

Substitutes posting groups manual

2020 September

v1.0.4.0

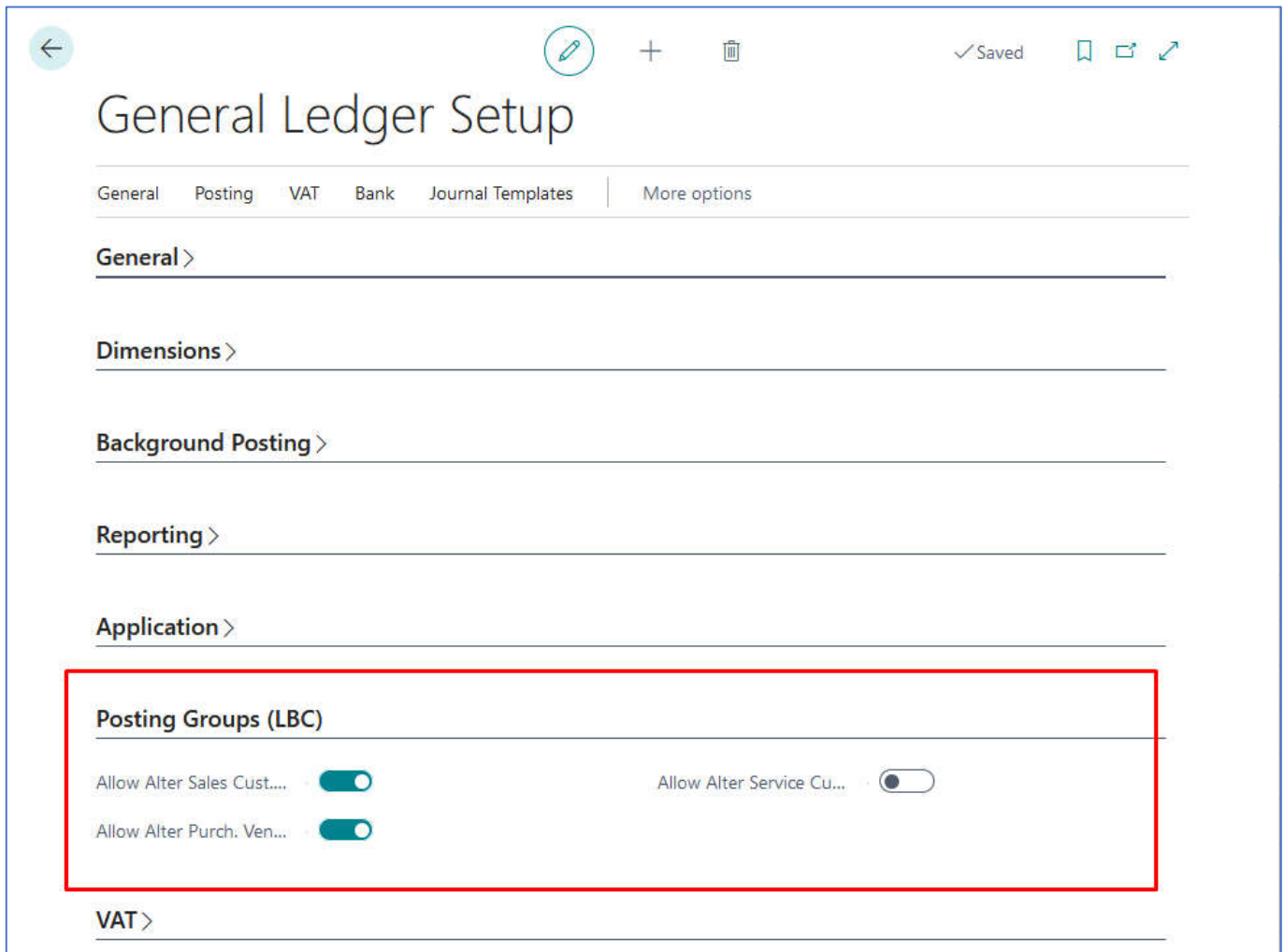
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1 Substitutes for Customer / Vendor postings groups – how to start

This document is a user guide that describes how to use the functionality of substitutes for customer/ vendor posting groups.

In order to enable substitutes General Ledger setup, need to be adjusted:

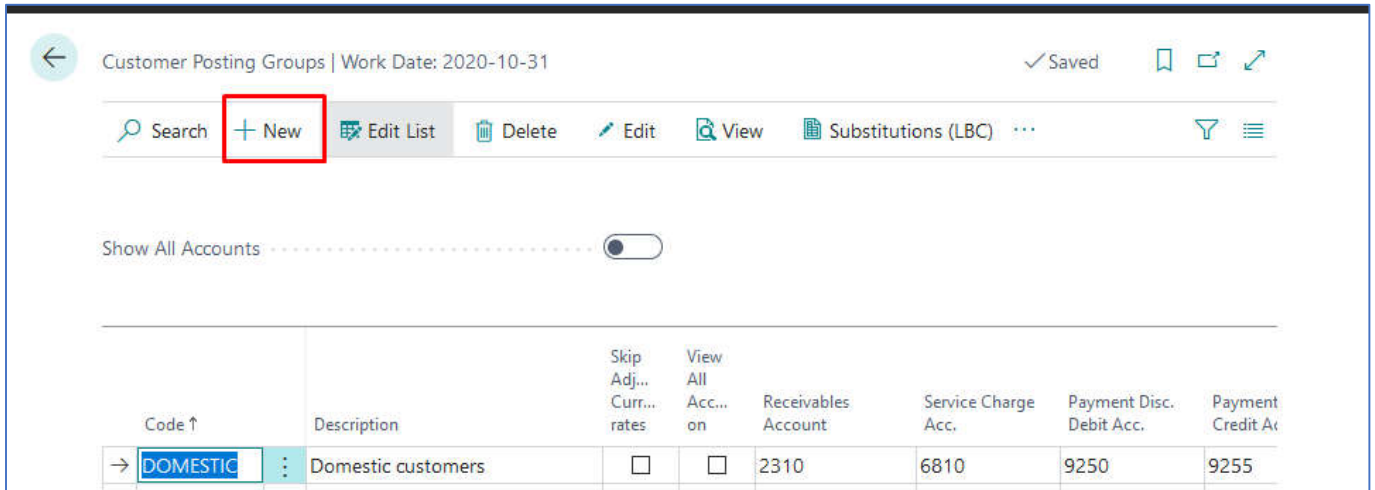


The screenshot displays the 'General Ledger Setup' interface. At the top, there is a navigation bar with a back arrow, an edit icon, a plus sign, a trash icon, and a 'Saved' status. Below the title, there are tabs for 'General', 'Posting', 'VAT', 'Bank', 'Journal Templates', and 'More options'. The main content area is divided into sections: 'General >', 'Dimensions >', 'Background Posting >', 'Reporting >', and 'Application >'. The 'Posting Groups (LBC)' section is highlighted with a red box and contains three toggle switches: 'Allow Alter Sales Cust....' (turned on), 'Allow Alter Service Cu...' (turned off), and 'Allow Alter Purch. Ven...' (turned on). Below this section is the 'VAT >' section.

Picture 1 General Ledger Setup

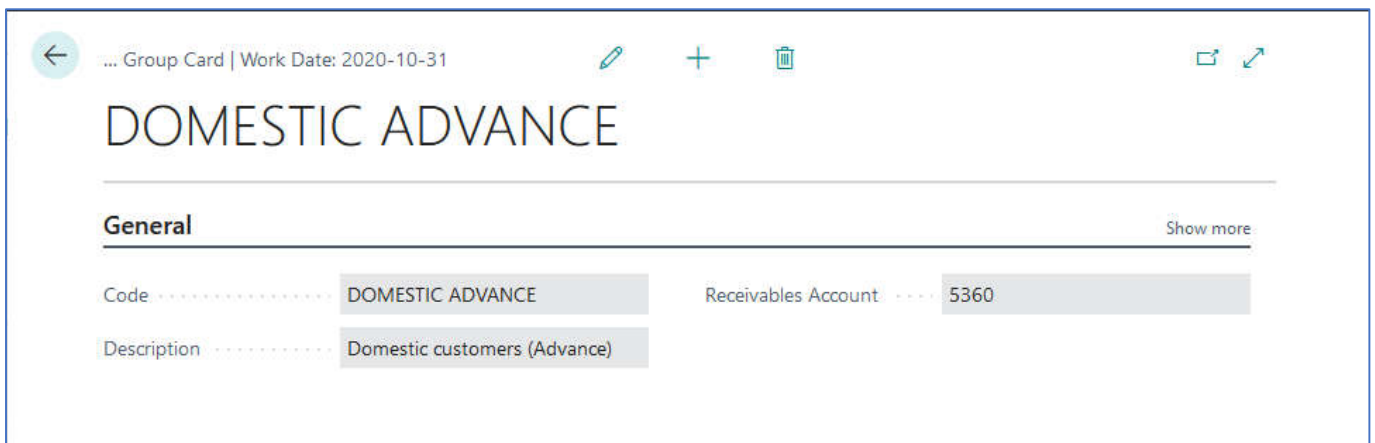
2 Creating substitutes for Customer / Vendor postings groups

In order to assign substitutes to a particular customer / vendor posting group, the user must first create the substitute. Press **New** to create a new customer / vendor posting group.



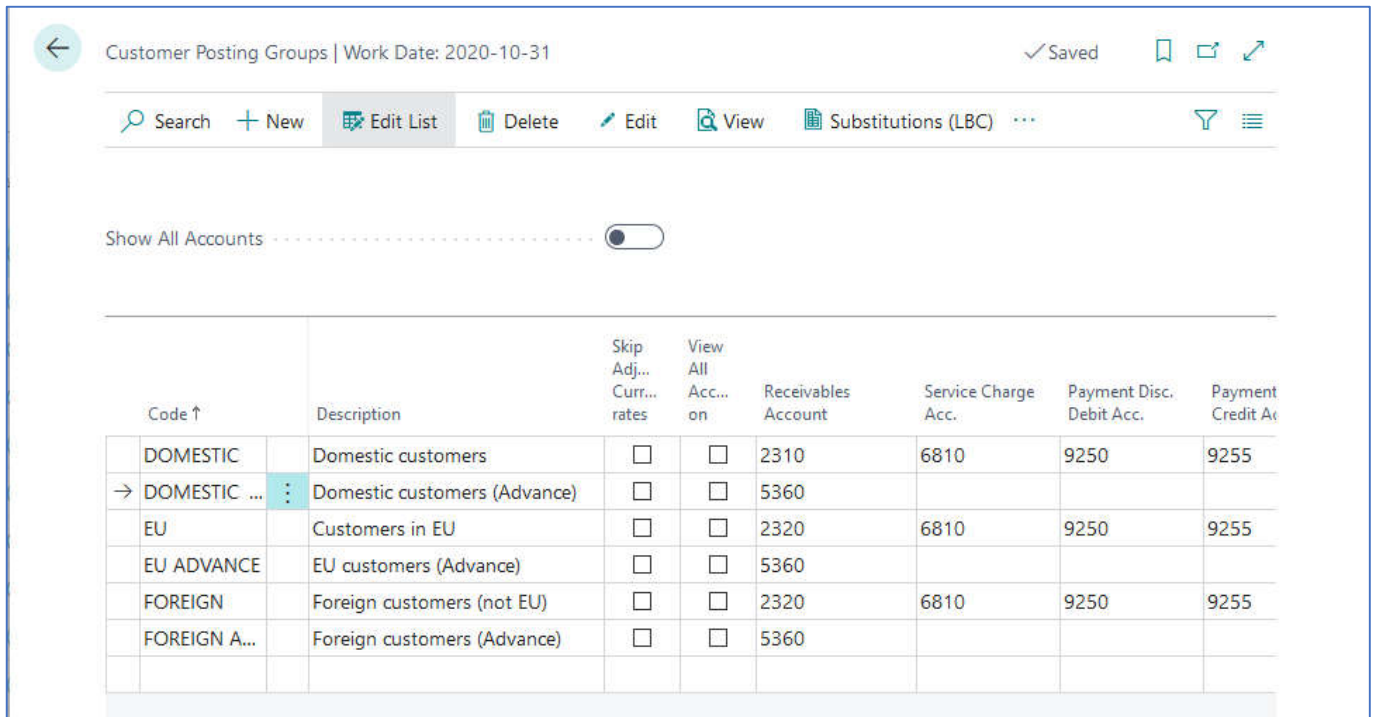
Picture 2 New Customer Posting Group

In the customer / vendor posting group card that opens, specify the code, description and receivables or payables account. This newly created posting group will be the substitute for the “DOMESTIC” posting group.



Picture 3 Customer Posting Group Card

Accordingly, create substitutes for other customer/ vendor posting groups. The list of customer/ vendor posting groups will look like this:



Customer Posting Groups | Work Date: 2020-10-31 ✓ Saved

Search + New Edit List Delete Edit View Substitutions (LBC) ...

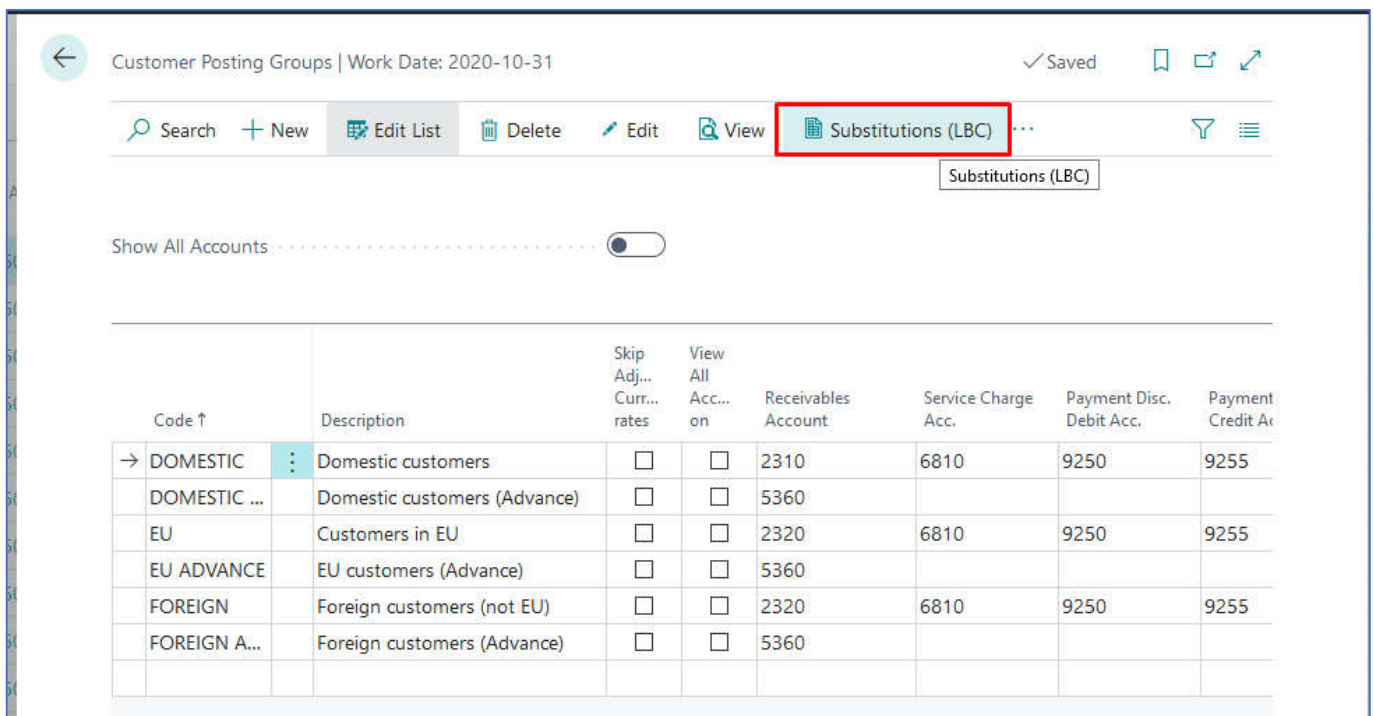
Show All Accounts:

Code ↑	Description	Skip Adj... Curr... rates	View All Acc... on	Receivables Account	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Credit Ac
DOMESTIC	Domestic customers	<input type="checkbox"/>	<input type="checkbox"/>	2310	6810	9250	9255
→ DOMESTIC ...	Domestic customers (Advance)	<input type="checkbox"/>	<input type="checkbox"/>	5360			
EU	Customers in EU	<input type="checkbox"/>	<input type="checkbox"/>	2320	6810	9250	9255
EU ADVANCE	EU customers (Advance)	<input type="checkbox"/>	<input type="checkbox"/>	5360			
FOREIGN	Foreign customers (not EU)	<input type="checkbox"/>	<input type="checkbox"/>	2320	6810	9250	9255
FOREIGN A...	Foreign customers (Advance)	<input type="checkbox"/>	<input type="checkbox"/>	5360			

Picture 4 Customer Posting Group List

3 Assigning substitutes for Customer / Vendor postings groups

Substitutes for the customer / vendor posting groups are assigned through the customer/ vendor posting groups window by pressing the **Substitutions (LBC)** button.



Customer Posting Groups | Work Date: 2020-10-31 ✓ Saved

Search + New Edit List Delete Edit View **Substitutions (LBC)** ...

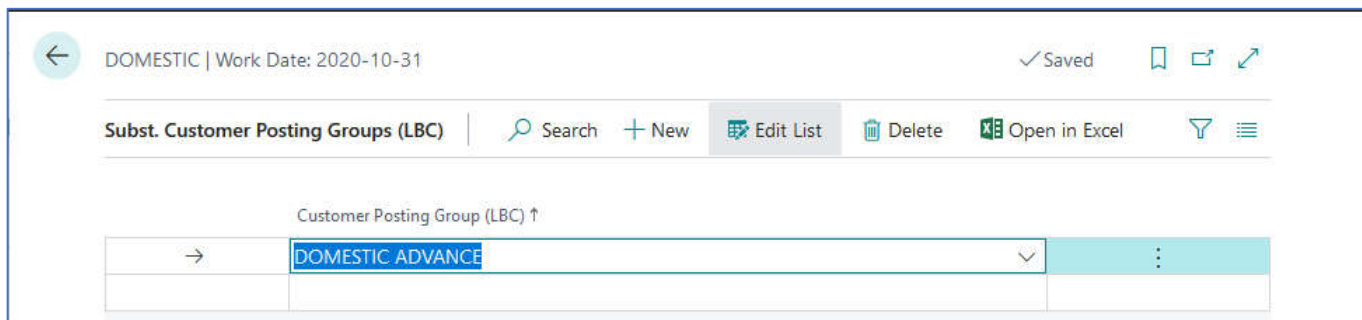
Show All Accounts:

Code ↑	Description	Skip Adj... Curr... rates	View All Acc... on	Receivables Account	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Credit Ac
→ DOMESTIC	Domestic customers	<input type="checkbox"/>	<input type="checkbox"/>	2310	6810	9250	9255
DOMESTIC ...	Domestic customers (Advance)	<input type="checkbox"/>	<input type="checkbox"/>	5360			
EU	Customers in EU	<input type="checkbox"/>	<input type="checkbox"/>	2320	6810	9250	9255
EU ADVANCE	EU customers (Advance)	<input type="checkbox"/>	<input type="checkbox"/>	5360			
FOREIGN	Foreign customers (not EU)	<input type="checkbox"/>	<input type="checkbox"/>	2320	6810	9250	9255
FOREIGN A...	Foreign customers (Advance)	<input type="checkbox"/>	<input type="checkbox"/>	5360			

Picture 5 Substitutions action

In the Subst. Customer / Vendor posting groups window that opens, select which posting group will be the substitute. In this case, the substitute for the “DOMESTIC” posting group will be the „DOMESTIC

ADVANCE“ posting group. By this principle, the substitutes are assigned to the other customer/ vendor posting groups.

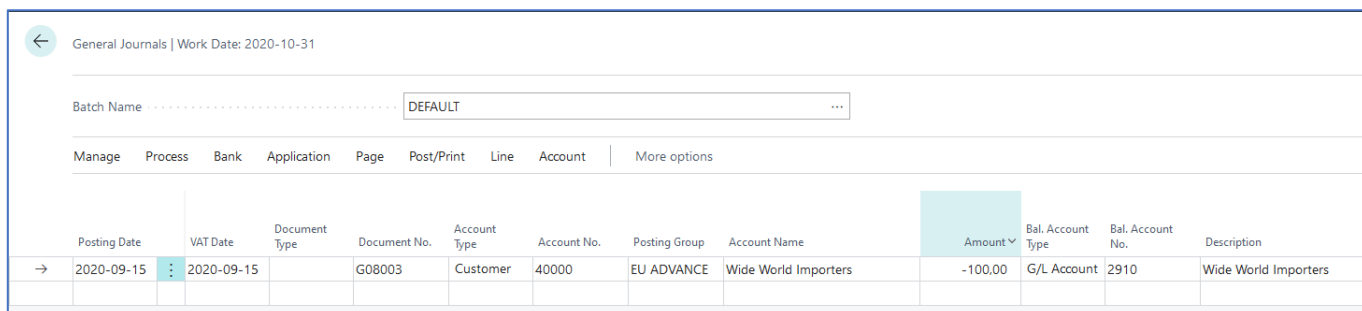


Picture 6 Subst. Customer Posting Group

4 Functionality of substitutes for Customer / Vendor postings groups

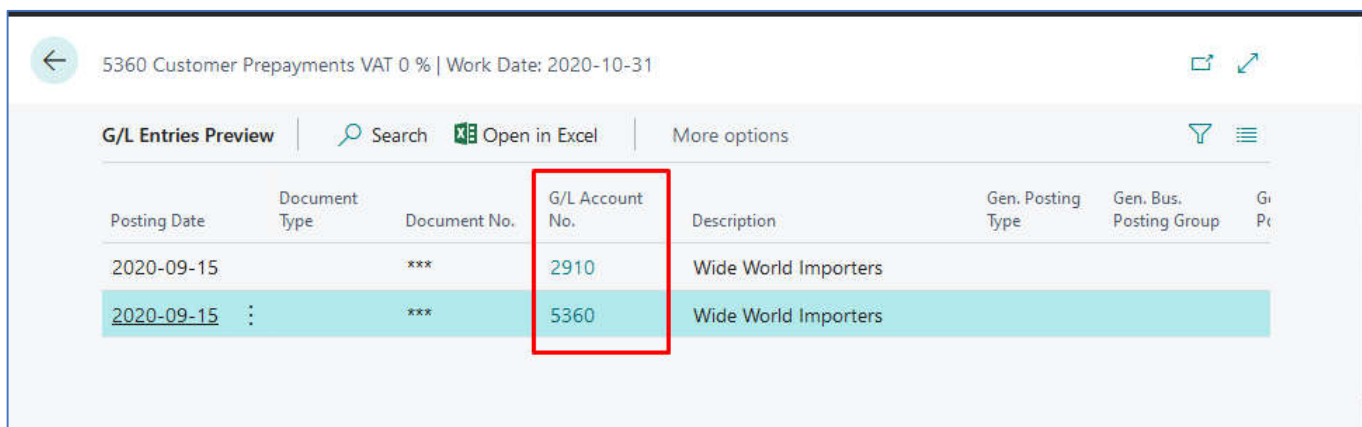
4.1 The Substitutes for the Customer posting groups

The Substitutes for the Customer posting groups are used, when it is necessary to post customer amounts in another balancing account, such as the amount of advance payment. Advance payment is made when additional customer posting groups are created and assigned as substitutes. At the time of advance payment, the advance posting group (substitute) is selected, in this case, **EU ADVANCE**.



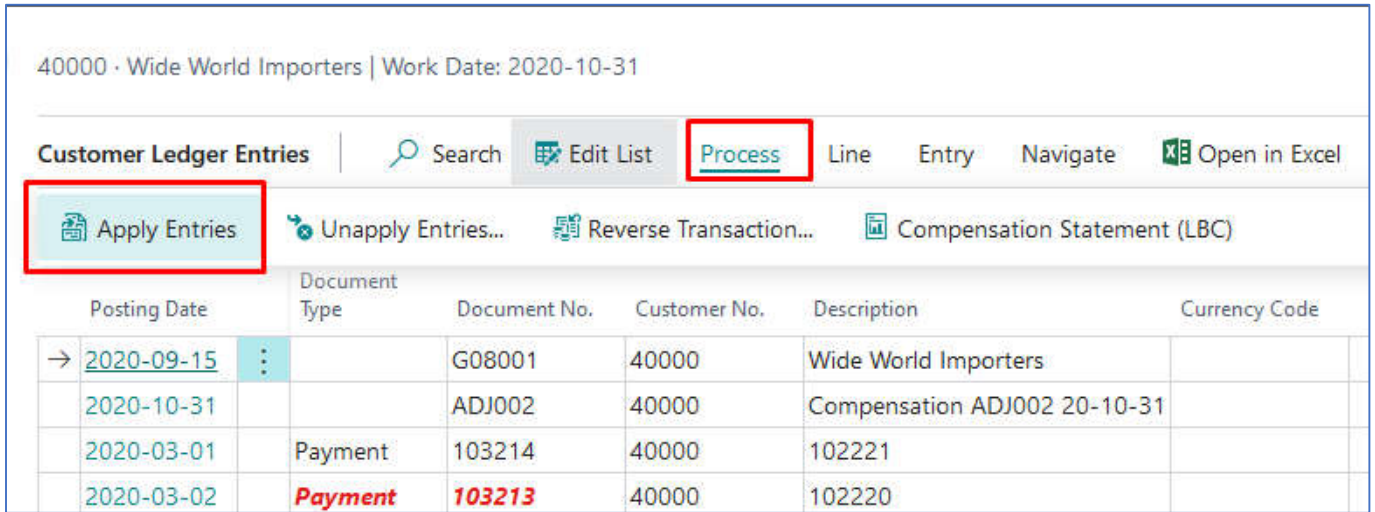
Picture 7 General Journal Line

After registering the advance payment, two G/L Entries are created, where one entry is for the advance payment. G/L Account No. of this advance payment is the same as that assigned to the substituted customer posting group (**EU ADVANCE**).



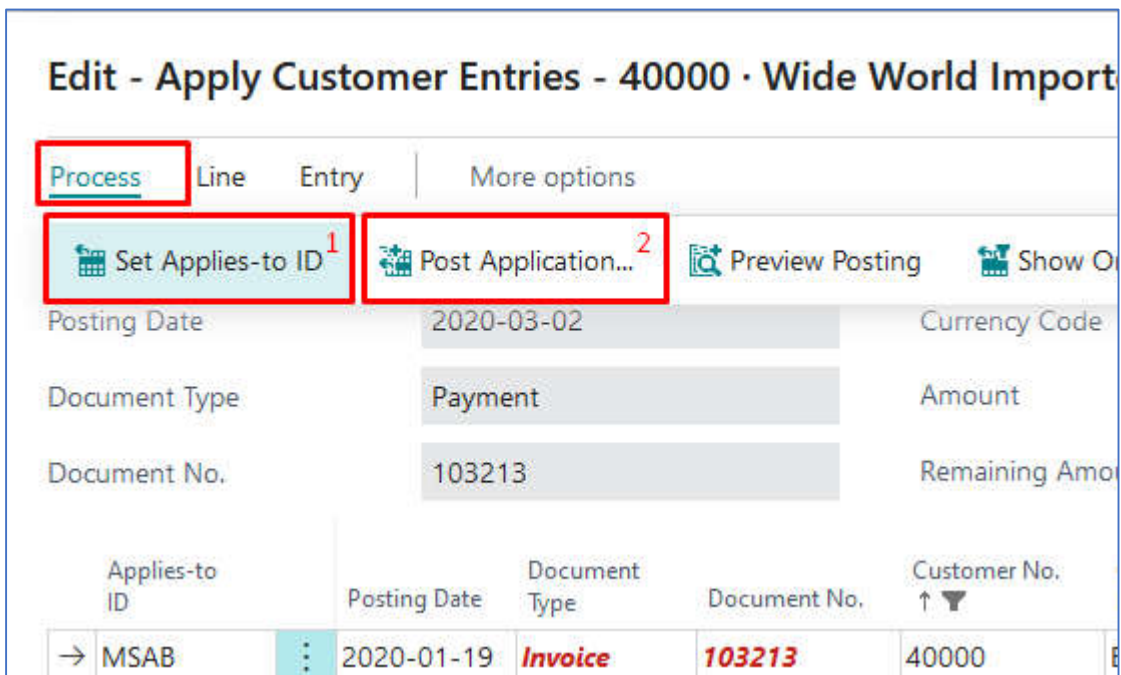
Picture 8 G/L Entries

When the advance payment and the invoice are posted, these entries has to be applied. The application is done by selecting the advance payment entry and pressing **Process -> Apply Entries**.



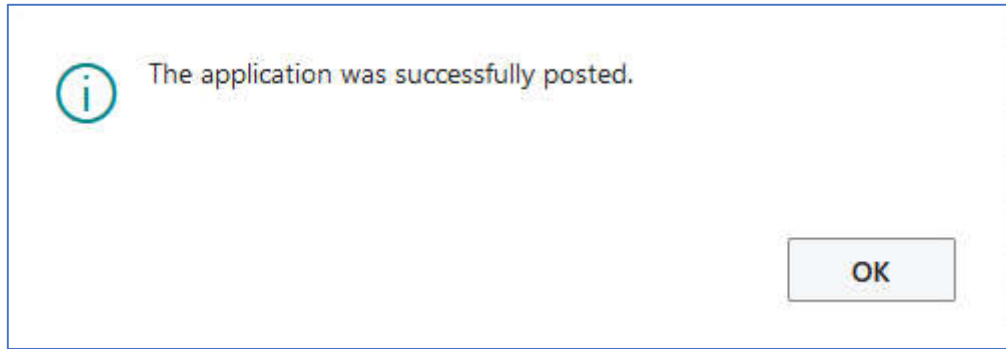
Picture 9 Apply Entries

In the application window that opens, the user has to select the posted invoice with which the advance payment will be applied. In order to post the application, Set Applies-to ID function must first be executed. This function is executed by pressing the **Process -> Set Applies-to ID** button. Executing this function enables the posting of the application by pressing the **Process -> Post Application** button.



Picture 10 Apply Customer Entries

Successful application of the advance payment with the invoice will result in the message **“The application was successfully posted”**:



Picture 11 Successfully posted application message

After the application of the advance payment and the invoice, the following G/L Entries will be created in the system:

Posting Date	VAT Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
→ 2020-09-15	2020-09-15	G08001		5360	Wide World Importers				100,00	G/L Account	
2020-09-15	2020-09-15	G08001		5360	Wide World Importers				-100,00	G/L Account	2910
2020-09-15	2020-09-15	G08001		2910	Wide World Importers				100,00	Customer	40000
2020-09-15	2020-09-15	G08001		2320	Wide World Importers				-100,00	G/L Account	

Picture 12 G/L Entries after apply

4.2 The Substitutes for the Vendor posting groups

The Substitutes for the Vendor posting groups are used, when it is necessary to post vendor amounts in another balancing account, such as the amount of advance payment. Advance payment is made when additional vendor posting groups are created and assigned as substitutes. At the time of advance payment, the advance posting group (substitute) is selected, in this case, **EU ADVANCE**.

Posting Date	VAT Date	Document Type	Document No.	Account Type	Account No.	Posting Group	Account Name	Amount	Bal. Account Type	Bal. Account No.	Description
→ 2020-09-15	2020-09-15		G08003	Vendor	30000	EU ADVANCE	Graphic Design Institute	100,00	G/L Account	2910	Graphic Design Institute

Picture 13 General Journal Line

After registering the advance payment, two G/L Entries are created, where one entry is for the advance payment. G/L Account No. of this advance payment is the same as that assigned to the substituted vendor posting group (**EU ADVANCE**).

Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	G/L Account No.
2020-09-15		***	2910	Graphic Design Institute			
2020-09-15	:	***	2410	Graphic Design Institute			

