

# Substitutes posting groups manual

**2022**

**V5.0**

## Document versions

<b>Version</b>	<b>Data</b>	<b>Changes</b>
2.0	2020 05	Initial version
2.1	2021 10	No changes in the user manual
4.1	2021 04	Added exchange rate adjustment report
4.2	2021 07	No changes in the user manual
4.3	2021 07	No changes in the user manual
4.4	2021 10	No changes in the user manual
4.5	2021 12	No changes in the user manual
4.6	2022 05	No changes in the user manual
5.0	2022 11	No changes in the user manual

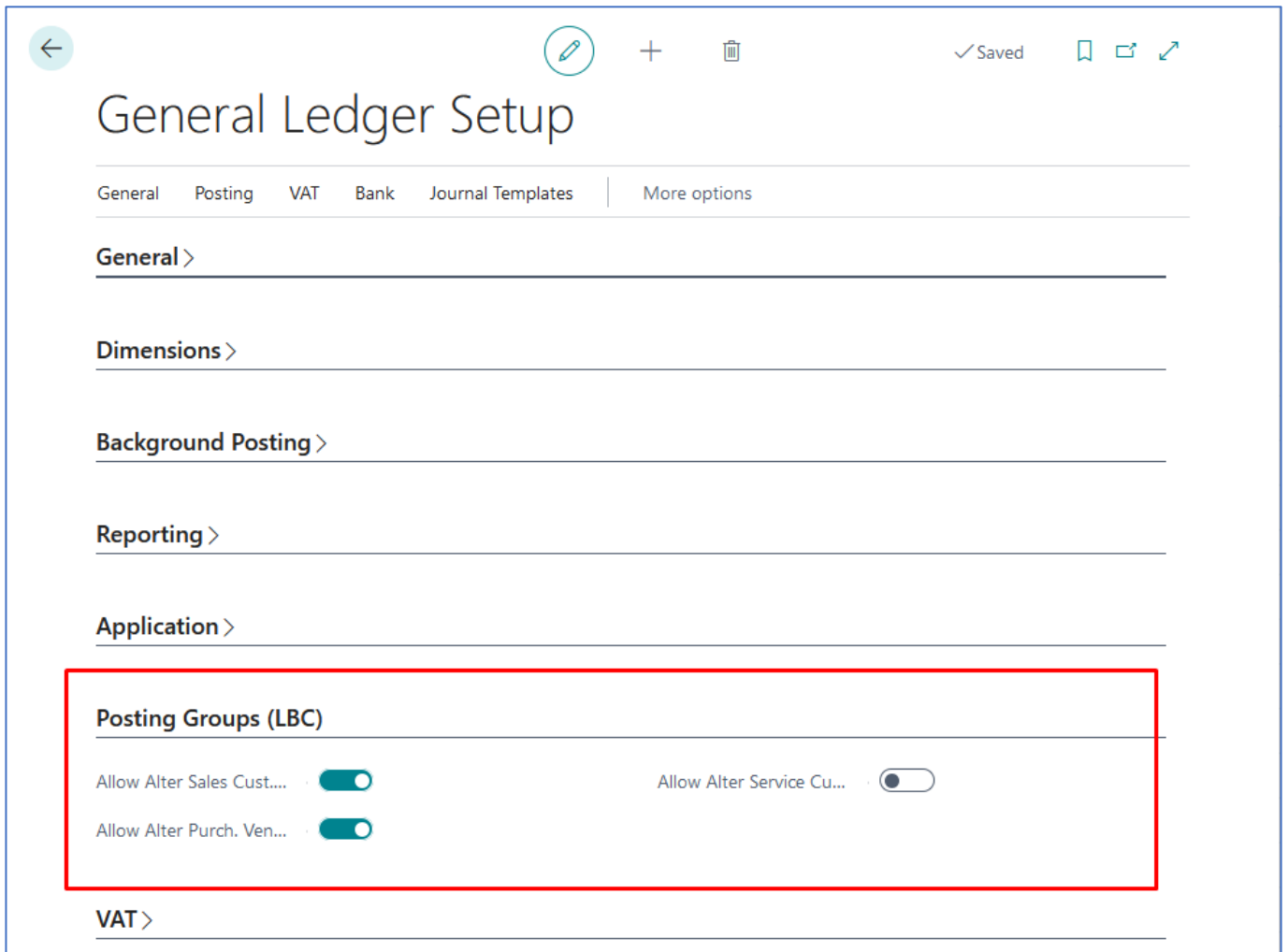
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## 1 Substitutes for Customer / Vendor postings groups – how to start

