

# Rules of posting documents

## Rules of posting documents in a multi-company structure

In a multi-company structure, posting of documents is possible only within a company a user is currently logged-in to – for its current accounting period and through posting schemes available in it.

- documents issued in a company to which a user is logged-in can be posted
- documents issued in other center than the one a user is logged-in to, but included within the same company, can be posted
- documents issued in other company than the one a user is logged-in to cannot be posted

## Available methods of posting:

- When confirming a document

While confirming a document, the button [**Confirm and Post**] is available. The document will be posted successfully only with a properly defined default posting scheme. Otherwise, the document will be confirmed, but not posted.

- From the level of the list of documents/from the level of a document

A confirmed document can be posted from the level of the documents list or in the document edit mode. The document is posted by clicking on the button [**Post**]. The document will be posted successfully only with a properly defined default posting scheme.

Clicking on the button [**Post**] without selecting a posting

scheme (checked parameter *Use default scheme*) posts a document with the use of a remembered unposted entry, if such entry existed before. However, clicking on the button [Post] and selecting a posting scheme (unchecked parameter *Use default scheme*, it can be also a default scheme) posts the document according to the scheme definition (possible unposted journal entries are then ignored).

- Posting through a contra account

The [**Post Through Contra Account**] button is only available for cash-bank transactions and closed cash/bank reports. If a contra account is selected in the cash-bank transaction form, and an account and a ledger is assigned to the account selected on a cash-bank transaction, posting operation will be performed successfully.

- Manually from the level of journal entries

By adding a journal entry from the level of the list of journal entries. Detailed description of the functionality can be found in article <<Numbering of book accounts>>.

- Through a BPM process named *Post Documents Automatically*

## **Rules for posting with the use of a posting scheme**

- A posting scheme should be built separately for each type of document. There can be several schemes assigned to a given document type. One of the schemes must be set as default
- Posted documents are displayed in the list in blue
- Trade and warehouse documents can be posted only if they are confirmed.
- Warehouse documents can be posted if they have prime sales cost/delivery value is determined. If documents not having these values determined and should be posted,

parameters *Prime sales cost determined/Fixed delivery value* must be checked.

- Documents generated from other documents can be posted in the same way as the source documents
  - Posting VAT invoices with source documents:
    - when the source document is already posted, it is not possible to post the VAT invoice. It takes automatically the status: *Posted*.
    - when the VAT invoice is posted, it is not possible to post its source invoice. It takes automatically the status: *Posted*.
  - A posted document cannot be canceled.
  - The status of a journal entry created during the posting with a posting scheme is *Unconfirmed*. A user confirms such an entry manually.
  - If a journal entry created as a result of a document posting has status *Unconfirmed*, it can be deleted. After deleting the entry, it is possible to cancel the document or post it again.
  - If a journal entry created as a result of a document posting is confirmed, it cannot be deleted without a trace. In order to unpost a document, it is necessary to generate a correcting entry. After the correcting entry is confirmed, the document is unposted and thus can be canceled.
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## List of posting schemes

A list of posting schemes is available from the level of the menu *Accounting*, under the [**Schemes**] button.

Symbol	Name	Document Type	Active
ic	ic	ic	ic
SI	Sales Invoice	Sales Invoice	Yes
PI	Purchase Invoice	Purchase Invoice	Yes
R	Receipt	Receipt	Yes
CM	Credit Memo	Credit Memo	Yes
VSI	VAT Sales Invoice	VAT Sales Invoice	Yes
ASI	Advance Sales Invoice	Advance Sales Invoice	Yes

Filter:

General

Document Type: All

Only active:

## List of posting schemes

The list contains all the posting schemes available in a company within a given accounting period. From the level of the menu *Configuration* → *Company Structure* → *Object Availability*, it is possible to manage the availability of posting schemes within centers of a given company. Detailed description regarding sharing of posting schemes can be found in article <<*Object availability*>>.

Default posting scheme for a document type can be changed from the level of the menu *Configuration* → *Company Structure* → *Object Availability*, by selecting the parameter in the column *Default*. Only one default posting scheme can be assigned to a document type.

