



Open items screen direct assignment and posting in EuroFib for Windows

Index

General	2
Preparations	2
Allocate open items within the screen report	3
Posting from the open items screen report	6
Define a posting template	6
Execute the posting from the open items.....	7



General

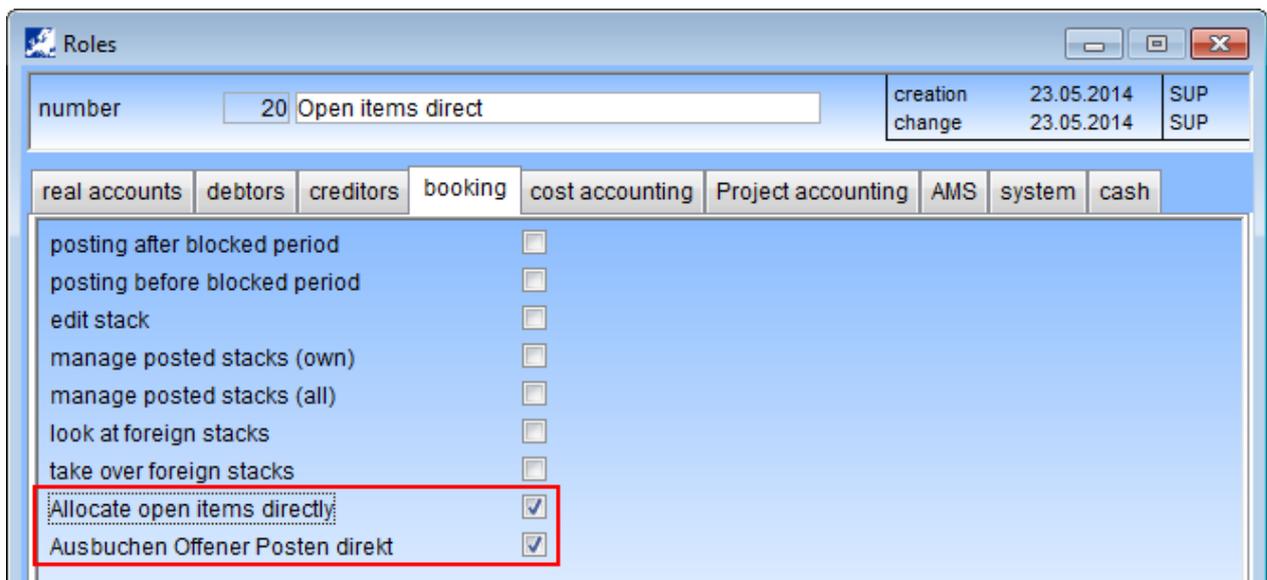
You are able to **allocate your open items to each other within in the open items screen report** (Reports => Open items => Screen) **directly** and **post open amounts** (e.g. discounts, exchange rate differences, reminder charges, bank charges, overpayments). So the procedure with „Posting online“ isn't necessary anymore!

Preparations

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

Each EuroFib user needs a special right (role) to use this functionality.

The SUPERVISOR can create these role(s) and give the right to the desired EuroFib users.



You will find details for the topic „User rights“ in our documentation at <http://www.schmidhuber.com> under Support => Downloads => Documents.

	Support for Sarbanes-Oxley guidelines (user administration, rights)			32
	Create users with rights		639 kb	29.07.2013
	Create users with rights		620 kb	29.07.2013
	Logging of basic data		97 kb	24.11.2009



Allocate open items within the screen report

Reports => Open items => Screen

3 invoices and 2 payments are posted in our example. This 5 vouchers weren't allocated/cleared.

ouch. date	VT	vou no.	text	debit	credit	open
20.05.2014	AR	8	Invoice 1	1.200,00		1.200,00
25.05.2014	AR	10	Invoice 2	3.600,00		3.600,00
27.05.2014	Z1		1st payment invoice2		550,00	-550,00
01.06.2014	Z1		2nd payment invoice2		3.000,00	-3.000,00
01.06.2014	AR	11	Invoice 3	12.000,00		12.000,00
due balance				0,00	outstanding balance	13.250,00

Now we want to allocate both payments to invoice 2.

Select one of the payments, click the right mouse button and choose „prepare for allocation”.

ouch. date	VT	vou no.	text	debit	credit	open
20.05.2014	AR	8	Invoice 1	1.200,00		1.200,00
25.05.2014	AR	10	Invoice 2	3.600,00		3.600,00
27.05.2014	Z1		1st payment invoice2		550,00	-550,00
01.06.2014	Z1		2nd payment invoice2		3.000,00	-3.000,00
01.06.2014	AR	11	Invoice 3	12.000,00		12.000,00
due balance				0,00	outstanding balance	13.250,00

- Account data Shift+F2
- Accountsheet Shift+F3
- Open items Shift+F4
- Posting line Shift+F7
- Development of balances Shift+F8
- Change OI
- Voucher tracking
- Orders
- partition OI
- prepare for allocation**



A new window with the chosen open item will be displayed.

	voucher date	voucher	voucher number	Betrag	offener Betrag	fcc	offener FWBetrag
	27.05.2014	Z1		-550,00	-550,00		
					-550,00		

You are able to add any number of additional open items for this allocation process. (drag & drop from the open items screen to the allocation window)

In our example we add the 2nd payment.

vouch. date	VT	vou no.	text	debit	credit	open
20.05.2014	AR	8	Invoice 1	1.200,00		1.200,00
25.05.2014	AR	10	Invoice 2	3.600,00		3.600,00
27.05.2014	Z1		1st payment invoice2		550,00	-550,00
01.06.2014	Z1		2nd payment invoice2		3.000,00	-3.000,00
01.06.2014	AR	11	Invoice 3	12.000,00		12.000,00

	voucher date	voucher	voucher number	Betrag	offener Betrag	fcc	offener FWBetrag
	27.05.2014	Z1		-550,00	-550,00		
					-550,00		