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

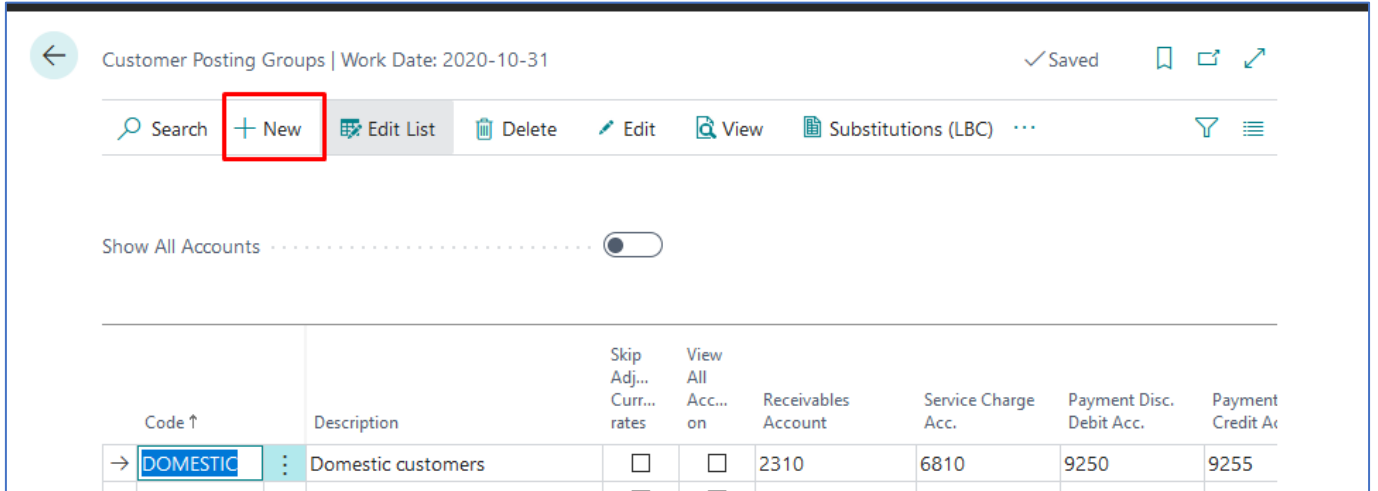
In order to enable substitutes General Ledger setup, need to be adjusted:



Picture 1 General Ledger Setup

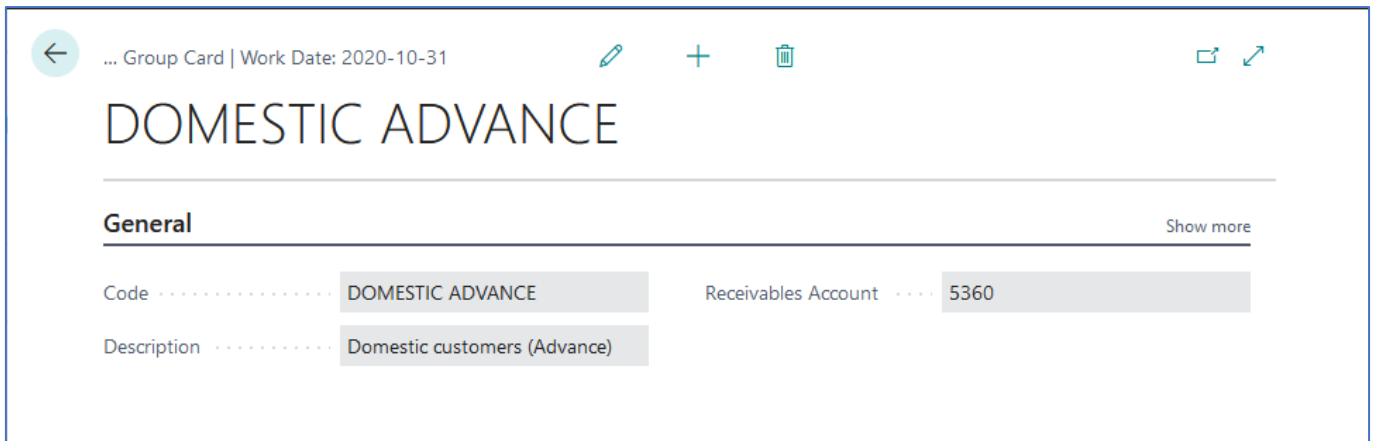
## 2 Creating substitutes for Customer / Vendor postings groups

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.



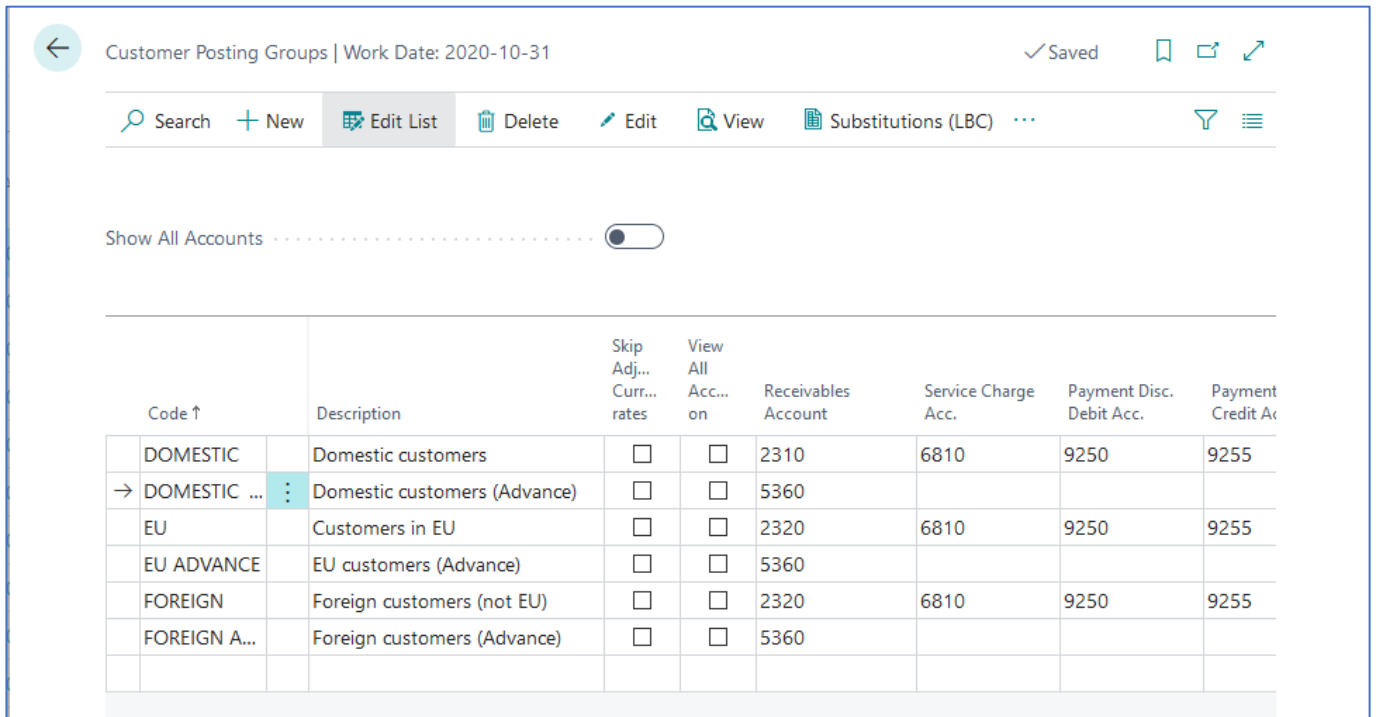
Picture 2 New Customer Posting Group

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) ...

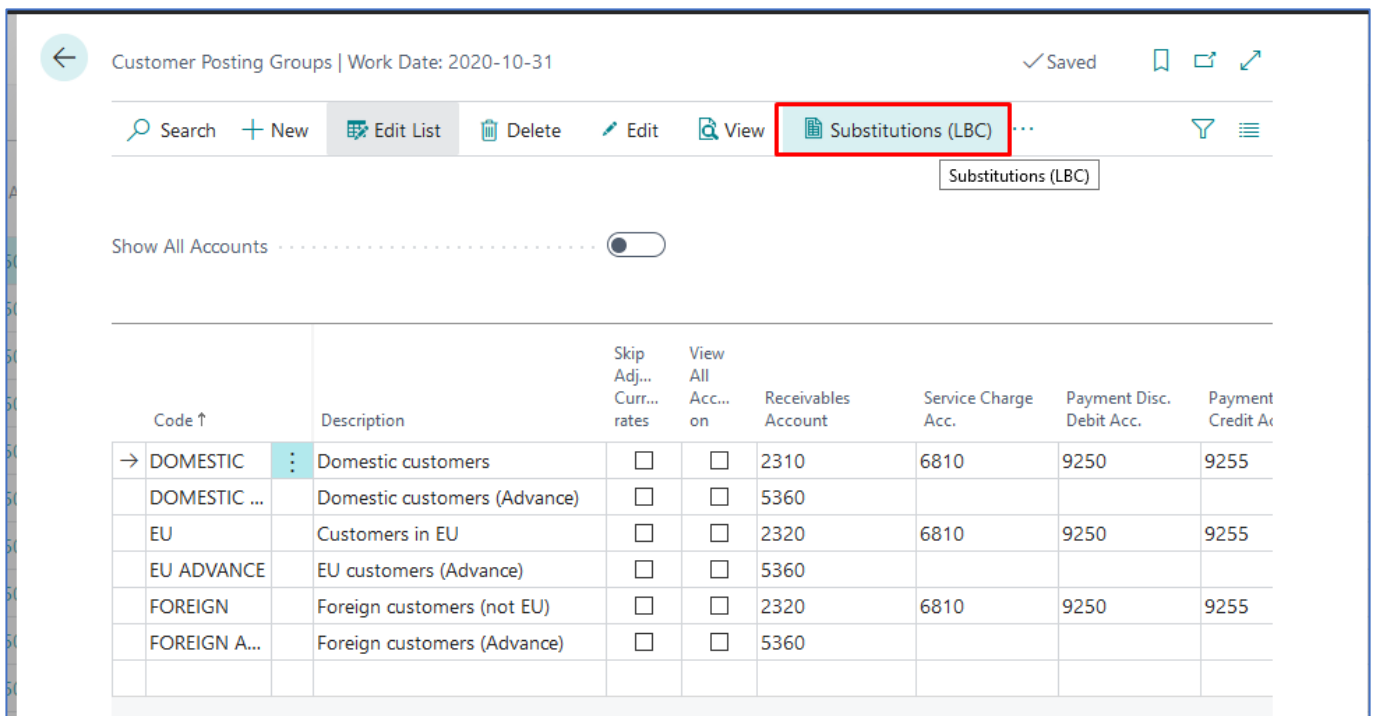
Show All Accounts

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)** ...

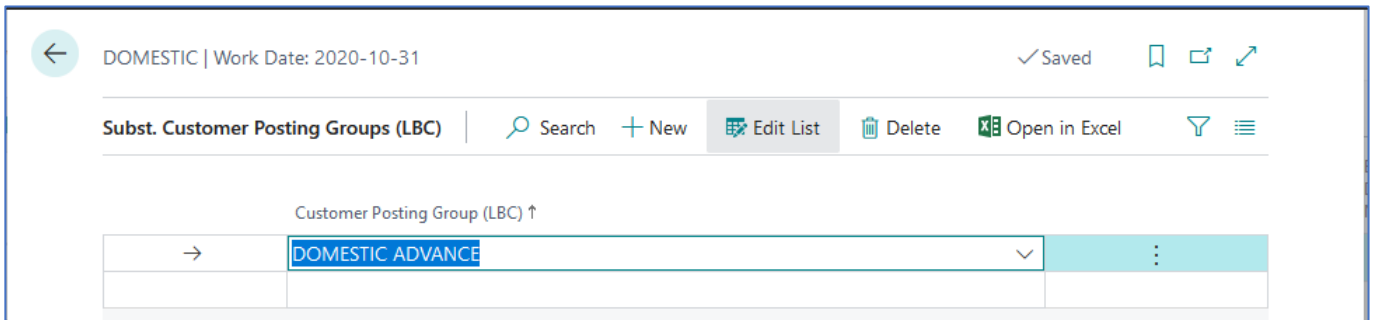
Show All Accounts

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**.

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	Customer	40000	EU ADVANCE	Wide World Importers	-100.00	G/L Account	2910	Wide World Importers

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**).

Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gr. Pc
2020-09-15		***	2910	Wide World Importers			
2020-09-15	:	***	5360	Wide World Importers			

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**.

