

Advania IS365

Setup and instructions

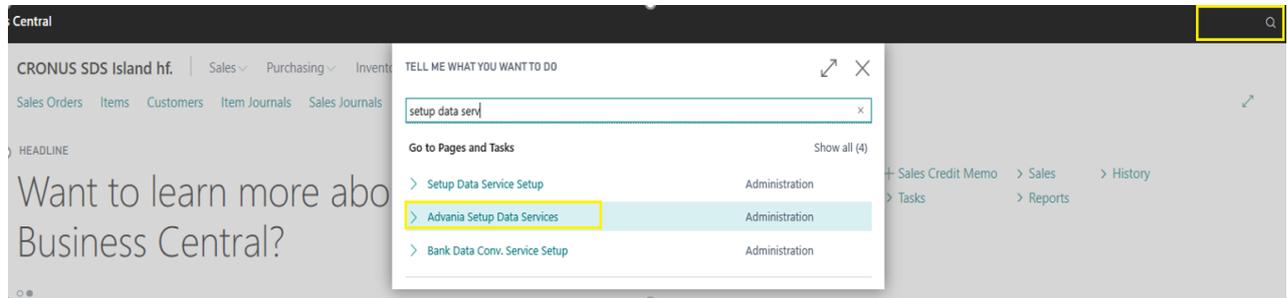


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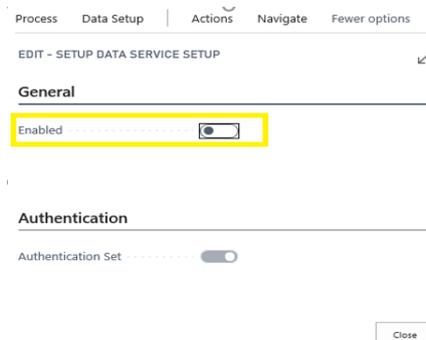
1. ADVANIA SETUP DATA SERVICES

1. On the Home Page, click Search icon and type Setup Data Services



2. Click Advania Setup Data Services.

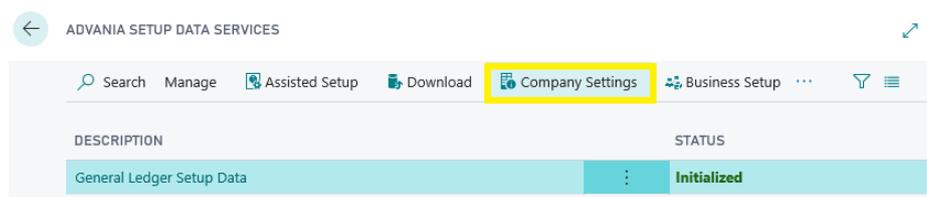
3. In case that Setup Data Service functionality is not enabled, Setup Data Service Setup page is opened:



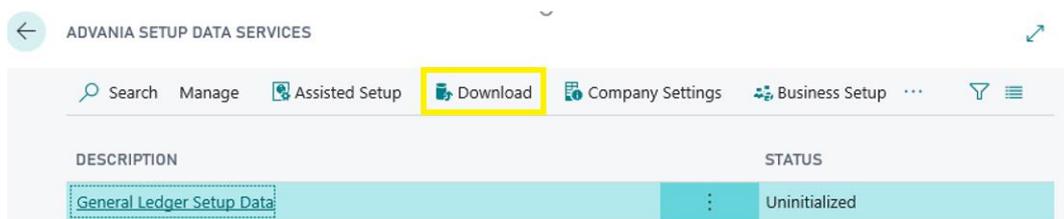
4. Set Enabled to true. Close the setup page.

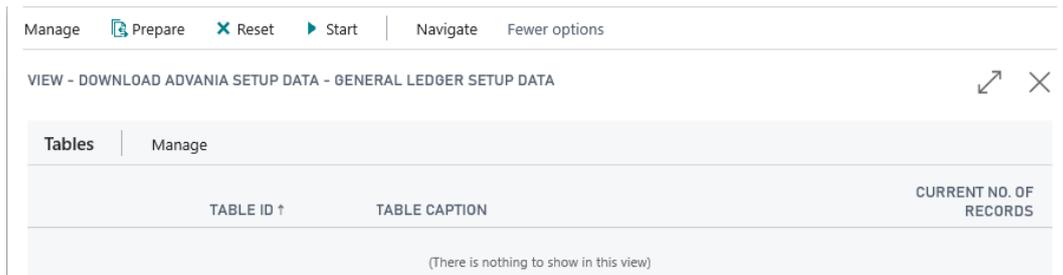
5. Advania Setup Data Services page opens.