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

- **[Add for Documents]** – allows adding posting schemes for particular types of documents. After clicking on the button, a list of document types becomes available, where it is possible to build a scheme.
- **[Update]** – allows transferring schemes from the previous accounting period. Only schemes with symbols which do

not exist in a given accounting period are added.

#### Note

Those posting schemes are transferred which have a ledger defined in the current accounting period assigned.

- **[Import]** – allows for importing a scheme from a file with .xml extension
- **[Export]** – allows for exporting a scheme to a file with .xml extension Each exported scheme is saved in a separate file with a name indicated by a user to which the symbol of a given scheme is added.

The list of posting schemes is composed of the following columns:

- **Symbol**
- **Name**
- **Document Type** – provides information about the type of the document for which a given scheme has been built
- **Active**
- **Document Group** (hidden by default) – information regarding the group of documents for which a given scheme has been built, defined on the basis of the document type. Available values: *Sales and Purchase, Cash/Bank Reports, Exchange Rate Differences, Cash-Bank Transactions, Debt Collection, Compensations.*

Types of documents subject to posting:

#### [TABLE]

Detailed description of functioning of the filters can be found in category <<Searching and filtering data>>

Additionally, the following filters are available on the list:

- **Document Type** – allows for limiting the list of schemes to selected document type for which schemes have been built

- **Only Active** – parameter selected by default Allows for limiting the list of schemes to those which have the parameter *Active* checked
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# Adding a posting scheme

## General information

A list of posting schemes is available from the level of the menu *Accounting*, under the [**Schemes**] button.

A posting scheme is added on the list of posting schemes upon clicking the [**Add for Documents**] button and selecting a document type for which the scheme is to be added. A posting scheme form appears.

The menu of the window contains <<standard buttons>> and, additionally:

- [**Copy from...**] – allows for copying data from another posting scheme. Upon clicking on the button, the list of posting schemes is opened, where it is possible to indicate the scheme whose elements must be copied to a given scheme.

The screenshot shows a software interface for adding a sales invoice. The 'General' tab is active, showing various configuration fields. Below the form fields is a table with columns for account expressions and conditions. The table contains one entry for a customer account with a total payment amount in EUR.

No.	Expression of Account DR	Expression of Account CR	Description Expression	Amount Expression	Condition Expression	Calculate For
1	@CustomerAccount['Customer']			@Payment['Total']	@Currency='EUR'	Payment

Posting scheme form

The form of a posting scheme is composed of the following elements:

## Tab *General*

**Symbol** – mandatory field, posting scheme symbol

**Name** – allows for entering the name of a posting scheme

**Entry Owner** – allows for specifying of the method of determining the owner of a journal entry. Available values:

- *Posting Operator* – the current center (center of logged-in operator) becomes the owner of generated journal entry
- *Document Owner* – owner of a posted document becomes the owner of generated journal entry

**Ledger** – allows for indicating a ledger on which journal entries generated with the use of a given posting scheme should be registered. Selecting the button [Ledger] opens a drop-down list with the following options: *SQL Query* (allows

for retrieving a ledger with the use of SQL query) and *Insert value from directory...* -> *Ledger* (allows for indicating a ledger from the list of ledgers available for a company in a given accounting period).

#### Hint

For schemes for cash-bank documents it is also possible to select variable *@AccountLedger*, which retrieves a ledger from cash-bank account definition during posting.

**Posting Date** – allows for specifying a date with which a document will be posted. Selecting the button [Posting Date] opens the list of predefined macros. Macros included in the list depend on type of document for which a scheme is being defined

#### Note

*@TransactionDate* in a posting scheme is a date of trade transaction from the source document. In the case of trade document corrections, it is possible to use the *@CorrectionDate* macro.

The variable *@TransactionDate* retrieves the date of:

- **Sale** – for sales documents
- **Purchase** – for purchase documents
- **Release/reception** – for warehouse documents

**Condition** – allows for entering an additional condition which must be fulfilled by a posted document. Selecting the button [**Condition**] opens the list of predefined macros. Macros included in the list depend on type of document for which a scheme is being defined.