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code
→ 2020-09-15		G08001	40000	Wide World Importers	
2020-10-31		ADJ002	40000	Compensation ADJ002 20-10-31	
2020-03-01	Payment	103214	40000	102221	
2020-03-02	<b>Payment</b>	<b>103213</b>	40000	102220	

Picture 9 Apply Entries

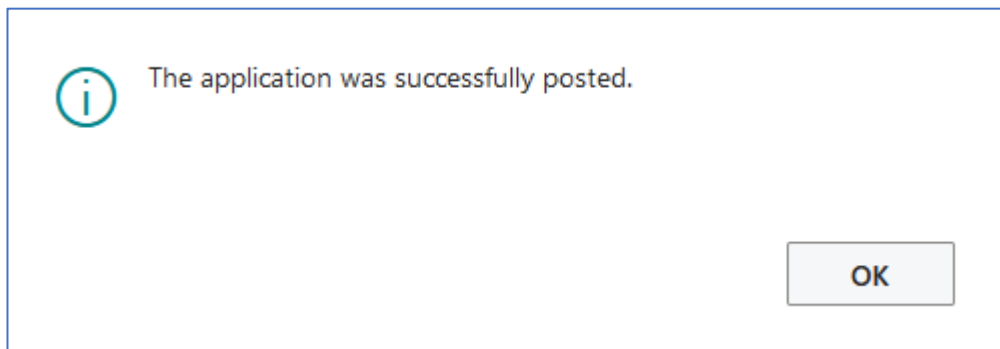
In the application window that opens, the user has to select the posted invoice with which the advance payment will be applied. In order to post the application, Set Applies-to ID function must first be executed. This function is executed by pressing the **Process -> Set Applies-to ID** button. Executing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

Posting Date	Document Type	Document No.	Customer No.
2020-03-02	Payment	103213	
→ MSAB	<b>Invoice</b>	<b>103213</b>	40000

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 Pr.
2020-09-15		***	2910	Graphic Design Institute			
2020-09-15	:	***	2410	Graphic Design Institute			

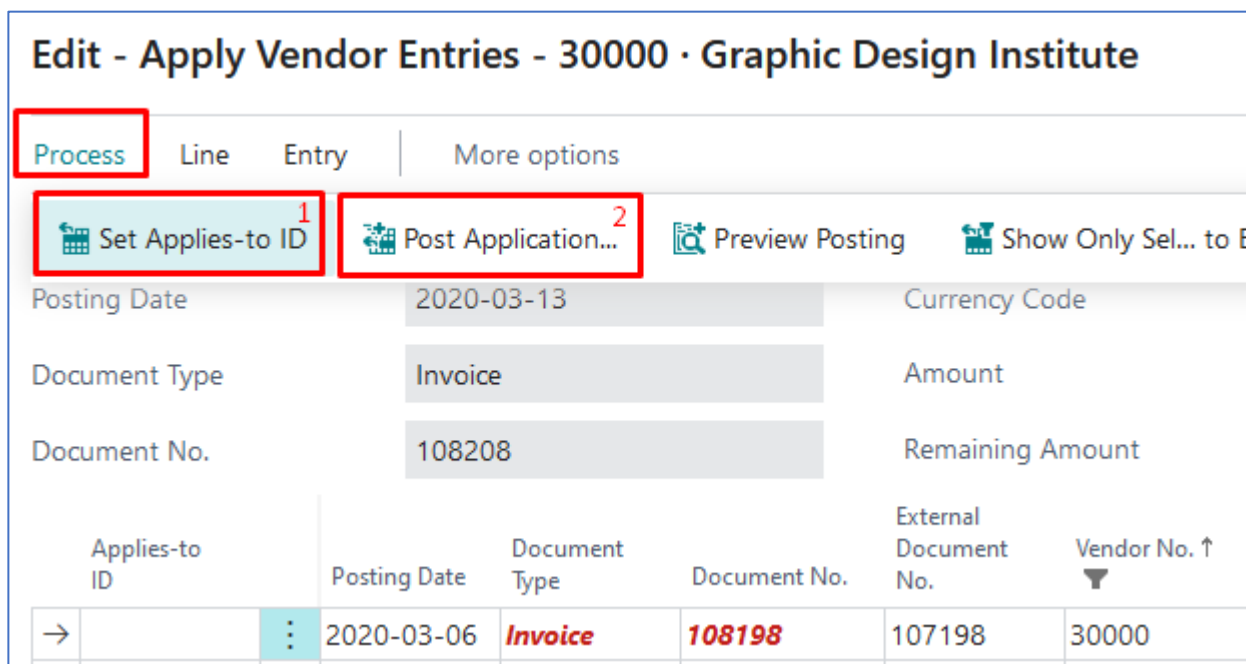
Picture 14 G/L Entries

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	<b>Invoice</b>	<b>108208</b>	107208	30000	Invoice 107208		
2020-03-12	<b>Invoice</b>	<b>108207</b>	107207	30000	Invoice 107207		

