



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.

number	description	creation	change
20	Open items direct	23.05.2014	SUP
		23.05.2014	SUP

real accounts	debtors	creditors	booking	cost accounting	Project accounting	AMS	system	cash
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input checked="" type="checkbox"/>					
			<input checked="" type="checkbox"/>					

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.

29999		Open items,		credit limit		0	
		A-		foreign currency			
customer no.		reminder level		payment performan			
Mein Zessionstext				reliability			
				tax number			
				VAT			
Basis currency		foreign currency		Cost accounting		Discount	
ext. voucher No.		Info		Detail			
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”.

Basis currency		foreign currency		Cost accounting		Discount	
ext. voucher No.		Info		Detail			
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.

Open items

29999 Open items, A-
customer no. Mein Zessionstext
reminder level
credit limit 0
foreign currency
payment performan
reliability
tax number
VAT

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		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

Allocate open items

29999 Open items, A-

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

drag & drop

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**“.

Basis currency	foreign currency	Cost accounting	Discount	ext. voucher No.	Info	Detail
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	Allocate to this position	13.250,00

The allocation was successful.

Open items

29999

Open items,

credit limit

0

customer no.

reminder level

foreign currency

Mein Zessionstext

payment performan

reliability

tax number

VAT

Basis currency

foreign currency

Cost accounting

Discount

ext. voucher No.

Info

Detail

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)

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.

29999		Open items,		credit limit		0
		A-		foreign currency		
customer no.		reminder level		payment performan		
Mein Zessionstext				reliability		
				tax number		
				VAT		
Basis currency foreign currency Cost accounting Discount ext. voucher No. Info Detail						
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	

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
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
due balance				0,00				13.250,00

Account data

Accountsheets

Open items

Posting line

Development of balances

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: