longest period will be used. Also, some tables contain filters that you cannot change or remove. To help you identify these filters, they appear in a lighter color font.

Applying Retention Policies

You can use a job queue entry to apply retention policies to delete data automatically, or you can manually apply policies.

To apply a retention policy automatically, just create and enable a policy. When you enable a policy we create a job queue entry that will apply retention policies according to the retention period you specify. All retention policies will use the same job queue entry. By default, the job queue entry applies the policy every day at 0200. You can change the default, but if you do we recommend that it runs outside business hours. For more information, see [Use Job Queues to Schedule Tasks](#).

You can manually apply a policy by using the **Apply Manually** action on the **Retention Policies** page. If you want to always apply a policy manually, turn on the **Manual** toggle. The job queue entry will disregard the policy when it runs.

Viewing Retention Policy Log Entries

You can view activity related to retention policies in the **Retention Policy Log** page. For example, entries are created when when a policy is applied, or if errors occurred when that happened.

Including Your Extension in a Retention Policy (Requires Help from a Developer)

By default, retention policies cover only tables that are included in the list of Business Central tables that we provide. You can remove default tables from the list, and you can add tables that you own. That is, you cannot add a table that you did not create yourself. For example, you cannot add other tables from Business Central or from an extension that you have purchased.

To add your tables to the list of allowed tables, a developer must add some code, for example to the installer codeunit for the extension (a codeunit with the *install* subtype).

When a developer adds a table, they can specify mandatory and default filters. Mandatory filters cannot be removed or modified later when you add tables to define a retention policy. Default filters are just friendly suggestions.

The following are examples of how to add a table to the list of allowed tables with, and without, mandatory or default filters. For a more complex example, see codeunit 3999 "Reten. Pol. Install - BaseApp".

```

trigger OnInstallAppPerCompany()
var
    RetenPolAllowedTables: Codeunit "Reten. Pol. Allowed Tables";
begin
    RetenPolAllowedTables.AddAllowedTable(Database::"Retention Policy Log Entry");
end;

```

The following example includes a mandatory filter.

```

trigger OnInstallAppPerCompany()
var
    ChangeLogEntry: Record "Change Log Entry";
    RetenPolAllowedTables: Codeunit "Reten. Pol. Allowed Tables";
    RetentionPeriod: Enum "Retention Period Enum";
    RecRef: RecordRef;
    TableFilters: JsonArray;
    Enabled: Boolean;
    Mandatory: Boolean;
begin
    ChangeLogEntry.Reset();
    ChangeLogEntry.SetFilter("Field Log Entry Feature", '%1|%2', ChangeLogEntry."Field Log Entry
Feature"::"Monitor Sensitive Fields", ChangeLogEntry."Field Log Entry Feature"::All);
    RecRef.GetTable(ChangeLogEntry);
    Enabled := true;
    Mandatory := true;
    RetenPolAllowedTables.AddTableFilterToJSONArray(TableFilters, RetentionPeriod::"28 Days",
ChangeLogEntry.FieldNo(SystemCreatedAt), Enabled, Mandatory, RecRef);
    RetenPolAllowedTables.AddAllowedTable(Database::"Change Log Entry",
ChangeLogEntry.FieldNo(SystemCreatedAt), TableFilters);
end;

```

After a developer has added tables to the list, an administrator can include them in a retention policy.

See Also

[Auditing Changes in Business Central](#)

[Filtering](#)

[Use Job Queues to Schedule Tasks](#)

[Working with Business Central](#)

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Publish a Web Service

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Web services are a lightweight way to make application functionality available to different kinds of external systems and users. By default, Business Central exposes a number of objects as web services for better integration with other Microsoft services. You can add other web services as your business requires.

Set up a web service in Business Central, and then publish the web service so that it is available to authenticated users. All authorized users can access metadata for web services, but only users who have sufficient permissions can access actual data.

Creating and Publishing a Web Service

The following steps explain how to create and publish a web service.

To create and publish a web service

1. Choose the  icon, enter **Web Services**, and then choose the related link.
2. On the **Web Services** page, choose **New**. Hover over a field to read a short description.

NOTE

Codeunit and **Page** are valid types for SOAP web services. **Page** and **Query** are valid types for OData web services. Starting with version 16.3, **Codeunit** is also a valid type for OData v4 web services, but then no URL is shown in the user interface. Also, if the database contains multiple companies, you can choose an object ID that is specific to one of the companies.

Finally, the service name is visible to consumers of your web service and is the basis for identifying and distinguishing web services, so you should make the name meaningful.

3. Select the check box in the **Published** column.

When you publish the web service, the **OData URL** and **SOAP URL** fields show the new URLs. However, for codeunits that are exposed as OData v4 unbound actions, the URL fields are not shown.

You can test the web service immediately by choosing the links in the **OData URL** and **SOAP URL** fields. Optionally, copy the value of the field and save it for later use. To test codeunits that are exposed as OData v4 unbound actions, follow the instructions in the [Verifying web service availability](#) section in the developer content.

NOTE

If the objects that you expose as web services must not be accessible from Business Central online, you must mark the methods exposed in the code as `[Scope('OnPrem')]`. For more information, see [Scope Attribute](#).

After you publish a web service, it is available to external parties. You can verify the availability of that web service by using a browser, or choose the link in the **OData URL** and **SOAP URL** fields on the **Web Services** page. The following procedure illustrates how you can verify the availability of the web service for later use.

To verify the availability of a web service

1. In your browser, enter the relevant URL. The following table illustrates the types of URLs that you can enter for different web service types.

TYPE	SYNTAX	EXAMPLE
SOAP	<code>https://api.businesscentral.dynamics.com/v2.0/7acc9d3d-d354-46c4fc9f2b15b3/Production/WS/CRONUS%20USA%2C%20Inc./Page/Invoice</code>	<code>https://api.businesscentral.dynamics.com/v2.0/7acc9d3d-d354-46c4fc9f2b15b3/Production/WS/CRONUS%20USA%2C%20Inc./Page/Invoice</code>
OData V4	<code>https://api.businesscentral.dynamics.com/v2.0/7acc9d3d-d354-46c4fc9f2b15b3/Production/ODataV4/Company('CRONUS%20USA%2C%20Inc')</code>	<code>https://api.businesscentral.dynamics.com/v2.0/7acc9d3d-d354-46c4fc9f2b15b3/Production/ODataV4/Company('CRONUS%20USA%2C%20Inc')</code> The company name is case-sensitive.

2. Review the information that is displayed in the browser. Verify that you can see the name of the web service that you have created.

When you access a web service, and you want to write data back to Business Central, you must specify the company name. You can specify the company as part of the URI as shown in the examples; alternatively, specify the company as part of the query parameters. For example, the following URIs point to the same OData web service and are both valid URIs.

```
https://api.businesscentral.dynamics.com/v1.0/OData/Company('CRONUS International Ltd.)/Customer
```

```
https://api.businesscentral.dynamics.com/v1.0/OData/Customer?company='CRONUS International Ltd.'
```

See Also

[Administration](#)

[Business Central Web Services for developers](#)

[OData request limits](#)

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Configuring API Templates

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The API library for Business Central provides a simplified representation of the underlying entities. All the properties in the application are not exposed through the associated API. The **API Setup** page allows you to define templates that are used to populate empty properties on an entity when you create a POST action through the API.


For example, if a configuration template is defined for the item entity, when a new item record is created through the items API, any properties for the new item that are not defined in the API call will be populated from the selected template. If, for example, no value is defined for the **Gen. Prod. Posting Group** field through the API, but a value is defined in the selected template, then the posting group value defined in the template will be applied to the new item.

Setting up the Entity Template

To use templates with the API library, you must first set up and define properties for the templates. You can set up these templates on the **Configuration Templates** page. For more information, see [Prepare to Migrate Customer Data](#).

Assign the template to an API

To assign a template to an API, you must go through the following steps.

1. Choose the  icon, enter **API Setup**, and choose the related link.
2. Choose **New**, and then choose the **Order** value for the record.
If there is more than one template selected for an API (Page ID), the templates are applied in the order defined in the **Order** column.
When each template is applied, field values defined in the template are only applied to fields that have not already had a value defined, either explicitly in the API, or in a previously applied template in the order.
3. Select a **Page ID** value.
This is the page for the API to which the template will be applied. The **Page ID** lookup provides a list of all APIs available in the library.
4. Select a value in the **Template Code** field.
The template code is the code for the template that was defined on the **Configuration Templates** page. The template values defined are applied to the API.
5. In the **Conditions** field, specify which template should be applied.
The defined template is applied to a new record created through the API if, and only if, the conditions defined in the **Conditions** field are met by the values already defined for the new instance of the entity.

See Also

[API Documentation](#)
[Developing Connect Apps for Business Central](#)
[Enabling the APIs](#)
[Endpoints for the APIs](#)
[Setting Up a Company with RapidStart Services Administration](#)

NOTE

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Managing Data Encryption

2/18/2021 • 2 minutes to read • [Edit Online](#)

You can encrypt data on the Business Central server by generating new or importing existing encryption keys that you enable on the Business Central server instance that connects to the database.

For more information, see [Encrypting Data in Dynamics 365 Business Central](#) in Developer and IT-Pro help.

NOTE

You can turn on or turn off encryption only if you are using an on-premises version of Business Central. Encryption is always turned on for online versions, and you cannot turn it off.

See Also

Administration

NOTE

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Need More Time to Decide Whether to Subscribe?

2/18/2021 • 2 minutes to read • [Edit Online](#)

It's important to make the right decision when choosing a business application, and we know that it can take time to explore all of the corners in Business Central. If you need more time to finish your evaluation, you can extend the trial period yourself for another 30 days. When the expiration date for your trial period is approaching, we will display a notification to alert you when you sign in. The notification contains a link to the **Extend Trial Period** guide that you can use to extend your trial period. The extra 30 days start the moment you choose **Extend Trial** in the guide.

Extending the trial period yourself is a one time-thing though. You cannot extend it twice, at least not yourself. If you have already extended the period, your Microsoft partner can extend it for you again. That's also a one-time thing. If you are not already working with a partner, see [How do I find a reselling partner?](#).

To extend your trial period

1. Sign in to Business Central at <https://businesscentral.dynamics.com/>.

Sign in with the email account that you used when you signed up for the trial.

If you signed up with an email account from a [30-day trial of Microsoft 365](#), then you must first extend your Microsoft 365 trial, or buy a Microsoft 365 subscription. For more information, see [Extend your trial for Microsoft 365 for business](#).

2. In the notification at the top of the workspace, choose **Extend Trial**.

If you dismissed the notification, you must sign out and then sign in again.

TIP

If you cannot see the notification, you can force Business Central to run the **Extend Trial** assisted setup guide by adding the `?page=1828` parameter to the URL, such as in the following example: <https://businesscentral.dynamics.com/?page=1828>

What happens if my trial period is expired?

If your first 30-day trial period is expired, you can extend it yourself as described above, and things will be business as usual. Just sign in to the demonstration company and start the **Extend Trial Period** guide from the notification.

If you have created your own company, sign out and then sign in again with the credentials for that company.

If your organization has established a reseller relationship with a partner, they can sign in to your Business Central as a delegated administrator and run the same **Extend Trial Period** guide. For more information, see [Extending trials \(as an administrator\)](#).

However, after this second extension that has given your organization up to 90 days of trial, you must either subscribe to Business Central or abandon Business Central. If you decide to not continue, we recommend that you export any data that you rely on in your business.

When your extended trial period is expired, you can [subscribe](#) to Business Central within 90 days and continue working in the company you created. 90 days after the extended trial expires, we will delete your company and

data unless you subscribe.

See Also

[Creating New Companies](#)

[Trials and Subscriptions](#)

[How do I find a reselling partner?](#)

[Extending trials \(as an administrator\)](#)

[Get Started as a Reseller of Business Central Online](#)

NOTE

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Inspecting Pages in Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

The page inspection feature enables you to get details about a page, providing insight into the page design, the different elements that comprise the page, and the source behind the data it displays. Page inspection is especially designed for administrators, power users, support personnel, and developers. It is ideal for learning the data model behind a page and troubleshooting. For example, if you are experiencing a problem with a page, you could use page inspection to get information to pass on to your system administrator or support personnel.

Working with Page Inspection

You start page inspection from the **Help & Support** page. Choose the question mark in the top right corner, choose **Help & Support**, and then choose **Inspect pages and data**. Or, you can just use the keyboard shortcut **Ctrl+Alt+F1**.

The **Page inspection** pane opens on the side. The following figure illustrates the **Page Inspection** pane on the **Sales Order** page.

The screenshot shows the Dynamics 365 Business Central interface for a Sales Order page. The page title is "S-ORD101004 · Alpine Ski House". The "Page Inspection" pane is open on the right, displaying information about the selected element, "Sales Line (37)".

Page Inspection

See information about the page, its different elements, and the source behind the data it displays.

Page
Sales Order Subform (46, ListPart)

Table
Sales Line (37)

View table

Table Fields | Extensions | Page Filters

Document Type (1, Option, PK)
Order

Sell-to Customer No. (2, Code)
40000

Document No. (3, Code, PK)
S-ORD101004

Line No. (4, Integer, PK)
10000

Type (5, Option)
Item

No. (6, Code)
2000-S

Location Code (7, Code)
(Blank)

Posting Group (8, Code)
RESALE

Shipment Date (10, Date)
05/13/19

General

Customer Name: Alpine Ski House
Contact: Ian Deberry
Posting Date: 5/13/2019
Order Date: 5/13/2019
Due: Type the date in the format M/d/yyyy
Requested Delivery: 5/14/2019

Lines

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RES
Item	2000-S	SYDNEY Swivel Chair, green		3	
Comment					
Item	1900-S	PARIS Guest Chair, black			

Subtotal Excl. Tax (US... 570.30 Total Excl. Tax (USD) 570.30
Inv. Discount Amoun... 0.00 Total Tax (USD) 39.92
Invoice Discount % 0 Total Incl. Tax (USD) 610.22

When the **Page Inspection** pane first opens, it shows information that pertains to the main page object.

Use the keyboard or pointing device to move focus to different elements on the page. When you select a FactBox or a part on the main page, the bounding area is highlighted by a border, and the **Page Inspection** pane shows information about the selected element. For example, the previous figure shows information about the list part in the **Sales Order** page. As you navigate to other pages in the application, the **Page Inspection** pane will automatically update with page information as you move along.

For more information about what is shown in page inspection, see [Inspecting and Troubleshooting Pages](#) in the Business Central Developer and IT Pro help.

If you do not see the details that you expect to see in the **Page Inspection** pane, you probably do not have the required permissions, as described in the next section.

Controlling Access to Page Inspection Details

As an administrator, you can control access to the full details that are shown in the **Page Inspection** pane by configuring the permissions that users have. To grant a user permission to the full details, give users **Execute** permission on the **System** object 5330. You can grant this permission by using a permission set (such as **D365 Troubleshoot**) or a user group (such as **D365 Troubleshoot**). For more information about permissions, see [Assign Permissions to Users and Groups](#).

Users who are not granted permissions on **System** object 5330 can still access the **Page Inspection** pane, but they will only see the **Page** and **Table** fields, which display basic details that they can pass on to their support team.

See Also

[Working with Business Central](#)

NOTE

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Viewing Database Locks

2/18/2021 • 2 minutes to read • [Edit Online](#)

Database locking controls access by multiple users to the same data at the same time. To protect a transaction against other transactions modifying the same data, the first transaction puts a lock on the data. The lock remains until the transaction's done.

Users may be blocked from completing transactions on the locked data. They'll typically get a message that indicates the lock condition.

To view database locks

Choose the  icon, enter **Database Locks**, and then choose the related link.

The **Database Locks** page gives snapshot of all current database locks.

For more information about database locking, see [Monitoring Database Locks](#) in the Business Central Developer and IT Pro help.

See Also

[Monitor Database Locks](#)

NOTE

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Viewing Table Information

2/18/2021 • 2 minutes to read • [Edit Online](#)

The page **8700 Table Information** provides information about all system and business tables in a Business Central solution. In particular, the page displays information about the amount of data the tables contain.

This information is useful for troubleshooting performance problems, because let's you see the distribution of data size across tables.

Viewing table information

To open this page, select the  icon, enter **Table Information**, and then choose the related link.

The following table describes the information provided for each table:

COLUMN	DESCRIPTION
Company Name	The name of the company, if any, that the table belongs to.
Table Name	The name of the table.
Table No.	The ID of the table
No. of Records	The total number of records stored in the table.
Record Size	The average record size in KB/record. The value is calculated using the following formula: $1024(\text{Size})/(\text{No. of Records})$.

See Also

[Inspecting Pages](#)

[Performance Articles For Developers](#)

NOTE

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Creating a Sandbox Environment in Business Central

2/18/2021 • 4 minutes to read • [Edit Online](#)


With Business Central, you can easily create a safe environment where you can test, train, or troubleshoot without disturbing your company's work processes or business data. Such a non-production environment is called a *sandbox*. Isolated from production, a sandbox environment is the place to safely explore, learn, demo, develop, and test the service without the risk of affecting the data and settings of your production environment.

Your administrator can create sandbox environments in the [administration center](#), but if you want to quickly test something, you can create a sandbox environment from inside Business Central.

NOTE

Technically, sandbox environments are very different from production environments, even if your administrator creates a sandbox that includes production data. You cannot use a sandbox for benchmarking, and you cannot request a database export, for example. If you want to create a sandbox for benchmarking, your administrator can create a dedicated production environment in the administration center. For more information, see [Types of environments](#).

To create a sandbox environment in your Business Central

1. Sign in to your production instance of Business Central.
2. Choose the  icon, enter **Sandbox Environment**, and then choose the related link.
3. Choose the **Create** button.

Another tab with Business Central opens where you can finish the setup of your sandbox environment.

NOTE

If you have pop-up blocker enabled in your browser, change it to allow URLs from the *.businesscentral.dynamics.com address.

When the sandbox environment is ready, you will be redirected to sandbox environment's Welcome wizard.

You can choose the **Learn more** button to read about developer scenarios that you can try in a sandbox environment or choose the **Close** button to continue to the Role Center of your Business Central sandbox instance.

At the top of the Role Center, a notification appears to inform you that this is a sandbox environment. You can also see the type of the environment in the title bar of the client.

NOTE

A sandbox environment created in this way only contains the default demonstration data for the CRONUS company. No data is copied or otherwise transferred from the production environment.

You can also create a sandbox environment containing the production data. You must do this through the administration center. For more information, see [Managing Environments](#) in the Developer and IT-Pro help.


An administrator can limit or even block access for some users to the sandbox environment. This can be done by

using the standard security features of the product, such as the User card, user groups, and permission sets. For more information, see [Assign Permissions to Users and Groups](#).

Advanced Functionality in the Sandbox Environment

The sandbox environment is not least useful because it includes a couple of handy features.

To enable the advanced user experience


It is possible to enable and try the full functionality of the standard version of Business Central in a sandbox tenant by setting the **Experience** field on the **Company Information** page to *Premium*. Find the **Company Information** page in the  menu.

After you have enabled the *Premium* user experience, you get access to all the standard profiles (roles) and Role Centers in the standard version. You can also create an evaluation company that is fully set up, including demonstration data and access to the advanced areas of the product. Alternatively, contact a reselling partner for a demonstration of the capabilities. For more information, see [How do I find a reselling partner?](#).

To enable complete sample data

In the sandbox environment, you can also create a new company with the **Advanced Evaluation - Complete Sample Data** option so that you can take training or step through walkthroughs that require additional sample data, such as [Walkthrough: Receiving and Putting Away in Basic Warehouse Configurations](#).

To create a company with complete sample data in a sandbox

1. Choose the  icon, enter **Companies**, and then choose the related link.
2. Choose the **New** action, and then choose **Create New Company**.
3. In the **Assisted Setup for Creating a Company** page, choose **Next**.
4. Specify a name for the new company, and then, in the **Select the data and setup to get started** field, choose **Advanced Evaluation - Complete Sample Data**.
5. Complete the rest of the assisted setup guide.

When the assisted setup guide completes, you can start exploring the new company with the complete sample data. For more information, see [Creating New Companies in Business Central](#).

Designer

In a sandbox environment, you will find the **Designer** enabled. You can activate Designer by selecting the design icon  on a page, or by choosing the **Design** menu item in the  Settings menu.

See Also

[Working with Business Central](#)

[Dynamics 365 Business Central Trials and Subscriptions](#)

[Managing Environments in the Business Central administration center](#)

NOTE

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Enabling Upcoming Features Ahead of Time

2/18/2021 • 2 minutes to read • [Edit Online](#)

Some new features can be enabled ahead of time, letting you take advantage of them as early as possible. Enabling features early gives you the time to test and prepare your organization for change.

When Microsoft releases features or feature design improvements as part of minor updates, some of the features aren't immediately enabled. Administrators can enable each feature from the **Feature Management** page. After a feature is enabled, it becomes available for all users on that environment no matter how they access Business Central. Features can be safely turned off again. These features are only optional for a while.

Learn more about [Feature Management](#).

See also

[New and planned features](#)

NOTE

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Customize Business Central

2/18/2021 • 2 minutes to read • [Edit Online](#)

There are different ways to customize the application to give you and your colleagues access to the features, functionality, and data that you need most, in a manner that best suits your daily work. Those who see the changes will depend on what you do, as described in this table.

NOTE

In addition to what administrators can customize, users can personalize their pages by adding, moving, or removing fields, freeze panes, parts, and more. For more information, see [Personalize Your Workspace](#).

WHAT YOU CAN DO	DESCRIPTION	WHO SEES THE CHANGES	MORE INFORMATION
Change users' workspace by customizing their assigned role.	Change the user interface for a profile (role) so that all users of that role see a customized workspace. Control and manage users' personalization by disabling the ability to personalize pages and clearing any page personalization.	All users in a specific company.	Customize Pages for Profiles
Change which UI elements are visible.	The Experience setting determines how much of the functionality is displayed in the user interface. Choose between Essential and Premium.	All users in a specific company.	Change Which Features are Displayed
Enable colors on Role Centers to signal importance.	Set up Cues that appear on users' Role Centers to include an indicator that changes color based on the values in the Cues.	All users in a specific company.	Set Up a Colored Indicator on Cues
Install an extension	Extensions are like small applications that add functionality, change behavior, provide access to new online services, and more. For example, Microsoft provides an extension that provides integration with PayPal Payments Standard.	All users in all companies.	Customizing Using Extensions

NOTE

All feature descriptions in user documentation for Business Central assume the **Premium** experience, meaning the descriptions cover the full scope of UI elements. Therefore, users with the **Essential** experience may in some topics read about functionality and UI elements that are not visible in their user interface. For more information, see [Change Which Features are Displayed](#).

See Also

[Working with Business Central](#)

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NOTE

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Customize Pages for Profiles

2/18/2021 • 2 minutes to read • [Edit Online](#)

Users can personalize pages that make up their workspace to suit their own preferences. For more information, see [Personalize Your Workspace](#).


Administrators can customize pages for a profile, according to the related business role or department, for example, so that all users that are assigned the profile will see the customized page layout. The administrator customizes pages by using the same functionality as users do when they personalize pages.

NOTE

The typical business use of a profile is a role. A profile is therefore named *Profile (Role)* in the UI.

Page customization starts from the **Profiles (Roles)** page, the administrator's starting point for managing users' profiles on individual profile cards. In addition to customizing the page layout, you control various other settings for profiles on the **Profile (Role)** page for each profile. For more information, see [Manage Profiles](#).

To customize pages for a profile

1. Choose the  icon, enter **Profiles (Roles)**, and then choose the related link.
2. Select the line for the profile that you want to customize pages for, and then choose the **Edit** action.
3. Choose the **Customize pages** action.

Business Central opens on a new browser tab for the selected profile with the **Customizing** banner activated. The **Customizing** banner offers the same functionality as the **Personalizing** banner that is available to users.

4. Customize pages according to the needs of the role or department in question in the same way as a user would do when personalizing. For more information, see [Personalize Your Workspace](#).

NOTE

To navigate during personalization, use Ctrl + Click on an action if it is highlighted by the arrowhead.

5. When you have finished changing the layout on one or more pages, choose the **Done** button on the **Customizing** banner.
6. Close the browser tab.

The customization of pages is now recorded for the profile.

To view all customized pages for a profile

You can get an overview of which pages are customized for a profile, for example to plan which to customize further or delete.

- On the **Profile (Role)** page, choose the **Manage customized pages** action.

On the **Customized Pages** page, you can delete customizations, and you can troubleshoot by scanning for

potential issues.

To delete all customizations for a profile

You can cancel all customizations that you have made for a profile. Customizations introduced with an extension and personalizations made by a user will not be deleted. You can delete all personalizations with another action. For more information, see [To delete all personalizations made by a user](#).

- On the **Profile (Role)** page for a customized profile, choose the **Clear customized pages** action.

The layout on pages for the profile is reset to the default layout.

To delete customization for specific pages for a profile

You can delete individual page customizations that you have made for a profile. Customizations introduced with an extension and personalizations made by a user will not be deleted. You can delete specific page personalizations with another action. For more information, see [To delete personalizations for specific pages](#).

1. On the **Profile (Role)** page, choose the **Manage customized pages** action.
2. On the **Customized Pages** page, select one or more lines for page customizations that you want to delete, and then choose the **Delete** action.

The layout on the selected pages is adjusted to the changes you made.

See Also

[Personalize Your Workspace](#)

[Manage Profiles](#)

[Change Basic Settings](#)

[Change Which Features are Displayed](#)

[Working with Business Central](#)

NOTE

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Change Which Features are Displayed

2/18/2021 • 3 minutes to read • [Edit Online](#)

Business Central is designed to help you run your business regardless of the size and complexity. At the core of the product, you find essential features, such as financial reporting, sales, purchasing, and inventory management. As business complexity increases, you can turn on functionality for manufacturing and service management, for example.

You can define the product complexity level, and thereby which features the company's users get access to, by changing the **Experience** setting on the **Company Information** page. Note that the experience setting can also be changed by adding certain extensions from AppSource. For more information, see [Customizing Business Central Using Extensions](#).

The following table lists the experiences that are currently available.

EXPERIENCE	IMPACT ON USER INTERFACE
Essential	Shows all actions and fields for all common business functionality.
Premium	Shows all actions and fields for all business functionality, including Manufacturing and Service Management.

The experiences that can be selected in Business Central reflect the solution licenses, called plans, that are defined for the product. For information about the Essential and Premium plans, see [Business Central](#) on the Microsoft Dynamics 365 marketing site. See also the [Business Central Licensing Guide](#) (requires access to CustomerSource or PartnerSource).

IMPORTANT

All regular users in a solution must be assigned the same plan, Essential or Premium, before that experience can be selected for the company. Accordingly, one user cannot access Premium features if one or more other users can only access Essential features. This is not the case for non-regular users of type Team Member, Internal Admin, External Accountant, and Delegated Admin, who can each be assigned a different plan than other users in the solution.

Only users of type Evaluation or Premium can change the value in the **Experience** field from Essential to Premium.

Prior to defining a company's experience setting, you define users' access to specific functions and pages by assigning permission sets. For more information, see [Assign Permissions to Users and Groups](#).


The **Experience** setting applies to all users in a company, but each user can personalize their own experience further by changing page layouts and content. For more information, see [Personalize Your Workspace](#).

Enabling Premium Features after Upgrading a Plan

Users are assigned to plans in Microsoft 365 Admin Center in connection with the general work to create the Business Central users. For more information, see [Add users and assign licenses at the same time](#).

To update plan changes in users groups


When you have made a change to users plans in Microsoft 365 Admin Center, such as assigned more users to the Premium plan, you must reflect the change in Business Central.

1. Sign in as an administrator.
2. Choose the  icon, enter **Users**, and then choose the related link.
3. On the **Users** page, choose the **Refresh all User Groups** action.

All new information about the users' plans and their assigned user groups are now updated according to the plan changes.

To select the Premium experience

You can now proceed to select the new experience.

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. On the **Company Information** page, on the **User Experience** FastTab, select Premium in the **Experience** field.

Help Assumes Premium Experience

All feature descriptions in user documentation for Business Central assume the **Premium** experience, meaning the descriptions cover the full scope of UI elements.

See also

- [Personalize Your Workspace](#)
- [Customizing Business Central](#)
- [Assign Permissions to Users and Groups](#)
- [Creating New Companies](#)
- [Change Basic Settings](#)
- [Working with Business Central](#)
- [Business Central Licensing Guide](#)

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NOTE

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Set Up a Colored Indicator on Cues for the Company or Individual Users

2/18/2021 • 3 minutes to read • [Edit Online](#)

As an administrator, you can set up Cues that appear on the users' Role Centers to include an indicator that changes color based on the data values in the Cues.

The indicator appears as a colored bar along the top border of the Cue tile. It provides a visual signal of the status of the Cue's activity, which can indicate favorable or unfavorable conditions to prompt the user to take action. For example, if a Cue displays ongoing sales invoices, you can set up the indicator to appear green (favorable) when total number of ongoing sales invoices is below 10, and appears red (unfavorable) when the total is greater than 20.

From the **Cue Setup** page, you set up indicators for all the Cues that are available in the company database. You can set up the indicators to apply to all users in the company or an individual user only. The indicator settings on the **Cue Setup** page act as the default indicator settings. If the **Cue Setup End User** page is made available to users, then they can personalize the indicators settings that you define on the **Cue Setup** page.

To set up the indicator, you specify up to two threshold values that define three ranges of data values (low, middle, and high) to which you can apply a different color (or style).

To set up colored indicators on Cues

1. Choose the  icon, enter **Cue Setup**, and then choose the related link.

The **Cue Setup** page appears. The page lists the indicators that are currently setup up on Cues. Indicators that apply to all users in the company have a blank **User Name** field. Indicators that apply to a specific user include the user's name in the **User Name** field.

NOTE

If you set up a company-wide indicator and a user modifies the indicator later on, then a separate entry for the indicator appears in list for that user.

2. Choose **Edit List** action.
3. To set up an indicator for a Cue that is not listed on the page, choose the **New** action, and then fill in the fields as described in the following. If you want to modify an existing indicator, go to the next step.

FIELD	DESCRIPTION
User Name	If you want to set up the indicator for all users, leave this field blank. If you want to set up the indicator for a specific user, then set this field to the user name.

FIELD	DESCRIPTION
Table No	<p>Specifies the ID of the table object that contains the Cue. Use the drop down list to find the table. The drop down list includes all Cue tables in the company database.</p> <p>The Table Name field will be automatically filled in based on your selection.</p>
Field No	<p>Specifies the ID of the Cue that you want to set up an indicator on. Use the drop down list to find the Cue that you want. Note: The Cue ID corresponds to the field number that is assigned to the Cue in the table.</p> <p>The Field Name field is automatically filled in based on your selection</p>

4. To set up the indicator for a Cue, set the fields as described in the following table.

FIELD	DESCRIPTION
LowStyle	Specifies the color of the indicator when the Cue's value is below the value of the Threshold 1 field.
LowThreshold	Specifies the value at or above which the indicator changes to the color specified by the Middle Range Style field.
MiddleStyle	Specifies the color of the indicator when Cue's value is greater than or equal to the value of the Threshold 1 field but less than or equal to the value of the Threshold 2 field.
HighThreshold	Specifies the value above which the indicator changes to the color specified by the High Range Style field.
HighStyle	Specifies the color to use when the Cue's value is above the value of the Threshold 2 field.

The following table lists the colors that correspond to the options of the **LowStyle**, **MiddleStyle**, and **HighStyle** fields.

OPTION	COLOR
None	No color (same color as the Cue tile)
Favorable	Green
Unfavorable	Red
Ambiguous	Yellow
Subordinate	Gray

See Also

NOTE

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Customizing Business Central Using Extensions

2/18/2021 • 4 minutes to read • [Edit Online](#)

You can change Business Central by installing extensions that add functionality, changes behavior, or gives you access to new online services, for example.

NOTE

To install extensions from AppSource or add per-tenant extensions, you must have the right permissions. You must either be a member of the D365 EXTENSION MGMT user group or you must have the D365 EXTENSION MGMT permission set. If you are an administrator, you can assign user groups and permissions to other users in your company.


To use the functionality that is provided by an extension, such as opening pages, running reports, selecting actions, and so on, you must be assigned the permission sets that are installed as part of the extension.

IMPORTANT

The upload of per-tenant extensions and the installation of AppSource extensions is not supported through the **Extension Management** page for on-premise installations.

When you first launch Business Central, some extensions are already installed for you. Over time, more extensions will be made available to you, and you can then choose if you want to use the extension or not.

For example, Microsoft provides an extension that provides integration with PayPal Payments Standard. This extension is installed by default. But if another extension is made available that offers integration with another payment service, you can install the new extension and then choose which of the two services to use.

You manage the extensions on the **Extension Management** page. You can access this page from Home. Alternatively, choose the **Search for Page or Report** icon  in the top right corner, enter **Extension**, and then choose the related link. For more information, see [Installing and Uninstalling Extensions](#).

NOTE

If you think you should have access to an extension but you cannot find its functionality, check the **Extension Management** page - if the extension is not listed there, you can install it as described in the following section.

NOTE

Sign in to AppSource.microsoft.com using the email account that you use for Business Central. Use the same email account for other services and products for a smooth experience.

You can also get to the marketplace from inside Business Central. On the **Extension Management** page, you can see the extensions that are currently installed, and you can open the **Extension Marketplace** page that shows the Business Central extensions that are currently available in AppSource. If you choose the *More apps* link, you are taken to AppSource.microsoft.com.

If you choose an extension, you can read about what the extension does, and you can access Help for the extension to learn more. When you choose to get an extension, you must agree to the terms of use. If you get the extension from the AppSource website, you will be signed in to Business Central to complete the installation.

When you install an extension, you might have to set it up, such as specifying an account for use with the **PayPal Payments Standard for Business Central** extension. Other extensions simply add fields to an existing page, or they add a new page, for example.

If you uninstall an extension, and you then change your mind, you can install it again. When you uninstall an extension that you have been using, the data is preserved so that if you install the extension again, your data is still available. There are some extensions that are required. You are prevented from uninstalling these from the **Extension Management** page. If you try, an error message appears.

Some extensions are provided by Microsoft, and other extensions are provided by [other companies](#). All extensions are tested before they are made available to you, but we recommend that you access the links that are provided with each extension to learn more about the extension before you choose to install it.

Microsoft provides the following extensions:

- [AMC Banking 365 Fundamentals Extension](#)
- [Ceridian Payroll](#)
- [Company Hub](#)
- [Dynamics GP Data Migration](#)
- [Envestnet Yodlee Bank Feeds](#)
- [Essential Business Insights](#)
- [Image Analyzer](#)
- [Intelligent Cloud](#)
- [Intelligent Cloud Base](#)
- [Late Payment Predictions](#)
- [Microsoft Pay](#)
- [PayPal Payments Standard](#)
- [QuickBooks Data Migration](#)
- [QuickBooks Online Data Migration](#)
- [Quickbooks Payroll File Import](#)
- [Sales and Inventory Forecast](#)
- [VAT Group](#)
- [WorldPay Payments Standard](#)
- [DK - C5 Data Migration](#)
- [DK - Payments and Reconciliations](#)
- [DK - Tax File Formats](#)
- [The GetAddress.io UK Postcodes Extension](#)
- [US/CA/UK/AU/NZ/ZA - Send Remittance Advice](#)

NOTE

New extensions are not available in AppSource immediately after we announce an update. You can keep an eye out for the extensions at [AppSource.microsoft.com](https://appsource.microsoft.com).

See Also

[Customize Business Central](#)

[Business Central Extensions by Other Providers](#)

[Set Up the Envestnet Yodlee Bank Feeds Service](#)

[Enable Customer Payment Through PayPal](#)

[Migrating Business Data from Other Finance Systems](#)

Setting Up the GetAddress.io UK Postal Code extension
Business Central Extensions by Other Providers
Getting Started

Start a free trial!

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Using the AMC Banking 365 Fundamentals Extension

2/18/2021 • 4 minutes to read • [Edit Online](#)

The AMC Banking 365 Fundamentals extension makes it easier, and more accurate, to send data to your banks. The extension connects Business Central with the AMC Banking 365 Fundamentals for Microsoft Dynamics 365 Business Central service, which can convert bank data from Business Central into formats that are required by over 600 banks around the world. For example, this makes it easier to transfer payments and credits to vendors by entering the payments in Business Central, and then uploading them to your bank. The formats can also smooth out bank reconciliation processes. For more information, see [AMC Banking for Microsoft Dynamics 365 Business Central](#).

NOTE

AMC Banking has built additional extensions that work with Business Central. This topic describes only the Fundamental extension.

Using Our Demonstration Account

Business Central comes with a demonstration account that lets you try out the AMC Banking 365 Fundamentals extension. We provide default settings for connecting to AMC Banking, specifying the bank accounts to get data from in Business Central, plus a few data exchange definitions. You can view the connection settings on the [AMC Banking Setup](#) page. For bank accounts, the extension applies values in the **Bank Name**, **Credit Transfer Msg. Nos.**, **Bank Statement Import Format**, and **Payment Export Format** fields on bank account cards.

We provide the settings, but to try out the extension you must run the assisted setup guide to apply them. To run the guide, on the [AMC Banking Setup](#) page, choose the **Assisted Setup** action.

NOTE

There are some limitations on the demo account. For example, when you convert payments, the amount in the converted file will not match the actual amount. Instead, the amount will always be five units of the currency that you use for payments.

Setting Up the Extension

Getting started with the extension involves just a few easy steps, and an assisted setup guide will make the connection and turn on the extension. The guide will do things like install the data exchange definitions for bank statement export/import setups and initiate the number series used for credit transfer messages.

To set up the required permission sets


Before people can use this extension, your administrator must copy the following permission sets, edit them, and then assign the new permission sets to users instead of original:

- D365 Basic
- D365 Team Member
- D365 Read
- IntelligentCloudBC


For more information, see [To copy a permission set](#).

For each new permission set, grant only the **Read** permission for the **AMC Banking Setup table (20101)**. For more information, see [To create or modify permissions manually](#).

To connect the extension to AMC Banking

1. Get a module and a service plan for AMC Banking. To do that, visit the [AMC License](#) page.
2. In Business Central, choose the  icon, enter **AMC Banking Setup**, and then choose the related link.
3. On the **AMC Banking Setup** page, choose the **Assisted Setup** action.
4. Complete the steps in the assisted setup guide.

To connect bank accounts to the extension

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for the bank account that you want to connect to the service.
3. In the **Bank Name** field, choose the format that your bank requires.

The formats are filtered to show only those that are relevant for the country/region that is specified for the bank account.

4. In the **Credit Transfer Msg. Nos.** field, choose the number series to use for messages that accompany payments.
5. In the **Bank Statement Import Format** and **Payment Export Format** fields, choose the data exchange definitions that your bank requires.

Using the Extension

Using this extension is just a matter of exporting data on the **Payment Journals** page, and then uploading it to your bank's web service. For more information, see [Making Payments with Bank Data Conversion or SEPA Credit Transfer](#).


NOTE

You must fill in the **SWIFT Code** and **IBAN** fields for each bank account.

To export data and submit it to your bank

Caution

When you export data by using the AMC Banking 365 Fundamentals extension, some of your business data will be exposed to the provider of the service. The service provider, AMC Consult A/S, is responsible for the privacy of this data. For more information, see [AMC Privacy Policy](#).

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Create the journal lines that you want to export.

NOTE

For each line, remember to choose **Electronic Payment** in the **Bank Payment Type** field.

3. Choose the **Export** action.

To import and apply the converted file

1. Choose the  icon, enter **Payment Reconciliation Journal**, and then choose the related link.

2. Choose the **Import Bank Transaction** action, and then choose the converted file.

Business Central will create a new payment reconciliation journal that contains the data in the file. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

See Also

[Customizing Business Central Using Extensions](#)

[Getting Started](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Ceridian Payroll Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

To account for salary payments and related transactions, you must import and post financial transactions made by your payroll provider to the general ledger.