So we have prepared both payments for the allocation process.

	voucher date	voucher	voucher number	Betrag	offener Betrag	fcc	offener FWBetrag
	27.05.2014	Z1		-550,00	-550,00		
	01.06.2014	Z1		-3.000,00	-3.000,00		
					-3.550,00		



Now select the open item you want to allocate the whole content of the allocation window.
(in our example invoice 2)

Click the right mouse button again and choose „allocate to this position”.

ouch. date	VT	vou no.	text	debit	credit	open
20.05.2014	AR	8	Invoice 1	1.200,00		1.200,00
25.05.2014	AR	10	Invoice 2			3.600,00
27.05.2014	Z1		1st payment invoice2			-550,00
01.06.2014	Z1		2nd payment invoice2			-3.000,00
01.06.2014	AR	11	Invoice 3			12.000,00
due balance						0,00
						13.250,00

Account data Shift+F2
 Accountsheet Shift+F3
 Open items Shift+F4
 Posting line Shift+F7
 Development of balances Shift+F8
 Change OI
 Voucher tracking
 Orders
 partition OI
 prepare for allocation
Allocate to this position
 Ausbuchen

The allocation was successful.

ouch. date	VT	vou no.	text	debit	credit	open
20.05.2014	AR	8	Invoice 1	1.200,00		1.200,00
25.05.2014	AR	10	Invoice 2	3.600,00		50,00
01.06.2014	Z1		2nd payment invoice2		3.000,00	
27.05.2014	Z1		1st payment invoice2		550,00	
01.06.2014	AR	11	Invoice 3	12.000,00		12.000,00
due balance						0,00
outstanding balance						13.250,00



Posting from the open items screen report

For the posting of discounts and exchange rate differences it's not necessary to define a posting template because all necessary information's are known from the system. (discount accounts, exchange rate difference accounts, tax code(s), ...)

The posting process from EuroFib will be done like a discount posting from the clearing screen.

For all other postings (e.g. the posting of reminder charges, bank charges, overpayments,...) you have to define templates.

Define a posting template

Basic data => Company index => Additional posting templates

Here you are able to define your personal posting templates for the direct posting process of open items. (e.g. reminder charges, bank charges, overpayments, ...)

Beside name and description for the template you have to enter all necessary information's that EuroFib is able to create the posting: account, tax code (optional), debit/credit, posting text (optional)

template	BANKCHARGES	creation	26.05.2014	SUP
description	Bank charges	change	26.05.2014	SUP
settings				
account	7010	Bank charges		
tax code				
Debit/Credit	debit			
posting text	Bank charges			
cost accounting				
cost centre	from account			
cost unit	none			

For cost centre/cost unit you have to choose one of the following options:

- none No cost centre/cost unit will be posted.
- from account Cost centre/cost unit will be used from general ledger
- from open item Cost centre/cost unit will be used from the open item
- fixed You enter a fixed cost centre/cost unit for this posting



Execute the posting from the open items

Reports => Open items => Screen

We have allocated 2 payments to one invoice in our example.
An amount of €50,- is still open.

Basis currency		foreign currency	Cost accounting	Discount	ext. voucher No.	Info	Detail
vouch. date	VT	vou no.	text	debit	credit	open	
20.05.2014	AR	8	Invoice 1	1.200,00		1.200,00	
25.05.2014	AR	10	Invoice 2	3.600,00		50,00	
01.06.2014	Z1		2nd payment invoice2		3.000,00		
27.05.2014	Z1		1st payment invoice2		550,00		
01.06.2014	AR	11	Invoice 3	12.000,00		12.000,00	
due balance				0,00	outstanding balance		13.250,00

To post this amount just select the open item, click the right mouse button and choose "post out".

Basis currency		foreign currency	Cost accounting	Discount	ext. voucher No.	Info	Detail
vouch. date	VT	vou no.	text	debit	credit	open	
20.05.2014	AR	8	Invoice 1	1.200,00		1.200,00	
25.05.2014	AR	10	Invoice 2	3.600,00		50,00	
01.06.2014	Z1		2nd payment invoice2		3.000,00		
27.05.2014	Z1		1st payment invoice2		550,00		
01.06.2014	AR	11	Invoice 3	12.000,00		12.000,00	
due balance				0,00	outstanding balance		13.250,00

- Account data Shift+F2
- Accountsheet Shift+F3
- Open items Shift+F4
- Posting line Shift+F7
- Development of balances Shift+F8
- Change OI
- Voucher tracking
- Orders
- partition OI
- prepare for allocation
- Allocate to this position
- post out**



On the new window you see within the top area the chosen open item.

In the bottom area you see the needed settings for posting. (discount, exchange rate differences, reminder charges, bank charges, overpayment, ...)

Enter all needed informations and start the posting process with F11 (execute).

Konto	Buchungsdatum	Belegdatum	Belegart	Belegnummer	Text	Betrag Soll	Betrag Haben	Offen
29999	25.05.2014	25.05.2014	AR	10 Invoice 2		3.600,00		50,00

Vorlagen

Kennung: BANKCHARGES Bank charges
Konto: 7010 Bank charges
Steuercode:
Soll/Haben: Soll

Buchen

Buchungsdatum: 01.06.2014
Belegdatum: 01.06.2014
Belegart: BB Internal voucher
Belegnummer:
Text: Bank charges
Kostenstelle:
Kostenträger: