



## Stack management

### Inhalt

<b>General .....</b>	<b>2</b>
<b>Preparations.....</b>	<b>2</b>
Create role (authority) .....	2
Allocate the created role to EuroFib users .....	3
<b>Stack management .....</b>	<b>4</b>
General .....	4
Sort the list of stacks .....	4
Show details of stack (postings).....	5
Delete the whole stack.....	6
Delete stacks with 0 postings .....	6
<b>Print protocol for stacks (total).....</b>	<b>7</b>
<b>Archived transfer protocol .....</b>	<b>8</b>



## General

With the new „Stack management“ functionality you are able to select already posted stacks and show them in list form.

Additional you can reprint a journal of these stacks, check details and delete the whole stack at the push of a button.

Valid only for all stacks from this moment on you have installed an EuroFib update min. version 7.1.1239

## Preparations

### Create role (authority)

Special programs => System administration => Rights administration => Roles

Define a role with one of the following options:

- manage posted stacks (only own)  
With this option you will get a list only of the stacks which you have posted with your EuroFib user.
- manage posted stacks (all)  
With this option you will get a list of all posted stacks from all EuroFib users

number	8	Stack management	creation	02.10.2012	SUP
change			02.10.2012		SUP

debtors | creditors | **booking** | cost accounting | Project accounting | AMS | system | cash

- posting after blocked period
- posting before blocked period
- edit stack
- gebuchte Stapel verwalten (nur eigene)
- gebuchte Stapel verwalten (alle)



## Allocate the created role to EuroFib users

Special programs => System administration => Create User

Here you have to allocate the previous defined role to the desired users.

You can find a detailed description for this topic „User administration & Rights“ on our website <http://www.schmidhuber.com> under „Support => Downloads => Documents“.

number  date of creation 02.10.2012 SUP  
changing date 02.10.2012 SUP

user active

name  change password on next login

password  date format

identification  Input

language  print

Windows Login

Print

Landscape  
 Portrait

Settings

variable line display   
Adjust to screen resolution 100

print page   
print date   
optical line finder   
Close Preview

graphik level

rights  
rights - view  
Rechte - Filialen

rights for users 3

standard  
Roles  
8 Stack management

programs  
Administration fields  
cost unit  
Roles  
001 Superuser  
002 Database Administrator  
003 Changing basic data after posting  
004 Delete of posting references  
005 Base val./Dep. - change after tran.  
006 Delete Client  
007 Kassa  
008 Stack management



## Stack management

Posting => Stack management

Here you have the possibility to select the already posted stacks and manage them.

### General

In the **top area** you are able to use several restrictions like type, user and date from/to for the selection process.

If your user has the role „manage only own stacks“ the user restriction will be used automatically.

In the **bottom area** you will get a list of the posted stacks after you click the button „Select stack(s)“.

The screenshot shows the 'Stack administration' window. It has a search section with filters for 'type' (set to 'Alle'), 'posted' (user and date), and 'eingesehen' (user and date). A 'Stapel(n) lesen' button is visible. Below is a table with the following data:

StpNr	posted on	Zeit	Benutzer	eingesehen am	Zeit	Benutzer	name	1 / 2	Anz. BuchZeilen
1	02.10.2012	11:37:36	3 / TN	02.10.2012	11:37:26	3 / TN	Batchüberleitung		30
6	02.10.2012	13:29:01	3 / TN	02.10.2012	13:28:52	3 / TN	Tabelle1		10

### Sort the list of stacks

Click the right mouse button in the headline area – here you can define several settings like sorting the list etc.

The screenshot shows the table from the previous image with a context menu open over the header row. The menu options are:

- Aufsteigend sortieren
- Absteigend sortieren
- Diese Spalte entfernen
- Originalzustand wiederherstellen
- Ausrichtung
- Layout speichern
- Layout laden



## Show details of stack (postings)

Click the right mouse button on a stack and choose "detail".

