

Finance Management

Tips and Tricks

Marike De Beer

Lead Consultant

Gemma Mooney

Lead Consultant



Ready?

Share

Gemma

← Purchase Invoice



✓ Saved [Share icon]

107211 · Graphic Design Institute

Home Prepare Request Approval Invoice More options

General

Show more

Vendor Name	Graphic Design Institute	VAT Date	01/05/2026
Contact	Bryce Jasso	Due Date	31/05/2026
Document Date	01/05/2026	Vendor Invoice No.	107211
Posting Date	01/05/2026	Status	Open

Lines | Manage | Line



Select items... New Line Delete Line

Type	No.	Item Reference No.	Withholding Tax Prod. Post. Group	Description/Comment	Attach... to Subscr... Contr... line	Location Code	Sustainability Account No.	Energy Source Code	Quantity	Unit of Measure Code
→ Item	1968-S			MEXICO Swivel Chair, black	No				5	PCS
Item	1972-S			MUNICH Swivel Chair, yellow	No				9	PCS
Item	1996-S			ATLANTA Whiteboard, base	No				2	PCS

Subtotal Excl. VAT (GBP)	2,759.80	Total Excl. VAT (GBP)	2,759.80
--------------------------	----------	-----------------------	----------

Purchase Invoice



✓ Saved

107211 · Graphic Design Institute

Home Prepare Request Approval Invoice More options

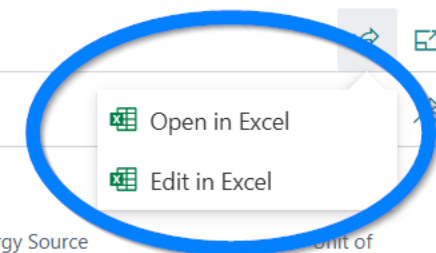
General

Show more

Vendor Name	Graphic Design Institute	VAT Date	01/05/2026
Contact	Bryce Jasso	Due Date	31/05/2026
Document Date	01/05/2026	Vendor Invoice No.	107211
Posting Date	01/05/2026	Status	Open

Lines Manage Line

Select items... New Line Delete Line



Type	No.	Item Reference No.	Withholding Tax Prod. Post. Group	Description/Comment	Attach... to Subscr... Contr... line	Location Code	Sustainability Account No.	Energy Source Code	Quantity	Unit of Measure Code
→ Item	1968-S			MEXICO Swivel Chair, black	No				5	PCS
Item	1972-S			MUNICH Swivel Chair, yellow	No				9	PCS
Item	1996-S			ATLANTA Whiteboard, base	No				2	PCS

Subtotal Excl. VAT (GBP)	2,759.80	Total Excl. VAT (GBP)	2,759.80
--------------------------	----------	-----------------------	----------

Purchase Invoice

107211 · Graphic Design Institute

- Share to Teams
- Copy link

Home Prepare Request Approval Invoice More options

General

Show more

Vendor Name	Graphic Design Institute	VAT Date	01/05/2026
Contact	Bryce Jasso	Due Date	31/05/2026
Document Date	01/05/2026	Vendor Invoice No.	107211
Posting Date	01/05/2026	Status	Open

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Reference No.	Withholding Tax Prod. Post. Group	Description/Comment	Attach... to Subscr... Contr... line	Location Code	Sustainability Account No.	Energy Source Code	Quantity	Unit of Measure Code
→ Item	1968-S			MEXICO Swivel Chair, black	No				5	PCS
Item	1972-S			MUNICH Swivel Chair, yellow	No				9	PCS
Item	1996-S			ATLANTA Whiteboard, base	No				2	PCS

Subtotal Excl. VAT (GBP) 2,759.80 Total Excl. VAT (GBP) 2,759.80

Share to Microsoft Teams

Share to

David So ×

Say something about this

David So, check this out:

Can you please confirm the values are correct?

https://businesscentral.dynamics.com/d04121ae-da37-4433-8471-9b10b31fde99/Sandbox/?company=CRONUS%20UK%20Ltd.&bookmark=1D_JgAAAACLAgAAAAJ7BjEAMAA3ADIAMQAx&page=51

Business Central
Business Central wants to show a preview of this link. By using the app you agree to its [privacy policy](#) and [terms of use](#).
[Show Preview](#)

Share

[Icons: Share, Add, Delete] ✓ Saved [Icons: Copy, Refresh]

[Dropdown: VAT Date] 01/05/2026 [Calendar Icon]

[Dropdown: Due Date] 31/05/2026 [Calendar Icon]

[Dropdown: Vendor Invoice No.] 107211

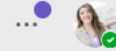
[Dropdown: Status] **Open**

Show more

Item	Attach... to Subscr... Contr... line	Location Code	Sustainability Account No.	Energy Source Code	Quantity	Unit of Measure Code
Chair, black	No				5	PCS
Chair, yellow	No				9	PCS
ATLANTA Whiteboard, base	No				2	PCS



Press Ctrl+Alt+G to go right to a chat or channel



Teams has a new URL: teams.cloud.microsoft. Same app, better security. [Learn more](#)



Chat



- Unread
- Channels
- Chats
- Meeting chats

Quick views

Drafts New

Favourites

Amy Alberts (You)

Chats

David So

Teams and channels

[See all your teams](#)



David So

- Chat
- Shared
- Storyline
- + Add



14:36

David So, check this out:
 Can you please confirm the values are correct?

https://businesscentral.dynamics.com/d04121ae-da37-4433-8471-9b10b31fde99/Sandbox/?company=CRONUS%20UK%20Ltd.&bookmark=1D_JgAAAACLAGAAAAJ7BjEAMAA3ADIAMQAx&page=51

Type a message



 Purchase Invoice



107211 · Graphic Design Institute

Home Prepare Request Approval Invoice | More options 

General Show more

Vendor Name	Graphic Design Institute	VAT Date	01/05/2026
Contact	Bryce Jasso	Due Date	31/05/2026
Document Date	01/05/2026	Vendor Invoice No.	107211
Posting Date	01/05/2026	Status	Open

Lines [Manage](#) Line  

 Select items...  New Line  Delete Line 

Type	No.	Item Reference No.	Withholding Tax Prod. Post. Group	Description/Comment	Attach... to Subscr... Contr... line	Location Code	Sustainability Account No.	Energy Source Code	Quantity	Unit of Measure Code
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Item	1972-S			MUNICH Swivel Chair, yellow	No				9	PCS
Item	1996-S			ATLANTA Whiteboard, base	No				2	PCS

Subtotal Excl. VAT (GBP)	2,759.80	Total Excl. VAT (GBP)	2,759.80
Inv. Discount Amount (GBP)	0.00	Total VAT (GBP)	0.00
Invoice Discount %	0	Total Incl. VAT (GBP)	2,759.80









Net Balances for Customers/Vendors

Marika

Vendors

+ New Manage Home New Document Vendor Prices & Discounts More options

Pay Vendor Apply Template Send Email

 10000 Fabrikam, Inc. Krystal York	14,827.50 5,827.50	:	 20000 First Up Consultants Evan McIntosh	14,101.80 14,101.80	:
 30000 Graphic Design Institute Bryce Jasso	7,273.50 7,273.50	:	 40000 Wide World Importers Toby Rhode	61,184.28 61,184.28	:
 50000 Nod Publishers Raymond Hillard	12,689.16 12,689.16	:	 64000 Hydropower Powerplant	0.00 0.00	:
 82000 Subcontractor	0.00 0.00	:	 V00010 <u>Adatum Corporation</u>	40,277.52 0.00	:

Details Attachments (0)






Vendor Statistics

Vendor No.	V00010
Balance (LCY)	40,277.52
Balance (LCY) As Customer	0.00
Outstanding Orders (LCY)	0.00
Amt. Rcd. Not Invd. (LCY)	0.00
Outstanding Invoices (LCY)	0.00
Total (LCY)	40,277.52
Overdue Amounts (LCY) as...	0.00
Invoiced Prepayment Amo...	0.00
Payments (LCY)	0.00
Refunds (LCY)	0.00
Last Payment Date	-

Buy-from Vendor History

Vendor No. V00010

0	0	0
Quotes	Blanket Orders	Orders
0	0	0

 10000 Adatum Corporation Robert Townes	0.00 0.00	 20000 Trey Research Helen Ray	92,251.80 92,251.80
 30000 School of Fine Art Meagan Bond	32,644.30 32,644.30	 40000 Alpine Ski House Ian Deberry	5,617.50 2,617.50
 50000 Relecloud Jesse Homer	6,491.88 6,491.88		

Details Attachments (0)

Sell-to Customer Sales History

Customer No. 10000

2	0	10
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders
1	2	0
Ongoing Sales Invoices	Ongoing Sales Return Orders	Ongoing Sales Credit Memos
57	57	0
Posted Sales Shipments	Posted Sales Invoices	Posted Sales Return Receipts
0	0	0
Posted Sales Credit Memos	Customer Subscription Contracts	Subscriptions
0	0	
GP Sales transactions	GP Receivables transactions	

Customer Statistics

Customer No. 10000

Vendor Card



✓ Saved

V00010 · Adatum Corporation

[Home](#) Request Approval New Document Vendor Prices & Discounts Report More options

Contact Merge With... Apply Template Send Email Pay Vendor

General

Show more

No.	V00010	Balance (LCY)	40,277.52
Name	Adatum Corporation	Balance (LCY) As Cust...	0.00
Blocked		Balance Due (LCY)	0.00

Address & Contact

Show more

Address

Address: Station Road, 21

Address 2:

Country/Region Code: GB

City: Cambridge

County:

Post Code: CB1 2FB

Phone No.:

Mobile Phone No.:

Email: robert.townes@contoso.com

Home Page:

Our Account No.:

Contact

Primary Contact Code:

Contact:

Show on Map

Invoicing >

Payments >

1M(8D) BANK

Summary

Preview

Details Attachments (0)

Vendor Picture



Vendor Statistics

Vendor No.	V00010
Balance (LCY)	40,277.52
Balance (LCY) As Customer	0.00
Outstanding Orders (LCY)	0.00
Amt. Rcd. Not Invd. (LCY)	0.00
Outstanding Invoices (LCY)	0.00
Total (LCY)	40,277.52
Overdue Amounts (LCY) as...	0.00
Invoiced Prepayment Amo...	0.00

V00010 · Adatum Corporation

Home Request Appro

Contact Men

General

No.
Name
Blocked

Address & Contact

Address
Address
Address 2
Country/Region Code
City
County
Post Code

Show on Map

Invoicing >

Payments >

Contacts - CT000013 · Adatum Corporation

+ New ...

No.	Name	Company Name ↑	Contact Business Relation	Phone No.	Email
→ CT000013	Adatum Corporation	Adatum Corporation	Vendor		robert
CT000014	Robert Townes	Adatum Corporation	Vendor		robert

OK Cancel

Vendor Card

V00010 · Adatum Corporation

Home Request Appro

Contact Mer

General

No. Name Blocked

Address & Contact

Address Address 2 Country/Region Code City County Post Code

Show on Map

Invoicing >

Payments >

Contacts - CT000013 · Adatum Corporation

No.	Name ↑	Company
→ CT000013	Adatum Corporation	Adatum
CT000014	Robert Townes	Adatum

- Manage >
- Home >
- Contact >
- More options
- ✓ Show as menu

Edit

Open the selected row in edit mode

OK Cancel

V00010	
40,277.52	
0.00	
0.00	
0.00	
0.00	
0.00	
40,277.52	
0.00	
0.00	

Contact Card

CT000013 · Adatum Corporation

Home | Contact | Report | More options

Create Opportunity | Create Interaction | Create Sales Quote | Create Purchase Quote | Apply Template...

General

Show more

No.	<input type="text" value="CT000013"/>	...	Company No.	<input type="text" value="CT000013"/>	▼
Name	<input type="text" value="Adatum Corporation"/>	...	Company Name	<input type="text" value="Adatum Corporation"/>	▼ ...
Type	<input type="text" value="Company"/>	▼	Business Relation	<input type="text" value="Vendor"/>	
			Salesperson Code	<input type="text" value="JO"/>	▼

History | Manage | Functions

Show Attachments | Create Opportunity | New Line | Create Interaction | Comments | Delete Line

Interaction	Salesperson Code	Description	Attach...	Comm...	Opportunity No.
→ Sales Order Confirmation - by Ji...	JO	Order 101020		No	
Sales Order Confirmation - by Li...	LT	Order 101015	-	No	
Sales Order Confirmation - by Li...	LT	Order 101010	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101009	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101008	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101007	-	No	

Communication >

CB1 2FB | robert.townes@contoso.com | ENG | en-GB

Summary Preview

Details | Attachments (0)

Contact Picture



Contact Statistics

General

Cost (LCY) 120.00
Duration (Min.) 15

Opportunities

No. of Opportunities 3
Estimated Value (LCY) 22,000.00
Calcd. Current Value (LCY) 17,100.00

Segmentation

No. of Job Responsibilities 0
No. of Industry Groups 0

Contact Card

CT000013 · Adatum Corporation

Home Contact Report Actions Related Reports Automate Fewer options

Contact Cover Sheet

General

No. CT000013

Name Adatum Corporation

Type Company

- Functions
- Apply Word Template
- Lookup Address

- Launch Web Source
- Print Cover Sheet
- Create as
- Link with existing
- Merge With...
- Other

- Customer
- Vendor
- Bank
- Employee

History Manage Functions

- Show Attachments
- Create Opportunity
- New Line
- Create Interaction
- Comments
- Delete Line

Interaction	Salesperson Code	Description	Attach...	Comm...	Opportunity No.
→ Sales Order Confirmation - by Ji...	JQ	Order 101020		No	
Sales Order Confirmation - by Li...	LT	Order 101015	-	No	
Sales Order Confirmation - by Li...	LT	Order 101010	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101009	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101008	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101007	-	No	

Communication >

CB1 2FB robert.townes@contoso.com ENG en-GB

✓ Saved

Summary Preview

Details Attachments (0)

Contact Picture



Contact Statistics

General

Cost (LCY) 120.00

Duration (Min.) 15

Opportunities

No. of Opportunities 3

Estimated Value (LCY) 22,000.00

Calcd. Current Value (LCY) 17,100.00

Segmentation

No. of Job Responsibilities 0

No. of Industry Groups 0

Contact Card

CT000013 · Adatum Corporation

Home Contact Report Actions Related Reports Automate Fewer options

Contact Cover Sheet

General

Show more

Summary Preview

No.

Name

Type

Customer Link - CT000013 · CUST

General

Customer No.

Current Master Fields Contact

No. ↑	Name	Address
10000	Adatum Corporation	Station Road, 21
20000	Trey Research	Southwark Bridge Rd, 91-95
30000	School of Fine Art	10 High Tower Green
40000	Alpine Ski House	Walter-Gropius-Strasse 5
50000	Relecloud	Occam Court, 1

History

Show Attachments

Create Interaction

Interaction

Sales Order Confirmation

Description	Type	Order No.	Order Date	Order Status
Sales Order Confirmation - by Li...	LT	Order 101015		No
Sales Order Confirmation - by Li...	LT	Order 101010		No
Sales Order Confirmation - by Ji...	JO	Order 101009		No
Sales Order Confirmation - by Ji...	JO	Order 101008		No
Sales Order Confirmation - by Ji...	JO	Order 101007		No

Communication >

CB1 2FB robert.townes@contoso.com ENG en-GB

General

Cost (LCY) 120.00

Duration (Min.) 15

Opportunities

No. of Opportunities 3

Estimated Value (LCY) 22,000.00

Calcd. Current Value (LCY) 17,100.00

Segmentation

No. of Job Responsibilities 0

No. of Industry Groups 0



Contact Card



✓ Saved

CT000013 · Adatum Corporation

Home Contact Report Actions ▾ Related ▾ Reports ▾ Automate ▾ Fewer options

Contact Cover Sheet

General

Show more

No.	CT000013	...	Company No.	CT000013	▾
Name	Adatum Corporation	...	Company Name	Adatum Corporation	▾ ...
Type	Company	▾	Business Relation	Multiple	
			Salesperson Code	JO	▾

History | Manage Functions

- Show Attachments
- Create Opportunity
- New Line
- Create Interaction
- Comments
- Delete Line

Interaction	Salesperson Code	Description	Attach...	Comm...	Opportunity No.
→ Sales Order Confirmation - by Ji...	JO	Order 101020		No	
Sales Order Confirmation - by Li...	LT	Order 101015	-	No	
Sales Order Confirmation - by Li...	LT	Order 101010	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101009	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101008	-	No	
Sales Order Confirmation - by Ji...	JO	Order 101007	-	No	

Communication >

CB1 2FB robert.townes@contoso.com ENG en-GB

Summary Preview

Details Attachments (0)

Contact Picture ▾



Contact Statistics

General

Cost (LCY) 120.00
 Duration (Min.) 15

Opportunities

No. of Opportunities 3
 Estimated Value (LCY) 22,000.00
 Calcd. Current Value (LCY) 17,100.00

Segmentation

No. of Job Responsibilities 0
 No. of Industry Groups 0

10000 · Adatum Corporation

Home Request Approval New Document Prices & Discounts Customer Report More options

Contact Apply Template Merge With... Send Email

General

Show less

No.	10000	Salesperson Code	JO
Name	Adatum Corporation	Responsibility Center	
IC Partner Code		Document Sending Profile	DIRECTFILE
Balance (LCY)	8,356.08	Total Sales - Fiscal Year	0.00
Balance (LCY) As Vendor	48,633.60	Costs (LCY)	0.00
Overdue Balance (LCY)	8,356.08	Profit (LCY)	0.00
Credit Limit (LCY)	0.00	Profit %	0.0
Blocked		Last Date Modified	3/27/2026
Privacy Blocked	<input checked="" type="checkbox"/>	Disable Search by Name	<input checked="" type="checkbox"/>

Address & Contact

Show more

Address		Phone No.	
Address	Station Road, 21	Mobile Phone No.	
Address 2		Email	robert.townes@contoso.com
Country/Region Code	GB	Home Page	
City	Cambridge	Contact	
County		Contact Name	Robert Townes

← Payment Journals



Batch Name CASH ...

Manage Home Prepare Check Request Approval Bank Line | More options

Suggest Vendor Payments... Suggest Employee Payments... **Net Customer/Vendor Balances** Calculate Posting Date

Posting Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Message to Recipient	Description	Currency Code	Payment Method Code	Paym Refer
→ 6/1/2022	Payment	G04001		Vendor	*					*	

Number of Lines	Balance	Total Balance
0	0.00	0.00

Batch Name CASH

Manage Home Prepare Check Request Approval Bank Line More options

Suggest Vendor Payments... Suggest Employee Payments...

Posting Date	Document Type	Document No.	External Document No.	Description	Currency Code	Payment Method Code	Payment Reference
→ 6/1/2027	Payment	G04001				*	

Net Customer/Vendor Balances

Posting Date 6/1/2027

Document No. 1

Description Net customer/vendor balances %1 %2

On Hold

Order of suggestion Fin. Ch. Memo First

Filter: Vendor

× No.

+ Filter...

Filter totals by:

+ Filter...

OK Cancel

Number of Lines	Balance	Total Balance
0	0.00	0.00

← Payment Journals

✓ Saved

Batch Name CASH

Manage Home Prepare Check Request Approval Bank Line | More options

Suggest Vendor Payments... Suggest Employee Payments... Net Customer/Vendor Balances Calculate Posting Date

Posting Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Message to Recipient	Description	Currency Code	Payment Method Code	Paym Refer
6/1/2027		1	154784	Vendor	V00010	V00010		Net customer/vendor balances...		BANK	
→ 6/1/2027	:	1	103297	Customer	10000			Net customer/vendor balances...		BANK	

Number of Lines

Balance

Total Balance

2

0.00

0.00

← Payment Journal

← Posting Preview



Show Related Entries



Related Entries	No. of Entries
G/L Entry	2
Cust. Ledger Entry	1
Vendor Ledger Entry	1
Detailed Cust. Ledg. Entry	3
Detailed Vendor Ledg. Entry	3

Batch Name

Post

Posting Date

6/1/2027
→ 6/1/2027

Payment Method Code

BANK
BANK

Paym Refer

Total Balance
0.00



V00010 · Adatum Corporation

✓ Saved

Vendor Ledger Entries | Edit List | Home | Entry | More options

Show Document | Apply Entries | Find entries... | Create Payment | Reverse Transaction...

Posting Date ↓	Document No.	External Document No.	Vendor No. ↓	Vendor Name	Original Amount	Remaining Amount	Description	Department Code	Customergro... Code	Ct
→ 01/06/2027	1	154784	V00010	Adatum Corporation	8,255.00	0.00	Net customer/vendor balances...			
01/06/2027	108235	154784	V00010	Adatum Corporation	-48,633.60	-40,277.52	Invoice 107222			

Paym
Refer



10000 · Adatum Corporation

Home Request Approval New Document Prices & Discounts Customer Report More options

Contact Apply Template Merge With... Send Email

General

Show less

No.	10000	Salesperson Code	JO
Name	Adatum Corporation	Responsibility Center	
IC Partner Code		Document Sending Profile	DIRECTFILE
Balance (LCY)	0.00	Total Sales - Fiscal Year	0.00
Balance (LCY) As Vendor	40,277.52	Costs (LCY)	0.00
Overdue Balance (LCY)	0.00	Profit (LCY)	0.00
Credit Limit (LCY)	0.00	Profit %	0.0
Blocked		Last Date Modified	3/27/2026
Privacy Blocked	<input type="checkbox"/>	Disable Search by Name	<input checked="" type="checkbox"/>

Address & Contact

Show more

Address		Phone No.	
Address	Station Road, 21	Mobile Phone No.	
Address 2		Email	robert.townes@contoso.com
Country/Region Code	GB	Home Page	
City	Cambridge	Contact	
County		Contact Name	Robert Townes

← Payment Journals



Batch Name CASH ...