6. Click on Company Settings page action in order to open Company Information page. Registration No. needs to be populated on Company Information page in order for the system to be able to download the data:

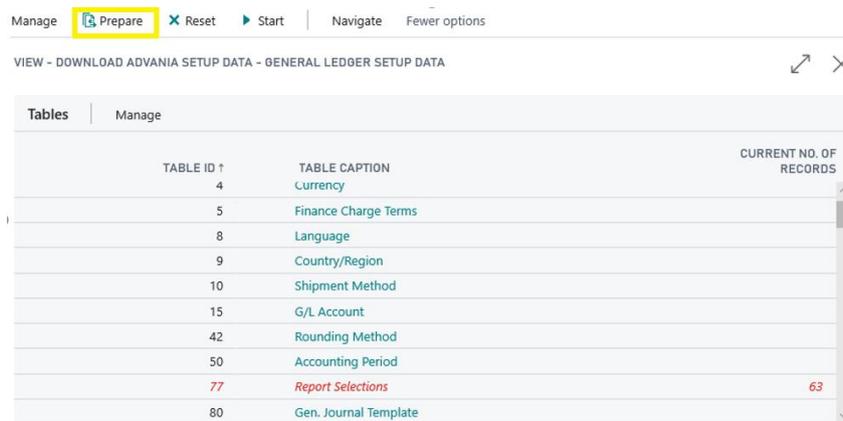


7. Click Download to open the Download page:



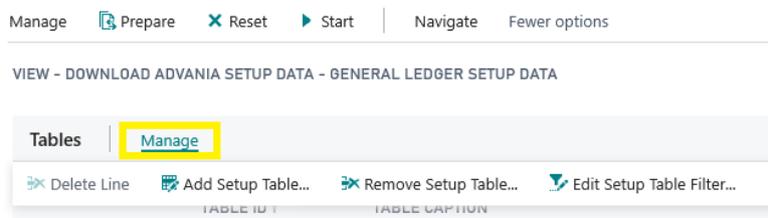


8. Click Prepare page action do download the list of tables that are going to be filled in after the download:



The tables that are empty are colored in green. On the other hand, tables that already have some records, are colored in red.

9. Click Manage page action:



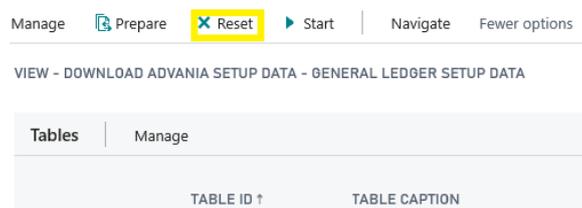
It opens a list of options to handle the table list.

Add Setup Table enables user to include new table into Setup Data download process.

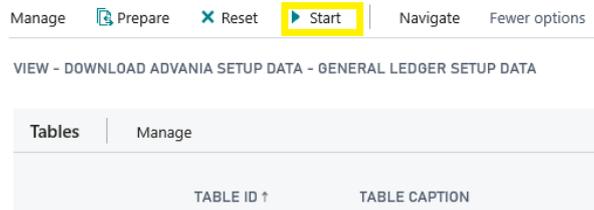
Remove Setup Table removes the table from the setup list, so data won't be downloaded to it.

Edit Setup Table Filer enables user to set table filter in order to download data to a specific set of tables only.

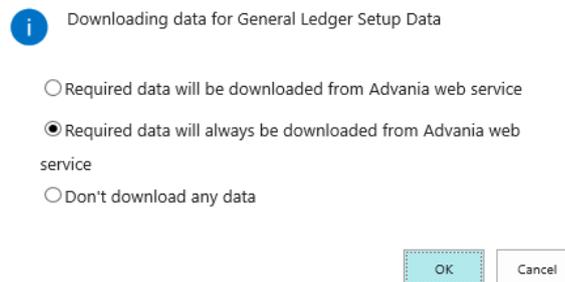
10. To clear the table list, click Reset page action and run Prepare action again:



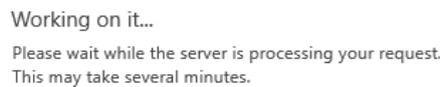
11. Once the table list is prepared, click on Start page action to run the setup data download.



12. Choose whether the data will be downloaded from Advania web service once, always or cancel the download by selecting one of the following options:

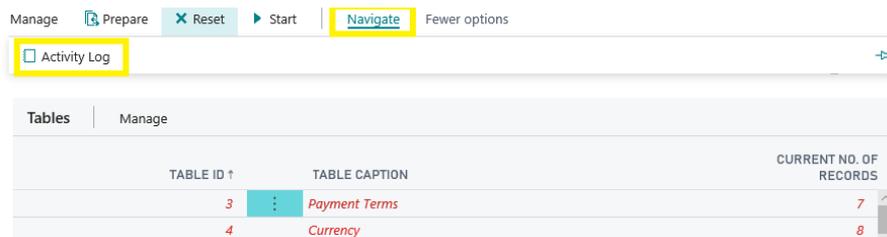


13. Wait until the system finishes the download:

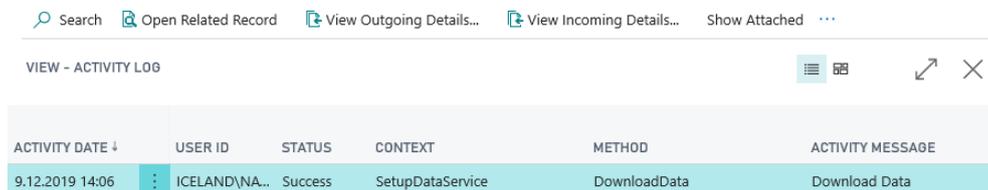


14. Check if all tables in the list are colored in red, which means that data was downloaded.

15. Click Navigate page action and select Activity log.

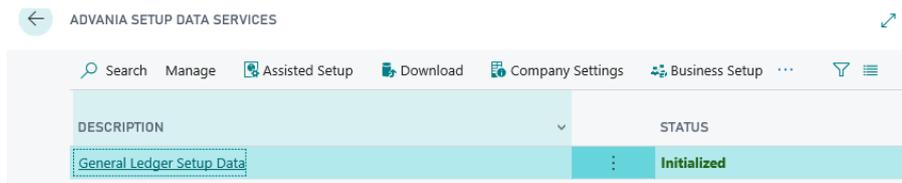


16. It will open the list that will show the history of setup data download:

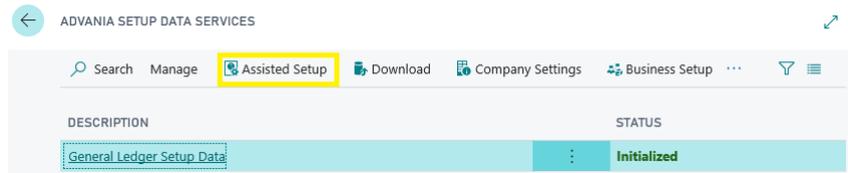


17. Close Download Advania Setup Data page.

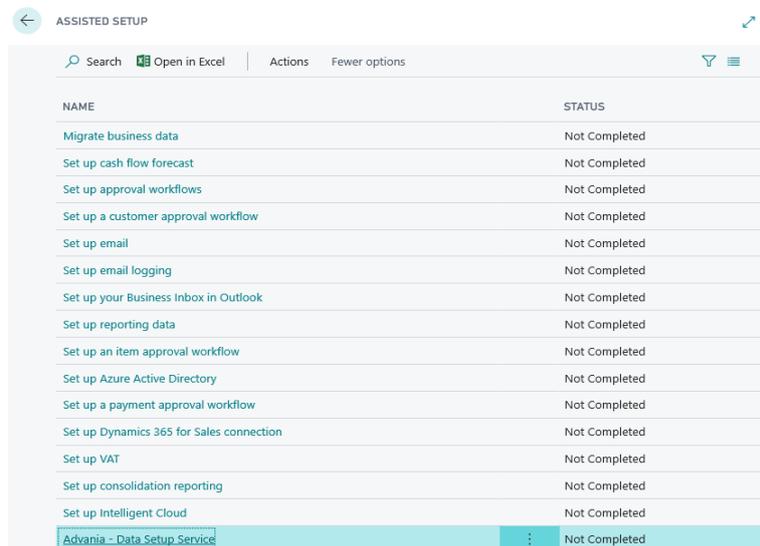
18. After the data was downloaded, General Ledger Setup Data will be initialized:



19. Setup data can also be downloaded using Assisted Setup. Click Assisted Setup page action on Advania Setup Data Services page:



20. Select Advania-Data Setup Service:



21. In case that data download was already run, the following message will be displayed:

 You have already completed the Advania - Data Setup Service assisted setup guide. Do you want to run it again?

Yes No

22. If you decide to continue, this will launch the wizard for this process:

DOWNLOAD SETUP DATA ↗ ✕

WELCOME TO NEW COMPANY SETUP USING ADVANIA SETUP DATA

Before we download the setup data the company information is required. Next we download all the setup data from Advania's web services and you can start your accounting.

LET'S GO!

Choose Next so you can set up company information.

23. Click Next, enter the required company information and click Next again:

DOWNLOAD SETUP DATA ↗ ✕

Please enter the basic company information

Registration No. 5902697199

Name CRONUS SDS Island hf.

24. Once the following page is displayed, press the Download button to run Setup Data download:

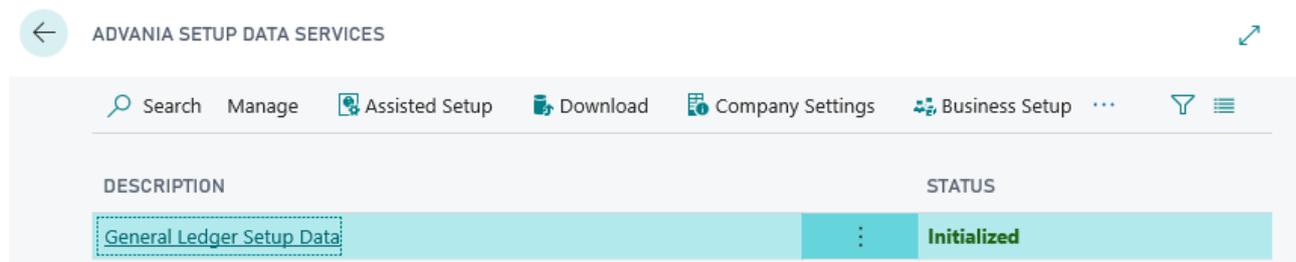
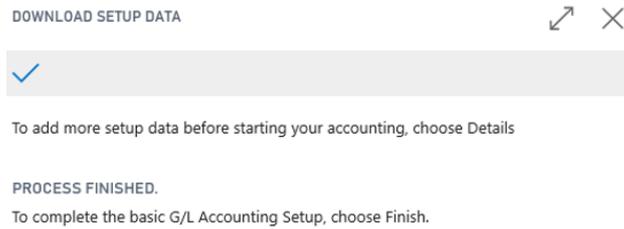
DOWNLOAD SETUP DATA ↗ ✕

To download setup data, choose Download.

