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].

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

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)

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

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

A <u>cancellation of an already posted addition</u> 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		Final balance post.	cost unit	
account	7526	debit	Allowance addition	posting text	20010 / 140002 / 50,00
contra-acc	2390		Allowance receivables	posted	

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".