To do this, you first import a file that you receive from the payroll provider into the **General Journal** page. Then you map the external accounts in the payroll file to the relevant G/L accounts. Lastly, you post the payroll transactions according to the account mapping. For more information, see [Import Payroll Transactions](#).

The Ceridian Payroll extension allows you to import payroll transactions from the Ceridian HR/Payroll (US) and Ceridian PowerPay (Canada) services.

See Also

[Customizing Business Central Using Extensions](#)

[Finance](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Company Hub for Business Central Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

This application provides a dashboard with summary data for each company that the user has access to across all Business Central online, such as the many clients of an accountant. The home page displays financial KPIs as well as a direct link to the individual environments and companies so that users can.

The dashboard is a highly specialized Role Center for a better overview of your work.

When you first install the extension, a sample company helps you get started. You can delete the sample company at any time.

Installing the Extension

When you install the extension in your Business Central, you will be asked if you want to use it now. If you do, then you must sign out and sign in again, because the extension replaces your current Role Center and adds permissions to your user profile.

See also

[Manage Work across Multiple Companies in the Company Hub](#)

[Accountant Experiences in Business Central](#)

[Finance](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Dynamics GP Data Migration Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

NOTE

This extension is deprecated in the 15.3 update. We recommend that users who want to migrate from Dynamics GP start using the **Cloud Migration** wizard instead. The **Cloud Migration** extension has more robust functionality and brings more data into Business Central from Dynamics GP. For more information, see [Migrate to Business Central Online from Dynamics GP](#) in the administration content for Business Central.

See Also

[Intelligent Cloud Extensions for Cloud Migration](#)

[Importing Business Data from Other Finance Systems](#)

[Customizing Business Central Using Extensions](#)

[Migrate to Business Central Online from Dynamics GP](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Envestnet Yodlee Bank Feeds Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

To quickly reconcile payments made to your bank accounts, the Envestnet Yodlee Bank Feeds service allows you to link your system bank account to your online bank account. This means that the latest bank statement is automatically or manually fed into your reconciliation journal, ensuring that you are always processing the latest payments with minimal risk of errors.

The Envestnet Yodlee Bank Feeds service is only supported in the United States and Canada.

NOTE

The Envestnet Yodlee Bank Feeds service is only supported in the online version of Business Central. To use this functionality on-premises, you must obtain a cobrand account from Envestnet Yodlee.

The Envestnet Yodlee Bank Feeds service is only supported in the United States and Canada. Only banks residing in these countries are supported, even though banks from other countries may appear in the Envestnet Yodlee Bank Feeds bank selection window in Business Central.

IMPORTANT

Due to the new Payment Services Directive in Europe (PSD2), after September 14, 2019, you will no longer be able to automatically import bank statements from banks in the United Kingdom into Business Central. We are looking into the possibility of offering this feature again in the future.

The Envestnet Yodlee Bank Feeds service provides the following benefits:

- Removes the need for manual entry.
- Improves efficiency and accuracy when doing payment reconciliation.
- Supports a large number of banks.
- Allows up-to-date information about bank transactions from within Business Central.
- Supports manual as well as automatic bank feeds.
- Enables outsourcing of payment reconciliation to an accountant by providing access to bank statements.

Available Bank Feeds

You can check whether a bank is supported by setting up and connecting to the Envestnet Yodlee Bank Feeds service. The bank will appear on the list if it is supported by Envestnet Yodlee.

For more information, see [Set Up the Envestnet Yodlee Bank Feeds Service](#).

See Also

[Customizing Business Central Using Extensions](#)

[Applying Payments Automatically and Reconciling Bank Accounts](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Essential Business Insights Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

The Essential Business Insights extension finds interesting business facts in your company data and displays them as newspaper-like headlines in Role Centers. Depending on what the extension finds in the data, the insights are from the last week, month, or three months from the current date. The insights update every 10 minutes.

If you want to take a closer look at an insight, you can choose it to go to its source. For example, if you want details about the largest sales invoice that was posted last week, you can choose the insight to display the invoice.

The following table describes the insights that this extension provides for each Role Center.

ROLE CENTER	QUESTIONS THE INSIGHTS ANSWER
Default	Displays a greeting, and link to product information.
Business Manager	<ul style="list-style-type: none">• What was the most popular item last week, month, or last three months, and how many did we sell?• What was the largest sale order last week, month, or last three months?• Who, or what, was the busiest resource, and what were the bookings?• Have sales gone up in the last week, month, or three months, compared to the same period last year?• What was the biggest sales invoice we posted last week, month, or last three months, and to which customer did we send the bill?
Accountant	<ul style="list-style-type: none">• What was the largest sales order and posted invoice last week, month, or last three months?• Have sales gone up in the last week, month, or three months, compared to the same period last year?
Order Processor	What was the largest sale order and posted invoice last week, month, or last three months?
Relationship Manager	What was the largest invoiced amount, and to which customer did we send the bill?
Team Member	Displays a greeting, and link to product information.
Project Manager	Displays a greeting, and link to product information.
Administrator	Displays a greeting, and link to product information.

See Also

[Customizing Business Central Using Extensions](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Image Analyzer Extension

2/18/2021 • 4 minutes to read • [Edit Online](#)

The Image Analyzer extension uses powerful image analytics provided by the Computer Vision API for Microsoft Cognitive Services to detect attributes in the images that you import for items and contact persons, so you can easily review and assign them. For items, attributes could be whether the item is a table or a car, and whether it is red or blue. For contact persons, attributes can be gender or age.

Image Analyzer suggests attributes based on tags that the Computer Vision API finds, and a confidence level. By default, it suggests attributes only if it is at least 80% sure that the attribute is correct. You can set another confidence level, if needed. To learn more about how the tags and confidence level are determined, see [Computer Vision API](#).

Image Analyzer is free in Business Central, but there is a limit to the number of items that you can analyze during a certain period of time. By default, you can analyze 100 images per month.

After you enable the extension, Image Analyzer runs each time you import an image to an item or contact person. You will see the attributes, confidence level, and details right away, and can decide what to do with each attribute. If you imported images before you enabled the Image Analyzer extension, you must go to the item or contact cards and choose the **Analyze Picture** action.

Privacy Notice

This extension uses the Computer Vision API from Microsoft Cognitive Services, which may have varying levels of compliance commitments than Business Central. When you enable the Image Analyzer extension, Customer Data such as a contact image or an item image will be sent to the Computer Vision API. By installing this extension you agree for this limited set of data to be sent to the Computer Vision API. Note that you may disable, as well as uninstall, the Image Analyzer extension at any time to discontinue use of this functionality. For more information, see [Microsoft Trust Center](#).

Requirements

There are a few requirements for the images:

- Image formats: JPEG, PNG, GIF, BMP
- Maximum file size: Less than 4 MB
- Image dimensions: Greater than 50 x 50 pixels

To enable Image Analyzer


The Image Analyzer extension is built-in to Business Central. You just need to turn it on.

NOTE

To enable the Image Analyzer extension, you must be an administrator. Make sure that you are assigned the **SUPER** user permission set.

1. To enable the Image Analyzer extension, do one of the following:

- Open an item or contact card. In the notification bar, choose **Analyze Images**, and then follow the steps in the assisted setup guide.


- Choose the  icon, enter **Service Connections**, and then choose **Image Analysis Setup**. Choose the **Enable Image Analyzer** check box, and then complete the steps in the assisted setup guide.

TIP

The **Image Analysis Setup** page is also where you can change the degree of confidence for attribute suggestions. For example, if you want to require a greater degree of confidence, you can enter a higher percentage.

To analyze an image of an item

The following steps describe how to analyze an image that was imported before you enabled the Image Analyzer extension.


1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the item, and then choose the **Analyze Picture** action.
3. The **Image Analyzer Attributes** page displays the detected attributes, the confidence level, and other details about the attribute. Use the **Action to perform** options to specify what to do with the attribute.

TIP

You can add the name of the attribute to the item description by choosing **Add to item description**. For example, this can be useful for quickly adding detail.

To analyze a picture of a contact person

The following steps describe how to analyze an image that was imported before you enabled the Image Analyzer extension.


1. Choose the  icon, enter **Contacts**, and then choose the related link.
2. Choose the contact person, and then choose the **Analyze Picture** action.
3. On the **Profile Questionnaire** FastTab, review the suggestions, and make corrections if needed.

Block suggested attributes

If the analysis suggests an attribute that you do not want to see, you can block the attribute. Use caution, however. Blocked attributes are not suggested for other items or contact persons either. If you regret blocking an attribute, you can choose **View Blacklisted Attributes**, and then delete the attribute from the list.

To use your own account for the Computer Vision API

You can also use your own account for the Computer Vision API, for example, if you want to analyze more images than we allow.

1. Choose the  icon, enter **Image Analyzer Setup**, and then choose the related link.
2. Enter the **API URI** and **API Key** that you received for Computer Vision API.


NOTE

You must add **/analyze** at the end of the API URI, if it isn't already there. For example:


```
https://cronus.api.cognitive.microsoft.com/vision/v1.0/analyze .
```

To see how many analyses you have left in the current period

You can view the number of analyses you've done, and how many you can still do, in the current period.

1. Choose the  icon, enter **Image Analyzer Setup**, and then choose the related link.
2. The **Limit type**, **Limit value**, and **Analyzes performed** provide the usage information.

To stop using the Image Analyzer extension

1. Choose the  icon, enter **Service Connections**, and then choose **Image Analyzer Setup**.
2. Clear the **Enable Image Analyzer** check box.

See Also

[Work with Item Attributes](#)

[Customizing Business Central Using Extensions](#)

[Getting Started](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Intelligent Cloud Extensions for Cloud Migration

2/18/2021 • 2 minutes to read • [Edit Online](#)

Depending on your on-premises solution, you must use different extensions to connect your data with Business Central online for purposes of migrating your solution to the cloud.

If you are using one of the supported on-premises products, you can configure your cloud environment based on a product-specific extension. Once your cloud environment is configured, you will be able to migrate data from your on-premises solution to Business Central. This will enable you to take full advantage of what the cloud has to offer your business such as, enhanced insights into your business, artificial intelligence, multiple device access, and anytime, anywhere access.

For more information, see [Migrating On-Premises Data to Business Central Online](#) in the administration content for Business Central.

Business Central on-premises

If you are using an on-premises deployment of Business Central, get the **Intelligent Cloud Base** extension and the **Business Central Intelligent Cloud** extension, and then run the **Cloud Migration Setup** assisted setup guide.

Dynamics GP

If you are using Dynamics GP, get the **Intelligent Cloud Base Extension** extension and the **Dynamics GP Intelligent Cloud** extension, and then run the **Cloud Migration Setup** assisted setup guide.

IMPORTANT

Migrating from Dynamics GP using the **Cloud Migration Setup** assisted setup guide is currently only supported for the following markets: United States, Canada, United Kingdom.

Dynamics SL

If you are using Dynamics SL, get the **Intelligent Cloud Base** extension, the **Microsoft Dynamics SL Intelligent Cloud** extension and the **Microsoft Dynamics SL History SmartLists** extension, and then run the **Cloud Migration Setup** assisted setup guide.

See Also

[Intelligent Insights](#)

[Intelligent Cloud Base Extension](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

Intelligent Cloud Base Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

This extension will take you through the process to configure a connection between your on-premises solution and your Business Central online environment, either because you are migrating to the cloud, or because you're connecting to the Intelligent Cloud from your on-premises solution.

Once the connection is configured, you can migrate data or manage data replications from your on-premises solution to your Business Central cloud tenant. This extension will work in conjunction with a data replication extension available for your specific on-premises solution. For more information, see [Running the Cloud Migration Tool](#).

See Also

[Intelligent Insights](#)

[Running the Cloud Migration Tool](#)

[Intelligent Cloud Extensions for Cloud Migration](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Late Payment Prediction Extension


2/18/2021 • 5 minutes to read • [Edit Online](#)

Effectively managing receivables is important to the overall financial health of a business. The Late Payment Prediction extension can help you reduce outstanding receivables and fine-tune your collections strategy by predicting whether sales invoices will be paid on time. For example, if a payment is predicted to be late, you might decide to adjust the terms of payment or the payment method for the customer.

Getting Started

When you open a posted sales document, a notification will display at the top of the page. To use the Late Payment Prediction Extension you can opt in by choosing **Enable** in the notification. Alternatively, you can set up the extension manually. For example, if you regret dismissing the notification.

To enable the extension manually, follow these steps:

1. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
2. Fill in the fields as necessary.

NOTE

If you decide to enable the extension manually, be aware that Business Central will not allow you to do so if the quality of the model is low. The quality of the model indicates how accurate the model's predictions are likely to be. Several factors can impact the quality of a model. For example, there might not have been enough data, or the data did not contain enough variation. You can view the quality of the model you are currently using on the **Late Payment Prediction Setup** page. You can also specify a minimum threshold for the model quality.

Viewing All Payment Predictions

If you enable the extension a **Payments Predicted to be Late** tile is available in the **Business Manager** Role Center. The tile displays the number of payments that are predicted to be late, and let's you open the **Customer Ledger Entries** page where you can dig deeper into the posted invoices. There are three columns to pay attention to:

- **Late Payment** - Indicates whether the payment for the invoice is predicted to be late.
- **Prediction Confidence** - Indicates how reliable you should consider the prediction to be. **High** means that the prediction is at least 90% sure, **Medium** is between 80 and 90%, and **Low** is below 80%.
- **Prediction Confidence %** - Shows the actual percentage behind the confidence rating. By default, this column is not displayed, but you can add it if you want. For more information, see [Personalize Your Workspace](#).

TIP

The Customer Ledger Entries page also shows a FactBox on the right. While you are reviewing predictions, the information in the **Customer Details** section can be helpful. When you choose the invoice in the list, the section shows information about the customer. It also lets you take immediate action. For example, if a customer frequently misplaces their wallet, you can open the Customer card from the FactBox and block the customer for future sales.

Viewing a Payment Prediction for a Specific Sales Document

You can also predict late payments up-front. On the **Sales Quotes**, **Sales Orders**, and **Sales Invoices** pages, you can use the **Predict Payment** action to generate a prediction for the sales document you're viewing.

Design details

Microsoft deploys and operates number of predictive web services in all regions where Business Central is available. Access to these web services is included in your Business Central subscription. For more information, see the Microsoft Dynamics 365 Business Central Licensing Guide. The guide is available for download on the [Business Central](#) website.

The web-services work in three modes:

- Train model. The web service trains the model based on the provided dataset.
- Evaluate model. The web service checks whether the model returns reliable data for the provided dataset.
- Predict. Web-service applies the model to the provided dataset to make a prediction.

These web-services are stateless, meaning they use data only to calculate predictions on demand. They do not store data.

NOTE

You can use your own predictive web service instead of ours. For more information, see [Create and use your own predictive web service late payment prediction](#).

Data required to train and evaluate the model

For each **Customer ledger entry** that has a related **Posted Sales Invoice**:

- Amount (LCY) including Tax
- Payment terms in days is calculated as **Due Date** minus **Posting Date**.
- Whether there is an applied credit memo.

Additionally, the record is enriched with aggregated data from other invoices that are related to the same customer. This includes the following:

- Total number and amount of paid invoices
- Total number and amount of invoices that were paid late
- Total number and amount of outstanding invoices
- Total number and amount of outstanding invoices that are already late
- Average days late
- Ratio: Number Paid Late/Paid invoices
- Ratio: Amount Paid Late/Paid invoices
- Ratio: Number Outstanding Late/Outstanding invoices
- Ratio: Amount Outstanding Late/Outstanding invoices

NOTE

The information about the customer is not included in the dataset.

Standard model and My model

The Late Payment Prediction extension contains a predictive model that is trained using data that is representative of a range of small to medium-sized businesses. When you start posting invoices and receiving payments, Business Central will evaluate whether the standard model fits your business flow.


If it appears that your processes do not match the standard model, you still can use the extension but you will need to get more data. Just continue to use Business Central.

NOTE

We use a bit of your compute time each week when we evaluate and re-train the model.


Business Central runs training and evaluation automatically when there are enough paid and late invoices are available, however you can run it manually whenever you want.

To train and use your model

1. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
2. In the **Selected Model** field, choose **My Model**.
3. Choose the **Create My Model** action, to train model on your data.

Create and use your own predictive web service for late payment prediction

You can also create your own predictive web service based on a public model named **Prediction Experiment for Dynamics 365 Business Central**. This predictive model is available online in the Azure AI Gallery. To use the model, follow these steps:

1. Open a browser and go to the [Azure AI Gallery](#).
2. Search for **Prediction Experiment for Dynamics 365 Business Central**, and then open the model in Azure Machine Learning Studio.
3. Use your Microsoft account to sign up for a workspace, and then copy the model.
4. Run the model, and publish it as a web service.
5. Make a note of the API URL and API key. You will use these credentials for a cash flow setup.
6. Choose the  icon, enter **Late Payment Prediction Setup**, and then choose the related link.
7. Choose the **Use My Azure Subscription** check box.
8. On the **My Model Credentials** FastTab, enter the API URL and API key for your model. .

See Also

[Azure Machine Learning Studio Documentation](#)

[Customizing Business Central Using Extensions](#)

[Welcome to Dynamics 365 Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey](#).

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The Microsoft Pay Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

IMPORTANT

Effective February 8 2020, changes in the Microsoft Pay service will affect the Microsoft Pay extension in Microsoft Dynamics 365 Business Central. Due to the changes, after February 8, the **Pay now** payment links that the Microsoft Pay extension generates for invoices in Business Central will not open Microsoft Pay. Customers who are using the extension should change their Payment Services setup to start using the PayPal extension instead.

From January 8, we will display a notification in Business Central. The notification will contain a link to the settings that you need to change and to more information. After February 8, the Microsoft Pay extension will no longer be available in Business Central.

The changes impact the following versions of Business Central:

- Microsoft Dynamics 365 Business Central October 2018
- Microsoft Dynamics 365 Business Central April 2019
- Microsoft Dynamics 365 Business Central 2019 Release Wave 2

Customers continuously require higher customer service, both in terms of the quality of product but also in terms of delivery and payment services. The Microsoft Pay service helps you increase your customer service.

The Microsoft Pay extension adds a Microsoft Pay link to your sales documents so customers can easily pay using Microsoft Pay. Then you can send the documents by email to provide higher customer service and shorten the time it takes for customers' payments to arrive on your bank account.

The Microsoft Pay extension provides the following benefits:

- Customer payments appear faster on your bank account.
- Customers have more ways to pay invoices.
- Microsoft Pay offers a trustworthy payment service, which customers prefer to entering credit card information on unknown web sites.
- Microsoft Pay offers multiple ways of handling payments, including credit card processing, such as PayPal and Stripe.
- The Microsoft Pay link can be embedded automatically on every invoice document or by the user.
- Because this functionality is built as an extension, it gives you full control to enable it when and if your business processes require it.

Enabling payment service extensions is free in Business Central, however, you will need to contact the payment service to get an account. For more information, see [Enable Customer Payment Through Payment Services](#).

See Also

[Customizing Business Central Using Extensions](#)

[Setting Up Sales](#)

[Working with Business Central](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The PayPal Payments Standard Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

Customers continuously require higher customer service, both in terms of product quality but also in terms of delivery and payment options. The PayPal Payments Standard service helps you increase your customer service.

As an alternative to collecting payments through bank transfer or credit cards, you can offer your customers to pay you through their PayPal account. When you send a sales invoice or sales order by email, there is a PayPal link in the email body and in the attached PDF document. When the customer chooses the link, the service page for their PayPal account appears showing the payment details for the sale. The customer can then pay the invoice as any other PayPal payment.

The PayPal Payments Standard service provides the following benefits:

- Customer payments arrive faster in your bank account.
- Customers have more ways to pay invoices.
- PayPal offers a trustworthy payment service, which customers prefer to entering credit card information on web sites.
- PayPal offers multiple ways of handling payments, including credit card processing, PayPal accounts, and other sources.
- The PayPal link can be added automatically to sales documents or manually by the user.
- The PayPal Payments Standard service does not involve monthly fees or setup fees.
- Because it is an extension, you can easily enable the PayPal Payment Standard service when and if your business requires it.