StpNr	posted on	Zeit	Benutzer	einglesen am	Zeit	Benutzer	name	1 / 2	Anz. BuchZeilen
1	02.10.2012	11:37:36	3 / TN	02.10.2012	11:37:26	3 / TN	Batchüberleitung		30
6	02.10.2012	13:29:01	3 / TN	02.10.2012	13:28:52	3 / TN			10

Here you get a detailed view of this stack and all postings. If you click the right mouse button on a posting line you can interact with this posting (e.g. jump to the account sheet or open items list, delete this single posting etc.)

**Stapel verwalten - Detail**

StpNr: 1

<b>gebucht</b> Benutzer: 3 TN Datum: 02.10.2012 Zeit: 11:37:36	<b>einglesen</b> Benutzer: 3 TN Datum: 02.10.2012 00:00:00 Zeit: 11:37:26 Bezeichnung: Batchüberleitung
---	---

Art: Batchverarbeitung  
Löschen erlaubt:

Buchungs datum	Belegdatum	Beleg art	Beleg nummer	Konto	Gegen konto	Soll	Haben	Stcd	Steuerbetrag Soll	Steuerbetrag Haben
02.01.2012	02.01.2012	Z1		21234	3002		1.200,00			
				3002	21234	1.200,00				
02.01.2012	02.01.2012	Z1		21234	3002					
				3002	21234	8.620,69				
				21234	7020	3.620,69				
				7020	21234					
02.01.2012	02.01.2012	Z1		21234	3002					
				3002	21234	970,00				
				21234	8500					
				8500	21234	30,00				
01.01.2012	01.01.2012	Z1		21234	3002					
				3002	21234	1.000,00				
05.05.2012	05.05.2012	Z1		20198	3002					

- Account data Shift+F2
- Accountsheetsheet Shift+F3
- Open items Shift+F4
- Posting line Shift+F7
- Development of balances Shift+F8
- delete posting
- Change accountlines
- Voucher tracking
- Orders

Konto: 21234 Test / A- Gegenkonto: 3002 BAWAG / 123-256-766	Sicht: Standard Filiale: Standort Wien Benutzer: 3 NOLL
--	---

3 / 30



## Delete the whole stack

Click the right mouse button on a stack and choose „delete“.

StpNr	posted on	Zeit	Benutzer	einglesen am	Zeit	Benutzer	name	1 / 2	Anz. BuchZeilen
1	02.10.2012	11:37:36	3 / TN	02.10.2012	11:37:26	3 / TN	Batchüberleitung		30
6	02.10.2012	13:29:01	3 / TN	02.10.2012	13:28:52	3 / TN	Tabella1		10

detail  
 delete

After you confirm the security question with „Yes“, EuroFib will start the delete process.

**If it's not possible to delete a posting (e.g. because of an allocation) it will be ignored and the next posting will be deleted.**

Please notice, that this is the reason of **partial deleted stacks**. The rest of your postings will stay in the stack and you can **check them with the detail view**. If you **try to delete the postings** you will get a detailed error message, why EuroFib isn't able to delete this posting.

### WARNING:

The time for the delete process depends on the amount of data. Additional every deleted posting will be written to an own protocol.

## Delete stacks with 0 postings

If you have stacks without postings, you are able to delete them with a click on the right mouse button => Delete (all with 0 posting lines).

This happens if you delete all single postings of one stack with the „Delete posting“ functionality.

StpNr	posted on	Zeit	Benutzer	einglesen am	Zeit	Benutzer	name	2 / 2	Anz. BuchZeilen
1	02.10.2012	11:37:36	3 / TN	02.10.2012	11:37:26	3 / TN	Batchüberleitung		30
6	02.10.2012	13:29:01	3 / TN	02.10.2012	13:28:52	3 / TN	Tabella1		0