Description General Ledger Setup Data

Status Uninitialized

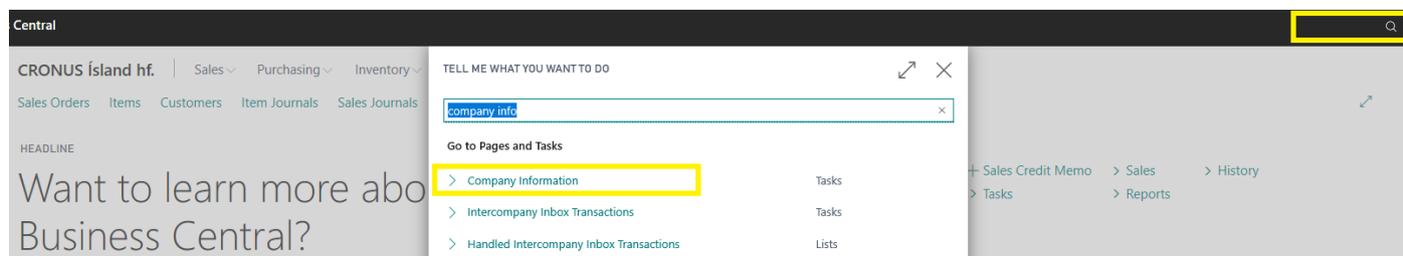
25. Once the download is complete, Click the Details button to open Advania Setup Data Services page:



2. REGISTRATION NO FORMAT CHECK

2.1. REGISTRATION NO ON COMPANY INFORMATION

1. On the Home Page, click Search icon and type Company Information



2. If Registration No. is empty, the system will indicate that this field is mandatory:

+ ✓ SAVED

Company Information

Process Report Application Settings System Settings Currencies Codes Regional Settings ...

General Show more

| | |
|--------------------------------|-------------------------------------|
| Registration No. ... * | Contact Name Adam Matthíasson |
| Name CRONUS Ísland hf. x | Phone No. +354 999 9999 |
| Address Vínland 1 | VAT Registration No. ... 77777777 |
| Address 2 Vesturbæ | GLN |
| City Vesturvík ... | Picture |
| Post Code 999 ... | |
| Country/Region Code .. IS v | |

3. Enter Iceland as Country/Region Code.

Company Information

Process Report Application Settings System Settings Currencies Codes Regional Settings ...

General Show more

| | |
|------------------------------|-------------------------------------|
| Registration No. ... * | Contact Name Adam Matthíasson |
| Name CRONUS Ísland hf. | Phone No. +354 999 9999 |
| Address Vínland 1 | VAT Registration No. ... 77777777 |
| Address 2 Vesturbæ | GLN |
| City Vesturvík ... | Picture |
| Post Code 999 ... | |
| Country/Region Code .. IS v | |

4. Enter an array of less than ten digits in the field Registration No. Check if the error is displayed:

Company Information

Process Report Application Settings System Settings Currencies Codes Regional Settings ...

✘ The page has an error. Correct the error or try to [revert the change](#).

General Show more

| | |
|--|-------------------------------------|
| Registration No. ... ✘ 123456 | Contact Name Adam Matthíasson |
| Validation Results Incorrect Registration No. 123456 | |
| Name CRONUS Ísland hf. | Phone No. +354 999 9999 |
| Address Vínland 1 | VAT Registration No. ... 77777777 |
| Address 2 Vesturbæ | GLN |
| City Vesturvík ... | Picture |
| Post Code 999 ... | |
| Country/Region Code .. IS v | |

5. Enter a 10 character array of letters and digits.

Company Information

Process Report Application Settings System Settings Currencies Codes Regional Settings ...

✖ The page has an error. Correct the error or try to [revert the change](#).

General Show more

| | | | |
|---|---|----------------------|--|
| Registration No. ✖ | 12345abcde | Contact Name | Adam Matthlason |
| Name | <div style="border: 1px solid gray; padding: 2px;"> Validation Results Registration No. 12345abcde Contains Illegal Characters </div> | Phone No. | +354 999 9999 |
| Address | | VAT Registration No. | 77777777 |
| Address 2 | Vesturbæ | GLN | |
| City | Vesturvik ... | Picture |  |
| Post Code | 999 ... | | |
| Country/Region Code | IS | | |

6. Enter a Registration No. valid by Icelandic standards. The system accepts the value.

2.2. CONTACT REGISTRATION NO.

1. From Home page, click on the Search icon and search for Contacts.
2. Click on New page action to create new company contact.

← CONTACTS | WORK DATE: 28.1.2021

Search **New** Manage Process Contact Show Attached Open in Excel More options

| NO. | NAME ↑ | PHONE NO. | EMAIL |
|-----|--------|-----------|-------|
|-----|--------|-----------|-------|

3. Enter contact company name to the Name field.
4. Enter an array of less than ten digits in the field Registration No. Check if the error is displayed:

CT000257 · Advania Iceland

Process Report Show Attached Page More options

✖ The page has an error. Correct the error or try to [revert the change](#).

General

| | | | |
|---|--------------|------|-----------------------|
| No. | CT000257 ... | Name | Advania Iceland × ... |
| Registration No. ✖ | 1234 | Type | Company |

Validation Results
 Incorrect Registration No. 1234

5. Enter a 10 character array of letters and digits.

CT000257 · Advania Iceland

Process Report Show Attached Page More options

✗ The page has an error. Correct the error or try to [revert the change](#).

General

No. CT000257 Name Advania Iceland

Registration No. 12345asdfn Type Company

Validation Results
Registration No. 12345asdfg Contains Illegal Characters

6. Enter a Registration No. valid by Icelandic standards. The system accepts the value.
7. Click on Actions button, and select Create as Customer function:

CONTACT CARD | WORK DATE: 28.1.2021

CT000257 · Advania Iceland

✗ If you want, we can assign attributes based on the images you import for items and contacts. [Enable](#) | [Don't](#)

Process Report Show Attached Page **Actions** Navigate Report Fewer options

Functions Create Interaction Create Opportunity

Print Cover Sheet

Create as Customer Vendor Bank

Apply Template... Analyze Picture Merge With...

Name Advania Iceland

Type Company

8. Click YES on the following question:

? Do you want to create a contact as a customer using a customer template?

9. Select a template based on which new customer is going to be created and click on OK:

Search + New Manage Show Attached Open in Excel More options

CONTACT CONVERSION TEMPLATES + New ↗

| CODE ↑ | DESCRIPTION | CONTACT TYPE ▼ | COUNTRY/REGL... CODE | TERRITORY CODE | CURRENCY CODE |
|---------|------------------------------|----------------|----------------------|----------------|---------------|
| DK-STÖR | Danmörk, stærri viðskm. | Company | DK | ERLENT | EUR |
| IS-STÖR | Ísland, stærri viðskiptamenn | Company | IS | | EUR |

10. Click on Navigate and select Business Relations action:

CONTACT CARD | WORK DATE: 28.1.2021

CT000257 · Advania Iceland

× If you want, we can assign attributes based on the images you import for items and contacts. [Enable](#) | [De](#)

Process Report Show Attached Page | Actions **Navigate** Report Fewer options

Contact
Related Information
Tasks
Documents
History

Company > Business Relations
Person > Industry Groups
Profiles
Web Sources

Name Advania Iceland ...

Type Company

This action opens a list of customers and vendors related to the selected contact.

CT000257 · ADVANIA ICELAND | WORK DATE: 28.1.2021 ✓ SAVED ↗

Contact Business Relations

Search
+ New
Edit List
Delete
Show Attached
Open in Excel
Filter
Menu

| BUSINESS RELATION CODE ↑ | BUSINESS RELATION DESCRIPTION | CONTACT NAME | LINK TO TABLE | NO. |
|--------------------------|-------------------------------|-----------------|---------------|------------|
| VIÐSKM | Víðskiptamaður | Advania Iceland | Customer | 5902697199 |

When customer is created based on contact, contact Registration No. is used as customer No. and customer Registration No.

CUSTOMER CARD | WORK DATE: 28.1.2021

5902697199 · Advania Iceland

New Document Request Approval Navigate Customer Show Attached

General

No. **5902697199** ...

Registration No. 5902697199

Name Advania Iceland

Blocked

Privacy Blocked

Salesperson Code

3. BANK ACCOUNT FORMAT CHECK

3.1. BANK ACCOUNT BRANCH CHECK

1. From Home page, click on the Search icon and search for Bank Accounts.
2. Click on New page action to create new bank account.

BANK ACCOUNTS | WORK DATE: 28.1.2021

| Search | + New | Manage | Report | Bank Account | Navigate | Show Attached | Open in Excel | More options |
|--------|--------------|-----------|---------|--------------|----------|---------------|---------------|--------------|
| NO. ↑ | NAME | PHONE NO. | CONTACT | | | | | |

3. Enter contact bank account name to the Name field.
4. Enter an array of less than four digits in the field Bank Branch No. Check if the error is displayed:

BANK ACCOUNT CARD | WORK DATE: 28.1.2021

B010 · Arion Banki

Report Bank Account Navigate Show Attached More options

✖ The page has an error. Correct the error or try to [revert the change](#).

General

| | | | | |
|------------|--|-----------------------|------------------------------------|---------------|
| No. | <input type="text" value="B010"/> | Bank Branch No. | <input type="text" value="12345"/> | Balance |
| Name | <input type="text" value="Arion Banki"/> | Bank Account No. | <input type="text" value=""/> | Blocked |

Validation Results
The Bank Branch No. must be 4 characters.

5. Enter a four character array of letters and digits.

B010 · Arion Banki

Report Bank Account Navigate Show Attached More options

✖ The page has an error. Correct the error or try to [revert the change](#).