For more information, see [Enable Customer Payment Through PayPal](#).

See Also

[Customizing Business Central Using Extensions](#)

[Setting Up Sales](#)

[Working with Business Central](#)

NOTE

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The QuickBooks Data Migration Extension

2/18/2021 • 3 minutes to read • [Edit Online](#)

This extension makes it easy to migrate customers, vendors, items, and accounts from QuickBooks to Business Central. If your business uses QuickBooks today, you can export the relevant information and then open an assisted setup guide to upload the data to Business Central.

For more information, see [Importing Business Data from Other Finance Systems](#).

Data from QuickBooks Desktop

You can import the following data from QuickBooks Online to Business Central:

- Customers
- Vendors
- Items
- Chart of Accounts
- Beginning Balance transactions in General Ledger
- On-hand Quantities for Inventory Items
- Open documents for customers and vendors, such as invoices, credit memos and payments

We migrate only full amounts on sales and purchase documents. We do not update partially paid amounts. For example, if a customer has paid 300 of a total of 500 dollars on a sales invoice, we migrate the full 500. If you have received partial payments, you must update these manually, either before or after you migrate data. We recommend that you apply outstanding transactions before you migrate, just to make things easier afterward.

NOTE

We do not migrate purchase orders or sales orders.

Before You Start

An important part of the migration process is to specify the accounts to migrate transactions to. It's a good idea to plan this mapping before you migrate data. For example, the accounts where you post transactions for:

- The sale of items or services to customers
- The purchase of items or services from vendors
- Adjustments in the general ledger


Business Central requires that general ledger accounts have account numbers assigned to them. Make sure that account numbers are assigned to your accounts in QuickBooks. If transactions in QuickBooks have tax amounts, you must set up a tax account for your tax jurisdictions in Business Central before you can post transactions.

In order to get your data out of the QuickBooks desktop application you will need to download the Microsoft Data Exporter Tool. The instructions for the tool are in the Data Migration Wizard in Business Central. The tool will connect to your QuickBooks application and export the applicable data to a .zip file.

NOTE

Currently the data exporter tool only works with QuickBooks 2017 and 2018.

Finding the QuickBooks Data Migration Extension

The QuickBooks Data Migration extension is installed and ready to go as an integrated part of the Data Migration assisted setup guide. If you are ready to get started now, and have exported your data from QuickBooks, choose the  icon, enter **Assisted Setup**, and then choose the related link. Choose **Migrate business data**, and then follow the steps in the guide.

What do I do after I migrate Data?

After you migrate data, transactions have the status Unposted, so you can review them and make adjustments. To review the transactions, go to the page where you would normally find them. For example, to review unposted sales invoices, go to the Sales Invoices page. To review payment journals, go to the Payment Journals page. There are a few things in particular that you should do: If the transactions in QuickBooks had markup or discount amounts, you must manually add the amounts to the related transactions in Business Central before you post them. If you are using value added tax (VAT), you may need to add a business posting group and a product posting group to the posting setup so that you can post VAT amounts. Verify the beginning balances for accounts in the general ledger. QuickBooks does not store the current balance for all accounts, so you might need to correct beginning balances.

See Also

[Importing Business Data from Other Finance Systems](#)

[Customizing Business Central Using Extensions](#)

NOTE

Can you tell us about your documentation language preferences? [Take a short survey.](#)

The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The QuickBooks Online Data Migration Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

This extension is included in the **Data Migration** assisted setup guide to help you migrate important business data from QuickBooks Online to Business Central. For example, this is useful when your business is growing, and you've decided to upgrade your business management app by starting to use Business Central.

What data can I import from QuickBooks Online?

You can import the following data from QuickBooks Online to Business Central:

- Customers
- Vendors
- Items
- Chart of accounts
- Beginning balance transaction in the general ledger
- On-hand quantities for inventory items
- Open documents for customers and vendors, such as invoices, credit memos, and payments

We migrate only full amounts on sales and purchase documents. We do not update partially paid amounts. For example, if a customer has paid 300 of a total of 500 dollars on a sales invoice, we migrate the full 500. If you have received partial payments, you must update these manually, either before or after you migrate data. We recommend that you apply outstanding transactions before you migrate, just to make things easier afterward.

NOTE

We do not migrate purchase orders or sales orders.

Before you start

An important part of the migration process is to specify the accounts to migrate transactions to. It's a good idea to plan this mapping before you migrate data. For example, the accounts where you post transactions for:


- The sale of items or services to customers.
- The purchase of items or services from vendors.
- Adjustments in the general ledger.

Business Central requires that general ledger accounts have account numbers assigned to them. Make sure that account numbers are assigned to your accounts in QuickBooks Online.

If transactions in QuickBooks Online have tax amounts, you must set up a tax account for your tax jurisdictions in Business Central before you can post transactions.

How do I start using the extension?

Getting started is easy. All you need to do is run the **Data Migration** assisted setup guide. Here's how:

1. Choose the  icon, enter **Assisted Setup**, and then choose **Migrate business data**.
2. Follow the instructions on each step in the assisted setup guide.

What do I do after I migrate data?

After you migrate data, transactions have the status **Unposted**, so you can review them and make adjustments. To review the transactions, go to the page where you would normally find them. For example, to review unposted sales invoices, go to the **Sales Invoices** page. To review payment journals, go to the **Payment Journals** page.

There are a few things in particular that you should do:

- If the transactions in QuickBooks Online had markup or discount amounts, you must manually add the amounts to the related transactions in Business Central before you post them.
- If you are using value added tax (VAT), you may need to add a business posting group and a product posting group to the posting setup so that you can post VAT amounts.
- Verify the beginning balances for accounts in the general ledger. QuickBooks Online does not store the current balance for all accounts, so you might need to correct beginning balances.

See Also

[Importing Business Data from Other Finance Systems](#)

[Customizing Business Central Using Extensions](#)

NOTE

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The QuickBooks Payroll File Import Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

Use the QuickBooks Payroll File Import extension to import payroll transactions from QuickBooks to general ledger accounts in Business Central. For example, this is useful when you are transitioning from QuickBooks to Business Central, or if you outsource your payroll but also want to keep track of it in Business Central.

Steps to Import Payroll Data

The first step is for you, or maybe your accountant, to use the export features in QuickBooks to export the payroll data to an .IIF file. The second step is to open the **General Journals** page in Business Central and use the **Import Payroll Transactions** action to import the file. During the import process you map the general ledger accounts from QuickBooks to corresponding accounts in Business Central. The final step is to post the payroll transactions in Business Central according to the account mapping.

For more information, see [Import Payroll Transactions](#).

See Also

[Customizing Business Central Using Extensions](#)

[Finance](#)

[Working with Business Central](#)

NOTE

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The Sales and Inventory Forecast Extension

2/18/2021 • 3 minutes to read • [Edit Online](#)

Inventory management is a trade-off between customer service and managing your cost. On one hand, a low inventory requires less working capital, but, on the other hand, stock-outs potentially lead to missed sales. The Sales and Inventory Forecast extension predicts potential sales using historical data and gives a clear overview of expected stock-outs. Based on the forecast, the extension helps create replenishment requests to your vendors and saves you time.

Setting up Forecasting

In Business Central, the connection to [Azure AI](#) is already set up for you. But you can configure the forecast to use a different type of period to report by, such as changing from forecasting by month to forecasting by quarter. You can also choose the number of periods to calculate the forecast by, depending on how granular you want the forecast to be. We suggest that you forecast by month and with a 12 month horizon for the forecast.

TIP

Consider the length of the periods that the service will use in its calculations. The more data you provide, the more accurate the predictions will be. Also, watch out for large variances in periods. They will also impact predictions. If Azure AI does not find enough data, or the data varies a lot, the service will not make a prediction.

Using the Forecasts

The extension uses Azure AI to predict future sales based on your sales history to help you avoid inventory shortage. For example, when you choose an item on the **Items** page, the chart in the **Item Forecast** pane shows the estimated sales of this item in the coming period. This way you can see if you are likely to run out of stock of the item soon.

You can also use the extension to suggest when to stock up on inventory. For example, if you create a purchase order for Fabrikam because you want to buy their new desk chair, the Sales and Inventory Forecast extension will suggest that you also restock on the LONDON swivel chair that you usually buy from this vendor. This is because the extension forecasts that you will run out of stock of the LONDON swivel chair in the coming two months, so you might want to order more chairs already now.

Design details

Subscriptions for Business Central come with access to several predictive web services in all regions where Business Central is available. For more information, see the Microsoft Dynamics 365 Business Central Licensing Guide. The guide is available for download on the [Business Central](#) website.

These web services are stateless, meaning they use data only to calculate predictions on demand. They do not store data.

NOTE

You can also use your own predictive web service instead of ours. For more information, see [Create and use your own predictive web service for sales and inventory forecasts](#).

Data required for forecast


To make predictions about future sales, the web service requires quantitative data about past sales. That data comes from the **Posting Date**, **Item No.**, and **Quantity** fields on the **Item Ledger Entries** page, where:

- The entry type is "Sale."
- The posting date is between the date that is calculated based on the values in the **Historical Periods** and **Period Type** fields on the **Sales and Inventory Forecast Setup** page and the work date.

Before using the web service Business Central compresses transactions by **Item No.** and **Posting Date** based on the value in the **Period Type** field in the **Sales and Inventory Forecast Setup** page.

Create and use your own predictive web service for sales and inventory forecasts

You can also create your own predictive web service based on a public model named **Forecasting model for Microsoft Business Central**. This predictive model is available online in the Azure AI Gallery. To use the model, follow these steps:

1. Open a browser and go to the [Azure AI Gallery](#).
2. Search for **Forecasting Model for Microsoft Business Central**, and then open the model in Azure Machine Learning Studio.
3. Use your Microsoft account to sign up for a workspace, and then copy the model.
4. Run the model, and publish it as a web service.
5. Make a note of the API URL and API key. You will use these credentials for a cash flow setup.
6. Choose the  icon, enter **Sales and Inventory Forecast Setup**, and then choose the related link.
7. Expand the **General** FastTab, and then fill in the API URL and API key fields.

See Also

[Sales](#)

[Inventory](#)

[Customizing Business Central Using Extensions](#)

NOTE

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The VAT Group Management Extension

2/18/2021 • 8 minutes to read • [Edit Online](#)

You can join one or more businesses in your country to consolidate VAT reporting under a single registration number. This type of arrangement is known as a *VAT group*. You can engage with the group as a member or the group representative.

Forming a VAT Group

VAT group members and the group representative can use the **VAT Group Management Setup** assisted setup guide to define their engagement with the group, and create a connection between their Business Central tenants. The group members will use the connection to submit their VAT returns to the group representative. The representative will submit VAT to tax authorities on behalf of the group using a single VAT return.

VAT Group Constellations

Communication happens from group members to the representative. The group representative exposes an API that allows the members to submit their VAT returns to the VAT group representative. Business Central supports inter-group VAT return submissions for companies using Business Central on-premises or online, and in any combination. The setup of the communication depends on the constellation. The following sections describe how to set up various group constellations.

The following list shows the recommended order of the steps to set up a VAT group:

1. Create the setup in Azure Active Directory. For more information, see [Requirements for Authentication](#).
2. Share the technical information that VAT group members and the representative need to connect their Business Central tenants. Usually, the VAT group representative has this information, such as the name of the VAT group representative's environment to which the VAT group members will submit VAT.
3. Create users in the VAT group representative's Business Central that VAT group members can use to authenticate and connect.
4. Run the **Set up VAT Group Management** assisted setup guide to connect the VAT group members.

The guide requires some information from the VAT group representative. For more information, see the [VAT Group Member Setup](#) section. Make a note of the **Group Member ID** for each VAT group member. The representative needs these IDs to add the companies to the VAT group. 5. Set up the VAT Group Management extension in the VAT group representative's Business Central by using the **Set up VAT Group Management** assisted setup guide.

NOTE

To connect to the VAT group representative, group members need a user with access to the VAT group representative's Business Central. The VAT group representative must create at least one user for this, however, for security reasons we recommended that you create a user for each VAT group member. Make sure to distribute the credentials for these users to VAT group members in a secure way.

Understanding the VAT Group Management Setup

The VAT group representative exposes an API that VAT group members can use to connect to their Business Central tenant and submit VAT returns. VAT group members will often use Business Central in separate Azure Active Directory tenants. Therefore, more setup is needed to make a connection between the VAT group

member and representative's Business Central.

VAT group members connect to the representative by calling a web service on the VAT group representative tenant. The caller must be authenticated using OAuth. When the VAT Group Management extension is set up, you will be asked to authenticate to the VAT group representative to get and save an access token. This access token is used when submitting VAT returns to the VAT group representative.

Authentication is handled by Azure Active Directory, so your setup must be made in the VAT group representative's Azure Active Directory to allow connections. An Azure Active Directory app registration must be configured with access to the VAT group representative's Business Central. This is also true if the VAT group representative is using Business Central on-premises. Additionally, you must configure Single Sign-On if the VAT group representative is using Business Central on-premises.

NOTE

For a limited time, authentication using a web service access key is also supported. For more information, see [Deprecated Features in 2021 release wave 1](#).

Requirements for Authentication

When the VAT group representative is using Business Central online or on-premises, VAT group members use Azure Active Directory to authenticate when they submit VAT returns to the VAT group representative. If the VAT group members are also using Business Central online, the VAT group member can authenticate using the designated user credentials and the endpoint information. For more information, see [VAT Group Member Setup](#).

VAT group members who have Business Central on-premises must set up an app registration in Azure Active Directory for the VAT group representative's Business Central tenant. The app registration will enable the VAT group representative's Business Central online to authenticate the group member. For more information, see [Quickstart: Register an application with the Microsoft identity platform](#).

When you create the app registration in Azure Active Directory, you must specify the following.

- In the **Authentication** section, add **Web** as a platform, and use the following **Redirect URL**: <https://businesscentral.dynamics.com/OAuthLanding.htm>.
- In the **Authentication** section, in the option to select **Supported account types**, select **Accounts in any organizational directory (Any Azure AD directory - Multitenant)**.
- In the **Certificates & secrets** section, create a new client secret and note the value. The VAT group members will need the secret when they set up the connection to the group representative.
- In the **API permissions** section, add permissions to Business Central. Enable delegated access to **Financials.ReadWrite.All** and **user_impersonation**.
- In the **Overview** section, note the **Application (client) ID**. The VAT group members will need the ID when they set up the connection to the group representative.

VAT Group Member Setup

Set up the VAT group member by starting the **Set up VAT Group Management** assisted setup guide.

NOTE

Before you get started, contact the VAT group representative for the following information about their Business Central tenant:

- The API URL
- The name of their company
- Client ID
- Client secret
- Sign in credentials for the dedicated user

1. To define the company's VAT group role, choose **Member**, and then choose **Next**.
2. Copy the value of the **Group Member ID** field, and then share it with the VAT group representative so they can add your company as an approved member of the group.
3. Add the **API URL** from the VAT group representative. Typically, the URL is formatted as follows:
`https://api.businesscentral.dynamics.com/v2.0/[TENANT-ID]/[ENVIRONMENTNAME]`. For example,
`https://api.businesscentral.dynamics.com/v2.0/907869c3-b252-4aca-b9cb-17a15d25477b/UKRepresentative`.
4. Add the Business Central company name of the VAT group representative, such as *CRONUS UK Ltd.*
5. Choose **Authentication Type**, choose **OAuth2**, and then choose **Next**.
6. In the **Client ID** field, enter the ID provided by the VAT group representative.
7. In the **Client Secret provided by the VAT Group representative** field, enter the secret provided by the VAT group representative.
8. In the **OAuth 2.0 Authority Endpoint** field, enter <https://login.microsoftonline.com/common/oauth2>.
9. In the **OAuth 2.0 Resource URL** field, enter <https://api.businesscentral.dynamics.com/>.
10. In the **OAuth 2.0 Redirect URL** field, enter <https://businesscentral.dynamics.com/OAuthLanding.htm>.
11. When you have specified the various fields, choose **Next**, and then enter the user credentials that were provided by the VAT group representative.
12. Choose the VAT report configuration that you use to report VAT to authorities in your country.

For example, in the United Kingdom, the VAT report configuration would be set up to report VAT to HMRC. The VAT Group Management extension copies this setup, but replaces the submission codeunit with one that supports submission to the VAT group representative rather than the tax authorities. The codeunit is provided by Microsoft. When done, choose **Next**.

Using the VAT Group Management Features

VAT group members use the standard processes to prepare VAT returns. The only difference is to choose the **VATGROUP** report version, which submits the VAT return to the VAT group representative rather than the authorities. For more information, see [About the VAT Return report](#).

The following sections describe the tasks that VAT group representatives must perform.

VAT Group Submissions

The **VAT Group Submissions** page lists the VAT returns that members have submitted. The page serves as a draft location for the submissions until the VAT group representative includes them in a VAT return for the group. You can open the submissions to review the VAT for the individual boxes reported by the VAT group member.

Creating a Group VAT Return

To report VAT on behalf of the group, on the **VAT Returns** page, create a VAT return for your company only. Afterward, include the most recent VAT submissions from VAT group members by choosing the **Include Group VAT** action.

When the VAT Group representative's VAT Return has been submitted to the authorities on behalf of the entire group, you will normally run the **Calculate and Post VAT Settlement** action. This action closes open VAT Entries and transfers amounts to the VAT Settlement account. Currently, this action does not take the group submissions into account. This means that only the VAT Entries of the VAT Group representative company will be posted. The VAT Group member submission amounts must be posted to the VAT settlement amount manually, so that the VAT Group representative's VAT Settlement account will reflect the liability of what was reported to authorities. This behavior will change in an upcoming update of Business Central, so the entire group VAT (the Total Amount on Report Lines on the VAT Return) will be settled.

NOTE

VAT group members can correct submitted VAT returns as long as the group representative has not released the VAT return for the group. To make a correction, the VAT group member must create a new VAT return for the VAT return period and submit it to the VAT group representative. On the VAT group representative's side, the latest VAT return will be included on the **VAT Returns** page.

See Also

[Work with VAT on Sales and Purchases](#)

[Set Up Value-Added Tax](#)

NOTE

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The survey will take about seven minutes. No personal data is collected ([privacy statement](#)).

The WorldPay Payments Standard Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

The WorldPay Payments Standard extension lets you offer customers a convenient alternative to making payments through bank transfers or credit cards. Not only that, payments made through payment services will typically land in your bank account more quickly. If you enable the extension, and send a sales invoice or sales order by email, the document includes a link to the payment service in the email body and in the attached PDF document. A customer can choose the link, and then use the payment service to make the payment.

Enabling payment service extensions is free in Business Central, however, you will need to contact the payment service to get an account. For more information, see [Enable Customer Payment Through Payment Services](#).

See Also

[Customizing Business Central Using Extensions](#)

[Setting Up Sales](#)

[Working with Business Central](#)

NOTE

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The C5 Data Migration Extension

2/18/2021 • 5 minutes to read • [Edit Online](#)

This extension makes it easy to migrate customers, vendors, items, and your general ledger accounts from Microsoft Dynamics C5 2012 to Business Central. You can also migrate historical entries for general ledger accounts.

NOTE

The company in Business Central must not contain any data. Additionally, after you start a migration, do not create customers, vendors, items, or accounts until the migration finishes.

What Data is Migrated?

The following data is migrated for each entity:

Customers

- Contacts
- Location
- Country
- Customer dimensions (department, center, purpose)
- Shipment method
- Sales Person
- Payment terms
- Payment method
- Customer price group
- Customer invoice discount

If you migrate accounts, the following data is also migrated:

- Customer posting setup
- General journal batch
- Open transactions (customer ledger entries)

Vendors

- Contacts
- Location
- Country
- Vendor dimensions (department, center, purpose)
- Invoice discount
- Shipment method
- Purchaser
- Payment terms
- Payment method
- Vendor invoice discount

If you migrate accounts, the following data is also migrated:

- Vendor posting setup
- General journal batch
- Open transactions (vendor ledger entries)

Items

- Location
- Country
- Item dimensions (department, center, purpose)
- Sales line discounts
- Customer discount groups
- Item discount groups
- Sales price
- Tariff number
- Units of measure
- Item tracking code
- Customer price group
- Assembly BOMs

If you migrate accounts, the following data is also migrated:

- Inventory posting setup
- General posting setup
- Item journal batch
- Open transactions (item ledger entries)

NOTE

If there are open transactions that use foreign currencies, the exchange rates for those currencies are also migrated. Other exchange rates are not migrated.