Manage Home Prepare Check Request Approval Bank Line | More options [Icons]

Suggest Vendor Payments... Suggest Employee Payments... Net Customer/Vendor Balances Calculate Posting Date [Icon]

	Posting Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Amount	Recipient Bank Account	Message to Recipient
→	01/06/2027	Payment	G04001		Vendor	*	0.00		

Journal Check ▾



Refresh

Current line
No issues found.

Journal Line Details

Posting Group

Account
Account Name
General Posting Setup
VAT Posting Setup

Balance Account
Bal. Account Name
General Posting Setup
VAT Posting Setup

Incoming Document Files ▾

Number of Lines	Balance	Total Balance
0	0.00	0.00

Batch Name

Manage Home Prepare Check

Suggest Vendor Payments... Suggest Employee Payments...

Posting Date	Document Type	Document No.	External Document No.
→ 01/06/2027	Payment	G04001	

Suggest Vendor Payments

Use default values from Last used options and filters

Options

Find Payments

Last Payment Date 31/01/2028

Check Other Journal Batches

Summarize Results

Summarize per Vendor

Fill in Journal Lines

Posting Date 01/06/2027

Starting Document No. G04001

Filter: Vendor

× No. V00010

× Payment Method Code

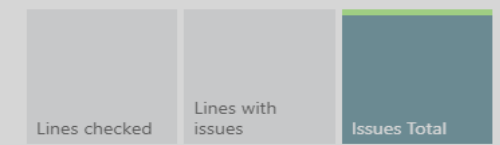
+ Filter...

Filter totals by:

+ Filter...

OK Cancel

Journal Check



Refresh

Current line

No issues found.

Journal Line Details

Posting Group

Account
Account Name
General Posting Setup
VAT Posting Setup

Balance Account
Bal. Account Name
General Posting Setup
VAT Posting Setup

Incoming Document Files

Number of Lines

0

0.00

0.00

← Payment Journals

✓ Saved

Batch Name CASH

Manage Home Prepare Check Request Approval Bank Line | More options

Post | Renumber Document Numbers Apply Entries... Reconcile Show Lines with Issues

Posting Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Message to Recipient	Description	Amount	Currency Code	Pay Cod
→ 6/1/2027	⋮ Payment	***	82100	Vendor	V00010				40,277.52		*

Number of Lines	Balance	Total Balance
1	0.00	0.00

Payment Journals

✓ Saved

Batch Name CASH

Manage Home Prepare Check Request Approval Bank Line | More options

Suggest Vendor Payments... Suggest Employee Payments... Net Customer/Vendor Balances Calculate Posting Date

Posting Date	Payment Reference	Creditor No.	Amount (LCY)	Bal. Account Type	Bal. Account No.	App... (Yes...)	Applies-to Doc. Type	Applies-to Doc. No.	Applies-to Doc. Due Date	Bank Payment Type
→ 01/06/2027	:		40,277.52	G/L Account	78200	<input checked="" type="checkbox"/>	Invoice	108235	01/07/2027	

Journal Check

1	0	0
Lines checked	Lines with issues	Issues Total

Refresh

Current line

No issues found.

Journal Line Details

Posting Group DOMESTIC

Account

Account Name Adatum Corporation

General Posting Setup

VAT Posting Setup -

Balance Account

Bal. Account... Business account, Operating, ...

General Posting Setup

VAT Posting Setup -

Incoming Document Files

Number of Lines

Balance

Total Balance

1

0.00

0.00

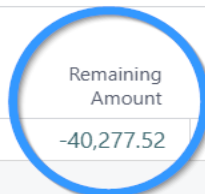
Apply Vendor Entries - V00010 · Adatum Corporation

General	
Posting Date	01/06/2027
Document Type	Payment
Document No.	G04001
Vendor Name	
Currency Code	
Amount	40,277.52
Remaining Amount	40,277.52

[Home](#) Entry

Show Posted Document Show Only Selected Entries to Be Applied

Posting Date	Document Type	Document No.	External Document No.	Vendor No.	Vendor Name	Description	Currency Code	Remaining Amount	Appln. Remaining Amount	Amount to Apply
→ 01/06/2027	Invoice	108235	154784	V00010	Adatum Corporation	Invoice 107222		-40,277.52	-40,277.52	-40,277.52



Appln. Currency	Amount to Apply	Pmt. Disc. Amount	Rounding	Applied Amount	Available Amount	Balance
	-40,277.52	972.67	0.00	-39,304.85	40,277.52	972.67

OK Cancel

Merge Customers or Vendors

Gemma

CRONUS UK Ltd.

- Finance
- Cash Management
- Sales
- Purchasing
- Shopify
- All Reports

A+ PA+ SO+

Customers: All | + New | Delete | Home | New Document | Customer | Prices & Discounts | Report

No. ↑	Name	Responsibility Centre	Location Code	Phone No.	Contact	Allow Mul... Post... Gro...	Balance (LCY)	Overdue Balance (LCY)	Sales (LCY)
<u>10000</u>	Adatum Corporation				Robert Townes	<input type="checkbox"/>	0.00	0.00	195,601.48
20000	Trey Research				Helen Ray	<input type="checkbox"/>	92,251.80	92,251.80	136,787.50
30000	School of Fine Art				Meagan Bond	<input type="checkbox"/>	32,644.30	32,644.30	176,767.30
40000	Alpine Ski House				Ian Deberry	<input type="checkbox"/>	2,617.50	2,617.50	63,242.37
50000	Alpine Ski Lodge				Jesse Homer	<input type="checkbox"/>	6,491.88	6,491.88	65,825.36
60000	Alpine Ski Lodge					<input type="checkbox"/>	3,000.00	0.00	3,000.00

40000 · Alpine Ski House

Home Request Approval New Document Prices & Discounts Customer Report Actions Related Reports Automate Fewer options

Contact Apply Template Merge With... Send Email

General

No. 40000
Name Alpine Ski House
Balance (LCY) 2,617.5
Balance (LCY) As Vendor 0.0
Overdue Balance (LCY) 2,617.5

Address & Contact

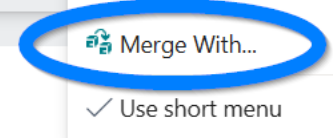
Address

Address Walter-Gropius-Strasse 5
Address 2 Park Stadt Schwabing
Country/Region Code DE
City Munchen
Postcode DE-80807

Show on Map

- New Document
- Request Approval
- Workflow
- Functions
- Post Cash Receipts...
- Sales Journal
- Register Customer Payments
- Apply Word Template
- Lookup Address
- Other

- Templates
- Save as Template
- Other
 - Apply Template
 - Merge With...
 - Use short menu



Phone No.
Mobile Phone No.
Email ian.deberry@contoso.com
Home Page
Contact
Contact Name Ian Deberry

← Merge Duplicate



✓ Saved

Customer

Merge

Records

When merging, two records are combined into one.

Before merging, review which field values you want to keep or override. The merge action cannot be undone.

Current 40000

Merge With 60000

Fields

ID	Field Name	Data Type	In Primary Key	Current Value	Override	Alternate Value
1	No.	Code	Yes	40000	<input type="checkbox"/>	60000
2	Name	Text	No	Alpine Ski House	<input type="checkbox"/>	Alpine Ski Lodge
3	Search Name	Code	No	ALPINE SKI HOUSE	<input type="checkbox"/>	ALPINE SKI LODGE
8	Contact	Text	No	Ian Debeney	<input type="checkbox"/>	
15	Territory Code	Code	No	FOREIGN	<input type="checkbox"/>	
16	Department Code	Code	No	SALES	<input type="checkbox"/>	
17	Customergroup Code	Code	No	SMALL	<input type="checkbox"/>	
→ 27	Payment Terms Code	Code	No	1M(8D)	<input checked="" type="checkbox"/>	14 DAYS
33	Invoice Disc. Code	Code	No	40000	<input type="checkbox"/>	60000
53	Last Modified Date Time	DateTime	No	27/03/26 03:44	<input type="checkbox"/>	23/04/26 09:30
54	Last Date Modified	Date	No	27/03/26	<input type="checkbox"/>	23/04/26

Related Tables

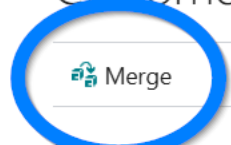


← Merge Duplicate



✓ Saved

Customer

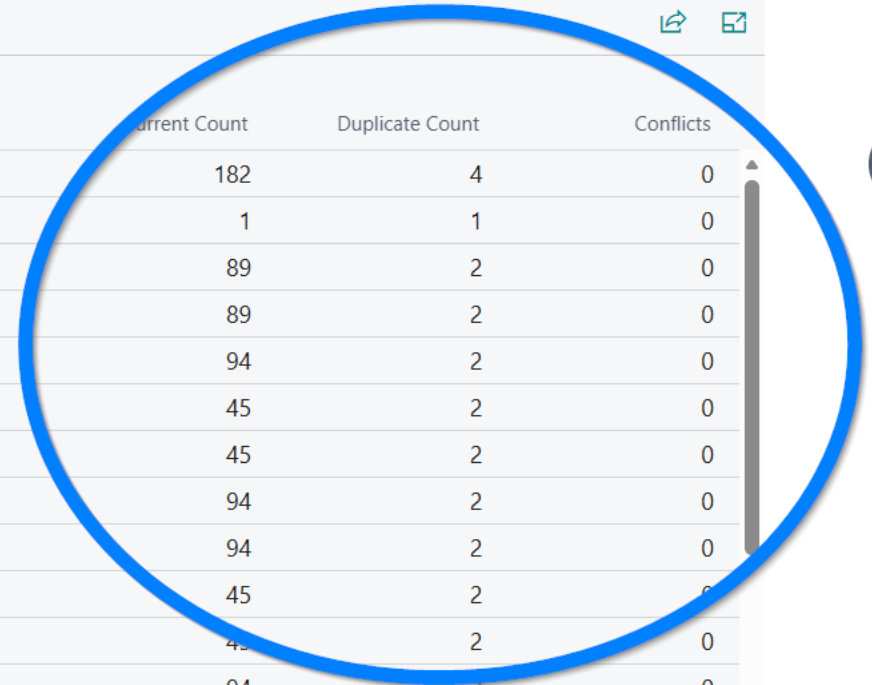


Records >

Fields >

Related Tables

	Table ID	Table Name	ID	Field Name	In Primary Key ↑	Current Count	Duplicate Count	Conflicts
→	17	G/L Entry	58	Source No.	No	182	4	0
	18	Customer	33	Invoice Disc. Code	No	1	1	0
	21	Cust. Ledger Entry	3	Customer No.	No	89	2	0
	21	Cust. Ledger Entry	21	Sell-to Customer No.	No	89	2	0
	32	Item Ledger Entry	5	Source No.	No	94	2	0
	110	Sales Shipment Header	2	Sell-to Customer No.	No	45	2	0
	110	Sales Shipment Header	4	Bill-to Customer No.	No	45	2	0
	111	Sales Shipment Line	2	Sell-to Customer No.	No	94	2	0
	111	Sales Shipment Line	68	Bill-to Customer No.	No	94	2	0
	112	Sales Invoice Header	2	Sell-to Customer No.	No	45	2	0
	112	Sales Invoice Header	4	Bill-to Customer No.	No	45	2	0
	113	Sales Invoice Line	2	Sell-to Customer No.	No	94	2	0
	113	Sales Invoice Line	68	Bill-to Customer No.	No	94	2	0



CRONUS UK Ltd.

Finance

Cash Management

Sales

Purchasing

Shopify

All Reports



Customers: All



+ New Delete

Home

New Document


Customer

Prices & Discounts

Report



No. ↑	Name	Responsibility Centre	Location Code	Phone No.	Contact	Allow Mul... Post... Gro...	Balance (LCY)	Overdue Balance (LCY)	Sales (LCY)
10000	Adatum Corporation				Robert Townes	<input type="checkbox"/>	0.00	0.00	195,601.48
20000	Trey Research				Helen Ray	<input type="checkbox"/>	92,251.80	92,251.80	136,787.50
<u>30000</u>	⋮ School of Fine Art				Meagan Bond	<input type="checkbox"/>	32,644.30	32,644.30	176,767.30
50000	Relecloud				Jesse Homer	<input type="checkbox"/>	6,491.88	6,491.88	65,825.36
40000	Alpine Ski House						5,617.50	2,617.50	66,242.37

 Customer 60000 has been merged to Customer 40000.

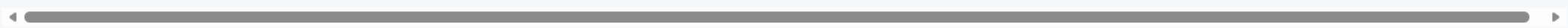
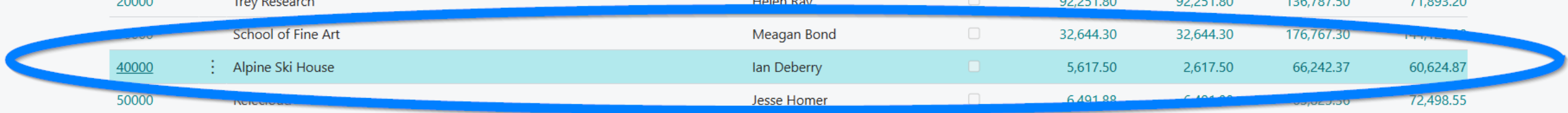
CRONUS UK Ltd.

Finance Cash Management Sales Purchasing Shopify All Reports



Customers: All New Delete Home New Document Customer Prices & Discounts Report More options

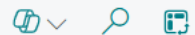
No. ↑	Name	Responsibility Centre	Location Code	Phone No.	Contact	Allow Mul... Post... Gro...	Balance (LCY)	Overdue Balance (LCY)	Sales (LCY)	Payments (LCY)
10000	Adatum Corporation				Robert Townes	<input type="checkbox"/>	0.00	0.00	195,601.48	226,365.70
20000	Trey Research				Helen Ray	<input type="checkbox"/>	92,251.80	92,251.80	136,787.50	71,893.20
30000	School of Fine Art				Meagan Bond	<input type="checkbox"/>	32,644.30	32,644.30	176,767.30	147,125.00
40000	Alpine Ski House				Ian Deberry	<input type="checkbox"/>	5,617.50	2,617.50	66,242.37	60,624.87
50000	Reliance				Jesse Homer	<input type="checkbox"/>	6,491.88	6,491.88	55,825.56	72,498.55



← 40000 · Alpine Ski House



Customer Ledger Entries



Edit List Home Entry More options



Show Document Apply Entries Find entries... Reverse Transaction... Create Reminder... Create Finance Charge Memo...

Posting Date ↓	Document Date	Document Type	Document No.	Customer No. ↓	Customer Name	Description	Remaining Amount	Department Code	Customergro... Code	Salesper Code
→ 01/06/2027	01/06/2027	Invoice	103300	40000	Alpine Ski Lodge	Invoice 102313	2,000.00			JO
01/06/2027	01/06/2027	Invoice	103299	40000	Alpine Ski Lodge	Invoice 102312	1,000.00			JO
19/02/2026	19/02/2026	Invoice	103180	40000	Alpine Ski House	Invoice 102180	2,617.50	SALES	SMALL	JO

Preview Posting

Gemma

General Journals

✓ Saved

Batch Name DAILY

Manage Home Request Approval Payroll Line Incoming Document Page | More options

Post | Get Standard Journals... Renumber Document Numbers Reconcile Apply Entries...

Posting Date	Document Type	Document No.	Account Type	Account No.	Account Name	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.	Sustainability Account No.	Total Emission CO2 (KG)	Total Er CH
→ 31/01/2026	:	GJ00002	G/L Account	30190	Other Rental Expenses	3,563.00	3,563.00	Bank Acco...	CHECKING		0.00	
31/01/2026		GJ00002	G/L Account	30290	Other Property Expenses	5,646.00	5,646.00	Bank Acco...	CHECKING		0.00	
31/01/2026		GJ00002	G/L Account	30430	Other vehicle expenses	3,165.00	3,165.00	Bank Acco...	CHECKING		0.00	
31/01/2026		GJ00002	G/L Account	30540	Other travel expenses	3,512.00	3,512.00	Bank Acco...	CHECKING		0.00	
31/01/2026		GJ00002	G/L Account	31050	Consumable/Expensible hardw...	3,251.00	3,251.00	Bank Acco...	CHECKING		0.00	
31/01/2026		GJ00002	G/L Account	31540	Misc. external expenses	888.00	888.00	Bank Acco...	CHECKING		0.00	
31/01/2026		GJ00002	G/L Account	32250	Mandatory clothing expenses	3,415.00	3,415.00	Bank Acco...	CHECKING		0.00	
31/01/2026		GJ00002	G/L Account	60410	Utilities Expense - Power Plant	1,381.60	1,381.60	Bank Acco...	CHECKING		0.00	
25/02/2026		GJ00003	G/L Account	30190	Other Rental Expenses	3,919.30	3,919.30	Bank Acco...	CHECKING		0.00	
25/02/2026		GJ00003	G/L Account	30290	Other Property Expenses	6,210.60	6,210.60	Bank Acco...	CHECKING		0.00	
25/02/2026		GJ00003	G/L Account	30430	Other vehicle expenses	3,481.50	3,481.50	Bank Acco...	CHECKING		0.00	
25/02/2026		GJ00003	G/L Account	30540	Other travel expenses	3,863.20	3,863.20	Bank Acco...	CHECKING		0.00	
25/02/2026		GJ00003	G/L Account	31050	Consumable/Expensible hardw...	3,576.10	3,576.10	Bank Acco...	CHECKING		0.00	
25/02/2026		GJ00003	G/L Account	31540	Misc. external expenses	976.80	976.80	Bank Acco...	CHECKING		0.00	
25/02/2026		GJ00003	G/L Account	32250	Mandatory clothing expenses	3,755.50	3,755.50	Bank Acco...	CHECKING		0.00	

Number of Lines: 24 Balance: 0.00 Total Balance: 0.00

78200 Business account, Operating, Domestic

G/L Entries Preview Dimensions Set Dimension Filter...

Posting Date	VAT Date	Document Type	Document No.	G/L Account No.	Description	Depart... Code	Customergro... Code	Gen. Post... Type	Gen. Bus. Posting Group	Gen. Prod. Post... Gro...	Amount (LCY)	Source Currency Code
25/02/2026	25/02/2026		***	60410	Utilities Expense - Power Plant						1,519.76	
25/02/2026	25/02/2026		***	78200	Utilities Expense - Power Plant						-1,519.76	
26/03/2026	26/03/2026		***	30190	Other Rental Expenses						4,311.23	
26/03/2026	26/03/2026		***	78200	Other Rental Expenses						-4,311.23	
26/03/2026	26/03/2026		***	30290	Other Property Expenses						6,831.66	
26/03/2026	26/03/2026		***	78200	Other Property Expenses						-6,831.66	
26/03/2026	26/03/2026		***	30430	Other vehicle expenses						3,829.65	
26/03/2026	∴ 26/03/2026		***	<u>78200</u>	Other vehicle expenses						-3,829.65	
26/03/2026	26/03/2026		***	30540	Other travel expenses						4,249.52	
26/03/2026	26/03/2026		***	78200	Other travel expenses						-4,249.52	
26/03/2026	26/03/2026		***	31050	Consumable/Expensible hardw...						3,933.71	
26/03/2026	26/03/2026		***	78200	Consumable/Expensible hardw...						-3,933.71	
26/03/2026	26/03/2026		***	31540	Misc. external expenses						1,074.48	
26/03/2026	26/03/2026		***	78200	Misc. external expenses						-1,074.48	
26/03/2026	26/03/2026		***	32250	Mandatory clothing expenses						4,132.15	
26/03/2026	26/03/2026		***	78200	Mandatory clothing expenses						-4,132.15	
26/03/2026	26/03/2026		***	60410	Utilities Expense - Power Plant						5,000.00	
26/03/2026	∴ 26/03/2026		***	78200	Utilities Expense - Power Plant						-5,000.00	



General Ledger Setup

[Home](#) | [Posting](#) | [General](#) | [VAT](#) | [Bank](#) | [Journal Templates](#) | [More options](#)

[Change Payment Tolerance](#) | [Change Global Dimensions...](#)

Require Country/Region Code in Addr...

Inv. Rounding Precision (LCY)

Inv. Rounding Type (LCY)

Amount Rounding Precision (LCY)

Amount Decimal Places (LCY)

Unit-Amount Rounding Precision (LCY)

Unit-Amount Decimal Places (LCY)

Check G/L Acc. Deletion After

Block Deletion of G/L Accounts

Check G/L Account Usage

Mark Cr. Memos as Corrections

Bill-to/Sell-to VAT Calc.

Print VAT specification in LCY

Show Amounts

Hide Payment Method Code

Hide Company Bank Account

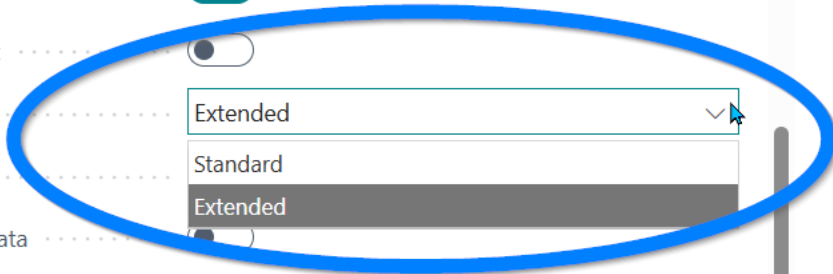
Posting Preview Type

SEPA Non-Euro Export

SEPA Export w/o Bank Acc. Data

Enable Data Check

Check Source Curr. Consistency



Dimensions

Show more

Global Dimension 1 Code

Global Dimension 2 Code

Currency >

Batch Name: DAILY

Manage Home Request Approval Payroll Line Incoming Document Page More options

Post Get Standard Journals... Renumber Document Numbers Reconcile Apply Entries...

Post

Preview Posting

Review the different types of entries that will be created when you post the document or journal. (Ctrl+Alt+F9)

Post and Print

Test Report...

Document No.	Account Type	Account No.	Account Name	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.	Sustainability Account No.	Total Emission CO2 (KG)	Total Er CH
GJ00002	G/L Account	30190	Other Rental Expenses	3,563.00	3,563.00	Bank Acco...	CHECKING		0.00	
GJ00002	G/L Account	30290	Other Property Expenses	5,646.00	5,646.00	Bank Acco...	CHECKING		0.00	
GJ00002	G/L Account	30430	Other vehicle expenses	3,165.00	3,165.00	Bank Acco...	CHECKING		0.00	
GJ00002	G/L Account	30540	Other travel expenses	3,512.00	3,512.00	Bank Acco...	CHECKING		0.00	
GJ00002	G/L Account	31050	Consumable/Expensible hardw...	3,251.00	3,251.00	Bank Acco...	CHECKING		0.00	
GJ00002	G/L Account	31540	Misc. external expenses	888.00	888.00	Bank Acco...	CHECKING		0.00	
GJ00002	G/L Account	32250	Mandatory clothing expenses	3,415.00	3,415.00	Bank Acco...	CHECKING		0.00	
GJ00002	G/L Account	60410	Utilities Expense - Power Plant	1,381.60	1,381.60	Bank Acco...	CHECKING		0.00	
GJ00003	G/L Account	30190	Other Rental Expenses	3,919.30	3,919.30	Bank Acco...	CHECKING		0.00	
GJ00003	G/L Account	30290	Other Property Expenses	6,210.60	6,210.60	Bank Acco...	CHECKING		0.00	
GJ00003	G/L Account	30430	Other vehicle expenses	3,481.50	3,481.50	Bank Acco...	CHECKING		0.00	
GJ00003	G/L Account	30540	Other travel expenses	3,863.20	3,863.20	Bank Acco...	CHECKING		0.00	
GJ00003	G/L Account	31050	Consumable/Expensible hardw...	3,576.10	3,576.10	Bank Acco...	CHECKING		0.00	
GJ00003	G/L Account	31540	Misc. external expenses	976.80	976.80	Bank Acco...	CHECKING		0.00	

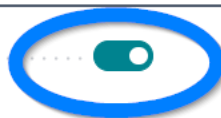
Number of Lines	Balance	Total Balance
24	0.00	0.00



Posting Preview

General

Show Hierarchical View



G/L Entries

Delete Line Dimensions



G/L Account No.	Description	Posting Date	Document Type	Document No.	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.	Department Code	Customergro... Code
> 30190	Other Rental Expenses							11,793.53	G/L Account			
> 30290	Other Property Expenses							18,688.26	G/L Account			
> 30430	Other vehicle expenses							10,476.15	G/L Account			
> 30540	Other travel expenses							11,624.72	G/L Account			
> 31050	Consumable/Expensible har...							10,760.81	G/L Account			
> 31540	Misc. external expenses							2,939.28	G/L Account			
> 32250	Mandatory clothing expenses							11,303.65	G/L Account			
> 60410	Utilities Expense - Power Plant							7,901.36	G/L Account			
→ > 78200	Business account, Operating,...							-85,487.76	G/L Account			

VAT Entries

Delete Line



VAT Bus. Posting Group	VAT Prod. Posting Group	Posting Date	Document No.	Document Type	Type	Base	Amount	VAT Calculation Type	Bill-to/Pay-to No.	Country/Regi... Code	EU 3-Party Trade	Clos...	Closed by Entry No.	Internal Ref. No.
------------------------	-------------------------	--------------	--------------	---------------	------	------	--------	----------------------	--------------------	----------------------	------------------	---------	---------------------	-------------------

(There is nothing to show in this view)



Posting Preview

General

Show Hierarchical View

G/L Entries												
Delete Line Dimensions												
G/L Account No.	Description	Posting Date	Document Type	Document No.	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.	Department Code	Customergro... Code
30190	Other Rental Expenses							11,793.53	G/L Account			
30190	Other Rental Expenses	31/01/2026		***				3,563.00	Bank Accou...	CHECKING		
30190	Other Rental Expenses	25/02/2026		***				3,919.30	Bank Accou...	CHECKING		
30190	Other Rental Expenses	26/03/2026		***				4,311.23	Bank Accou...	CHECKING		
30290	Other Property Expenses							18,688.26	G/L Account			
30290	Other Property Expenses	31/01/2026		***				5,646.00	Bank Accou...	CHECKING		
30290	Other Property Expenses	25/02/2026		***				6,210.60	Bank Accou...	CHECKING		
30290	Other Property Expenses	26/03/2026		***				6,831.66	Bank Accou...	CHECKING		
30430	Other vehicle expenses							10,476.15	G/L Account			
30430	Other vehicle expenses	31/01/2026		***				3,165.00	Bank Accou...	CHECKING		

Type
Specifies the type of the VAT entry.

VAT Entries												
Delete Line												
VAT Bus. Posting Group	VAT Prod. Posting Group	Posting Date	Document No.	Document Type	Type	Base	Amount	VAT Calculation Type	Bill-to/Pay-to No.	Country/Regi... Code	EU 3-Party Trade	Closed by Entry No. Internal Ref. No.
(There is nothing to show in this view)												

Open Menu

Edit List in GLEs

Gemma

78200 Business account, Operating, Domestic

General Ledger Entries: Journals | Edit List | Review Entries | More options

Find entries... Reverse Transaction... Correct Dimensions Entry

Views

All

Journals

Filter list by:

Source Code

GENJNL

+ Filter...

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type	Gen. Bus. Posting Group
→ 08/05/2026		GJ00001	78200	Other travel expenses				
08/05/2026		GJ00001	30540	Other travel expenses			Purchase	
24/02/2026	Payment	103214	10330	Residual caused by rounding o...	SALES	SMALL		
24/02/2026	Payment	103214	75110	102221	SALES	SMALL		
24/02/2026	Payment	103214	83120	102221	SALES	SMALL		
24/02/2026	Payment	103214	10110	102221	SALES	SMALL	Sale	DOMESTIC
08/03/2026	Payment	103213	75110	102220	SALES	SMALL		
08/03/2026	Payment	103213	83120	102220	SALES	SMALL		
08/03/2026	Payment	103213	10110	102220	SALES	SMALL	Sale	DOMESTIC
08/02/2026	Payment	103212	75110	102219	SALES	LARGE		
08/02/2026	Payment	103212	83120	102219	SALES	LARGE		
08/02/2026	Payment	103212	10110	102219	SALES	LARGE	Sale	DOMESTIC
03/02/2026	Payment	103211	75110	102218	SALES	LARGE		
03/02/2026	Payment	103211	83120	102218	SALES	LARGE		
03/02/2026	Payment	103211	10110	102218	SALES	LARGE	Sale	DOMESTIC
01/03/2026	Payment	103210	10330	Residual caused by rounding o...	SALES	MEDIUM		
01/03/2026	Payment	103210	75110	102217	SALES	MEDIUM		
01/03/2026	Payment	103210	83120	102217	SALES	MEDIUM		
01/03/2026	Payment	103210	10110	102217	SALES	MEDIUM	Sale	DOMESTIC

30540 Other travel expenses

✓ Saved

General Ledger Entries: Journals | Edit List | Home | Review Entries | More options

Find entries... Reverse Transaction... Correct Dimensions Entry

Views

All

Journals

Filter list by:

Source Code

GENJNL

+ Filter...

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type	Gen. Bus. Posting Group
08/05/2026		GJ00001	78200	User Day expenses				
→ 08/05/2026		GJ00001	30540	User Day expenses			Purchase	
24/02/2026	Payment	103214	10330	Residual caused by rounding o...	SALES	SMALL		
24/02/2026	Payment	103214	75110	102221	SALES	SMALL		
24/02/2026	Payment	103214	83120	102221	SALES	SMALL		
24/02/2026	Payment	103214	10110	102221	SALES	SMALL	Sale	DOMESTIC
08/03/2026	Payment	103213	75110	102220	SALES	SMALL		
08/03/2026	Payment	103213	83120	102220	SALES	SMALL		
08/03/2026	Payment	103213	10110	102220	SALES	SMALL	Sale	DOMESTIC
08/02/2026	Payment	103212	75110	102219	SALES	LARGE		
08/02/2026	Payment	103212	83120	102219	SALES	LARGE		
08/02/2026	Payment	103212	10110	102219	SALES	LARGE	Sale	DOMESTIC
03/02/2026	Payment	103211	75110	102218	SALES	LARGE		
03/02/2026	Payment	103211	83120	102218	SALES	LARGE		
03/02/2026	Payment	103211	10110	102218	SALES	LARGE	Sale	DOMESTIC
01/03/2026	Payment	103210	10330	Residual caused by rounding o...	SALES	MEDIUM		
01/03/2026	Payment	103210	75110	102217	SALES	MEDIUM		
01/03/2026	Payment	103210	83120	102217	SALES	MEDIUM		
01/03/2026	Payment	103210	10110	102217	SALES	MEDIUM	Sale	DOMESTIC

30540 Other travel expenses

✓ Saved

General Ledger Entries: Journals | Edit List | Home | Review Entries | More options

Find entries... Reverse Transaction... Correct Dimensions Entry

Views

All

Journals

Filter list by:

Source Code

GENJNL

+ Filter...

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type	Gen. Bus. Posting Group
08/05/2026		GJ00001	78200	User Day expenses				
→ 08/05/2026		GJ00001	30540	User Day expenses			Purchase	
24/02/2026	Payment	103214	10330	Residual caused by rounding o...	SALES	SMALL		
24/02/2026	Payment	103214	75110	102221	SALES	SMALL		
24/02/2026	Payment	103214	83120	102221	SALES	SMALL		
24/02/2026	Payment	103214	10110	102221	SALES	SMALL	Sale	DOMESTIC
08/03/2026	Payment	103213	75110	102220	SALES	SMALL		
08/03/2026	Payment	103213	83120	102220	SALES	SMALL		
08/03/2026	Payment	103213	10110	102220	SALES	SMALL	Sale	DOMESTIC
08/02/2026	Payment	103212	75110	102219	SALES	LARGE		
08/02/2026	Payment	103212	83120	102219	SALES	LARGE		
08/02/2026	Payment	103212	10110	102219	SALES	LARGE	Sale	DOMESTIC
03/02/2026	Payment	103211	75110	102218	SALES	LARGE		
03/02/2026	Payment	103211	83120	102218	SALES	LARGE		
03/02/2026	Payment	103211	10110	102218	SALES	LARGE	Sale	DOMESTIC
01/03/2026	Payment	103210	10330	Residual caused by rounding o...	SALES	MEDIUM		
01/03/2026	Payment	103210	75110	102217	SALES	MEDIUM		
01/03/2026	Payment	103210	83120	102217	SALES	MEDIUM		
01/03/2026	Payment	103210	10110	102217	SALES	MEDIUM	Sale	DOMESTIC

Dimension Correction

Gemma

78200 Business account, Operating, Domestic

General Ledger Entries: All | Edit List | Home | Review Entries | More options

Find entries... | Reverse Transaction... | Correct Dimensions | Entry

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount (LCY)	Source	Curre
→ 26/03/2026	:	GJ00004	<u>78200</u>	Utilities Expense - Power Plant						-5,000.00		
26/03/2026		GJ00004	60410	Utilities Expense - Power Plant						5,000.00		
26/03/2026		GJ00004	78200	Mandatory clothing expenses						-4,132.15		
26/03/2026		GJ00004	32250	Mandatory clothing expenses						4,132.15		
26/03/2026		GJ00004	78200	Misc. external expenses						-1,074.48		
26/03/2026		GJ00004	31540	Misc. external expenses						1,074.48		
26/03/2026		GJ00004	78200	Consumable/Expensible hardw...						-3,933.71		
26/03/2026		GJ00004	31050	Consumable/Expensible hardw...						3,933.71		
26/03/2026		GJ00004	78200	Other travel expenses						-4,249.52		
26/03/2026		GJ00004	30540	Other travel expenses						4,249.52		
26/03/2026		GJ00004	78200	Other vehicle expenses						-3,829.65		
26/03/2026		GJ00004	30430	Other vehicle expenses						3,829.65		
26/03/2026		GJ00004	78200	Other Property Expenses						-6,831.66		
26/03/2026		GJ00004	30290	Other Property Expenses						6,831.66		
26/03/2026		GJ00004	78200	Other Rental Expenses						-4,311.23		
26/03/2026		GJ00004	30190	Other Rental Expenses						4,311.23		
25/02/2026		GJ00003	78200	Utilities Expense - Power Plant						-1,519.76		
25/02/2026		GJ00003	60410	Utilities Expense - Power Plant						1,519.76		
25/02/2026		GJ00003	<u>78200</u>	Mandatory clothing expenses						-3,756.50		

Show more options

30190 Other Rental Expenses

General Ledger Entries: All | Edit List | Home | Review Entries | More options

Find entries... Reverse Transaction... **Correct Dimensions** Entry

Views

All

Journals

Filter list by:

+ Filter...

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro...	Gen. Posting Type	Ge Po:
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	78200	Utilities Expense - Power Plant				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	60410	Utilities Expense - Power Plant				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	78200	Mandatory clothing expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	32250	Mandatory clothing expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	78200	Misc. external expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	31540	Misc. external expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	78200	Consumable/Expensible hardw...				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	31050	Consumable/Expensible hardw...				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	78200	Other travel expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	30540	Other travel expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	78200	Other vehicle expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	30430	Other vehicle expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	78200	Other Property Expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	30290	Other Property Expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	78200	Other Rental Expenses				
<input checked="" type="checkbox"/> 31/01/2026		GJ00002	30190	Other Rental Expenses				
<input type="checkbox"/> 08/05/2026		GJ00001	78200	User Day expenses				
<input type="checkbox"/> 08/05/2026		GJ00001	30540	User Day expenses			Purchase	
<input type="checkbox"/> 01/06/2027	Invoice	103300	75110	Invoice 102313				
<input type="checkbox"/> 01/06/2027		103300	75110	Invoice 102313				



Dimension Correction 3

Run Reopen Validate Dimension Changes Show Errors More options

General

Show more

Description Dimension Correction 3

Status Draft

Update Analysis Views

Dimension Correction Changes >

Selected Ledger Entries

Add Related Entries Add by Filter Select Manually Add by Dimension Remove entries Manage Selection Criteria

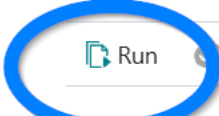
Entry No.	Posting Date ↑	Document Type	Document No. ↑	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Bal. Account Type	Bal. Account No.	External Document No.
→ 4356	31/01/2026		GJ00002	30190	Other Rental Expenses				Bank Accou...	CHECKING	
4357	31/01/2026		GJ00002	78200	Other Rental Expenses				G/L Account	30190	
4358	31/01/2026		GJ00002	30290	Other Property Expenses				Bank Accou...	CHECKING	
4359	31/01/2026		GJ00002	78200	Other Property Expenses				G/L Account	30290	
4360	31/01/2026		GJ00002	30430	Other vehicle expenses				Bank Accou...	CHECKING	
4361	31/01/2026		GJ00002	78200	Other vehicle expenses				G/L Account	30430	
4362	31/01/2026		GJ00002	30540	Other travel expenses				Bank Accou...	CHECKING	
4363	31/01/2026		GJ00002	78200	Other travel expenses				G/L Account	30540	
4364	31/01/2026		GJ00002	31050	Consumable/Expensable hardw...				Bank Accou...	CHECKING	
4365	31/01/2026		GJ00002	78200	Consumable/Expensable hardw...				G/L Account	31050	

← Draft Dimension Correction



✓ Saved

Dimension Correction 3



Reopen Validate Dimension Changes Show Errors More options

General

Show more

Description Dimension Correction 3

Status Draft

Update Analysis Views

Dimension Correction Changes

Revert All Changes Remove Dimension Revert Change New Line

Dimension Code ↑	Dimension Value Code	New Dimension Value Code
DEPARTMENT	-	Add - SALES
→ CUSTOMERGROUP	:	Add - OTHER



Selected Ledger Entries Add Related Entries Add by Filter Select Manually Add by Dimension Remove entries Manage Selection Criteria

Entry No.	Posting Date ↑	Document Type	Document No. ↑	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Bal. Account Type	Bal. Account No.	External Docume No.
→ 4356	:	31/01/2026	GJ00002	30190	Other Rental Expenses				Bank Accou...	CHECKING	
4357		31/01/2026	GJ00002	78200	Other Rental Expenses				G/L Account	30190	



Dimension Correction 3

Run Reopen Validate Dimension Changes Show Errors More options

General

Show more

Description Dimension

Run Dimension Correction



Run immediately

Scheduling Parameters

Maximum No. of Attempts to Run 0

Earliest Start Date/Time 24/04/2026 09:26

Maximum Duration 12 hours

Advanced Settings

OK Cancel

Dimension Correction Changes Revert All C

Dimension Code ↑	Dir
→ CUSTOMERGROUP	-
DEPARTMENT	-

Selected Ledger Entries

Add Related Entries Add by Filter Select Manually Add by Dimension Remove entries Manage Selection Criteria

Entry No.	Posting Date ↑	Document Type	Document No. ↑	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Bal. Account Type	Bal. Account No.	External Document No.
→ 4356	31/01/2026	:	GJ00002	30190	Other Rental Expenses				Bank Accou...	CHECKING	
4357	31/01/2026		GJ00002	78200	Other Rental Expenses				G/L Account	30190	

30190 Other Rental Expenses

General Ledger Entries: All | Edit List | Home | Review Entries | More options

Find entries... | Reverse Transaction... | Correct Dimensions | Entry

Views ✕


All ⋮

Journals

Filter list by:

+ Filter...

	Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type	Ge Po:
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	Utilities Expense - Power Plant				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	60410	Utilities Expense - Power Plant				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	Mandatory clothing expenses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	ing expenses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	enses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	enses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	ensible hardw...				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	ensible hardw...				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	nses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	30240	Other travel expenses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	Other vehicle expenses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	30430	Other vehicle expenses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	Other Property Expenses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	30290	Other Property Expenses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	78200	Other Rental Expenses				
<input checked="" type="checkbox"/>	31/01/2026		GJ00002	30190	Other Rental Expenses				
<input type="checkbox"/>	08/05/2026		GJ00001	78200	User Day expenses				
<input type="checkbox"/>	08/05/2026		GJ00001	30540	User Day expenses				Purchase
<input type="checkbox"/>	01/06/2027	Invoice	103300	75110	Invoice 102313				
<input type="checkbox"/>	01/06/2027		103300	75110	Invoice 102313				

 Dimension Correction was successfully scheduled.

30190 Other Rental Expenses

General Ledger Entries: All | Edit List | Home | Review Entries | More options

Find entries... | Reverse Transaction... | Correct Dimensions | Entry

Views

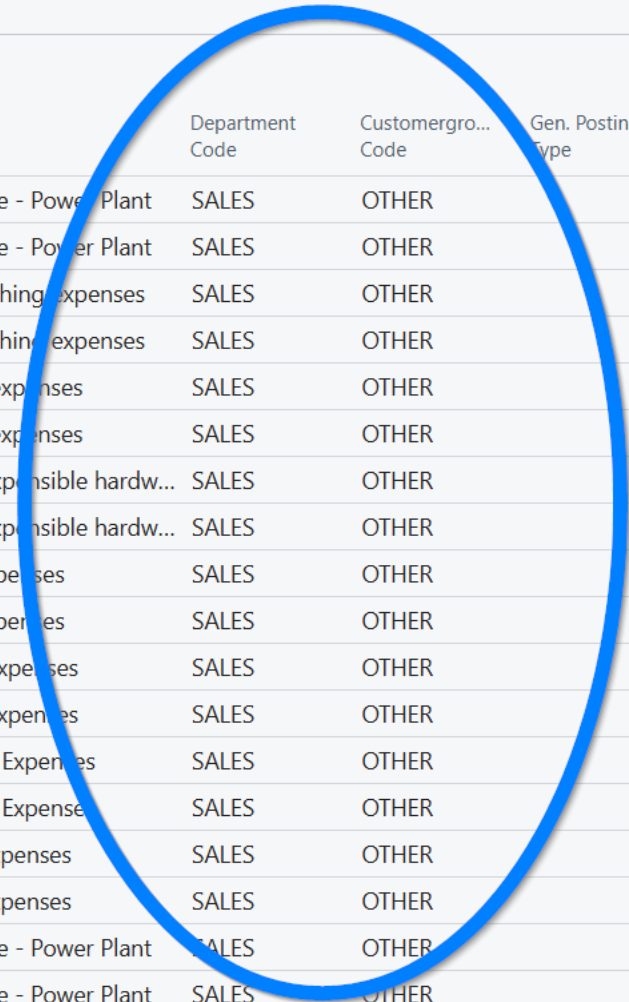
All

Journals

Filter list by:

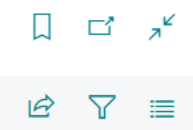
+ Filter...

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type	Ge Po:
26/03/2026		GJ00004	78200	Utilities Expense - Power Plant	SALES	OTHER		
26/03/2026		GJ00004	60410	Utilities Expense - Power Plant	SALES	OTHER		
26/03/2026		GJ00004	78200	Mandatory clothing expenses	SALES	OTHER		
26/03/2026		GJ00004	32250	Mandatory clothing expenses	SALES	OTHER		
26/03/2026		GJ00004	78200	Misc. external expenses	SALES	OTHER		
26/03/2026		GJ00004	31540	Misc. external expenses	SALES	OTHER		
26/03/2026		GJ00004	78200	Consumable/Expensible hardw...	SALES	OTHER		
26/03/2026		GJ00004	31050	Consumable/Expensible hardw...	SALES	OTHER		
26/03/2026		GJ00004	78200	Other travel expenses	SALES	OTHER		
26/03/2026		GJ00004	30540	Other travel expenses	SALES	OTHER		
26/03/2026		GJ00004	78200	Other vehicle expenses	SALES	OTHER		
26/03/2026		GJ00004	30430	Other vehicle expenses	SALES	OTHER		
26/03/2026		GJ00004	78200	Other Property Expenses	SALES	OTHER		
26/03/2026		GJ00004	30290	Other Property Expenses	SALES	OTHER		
26/03/2026		GJ00004	78200	Other Rental Expenses	SALES	OTHER		
26/03/2026		GJ00004	30190	Other Rental Expenses	SALES	OTHER		
25/02/2026		GJ00003	78200	Utilities Expense - Power Plant	SALES	OTHER		
25/02/2026		GJ00003	60410	Utilities Expense - Power Plant	SALES	OTHER		
25/02/2026		GJ00003	78200	Mandatory clothing expenses	SALES	OTHER		



← Dimension Corrections

🔗 ↕ 🔍 📄 | + New Manage



Entry No. ↓	Description	Status
3	Dimension Correction 3	Completed
<u>2</u> ⋮	Dimension correction	Draft
1	Dimension Correction 1	Draft

Dimension Correction 3

↶ Undo
📄 Copy to Draft
🔍 Validate Undo Dimension Correction
🗨 Show Errors
🔍 Update Analysis Views
📊 Set Update Analysis...Status to Completed
More options

General

Description	Dimension Correction 3	Last modified at	24/04/2026 09:26
Status	Completed	Last modified by	AMYA
Update Analysis Views Status	Not Started	Created at	24/04/2026 09:21
		Created by	AMYA

Show less
Show fewer fields

Dimension Correction Changes

New Line

Dimension Code ↑	Dimension Value Code	New Dimension Value Code
→ CUSTOMERGROUP	:	Add - OTHER
DEPARTMENT		Add - SALES

Selected Ledger Entries

Show Selection Criteria

↶ ↷



Dimension Correction 3

Selected Ledger Entries |  Show Selection Criteria



Entry No. ↑	Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Post... Gro...	Bal. Account Type	Bal. Account No.
→ 4356	31/01/2026		GJ00002	<u>30190</u>	Other Rental Expenses				Bank Accou...	CHECKING
4357	31/01/2026		GJ00002	78200	Other Rental Expenses				G/L Account	30190
4358	31/01/2026		GJ00002	30290	Other Property Expenses				Bank Accou...	CHECKING
4359	31/01/2026		GJ00002	78200	Other Property Expenses				G/L Account	30290
4360	31/01/2026		GJ00002	30430	Other vehicle expenses				Bank Accou...	CHECKING
4361	31/01/2026		GJ00002	78200	Other vehicle expenses				G/L Account	30430
4362	31/01/2026		GJ00002	30540	Other travel expenses				Bank Accou...	CHECKING
4363	31/01/2026		GJ00002	78200	Other travel expenses				G/L Account	30540
4364	31/01/2026		GJ00002	31050	Consumable/Expensible hardw...				Bank Accou...	CHECKING
4365	31/01/2026		GJ00002	78200	Consumable/Expensible hardw...				G/L Account	31050
4366	31/01/2026		GJ00002	31540	Misc. external expenses				Bank Accou...	CHECKING
4367	31/01/2026		GJ00002	78200	Misc. external expenses				G/L Account	31540
4368	31/01/2026		GJ00002	32250	Mandatory clothing expenses				Bank Accou...	CHECKING
4369	31/01/2026		GJ00002	78200	Mandatory clothing expenses				G/L Account	32250
4370	31/01/2026		GJ00002	60410	Utilities Expense - Power Plant				Bank Accou...	CHECKING
4371	31/01/2026		GJ00002	78200	Utilities Expense - Power Plant				G/L Account	60410
4372	25/02/2026		GJ00003	30190	Other Rental Expenses				Bank Accou...	CHECKING
4373	25/02/2026		GJ00003	78200	Other Rental Expenses				G/L Account	30190

Where Used

Marike

CRONUS UK Ltd.

< Finance Journals Cash Management Cost Accounting Fixed Assets Posted Documents >

Chart of Accounts: All Home Account Balance Navigate Report More options

No.	Name	Net Change	Balance	Income/Ba...	Account Category
10000	INCOME STATEMENT	–	–	Income Sta...	
10001	Income	–	–	Income Sta...	Income
10100	Sales of Goods	–	–	Income Sta...	Income
10110	Sale of Finished Goods	-549,937.69	-549,937.69	Income Sta...	Income
10120	Sale of Raw Materials	–	–	Income Sta...	Income
<u>10130</u>	⋮ Resale of Goods	-75,000.00	-75,000.00	Income Sta...	Income
10199	Total, Sales of Goods	-624,937.69	-624,937.69	Income Sta...	Income
10200	Sales of Resources	–	–	Income Sta...	Income
10210	Sale of Resources	–	–	Income Sta...	Income
10220	Sale of Subcontracting	–	–	Income Sta...	Income
10299	Total, Sales of Resources	–	–	Income Sta...	Income
10300	Additional Revenue	–	–	Income Sta...	Income
10310	Income from securities	–	–	Income Sta...	Income
10320	Management Fee Revenue	–	–	Income Sta...	Income
10330	Interest Income	–	–	Income Sta...	Expense
10380	Currency Gains	–	–	Income Sta...	Income
10390	Other Incidental Revenue	–	–	Income Sta...	Income
10399	Total, Additional Revenue	–	–	Income Sta...	Income

Details Attachments (0)

Source Currencies

Currency Code	Balance at Date	Source
↑		Balance
(There is nothing to show in this view)		

G/L Account Card



✓ Saved

10110 · Sale of Finished Goods

Home Account Balance | More options

Dimensions Comments Where-Used List Ledger Entries Extended Texts Receivables-Payables

General

Show more

No. 10110

Name Sale of Finished Goods

Income/Balance Income Statement

Account Category Income

Account Subcategory Income, Product Sales

Debit/Credit Both

Account Type Posting

Totaling

Balance -549,937.69

Reconciliation Account

Automatic Ext. Texts

Direct Posting

Blocked

Last Date Modified 23/04/2026

Omit Default Descr. in Jnl.

Review Policy None

Posting

Gen. Posting Type Sale

Gen. Bus. Posting Group DOMESTIC

Gen. Prod. Posting Group RETAIL

VAT Bus. Posting Group DOMESTIC

VAT Prod. Posting Group STANDARD

Default IC Partner G/L Acc...

Withholding Tax Bus. Post...

Withholding Tax Prod. Po...

Default Deferral Template



Summary Preview

Details Attachments (0)

Source Currencies

Currency Code	Balance at Date	So...
(There is nothing to show in this view)		

Posting Date ↓	Document Type	Document No.	G/L Account No. ↓ ▾	Description	Department Code	Customergro... Code	Gen. Posting Type	Ge Po
→ 01/06/2027	Invoice	103300	10110	Invoice 102313			Sale	
01/06/2027	Invoice	103299	10110	Invoice 102312			Sale	
03/06/2026	Payment	103205	10110	102212	SALES	MEDIUM	Sale	
01/04/2026	Invoice	103198	10110	Invoice 102198	SALES	LARGE	Sale	
31/03/2026	Invoice	103297	10110	Invoice 102199	SALES	SMALL	Sale	
31/03/2026	Invoice	103197	10110	Invoice 102197	SALES	MEDIUM	Sale	
23/03/2026	Invoice	103196	10110	Invoice 102196	SALES	LARGE	Sale	
22/03/2026	Invoice	103195	10110	Invoice 102195	SALES	MEDIUM	Sale	
20/03/2026	Invoice	103194	10110	Invoice 102194	SALES	SMALL	Sale	
20/03/2026	Invoice	103193	10110	Invoice 102193	SALES	LARGE	Sale	
19/03/2026	Invoice	103192	10110	Invoice 102192	SALES	MEDIUM	Sale	
17/03/2026	Invoice	103205	10110	Invoice 102212	SALES	MEDIUM	Sale	
17/03/2026	Invoice	103191	10110	Invoice 102191	SALES	SMALL	Sale	
17/03/2026	Invoice	103190	10110	Invoice 102190	SALES	MEDIUM	Sale	
16/03/2026	Invoice	103189	10110	Invoice 102189	SALES	SMALL	Sale	
15/03/2026	Invoice	103188	10110	Invoice 102188	SALES	MEDIUM	Sale	
14/03/2026	Payment	103199	10110	102206	SALES	SMALL	Sale	
14/03/2026	Invoice	103187	10110	Invoice 102187	SALES	LARGE	Sale	
13/03/2026	Invoice	103186	10110	Invoice 102186	SALES	SMALL	Sale	

 **Details**  Attachments (0)

Incoming Document Files ▾

Name	File Extension
(There is nothing to show in this view)	

Related G/L Entries ▾

G/L Account No. ↑	G/L Account Name	Amount (LCY)
10110	⋮ Sale of Finished ...	-2,000...
20110	Cost of Materials	1,756...
64140	Goods for Resale	-1,756...
75110	Customers Dom...	2,000...



10110 · Sale of Finished Goods

Home Account Balance | More options

Dimensions Comments **Where-Used List** Ledger Entries Extended Texts Receivables-Payables

General

Show more

No.	10110	Balance	-549,937.69
Name	Sale of Finished Goods	Reconciliation Account	<input type="checkbox"/>
Income/Balance	Income Statement	Automatic Ext. Texts	<input type="checkbox"/>
Account Category	Income	Direct Posting	<input checked="" type="checkbox"/>
Account Subcategory	Income, Product Sales	Blocked	<input type="checkbox"/>
Debit/Credit	Both	Last Date Modified	27/03/2026
Account Type	Posting	Omit Default Descr. in Jnl.	<input type="checkbox"/>
Totaling		Review Policy	None

Posting

Gen. Posting Type	Sale	Default IC Partner G/L Acc... ..	
Gen. Bus. Posting Group	DOMESTIC	Withholding Tax Bus. Post... ..	
Gen. Prod. Posting Group	RETAIL	Withholding Tax Prod. Po... ..	
VAT Bus. Posting Group	DOMESTIC	Default Deferral Template	
VAT Prod. Posting Group	STANDARD		

Summary Preview

Details Attachments (0)

Source Currencies

Currency Code	Balance at Date	So...
↑		Balanc
(There is nothing to show in this view)		

G/L Account Where-Used List

Show Details

Table Name ↑	Line	Field Name
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=RETAIL	Sales Account
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=ZERO	Sales Account
General Po...	Gen. Bus. Posting Group=EU, Gen. Prod. Posting Group=RETAIL	Sales Account
General Po...	Gen. Bus. Posting Group=EU, Gen. Prod. Posting Group=ZERO	Sales Account
General Po...	Gen. Bus. Posting Group=EXPORT, Gen. Prod. Posting Group=RETAIL	Sales Account
General Po...	Gen. Bus. Posting Group=EXPORT, Gen. Prod. Posting Group=ZERO	Sales Account
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=SERVICES	Purch. Account
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=RETAIL	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=ZERO	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=EU, Gen. Prod. Posting Group=RETAIL	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=EU, Gen. Prod. Posting Group=ZERO	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=EXPORT, Gen. Prod. Posting Group=RETAIL	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=EXPORT, Gen. Prod. Posting Group=ZERO	Sales Credit Memo Account

Close

← General Posting Setup

✓ Saved

| **+ New** | **Edit List** | | Suggest Accounts | Copy... | More options

Show All Accounts

Gen. Bus. Posting Group ↑	Gen. Prod. Posting Group ↑	Sales Pmt. Tol. Debit Acc.	Sales Pmt. Tol. Credit Acc.	Sales Prepayments Account	Purch. Account	Purch. Credit Memo Account	Purch. Line Disc. Account	Purch. Inv. Disc. Account	Purch. Pmt. Disc. Debit Acc.	Purch. Pmt. Disc. Credit Acc.	Purch. Pmt. Tol. Debit Acc.	Purch. Tol. Credit Acc.
	MANUFACT				64140	64140						
	MISC				*							
	RAW MAT				64140	64140						
	RETAIL				*							
	SERVICES				*							
	ZERO				*							
DOMESTIC	MANUFACT				64140	64140						
DOMESTIC	MISC				*							
DOMESTIC	RAW MAT				64140	64140						
DOMESTIC	RETAIL				64140	64140	31550	31550				
→ DOMESTIC	SERVICES				10110	31540	31550	31550				
DOMESTIC	ZERO				64140	64140	31550	31550				
EU	MISC				*							
EU	RETAIL				64140	64140	31550	31550				
EU	SERVICES				31540	31540	31550	31550				
EU	ZERO				64140	64140	31550	31550				
EXPORT	MISC				*							

← General Posting Setup

✓ Saved

+ New **Edit List** Suggest Accounts Copy... | More options

Show All Accounts

Gen. Bus. Posting Group ↑	Gen. Prod. Posting Group ↑	Sales Pmt. Tol. Debit Acc.	Sales Pmt. Tol. Credit Acc.	Sales Prepayments Account	Purch. Account	Purch. Credit Memo Account	Purch. Line Disc. Account	Purch. Inv. Disc. Account	Purch. Pmt. Disc. Debit Acc.	Purch. Pmt. Disc. Credit Acc.	Purch. Pmt. Tol. Debit Acc.	Purch. Tol. C
	SERVICES				*							
	ZERO				*							
DOMESTIC	MANUFACT				64140	64140						
DOMESTIC	MISC				*							
DOMESTIC	RAW MAT				64140	64140						
DOMESTIC	RETAIL				64140	64140	31550	31550				
⇒ DOMESTIC	⋮ SERVICES				64140	31540 ...	31550	31550				
DOMESTIC	ZERO				64140	64140	31550	31550				
EU	MISC				*							
EU	RETAIL				64140	64140	31550	31550				
EU	SERVICES				31540	31540	31550	31550				
EU	ZERO				64140	64140	31550	31550				
EXPORT	MISC				*							
EXPORT	RETAIL				64140	64140	31550	31550				
EXPORT	SERVICES				31540	31540	31550	31550				
EXPORT	ZERO				64140	64140	31550	31550				

G/L Account Where-Used List

Show Details

Table Name ↑	Line	Field Name
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=RETAIL	Sales Account
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=ZERO	Sales Account
General Po...	Gen. Bus. Posting Group=EU, Gen. Prod. Posting Group=RETAIL	Sales Account
General Po...	Gen. Bus. Posting Group=EU, Gen. Prod. Posting Group=ZERO	Sales Account
General Po...	Gen. Bus. Posting Group=EXPORT, Gen. Prod. Posting Group=RETAIL	Sales Account
General Po...	Gen. Bus. Posting Group=EXPORT, Gen. Prod. Posting Group=ZERO	Sales Account
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=RETAIL	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=DOMESTIC, Gen. Prod. Posting Group=ZERO	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=EU, Gen. Prod. Posting Group=RETAIL	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=EU, Gen. Prod. Posting Group=ZERO	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=EXPORT, Gen. Prod. Posting Group=RETAIL	Sales Credit Memo Account
General Po...	Gen. Bus. Posting Group=EXPORT, Gen. Prod. Posting Group=ZERO	Sales Credit Memo Account

Close

Deferrals

Marika

← Deferral Template Card

3M

General

Deferral Code 3M

Description 3 m

Deferral Schedule

Deferral %

Calc. Method Equa

Start Date Begin

Tell me what you want to do



def

Go to Pages and Tasks Show all (11)

- > Deferral Templates Administration
- > Deferral Lines - G/L Lists
- > Deferral Lines - Sales Lists

Go to Reports and Analysis Show all (13)

- Vendor Deferrals Reports and Analysis
- Vendor Deferrals Reports and Analysis
- Customer Deferrals Reports and Analysis

Search for 'def'

- Search company data
- Search Help

Didn't find what you were looking for? Try exploring pages or exploring reports

✓ Saved

700

3

, %6

← Deferral Template Card



✓ Saved

3M

General

Deferral Code 3M

Description 3 months, equal, begin next period

Deferral Account 86700

Deferral Schedule

Deferral % 100

Calc. Method Equal per Period

Start Date Beginning of Next Period

No. of Periods 3

Period Desc. %4, %6



← Deferral Template Card



✓ Saved

3M

General

Deferral Code

Description

Deferral Account

Deferral Schedule

Deferral %

Calc. Method

Start Date

No. of Periods

Period Desc.



← Deferral Template Card



✓ Saved

3M

General

Deferral Code 3M

Deferral Account 86700

Description 3 months, equal, begin next period

Deferral Schedule

Deferral % 100

No. of Periods 3

Calc. Method Equal per Period

Period Desc. %4, %6

Start Date

- Equal per Period
- Straight-Line**
- Equal per Period
- Days per Period
- User-Defined





3M

General

Deferral Code 3M

Description 3 months, equal, begin next period

Deferral Account 86700

Deferral Schedule

Deferral % 100

No. of Periods 3

Calc. Method Equal per Period

Period Desc. %4, %6

Start Date Beginning of Next Period

- Posting Date
- Beginning of Period
- End of Period
- Beginning of Next Period
- Beginning of Next Calendar Year





Purchase Order



Not saved



106032 · First Up Consultants

Home Prepare Print/Send Request Approval Order | More options 

 Post... |  Release |  Create Whse. Receipt  Create Inventory Put-away/Pick...  Send Intercompany Purchase Order  Archive Document 

 The page has an error. [Refresh \(F5\)](#) to undo the change, or correct the error.

General Show more

Vendor Name First Up Consultants

Contact Evan McIntosh

Document Date 6/1/2027

Vendor Invoice No.



Vendor Shipment No.

Status **Open**

Linked with E-Document

Lines | Manage Line Functions Order

 New Line  Delete Line  Select items... 

Type	No.	Description	Quantity	Direct Unit Cost Excl. VAT	Deferral Code	Location Code	Bin Code	Sustainability Account No.	Energy Source Code	Reser
 G/L Account	30270	Insurances, Property	1	12,000.00	 1Y					

The deferral schedule falls outside the accounting periods that have been set up for the company.

Subtotal Excl. VAT (GBP) 12,000.00

Inv. Discount Amount (GBP) 0.00

Invoice Discount % 0

Total Excl. VAT (GBP) 12,000.00

Total VAT (GBP) 0.00

Total Incl. VAT (GBP) 12,000.00



✓ Saved



General Ledger Setup

[Home](#) | [Posting](#) | [General](#) | [VAT](#) | [Bank](#) | [Journal Templates](#) | [More options](#)

[Change Payment Tolerance](#) | [Change Global Dimensions...](#)

General

Show more

Allow Posting From	01/06/2027	
Allow Posting To	30/06/2027	
Allow Deferral Posting From	01/06/2027	
Allow Deferral Posting To	31/07/2028	
VAT Date Usage	Enabled	
Default VAT Date	Posting Date	
Local Address Format	City+County+Post Code	
Inv. Rounding Precision (LCY)	0.01	
Inv. Rounding Type (LCY)	Nearest	
Amount Rounding Precision (LCY)	0.01	

Amount Decimal Places (LCY)	2:2
Unit-Amount Rounding Precision (LCY)	0.00001
Unit-Amount Decimal Places (LCY)	2:5
Mark Cr. Memos as Corrections	<input checked="" type="checkbox"/>
VAT Rounding Type	Nearest
VAT Tolerance %	0
Control VAT Period	Block posting within closed and warn for release
Bank Account Nos.	BANK
Enable Withholding Tax	<input checked="" type="checkbox"/>
Round Payment Amount for Withhold...	<input checked="" type="checkbox"/>

Dimensions

Show more

Global Dimension 1 Code DEPARTMENT

Global Dimension 2 Code CUSTOMERGROUP

Currency >

Background Posting >

Purchase Order



✓ Saved

106032 · First Up Consultants

✕ Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show again

Home Prepare Print/Send Request Approval Order More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

General

Show more

Vendor Name First Up Consultants

Contact Evan McIntosh

Document Date 01/06/2027

Vendor Invoice No. *

Vendor Shipment No.

Status **Open**

Linked with E-Document

Lines | Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Quantity	Direct Unit Cost Excl. VAT	Deferral Code	Location Code	Bin Code	Sustainability Account No.	Energy Source Code	Reser
→ G/L Account	30270	Insurances, Property	1	12,000.00	3M					

Subtotal Excl. VAT (GBP)	12,000.00	Total Excl. VAT (GBP)	12,000.00
Inv. Discount Amount (GBP)	0.00	Total VAT (GBP)	0.00
Invoice Discount %	0	Total Incl. VAT (GBP)	12,000.00

← Purchase Order

106032

× Start valid

Home Prep

Post... | ▾

General

Vendor Name

Contact ·····

Document Date

Vendor Invoice

Lines | Ma

New Line

Type

→ G/L Accou

Subtotal Excl. V

Inv. Discount Ar

Invoice Discoun

← Posting Preview

Show Related Entries

Related Entries	No. of Entries
G/L Entry	12
Vendor Ledger Entry	1
VAT Entry	1
Detailed Vendor Ledg. Entry	1

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Show more

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Account I

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12,000.00

2,400.00

14,400.00

← Purchas

← 30270 Insurances, Property



G/L Entries Preview



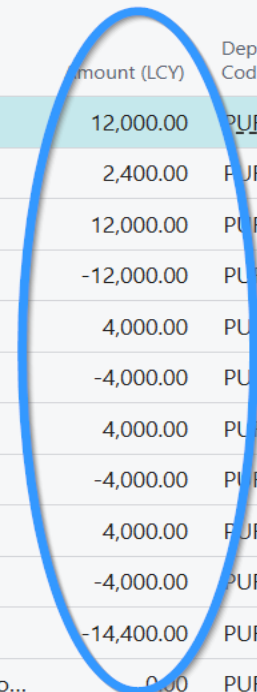
Dimensions

Set Dimension Filter...



Posting Date	VAT Date	Document Type	Document No.	G/L Account No.	Description	Amount (LCY)	Department Code	Customergr Code
01/06/2027	01/06/2027	Invoice	***	30270	Order 106032	12,000.00	PURCHASING	
01/06/2027	01/06/2027	Inv	30270			2,400.00	PURCHASING	
01/06/2027	01/06/2027	Inv	0.00		Income Statement	12,000.00	PURCHASING	
01/06/2027	01/06/2027	Invoice	***	30270	Order 106032	-12,000.00	PURCHASING	
01/07/2027	01/06/2027	Invoice	***	30270	July, 2027	4,000.00	PURCHASING	
01/07/2027	01/06/2027	Invoice	***	86700	July, 2027	-4,000.00	PURCHASING	
01/08/2027	01/06/2027	Invoice	***	30270	August, 2027	4,000.00	PURCHASING	
01/08/2027	01/06/2027	Invoice	***	86700	August, 2027	-4,000.00	PURCHASING	
01/09/2027	01/06/2027	Invoice	***	30270	September, 2027	4,000.00	PURCHASING	
01/09/2027	01/06/2027	Invoice	***	86700	September, 2027	-4,000.00	PURCHASING	
01/06/2027	01/06/2027	Invoice	***	82100	Order 106032	-14,400.00	PURCHASING	
01/06/2027	01/06/2027	Invoice	***	10330	Residual caused by rounding o...	0.00	PURCHASING	

30270
Insurances, Property
Income Statement
 Blocked



Show more



Sustaina
Account I

12,000.00

2,400.00

14,400.00

Type

→ G/

Subtota

Inv. Dis

Invoice

Multiple Fixed Assets

Marika



FA000190 · Laptop 2026

✕ You are ready to acquire the fixed asset. Acquire | Don't ask again

Home Fixed Asset Report | More options

Acquire Copy Fixed Asset...

General

Show less

No.	<input type="text" value="FA000190"/>	...	Component of Main Asset	<input type="text"/>
Description	<input type="text" value="Laptop 2026"/>		Search Description	<input type="text" value="LAPTOP 2026"/>
FA Class Code	<input type="text" value="TANGIBLE"/>	▼	Responsible Employee	<input type="text"/>
FA Subclass Code	<input type="text" value="EQUIPMENT"/>	...	Inactive	<input checked="" type="checkbox"/>
FA Location Code	<input type="text"/>	▼	Blocked	<input checked="" type="checkbox"/>
Budgeted Asset	<input checked="" type="checkbox"/>		Acquired	<input type="checkbox"/>
Serial No.	<input type="text"/>		Last Date Modified	<input type="text" value="4/20/2026"/>
Main Asset/Component	<input type="text"/>			

Depreciation Book

Show less

Depreciation Book Code	<input type="text" value="COMPANY"/>		Book Value	<input type="text" value="0.00"/>
Posting Group	<input type="text" value="EQUIPMENT"/>	▼	Depreciation Table Code	<input type="text"/>
Depreciation Method	<input type="text" value="Straight-Line"/>	▼	Use Half-Year Convention	<input checked="" type="checkbox"/>
Depreciation Starting Date	<input type="text" value="4/1/2026"/>	<input type="text"/>		
No. of Depreciation Years	<input type="text" value="3.00"/>			
Depreciation Ending Date	<input type="text" value="3/31/2029"/>	<input type="text"/>		

Add More Depreciation Books

Fixed Assets

+ New Manage Home Fixed Asset Report More options

Calculate Depreciation... Copy Fixed Asset...

No. ↑	Description	Responsible Employee	FA Class Code	FA Subclass Code	FA Location Code	Acquired
FA000010	⋮ Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000020	Vehicle 2		TANGIBLE	VEHICLES	SALES	<input type="checkbox"/>
FA000030	Truck 1		TANGIBLE	VEHICLES	PROD	<input type="checkbox"/>
FA000040	Conveyor, Main Asset		TANGIBLE	EQUIPMENT	PROD	<input type="checkbox"/>
FA000050	Conveyor Belt		TANGIBLE	EQUIPMENT	PROD	<input type="checkbox"/>
FA000060	Conveyor Computer		TANGIBLE	EQUIPMENT	PROD	<input type="checkbox"/>
FA000070	Conveyor Lift		TANGIBLE	EQUIPMENT	PROD	<input type="checkbox"/>
FA000080	Cargo Lift		TANGIBLE	EQUIPMENT	PROD	<input type="checkbox"/>
FA000090	Switchboard		TANGIBLE	EQUIPMENT	ADM	<input type="checkbox"/>
FA000100	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000110	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000120	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000130	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000140	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000150	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000160	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000170	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000180	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000190	Laptop 2026		TANGIBLE	EQUIPMENT		<input type="checkbox"/>



Purchase Order



✓ Saved

106031 · Fabrikam, Inc.

Notifications: 2 Purch. Account is missing in General Posting Setup. | Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox.

Home Prepare Print/Send Request Approval Order More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

General

Show more

Vendor Name Fabrikam, Inc.

Contact Krystal York

Document Date 6/1/2027

Vendor Invoice No. *

Vendor Shipment No.

Status **Open**

Linked with E-Document

Lines | Manage Line Functions Order

New Line Delete Line Select items...

Type	Item Reference No.	Withholding Tax Prod. Post. Group	No. of Fixed Asset Cards	Description	Quantity	Direct Unit Cost Excl. VAT	Location Code	Bin Code	Sustainability Account No.
→ Fixed Asset	FA000190		10	Laptop 2026	10	750.00			

Subtotal Excl. VAT (GBP)	7,500.00	Total Excl. VAT (GBP)	7,500.00
Inv. Discount Amount (GBP)	0.00	Total VAT (GBP)	0.00
Invoice Discount %	0	Total Incl. VAT (GBP)	7,500.00

← Purchase Order

106031

Notifications

Home Prep

Post...

General

Vendor Name

Contact

Document Date

Vendor Invoice

Lines

New Line

Type

→ Fixed Asse

Subtotal Excl. V

Inv. Discount Ar

Invoice Discoun

← Posting Preview

Show Related Entries

Related Entries	No. of Entries
G/L Entry	11
Vendor Ledger Entry	1
VAT Entry	10
Detailed Vendor Ledg. Entry	1
FA Ledger Entry	10

↗ ↘

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Show more

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Sustainability Account No.

7,500.00

0.00

7,500.00

Fixed Assets

+ New Manage Home Fixed Asset Report More options

Calculate Depreciation... Copy Fixed Asset...

No. ↑	Description	Responsible Employee	FA Class Code	FA Subclass Code	FA Location Code	Acquired
FA000090	Switchboard		TANGIBLE	EQUIPMENT	ADM	<input type="checkbox"/>
FA000100	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000110	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000120	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000130	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000140	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000150	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000160	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000170	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
FA000180	Vehicle 1		TANGIBLE	VEHICLES	ADM	<input checked="" type="checkbox"/>
<u>FA000190</u>	⋮ Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000200	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000210	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000220	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000230	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000240	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000250	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000260	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000270	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>
FA000280	Laptop 2026		TANGIBLE	EQUIPMENT		<input checked="" type="checkbox"/>





FA000200 · Laptop 2026 - 1

Home Fixed Asset Report More options

Acquire Copy Fixed Asset...

General

Show less

No. FA000200

Description **Laptop 2026 - 1**

FA Class Code TANGIBLE

FA Subclass Code EQUIPMENT

FA Location Code

Budgeted Asset

Serial No.

Main Asset/Component

Component of Main Asset

Search Description LAPTOP 2026 - 1

Responsible Employee

Inactive

Blocked

Acquired

Last Date Modified 4/20/2026

Depreciation Book

Show less

Depreciation Book Code COMPANY

Posting Group EQUIPMENT

Depreciation Method Straight-Line

Depreciation Starting Date 4/1/2026

No. of Depreciation Years 3.00

Depreciation Ending Date 3/31/2029

Book Value 750.00

Depreciation Table Code

Use Half-Year Convention

Add More Depreciation Books

Maintenance >

Analysis Views

Gemma

CRONUS UK Ltd

Analysis Views

Customers Vend

+ New Manage Analysis by Dimensions Update More options

Code ↑	Name	Account Source	Inclu... Bud...	Last Date Updated	Dimension 1 Code	Dimension 2 Code	Dimension 3 Code	Dimension 4 Code
EXPENSES	Expenses	G/L Account	<input type="checkbox"/>	23/04/2026	DEPARTMENT	SALESPERSON	AREA	
GEN_LEDGER	General Ledger	G/L Account	<input type="checkbox"/>					
REVENUE	Sales Revenue	G/L Account	<input type="checkbox"/>		AREA	DEPARTMENT	CUSTOMERGR...	

Get started
Than
Busin
Continue exp
Back to checklist

Activities
Sales This Month
£3,000
>See more

About Analysis Views ×

Create, manage, and update analysis views to organise and filter general ledger data by selected dimensions, enabling flexible financial analysis and reporting in a matrix format.

Show Help [Take a tour](#)



EXPENSES · Expenses

Update Filter Enable Update on Posting Disable Update on Posting Reset More options

General

Code	EXPENSES	Last Date Updated	23/04/2026
Name	Expenses	Last Entry No.	4355
Account Source	G/L Account	Last Budget Entry No.	0
Account Filter	30001..30002 30190 30200 30290..30299 30400..30401 3	Update on Posting	<input type="checkbox"/>
Statistical Account Filter		Include Budgets	<input checked="" type="checkbox"/>
Date Compression	Day	Blocked	<input type="checkbox"/>
Starting Date	01/01/2026		

Dimensions

Dimension 1 Code	DEPARTMENT	Dimension 3 Code	AREA
Dimension 2 Code	SALESPERSON	Dimension 4 Code	

CRONUS UK Lt

Analysis Views

Customers Vend

+ New Manage **Analysis by Dimensions** Update More options

Code ↑	Name	Account Source	Inclu... Bud...	Last Date Updated	Dimension 1 Code	Dimension 2 Code	Dimension 3 Code	Dimension 4 Code
EXPENSES	Expenses	G/L Account	<input type="checkbox"/>	23/04/2026	DEPARTMENT	SALESPERSON	AREA	
GEN_LEDGER	General Ledger	G/L Account	<input type="checkbox"/>					
REVENUE	Sales Revenue	G/L Account	<input type="checkbox"/>		AREA	DEPARTMENT	CUSTOMERGR...	

Get started
Than
Busin
Continue exp
Back to checklist

Activities
Sales This Month
£3,000
>See more

About Analysis Views ×

Create, manage, and update analysis views to organise and filter general ledger data by selected dimensions, enabling flexible financial analysis and reporting in a matrix format.

Show Help **Take a tour**

- Analysis View
- EXPENSES
- GEN_LEDGE
- REVENUE

EXPENSES

General

Analysis View Code EXPENSES

Show as Lines G/L Account

Show as Columns Period

Filters

Date Filter 01/01/26..31/03/26

Account Filter 30001..30002|30190|30200|30290

Business Unit Filter

Budget Filter

Department Filter

Salesperson Filter

Area Filter

Dimension 4 Filter

Options

Show Actual Amounts

Show Amount Field Amount

Closing Entries Include

Rounding Factor None

Show Amounts in Add. Re...

Show Column Name

Show Opposite Sign

Matrix Options

View by Accounting Period

View as Net Change

Column Set January ..March

Analysis by Dimensions Matrix - EXPENSES

Export to Excel

Code	Name	Total Amount	January	February	March
30001	EXPENSES	-	-	-	-
30002	Facility Expenses	-	-	-	-
30190	Other Rental Expenses	23,587.06	7,126.00	7,838.60	8,622.46
30200	Property Expenses	-	-	-	-
30290	Other Property Expenses	37,376.52	11,292.00	12,421.20	13,663.32
30298	Total, Property Expenses	37,376.52	11,292.00	12,421.20	13,663.32
30299	Total, Facility Expenses	60,963.58	18,418.00	20,259.80	22,285.78
30400	Logistics Expenses	-	-	-	-
30401	Vehicle Expenses	-	-	-	-
30430	Other vehicle expenses	20,952.30	6,330.00	6,963.00	7,659.30
30449	Total Vehicle Expenses	20,952.30	6,330.00	6,963.00	7,659.30
30500	Travel Expenses	-	-	-	-
30540	Other travel expenses	23,249.44	7,024.00	7,726.40	8,499.04
30598	Total, Travel Expenses	23,249.44	7,024.00	7,726.40	8,499.04
30599	Total, Logistics Expenses	44,201.74	13,354.00	14,689.40	16,158.34
30700	Other Marketing Expenses	-	-	-	-
30799	Total, Other Marketing Expenses	-	-	-	-

Close

← Analysis View

← Analysis by Dimensions



✓ Saved



Code ↑

EXPENSES

GEN_LEDGE

REVENUE

EXPENSES

◀ Previous Set Show Matrix ▶ Next Set ↺ Reverse Lines and Columns

General

Analysis View Code EXPENSES

Show as Columns Period

Show as Lines G/L Account

Filters

Date Filter 01/01/26..31/03/26

Department Filter

Account Filter 30001..30002|30190|30200|30290.

Salesperson Filter

Business Unit Filter

Area Filter

Budget Filter

Dimension 4 Filter

Options >

Matrix Options >



← Analysis by Dimensions



✓ Saved

EXPENSES

◀ Previous Set 🔍 Show Matrix

General

Analysis View Code

Show as Lines

Filters

Date Filter

Account Filter

Business Unit Filter

Budget Filter

Options

Show

Show Amount Field

Closing Entries

Rounding Factor

None

Matrix Options

Dimension Selection

🔍 | 📄 Edit List



Code ↑	Description
→ <u>AREA</u>	Area
Business Unit	Business Unit
DEPARTMENT	Department
G/L Account	G/L Account
Period	Period
SALESPERSON	Salesperson

OK Cancel

- Analysis View
- EXPENSES
- GEN_LEDGE
- REVENUE

Analysis by Dimensions



✓ Saved

EXPENSES

◀ Previous Set Show Matrix ▶ Next Set ↺ Reverse Lines and Columns

General

Analysis View Code EXPENSES

Show as Columns DEPARTMENT

Show as Lines G/L Account

Filters

Date Filter 01/01/26..31/03/26

Department Filter

Account Filter 30001..30002|30190|30200|30290.

Salesperson Filter

Business Unit Filter

Area Filter

Budget Filter

Dimension 4 Filter

Options >

Matrix Options >



Analysis by Dimensions Matrix - EXPENSES

Export to Excel

Code	Name	Total Amount	Administration	Production	Purchasing	Sales
30001	EXPENSES	-	-	-	-	-
30002	Facility Expenses	-	-	-	-	-
30190	Other Rental Expenses	23,587.06	3,563.00	-	-	8,230.53
30200	Property Expenses	-	-	-	-	-
30290	Other Property Expenses	37,376.52	11,856.60	-	-	6,831.66
30298	Total, Property Expenses	37,376.52	11,856.60	-	-	6,831.66
30299	Total, Facility Expenses	60,963.58	15,419.60	-	-	15,062.19
30400	Logistics Expenses	-	-	-	-	-
30401	Vehicle Expenses	-	-	-	-	-
30430	Other vehicle expenses	20,952.30	10,476.15	-	-	-
30449	Total Vehicle Expenses	20,952.30	10,476.15	-	-	-
30500	Travel Expenses	-	-	-	-	-
30540	Other travel expenses	23,249.44	11,624.72	-	-	-
30598	Total, Travel Expenses	23,249.44	11,624.72	-	-	-
30599	Total, Logistics Expenses	44,201.74	22,100.87	-	-	-
30700	Other Marketing Expenses	-	-	-	-	-
30799	Total, Other Marketing Expenses	-	-	-	-	-
30800	Sales Expenses	-	-	-	-	-

Close

- Analysis View
- EXPENSES
- GEN_LEDGE
- REVENUE

EXPENSES

◀ Previous Set Show Matrix ▶ Next Set ↺ Reverse Lines and Columns

General

Analysis View Code EXPENSES

Show as Columns Business Unit ...

Show as Lines G/L Account ...

Filters

Date Filter 01/06/27..C30/06/27	Department Filter
Account Filter 30001..30002 30190 30200 30290.. ..	Salesperson Filter
Business Unit Filter	Area Filter
Budget Filter	Dimension 4 Filter

Options >

Matrix Options >

← Analysis View

← Analysis by Dimensions



✓ Saved



EXPENSES

◀ Previous Set Show Matrix ▶ Next Set ↺ Reverse Lines and Columns

General

Analysis View Code EXPENSES

Show as Columns Business Unit

Show as Lines DEPARTMENT

Filters

Date Filter 01/06/27..C30/06/27

Department Filter

Account Filter 30001..30002|30190|30200|30290..

Salesperson Filter

Business Unit Filter

Area Filter

Budget Filter

Dimension 4 Filter

Options >

Matrix Options >



Excel Based Reports

Marika

This is a sandbox environment for test, demo

Get started

Hi, meet Business Central

You're all set to try out our demo company, create your own, or take a quick tour first.

Show demo tours

Tell me what you want to do

repor lay

Go to Pages and Tasks Show all (4)

- Report Layouts Administration
- Custom Report Layouts Administration
- Built-in Report Layouts Administration

Search for 'repor lay'

- Search company data
- Search Help

Didn't find what you were looking for? Try exploring pages or exploring reports

Activities

Overdue Purchase Documents

21

> See more

Cash Accounts Balance

£-81,706

> See more

New Incoming Documents

1

> See more

Payments

- Purchase Docu... Due Today
- Purch. Invoices... Next Week
- Purchase Disc... Next Week

Document Approvals

- POs Pending Approval
- SOs Pending Approval

Financials

- Unprocessed Payments

Incoming Documents

- Approved Inco... Documents
- OCR Completed

Product Videos

- Product Videos

Some features connect to other Microsoft services

Report Layouts

✓ Saved

Report Layouts: All Manage Layout | More options

Report ID	Report Name	Layout Name	Description	Def...	Extension	Type ↓	Obs...	Excel Sheets	Last M
4406	Trial Balance/Budget (Excel)	Trial Balance/Budget Excel	Built in layout for Trial Balance...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4405	Trial Balance (Excel)	Trial Balance Excel	Built in layout for Trial Balance ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4404	Vendor - Top List (Excel)	Vendor - Top List (Excel)	Built in layout for the Vendor -...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4403	Aged Accounts Payable (Excel)	Aged Accounts Payable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4402	Aged Accounts Receivable (Exc...	Aged Accounts Receivable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
1702	Deferral Summary - Purchasing	Deferral Summary Purchasing ...	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
1701	Deferral Summary - Sales	Deferral Summary Sales Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
1700	Deferral Summary - G/L	Deferral Summary G/L Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
720	Item/Vendor Catalog	Item/Vendor Catalog Excel	Built in layout for the Item/Ven...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
719	Inventory - Availability Plan (Ex...	Inventory - Availability Plan (Ex...	Built in layout for the Inventor...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
718	Inventory - Sales Back Orders	Inventory - Sales Back Orders ...	Built in layout for the Inventor...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
714	Inventory - Vendor Purchases	Inventory - Vendor Purchases ...	Built in layout for the Inventor...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
713	Inventory Customer Sales	Inventory Customer Sales Excel	Built in layout for the Inventor...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
711	Inventory Top 10 List	Inventory Top 10 List Excel	Built in layout for the Inventor...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
709	Inventory Purchase Orders	Inventory Purchase Orders Excel	Built in layout for the Inventor...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
708	Inventory Order Details	Inventory Order Details Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
705	Inventory Availability	Inventory Availability Excel	Built in layout for the Inventor...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
704	Inventory - Transaction Detail	Inventory - Transaction Detail ...	Built in layout for the Inventor...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
115	Salesperson - Commission	Salesperson Commission Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
114	Salesperson - Sales Statistics	Salesperson Sales Statistics Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
113	Customer/Item Sales	Customer Item Sales Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
108	Customer - Order Detail	Customer - Order Detail Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	

Report Layouts

✓ Saved

Report Layouts: All Manage New Edit info Run report Export layout Replace layout Layout More options

Report ID	Report Name	Layout Name	Description	Def...	Extension	Type ↓	Obs...	Excel Sheets	Last M
4400	Trial Balance by Period (Excel)	Trial Balance by Period Excel	Built in layout for the Trial Bal...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4407	Trial Balance/Previous Year (Ex...	Trial Balance/Previous Year Excel	Built in layout for the Trial Bala...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4406	Trial Balance/Budget (Excel)	Trial Balance/Budget Excel	Built in layout for Trial Balance...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
→ 4405	Trial Balance (Excel)	Trial Balance Excel	Built in layout for Trial Balance ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4404	Vendor - Top List (Excel)	Vendor - Top List (Excel)	Built in layout for the Vendor -...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4403	Aged Accounts Payable (Excel)	Aged Accounts Payable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4402	Aged Accounts Receivable (Exc...	Aged Accounts Receivable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
1702	Deferral Summary - Purchasing	Deferral Summary Purchasing ...	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
1701	Deferral Summary - Sales	Deferral Summary Sales Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
1700	Deferral Summary - G/L	Deferral Summary G/L Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
720	Item/Vendor Catalog	Item/Vendor Catalog Excel	Built in layout for the Item/Ven...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
719	Inventory - Availability Plan (Ex...	Inventory - Availability Plan (Ex...	Built in layout for the Inventor...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
718	Inventory - Sales Back Orders	Inventory - Sales Back Orders ...	Built in layout for the Inventor...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
714	Inventory - Vendor Purchases	Inventory - Vendor Purchases ...	Built in layout for the Inventor...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
713	Inventory Customer Sales	Inventory Customer Sales Excel	Built in layout for the Inventor...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
711	Inventory Top 10 List	Inventory Top 10 List Excel	Built in layout for the Inventor...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
709	Inventory Purchase Orders	Inventory Purchase Orders Excel	Built in layout for the Inventor...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
708	Inventory Order Details	Inventory Order Details Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
705	Inventory Availability	Inventory Availability Excel	Built in layout for the Inventor...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
704	Inventory - Transaction Detail	Inventory - Transaction Detail ...	Built in layout for the Inventor...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
115	Salesperson - Commission	Salesperson Commission Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
114	Salesperson - Sales Statistics	Salesperson Sales Statistics Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
113	Customer/Item Sales	Customer/Item Sales Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	

Report Layouts

Report Layouts: All 🔗 🔍 📄 | Manage 📄 New ✎ Edit info 📄 Run report 📄 Export layout 📄 Replace layout 📄 Layout

Report ID	Report Name	Layout Name	Description	Def...	Extension			
8052	Customer Subscription Contra...	Customer Subscription Contra...	The Customer Subscription Co...	<input checked="" type="checkbox"/>	Subscription Billing by Micros			
8004	Overview of Subscription Cont...	Overview of contract compone...	The Overview of contract com...	<input checked="" type="checkbox"/>	Subscription Billing by Micros			
6220	CSRD Preparation Report	CSRD Preparation Excel Layout	CSRDPreparationExcel	<input checked="" type="checkbox"/>	Sustainability by Microsoft			
6212	Total Emissions	Total Emissions Excel Layout	Built in layout for the Total Emi...	<input checked="" type="checkbox"/>	Sustainability by Microsoft			
6211	Emission Per Facility	Emission Per Facility Excel Layo...	Built in layout for the Emission...	<input checked="" type="checkbox"/>	Sustainability by Microsoft	Excel	<input type="checkbox"/>	Default
6210	Emission By Category	Emission By Category Excel La...	Built in layout for the Emission...	<input checked="" type="checkbox"/>	Sustainability by Microsoft	Excel	<input type="checkbox"/>	Default
5871	Item - Able to Make (Timeline)	Item - Able to Make (Timeline)...	ExcelLayout	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
5809	Item Expiration - Quantity	Item Expiration - Quantity Excel	Built in layout for the Item Expi...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
5808	Item Age Composition by Qua...	Item Age Composition by Qua...	Excel	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
5802	Production Order - WIP	Production Order - WIP Excel	Built in layout for the Producti...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
4413	Fixed Asset Projected Value (Ex...	Fixed Asset Projected Value Ex...	Built in layout for Fixed Asset P...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4412	Fixed Asset Analysis (Excel)	Fixed Asset Analysis Excel	Built in layout for Fixed Asset ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4411	Fixed Asset Details (Excel)	Fixed Asset Details Excel	Built in layout for Fixed Asset ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4410	Consolidated Trial Balance (Exc...	Consolidated Trial Balance Excel	Built in layout for Consolidate...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4409	Customer - Top List (Excel)	Customer - Top List (Excel)	Built in layout for the Custome...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4408	Trial Balance by Period (Excel)	Trial Balance by Period Excel	Built in layout for the Trial Bala...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4407	Trial Balance/Previous Year (Ex...	Trial Balance/Previous Year Excel	Built in layout for the Trial Bala...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4406	Trial Balance/Budget (Excel)	Trial Balance/Budget Excel	Built in layout for Trial Balance...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
→ 4405	Trial Balance (Excel)	Trial Balance Excel	Built in layout for Trial Balance ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4404	Vendor - Top List (Excel)	Vendor - Top List (Excel)	Built in layout for the Vendor - ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4403	Aged Accounts Payable (Excel)	Aged Accounts Payable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4402	Aged Accounts Receivable (Exc...	Aged Accounts Receivable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default

Downloads

- x TrialBalanceExcelLayout (1).xlsx
[Open file](#)
- x TrialBalancebyPeriodExcelLayout.xlsx
Removed
- x We couldn't delete Trial Balance (Excel).xlsx. If the file is open, close it and try again.
- x Deferral Summary - Purchasing.xlsx
Removed

See more

AutoSave Off TrialBalanceExcelLayout (4) No Label

File Home Insert Draw Page Layout Formulas Data Review View Automate Help PivotTable Analyze Design

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Copilot

E2 0

	B	C	D	E	F	G	H	I
1	\$AccountNumber	\$AccountName	\$AccountType	\$StartingBalanceDebit	\$StartingBalanceCredit	\$NetChangeDebit	\$NetChangeCredit	\$BalanceDebit
2	0000	BLANK	(blank)	0.00	0.00	0.00	0.00	0.00
3	Grand Total			0.00	0.00	0.00	0.00	0.00
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

PivotTable Fields

Choose fields to add to report:

Search

- \$AccountName\$
- \$AccountNumber\$
- \$AccountType\$
- AccountCategory
- AccountSubcategory
- Dimension1.Dim1Code
- Dimension1.Dim1Name
- Dimension2.Dim2Code

Drag fields between areas below:

Filters	Columns
	Σ Values
Rows	Σ Values
\$AccountNumber\$	\$StartingBalanceDeb...
\$AccountName\$	\$StartingBalanceCre...
\$AccountType\$	\$NetChangeDebit\$

Defer Layout Update Update

AutoSave Off TrialBalanceExcelLayout (4) No Label Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Help PivotTable Analyze Design

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Copilot

E2 (blank)

	B	C	D	E	F	G	H
1	\$AccountNumber	\$AccountName	\$AccountType	Dimension1.Dim1Name	Dimension2.Dim2Name	\$StartingBalanceDebit	\$StartingBalanceCredit
2	0000	BLANK	(blank)	(blank)	(blank)	0	0
3				(blank) Total		0	0
4	Grand Total					0.00	0.00

PivotTable Fields

Choose fields to add to report:

Search

- \$AccountType\$
 - AccountCategory
 - AccountSubcategory
 - Dimension1.Dim1Code
- Dimension1.Dim1Name
 - Dimension2.Dim2Code
- Dimension2.Dim2Name
 - IncomeBalance

Drag fields between areas below:

Filters	Columns
	Σ Values
Rows	Σ Values
\$AccountNumber\$	\$StartingBalanceDeb...
\$AccountName\$	\$StartingBalanceCre...
\$AccountType\$	\$NetChangeDebit\$

Defer Layout Update Update

Report Layouts: All Manage **New** Edit info Run report Export layout **Replace layout** Layout Automate

Update and export layout Export report schema Set as default Validate layout Show layout info

6212	Total Emissions	Total Emissions Excel Layout	Built in layout for the Total Emi...	<input checked="" type="checkbox"/>	Sustainability by Microsoft	Excel	<input type="checkbox"/>	Default
6211	Emission Per Facility	Emission Per Facility Excel Layo...	Built in layout for the Emission...	<input checked="" type="checkbox"/>	Sustainability by Microsoft	Excel	<input type="checkbox"/>	Default
6210	Emission By Category	Emission By Category Excel La...	Built in layout for the Emission...	<input checked="" type="checkbox"/>	Sustainability by Microsoft	Excel	<input type="checkbox"/>	Default
5871	Item - Able to Make (Timeline)	Item - Able to Make (Timeline)...	ExcelLayout	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
5809	Item Expiration - Quantity	Item Expiration - Quantity Excel	Built in layout for the Item Expi...	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
5808	Item Age Composition by Qua...	Item Age Composition by Qua...	Excel	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
5802	Production Order - WIP	Production Order - WIP Excel	Built in layout for the Producti...	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
4413	Fixed Asset Projected Value (Ex...	Fixed Asset Projected Value Ex...	Built in layout for Fixed Asset P...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4412	Fixed Asset Analysis (Excel)	Fixed Asset Analysis Excel	Built in layout for Fixed Asset ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4411	Fixed Asset Details (Excel)	Fixed Asset Details Excel	Built in layout for Fixed Asset ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4410	Consolidated Trial Balance (Exc...	Consolidated Trial Balance Excel	Built in layout for Consolida...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4409	Customer - Top List (Excel)	Customer - Top List (Excel)	Built in layout for the Custome...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4408	Trial Balance by Period (Excel)	Trial Balance by Period Excel	Built in layout for the Trial Bala...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4407	Trial Balance/Previous Year (Ex...	Trial Balance/Previous Year Excel	Built in layout for the Trial Bala...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4406	Trial Balance/Budget (Excel)	Trial Balance/Budget Excel	Built in layout for Trial Balance...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
→ 4405	Trial Balance (Excel)	Trial Balance Excel	Built in layout for Trial Balance ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4404	Vendor - Top List (Excel)	Vendor - Top List (Excel)	Built in layout for the Vendor -...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4403	Aged Accounts Payable (Excel)	Aged Accounts Payable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
4402	Aged Accounts Receivable (Exc...	Aged Accounts Receivable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default
1702	Deferral Summary - Purchasing	Deferral Summary Purchasing ...	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
1701	Deferral Summary - Sales	Deferral Summary Sales Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default
1700	Deferral Summary - G/L	Deferral Summary G/L Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default

Report Layouts: All Manage Layout Automate

Report ID	Report Name	Layout Name	Description	Def...	Extension	Type ↓	Obs...	Excel Sheets	Last M
6212	Total Emissions	Total Emissions Excel Layout	Built in layout for the Total Emi...	<input checked="" type="checkbox"/>	Sustainability by Microsoft	Excel	<input type="checkbox"/>	Default	
6211	Emission Per Facility	Emission Per Facility Excel Layo...	Built in layout for the Emission...	<input checked="" type="checkbox"/>	Sustainability by Microsoft	Excel	<input type="checkbox"/>	Default	
6210	Emission By Category	Emission By Category Excel La...	Built in layout for the Emission...	<input checked="" type="checkbox"/>	Sustainability by Microsoft	Excel	<input type="checkbox"/>	Default	
5871	Item - Able to Make (Timeline)	Item - Able to Make (Timeline)...	ExcelLayout	<input checked="" type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
5809	Item Expiration - Quantity	Item Expira			Application by Microsoft	Excel	<input type="checkbox"/>	Default	
5808	Item Age Composition by Qua...	Item Age C			Application by Microsoft	Excel	<input type="checkbox"/>	Default	
5802	Production Order - WIP	Production			Application by Microsoft	Excel	<input type="checkbox"/>	Default	
4413	Fixed Asset Projected Value (Ex...	Fixed Asset			mics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4412	Fixed Asset Analysis (Excel)	Fixed Asset			mics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4411	Fixed Asset Details (Excel)	Fixed Asset			mics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4410	Consolidated Trial Balance (Exc...	Consolidat			mics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4409	Customer - Top List (Excel)	Customer -			mics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4408	Trial Balance by Period (Excel)	Trial Balanc			mics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4407	Trial Balance/Previous Year (Ex...	Trial Balanc			mics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4406	Trial Balance/Budget (Excel)	Trial Balance/Budget Excel	Built in layout for Trial Balance...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
→ 4405	Trial Balance (Excel)	Trial Balance Excel	Built in layout for Trial Balance ...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4404	Vendor - Top List (Excel)	Vendor - Top List (Excel)	Built in layout for the Vendor -...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4403	Aged Accounts Payable (Excel)	Aged Accounts Payable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
4402	Aged Accounts Receivable (Exc...	Aged Accounts Receivable Excel	Built in layout for Aged Accou...	<input checked="" type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	
1702	Deferral Summary - Purchasing	Deferral Summary Purchasing ...	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
1701	Deferral Summary - Sales	Deferral Summary Sales Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	
1700	Deferral Summary - G/L	Deferral Summary G/L Excel	Excel	<input type="checkbox"/>	Base Application by Microsoft	Excel	<input type="checkbox"/>	Default	

Choose Excel layout file

Drop a file here to upload, or
click here to browse

Cancel

Report Layouts

✓ Saved

Report Layouts: All | 4405 | Manage | New | Edit info | Run report | Export layout | Replace layout | Layout

Report ID ↑	Report Name	Layout Name	Description	Dev	Extension	Type ↑	Obs...	Excel Sheets	Last M
→ 4405	Trial Balance (Excel)	Trial Balance with Dims	Trial Balance with Dims	<input checked="" type="checkbox"/>		Excel	<input type="checkbox"/>	Default	07/0
4405	Trial Balance (Excel)	Trial Balance with Pie Chart	Trial Balance with Pie Chart	<input type="checkbox"/>		Excel	<input type="checkbox"/>	Default	07/0
4405	Trial Balance (Excel)	Trial Balance Excel	Built in layout for Trial Balance ...	<input type="checkbox"/>	Dynamics BC Excel Reports by ...	Excel	<input type="checkbox"/>	Default	

Report Layouts: All

Report ID	Report Name	Type	Obs...	Excel Sheets	Last M
6211	Emission Per Facility	Excel	<input type="checkbox"/>	Default	
6210	Emission By Category	Excel	<input type="checkbox"/>	Default	
5871	Item - Able to Make (Timeli	Excel	<input type="checkbox"/>	Default	
5809	Item Expiration - Quantity	Excel	<input type="checkbox"/>	Default	
5808	Item Age Composition by C	Excel	<input type="checkbox"/>	Default	
5802	Production Order - WIP	Excel	<input type="checkbox"/>	Default	
4413	Fixed Asset Projected Value	Excel	<input type="checkbox"/>	Default	
4412	Fixed Asset Analysis (Excel)	Excel	<input type="checkbox"/>	Default	
4411	Fixed Asset Details (Excel)	Excel	<input type="checkbox"/>	Default	
4410	Consolidated Trial Balance	Excel	<input type="checkbox"/>	Default	
4409	Customer - Top List (Excel)	Excel	<input type="checkbox"/>	Default	
4408	Trial Balance by Period (Exc	Excel	<input type="checkbox"/>	Default	
4407	Trial Balance/Previous Year	Excel	<input type="checkbox"/>	Default	
4406	Trial Balance/Budget (Excel)	Excel	<input type="checkbox"/>	Default	
4405	Trial Balance (Excel)	Excel	<input type="checkbox"/>	Default	
→ 4405	⋮ Trial Balance (Excel)	Excel	<input type="checkbox"/>	Default	24/0
4404	Vendor - Top List (Excel)	Excel	<input type="checkbox"/>	Default	
4403	Aged Accounts Payable (Excel)	Excel	<input type="checkbox"/>	Default	
4402	Aged Accounts Receivable (Exc...	Excel	<input type="checkbox"/>	Default	
1702	Deferral Summary - Purchasing	Excel	<input type="checkbox"/>	Default	
1701	Deferral Summary - Sales	Excel	<input type="checkbox"/>	Default	
1700	Deferral Summary - G/L	Excel	<input type="checkbox"/>	Default	

Tell me what you want to do

Go to Pages and Tasks Show all (7)

- > Serial No. Information List Lists
- > Item Tracing Tasks
- > Item Tracking Codes Administration

Go to Reports and Analysis Show all (30)

- 📄 Detail Trial Balance Reports and Analysis
- 📄 Closing Trial Balance Reports and Analysis
- 📄 **Trial Balance (Excel)** Reports and Analysis

Search for 'trial'

- 🔍 Search company data
- 🔍 Search Help

Didn't find what you were looking for? Try [exploring pages](#) or [exploring reports](#)

Trial Balance (Excel)

Report Layouts

Report ID ↑	Report Name	Layout Name	Description	Def...
→ 4405	Trial Balance (Excel)	Trial Balance with Dims	Trial Balance with Dims	<input checked="" type="checkbox"/>
4405	Trial Balance (Excel)	Trial Balance with Pie Chart	Trial Balance with Pie Chart	<input type="checkbox"/>
4405	Trial Balance (Excel)	Trial Balance Excel	Built in layout for Trial Balance ...	<input type="checkbox"/>

OK Cancel

Send to... Download Cancel



Get started

Thank you for trying Business Central

Continue exploring the Cronus demo company

[Back to checklist](#)

Activities

Sales This Month: **£3,000** [See more](#)

Overdue Sales Amount: **£134** [See more](#)

Ongoing Sales

Sales Quotes	Sales Orders	Completely from Stock	Outstanding Invoices	Next Week
10	20	0	7	15

Trial Balance (Excel)

Printer: (Handled by the browser)

Report Layout: Trial Balance with Dims

Filter: G/L Account

× No. []

× Account Type []

+ Filter...

Filter totals by:

× Date Filter []

× Budget Filter []

+ Filter...

Filter: Trial Balance Buffer

× Net Change []

× Balance []

+ Filter...

Send to... **Download** Cancel

Some features connect to other Microsoft services

File Home Insert Draw Page Layout Formulas Data Review View Automate Help PivotTable Analyze Design

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Copilot

No.	Name	Account Type	Dimension1.Dim1Name	Dimension2.Dim2Name	Net Change (Debit)	Net Change (Credit)	Balance
10110	Sale of Finished Goods	Posting	Sales	Large Business	0.00	177871.05	
				Medium Business	0.00	121568.4	
				Small Business	0.00	250498.24	
			Sales Total		0.00	549937.69	
10130	Resale of Goods	Posting	Sales	Medium Business	0.00	75000	
			Sales Total		0.00	75000	
10199	Total, Sales of Goods	End-Total	Sales	Large Business	0.00	177871.05	
				Medium Business	0.00	196568.4	
				Small Business	0.00	250498.24	
			Sales Total		0.00	624937.69	
10910	Discounts and Allowances	Posting	Sales	Medium Business	301.74	0	
				Small Business	315.15	0	
			Sales Total		616.89	0	
10999	Total, Revenue Reductions	End-Total	Sales	Medium Business	301.74	0	
				Small Business	315.15	0	
			Sales Total		616.89	0	
19990	TOTAL INCOME	End-Total	Sales	Large Business	0.00	349742.1	
				Medium Business	603.48	393136.8	
				Small Business	630.30	500996.48	
			Sales Total		1,233.78	1243875.38	
			Purchasing	Large Business	0.00	0	
			Purchasing Total		0.00	0	

PivotTable Fields

Choose fields to add to report:

Search

- Account Type
 - AccountCategory
 - AccountSubcategory
 - Dimension1.Dim1Code
- Dimension1.Dim1Name
 - Dimension2.Dim2Code
- Dimension2.Dim2Name
 - IncomeBalance
 - Indentation
 - IndentedAccountName

Drag fields between areas below:

Filters	Columns
	Σ Values
Rows	Values
No.	Net Change (Debit)
Name	Net Change (Credit)
Account Type	Balance (Debit)
Dimension1.Dim1N...	Balance (Credit)

Defer Layout Update Update

Scheduling Reports

Marike

This is a sandbox environment for test, demo

Get started

Hi, meet Business Central

You're all set to try out our demo company on your own, or take a quick tour first.

[Show demo tours](#)

Tell me what you want to do

Go to Reports and Analysis Show all (18)

- Detail Trial Balance Reports and Analysis
- Closing Trial Balance Reports and Analysis
- Trial Balance (Excel)** Reports and Analysis

Search for 'trail bala'

- Search company data
- Search Help

Didn't find what you were looking for? Try exploring pages or exploring reports

Activities

Overdue Purchase Documents

22

> See more

Cash Accounts Balance

£-81,706

> See more

New Incoming Documents

1

> See more

Payments

Purchase Documents Due Today	Purchase Invoices Next Week	Purchase Discounts Next Week
22	0	0

Document Approvals

POs Pending Approval	SOs Pending Approval
0	0

Financials

Unprocessed Payments
1

Incoming Documents

Approved Incoming Documents	OCR Completed
0	0

Product Videos

Product Videos

Some features connect to other Microsoft services

This is a sandbox environment for test, demo, or c

Get started

Hi, meet Business

You're all set to try out our demo company on your own, or take a quick tour first.

Show demo tours

Activities

Overdue Purchase Documents

22

> See more

Cash Accounts

£-81

> See more

Payments

Purchase Docu... Due Today	Purch. Invoices... Next Week	Purchase Dis... Next Week
22	0	0

Trial Balance (Excel)

Printer: (Handled by the browser)

Report Layout: Trail Balance with Dims

Use default values from: Last used options and filters

Filter: G/L Account

× No. []

× Account Type []

+ Filter...

Filter totals by:

× Date Filter: -90d..1

× Budget Filter []

+ Filter...

Filter: Trial Balance Buffer

× Net Change []

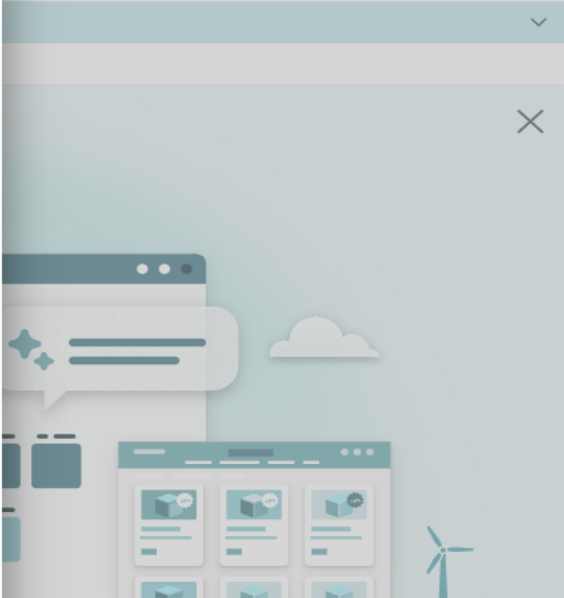
× Balance []

+ Filter...

Send to... Download Cancel

Purchase Invoices

More >



Some features connect to other Microsoft services

Product Videos

OCR Completed

0

Product Videos

This is a sandbox environment for test, demo, or c

Get started

Hi, meet Busine

You're all set to try out our demo compa
your own, or take a quick tour first.

Show demo tours

Activities >

Overdue Purchase Documents

22

> See more

Cash Accounts

£-81

> See more

Payments

Purchase Docu... Due Today

22

Purch. Invoices... Next Week

0

Purchase Dis... Next Week

0

Trial Balance (Excel)

Printer (Handled by the browser)

Report Layout Trail Balance with Dims

Use default values from Last used options and filters

Filter: G/L Account

No. []

Account Type []

Choose file type...

- XML Document
- Microsoft Excel Document (data only)
- Schedule...

OK

Cancel

Filter: Trial Balance Buffer

Net Change []

Balance []

+ Filter...

Send to...

Download

Cancel

Documents

co...

OCR Completed

0

Product Videos



Product Videos

Get started

Hi, meet Business Central

You're all set to try out your own, or take a quick tour.

[Show demo tours](#)

Activities >

Overdue Purchase Documents

22

[> See more](#)

Schedule a Report - Trial Balance (Excel)

Report ID: 4405

Report Name: Trial Balance (Excel)

Description: Trial Balance (Excel)

Report Output Type: Excel

Printer Name: ...

Next Run Date Formula: 1D

Earliest Start Date/Time: 05/05/2026 10:42

Expiration Date/Time: 05/05/2027 10:42

[OK](#) [Cancel](#)

Payments

Purchase Documents Due Today	Purchase Invoices Next Week	Purchase Discounts Next Week
22	0	0

Document Approvals

POs Pending Approval	SOs Pending Approval
0	0

Financials

Unprocessed Payments
1

Incoming Documents

Approved Incoming Documents	OCR Completed
0	0

Product Videos

[Product Videos](#)

This is a sandbox environment for test, demo, or development purposes only. Don't show this again.

Get started

Hi, meet Business Central!

You're all set to try out our demo company, Cronus. Go explore on your own, or take a quick tour first.

[Show demo tours](#)

i The report has been scheduled. It will appear in the Report Inbox part when it is completed.

[OK](#)

Activities >

Overdue Purchase Documents

22

> See more

Cash Accounts Balance

£-81,706

> See more

New Incoming Documents

1

> See more

Payments

Purchase Docu... Due Today

22

>

Purch. Invoices... Next Week

0

>

Purchase Disc... Next Week

0

>

Document Approvals

POs Pending Approval

0

>

SOs Pending Approval

0

>

Financials

Unprocessed Payments

1

>

Incoming Documents

Approved Inco... Documents

0

>

OCR Completed

0

>

Product Videos

Product Videos

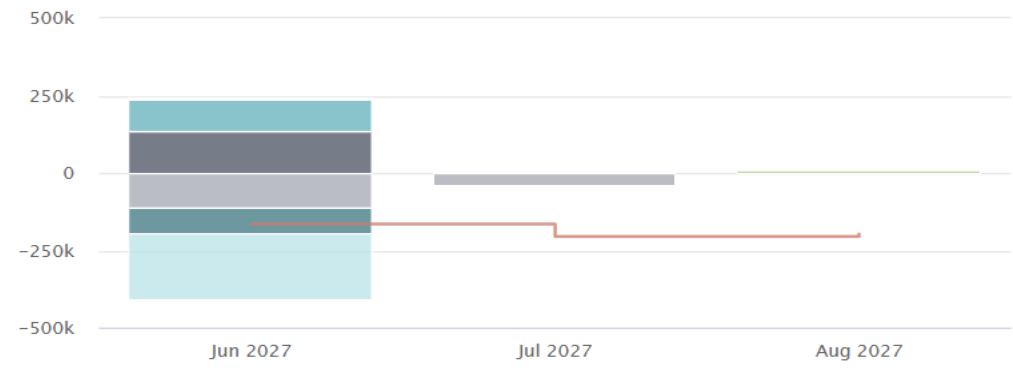
✕ This is a sandbox environment for test, demo, or development purposes only. Don't show this again. 30000 - School of Fine Art ▾

Cash Flow Forecast ▾

AI generated suggestions may not always be accurate. Please validate results for correctness before using content provided.

DEFAULT | Combined | Working Date | Month | Source Type (Updated: 10:42:43)

- Receivables
- Payables
- Liquid Funds
- Sales Orders
- Purchase Orders
- Project
- Tax
- Total

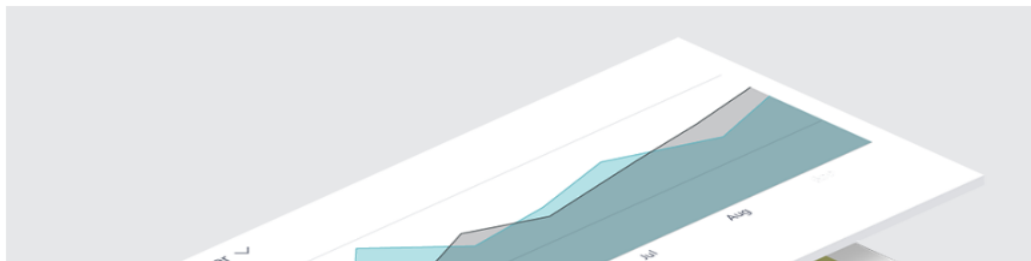


Report Inbox ▾

Description	Created Date-Time ↓	Output Type
Trial Balance (Excel)	05/05/2026 10:42	Excel

Power BI ▾

Get started with Power BI



Downloads

- Trial Balance (Excel) (4).xlsx
Open file

See more

CRONUS UK Ltd.

< Finance Journals Cash Management Cost Accounting Fixed Assets

Chart of Accounts Bank Accounts Customers Vendors Balance Purchase Orders Balance Incoming Documents

This is a sandbox environment for test, demo, or development purposes only. Don't show this again.

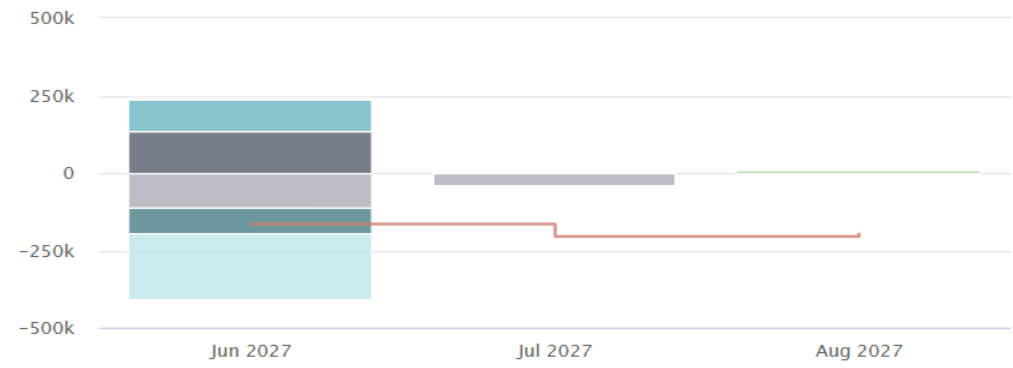
30000 - School of Fine Art

Cash Flow Forecast

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DEFAULT | Combined | Working Date | Month | Source Type (Updated: 10:42:43)

- Receivables
- Payables
- Liquid Funds
- Sales Orders
- Purchase Orders
- Project
- Tax
- Total

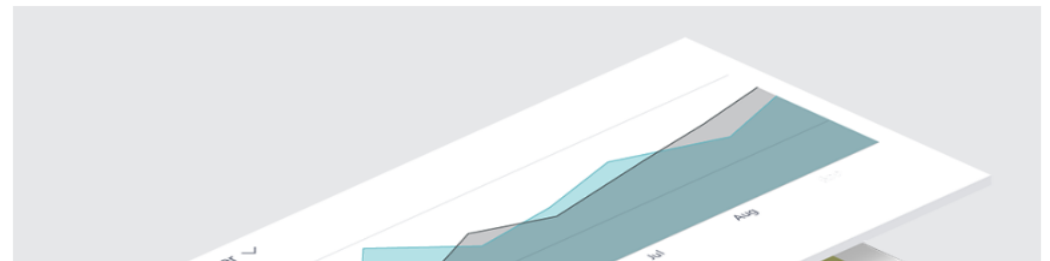


Report Inbox

Description	Created Date-Time	Output Type
Trial Balance (Excel)	05/05/2026 10:42	Excel

Power BI

Get started with Power BI



Statistical Accounts

Allocation Accounts

Gemma

CRONUS UK Ltd. | Finance | Customers | Vendors | Items | Bank Accounts

Tell me what you want to do

statistical

Go to Pages and Tasks Show all (5)

- > Statistical Accounts Lists
- > Statistical Account Journal Tasks
- > Statistical Account Ledger Entries Lists

Go to Reports and Analysis Show all (5)

- Sales Statistics Reports and Analysis
- Resource Statistics Reports and Analysis
- Purchase Statistics Reports and Analysis

Search for 'statistical'

- Search company data
- Search Help

Didn't find what you were looking for? Try exploring pages or exploring reports

Get started

Thank you for Business Central

Continue exploring the Cronus demo

[Back to checklist](#)

Activities

Sales This Month	Overdue Amount		
£3,000	£134,005	£100,076	0
See more	See more	See more	See more

Ongoing Sales

Sales Quotes	Sales Orders	Completely Re... from Stock	Sales Invoices
10	20	0	7

Ongoing Purchases

Purchase Orders	Ongoing Purc... Invoices	Purch. Invoices... Next Week
15	2	0

Some features connect to other Microsoft services



✓ Saved

Statistical account

Statistical Accounts Journal | Dimensions | Statistical Account Balance | More options

General

No. HEADCOUNT

Blocked

Name Employee Head Count

Balance 0.00

Notes +

(There is nothing to show in this view)



Statistical Account Journal

✓ Saved

Batch Name ESG

Manage **Register** Dimensions Ledger Entries Automate Fewer options

No.	Posting date	Document No.	Statistical Account No.	Description	Amount	Department Code	Customergroup Code
	01/01/2026	HC0002	HEADCOUNT	Opening employee count update 2026 - Admin	2.00	ADM	
	01/01/2026	HC0002	HEADCOUNT	Opening employee count update 2026 - Prod...	-2.00	PROD	
	01/01/2026	HC0002	HEADCOUNT	Opening employee count update 2026 - Purc...	5.00	PURCHASING	
→	01/01/2026	⋮	HC0002	Opening employee count update 2026 - Sales	10.00	SALES	

Number of Lines

Account Name

Balance

Balance after posting

4

Employee Head Count

85.00

100.00

← Statistical Account Ledger Entries

Dimensions
 Statistical Accounts Journal
 Reverse Transaction...
 More options

Posting date ↓	Statistical Account No. ▼	Description	Amount	Entry No.	Department Code	Customergroup Code
01/01/2026	HEADCOUNT	Opening employee count update 2026 - Sales	10.00	14	SALES	
01/01/2026	HEADCOUNT	Opening employee count update 2026 - Purchasing	5.00	13	PURCHASING	
01/01/2026	HEADCOUNT	Opening employee count update 2026 - Production	-2.00	12	PROD	
01/01/2026	HEADCOUNT	Opening employee count update 2026 - Admin	2.00	11	ADM	
01/01/2025	HEADCOUNT	Initial employee count for Sales	20.00	10	SALES	
01/01/2025	HEADCOUNT	Initial employee count for Purchasing	15.00	9	PURCHASING	
01/01/2025	HEADCOUNT	Initial employee count for Production	40.00	8	PROD	
01/01/2025	HEADCOUNT	Initial employee count for Admin	10.00	7	ADM	

Statistical Account Ledger Entries:

All



Head Count by Dept



Department Code	Sum(Amount)
SALES (2)	30.00
PURCHASING (2)	20.00
PROD (2)	38.00
ADM (2)	12.00
Total	100.00

Pivot Mode

Search...

Posting date

Posting date Year

Posting date Quarter

Posting date Month

Statistical Account No.

Description

Amount

Entry No.

Department Code

Customergroup Code

Shortcut Dimension 3...

Row Groups

Department Code

Values

Sum(Amount)

Column Labels

Drag here to set column labels

Create new analysis



Statistical account



HEADCOUNT

Statistical Accounts Journal Dimension **Statistical Account Balance** Related Automate Fewer options

General

No.	HEADCOUNT	Blocked	<input type="checkbox"/>
Name	Employee Head Count	Balance	100.00

Summary Preview

Notes +

(There is nothing to show in this view)





HEADCOUNT

Statistical Accounts Journal | Dimensions | More options

Options

Closing Entries Include ▾
View by Quarter ▾

View as
Net Change ▾
Net Change
Balance at Date

Lines

Period Start ↑	Period Name	Amount
01/10/2024	4	-
01/01/2025	1	85.00
01/04/2025	2	-
01/07/2025	3	-
01/10/2025	4	-
→ 01/01/2026	1	15.00
01/04/2026	2	-
01/07/2026	3	-
01/10/2026	4	-
01/01/2027	1	-
01/04/2027	2	-
01/07/2027	3	-
01/10/2027	4	-

CRONUS

Allocation Accounts



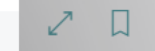
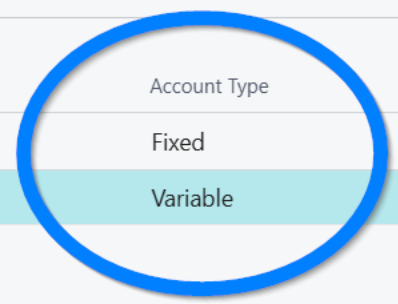
Purchase Inv

+ New Manage



- No. ↑
- 107209
- 107210
- 107211
- 107223

No. ↑	Name	Account Type
LICENSES	Yearly licence fee	Fixed
<u>OFFICE MAINTENANCE</u>	OFFICE MAINTENANCE	Variable



File Exten

10000

ikam, Inc.

tosocom

ystal York

Allocation Account



OFFICE MAINTENANCE

General

No. OFFICE MAINTENANCE Account Type Variable

Name OFFICE MAINTENANCE Document Line Split Split Amount

Variable Account Distribution

New Line Delete Line Test Allocation Dimension Breakdown account balance filters

Destination Account Type	Destination Account Number	Destination Account Name	Breakdown Account Type	Breakdown Account Number	Breakdown Account Name	Calculation Period	Breakdown Account Balance Filters
→ G/L Account	30260	Repairs and Maintenance for Prop...	Statistical Account	HEADCOUNT	Employee Head Count	Balance at Date	DEPARTMENT Filter - ADM;
G/L Account	30260	Repairs and Maintenance for Prop...	Statistical Account	HEADCOUNT	Employee Head Count	Balance at Date	DEPARTMENT Filter - PROD;
G/L Account	30260	Repairs and Maintenance for Prop...	Statistical Account	HEADCOUNT	Employee Head Count	Balance at Date	DEPARTMENT Filter - PURCHASING;
G/L Account	30260	Repairs and Maintenance for Prop...	Statistical Account	HEADCOUNT	Employee Head Count	Balance at Date	DEPARTMENT Filter - SALES;

Purchase Invoice



✓ Saved

107223 · Fabrikam, Inc.

Home Prepare Request Approval Invoice More options

Post Release Get Vendor Subscription Contract Lines

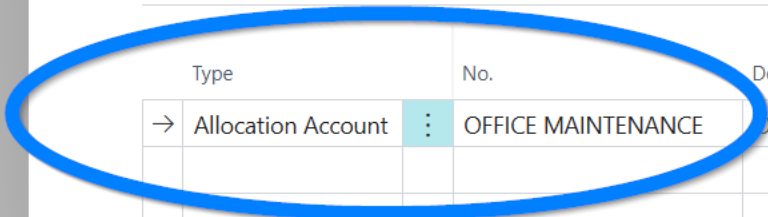
General

Show more

Vendor Name	Fabrikam, Inc.	VAT Date	01/02/2026
Contact	Krystal York	Due Date	28/02/2026
Document Date	01/02/2026	Vendor Invoice No.	11125212
Posting Date	01/02/2026	Status	Open

Lines Manage Line

Select items... New Line Delete Line



Type	No.	Description/Comment	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Mat... Order Lines	Line Discount %	Line Amount Excl. VAT	Qty. to
→ Allocation Account	OFFICE MAINTENANCE	OFFICE MAINTENANCE		1		1,000.00	-		1,000.00	

Subtotal Excl. VAT (GBP)	1,000.00	Total Excl. VAT (GBP)	1,000.00
Inv. Discount Amount (GBP)	0.00	Total VAT (GBP)	0.00

Posting Preview

General

Show Hierarchical View

G/L Entries ✕ Delete Line 📄 Dimensions									
⌵ G/L Account No.	Description	Posting Date	Document Type	Document No.	Department Code	Amount	Bal. Account Type	Bal. Account No.	Customergroup Code
⌵ 30260	Repairs and Maintenance for Pr...					1,000.00	G/L Account		
30260	Invoice 107223	01/02/2026	Invoice	***	SALES	300.00	G/L Account		
30260	Invoice 107223	01/02/2026	Invoice	***	PROD	380.00	G/L Account		
30260	Invoice 107223	01/02/2026	Invoice	***	ADM	120.00	G/L Account		
30260	Invoice 107223	01/02/2026	Invoice	***	PURCHASING	200.00	G/L Account		
⌵ 82100	Vendors, Domestic					-1,000.00	G/L Account		
→ <u>82100</u>	⋮ Invoice 107223	01/02/2026	Invoice	***	<u>PURCHASING</u>	-1,000.00	G/L Account		

VAT Entries ✕ Delete Line												
⌵ VAT Bus. Posting Group	VAT Prod. Posting Group	Posting Date	Document No.	Document Type	Type	Base	Amount	VAT Calculation Type	Bill-to/Pay-to No.	Country/Regi... Code	EU 3-Party Trade	Clos...
⌵ EXPORT	STANDARD					1,000.00	0.00	Normal VAT			<input type="checkbox"/>	<input type="checkbox"/>
EXPORT	STANDARD	01/02/2026	***	Invoice	Purchase	300.00	0.00	Normal VAT	10000	US	<input type="checkbox"/>	<input type="checkbox"/>
EXPORT	STANDARD	01/02/2026	***	Invoice	Purchase	380.00	0.00	Normal VAT	10000	US	<input type="checkbox"/>	<input type="checkbox"/>
EXPORT	STANDARD	01/02/2026	***	Invoice	Purchase	120.00	0.00	Normal VAT	10000	US	<input type="checkbox"/>	<input type="checkbox"/>
→ <u>EXPORT</u>	⋮ <u>STANDARD</u>	01/02/2026	***	Invoice	Purchase	200.00	0.00	Normal VAT	10000	US	<input type="checkbox"/>	<input type="checkbox"/>

← Posted Purchase Invoice



✓ Saved

108237 · Fabrikam, Inc.

[Home](#) | [Print/Send](#) | [Invoice](#) | [Incoming Document](#) | [More options](#)

[Update Document](#) | [Find entries...](#) | [Correct](#) | [More options](#)

General

Show more

Vendor	Fabrikam, Inc.	VAT Date	01/02/2026
Contact	Krystal York	Due Date	28/02/2026
Posting Date	01/02/2026	Vendor Invoice No.	11125212

Lines

[Manage](#)

Line

Type	No.	Item Reference No.	Description	Sustainability Account No.	Energy Source Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Unit Price (LCY)
→ G/L Account	30260		Repairs and Maintenance for P...			1		120.00	0.00
G/L Account	30260		Repairs and Maintenance for P...			1		380.00	0.00
G/L Account	30260		Repairs and Maintenance for P...			1		200.00	0.00
G/L Account	30260		Repairs and Maintenance for P...			1		300.00	0.00

Invoice Discount Amount Excl. VAT	0.00	Total VAT (GBP)	0.00
Total Excl. VAT (GBP)	1,000.00	Total Incl. VAT (GBP)	1,000.00

Inspect Pages

Gemma

30540 Other travel expenses

✓ Saved

General Ledger Entries: Journals | Edit List | Home | Review Entries | More options

Find entries... Reverse Transaction... Correct Dimensions Entry

Views

All

Journals

Filter list by:

Source Code

GENJNL

+ Filter...

	Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Cu Co
	08/05/2026		GJ00001	78200	User Day expenses		
→	08/05/2026		GJ00001	30540	User Day expenses		
	24/02/2026	Payment	103214	10330	Residual caused by rounding o...	SALES	
	24/02/2026	Payment	103214	75110	102221	SALES	
	24/02/2026	Payment	103214	83120	102221	SALES	
	24/02/2026	Payment	103214	10110	102221	SALES	
	08/03/2026	Payment	103213	75110	102220	SALES	
	08/03/2026	Payment	103213	83120	102220	SALES	
	08/03/2026	Payment	103213	10110	102220	SALES	
	08/02/2026	Payment	103212	75110	102219	SALES	
	08/02/2026	Payment	103212	83120	102219	SALES	
	08/02/2026	Payment	103212	10110	102219	SALES	
	03/02/2026	Payment	103211	75110	102218	SALES	
	03/02/2026	Payment	103211	83120	102218	SALES	
	03/02/2026	Payment	103211	10110	102218	SALES	
	01/03/2026	Payment	103210	10330	Residual caused by rounding o...	SALES	
	01/03/2026	Payment	103210	75110	102217	SALES	
	01/03/2026	Payment	103210	83120	102217	SALES	
	01/03/2026	Payment	103210	10110	102217	SALES	

Help

Search here...