**Description** – allows for entering a description which will be transferred to the field *Description* on journal entry. Selecting the button [**Condition**] opens the list of predefined macros. Macros included in the list depend on type of document

for which a scheme is being defined.

**Active** – parameter allowing for blocking the possibility of posting with the use of a posting scheme. The parameter is unchecked automatically when saving a posting scheme containing errors.

**Merge Single-Sided Entries** – parameter specifying whether a posting scheme should merge single-sided entries registered on the same account.

#### Note

If parameter *Save VAT rate* has been checked on the scheme item, a separate single-sided entry is created for each rate, regardless whether the parameter *Merge Single-Sided Entries* is checked or not in the scheme definition.

#### Note

When posting documents on clearing accounts on the basis of payments, separated single-sided entries are created, if the payment was divided, regardless whether the parameter *Merge Single-Sided Entries* is checked or not.

A posting scheme item can be added in table or through form

## **Adding a posting scheme item in table**

To add an item, it is necessary to select the button [**Add in Table**]. A row in which it is possible to enter data, appears on the list of items.

The table contains the following columns: *No.*, *Expression of Account DR*, *Expression of Account CR*, *Description Expression*, *Amount Expression*, *Condition Expression*, *Calculate For*. After clicking on the arrow placed on the right side of the field, a window where it is possible to type the expression, appears.

#### Note

The list of predefined macros is not available when adding a posting scheme item in table.

No.	Expression of Account DR	Expression of Account CR	Description Expression	Amount Expression	Condition Expression	Calculate For
1	401*			@Payment[Total]		Payment

Posting scheme item added in table

### Note

Payments and clearings are processed correctly only if the posting schemes used to post documents have properly been built. Essentially important is a posting scheme element which posts a payment amount to entity's clearing account. Such item should be built on the basis of the table *Payments*, that is, the option *Payments* should be selected in the field *Element Calculated For*, and the option *Payment* or *Receivable* or *Payable* should be selected in the *Amount* field. *Payment* or *Credit* or *Debit*

Values should not be posted on clearing accounts on the basis of the amount from the header (*Total* amount) or through a manual generation of unposted entries on the document, because it could cause discrepancies between clearings and payments. Errors might relate to the lack of clearing despite a registered payment and the other way round, not being able to clear journal entries (complete payments), calculation of inappropriate exchange rate differences.

Moreover, after generating unposted entries of a document with a properly defined posting scheme, an unposted journal entry must not be manually changed, e.g. by deleting the entry and adding it again manually or by modifying the amount of payment.

### Note

When posting payments not subject to clearings, on a clearing single-sided entry, in the section *Clearings*, the status *Not subject to clearings* is set.

Changing payment status (*Subject/Not subject to clearing*) from the level of payment list, results in automatic change of

single-sided entry status (*Subject/Not subject to clearing*).

## Adding a posting scheme item through form

To add an item, it is necessary to select the button [**Add through Form**]. A posting scheme item form appears.



Posting scheme item form

The form is composed of the following elements:

**Element Calculated For** – takes the following values: *Payment*, *Header*, *Element*, *Subelement* and *Analytical Description*. Depending on the value selected in this field, the following variables are available on elements:

**Currency posting** – parameter determining whether a scheme element was defined to post documents/payments in foreign currency on accounts in kept in foreign currency. Only if the parameter is checked, the values on account are expressed both in the currency of payment/cash-bank transaction and in the system currency. When posting a payment/transaction in foreign currency with the use of a posting scheme which has an element with the parameter unchecked, the system displays a message informing about an incorrectly defined posting scheme.

If the parameter *Currency posting* is checked, in the field *Account DR/Account CR* it is possible to indicate an account number or retrieve an account with the use of SQL query.

#### Hint

If documents were first posted without the parameter *Currency posting* being checked, a customer/vendor account without detailed subsidiary accounts for USD is created (e.g. 201-COMARCH and not 201-COMARCH-USD). If later it is attempted to post to this account through a posting scheme with the parameter *Currency posting* being checked and the parameter *Currency accounts added as sub-subsidiary accounts* also being checked in the configuration, the system will not allow for adding a subsidiary account to the account on which journal entries are already recorded.

**Save VAT rate** – parameter determining whether VAT rates should be transferred to the journal entry. The parameter is only active during the posting on the basis of elements.

**Account DR/Account CR** – mandatory field, allows for defining accounts on the DR and CR side.

**Create DR Account/Create CR Account** – parameter determining whether accounts should be created automatically when posting, in accordance with the number entered in the field *Account DR/Account CR*

**Amount** – mandatory field, allows for defining a variable for retrieving posted amount

**Condition** – allows for adding a condition which must be fulfilled by a posted document

**Description** – allows for entering a single-sided entry description

Upon clicking on the buttons [**Account DR**], [**Account CR**], [**Amount**], [**Description**], a user can select variables described in article <<*Predefined macros of posting schemes*>>.

#### Hint

The prime cost should be posted in Comarch ERP Standard from the level of SOR/SORQC documents. On SI/R/SIQC/RQC documents, the prime cost value is an estimated value only.

#### Hint

Variables referring to set, which are defined on the basis of subelement should be used only if option *Retrieve elements onto document* has been checked. A scheme using *@Subtotal* variable or condition "*IfSetComponents=1*" returns 0 value for a set without the parameter *Retrieve elements onto document* checked.

## **Tab *Change History***

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

## **Creating accounts with the use of a posting schemes based on types of directory accounts**

From the level of a posting scheme, when referring to types of directory accounts defined in configuration (menu *Configuration* → *Accounting* → *Directory Accounts* → *Account Types*), it is possible to create a subsidiary directory account for the following objects: *Customer/Vendor, Item, Employee, Warehouse, Customs Bureau, Inland Revenue, Bank, VAT Rates, Fixed Assets*.

In order to do so, it is necessary to assign appropriate directory account to specific types of accounts in the types of accounts window (menu *Configuration* → *Accounting* → *Directory Accounts*), for which object subsidiary accounts will be created.

No.	Value	Description	Active	Account	Autocreation
1	Customer		<input checked="" type="checkbox"/>	203	<input type="checkbox"/>
2	Vendor		<input checked="" type="checkbox"/>	100	<input type="checkbox"/>

## Types of directory accounts

Next, in the posting scheme, refer to specific type of account, for instance, to a customer/vendor account of *Customer* type: `@Customer/VendorAccount["Customer"]` and check parameter *Create account*. The customer's account will be created while posting a document and at the same time it is registered on the form of customer object (tab *Accounting*).



Posting scheme element, creating a subsidiary directory account

## SQL queries in posting schemes

An SQL query in posting schemes can be defined manually or with the use of function suggesting SQL query elements (tables, SQL functions, system elements) by pressing **<CTRL>+<Space>**. In case the function of suggesting is selected, the system displays elements which could be included in an SQL query at a given moment.

If entered command or query is incorrect, the field being defined becomes pink.

[Alert]The returned value must be labeled with *"this"* alias. Without it, the query will be validated, but it will be run with an error. [/alert]

When building an SQL query, it is possible to refer to the

following variables:

- **@DocumentId** – ID of a document being posted (available for scheme header or elements calculated for header)
- **@ItemId** – ID of an item being posted (available for scheme elements calculated for items)
- **@SubitemId** – ID of a given subitem (available for scheme items calculated for subitems)
- **@PaymentId** – ID of a payment being posted (available for scheme elements calculated for payments)
- **@LineId** – ID of an analytical description line being posted (available for scheme elements calculated for analytical description)

Description of the exemplary conditions, which can be used in posting schemes, can be found in the *Comarch ERP Standard Technical Newsletter – Posting schemes*.