Chart of Accounts

- Standard dimensions: Department, Cost Center, Purpose
- Historical G/L transactions

NOTE


Historical G/L transactions are treated a little differently. When you migrate data you set a **Current Period** parameter. This parameter specifies how to process G/L transactions. Transactions after this date are migrated individually. Transactions before this date are aggregated per account and migrated as a single amount. For example, let's say there are transactions in 2015, 2016, 2017, 2018, and you specify January 01, 2017 in the Current Period field. For each account, amounts for transactions on or before December 31, 2106, will be aggregated in a single general journal line for each G/L account. All transactions after this date will be migrated individually.

File Size Requirements

The largest file size you can upload to Business Central is 150 MB. If the file you export from C5 is larger than that, consider migrating data in multiple files. For example, export one or two types of entities from C5, such as customers and vendors, to a file, and then export items to another file, and so on. You can import files individually in Business Central.

To migrate data

There are just a few steps to export data from C5, and import it in Business Central:

1. In C5, use the **Export Database** feature to export the data. Then send the export folder to a compressed (zipped) folder.
2. In Business Central, choose the  icon, enter **Data Migration**, and then choose **Data Migration**.
3. Complete the steps in the assisted setup guide. Make sure to choose **Import from Microsoft Dynamics C5 2012** as the data source.

Viewing the Status of the Migration

Use the **Data Migration Overview** page to monitor the success of the migration. The page shows information such as the number of entities that the migration will include, the status of the migration, and the number of items that have been migrated and whether they were successful. It also shows the number of errors, lets you investigate what went wrong and, when possible, makes it easy to go to the entity to fix the issues. For more information, see the next section in this topic.

NOTE

While you are waiting for the results of the migration, you must refresh the page to display the results.

How to Avoid Double-Posting

To help avoid double-posting to the general ledger, the following balance accounts are used for open transactions:

- For vendors, we use the A/P account from the vendor posting group.
- For customers, we use the A/R account from the customer posting group.
- For items, we create a general posting setup where the adjustment account is the account specified as the inventory account on the inventory posting setup.

Correcting Errors

If something goes wrong and an error occurs, the **Status** field will show **Completed with Errors**, and the **Error Count** field will show how many. To view a list of the errors, you can open the **Data Migration Errors** page by choosing:

- The number in the **Error Count** field for the entity.
- The entity, and then the **Show Errors** action.

On the **Data Migration Errors** page, to fix an error you can choose an error message, and then choose **Edit Record** to view the migrated data for the entity. If you have several errors to fix, you can choose **Bulk-Fix Errors** to edit the entities in a list. You still need to open individual records if the error was caused by a related entry though. For example, a vendor will not be migrated if an email address one of their contacts has an invalid format.

After you fix one or more errors, you can choose **Migrate** to migrate only the entities you fixed, without having to completely restart the migration.

TIP

If you have fixed more than one error, you can use the **Select More** feature to select multiple lines to migrate. Alternatively, if there are errors that are not important to fix, you can choose them and then choose **Skip Selections**.

NOTE

If you have items that are included in a BOM, you might need to migrate more than once if the original item is not created before the variants that reference it. If an item variant is created first, the reference to the original item can cause an error message.

Verifying Data After Migrating

One way to verify that your data migrated correctly is to look at the following pages in C5 and Business Central.

MICROSOFT DYNAMICS C5 2012	DYNAMICS 365 BUSINESS CENTRAL	BATCH JOB TO USE
Customer Entries	General Journals	CUSTMIGR
Vendor Entries	General Journals	VENDMIGR
Item Entries	Item Journals	ITEMMIGR
G/L Entries	General Journals	GLACMIGR

Stopping Data Migration

You can stop migrating data by choosing **Stop All Migrations**. If you do, all pending migrations are also stopped.

See Also

[Customizing Business Central Using Extensions](#)

[Getting Started](#)

NOTE

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The Payments and Reconciliations (DK) Extension

2/18/2021 • 3 minutes to read • [Edit Online](#)

Make fast, error-free payments by exporting files that are formatted specifically for exchanges with your vendor or bank. These files speed up the payment and reconciliation processes, and eliminate errors that can happen when you manually enter the information on a bank website.

This extension supports file formats for several Danish banks. When you export payment information to a file, the extension packages the data into the format that your bank requires. For example, the formats include Bankdata-V3, BEC, SDC, and FIK, which many different banks use, and some that are more specialized for certain banks, for example, Danske Bank and Nordea. The extension also includes some formats for importing and reconciling bank statements.

NOTE

To use the extension, you must know the format that your bank or vendor requires. Some banks or vendors provide this information on their websites; however, you might need to contact their customer service to get the information.

Supported Bank Formats

This extension can apply the following file formats for payment files:

- BANKDATA-V3
- BEC-INDLAND
- BEC-CSV
- DANSKEBANK-CMKV
- DANSKEBANK-CMKXKSX
- DANSKEBANK
- FIK71
- NORDEA-ERHVERV-CSV
- NORDEA
- NORDEA-UNITEL-V3
- SDC
- SDC-CSV

To set up the extension


There are a few steps to get started.

- Allow payment data exports. To help protect your data, this is not readily available.
- Set up purchase and payables so that you do not require external document numbers on invoices. If needed, you can use the reference number to refer to a specific invoice.
- Specify the payment method for each vendor. Payment methods define how you pay invoices from the vendor. For example, Bank, Cash, Check, or Account.
- Specify the type of format to use for each of your bank accounts. For example, NORDEA, DANSKEBANK, SDC, and so on.

Additionally, you must assign vendors to a domestic **Gen. Bus. Posting Group** and a **Vendor Posting Group**.

The Country/Region setting for the vendor must be Denmark (DK). For more information, see [Setting Up Posting Groups](#).


To allow Business Central to export payment data

1. Choose the  icon, enter **Payment Journal**, and then choose the related link.
2. On the **Edit Payment Journal** page, choose the **Bank** batch.
3. Choose the **Allow Payment Export** check box.


To specify a payment method for a vendor

The following table shows the combinations of FIK and GIRO payment methods that Business Central supports.


COMBINATION	TYPE 01	TYPE 04	TYPE 71	TYPE 73
Giro Account No. or FIK Creditor No.?	Giro Account No.	Giro Account No.	FIK Creditor No.	FIK Creditor No.
Allows Message to Recipient?	Yes	No	No	Yes
Contains Payment Reference number?	No	Yes, 16 digits.	Yes, 15 digits.	No

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the card, expand the **Payments** tab, in the **Payment Method** field choose the payment method.
3. Depending on your selection, you must complete other fields. See the table above for a description of the combinations.

To specify the format to use for a bank account

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for the bank account.
3. In the **Payment Export Format** field, choose the format for your export file.

Choosing the FIK or Giro payment information for vendor invoices


1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Choose the vendor. Remember, this must be a Danish vendor with an address in Denmark.
3. Create an invoice. The **Payment Method** and **Vendor Number** fields are filled in based on settings on the Vendor card. You can change them if you want.
4. In the **Payment Reference** field, enter the 15-digit number from the vendor invoice.

TIP

You only have to add the last 11 digits of the number. Business Central will add four zeros to the beginning of the number.

5. Post the invoice.

To use the extension to export payment data

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Choose the **Suggest Vendor Payment Journals** action.

TIP

If you want to export only specific payments, use the options for filtering the data.

3. If needed, you can add filters to export only specific payments.
4. In the **Bank Payment Type** field, choose **Electronic Payment**.
5. Choose the **Export** action.

See also

[Customizing Business Central for Business Central Using Extensions](#)

[Collect Payments with SEPA Direct Debit](#)

[Working with General Journals](#)

NOTE

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The Tax File Formats (DK) Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

If you engage in trade with companies, or internal branches or subsidiaries, in other EU countries you must report information about the activities to SKAT and to Statistics Denmark. If you use the VAT and Intrastat reporting features in Business Central, this extension can ensure that the file you export is compatible with requirements from these organizations. The extension adds the MS-ECSL Report Export File and Intrastat Export Lines submission codeunits to your VAT Report configuration, so you can export data in the new format right away.

The extension is free, you just need to install it.

See Also

[Customizing Business Central Using Extensions](#)

NOTE

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The GetAddress.io UK Postcodes Extension

2/18/2021 • 2 minutes to read • [Edit Online](#)

The GetAddress.io UK Postcodes extension can save time and prevent mistakes when you enter addresses for entities like customers, vendors, bank accounts, and employees. For example, when you're creating a customer, you just choose a postcode and Business Central shows a list of addresses. Pick the address you want, and presto, the address fields are filled out.

##To use the GetAddress.io UK Postcodes extension when you enter an address

1. Under **Address**, choose **Look up address from postcode**.

NOTE

The **Look up address from postcode** option is available only if the **Country/Region Code** field is either empty, or contains GB.

2. On the **Postcode Search** page, in the **Postcode** field, enter or choose the postcode.
3. On the **Address Selection** page, choose the address.

TIP

If you know the street number, you can filter the addresses by entering some or all of the number in the **Delivery Point** field.

See Also

[Set Up the GetAddress.io UK Postal Code Extension](#)

NOTE

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Send Remittance Advice

2/18/2021 • 2 minutes to read • [Edit Online](#)

Where remittance advice is used to notify vendors of payments being made, you can now email remittance advice in bulk from the payment journal as well as resend after payments are made from vendor ledger entries by using document sending profiles.

NOTE

This functionality is only supported in Business Central online and on-premises in following countries: United Kingdom, United States, Canada, Australia, New Zealand, and South Africa.

You can send remittance advice in two different ways:

- In the **Payment Journal** page, choose **Related, Payments, Send Remittance Advice** to email remittance advice for one or multiple payment journal lines
- In the **Vendor Ledger Entries** page, choose **Actions, Functions, Send Remittance Advice** to email remittance advice after posting of vendor payments, for one or multiple vendor ledger entries

See Also

[Suggest Vendor Payments](#)

[Customizing Business Central Using Extensions](#)

[Working with Business Central](#)

[Send Documents by Email](#)

NOTE

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Business Central Extensions by Other Providers

2/18/2021 • 2 minutes to read • [Edit Online](#)

At AppSource.microsoft.com, you can get extensions for Business Central. Some extensions are provided by Microsoft, and other extensions are provided by other companies. We refer to the websites that these companies provide for more information about the extensions that are not published by Microsoft. You can find this information at AppSource.microsoft.com.

The list of the extensions by other companies grows each month. So keep an eye out for AppSource.microsoft.com and get apps to help you in your work in Business Central.

See Also

[Customizing Business Central Using Extensions](#)

[Getting Started](#)

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Integrating with Dynamics 365 Sales

2/18/2021 • 15 minutes to read • [Edit Online](#)

NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

The sales person role is often considered as one the most outward-facing jobs in a business. However, it can be helpful for sales people to be able to look inward in the business and see what is happening on the back end. By integrating Business Central and Dynamics 365 Sales, you can give your sales people that insight by enabling them to view information in Business Central while they are working in Dynamics 365 Sales. For example, when preparing a sales quote it could be useful to know whether you have enough inventory to fulfill the order. For more information, see [Using Dynamics 365 Sales from Business Central](#).

NOTE

This topic describes the process of integrating the online versions of Dynamics 365 Sales and Business Central through Dataverse. For information about on-premises configuration, see [Preparing Dynamics 365 Sales for Integration on-premises](#).

Integrating Through Dataverse

Business Central also integrates with Dataverse, which makes it easy to connect and synchronize data with other Dynamics 365 applications, such as Dynamics 365 Sales, or even apps that you build yourself. If you are integrating for the first time, we recommend that you do so through Dataverse. For more information, see [Integration with Dataverse](#).

If you have already integrated Dynamics 365 Sales with Business Central, you can continue to synchronize data using your setup. However, if you upgrade or turn off your Dynamics 365 Sales integration, to turn it on again you must connect through Dataverse. For more information, see [Upgrading an Integration with Dynamics 365 Sales](#).

NOTE

Reconnecting through Dataverse will apply default synchronization settings, and will overwrite any configurations you have. For example, the default table mappings will be applied.

Integration Settings that are Specific to a Dynamics 365 Sales Integration

Integration with Business Central happens through Dataverse, and there are a lot of standard settings and tables that are provided by the integration. In addition to the standard settings, there are some that are specific to Dynamics 365 Sales. The following sections list those.

Permissions and Security Roles for User Accounts in Sales

When you install the Integration Solution, permissions for the integration user account are configured. If those permissions are changed you might need to reset them. You can do that by reinstalling the Integration Solution by choosing **Redeploy Integration Solution** on the **Dynamics 365 Connection Setup** page. The following security roles are deployed:

- Dynamics 365 Business Central Integration Administrator
- Dynamics 365 Business Central Integration User
- Dynamics 365 Business Central Product Availability User

Connection Settings in the Setup Guide

You can use an assisted setup guide to quickly set up the connection and specify advanced features, such as coupling between records.

1. Choose **Setup and Extensions**, and then choose **Assisted Setup**.
2. Choose **Set up the Dynamics 365 Sales Connection** to start the assisted setup guide.
3. Fill in the fields as necessary.
4. Optionally, there are advanced settings that can enhance security and enable additional capabilities, such as sales order processing and viewing inventory levels. The following table describes the advanced settings.

FIELD	DESCRIPTION
Import Dynamics 365 Sales Solution	Enable this to install and configure the integration solution in Dynamics 365 Sales.
Publish Item Availability Web Service	Enable people who are using Dynamics 365 Sales to view the availability of items (products) in inventory in Business Central. This requires a Business Central user account with a web services access key. Assigning the key is a two-step process. On the user account in Business Central you must choose the Change Web Service Key action. In the Set Up Dynamics 365 Sales Connection assisted setup guide, you must specify the Dynamics 365 Business Central OData web service URL, and provide Business Central user credentials for accessing the service. For more information, see OData Web Services .
Business Central OData Web Service URL	If you enable the web service for viewing item availability, the URL for the OData Web service is provided for you.
Business Central OData Web Service Username	The name of the Business Central user account that Dynamics 365 Sales uses to retrieve information about item availability in Business Central through the OData web service.
Business Central OData Web Service Accesskey	The access key for the user account that Dynamics 365 Sales uses to get information about item availability from Business Central through the OData web service. The key is assigned to the user chosen in the Business Central OData Web Service Username field. To get the key, choose the Look up value button next to the user name, choose the user, choose Manage , and then Edit . On the user card, choose Actions, Authentication , and then choose Change Web Service Key .

FIELD	DESCRIPTION
Enable Sales Order Integration	When people create sales orders in Dynamics 365 Sales and fulfill orders in Business Central, this integrates the process in Dynamics 365 Sales. For more information, see Enable sales order processing integration . This requires that you provide credentials for an administrator user account in Dynamics 365 Sales. For more information, see Handling Sales Order Data .
Enable CDS Connection	Enable the connection to Dataverse.
Dynamics 365 SDK Version	This is relevant only if you are integrating with an on-premises version of Dynamics 365 Sales. This is the Dynamics 365 software development kit (also referred to as Xrm) you use to connect Business Central to Dynamics 365 Sales. The version must be compatible with the SDK version that is used by Dynamics 365 Sales, and equal to or newer than the version used by Dynamics 365 Sales.

Connection Settings on the Microsoft Dynamics 365 Connection Setup Page

Enter the following information for the connection from Dynamics 365 Sales to Business Central.

FIELD	DESCRIPTION	
Dynamics 365 Sales URL	The URL of your Dynamics 365 Sales instance. This enables users to open corresponding records in Business Central from records in Dynamics 365 Sales, such as an account or product. The Business Central records open in Business Central.	
Dynamics 365 Sales URL	The URL of your Dynamics 365 Sales instance. This enables users to open corresponding records in Business Central from records in Dynamics 365 Sales, such as an account or product. The Business Central records open in Business Central.	
Item Availability Web Service Enabled	Enable people who are using Dynamics 365 Sales to view the availability of items (products) in inventory in Business Central. If you enable this, you must also provide a user name and an access key for the Dynamics 365 Sales to use to query OData Web Service for availability of items (products). For more information, see OData Web Services .	

FIELD	DESCRIPTION	
Dynamics 365 Business Central OData Web Service URL	<p>If you enable the Item Availability Web Service, the URL for the OData Web service is provided for you. Set this field to the URL of the Business Central instance to use.</p> <p>To reset the field to the default URL for the Business Central, choose Reset Web Client URL action.</p> <p>This field is relevant only if the Business Central Integration Solution is installed in Dynamics 365 Sales.</p>	
Dynamics 365 Business Central OData Web Service Username	The name of the user account that the Dynamics 365 Sales uses to get information about item availability from Business Central through OData Web service.	
Dynamics 365 Business Central OData Web Service Accesskey	The access key for the user account that the Dynamics 365 Sales uses to get information about item availability from Business Central through OData Web service. The key is assigned to the user chosen in the Dynamics 365 Business Central OData Web Service Username field. To get the key, choose the Look up value button next to the user name, choose the user, choose Manage , and then Edit . On the user card, choose Actions, Authentication , and then choose Change Web Service Key .	
Dynamics 365 SDK Version	If you are integrating with an on-premises version of Dynamics 365 Sales, this is the Dynamics 365 software development kit (also referred to as Xrm) you use to connect Business Central to Dynamics 365 Sales. The version that you select must be compatible with the SDK version that is used by Dynamics 365 Sales. This version equal to or newer than the version used by Dynamics 365 Sales.	-->

In addition to the settings above, enter the following settings for Dynamics 365 Sales.

FIELD	DESCRIPTION
Sales Order Integration is Enabled	Enable users to submit sales orders and activated quotes in Dynamics 365 Sales and then view and process them in Business Central. This integrates the process in Dynamics 365 Sales. For more information, see Enable sales order processing integration .

FIELD	DESCRIPTION
Automatically Create Sales Orders	Create a sales order in Business Central when a user creates and submits one in Dynamics 365 Sales.
Automatically Process Sales Quotes	Process a sales quote in Business Central when a user creates and activates one in Dynamics 365 Sales.

Standard Sales Entity Mapping for Synchronization

Entities in Dynamics 365 Sales, such as orders, are integrated with equivalent types of tables in Business Central, such as sales orders. To work with Dynamics 365 Sales data you set up links, called couplings, between tables in Business Central and Dynamics 365 Sales.

The following table lists the standard mapping between tables in Business Central and Dynamics 365 Sales that Business Central provides.

BUSINESS CENTRAL	DYNAMICS 365 SALES	SYNCHRONIZATION DIRECTION	DEFAULT FILTER
Unit of Measure	Unit Group	Business Central -> Dynamics 365 Sales	
Item	Product	Business Central -> Dynamics 365 Sales and Dynamics 365 Sales -> Business Central	Sales contact filter: Product Type is Sales Inventory
Resource	Product	Business Central -> Dynamics 365 Sales and Dynamics 365 Sales -> Business Central	Sales contact filter: Product Type is Services
Customer Price Group	Price List	Business Central -> Dynamics 365 Sales	
Sales Price	Product Price List	Business Central -> Dynamics 365 Sales	Business Central contact filter: Sales Code is not blank, Sales Type is Customer Price Group
Opportunity	Opportunity	Business Central -> Dataverse and Dynamics 365 Sales -> Business Central	
Sales Invoice Header	Invoice	Business Central -> Dynamics 365 Sales	
Sales Invoice Line	Invoice Product	Business Central -> Dynamics 365 Sales	
Sales Order Header	Sales Order	Business Central -> Dynamics 365 Sales	Business Central Sales Header filter: Document Type is Order , Status is Released

BUSINESS CENTRAL	DYNAMICS 365 SALES	SYNCHRONIZATION DIRECTION	DEFAULT FILTER
Sales Order Notes	Sales Order Notes	Business Central -> Dynamics 365 Sales and Dynamics 365 Sales -> Business Central	

Synchronization Rules

The following table lists the rules that control the synchronization between Dynamics 365 Sales and Business Central. These are in addition to rules defined for Dataverse, which also apply. For more information, see [Standard Entity Mapping](#).