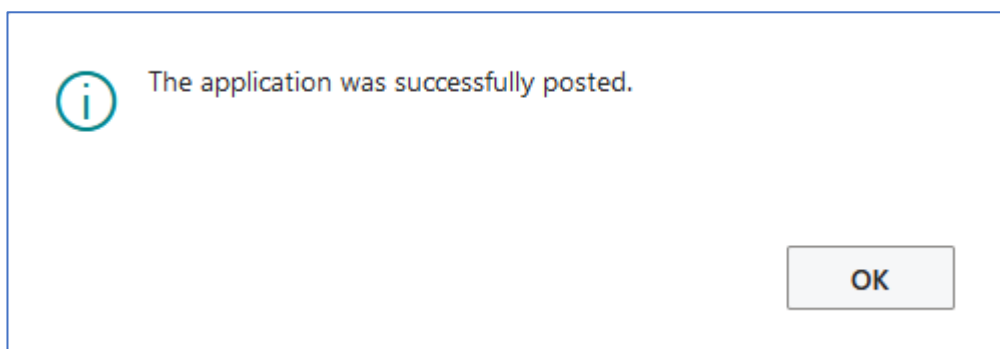
Picture 15 Apply Entries

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

## 5 Report Adjust Exchange Rates

For the adjustment of currency balances, the report “Adjust Exchange Rates”. You can adjust individual customer or vendor or bank accounts entries by selecting the desired accounts in the report options:

**Adjust Exchange Rates**

**Options**

Adjustment Period

Starting Date ..... [Calendar Icon]

Ending Date ..... [Calendar Icon]

Posting Description ..... Adjmt. of %1 %2, Ex.Rate Adjust.

Posting Date ..... [Calendar Icon]

Document No. ....

Adjust Customer Accounts .....

Adjust Vendor Accounts .....

Adjust Bank Accounts .....

Adjust G/L Accounts for Add.-Re...

Filter: Currency > 0 filters set

Advanced >

Schedule... OK Cancel

Pav. 19 report „Adjust Exchange rates“

Sometimes it is necessary not to adjust currency balances, such as advance entries. Customer posting groups and vendor posting groups have a setting of "Skip Adjust Currency rates (LBC)". If checked, the Adjust Exchange Rates (LBC) report will skip entries with the selected posting groups, leaving them unadjusted.




Vendor Posting Groups | Work Date: 2/10/2022 ✓ Saved










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

Show All Accounts

Code ↑	Description	Skip Adjust Currency rates (LBC)	View All Acc... on	Payables Account	Service Charge Acc.	Payment Disc. Debit Acc.
→ AVAN DOM...	Prepayment Domestic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2430		
DOMESTIC	Domestic vendors	<input type="checkbox"/>	<input type="checkbox"/>	5410	8910	9135
EU	Vendors in EU	<input type="checkbox"/>	<input type="checkbox"/>	5420	8910	9135
FOREIGN	Foreign vendors (not EU)	<input type="checkbox"/>	<input type="checkbox"/>	5420	8910	9135

## Customer / Vendor posting group substitutes

Customer Posting Groups | Work Date: 2/10/2022 ✓ Saved   

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



Show All Accounts

Code ↑	Description	Skip Adjust Currency rates (LBC)	View All Acc... on	Receivables Account	Service Charge Acc.	Payment D Debit Acc.
→ ADVANCE	Advance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4010		
DOMESTIC	Domestic customers	<input type="checkbox"/>	<input type="checkbox"/>	2310	6810	9250
EU	Customers in EU	<input type="checkbox"/>	<input type="checkbox"/>	2320	6810	9250
FOREIGN	Foreign customers (not EU)	<input type="checkbox"/>	<input type="checkbox"/>	2320	6810	9250

*Pav. 20 Vendor and Customer posting group setup*