General

| | | | | |
|------------|--|-----------------------|-----------------------------------|---------------|
| No. | <input type="text" value="B010"/> | Bank Branch No. | <input type="text" value="12bb"/> | Balance |
| Name | <input type="text" value="Arion Banki"/> | Bank Account No. | <input type="text" value=""/> | Blocked |

Validation Results
The Bank Branch No. must be 4 characters.

6. Enter an array of four digits. The system accepts the value.

3.2 BANK ACCOUNT NO. CHECK

1. From Home page, click on the Search icon and search for Bank Accounts.
2. Click on New page action to create new bank account.

BANK ACCOUNTS | WORK DATE: 28.1.2021

| Search | + New | Manage | Report | Bank Account | Navigate | Show Attached | Open in Excel | More options |
|--------|--------------|-----------|---------|--------------|----------|---------------|---------------|--------------|
| NO. ↑ | NAME | PHONE NO. | CONTACT | | | | | |

3. Enter contact bank account name to the Name field.
4. Enter an array of four digits in Bank Branch No. field.
5. Enter an array of less than twelve digits in the field Bank Account No. Check if the error is displayed:

✖ The page has an error. Correct the error or try to [revert the change](#).

General

No. B010 ... Bank Branch No. 1234
 Name Arion Banki Bank Account No. 123456789

Validation Results
 The Bank Account No. must be 12 characters. First four is the bank branch, next two is the bank ledger and the final six are the account number.

Communication

Address Country/Region C

6. Enter a twelve character array of letters and digits.

General

No. B010 ... Bank Branch No. 1234
 Name Arion Banki Bank Account No. 123456789ahc

Validation Results
 The Bank Account No. must be 12 characters. First four is the bank branch, next two is the bank ledger and the final six are the account number.

Communication

Address Country/Region C

7. Enter an twelve four digits. The system accepts the value.

4. INTEREST DATE CALCULATION

1. From Home page, click on the Search icon and search for Customers.
2. Choose a Customer and open the card.
3. On Payments tab, open Payment Terms Code list:

CUSTOMER CARD | WORK DATE: 28.1.2021

5902697199 · Adva

New Document Request Approval Navigate

No. 5902697199 ...

Registration No. 5902697199

Name Advania Iceland

IC Partner Code

Balance (LCY)

Balance Due (LCY) ..

Credit Limit (LCY) ..

Address & Contact >

Invoicing >

Payments

Payment Terms C... *

Search + New Edit List Delete Translation Show Attached Open in Excel More options

SELECT - PAYMENT TERMS + New

| CODE ↑ | DUE DATE CALCULATI... | DISCOUNT DATE CALCULATI... | DISCOUNT % | CALC. PMT. DISC. ON CR. MEM... | DESCRIPTION | INTEREST DATE CALC. |
|----------|-----------------------|----------------------------|------------|--------------------------------|-----------------------------------|---------------------|
| 10 DAGAR | 10D | | 0 | <input type="checkbox"/> | Eindagi eftir 10 daga | |
| 14 DAGAR | 14D | | 0 | <input type="checkbox"/> | 14 dagar nettó | |
| 14DAGAR | 14D | | 0 | <input type="checkbox"/> | 14 dagar nettó | 5D |
| 15 DAGAR | 15D | | 0 | <input type="checkbox"/> | Eindagi eftir 15 daga | |
| 1M(8D) | 1M | 8D | 2 | <input type="checkbox"/> | 1 Mánuður / 2% afsl. innan 8 daga | 0D |
| 2 DAGAR | 2D | | 0 | <input type="checkbox"/> | Eindagi eftir 2 daga | |
| 21 DAGUR | 21D | | 0 | <input type="checkbox"/> | 21 dagur nettó | |
| 21DAGAR | 21D | | 0 | <input type="checkbox"/> | 21 dagur nettó | 0D |
| 30 DAGAR | 30D | | 0 | <input type="checkbox"/> | Eindagi eftir 30 daga | |
| 60 DAGAR | 60D | | 0 | <input type="checkbox"/> | Eindagi eftir 60 daga | |
| 7 DAGAR | 7D | | 0 | <input type="checkbox"/> | 7 dagar nettó | |
| 7DAGAR | 7D | | 0 | <input type="checkbox"/> | 7 dagar nettó | 0D |
| COD | 0D | | 0 | <input type="checkbox"/> | Greitt við afhendingu | 0D |
| LM | CM | | 0 | <input type="checkbox"/> | Gildandi mánuður | |
| LM+15D | CM+15D | | 0 | <input type="checkbox"/> | Líðandi mánuður + 15 dagar | 0D |
| LM+1D | CM+1D | | 0 | <input type="checkbox"/> | Líðandi mánuður + 1 dagur | 0D |

OK Cancel

4. Select Payment Terms Code and set Interest Date Calculation formula (number of days (D) or months (M) to be added to Posting Date to calculate Interest Date):

Search + New Edit List Delete Translation Show Attached Open in Excel More options

SELECT - PAYMENT TERMS + New

| CODE ↑ | DUE DATE CALCULATI... | DISCOUNT DATE CALCULATI... | DISCOUNT % | CALC. PMT. DISC. ON CR. MEM... | DESCRIPTION | INTEREST DATE CALC. |
|----------|-----------------------|----------------------------|------------|--------------------------------|-----------------------------------|---------------------|
| 10 DAGAR | 10D | | 0 | <input type="checkbox"/> | Eindagi eftir 10 daga | |
| 14 DAGAR | 14D | | 0 | <input type="checkbox"/> | 14 dagar nettó | |
| 14DAGAR | 14D | | 0 | <input type="checkbox"/> | 14 dagar nettó | 5D |
| 15 DAGAR | 15D | | 0 | <input type="checkbox"/> | Eindagi eftir 15 daga | |
| 1M(8D) | 1M | 8D | 2 | <input type="checkbox"/> | 1 Mánuður / 2% afsl. innan 8 daga | 15D |
| 2 DAGAR | 2D | | 0 | <input type="checkbox"/> | Eindagi eftir 2 daga | |
| 21 DAGUR | 21D | | 0 | <input type="checkbox"/> | 21 dagur nettó | |
| 21DAGAR | 21D | | 0 | <input type="checkbox"/> | 21 dagur nettó | 0D |
| 30 DAGAR | 30D | | 0 | <input type="checkbox"/> | Eindagi eftir 30 daga | |
| 60 DAGAR | 60D | | 0 | <input type="checkbox"/> | Eindagi eftir 60 daga | |
| 7 DAGAR | 7D | | 0 | <input type="checkbox"/> | 7 dagar nettó | |
| 7DAGAR | 7D | | 0 | <input type="checkbox"/> | 7 dagar nettó | 0D |
| COD | 0D | | 0 | <input type="checkbox"/> | Greitt við afhendingu | 0D |
| LM | CM | | 0 | <input type="checkbox"/> | Gildandi mánuður | |
| LM+15D | CM+15D | | 0 | <input type="checkbox"/> | Líðandi mánuður + 15 dagar | 0D |
| LM+1D | CM+1D | | 0 | <input type="checkbox"/> | Líðandi mánuður + 1 dagur | 0D |

OK Cancel

- From Home page, click on the Search icon and search for Sales Orders.
- Click on New to create new Sales Order.
- Choose the customer that was previously modified.
- The system calculates Interest Date based on Posting Date and Interest Date Calculation formula set on Payment Terms Code on the Customer Card – 28.01.2021. + 15D = 12.02.2021.

SALES ORDER | WORK DATE: 28.1.2021



1002 · Advania Iceland

Process Release Posting Prepare Order Request Approval Print/Send Navigate Show Attached Actions Navigate Fewer options

General

Show less

| | | | | | |
|-------------------|-----------------|----------------------|-----------|----------------------|-----------|
| No. | 1002 | No. of Archived V... | 0 | Assigned User ID ... | |
| Customer No. | 5902697199 | Document Date | 28.1.2021 | Status | Open |
| Customer Name | Advania Iceland | Posting Date | 28.1.2021 | WORK DESCRIPTION | |
| SELL-TO | | Order Date | 28.1.2021 | | |
| Address | Vinnebergsvägen | Due Date | 28.2.2021 | | |
| Address 2 | | Requested Deliver... | | Interest Date | 12.2.2021 |

5. VAT POSTING DATE CHECK

1. From Home page, click on the Search icon and search for General Ledger Setup.
2. On the setup page, set dates in the fields Allow Posting From and Allow Posting To:

General Ledger Setup

General Posting VAT Bank Journal Templates Show Attached More options

General Show more

Allow Posting From 1.1.2020

Allow Posting To 31.12.2020

Unit-Amount Decimal... 2:2

LCY Code ISK

3. From Home page, click on the Search icon and search for Customers.
4. Choose a customer that will be used for creating Sales Order and open it's card.
5. Open Gen. Bus. Posting Group List from the Customer Card:

CUSTOMER CARD | WORK DATE: 28.1.2021

5902697199 · Advania Iceland

New Document Request Approval Navigate Customer Show Attached Actions Navigate Report Fewer options

General > 5902697199 Advania Iceland

Address & Contact > 233 76

Invoicing Show more

VAT Registration ...

Copy Sell-to Addr... Company

Customer Posting ... **INNANLANDS**

Customer Posting ...

PRICES AND DISCOUNTS

Customer Price Gr...

Payments

Payment Terms Co... 1M(8D)

Shipping

POSTING DETAILS

Gen. Bus. Posting ... INNANLANDS

Customer Posting ...

| CODE ↑ | DESCRIPTION |
|-------------------|--|
| ERLENDIR | Erlendir viðskiptamaður og lánardrottnar |
| ESB | Viðskmenn og lánardr. í ESB |
| INNANLANDS | Viðskm. og lánardr. innanlands |
| INNLENDIR | Innlendir viðskiptamenn og lánardrottnar |
| MILFYRIRT | Milli fyrirtækja |
| + New | |