About General Ledger Entries

Review, filter, and analyse all posted general ledger entries to track financial transactions, reconcile accounts, investigate discrepancies, and support accurate financial reporting.

Take a tour

Understand the general ledger and Chart of Accounts

Related resources from Microsoft Learn

- Understanding the Chart of Accounts
- Review general ledger accounts
- Ad-hoc analysis of finance data

Show more...

About apps on this page

- Subscription Billing - Microsoft
- Review General Ledger Entries - Micr...

Other resources

Help & Support



Information

Help & Support

Register your idea and get others in the community to vote for it at aka.ms/BusinessCentralIdeas

Troubleshooting

Version: GB Business Central 28.0 (Platform 28.0.48307.0 + Application 28.0.46665.49070)

[View the last error](#)

[Inspect pages and data](#)

[Analyze performance](#)

[Analyze performance with scheduled profiler](#)

[Enable additional logging](#)

Investigate source code in Visual Studio Code in your local AL project:

[Generate launch configurations for this environment](#)

[Attach debugger to this session](#)

Report a problem

[Copy the text below](#) and add it to your support request:

Microsoft Entra tenant ID: d04121ae-da37-4433-8471-9b10b31fde99, Environment: Sandbox (Sandbox)

Version: GB Business Central 28.0 (Platform 28.0.48307.0 + Application 28.0.46665.49070)

Session ID (client): 54c8fca8-d240-45e3-877e-9c3f53cef578

Session ID (server): 21858

User telemetry ID: 35ccba0e-21ad-4106-a7df-5bc87e4707cc

Help



About this task or page

Learn more about your current task or page Information

[Go to Microsoft Learn](#)

Related resources from Microsoft Learn

[Resources for help and support](#)

Other resources

[Help & Support](#)

[Keyboard Shortcuts](#)

[Community](#)

30540 Other travel expenses

✓ Saved

General Ledger Entries: Journals | Edit List | Home | Review Entries | More options

Find entries... Reverse Transaction... Correct Dimensions Entry

Views

All

Journals

Filter list by:

Source Code

GENJNL

+ Filter...

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→	08/05/2026		GJ00001	30540	User Day expenses	
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	08/03/2026	Payment	103213	83120	102220	SALES
	08/03/2026	Payment	103213	10110	102220	SALES
	08/02/2026	Payment	103212	75110	102219	SALES
	08/02/2026	Payment	103212	83120	102219	SALES
	08/02/2026	Payment	103212	10110	102219	SALES
	03/02/2026	Payment	103211	75110	102218	SALES
	03/02/2026	Payment	103211	83120	102218	SALES
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	01/03/2026	Payment	103210	83120	102217	SALES
	01/03/2026	Payment	103210	10110	102217	SALES

Page Inspection

See information about the page, its different elements, and the source behind the data it displays.

Page

General Ledger Entries (20, List)

Explore page in Visual Studio Code

Table

G/L Entry (17)

View table

Table Fields

Extensions

Page Filter

Entry No. (1, Integer, PK)

4354

Base Application

G/L Account No. (3, Code[20])

30540

Base Application

Posting Date (4, Date)

08/05/26

Base Application

Document Type (5, Option)

(Space)

Base Application

Document No. (6, Code[20])

GJ00001

Base Application

Description (7, Text[100])

User Day expenses

30540 Other travel expenses

✓ Saved

General Ledger Entries: Journals | Edit List | Home | Review Entries | More options

Find entries... Reverse Transaction... Correct Dimensions Entry

Views

All

Journals

Filter list by:

Source Code

GENJNL

+ Filter...

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code
08/05/2026		GJ00001	78200	User Day expenses	
→ 08/05/2026		GJ00001	30540	User Day expenses	
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08/03/2026	Payment	103213	75110	102220	SALES
08/03/2026	Payment	103213	83120	102220	SALES
08/03/2026	Payment	103213	10110	102220	SALES
08/02/2026	Payment	103212	75110	102219	SALES
08/02/2026	Payment	103212	83120	102219	SALES
08/02/2026	Payment	103212	10110	102219	SALES
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03/02/2026	Payment	103211	83120	102218	SALES
03/02/2026	Payment	103211	10110	102218	SALES
01/03/2026	Payment	103210	10330	Residual caused by rounding o...	SALES
01/03/2026	Payment	103210	75110	102217	SALES
01/03/2026	Payment	103210	83120	102217	SALES
01/03/2026	Payment	103210	10110	102217	SALES

Page Inspection

See information about the page, its different elements, and the source behind the data it displays.

Page

General Ledger Entries (20, List)

Explore page in Visual Studio Code

Table

G/L Entry (17)

View table

Table Fields

Extensions

Page Filters

create

Clear filter

System-Created Entry (29, Boolean)

No

Base Application

SystemCreatedAt (2000000001, DateTime)

23/04/26 09:56

SystemCreatedBy (2000000002, GUID)

AMYA (3875d4d9-dff0-4599-8821-5...

30540 Other travel expenses

✓ Saved

General Ledger Entries: Journals | Edit List | Home | Review Entries | More options

Find entries... Reverse Transaction... Correct Dimensions Entry

Views

All

Journals

Filter list by:

× Source Code

GENJNL

+ Filter...

	Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code
	08/05/2026		GJ00001	78200	User Day expenses	
→	<u>08/05/2026</u>		GJ00001	<u>30540</u>	User Day expenses	
	24/02/2026	Payment	103214	10330	Residual caused by rounding o...	SALES
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	08/03/2026	Payment	103213	75110	102220	SALES
	08/03/2026	Payment	103213	83120	102220	SALES
	08/03/2026	Payment	103213	10110	102220	SALES
	08/02/2026	Payment	103212	75110	102219	SALES
	08/02/2026	Payment	103212	83120	102219	SALES
	08/02/2026	Payment	103212	10110	102219	SALES
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	01/03/2026	Payment	103210	83120	102217	SALES
	01/03/2026	Payment	103210	10110	102217	SALES

Page Inspection

See information about the page, its different elements, and the source behind the data it displays.

Page
General Ledger Entries (20, List)

Explore page in Visual Studio Code

Table
G/L Entry (17)

View table

Table fields | Extensions | Page Filters
modi

Last Modified DateTime (8005, DateTime)
23/04/26 09:59
Base Application

SystemModifiedAt (2000000003, DateTime)
23/04/26 09:59

SystemModifiedBy (2000000004, GUID)
AMYA (3875d4d9-dff0-4599-8821-5...

Find Entries

Marike



102310 · Alpine Ski House

✕ Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show again

[Home](#) | [Prepare](#) | [Print/Send](#) | [Request Approval](#) | [Invoice](#) | [More options](#)

Post | Release

General

Show less

Customer No.	40000
Customer Name	Alpine Ski House
Sell-to	
Address	Walter-Gropius-Strasse 5
Address 2	Park Stadt Schwabing
City	Munchen
Post Code	DE-80807
Country/Region Code	DE
Contact No.	CT000020
Phone No.	
Mobile Phone No.	
Email	ian.deberry@contoso.com
Contact	Ian Deberry

Your Reference	
Document Date	01/06/2027
Posting Date	01/06/2027
VAT Date	01/06/2027
Due Date	01/07/2027
External Document No.	12345
Salesperson Code	JO
Campaign No.	
Responsibility Center	
Assigned User ID	
Status	Open

Work Description

This is a sandbox environment for test, demo

Get started

Hi, meet Business Central

You're all set to try out our demo company, or take a quick tour first.

[Show demo tours](#)

Activities v

Overdue Purchase Documents

21

> See more

Cash Account

£75,629

> See more

1

> See more

Tell me what you want to do

Go to Pages and Tasks Show all (14)

- > Find entries Tasks
- > Bin Contents Tasks
- > Environment Link Administration

Go to Reports and Analysis Show all (16)

- Bin Contents Reports and Analysis
- Assembly BOM - End Items Reports and Analysis
- Warehouse Adjustment Bin Reports and Analysis

Search for 'find en'

- Search company data
- Search Help

Didn't find what you were looking for? Try exploring pages or exploring reports

Payments

Purchase Documents Due Today

21

>

Purchase Invoices Next Week

0

>

Purchase Discounts Next Week

0

>

Document Approvals

POs Pending Approval

0

>

SOs Pending Approval

0

>

Financials

Unprocessed Payments

1

>

Incoming Documents

Approved Incoming Documents

0

>

OCR Completed

0

>

Product Videos

Product Videos

CRONUS

Find entries

✓ Saved

Chart of Ac

✕ This is

Search for documents

Document No.

External Document No. 12345

Posting Date

Show Related Entries Find Print...

Related Entries

No. of Entries

(There is nothing to show in this view)

Show

Activities

Overdue Pur Documents

21

> See more

Payments

Purchase D Due Today

21

Source

Document Type

Source No.

Source Type

Source Name

CRONUS



Find entries

✓ Saved

Search for documents

Document No.

External Document No.

Posting Date

| Show Related Entries Find Print...

	Related Entries	No. of Entries
→	Sustainability Ledger Entry	83
	Sales Invoice	1

Activities

Overdue Purchase Documents
21

> See more

Payments

Purchase Documents Due Today
21

Source Document Type

Source No.

Source Type

Source Name

← Sales Invoice



102310 · Alpine Ski House

✕ Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show again

[Home](#) Prepare Print/Send Request Approval Invoice | More options

Post | Release |

General

Show less

Customer No. 40000

Customer Name Alpine Ski House

Sell-to

Address Walter-Gropius-Strasse 5

Address 2 Park Stadt Schwabing

City Munchen

County

Post Code DE-80807

Country/Region Code DE

Contact No. CT000020

Phone No.

Mobile Phone No.

Email ian.deberry@contoso.com

Contact Ian Deberry

Your Reference

Document Date 01/06/2027

Posting Date 01/06/2027

VAT Date 01/06/2027

Due Date 01/07/2027

External Document No. 12345

Salesperson Code JO

Campaign No.

Responsibility Center

Assigned User ID

Status **Open**

Work Description

Lines | | [Manage](#) Line



Additional Tabs

Marike

CRONUS UK Ltd. < Finance Journals Cash Management Cost Accounting Fixed Assets Posted Documents >

Vendors: All + New Delete Home New Document Vendor Prices & Discounts More options

10000 Fabrikam, Inc. Krystal York	13,827.50 4,827.50	20000 First Up Consultants Evan McIntosh	14,101.80 14,101.80
30000 Graphic Design Institute Bryce Jasso	7,273.50 7,273.50	40000 Wide World Importers Toby Rhode	61,184.28 61,184.28
50000 Nod Publishers Raymond Hillard	12,689.16 12,689.16	64000 Hydropower Powerplant	0.00 0.00
82000 Subcontractor	0.00 0.00	V00010 Adatum Corporation	40,277.52 0.00

Details

Vendor Statistics

Vendor No.
Balance (LCY)
Balance (LCY) As C
Outstanding Order
Amt. Rcd. Not Inve
Outstanding Invoic
Total (LCY)
Overdue Amounts
Invoiced Prepayme
Payments (LCY)
Refunds (LCY)
Last Payment Date

Buy-from Vendor

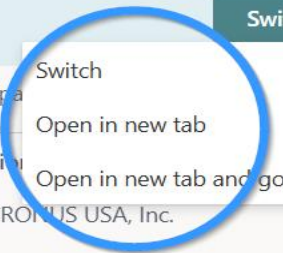
Vendor No.
0
Quotes

Available Companies

Search

Sandbox

- Cronus backup
- CRONUS UK Ltd. ✓
- My Company
- Space Testing
- Switch
- Open in new tab
- Open in new tab and go to same list
- CRONUS USA, Inc.



10000 Fabrikam, Inc. Krystal York 6,327.50 4,827.50	20000 First Up Consultants Evan McIntosh 14,101.80 14,101.80
30000 Graphic Design Institute Bryce Jasso 7,273.50 7,273.50	40000 Wide World Importers Toby Rhode 61,184.28 61,184.28
50000 Nod Publishers Raymond Hillard 12,689.16 12,689.16	64000 Hydropower Powerplant 0.00 0.00
82000 Subcontractor 0.00 0.00	

Details Attachments (0)

Vendor Statistics

Vendor No.	10000
Balance (LCY)	6,327.50
Balance (LCY) As Customer	0.00
Outstanding Orders (LCY)	3,546.20
Amt. Rcd. Not Invd. (LCY)	0.00
Outstanding Invoices (LCY)	139.00
Total (LCY)	10,012.70
Overdue Amounts (LCY) as...	4,827.50
Invoiced Prepayment Amo...	0.00
Payments (LCY)	12,765.50
Refunds (LCY)	0.00
Last Payment Date	06/02/2026

Buy-from Vendor History

Vendor No. 10000

0	0	1
Quotes	Blanket Orders	Orders

Keyboard Shortcuts

Marike



Help

Search bar containing the text 'keyboard shortcuts' with a magnifying glass icon and a back arrow.

Search results

Keyboard quick reference - PC only

A print-friendly reference sheet containing the most popular keyboard shortcuts for PC users.

Keyboard shortcuts

View a list of key combinations (keyboard shortcuts) that you can use to work efficiently with your data.

Keyboard shortcuts for AL in Visual Studio Code

List of keyboard shortcuts for the new development environment (Visual Studio Code).

Show more...

Get started Thank you for trying Business Central! Continue exploring the Cronus demo company to learn more. Back to checklist

Some features connect to other Microsoft services

Activities

Sales This Month

£3,000

> See more

Overdue Sales Invoice Amount

£134,005

> See more

Overdue Purch. Invoice Amount

£100,076

> See more

Sales Invoices Predicted Overdue

0

> See more

Ongoing Sales

Sales Quotes

18

>

Sales Orders

20

>

Completely Re... from Stock

0

>

Sales Invoices

7

>

Ongoing Purchases

Purchase Orders

15

>

Ongoing Purc... Invoices

3

>

Purch. Invoices... Next Week

0

>

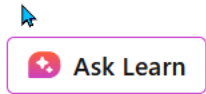
Find by title

Accessibility

- Keyboard shortcuts
- Keyboard quick reference - PC only
- Touch and pen gestures
- Troubleshoot: Access camera and location
- Intelligent insights (online only)
- > Troubleshooting and FAQs
- > Help and Support
- > Business functionality
- > Analytics, business intelligence, and reporting
- > Security, privacy, and compliance
- > Development and administration
- > Copilot and agent capabilities

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Keyboard shortcuts

Summarize this article for me

This article provides an overview of key combinations (keyboard shortcuts) that you can use when you work with Business Central.

You can find an overview of the most popular keyboard shortcuts in [Keyboard shortcuts \(PC only\)](#).

Tip

For a graphical view of the most-used keyboard shortcuts, select the following image, and download the PDF file.

Overview of keyboard shortcuts

In this article

- Overview of keyboard shortcuts
- General keyboard shortcuts
- Keyboard shortcuts in lists
- Keyboard shortcuts in cards and documents
- Keyboard shortcuts to autofill fields with Copilot (preview)
- Quick entry shortcuts for fields
- Keyboard shortcuts in the calendar (date picker)
- Keyboard shortcuts in date fields
- Keyboard shortcuts in the report preview
- Keyboard shortcuts for zooming in and out
- Keyboard shortcuts for the role explorer
- Numeric keypad shortcuts
- Access keys for action bar and navigation menu

Was this page helpful?

Yes No

To exit full screen, move mouse to top of screen or press and hold **Esc**

Learn

Find by title

- users
- Analyze performance
- Warnings and error messages
- > Personalize Business Central
- > Run and print reports
- > Change the look of externally facing documents
- > Share business data
- ▾ Accessibility, keyboard shortcuts, and touch gestures

Accessibility

Keyboard shortcuts

Keyboard quick reference - PC only

Touch and pen gestures

Troubleshoot: Access camera and location

Intelligent insights (online only)

> Troubleshooting and FAQs

> Help and Support

> Business functionality

> Analytics, business intelligence, and reporting

> Security, privacy, and compliance

> Development and administration

> Copilot and agent capabilities

> Responsible AI

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Keyboard shortcuts

✦ Summarize this article for me

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You can find an overview of the most popular keyboard shortcuts in [Keyboard shortcuts \(PC only\)](#).

💡 Tip

For a graphical view of the most-used keyboard shortcuts, select the following image, and download the PDF file.



🔗 Overview of keyboard shortcuts

Keyboard shortcuts aid accessibility and can make it easier and more efficient to navigate to different areas and elements on a page. Most web browsers support these shortcuts. However, the behavior might vary slightly.

📌 Note

The keyboard shortcuts that this article describes refer to the English (United States) keyboard layout. The layout of keys on other keyboards doesn't correspond exactly to the layout on a United States English keyboard.

In this article

Overview of keyboard shortcuts

General keyboard shortcuts

Keyboard shortcuts in lists

Keyboard shortcuts in cards and documents

Keyboard shortcuts to autofill fields with Copilot (preview)

Quick entry shortcuts for fields

Keyboard shortcuts in the calendar (date picker)

Keyboard shortcuts in date fields

Keyboard shortcuts in the report preview

[Show 5 more](#)

Was this page helpful?

👍 Yes

👎 No



Business Central Keyboard Shortcuts

Shift+Alt+F2 Switch between FactBox areas
Alt+F2 Toggle FactBox

Ctrl+Alt+F1 Inspect page and data
Ctrl+F1 Business Central Help

Ctrl+F5 Reload Business Central
F5 Refresh data (fast)

Shift+Alt+F3 Filter to this field
Ctrl+Alt+Shift+F3 Reset all filters
Alt+F3 Filter to this value
Ctrl+Shift+F3 Toggle filter pane (totals)
Shift+F3 Toggle filter pane
F3 Search

Shift+F6 Move to previous FastTab
F6 Move to next FastTab
Alt+F6 Collapse Current FastTab

Alt+F7 Sort by current column

F8 Copy from cell above

Ctrl+Home Calendar
Shift+Home Show calendar week numbers

Shift+F10 Display content menu of an item

Ctrl+Shift+F12 Focus mode on/off
Ctrl+F12 Switch between slim/wide page
Shift+F12 Role Explorer

Ctrl+Insert Add a new line item
Ctrl+Delete Delete a line item

Alt+Q Open TellMe
Alt+Shift+W Pop out a page
Alt Show action shortcuts

Alt+W My Settings

Alt+N New
Alt+Shift+N Ok+New on card and doc pages

Alt+O Add a note

Ctrl+Up arrow Previous element
Ctrl+Down arrow Next element
Ctrl+Alt+Down arrow Show details for lookup pages
Alt+Up arrow Show tooltip for a field/column header of a table
Alt+Down arrow Open a drop-down list

Enter Next QuickEntry
Ctrl+Shift+Enter Next QuickEntry after a list
Shift+Enter Previous QuickEntry
Ctrl+Enter Next field outside the list OR Back to the list from filter



- Find by title
- Manage notifications
 - Performance tips for business users
 - Analyze performance
 - Warnings and error messages
 - > Personalize Business Central
 - > Run and print reports
 - > Change the look of externally facing documents
 - > Share business data
 - ▼ Accessibility, keyboard shortcuts, and touch gestures
 - Accessibility
 - Keyboard shortcuts**
 - Keyboard quick reference - PC only
 - Touch and pen gestures
 - Troubleshoot: Access camera and location
 - Intelligent insights (online only)
 - > Troubleshooting and FAQs
 - > Help and Support
 - > Business functionality
 - > Analytics, business intelligence, and reporting
 - > Security, privacy, and compliance
 - > Development and administration
 - > Copilot and agent capabilities
 - > Responsible AI

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Expand table

Select keys (these keys are available on macOS)

To exit full screen, move mouse to top of screen or press and hold **Esc**

Alt	Show access keys for selecting actions in the action bar and on the navigation menu of the page. Learn more in the Access keys for action bar and navigation menu section.
Alt + Down arrow	Open a dropdown list or look up a value for a field.
Ctrl + Alt + Down Arrow	Open a related record's card or list page filtered to the value in the lookup or assist edit field
Ctrl + Option + Down arrow	Open a related record's card or list page, which is filtered to the value in the lookup or assist-edit field.
Alt + Up arrow	Display more information about a field or column, including the field tooltip, validation error, Copilot's suggested value, or information about why an AI agent selected that value. If more than one of these are available, this shortcut toggles between them. Select the Esc key to close this information and return to the field input box.
F2	Switch between selecting the entire field value and placing the cursor at the end of the field value.
Alt + F2	Show and hide the FactBox pane.
Alt + Shift + F2	Switch between Details and Attachments in the FactBox pane.
Alt + 0	Add a new note for the selected record, even if the FactBox pane isn't open.
Alt + Q (Ctrl + Option + Q)	Open the Tell Me window. Learn more in Finding pages and information with Tell Me .
Ctrl + Alt + Q (Ctrl + Option + Cmd + Q)	Open the Find Entries page, so that you can look for documents and entries that are related to each other, based on common information like the document number or posting date. Learn more in Finding Related Entries for Documents .
Alt + N	Open a page where you can create a new record. (The effect is similar to the effect of

In this article

- Overview of keyboard shortcuts
- General keyboard shortcuts**
- Keyboard shortcuts in lists
- Keyboard shortcuts in cards and documents
- Keyboard shortcuts to autofill fields with Copilot (preview)
- Quick entry shortcuts for fields
- Keyboard shortcuts in the calendar (date picker)
- Keyboard shortcuts in date fields
- Keyboard shortcuts in the report preview

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of all the keyboard shortcuts**

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