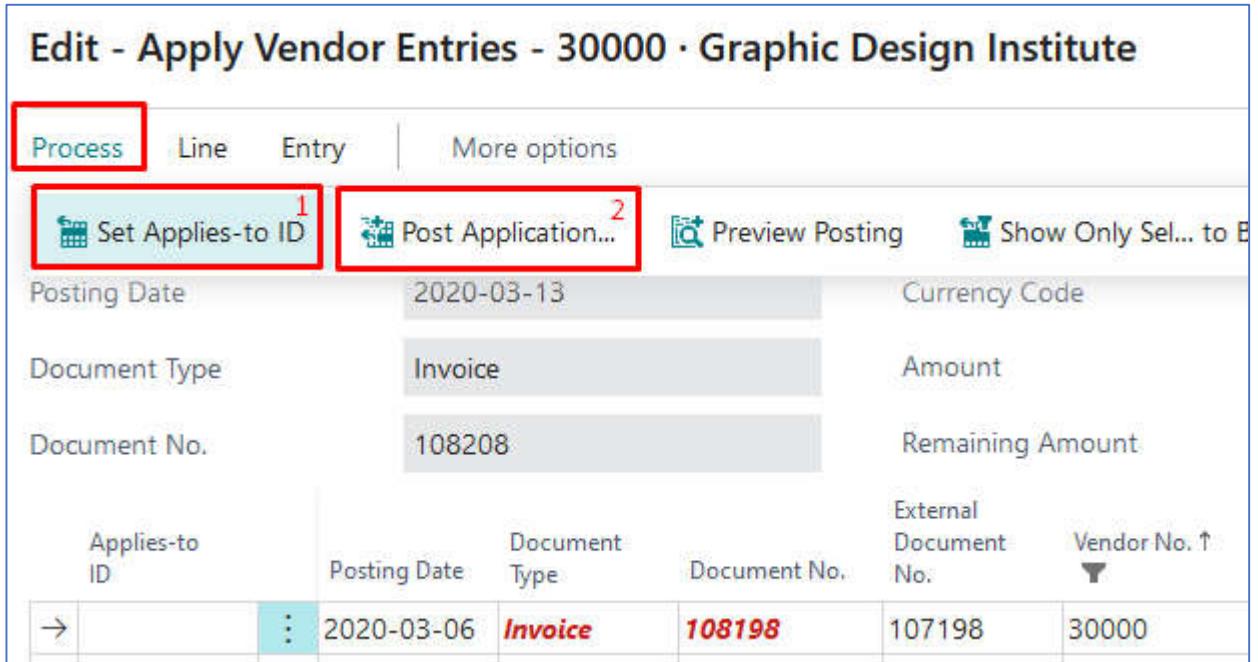
Picture 14 G/L Entries

When the advance payment and the invoice are posted, these entries has to be applied. The application is done by selecting the advance payment entry and pressing **Process -> Apply Entries**.

Posting Date	Document Type	Document No.	Document No.	Vendor No.	Description	Currency Code	Payment Method Code
→ 2020-09-15	:	G08002		30000	Graphic Design Institute		
2020-03-13	Invoice	108208	107208	30000	Invoice 107208		
2020-03-12	Invoice	108207	107207	30000	Invoice 107207		

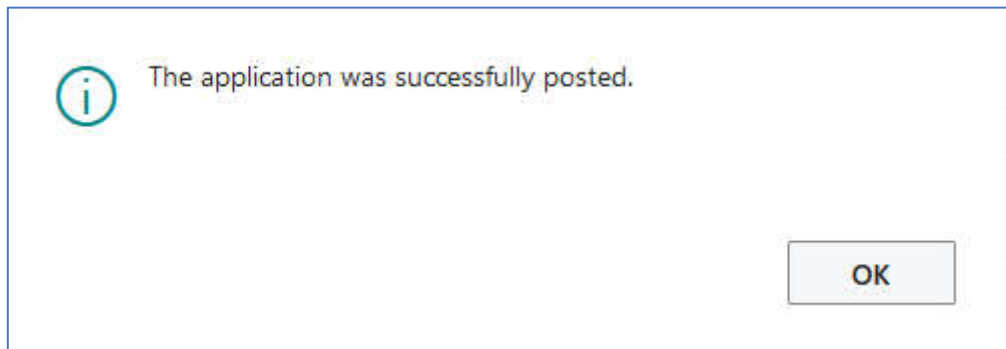
Picture 15 Apply Entries

In the application window that opens, the user has to select the posted invoice with which the advance payment will be applied. In order to post the application, Set Applies-to ID function must first be executed. This function is executed by pressing the **Process -> Set Applies-to ID** button. Executing this function enables the posting of the application by pressing the **Process -> Post Application** button.



Picture 16 Apply Vendor Entries

Successful application of the advance payment with the invoice will result in the message **“The application was successfully posted”**:



Picture 17 Successfully posted application message

After the application of the advance payment and the invoice, the following G/L Entries will be created in the system:

5420 Vendors, Foreign | Work Date: 2020-10-31

General Ledger Entries | Search | Edit List | Process | Entry | Open in Excel | More options

Posting Date	VAT Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type
→ 2020-09-15	2020-09-15	G08002		5420	Graphic Design Institute				100,00	G/L Accou
2020-09-15	2020-09-15	G08002		2910	Graphic Design Institute				-100,00	Vendor
2020-09-15	2020-09-15	G08002		2410	Graphic Design Institute				-100,00	G/L Accou
2020-09-15	2020-09-15	G08002		2410	Graphic Design Institute				100,00	G/L Accou

Picture 18 G/L Entries after apply

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