Select from full list

6. Open VAT Bus. Posting Group List

Search + New Edit List Delete Setup Show Attached Open in Excel More options

SELECT - GEN. BUSINESS POSTING GROUPS + New

| CODE ↑ | DESCRIPTION | DEF. VAT BUS. POSTING GROUP | AUTO INSERT DEFAULT |
|-------------------|--|-----------------------------|-------------------------------------|
| ERLENDIR | Erlendir viðskiptamaður og lánardrottnar | ERLENDIR | <input type="checkbox"/> |
| ESB | Viðskmenn og lánardr. í ESB | ESB | <input type="checkbox"/> |
| INNANLANDS | Viðskm. og lánardr. innanlands | INNANLANDS | <input checked="" type="checkbox"/> |
| INNLENDIR | Innlendir viðskiptamenn og lánardrottnar | INNLENDIR | <input type="checkbox"/> |
| MILFYRIRT | Milli fyrirtækja | MILFYRIRT | <input type="checkbox"/> |
| ÚTFLT | Aðrir viðskm. og lánardr. (ekki ESB) | ÚTFLT | <input type="checkbox"/> |

Customer Posting ... INNANLANDS Customer Disc. Gr... STÖR RKN

+ New

Select from full list

7. Open VAT Posting Setup for the VAT Posting Group that is set as the default one for the Bus. Posting Group related to the customer:

Search + New Edit List Delete **Setup** Show Attached Open in Excel More options

SELECT - VAT BUSINESS POSTING GROUPS + New ↗

| CODE 1 | DESCRIPTION |
|-------------------|--|
| ÁN VSK | Innlendir viðskiptamenn og lánardrotnar ÁN VSK |
| ERLENDIR | Elendir viðskiptamenn og lánardrotnar |
| ESB | Viðskmenn og lánardr. í ESB |
| INNANLANDS | Viðskm. og lánardr. innanlands |
| INNLENDIR | Innlendir viðskiptamenn og lánardrotnar |
| ÚTFLT | Aðrir viðskm. og lánardr. (ekki ESB) |

OK Cancel

8. Set values in Allow Posting From and Allow Posting To fields. Make Sure the date range is within the date range set on General Ledger Setup:

..G SETUP CARD | WORK DATE: 28.1.2021  +  ✓ SAVED ↗

INNANLANDS · VSK24

Suggest Accounts Copy... Show Attached More options

General

| | | | |
|--------------------------|---------------------------------|----------------------------|--------------------------|
| VAT Bus. Posting Group | INNANLANDS | VAT Clause Code | |
| VAT Prod. Posting Gro... | VSK24 | EU Service | <input type="checkbox"/> |
| VAT Calculation Type | Normal VAT | Certificate of Supply R... | <input type="checkbox"/> |
| Description | Setja upp fyrir INNANLANDS / VS | Tax Category | S |
| VAT % | 24 | Allow Posting From | 1.1.2020 |
| VAT Identifier | VSK24 | Allow Posting To | 31.1.2020 |

- From Home page, click on the Search icon and search for Sales Orders.
- Click on New action to create new Sales Order document.
- Choose the customer that was previously set up.
- Enter a Sales Line with Type Item and choose an Item that is linked to the VAT Product Posting Group that was previously set up.
- Choose a date that is out of VAT Posting Setup range:

SALES ORDER | WORK DATE: 28.1.2021



1003 · Advania Iceland

Process Release Posting Prepare Order Request Approval Print/Send Navigate Show Attached Actions Navigate Fewer options

General

Show more

Customer Name: Advania Iceland | Order Date: 28.2.2020 | External Docume...
 Contact: | Due Date: 28.3.2020
 Posting Date: 28.2.2020 | Requested Deliver...

Lines Manage More options

| TYPE | NO. | DESCRIPTION | LOCATION CODE | QUANTITY | RESERVED QUANTITY | UNIT OF MEASURE CODE | UNIT PRICE EXCL. VAT | DISCO |
|------|------|-------------|---------------|----------|-------------------|----------------------|----------------------|-------|
| Item | 1000 | Reiðhjól | | 1 | - | STYKKI | 29,4334 | |

14. Click on Actions button, and run Post action:

SALES ORDER | WORK DATE: 28.1.2021



1003 · Advania Iceland

Process Release Posting Prepare Order Request Approval Print/Send Navigate Show Attached **Actions** Navigate

Functions Plan Request Approval Warehouse Posting Print Order Confirmation

Customer Name: Advania Iceland | Order Date: | External Docume...: TEST
 Contact: | Due Date: |
 Posting Date: 28.2.2020 | Requested Deliver...:

Lines Manage More options

Post...
 Post and New...
 Post and Send...
 Test Report...
 Preview Posting
 Pro Forma Invoice...

15. Choose the Ship and Invoice option:

Ship
 Invoice
 Ship and Invoice

OK Cancel

16. The system should display Error Messages list with the error indicating that the Posting Date is outside the allowed data range:

ERROR MESSAGES | WORK DATE: 28.1.2021

Search

MESSAGE TYPE ↑

Open record "Posting Date is not within your range of allowed posting dates." in a new window

| MESSAGE TYPE | MESSAGE | SOURCE | FIELD NAME | ADDITIONAL INFORMATION |
|--------------|--|-------------------|--------------|--|
| Error | Posting Date is not within your range o... | Sales Header: ... | Posting Date | General Ledger ... Allow Posting From Check sales document fields. |

