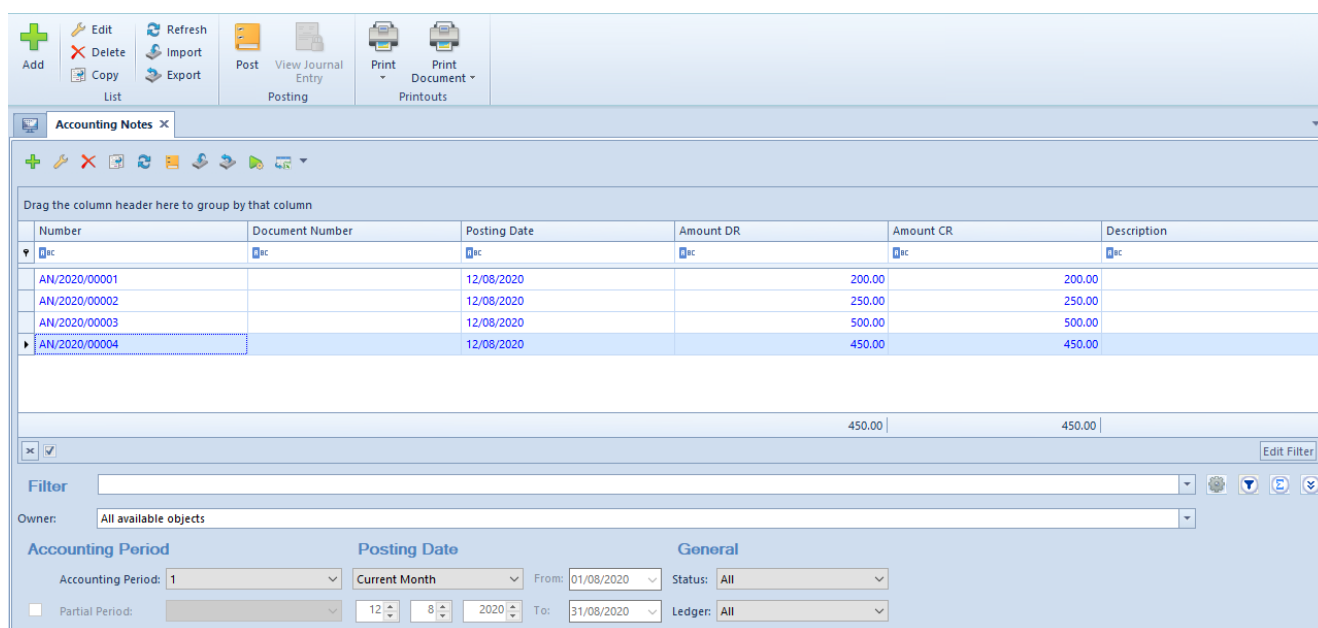


# List of accounting notes

The list of accounting notes is used for registration of documents other than <<VAT documents>> (VAT purchase invoices and VAT sales invoices). These documents can be the following: regular bills from VAT exempt persons, documents connected with paying for business trips.

It is available from the level of *Accounting*, upon clicking on **[Accounting Notes]** button.



## List of accounting notes

The list contains standard buttons which have been described in article <<Standard buttons>> and, additionally:

- **[Import]** – allows for importing accounting notes from files with .xls or .xlsx extension
- **[Export]** – allows for exporting selected accounting notes to a file with .xls or .xlsx extension

The list of accounting notes is composed of the following columns:

- **Number**
- **Document Number**

- **Posting Date**
- **Amount Dr**
- **Amount Cr**
- **Description**
- **Currency** (hidden by default)
- **Owner** (hidden by default)

Filtering areas available on the list:

### **Section *Accounting Period***

Section allowing for filtering accounting notes by [accounting period](#) in which an accounting note has been registered. If an accounting period is divided into partial periods, it is possible to check the parameter *Partial period* and select an appropriate period from the list.

### **Section *Posting date***

Section allowing for filtering accounting notes by the following periods: *Day, Month, Year, Range of Dates, Previous Month* and *Current Month*. The range of dates allows for selecting a specific time interval. In case of an accounting period in which the current date is included, the value *Current Month* is set in the filter. For other periods it is *Range of Dates* with dates of the beginning and of the end of accounting period on the basis of its form.

### **Section *General***

Section allowing for filtering accounting notes by:

- **Status** – the following values are available in this field: *All, Unconfirmed, Confirmed and Reversed*
- **Ledger** – allows for indicating a ledger from the list of ledgers assigned to a given accounting period Accounting notes registered in an indicated ledger will be displayed on the list.

Detailed description of functioning of the filters can be

found in category <<Searching and filtering data>>

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## Adding accounting note

Accounting note is used for registration of documents other than <<VAT documents>> (VAT purchase invoices and VAT sales invoices). These documents can be the following: regular bills from VAT exempt persons, documents connected with paying for business trips. Accounting notes can also be used for entering of journal entries regarding different types of posting operations performed during an accounting period, e.g. transferring of prime cost at the end of month, paying VAT etc.

The main application of accounting notes comes down to the registration of all (non-VAT) documents which are connected with a business entity and which should be posted on the entity's clearing account and then paid.

### Hint

When saving an accounting note, the system checks whether the value of the Dr side is equal to the value of the Cr side, but only within balance-sheet accounts. If the two sides are different, the system displays a warning *"The document does not balance. Unbalanced amount: [...]. Are you sure you want to save the document?"*.

A note, which is unbalanced within balance sheet accounts, cannot be posted.

To add an accounting note, it is necessary to click on button **[Add]**, which is available from the level of menu *Accounting* → *Accounting Notes*. A form with data to complete is opened.

No.	Customer/Vendor	Date of Transaction	Description	Account DR	Account CR	Amount
1	Hayden Morgan	13/08/2020		203		100.00
2		13/08/2020				100.00

The accounting note form is composed of the following elements:

## Side panel

- **Number** – entered automatically by the system according to numerator definition
- **Dr Balance Amount** – information field, it presents a total of items registered on a debit side of balance-sheet accounts
- **Cr Balance amount** – information field, it presents a total of items registered on a credit side of balance-sheet accounts
- **Difference** – information field, it presents a difference between a total amount of items registered on debit side of balance-sheet accounts and a total amount of items registered on credit side of balance-sheet accounts
- **Document Number** – number entered by a user for the purpose of additional identification of an accounting note. After changing a document number in journal entry header, the system asks whether to update the document number on the accounting note's items.
- **Posting Date** – date on which an accounting note will be posted
- **Date of Transaction** – transaction creation date

- **Date of Issue**
- **Ledger** – ledger in which an accounting note will be posted. A ledger defined as a default ledger on accounting period form, is suggested.
- **Owner** – by default, it is the center to which the user registering an accounting note is logged-in
- **Description** – section containing an additional description of a document. It will be copied to single-sided entry after posting the accounting note.

## **Tab *Items***

In this tab, it is possible to add, edit, copy, delete accounting note items as well as export them to a spreadsheet.

The system allows for adding accounting notes entries in two ways:

- directly in table
- through form

### **Adding accounting note item in table**

To add an item in table, it is necessary to click on **[Add]** button placed in *Single-Sided Entry* group of buttons. A row in which it is possible to enter data, appears in the table. A user must fill in the following columns: *Account DR*, *Account CR*, *Amount*, *Date of Transaction*, and optionally *VAT Rate*, *Description*, and *Customer*. Among columns hidden by default, there are: *Amount in Currency* and *Currency*. When adding a subsequent item, amount presented in the *Amount* field is calculated as a differential value so that a document balanced within balance-sheet accounts.

### **Adding accounting note item through form**

To add an item to an accounting note through form, it is necessary to click on **[Add Through Form]** button.

Adding accounting note item through form

The tab *General* of accounting note item is composed of the following items:

### ***Items → General***

The tab *General* of accounting note item is composed of the following elements:

#### **Section *General***

- **No.** – field filled in by system automatically. It cannot be edited.
- **Document Number** – number entered by a user for the purpose of a better identification of an accounting note. By default, the number is copied from the side panel of an accounting note.
- **Customer/Vendor** – allows for selecting a customer/vendor associated with a given accounting note.

#### **Section *Account***

- **Account DR** – mandatory field. Debit side of an account.
- **Account CR** – mandatory field. Credit side of an account.
- **Entity** – field displayed upon selecting a dictionary account associated with an entity. An entity associated with a given dictionary account is displayed in this field.

### **Section *Amount***

- **Amount** – mandatory field. Single-sided entry value. When adding a subsequent single-sided entry, amount presented in the Amount field is calculated as a differential value so that a document balanced within balance-sheet accounts.
- **Amount in currency** – field available only for single-sided entries entered to account in a currency different than the system currency.

### **Section *Currencies***

Section available only for those single-sided entries which are registered on account in a currency different than the system currency. It allows for selecting an exchange rate according to which a journal entry is to be recalculated. In case of a single-sided entry created as a result of posting of a document, the section is not editable.

### **Section *Dates***

- **Date of Transaction** – the actual date of transaction, that is, the day on which a purchase or sales transaction was made
- **Date of Issue** – date of issue of a document on the basis of which the posting is made

### **Section *Other***

- **Description** – field for providing additional information regarding accounting note item
- **VAT Rate** – allows for the selection of VAT rate included

in VAT rate group assigned to a company

## ***Items → Attributes***

Detailed description of the tab *Attributes* can be found in article <<Attributes>>

## ***Tab Payments***

Payments for an accounting note document are created automatically, provided that the account selected on an accounting note item is a clearing and dictionary account associated with the entity (customer, employee, institution, bank). Additionally, the system allows for automatic creation of an appropriate analytical account upon selecting a dictionary general account and indicating an entity.

From the level of this tab, it is possible to edit and clear a given payment. Payment from an accounting note document is subject to the same rights as payments generated for trade documents.

## ***Tab Analytical Description***

Detailed description of the functionality can be found in article <<Analytical description on accounting documents>>.

## ***Tabs Attributes, Attachments, Change History***

Detailed description of tabs can be found in article <<Tab Discount Codes, Analytical Description, Attributes, Attachments and Change History>>.