



Allowances

With the module „allowances“ you are able to revalue desired single open items. You enter additions and dissolutions (incl. subsequent bookings). An overview of the status of the allowances is also possible at any time. (in addition to your unchanged open items list)

Preparation

Reports => Open items => Allowances => Options

With this basic data program you enter the desired types of your allowances (addition, dissolution, ...) with all necessary posting information (accounts, voucher types, ...).

In the **top area** you enter the type incl. all necessary informations.

In the **bottom area** you are able to define more details for each type.

Please always enter the cost/revenue account in column „account“.
(and notice the correct setting for debit/credit)



Process

Reports => Open items => Allowances => Entry

Enter the desired period (YYYY/MM) and press [ENTER].

Einzelwertberichtigung	OI
Allowance addition	140002
Allowance addition	140003
Allowance addition	140004

In the beneath window you are able to enter all allowances (addition, dissolution, ...) for this period.

Einzelwertberichtigung	OI	Rechnungs- betrag (Netto)	(Netto) OPO offener Betrag	EWB offener Betrag	EWB Betrag	EWB Prozent	Betrag nach EWB	Re
Allowance addition	140002	10.000,00	10.000,00	10.000,00	5.000,00	50,00	5.000,00	
Allowance addition	140003	20.000,00	20.000,00	20.000,00	5.000,00	25,00	15.000,00	
Allowance addition	140004	30.000,00	30.000,00	30.000,00	7.500,00	25,00	22.500,00	

Allowance

Choice of the previous defined type (addition, dissolution)

OI

Entry/search field for your open items

Click the magnifier (🔍) to open the „search voucher“ mask and search for the open item

Fast access from field OI:

*123456 search for internal voucher number „123456“
 +123456 search for external voucher number „123456“
 #100 search for the amount 100,00 - 100,00

Consider the area you are searching in.
 (open items or already settled open items)

account	matchcode	voucher date	number	type	amount	Ext.voucher	text	Fc.amount	fcc
20010	KUNDE EWB	02.03.2014	140002	AR	12.000,00	140002	Warenlieferung		



If you have found your open item, you enter the amount for the allowance.
(absolute or in percent)

For a dissolution of an already paid open item (= minus amounts) you are able to use the right mouse button and choose „dissolve“ – the amounts will be filled automatically.

A cancellation of an already posted addition is also possible.

In the beneath window you are able to check/change additional posting informations for each allowance.

posting date	31.12.2014		ext. voucher No.	
voucher date	31.12.2014		cost centre	
voucher type	BI		cost unit	
account	7526	debit	posting text	20010 / 140002 / 50,00
contra-acc	2390		posted	

Buttons: Final balance post., Allowance addition, Allowance receivables

At the bottom area you find detailed informations to the chosen open item:

Information offene Posten							
account	20010	Kunde EWB; AT-					
voucher type	AR	ext. voucher No.	140002	cost centre		Valutdatum	02.03.2014
voucher date	02.03.2014	voucher no.	140002	cost unit		text	Warenlieferung
Rechnungsbetrag	12.000,00	offener Betrag	12.000,00				



Reports => Open items => Allowances => Protocol

This is a protocol of your allowances.

There are 2 different types:

Allowances for each period or an overview based on each invoice.

Beside optional restrictions you are able to choose, if you want to see all, only posted or only not posted allowances on your protocol.

Einzelwertberichtigungen - Protokoll

type: invoice

restrictions

period: / /

voucher date: 00.00.0000 00.00.0000

voucher no.:

Einzelwertberichtigung:

alredy posted: all



Reports => Open items => Allowances => Posting

Enter the desired period (YYYY/MM) and press [ENTER].

Now you see all entered but not posted allowances for this period.

Enter the desired voucher number, choose the protocol type and the posting mode and click the button „booking“.

posting date	voucher date	vouche	account	S/H	contra account	EWB offener Betrag	EWB Betrag	EWB Prozent	Betrag nach EWB	
31.12.2014	31.12.2014	BI	7526	debit	2390	10.000,00	5.000,00	50,00	5.000,00	200
31.12.2014	31.12.2014	BI	7526	debit	2390	20.000,00	5.000,00	25,00	15.000,00	200
31.12.2014	31.12.2014	BI	7526	debit	2390	30.000,00	7.500,00	25,00	22.500,00	200

voucher	name	Voucher Nb
BI	Final balance post.	

protocol
 total
 error

booking
 check
 booking

booking