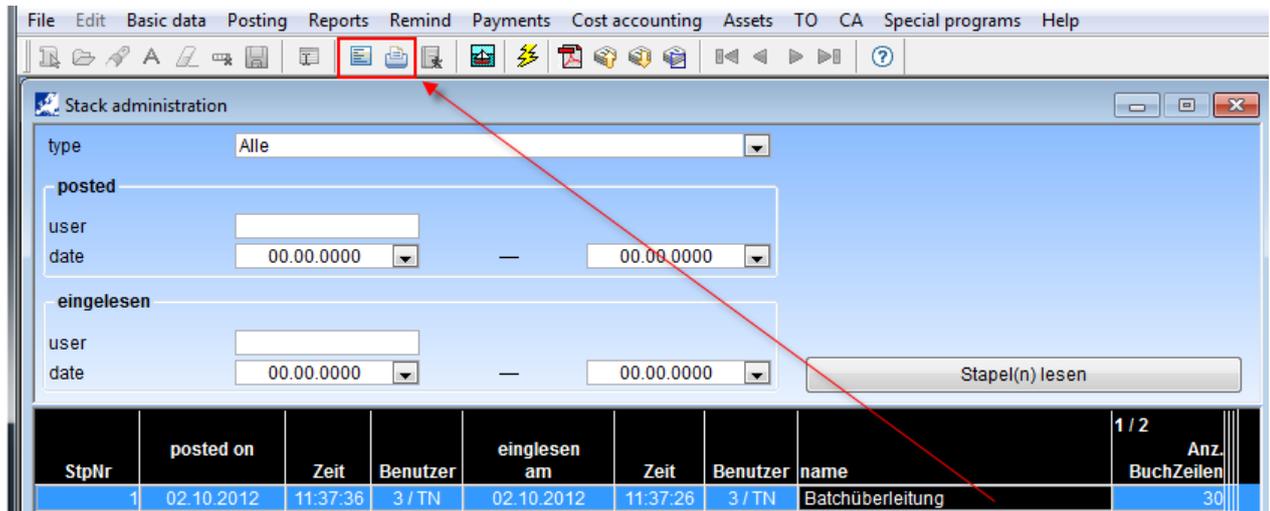
detail  
 delete  
 Löschen (alle mit 0 Buchungszeilen)



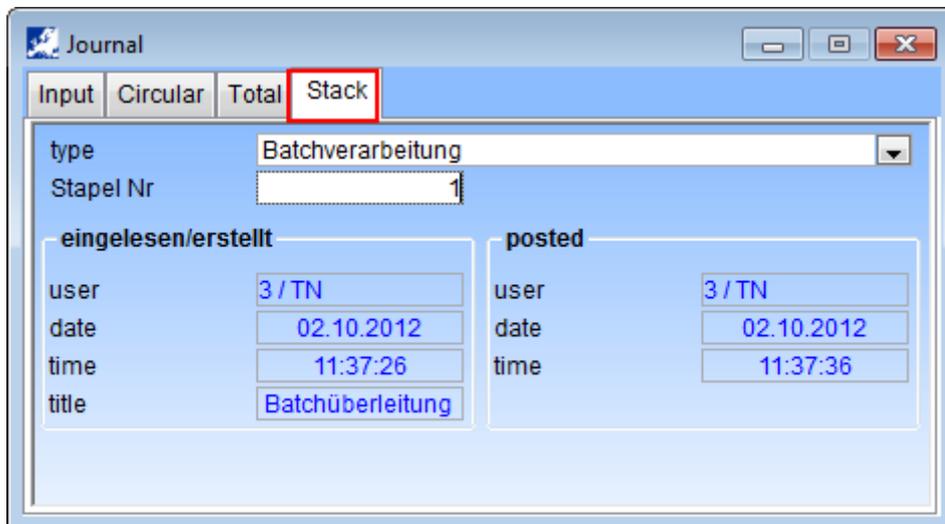
## Print protocol for stacks (total)

You have 2 possibilities to print out a total journal of your posted stacks.

- 1) From „Stack management“ directly  
Select the desired stack and click the preview or print symbol.



- 2) Reports => Journal => Print out, tabpage „Stack“  
Choose the desired stack with F3 and click the preview or print symbol.





## Archived transfer protocol

If you have activated the archiving of the transfer protocols under „Posting => Options“, you can view/print the protocol by clicking on the PDF symbol.

	StackNb	posted on	Time	User	imported on	Time	User
	424	22.02.2022	12:58:41	1 / SUP	22.02.2022	12:55:25	1 / SUP
	423	22.02.2022	12:56:02	1 / SUP	22.02.2022	12:55:25	1 / SUP
	422	22.02.2022	12:55:35	1 / SUP	22.02.2022	12:55:25	1 / SUP