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## **Predefined posting scheme macros**

[https://help.comarch.com/standard/20221/wp-content/uploads/2021/01/Predefined\\_macros\\_for\\_posting\\_schemes.pdf](https://help.comarch.com/standard/20221/wp-content/uploads/2021/01/Predefined_macros_for_posting_schemes.pdf)

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# Unposted entries

Before posting a document, the user may preview the entries which will be created by posting the document with a particular posting scheme, that is generate an unposted entry. Unposted entry does not make any changes to the document. The proposed unposted entry can be freely changed.

In order to generate an unposted entry, it is necessary to:

- Mark a document on the list
- Click [**View Unposted Entries**] in the *Posting* button group
- If there is more than one posting scheme defined for a given type of document, a window in which a posting scheme and posting date can be selected will open. In that window, there are two checked parameters:
  - *Use the scheme date* – unchecking this parameter enables to select a different posting date than that specified on the scheme
  - *Use default scheme* – unchecking this parameter enables to select a different posting scheme assigned to a given document type

Use the scheme date:  17 September 2020

Use default scheme:

Symbol	Name
bc	bc

Generate Unposted Entry Cancel

Preview of the unposted entry process

- By selecting the button [**View Unposted Entries**] the window Unposted Entry will open. A user can:
- Save the unposted entry – [**Save**]
- Post the document – [**Save and Post**]. A message about posting will appear.
- Add a new unposted entry item – [**Add Through Form**] A single-sided entry form will open, where it is necessary to fill in the mandatory fields and then save the form.
- Edit the unposted entry item – [**Edit**] A single-sided entry form will open, where possible to enter changes and then save the form.
- Delete the unposted entry item – [**Delete**]
- Change posting scheme – [**Change Posting Scheme**] A list of posting schemes will then be opened, where it is possible to select another posting scheme.
- Delete the modified data – [**Delete User Values**] The button is active if changes have been entered to the unposted entry. The system will then restore the values generated with the scheme.
- Verify whether journal entries fulfill the conditions

specified in the defined cost allocations – [**Check Cost Allocations**]. Detailed description of the functionality can be found in article <<Cost allocations>>.

- Close the unposted entry

Unposted Entry: PI/2... x

Dr Balance Amount: 1,440.00 EUR  
Cr Balance Amount: 0.00 EUR  
Difference: 1,440.00 EUR

Number in General Ledger: AUTO  
Number in Ledger: AUTO  
Document Number: PI/2020/00002  
Posting Date: 17/09/2020  
Date of Transaction: 17/09/2020  
Date of Issue: 17/09/2020  
Posting Scheme: PI (Purchase Invoice)  
Type of Proof: Invoice

Single-sided Entries

Drag the column header here to group by that column

No.	Description	Account DR	Account CR	Amount	Customer/Vendor	Date of Transacti...	VAT Rate
1		201-COMARCH		360.00	Comarch S.A.	17/09/2020	
2		201-COMARCH		360.00	Comarch S.A.	17/09/2020	
3		201-COMARCH		720.00	Comarch S.A.	17/09/2020	

720.00 | 0.00 | 720.00

Description: Add a description

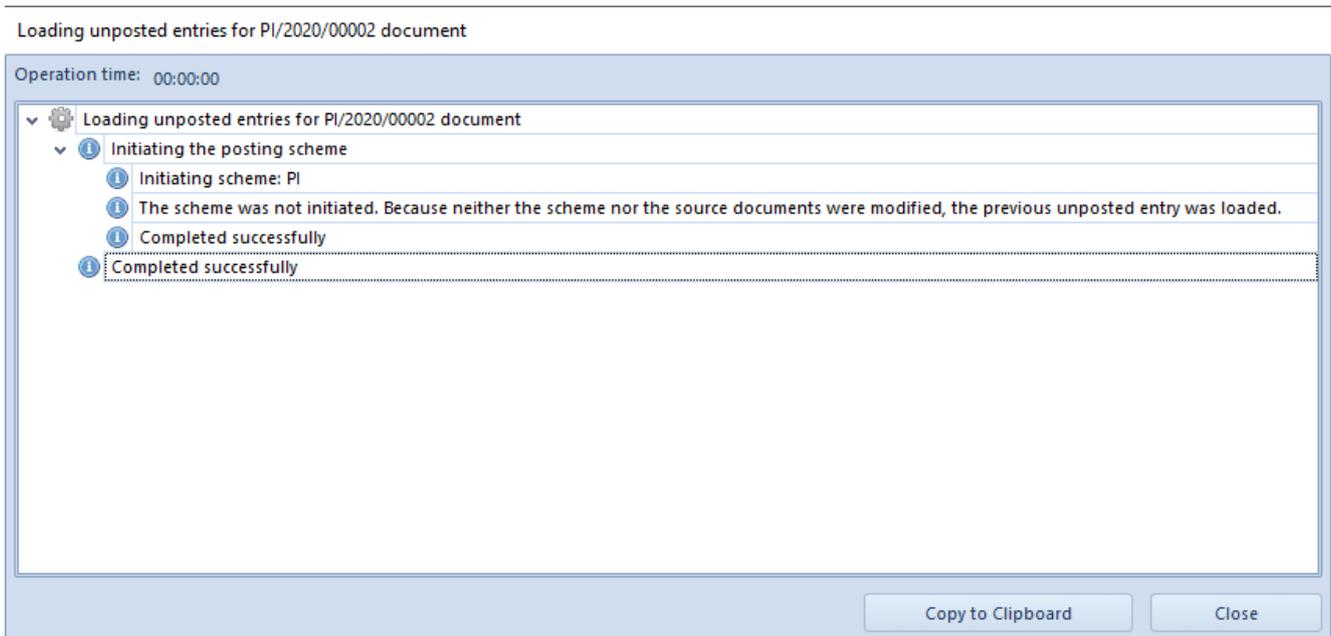
Unposted entry preview

### Hint

If an account selected in unposted entry does not exist on the chart of accounts, it is highlighted in green.

### Note

The system remembers a generated unposted entry. Each following initiation of the posting scheme loads the original unposted entry. If the posting scheme or a document was modified, the option [**Change Posting Scheme**] must be used in order to generate a new unposted entry. Selecting this option not only changes the scheme, but refreshes the unposted entry.



Information about loading of the previous unposted entry

#### Note

When generating an unposted entry, the system verifies whether Dr side equals to Cr side, but only within balance sheet accounts. If the two sides are different, the system displays a warning *"The document does not balance"*. The unposted entry can be saved, but the system will not allow for posting the document.

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## Posting with the use of a posting scheme

Posting may be completed successfully or unsuccessfully. It depends on correctness of a posting scheme that is used for posting.

#### Note

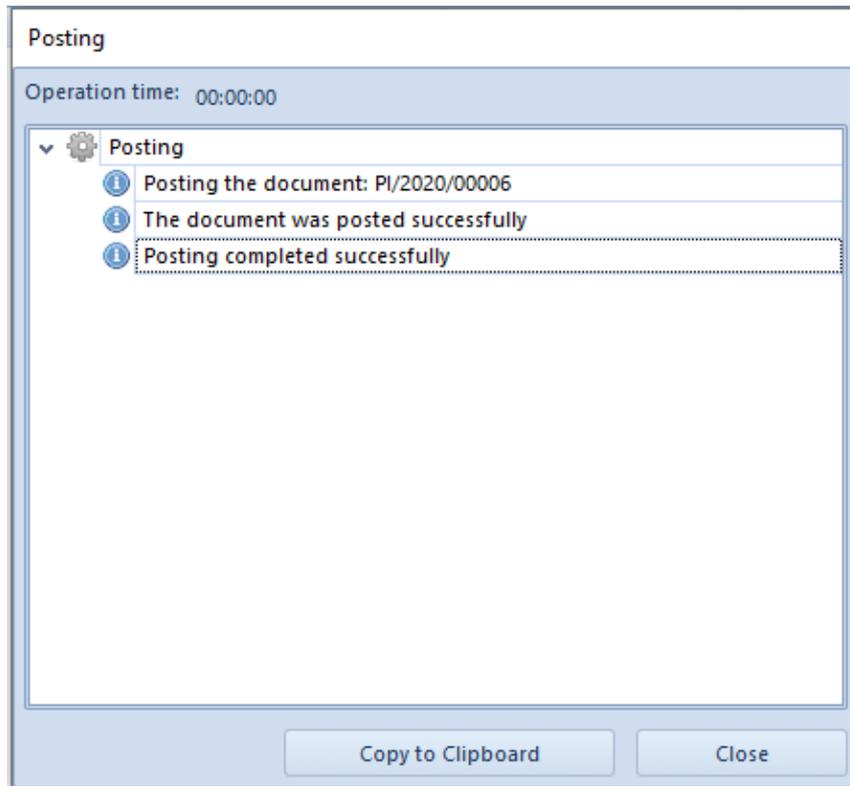
In case of selecting a posting scheme in which an account or a

journal was selected to which a given user does not have access, generating of unposted entry/posting will not be executed. The user can edit such a posting scheme.

## **Posting a document with a correct posting scheme**

In order to post a document with a posting scheme, it is necessary to:

- Mark a document on the list
- Click [**Post**] in the *Posting* button group
- If there is more than one posting scheme defined for a given type of document, a window in which a posting scheme and posting date can be selected will open. In that window, there are two checked parameters:
- *Use the scheme date* – unchecking this parameter enables to select a different posting date than that specified on the scheme
- *Use default scheme* – unchecking this parameter enables to select a different posting scheme assigned to a given document type
- Upon selecting appropriate date and scheme, click on [Post] button
- If the posting scheme is correct, the document will be posted and the newly created journal entry will appear with the *Unconfirmed* status on the list of journal entries (menu *Accounting* → *Ledger*)

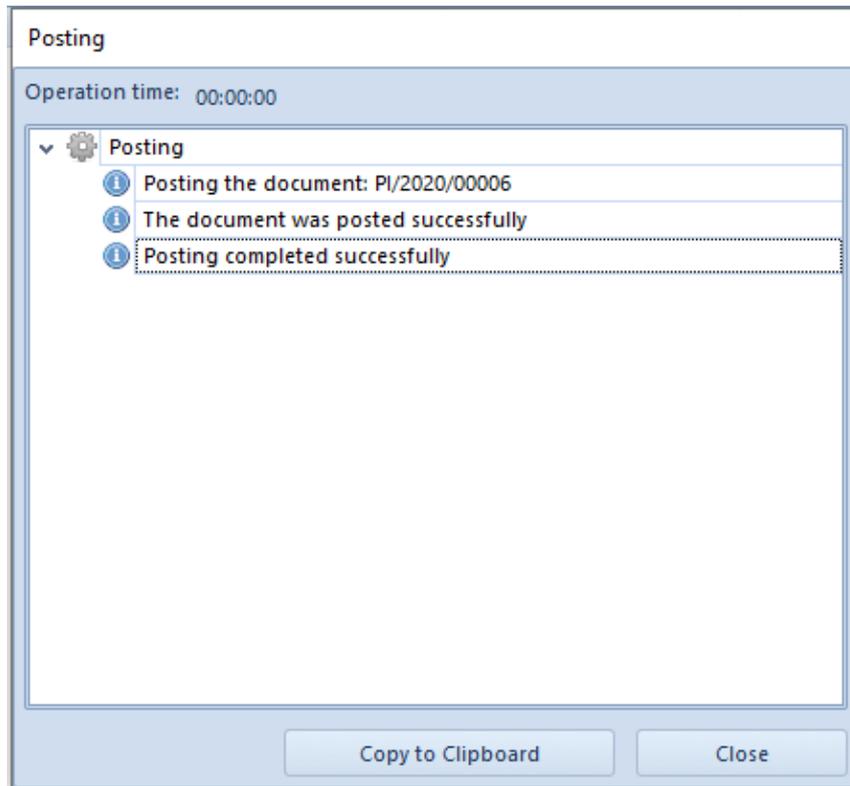


Preview of successfully completed posting process

Posting a document with the use of an incorrect scheme

In order to post a document with a posting scheme, it is necessary to:

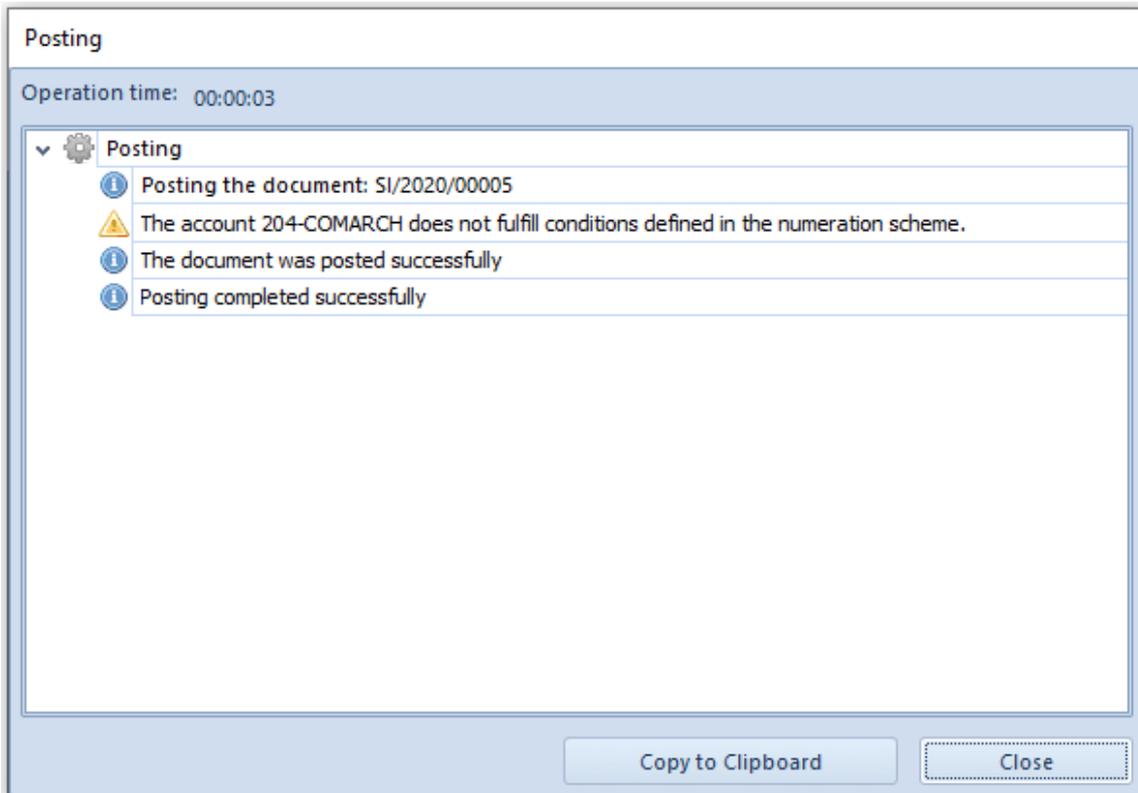
- Mark a document on the list
- Click [**Post**] in the *Posting* button group
- If there is more than one posting scheme defined for a given type of document, a window in which a posting scheme and posting date can be selected will open.
- Select the [**Post**] button
- If the used posting scheme is incorrect, posting of the document fails. An appropriate message is displayed in the log window, e.g. *"The generated journal entry does not balance. Posting of the document has failed."*
- In such case, you need to change the posting scheme into a correct scheme and re-post the document.



Preview of failed posting process

## Document posting with warning

When generating an unposted entry or posting with the use of a posting scheme with marked parameter *Create account* and specified account number which is inconsistent with numeration scheme assigned to it, the system displays appropriate message and, depending on account numeration control setting, posting of a document will be continued or canceled.



Window with warning displayed when posting with creation of an account not fulfilling conditions of numeration scheme