NOTE

Changes to data in that were made by the integration user account are not synchronized. Therefore, we recommended that you do not change data while using that account. For more information, see [Setting Up User Accounts for Integrating with Dynamics 365 Sales](#).

TABLE	RULE
Units of Measure	Units of measure are synchronized with unit groups in Dynamics 365 Sales. There can only be one unit of measure defined in the unit group.
Items	When synchronizing items with Dynamics 365 Sales products, Business Central automatically creates a price list in Dynamics 365 Sales. To avoid synchronization errors, you should not modify this price list manually.
Resources	Resources are synchronized with Dynamics 365 Sales products that have product type Service.
Customer Price Groups	Customer price groups are synchronized with Sales price lists.
Sales Prices	Sales prices that have sales type Customer Price Group and have a sales code defined are synchronized with Dynamics 365 Sales price list lines
Opportunities	Opportunities are synchronized with Dynamics 365 Sales opportunities. The Salesperson Code value defines the owner of the coupled table in Dynamics 365 Sales.
Posted Sales Invoices	Posted sales invoices are synchronized with sales invoices. Before an invoice can be synchronized, it is better to synchronize all other tables that can participate in the invoice, from salespersons to price lists. The Salesperson Code value in the invoice header defines the owner of the coupled table in Sales.

TABLE	RULE
Sales Orders	When sales order integration is enabled, sales orders in Business Central that are created from submitted sales orders in Dynamics 365 Sales are synchronized with sales orders in INCLUDE SALES when they are released. Before you synchronize orders, we recommend that you first synchronize all tables that are involved with the order, such as sales persons and price lists. The Salesperson Code field in the order header defines the owner of the coupled table in Dynamics 365 Sales.

Synchronization Jobs for a Sales Integration

The jobs are run in the following order to avoid coupling dependencies between tables. There are additional jobs available from Dataverse. For more information, see [Use Job Queues to Schedule Tasks](#).

1. UNITOFMEASURE - Dynamics 365 Sales synchronization job
2. RESOURCE-PRODUCT - Dynamics 365 Sales synchronization job
3. ITEM-PRODUCT - Dynamics 365 Sales synchronization job
4. CUSTPRCGRP-PRICE - Dynamics 365 Sales synchronization job.
5. SALES-PRICE - Dynamics 365 Sales synchronization job.
6. POSTEDSALESINV-INV - Dynamics 365 Sales synchronization job.

Default Synchronization Job Queue Entries

The following table describes the default synchronization jobs for Sales.

JOB QUEUE ENTRY	DESCRIPTION	DIRECTION	INTEGRATION TABLE MAPPING	DEFAULT SYNCHRONIZATION FREQUENCY (MINS)	DEFAULT INACTIVITY SLEEP TIME (MINS)
UNITOFMEASURE - Dynamics 365 Sales synchronization job	Synchronizes Dynamics 365 Sales unit groups with Business Central units of measure.	From Business Central to Dynamics 365 Sales	UNIT OF MEASURE	30	720 (12 hrs)
RESOURCE-PRODUCT - Dynamics 365 Sales synchronization job	Synchronizes Dynamics 365 Sales products with Business Central resources.	From Business Central to Dynamics 365 Sales	RESOURCE-PRODUCT	30	720 (12 hrs)
ITEM - PRODUCT - Dynamics 365 Sales synchronization job	Synchronizes Dynamics 365 Sales products with Business Central items.	From Business Central to Dynamics 365 Sales	ITEM-PRODUCT	30	1440 (24 hrs)

JOB QUEUE ENTRY	DESCRIPTION	DIRECTION	INTEGRATION TABLE MAPPING	DEFAULT SYNCHRONIZATION FREQUENCY (MINS)	DEFAULT INACTIVITY SLEEP TIME (MINS)
CUSTPRCGRP-PRICE - Dynamics 365 Sales synchronization job	Synchronizes Dynamics 365 Sales sales price lists with Business Central customer price groups.		CUSTOMER PRICE GROUPS-SALES PRICE LISTS	30	1440 (24 hrs)
SALESPRC-PRODUCTPRICE - Dynamics 365 Sales synchronization job	Synchronizes Dynamics 365 Sales product prices with Business Central sales prices.		PRODUCT PRICE-SALES PRICE	30	1440 (24 hrs)
POSTEDSALESINV-INV - Dynamics 365 Sales synchronization job	Synchronizes Dynamics 365 Sales invoices with Business Central posted sales invoices.	From Business Central to Dynamics 365 Sales	INVOICES-POSTED SALES INVOICES	30	1440 (24 hrs)

JOB QUEUE ENTRY	DESCRIPTION	DIRECTION	INTEGRATION TABLE MAPPING	DEFAULT SYNCHRONIZATION FREQUENCY (MINS)	DEFAULT INACTIVITY SLEEP TIME (MINS)
Customer Statistics - Dynamics 365 Sales synchronization	<p>Updates Dynamics 365 Sales accounts with the latest Business Central customer data. In Dynamics 365 Sales, this information appears in Business Central Account Statistics quick view form of accounts that are coupled to Business Central customers.</p> <p>This data can also be updated manually from each customer record. For more information, see Couple and Synchronize Records Manually.</p> <p>Note: This job queue entry is relevant only if the Business Central integration solution is installed in Dynamics 365 Sales.</p>	Not applicable	Not applicable	30	Not applicable

Connecting Business Central On-Premises Versions Earlier Than Version 16

The Microsoft Power Platform team has [announced](#) that it is deprecating the Office365 authentication type. If you are using Business Central on-premises that is earlier than version 16, you must use the OAuth authentication type to connect to Dynamics 365 Sales online. The steps in this section describe how to make the connection.

Requirements

You must have a Microsoft Azure subscription. A trial account will work for application registration.

To connect a version of Business Central earlier than version 16

1. Import the Microsoft Dynamics 365 Business Central Integration Solution into your Dynamics 365 Sales environment. The integration solution is available in the CrmCustomization folder on your Business

Central installation DVD. There are multiple versions of the solution, such as DynamicsNAVIntegrationSolution_v8 or DynamicsNAVIntegrationSolution_v9 or DynamicsNAVIntegrationSolution_v91. The solution you should import depends on the version of Dynamics 365 Sales you're connecting to. Dynamics 365 Sales online requires the DynamicsNAVIntegrationSolution_v91 integration solution.

2. Create a non-interactive integration user in your Dynamics 365 Sales environment, and assign the user the following security roles. For more information, see [Create a non-interactive user account](#).

- Dynamics 365 Business Central Integration Administrator
- Dynamics 365 Business Central Integration User

IMPORTANT
This user must not have the System Administrator security role. Also, you cannot use the system administrator account as the integration user.

3. In Azure portal, create an app registration for Business Central. For the steps, see [Register an application in Azure Active Directory](#). The settings that are specific to connecting to Dynamics 365 Sales are the delegated permissions. The following table lists and describes the permissions.

API / PERMISSION NAME	TYPE	DESCRIPTION
Financials.ReadWrite.All	Delegated	Required for Business Central.
user_impersonation	Delegated	Required for Dynamics 365 Sales.

4. In Business Central, search for **Microsoft Dynamics 365 Connection Setup**, and then choose the related link.
5. On the **Microsoft Dynamics 365 Connection Setup** page, in the **Authentication Type** field, choose the option for OAuth.
6. Choose the CRM SDK version that matches solution version you imported in step 1.
7. In the **Server Address** field, enter the URL of your Dynamics 365 Sales environment, and then enter the user name and password for the integration user.
8. In the **Connection String** field, specify the ID of the app registration. This field has two tokens in which the ID of your application should be specified.

TOKEN	DESCRIPTION
AppId	Set to the application ID.
RedirectUri	Set to the application ID, but add the app:// prefix.

Example The following example shows a connection string.

```
AuthType=OAuth;Username=jsmith@contoso.onmicrosoft.com;Password=****;Url=https://contosotest.crm.dynamics.com;AppId=<your AppId>;RedirectUri=app://<your AppId>;TokenCacheStorePath=;LoginPrompt=Auto
```

9. Enable the connection.

NOTE

If you want to configure a connection to a Dynamics 365 Sales instance with a specific authentication type, fill in the fields on the **Authentication Type Details** FastTab. For more information, see [Use connection strings in XRM tooling to connect to Dynamics 365](#). This step is not required when connecting an online version of Business Central.

See Also

[Setting Up User Accounts for Integrating with Dynamics 365 Sales](#)

[Set Up a Connection to Dynamics 365 Sales](#)

[Synchronizing Business Central and Dynamics 365 Sales](#)

[Preparing Dynamics 365 Sales for Integration on-premises](#)

NOTE

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Integrating with Microsoft Dataverse

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NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

Business apps often use data from more than one source. Dataverse combines data into a single set of logic that makes it easier to connect other Dynamics 365 applications, such as Dynamics 365 Sales or your own application built on top of Dataverse, to Business Central. For more information about Dataverse, see [What is Dataverse?](#)

The following steps provide an overview of the steps to integrate Dataverse with Business Central.

NOTE

These tasks require the **System Administrator** security role in Dataverse and Business Central.

1. Assign licenses for Dataverse to the Business Central users who will use the integrated apps.
2. Set up a connection to Dataverse. For more information, see [Connect to Dataverse](#).
3. Synchronize data between the apps. For more information, see [Synchronizing Business Central and Dataverse](#).

Getting Started with Dataverse

To get started with Dataverse you will need a Microsoft Power Apps account. If you do not already have a Power Apps account, you can get one for free by visiting powerapps.com and choosing the **Get started free** link. To learn more about how to get started with Dataverse, see the [Get started with Dataverse](#) module from Microsoft Learn.

Bi-Directional or Uni-directional Data Synchronization

Depending on your business needs, you can set up the integration to synchronize data either to or from one Dynamics 365 business app to another, or in both directions in near-real time through Dataverse. For example, if you integrate Business Central with Dynamics 365 Sales through Dataverse, a salesperson can create a sales order in Dynamics 365 Sales and the order will be synchronized to Business Central. Conversely, from Dynamics 365 Sales, the salesperson can view information from Business Central about the availability of the item on the order.

Standard and Custom Entities

Dataverse securely stores data in a set of tables, which are sets of records similar to how a table stores data within a database. Dataverse includes a base set of standard tables that cover typical scenarios, but you can also create custom tables specific to your organization. In Business Central, you can view standard and custom tables

being synchronized on the Integration Table Mappings page.

About the Business Central Base Integration Solution

The Base Integration Solution is a key component of the integration. The solution adds the required roles and access levels to the user accounts for the integration, and it creates tables needed to map Business Central company to business unit in Dataverse.

By default, the **Set up Dataverse connection** assisted setup guide will import the solution. To do that, the setup guide uses an administrator user account that you specify. This account must be a valid user in Dataverse with the following security role:

- System Administrator

For more information, see [Setting Up User Accounts for Integrating with Dataverse](#) and [Create users in Microsoft Dynamics 365 \(online\) and assign security roles](#).

The administrator account is used only one time during the setup for the configuration changes that the Base Integration Solution makes in Dataverse. After the solution is imported the account is no longer needed. Integration will continue to use the user account that is automatically created specifically for the integration.

In addition to customizing Dataverse, the solution also creates the following roles in Dataverse for the integration:

- **Integration Administrator** - Allows users to manage the connection between Business Central and Dataverse. Typically, this is assigned only to the automatically created user account for synchronization.
- **Integration User** - Allows users to access synchronized data. Typically, this is assigned to the automatically created user account for synchronization and other users who need to view or access the synchronized data.

For details about each role, such as the permissions and access levels, see [Setting Up User Accounts for Integrating with Dataverse](#).

During connection setup, integration table mappings that are needed to synchronize data, are created. Entities in Dataverse are mapped to tables and table fields in Business Central through integration tables. For more information, see [Standard Entity Mapping for Synchronization](#).

See Also

[Data Ownership Models](#)

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Data Ownership Models

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NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

Dataverse requires that you specify an owner for the data you store. For more information, see [Entity ownership](#) in the Power Apps documentation. When you set up integration between Dataverse and Business Central you must choose one of two ownership models for records that are synchronized:

- Team
- Person (user)

Actions that can be performed on these records can be controlled on a user level. For more information, see [User and team tables](#). We recommend the Team ownership model because it makes it easier to manage ownership for multiple people.

Team Ownership

In Business Central, a company is a legal and business table that offers ways to secure and visualize business data. Users always work in the context of a company. The closest that Dataverse comes to this concept is the business unit table, which does not have legal or business implications.

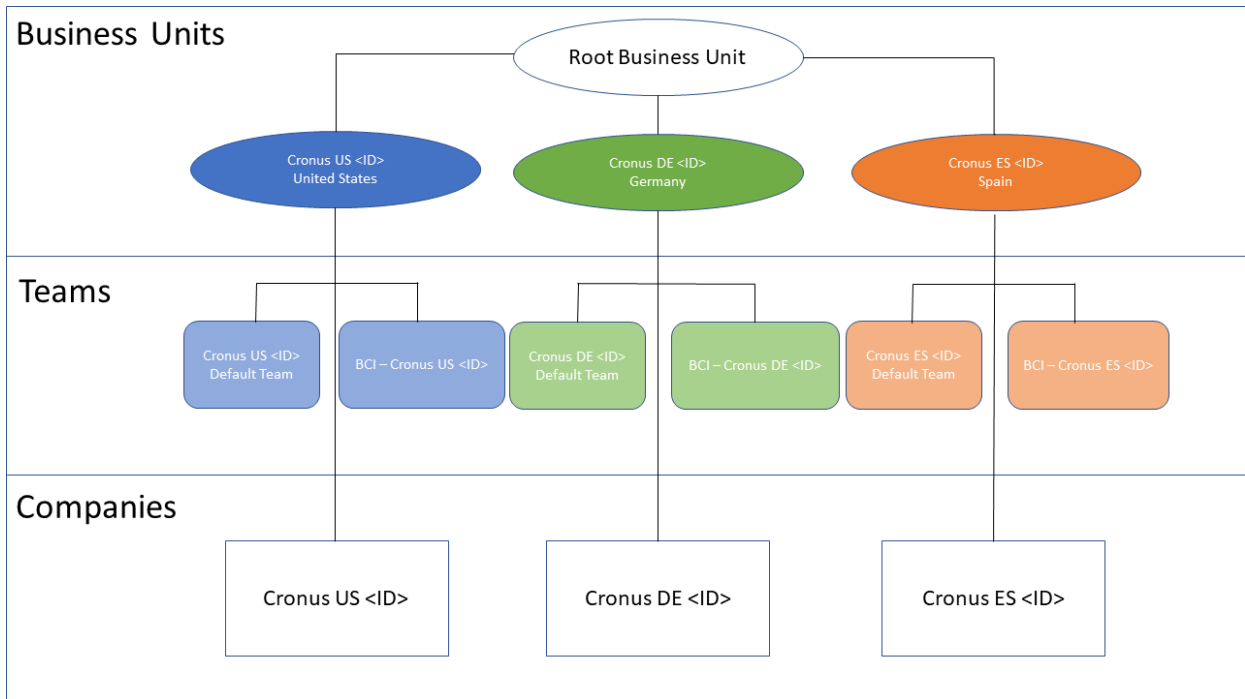
Because business units lack legal and business implications, you cannot force a one-to-one (1:1) mapping to synchronize data between a company and a business unit, either one-way or bi-directional. To make synchronization possible, when you enable synchronization for a company in Business Central, the following happens in Dataverse:

- We create a company table that is equivalent to the company table in Business Central. The name of the company is suffixed with "BC Company ID." For example, Cronus International Ltd. (93555b1a-af3e-ea11-bb35-000d3a492db1).
- We create a default business unit that has the same name as the company. For example, Cronus International Ltd. (93555b1a-af3e-ea11-bb35-000d3a492db1).
- We create separate owner team with the same name as the company and associate it with the business unit. The name of the team is prefixed with "BCI -." For example, BCI - Cronus International Ltd. (93555b1a-af3e-ea11-bb35-000d3a492db1).
- Records that are created and synchronized to Dataverse are assigned to the "BCI Owner" team that is linked to the business unit.

NOTE

If you rename a company in Business Central, the names of the company, business, and team that we create automatically in Dataverse are not updated. Because only the company ID is used for integration, this does not affect synchronization. If you want the names to match you must update the company, business unit, and team in Dataverse.

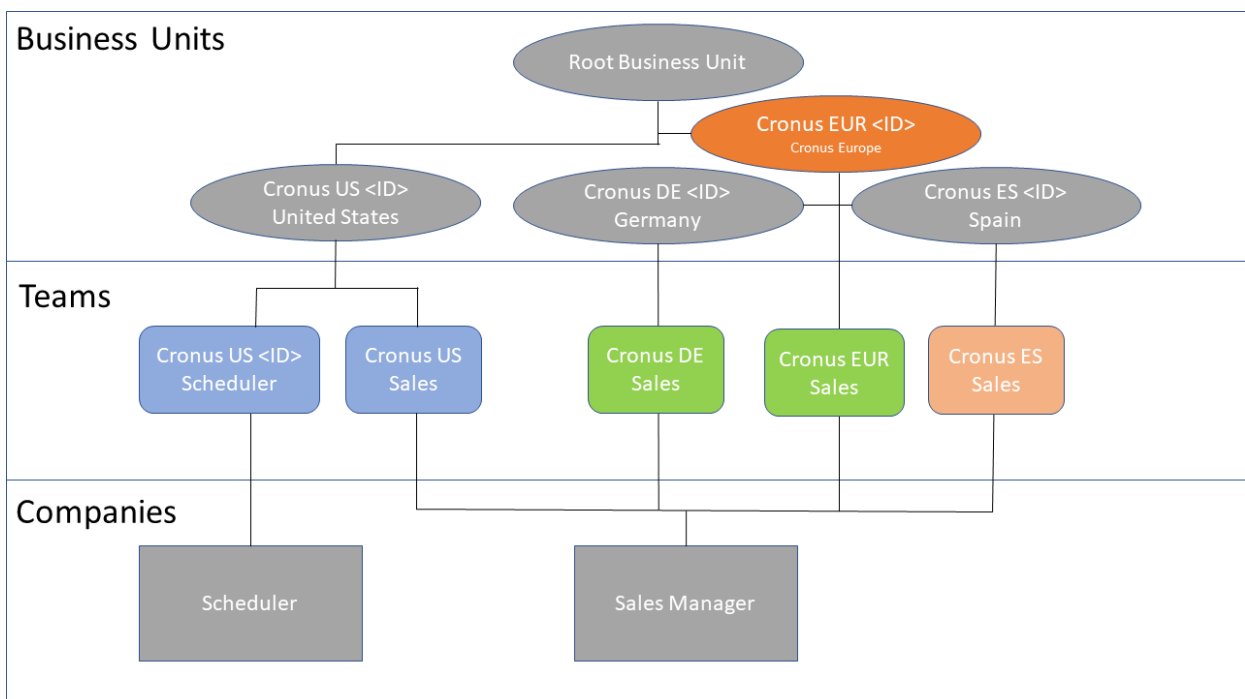
The following image shows an example of this data setup in Dataverse.



In this configuration, records that are related to the Cronus US company will be owned by a team that is linked to the Cronus US business unit in Dataverse. Users who can access that business unit through a security role that is set to business unit–level visibility in Dataverse can now see those records. The following example shows how to use teams to provide access to those records.

- The Sales Manager role is assigned to members of the Cronus US Sales team.
- Users who have the Sales Manager role can access account records for members of the same business unit.
- The Cronus US Sales team is linked to the Cronus US business unit that was mentioned earlier. Members of the Cronus US Sales team can see any account that is owned by the Cronus US user, which would have come from the Cronus US company table in Business Central.

However, the 1:1 mapping between business unit, company, and team is just a starting point, as shown in the following image.



In this example, a new EUR (Europe) root business unit is created in Dataverse as the parent for both Cronus DE

(Gernamy) and Cronus ES (Spain). The EUR business unit is not related to synchronization. However, it can give members of the EUR Sales team access to account data in both Cronus DE and Cronus ES by setting the data visibility to **Parent/Child BU** on the associated security role in Dataverse.

Synchronization determines which team should own records. This is controlled by the **Default owning team** field on the BCI - row. When a BCI - record is enabled for synchronization we automatically create the associated business unit and owner team (if it doesn't already exist), and set the **Default owning team** field. When synchronization is enabled for an table, administrators can change the owning team, but a team must always be assigned.

NOTE

Records become read-only after a company is added and saved, so be sure to choose the correct company.

Choosing a different business unit

You can change the business unit selection if you are using the Teams ownership model. If you use the Person ownership model, the default business unit is always selected.

If you choose another business unit, for example, one that you created earlier in Dataverse, it will keep its original name. That is, it will not be suffixed with the company ID. We will create a team that does use the naming convention.

When changing a business unit, you can choose only the business units that are one level below the root business unit.

Person Ownership

If you choose the Person ownership model you must specify each salesperson who will own new records. The business unit and team are created as described in the [Team Ownership](#) section.

The default business unit is used when the Person ownership model is chosen, and you cannot choose another business unit. The team that is associated with the default business unit will own records for common tables, such as the Product table, that are not related to specific salespersons.

When you couple salespersons in Business Central to users in Dataverse, Business Central will add the user to the default team in Dataverse. You can verify that users are added by looking at the **Default Team Member** column on the **Users - Common Data Service** page. If the user is not added, you can add them manually by using the **Add Coupled Users to Team** action. For more information, see [Synchronizing Data in Business Central with Dataverse](#).

See Also

[About Dataverse](#)

NOTE

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Setting Up User Accounts for Integrating with Microsoft Dataverse

2/18/2021 • 2 minutes to read • [Edit Online](#)

NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

This article provides an overview of how to set up the user accounts that are required to integrate Dataverse with Business Central.

Setting Up the Administrator User Account

You must add your administrator user account for Business Central as a user in Dataverse. When you set up the connection between Business Central and Dataverse we will use this account one time to install and configure some required components.

Permissions and Security Roles for User Accounts in Dataverse

When you install the CDS Base Integration Solution, permissions for the integration user account are configured. If those permissions are changed manually you can reset them. You can do that by reinstalling the CDS Base Integration Solution by choosing **Redeploy Integration Solution** on the **Common Data Service Connection Setup** page. The Business Central CDS Integration security role is deployed.

See Also

[Integrating with Microsoft Dataverse](#)

[Integrating with Dynamics 365 Sales](#)

NOTE

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Connect to Microsoft Dataverse

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NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

This topic describes how to set up a connection between Business Central and Dataverse. Typically, businesses create the connection to integrate and synchronize data with another Dynamics 365 business app, such as Dynamics 365 Sales.

Before You Start

There are a few pieces of information to have ready before you create the connection:

- The URL for the Dataverse environment that you want to connect to. If you use the **Common Data Service Connection Setup** assisted setup guide to create the connection we will discover your environments, but you can also enter the URL of another environment in your tenant.
- The user name and password of an account that has administrator permissions in Business Central and Dataverse.
- If you have an on-premises Business Central 2020 release wave 1, version 16.5, read the [Some Known Issues](#) article. You'll have to complete the described workaround before you can create your connection to Dataverse.

NOTE

These steps describe the procedure for Business Central online. If you are using Business Central on-premises and are not using Azure Active Directory account to connect to Dataverse, you must also specify a user name and password of a user account for the integration. This account is referred to as the "integration user" account. If you are using an Azure Active Directory account the integration user account is not required or displayed. The integration user will be set up automatically and does not require a license.

Set Up a Connection to Dataverse

For all authentication types other than Microsoft 365 authentication, you set up your connection to Dataverse on the **Common Data Service Connection Setup** page. For Microsoft 365 authentication, we recommend that you use the **Common Data Service Connection Setup** assisted setup guide. The guide makes it easier to set up the connection and specify advanced features, such as the ownership model and initial synchronization.

IMPORTANT

During the setup of the connection to Dataverse, the administrator will be asked to give following permissions to a registered Azure application named Business Central Integration to Dataverse:

- **Access Dataverse as you** permission is needed so Business Central can, on behalf of administrator, automatically create non-licensed non-interactive Business Central Integration application user, assign security roles to this user and to deploy Business Central Base CDS Integration Solution to Dataverse. This permission is used only once during set up of connection to Dataverse.
- **Have full access to Dynamics 365 Business Central** permission is needed so automatically created Business Central Integration application user can access Business Central data that will be synchronized.
- **Sign in and read your profile** permission is needed to verify user logging in actually has System Administrator security role assigned in Dataverse.

By giving consent on behalf of organization, the administrator is entitling the registered Azure application called Business Central Integration to Dataverse to synchronize data using automatically created Business Central Integration application user's credentials.


To use the Common Data Service Connection Setup assisted setup guide

The Common Data Service Connection Setup guide can make it easier to connect the applications, and can even help you run an initial synchronization. If you choose to run initial synchronization, Business Central will review the data in both applications and provide recommendations for how to approach initial synchronization. The following table describes the recommendations.

RECOMMENDATION	DESCRIPTION
Full synchronization	Data exists only in Business Central, or only in Dataverse. The recommendation is to synchronize all data from the service that has it to the other service.
No synchronization	Data exists in both applications, and running full synchronization would duplicate the data. The recommendation is to couple records.
Dependency not satisfied	Data exists in both applications, but the row or table cannot be synchronized because it depends on a row or table that has the No synchronization recommendation. For example, if customers cannot be synchronized, then data for contacts that depends on the customer data cannot be synchronized either.

IMPORTANT

Typically, you only use full synchronization when you're integrating the applications for the first time, and only one application contains data. Full synchronization can be useful in a demonstration environment because it automatically creates and couples records in each application, which makes it faster to start working with synchronized data. However, you should only run full synchronization if you want one row in Business Central for each row in Dataverse for the table mappings. Otherwise, the result can be duplicate records.


1. Choose the  icon, enter **Assisted Setup**, and then choose the related link.
2. Choose **Set up Dataverse connection** to start the assisted setup guide.
3. Fill in the fields as necessary.

NOTE

If you are not prompted to sign in with your administrator account, it is probably because pop-ups are blocked. To sign in, allow pop-ups from `https://login.microsoftonline.com`.

To create or maintain the connection manually

The following procedure describes how to set up the connection manually on the **Common Data Service Connection Setup** page. This is also the page where you manage settings for the integration.

1. Choose the  icon, enter **Common Data Service Connection Setup**, and then choose the related link.
2. Enter the following information for the connection from Business Central to Dataverse.

FIELD	DESCRIPTION
Environment URL	If you own environments in Dataverse, we will find those for you when you run the setup guide. If you want to connect to a different environment in another tenant, you can enter the administrator credentials for the environment and we will discover those.
Enabled	Start using the integration. If you do not enable the connection now, the connection settings will be saved but users will not be able to access Dataverse data from Business Central. You can return to this page and enable the connection later.

3. In the **Ownership Model** field, choose whether you want a team table in Dataverse to own new records, or one or more specific users. If you choose **Person**, you must specify each user. If you choose **Team**, the default business unit will display in the **Coupled Business Unit** field.

|

4. To test the connection settings, choose **Connection**, and then **Test Connection**.

NOTE

If data encryption is not enabled in Business Central, you will be asked whether you want to enable it. To enable data encryption, choose **Yes** and provide the required information. Otherwise, choose **No**. You can enable data encryption later. For more information, see [Encrypting Data in Dynamics 365 Business Central](#) in the developer and administration help.

5. If Dataverse synchronization is not already set up, you will be asked whether you want to use the default synchronization setup. Depending on whether you want to keep records aligned in Dataverse and Business Central, choose **Yes** or **No**.

Connecting On-Premises Versions

To connect Business Central on-premises to Dataverse, you must specify some information on the **Common Data Service Connection Setup** page.

If you want to connect using an Azure Active Directory (Azure AD) account, you must register an application in Azure AD, and provide the application ID, key vault secret, and the redirect URL to use. The redirect URL is pre-populated and should work for most installations. You must set up your installation to use HTTPS. For more information, see [Configuring SSL to Secure the Business Central Web Client Connection](#). If you are setting up your server to have a different home page, you can always change the URL. The client secret will be saved as an

encrypted string in your database.

To register an application in Azure AD for connecting from Business Central to Dataverse

The following steps assume that you use Azure AD to manage identities and access. For more information about registering an application in Azure AD, see [Quickstart: Register an application with the Microsoft identity platform](#). If you do not use Azure AD, see [Using Another Identity and Access Management Service](#).

1. In the Azure Portal, under **Manage** on the Navigation Pane, choose **Authentication**.
2. Under **Redirect URLs**, add the redirect URL that is suggested on the **Common Data Service Connection Setup** page in Business Central.
3. Under **Manage**, choose **API permissions**.
4. Under **Configured permissions**, choose **Add a permission**, and then add delegated permissions on the **Microsoft APIs** tab as follows:
 - For Business Central, add the **Financials.ReadWrite.All** permissions.
 - For Dynamics CRM, add the **user_impersonation** permissions.

NOTE

The name of the Dynamics CRM API might change.

5. Under **Manage**, choose **Certificates & Secrets**, and then create a new secret for your app. You will use the secret either in Business Central, in the **Client Secret** field on the **Common Data Service Connection Setup** page, or store in a secure storage and provide it in an event subscriber as described earlier in this topic.
6. Choose **Overview**, and then find the **Application (client) ID** value. This is the Client ID of your application. You must enter it either on the **Common Data Service Connection Setup** page in the **Client ID** field, or store it in a secure storage and provide it in an event subscriber.
7. In Business Central, on the **Common Data Service Connection Setup** page, in the **Environment URL** field, enter the URL for your Dataverse environment.
8. To enable the connection to Dataverse, turn on the **Enabled** toggle.
9. Sign in with your administrator account for Azure Active Directory (this account must have a valid license for Dataverse and be an administrator in your Dataverse environment). After you sign in you will be prompted to allow your registered application to sign in to Dataverse on behalf of the organization. You must give consent to complete the setup.


NOTE

If you are not prompted to sign in with your administrator account, it is probably because pop ups are blocked. To sign in, allow pop-ups from `https://login.microsoftonline.com`.

Using Another Identity and Access Management Service

If you are not using Azure Active Directory to manage identities and access, you will need some help from a developer. If you prefer to store the app ID and secret in a different location, you can leave the Client ID and Client Secret fields blank and write an extension to fetch the ID and secret from the location. You can provide the secret at runtime by subscribing to the `OnGetCDSConnectionClientId` and `OnGetCDSConnectionClientSecret` events in codeunit 7201 "CDS Integration Impl."

To disconnect from Dataverse

1. Choose the  icon, enter **Common Data Service Connection Setup**, and then choose the related link.
2. On the **Common Data Service Connection Setup** page, turn off the **Enabled** toggle.

See Also

[View the Status of a Synchronization](#)

NOTE

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Synchronizing Data in Business Central with Microsoft Dataverse

2/18/2021 • 3 minutes to read • [Edit Online](#)

NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

When you integrate Dataverse with Business Central, you can decide whether to synchronize data in selected fields of Business Central (such as customers, contacts, and sales people) with equivalent rows in Dataverse (such as accounts, contacts, and users). Depending on the type of row, you can synchronize data from Dataverse to Business Central, or vice versa. For more information, see [Integrating with Dynamics 365 Sales](#).

Synchronization uses the following elements:

- Integration table mappings
- Integration field mappings
- Synchronization rules
- Coupled records

When synchronization is set up you can couple Business Central records to Dataverse rows to synchronize their data. You can start a synchronization manually, or based on a schedule. The following table provides an overview of the ways you can synchronize.

TYPE	METHOD	SEE
Manual synchronization	<p>Synchronize on a row-by-row basis.</p> <p>You can synchronize individual records in Business Central, such as a customer, with a corresponding Dataverse row, such as an account. This is typically how users will work with Dataverse data in Business Central.</p>	Couple and Synchronize Records Manually
	<p>Synchronize on a table mapping basis.</p> <p>You can synchronize all records in a Business Central table with an table Dataverse table.</p>	Synchronize Individual Table Mappings

TYPE	METHOD	SEE
	<p>Synchronize all modified records for all table mappings.</p> <p>You can synchronize all of the records that have been modified in Business Central tables since the last synchronization.</p>	Synchronizing All Modified Records
	<p>Full synchronization of all data for all table mappings.</p> <p>You can synchronize all of the data in Business Central and Dataverse tables that are mapped, and create new records or rows in the destination solution for uncoupled records in the source solution.</p> <p>Full synchronization synchronizes all data and ignores coupling. Typically, you do a full synchronization when you set up the integration and only one of solutions contains data. A full synchronization can also be useful in a demonstration environment.</p>	Run a Full Synchronization
Scheduled synchronization	<p>Synchronize all changes to data for all table mappings.</p> <p>You can synchronize Business Central with Dataverse on scheduled intervals by setting up jobs in the job queue.</p>	Schedule a Synchronization

Standard Table Mapping for Synchronization

Tables in Dataverse, such as accounts, are integrated with equivalent types of tables in Business Central, such as customers. To work with Dataverse data you set up links, called couplings, between tables in Business Central and Dataverse.

The following table lists the standard mapping between tables in Business Central and Dataverse.

TIP

You can reset configuration changes made to integration table and field mappings to their default settings by selecting the mappings, and then choosing **Use Default Synchronization Setup**.

BUSINESS CENTRAL	DATAVERSE	SYNCHRONIZATION DIRECTION	DEFAULT FILTER
Salesperson/Purchaser	User	Dataverse -> Business Central	Dataverse contact filter: Status is No, User Licensed is Yes, Integration user mode is No

BUSINESS CENTRAL	DATVERSE	SYNCHRONIZATION DIRECTION	DEFAULT FILTER
Customer	Account	Business Central -> Dataverse and Dataverse -> Business Central	Dataverse account filter: Relationship Type is Customer and Status is Active . Business Central filter: Blocked is blank (Customer is not blocked).
Vendor	Account	Business Central -> Dataverse and Dataverse -> Business Central	Dataverse account filter: Relationship Type is Vendor and Status is Active . Business Central filter: Blocked is blank (Vendor is not blocked).
Contact	Contact	Business Central -> Dataverse and Dataverse -> Business Central	Business Central contact filter: Type is Person and the contact is assigned to a company. Dataverse contact filter: The contact is assigned to a company and the parent customer type is Account
Currency	Transaction Currency	Business Central -> Dataverse	

Tip for Admins: Viewing Table Mappings

You can view the mapping between the tables in Dataverse and Business Central on the **Integration Table Mappings** page, where you can also apply filters. You define the mapping between the fields in Business Central tables and the columns in Dataverse tables on the **Integration Field Mapping** page, where you can add additional mapping logic. For example, this can be useful if you need to troubleshoot synchronization.

See Also

[Couple and Synchronize Records Manually](#)

[Schedule a Synchronization](#)

[Integrating with Dynamics 365 Sales](#)

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Mapping the Tables and Fields to Synchronize

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NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

The basis of synchronizing data is mapping the tables and fields in Business Central with tables and columns in Dataverse, so they can exchange the data. Mapping happens through integration tables.

Mapping Integration Tables

An integration table is a table in the Business Central database that represents an table, such as an account, in Dataverse. Integration tables include fields that correspond to columns in the Dataverse table. For example, the Account integration table connects to the Accounts table in Dataverse. There must be a integration table mapping for each table in CDS that you want to synchronize with data in Business Central.

When you create the connection between the apps, Business Central sets up some default mappings. You can change the table mappings if you want. For more information, see [Standard Table Mapping for Synchronization](#). If you have changed the default mappings and want to revert your changes, on the **Integration Table Mappings** page, choose **Use Default Synchronization Setup**.

NOTE

If you are using an on-premises version of Business Central, the integration table mappings are stored in table 5335 Integration Table Mappings, where you can view and edit the mappings. Complex mappings and synchronization rules are defined in codeunit 5341.

Synchronization Rules

An integration table mapping also includes rules that control how integration synchronization jobs synchronize records in a Business Central table and an table in Dataverse.

Strategies for Auto-Resolving Conflicts

Data conflicts can easily occur when business applications exchange data on an ongoing basis. For example, someone might delete or change a row in one of the applications, or both. To reduce the number of conflicts that you will have to manually resolve, you can specify resolution strategies and Business Central will automatically resolve conflicts according to the rules in the strategies.

Integration table mappings include rules that control how synchronization jobs synchronize records. On the **Integration Table Mapping** page, in the **Resolve Deletion Conflicts** and **Resolve Update Conflicts** columns, you can specify how Business Central will resolve conflicts that occur because records were deleted in tables in one or the other business application, or updated in both.

In the **Resolve Deletion Conflicts** column, you can choose to have Business Central automatically restore deleted records, remove the coupling between the records, or do nothing. If you do nothing, you must manually resolve conflicts.

In the **Resolve Update Conflicts** column, you can choose to have Business Central automatically send a data update to the integration table when sending data to Dataverse, or to get a data update from the integration table when getting data from Dataverse, or do nothing. If you do nothing, you must manually resolve conflicts.

After you specify the strategy, on the **Coupled Data Synchronization Errors** page, you can choose the **Retry All** action to automatically resolve conflicts.

Mapping Integration Fields

Mapping tables is only the first step. You must also map the fields on the tables. Integration field mappings link fields in Business Central tables with corresponding columns in Dataverse, and determine whether to synchronize data in each table. The standard table mapping that Business Central provides includes field mappings, but you can change those if you want. For more information, see [Viewing Table Mappings](#).

NOTE

If you are using an on-premises version of Business Central, Integration field mappings are defined in table 5336 Integration Field Mapping.

Handling Differences in Field Values

Sometimes the values in the fields that you want to map are different. For example, in Dynamics 365 Sales the language code for the United States is "U.S.," but in Business Central it's "US." That means you must transform the value when you synchronize data. This happens through transformation rules that you define for the fields. You define transformation rules on the **Integration Table Mappings** page by choosing **Mapping**, and then **Fields**. Predefined rules are provided, but you can also create your own. For more information, see [Transformation Rules](#).

Handling Missing Option Values in Mapping

Dataverse contains option set columns that provide values that you can map to Business Central fields of the type **Option** for automatic synchronization. During synchronization, non-mapped options are ignored and the missing options are appended to the related Business Central table and added to the **CDS Option Mapping** system table to be handled manually later. For example, by adding the missing options in either product and then updating the mapping. For more information, see [Handling Missing Option Values](#).

Coupling Records

Coupling links rows in Dataverse to records in Business Central. For example, accounts in Dataverse are typically coupled with customers in Business Central. Coupling records offers the following benefits:

- It makes synchronization possible.
- Users can open records or rows in one business app from the other. This requires that the apps are already integrated.

Couplings can be set up automatically by using the synchronization jobs, or manually by editing the record in Business Central. For more information, see [Synchronizing Data in Business Central and Dataverse](#) and [Couple and Synchronize Records Manually](#).

Filtering Records and Rows

If you do not want to synchronize all rows for a specific table in Dataverse or table in Business Central, you can set up filters to limit the data that is synchronized. You set up filters on the **Integration Table Mappings** page.

To filter records or rows for synchronization

1. Choose the  icon, enter **Integration Table Mappings**, and then choose the related link.


2. To filter the Business Central records, set the **Table Filter** field.
3. To filter the Dataverse rows, set the **Integration Table Filter** field.

Creating New Records

By default, only records in Business Central and rows in Dataverse that are coupled will be synchronized by the integration synchronization jobs. You can set up table mappings so that new records or rows will be created in the destination (for example, Business Central) for each row in the source (for example, Dataverse) that is not already coupled.

For example, the SALESPEOPLE - Dynamics 365 Sales synchronization job uses the table mapping SALESPEOPLE. The synchronization job copies data from users in Dataverse to salespersons in Business Central. If you set up the table mapping to create new records, for every user in Dataverse that is not already coupled to a salesperson in Business Central, a new salesperson row is created in Business Central.

To create new records during synchronization

1. Choose the  icon, enter **Integration Table Mappings**, and then choose the related link.
2. In the table mapping entry in the list, clear the **Synch. Only Coupled Records** field.

Using Configuration Templates on Table Mappings

You can assign configuration templates to table mappings to use for new records or rows that are created in Business Central or Dataverse. For each table mapping, you can specify a configuration template to use for new Business Central records and another template to use new Dataverse rows.


If you install the default synchronization setup, most of the time, two configuration templates will be automatically created and used on the table mapping for Business Central customers and Dynamics 365 Sales accounts: **CDSCUST** and **CDSACCOUNT**.

- **CDSCUST** is used to create and synchronize new customers in Business Central based on an account in Dynamics 365 Sales.

This template is created by copying an existing configuration template for customers in the application. The **CDSCUST** is created only if there is an existing configuration template and the **Currency Code** field in the template is blank. If a field in the configuration template contains a value, the value will be used instead of the value in the mapped column for the Dataverse account. For example, if the **Country/Region** column in an account in Dataverse contains *U.S.* and the **Country/Region** field in the configuration template is *GB*, then *GB* is used as the **Country/Region** for the customer in Business Central.

- **CDSACCOUNT** creates and synchronizes new accounts in Dataverse based on an account in Business Central.

To specify configuration templates on a table mapping

1. Choose the  icon, enter **Integration Table Mappings**, and then choose the related link.
2. In the table mapping entry in the list, in the **Table Config Template Code** field, choose to the configuration template to use for new records in Business Central.
3. Set the **Int. Tbl. Config Template Code** field to the configuration template to use for new records in Dataverse.

See Also

[About Integrating Dynamics 365 Business Central with Dataverse](#)
[Synchronizing Business Central and Dataverse](#)

Schedule a Synchronization

NOTE

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Manually Synchronize Table Mappings

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NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

An integration table mapping associates a Business Central table, such as customer, with a Dataverse table, such as account. Synchronizing an integration table mapping enables you to synchronize data in all records of the Business Central table and Dataverse table that are coupled. Additionally, depending on the configuration of the table mapping, synchronization can create and couple new records in the destination solution for uncoupled records in the source.

Manually synchronizing integration table mappings can be useful during the initial set up of an integration, and when diagnosing synchronization errors.

This article describes three methods for manually synchronizing integration table mappings. Each method provides a different level of synchronization.

Run a Full Synchronization

A full synchronization runs all the default integration synchronization jobs for synchronizing Business Central records and Dataverse tables, as defined on the **Integration Table Mappings** page.

A full synchronization performs the following operations For Business Central or Dataverse records that are:

- Not coupled, a new matching row will be created and coupled in the opposing solution. Whether and where a row gets created depends on the synchronization direction. For example, when synchronizing data from Business Central customers to Dataverse accounts, if there is a customer that is not coupled to an account, then a new account will be automatically added in Dataverse and coupled to the customer in Business Central. The opposite holds true when the synchronization direction is from Dataverse to Business Central. For each account that is not already coupled to a customer, a new matching customer will be created in Business Central and coupled to the account in Dataverse.

NOTE


To achieve this, the full synchronization operation temporarily clears the **Synch. Only Coupled Records** option on the integration table mapping that is used by the synchronization job. At the end of the full synchronization process, you will be prompted whether you want to keep this option cleared for all jobs.

- Coupled, the synchronization direction (for example, from Business Central to Dataverse or from Dataverse to Business Central) is predetermined by the integration table mappings. For more information, see [Standard Table Mapping for Synchronization](#).

IMPORTANT

You typically only use the full synchronization when you initially set up integration between Business Central and Dataverse and only one of solutions contains data, which you want to copy to the other solution. A full synchronization can be useful in a demonstration environment. Because the full synchronization automatically creates and couples records between the solutions, it makes it faster to start working with synchronizing data between records. On the other hand, you should only run a full synchronization if you want a row in Business Central for each row in Dataverse for the given table mappings. Otherwise, you can have unwanted or duplicate records in either Business Central or Dataverse.

To run a full synchronization

1. Choose the  icon, enter **Dataverse Connection Setup**, and then choose the related link.

NOTE

If you want to run a full synchronization for tables through Dynamics 365 Sales, use the **Microsoft Dynamics 365 Sales Connection Setup** page instead.

2. Choose the **Run Full Synchronization** action, and then choose the **Yes** button.
3. When the full synchronization is completed, you can specify whether to allow scheduled synchronization jobs to create new records.

If you want all synchronization jobs to create new records in the destination for uncoupled records in the source, choose **Yes**. This sets the **Synch. Only Coupled Records** field on the table mappings that are used by the synchronization jobs.

If you want synchronization jobs to run as they did before the full synchronization with regard to creating new records, choose **No**. This sets the **Synch. Only Coupled Records** field to the setting it had before the full synchronization.

You can view the results of the full synchronization on the **Integration Synchronization Jobs** page. For more information, see [View the Status of a Synchronization](#).

Synchronizing All Modified Records

You can use the **Common Data Service Connection Setup** page to synchronize changes to data in all integration table mappings. This is similar to a full synchronization. It will synchronize data in all coupled records in the Business Central and Dataverse tables that are defined in the table mappings. By default, only data that has been modified since the last synchronization will be synchronized. Synchronization jobs synchronize table mappings in the following order to avoid coupling dependencies between the tables:


1. CURRENCY
2. SALESPEOPLE
3. VENDOR
4. CUSTOMER
5. CONTACTS

You can view the results of the synchronization on the **Integration Synchronization Jobs** page. For more information, see [View the Status of a Synchronization](#).

TIP

By modifying the integration table mapping in advance, you can create filters to control the data to synchronize, or configure mappings to create new data in the destination solution for uncoupled records or rows in the source. For more information, see [Modify Table Mappings for Synchronization](#).


To synchronize data for all tables

1. Choose the  icon, enter **Microsoft Dynamics 365 Sales Connection Setup**, and then choose the related link.
2. Choose the **Synchronize Modified Records** action, and then choose **Yes**.

Synchronize Individual Table Mappings

You can use the **Integration Table Mappings** page to run a synchronization job for table mappings. This will synchronize data for all coupled records and rows in the Business Central and Dataverse tables that are defined by the table mapping. By default, only data that has been modified since the last synchronization will be synchronized.

To synchronize records of an integration table mapping

1. Choose the  icon, enter **Integration Table Mappings**, and then choose the related link.
2. Choose the **Synchronize Modified Records** action, and then choose **Yes**.

See Also

[Synchronizing Business Central and Dynamics 365 Sales](#)
[Setting Up User Accounts for Integrating with Dynamics 365 Sales](#)

NOTE

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Scheduling a Synchronization between Business Central and Dataverse

2/18/2021 • 5 minutes to read • [Edit Online](#)

NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

You can synchronize Business Central with Dataverse on scheduled intervals by setting up jobs in the job queue. The synchronization jobs synchronize data in Business Central records and Dataverse records that have been previously coupled together. Or for records that are not already coupled, depending on the synchronization direction and rules, the synchronization jobs can create and couple new records in the destination system.

There are several synchronization jobs that are available out-of-the-box. The jobs are run in the following order to avoid coupling dependencies between tables. For more information, see [Use Job Queues to Schedule Tasks](#).

1. CURRENCY - Common Data Service synchronization job.
2. VENDOR - Common Data Service synchronization job.
3. CONTACT - Common Data Service synchronization job.
4. CUSTOMER - Common Data Service synchronization job.
5. SALESPEOPLE - Common Data Service synchronization job.

You can view the jobs on the **Job Queue Entries** page. For more information, see [Use Job Queues to Schedule Tasks](#).

Default Synchronization Job Queue Entries

The following table describes the default synchronization jobs for Dataverse.

JOB QUEUE ENTRY	DESCRIPTION	DIRECTION	INTEGRATION TABLE MAPPING	DEFAULT SYNCHRONIZATION FREQUENCY (MINS)	DEFAULT INACTIVITY SLEEP TIME (MINS)
CONTACT - Common Data Service synchronization job	Synchronizes Dataverse contacts with Business Central contacts.	Bidirectional	CONTACT	30	720 (12 hours)
CURRENCY - Common Data Service synchronization job	Synchronizes Dataverse transaction currencies with Business Central currencies.	From Business Central to Dataverse	CURRENCY	30	720 (12 hrs)

JOB QUEUE ENTRY	DESCRIPTION	DIRECTION	INTEGRATION TABLE MAPPING	DEFAULT SYNCHRONIZATION FREQUENCY (MINS)	DEFAULT INACTIVITY SLEEP TIME (MINS)
CUSTOMER - Common Data Service synchronization job	Synchronizes Dataverse accounts with Business Central customers.	Bidirectional	CUSTOMER	30	720 (12 hrs)
VENDOR - Common Data Service synchronization job	Synchronizes Dataverse accounts with Business Central customers.	Bidirectional	VENDOR	30	720 (12 hrs)
SALESPEOPLE - Common Data Service synchronization job	Synchronizes Business Central salespeople with Dataverse users.	From Dataverse to Business Central	SALESPEOPLE	30	1440 (24 hrs)

Synchronization Process

Each synchronization job queue entry uses a specific integration table mapping that specifies which Business Central table and Dataverse table to synchronize. The table mappings also include some settings that control which records in the Business Central table and Dataverse table to synchronize.

To synchronize data, Dataverse table records must be coupled to Business Central records. For example, a Business Central customer must be coupled to a Dataverse account. You can set up couplings manually, before running the synchronization jobs, or let the synchronization jobs set up couplings automatically. The following list describes how data is synchronized between Dataverse and Business Central when you are using the synchronization job queue entries. For more information, see [Couple and Synchronize Records Manually](#).

- The **Sync. Only Coupled Records** check box controls whether new records are created when you synchronize. By default, the check box is selected, which means that only records that are coupled will be synchronized. In the integration table mapping, you can change the table mapping between a Dataverse table and a Business Central table so that the integration synchronization jobs will create new records in the destination database for each row in the source database that is not coupled. For more information, see [Creating New Records](#).

Example If you clear the **Sync. Only Coupled Records** check box, when you synchronize customers in Business Central with accounts in Dataverse, a new account is created for each customer in Business Central and automatically coupled. Additionally, because the synchronization is bidirectional in this case, a new customer is created and coupled for each Dataverse account that is not already coupled.

NOTE

There are rules and filters that determine what data is synchronized. For more information, see [Synchronization Rules](#).

- When new records are created in Business Central, the records use either the template that is defined for the integration table mapping or the default template that is available for the row type. Fields are populated with data from Business Central or Dataverse depending on the synchronization direction. For more information, see [Modify Table Mappings for Synchronization](#).

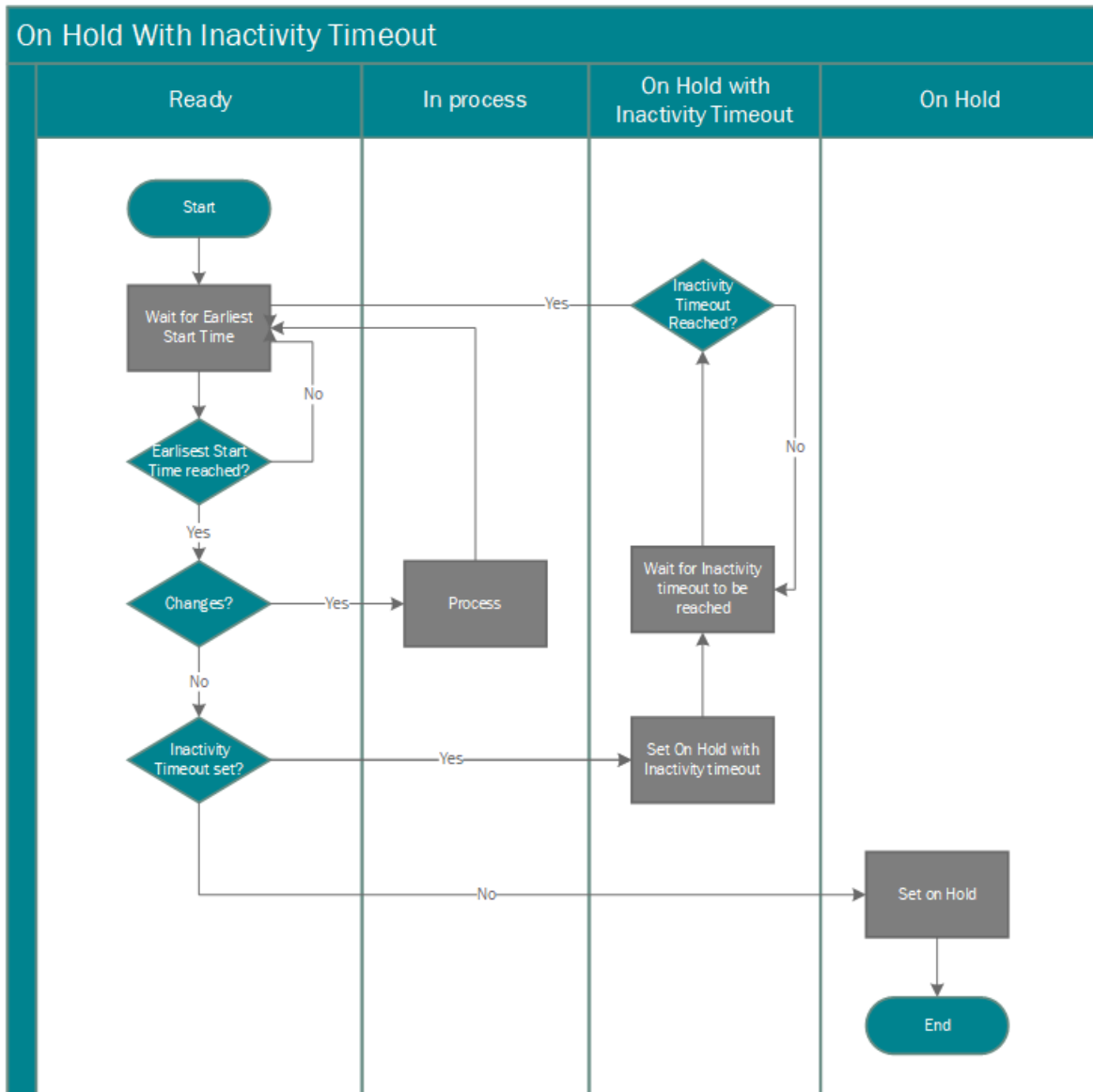
- With subsequent synchronizations, only records that have been modified or added after the last successful synchronization job for the table will be updated.

New records in Dataverse are added in Business Central. If data in fields in Dataverse records has changed, the data is copied to the corresponding field in Business Central.

- With bidirectional synchronization, the job synchronizes from Business Central to Dataverse, and then from Dataverse to Business Central.

About Inactivity Timeouts

Some job queue entries, such as those that schedule synchronization between Business Central and Dataverse, use the **Inactivity Timeout** field on the Job Queue Entry PAGE to prevent the job queue entry from running unnecessarily.



When the value in this field is not zero, and the job queue did not find any changes during the last run, Business Central puts the job queue entry on hold. When that happens, the **Status of Job Queue** field will show **On Hold Due to Inactivity**, and Business Central will wait for the period of time specified in **Inactivity Timeout** field before it runs the job queue entry again.


For example, by default, the CURRENCY job queue entry, which synchronizes currencies in Dataverse with exchange rates in Business Central, will look for changes to exchange rates every 30 minutes. If no changes are found, Business Central puts the CURRENCY job queue entry on hold for 720 minutes (six hours). If an exchange rate is changed in Business Central while the job queue entry is on hold, Business Central will automatically

reactivate the job queue entry and restart the job queue.

NOTE

Business Central will automatically activate job queue entries that are on hold only when changes happen in Business Central. Changes in Dataverse will not activate job queue entries.


To view the synchronization job log

1. Choose the  icon, enter **Integration Synchronization Log**, and then choose the related link.
2. If one or more error occurred for a synchronization job, the number of errors appears in the **Failed** column. To view the errors for the job, choose the number.

TIP

You can view all synchronization job errors by opening the synchronization job error log directly.

To view the synchronization job log from the table mappings

1. Choose the  icon, enter **Integration Table Mappings**, and then choose the related link.
2. In the **Integration Table Mappings** page, select an entry, and then choose **Integration Synch. Job Log**.

To view the synchronization error log

- Choose the  icon, enter **Integration Synchronization Errors**, and then choose the related link.

See Also

[Synchronizing Data in Business Central and Dataverse](#)

[Manually Synchronize Table Mappings](#)

[Scheduling a Synchronization between Business Central and Dataverse](#)

[About Integrating Dynamics 365 Business Central with Dataverse](#)

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Troubleshooting Synchronization Errors

2/18/2021 • 3 minutes to read • [Edit Online](#)

NOTE

Effective November 2020:

- Common Data Service has been renamed to Microsoft Dataverse. [Learn more](#)
- Some terminology in Microsoft Dataverse has been updated. For example, *entity* is now *table* and *field* is now *column*. [Learn more](#)

There are lots of moving parts involved in integrating Business Central with Dataverse, and sometimes things go wrong. This topic points out some of the typical errors that occur and gives some pointers for how to fix them.

Errors often occur either because of something that a user has done to coupled records, or something is wrong with how the integration is set up. For errors related to coupled records, users can resolve those themselves. These errors are caused by actions such as deleting data in one, but not both, business apps and then synchronizing. For more information, see [View the Status of a Synchronization](#).

Example

This video shows an example of how to troubleshoot errors that happened while synchronizing with Sales. The process will be the same for all integrations.

Errors that are related to how the integration is set up typically require an administrator's attention. You can view these errors on the **Integration Synchronization Errors** page. Examples of some typical issues include:

- The permissions and roles assigned to users are not correct.
- The administrator account was specified as the integration user.
- The integration user's password is set to require a change when the user signs in.
- The exchange rates for currencies are not specified in one or the other app.

You must manually resolve the errors, but there are a few ways in which the page helps you. For example:

- The **Source** and **Destination** fields may contain links to the row where the error was found. Click the link to investigate the error.
- The **Delete Entries Older than 7 Days** and the **Delete All Entries** actions will clean up the list. Typically, you use these actions after you have resolved the cause of an error that affects many records. Use caution, however. These actions might delete errors that are still relevant.

Sometimes the timestamps on records can cause conflicts. The "CDS Integration Record" table keeps the timestamps "Last Synch. Modified On" and "Last Synch. CDS Modified On" for the last integration done in both directions for a row. These timestamps are compared to timestamps on Business Central and Sales records. In Business Central, the timestamp is in the Integration Record table.

You can filter on records that are to be synched by comparing row timestamps in the table "Integration Table Mapping" fields "Synch. Modified On Filter" and "Synch. Int. Tbl. Mod. On Fltr".

The conflict error message "Cannot update the Customer record because it has a later modified date than the

Account record" or "Cannot update the Account record because it has a later modified date than the Customer record" can happen if a row has a timestamp that is bigger than IntegrationTableMapping."Synch. Modified On Filter" but it is not more recent than the timestamp on Sales Integration Record. It means that the source row was synced manually, not by the job queue entry.

The conflict happens because the destination row was also changed - the row timestamp is more recent than Sales Integration Record's timestamp. The destination check happens only for bi-directional tables.

These records are now moved to the "Skipped Synch. Records" page, which you open from the Microsoft Dynamics Connection Setup page in Business Central. There you can specify the changes to keep, and then synchronize the records again.

Remove Couplings Between Records

When something goes wrong in your integration and you need to uncouple records to stop synchronizing them, you can do so for one or more records at a time. You can uncouple one or more records from list pages or the **Coupled Data Synchronization Errors** page by choosing one or more lines and choosing **Delete Coupling**. You can also remove all couplings for one or more table mappings on the **Integration Table Mappings** page.

See Also

[Integrating with Microsoft Dataverse](#)

[Setting Up User Accounts for Integrating with Microsoft Dataverse](#)

[Set Up a Connection to Microsoft Dataverse](#)

[Couple and Synchronize Records Manually](#)

[View the Status of a Synchronization](#)

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