



akuiteo
BUSINESS SOFTWARE

User Guide

ACCOUNTING

Version 4.6

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1 Preface

1.1 REVISIONS

Revision 3	Published in May 2022 <ul style="list-style-type: none">• Added sub-chapter on Creating an entry from an entry template (p. 14).
Revision 2	Published in December 2021 <ul style="list-style-type: none">• Minor corrections.
Revision 1	Published in November 2021 <ul style="list-style-type: none">• Updated chapter Publishing the financial reports and the balance sheet (p. 36).

1.2 HELP DESK

Akuiteo S.A.S. highly values your satisfaction.

To share your feedback or contact the help desk, feel free to visit our website page:
<https://www.akuiteo.fr/akuiteo.clients/>

2 The Accounting and Banking modules

2.1 ACCOUNTING VS BANKING

Akuiteo enables you to manage your accounting activities based on a project rather than on accounting data solely. As such, you maintain the same level of consistency in your management and accounting activities and can easily follow through your project.

That is why you must consider the **Accounting** module as a way to monitor your accounting and to correct it if needed, rather than a basic entry tool for accounting items. Via this module, you will automatically generate entries and other accounting documents.

The person in charge of the accounting will supervise more and enter less data in the system.

The **Banking** module enables you to quickly cash in/out items that you or your employees have entered from the **Management** module, as well as all the operations except for standard entries (miscellaneous payment transactions, wages, reconciliation state, sick leaves).

2.2 LINK WITH THE MANAGEMENT MODULE

This module is essential for the accounting process. You will enter purchase or sales invoices that will automatically generate accounting entries afterward.

Example: a project manager enters a delivery note and sends an invoice request to the Accounting Department; this will in return generate an accounting entry.

2.3 PREREQUISITES

Before you can use the Accounting module, you must set up basic parameters. You must have set up the company, the chart of accounts, the company's analytical chart, the currencies, the VAT and the different journals.

To access these parameters, go to **Tools > Setup > General setup > Accounting**.

List of required journals

Journals	Entry in Akuiteo	Required
Purchases	Purchase journals	✓
Expense reports	Purchase journals	✓
Sales	Sales journals	✓
Carry forwards	Miscellaneous transactions journals (and not the carry	✓











Journals	Entry in Akuiteo	Required
	forwards journals used only during the closing).	
Miscellaneous transactions	Miscellaneous transactions journals	✓
Capital assets	Miscellaneous transactions journals	✗ (but recommended)
Payment	Miscellaneous transactions journals	✗ (but recommended)
Bank (as many bank journals as there are banks)	Cash journals	✓

3 Booking invoices and validating accounting entries

Two booking/validation actions are available:

- Validation of entries in the daybook: all the entries that were manually created in the **Accounting** module are kept in the daybook until they are validated.
- Booking of sales/purchase invoices: entries are automatically generated once the invoice is booked from the **Management** module, via the **Purchase/Sales** menus.

Example of automatic validation

 ← 	An employee carries out a project with a customer. He receives an order that he enters in Akuiteo.
 @ 	From this order, the employee generates a delivery note that he sends to the Accounting Department.
 ? 	The Accounting Department, once the e-mail received, opens Akuiteo to search for existing deliveries.
 	From the search result, the user opens the delivery note.
 + 	The user goes to Edit > Validate and print the invoice, which generates a sales invoice and an accounting entry.

Reference

Refer to the **Sales** user guide to know more about the process used in Akuiteo.

However, if the standard process was not followed or an information is missing, you can still manually validate the invoices and the entries.

- Start searching for the invoices that are not booked, open the one to be booked and click on **Edit** > **Book the invoice**.

- Start searching for entries that are in the daybook, open the one you want to validate and click on **Edit > Validate**.

Important

If you have validated an entry by error, it is highly recommended to reverse the entry from the menu **Edit > Reverse the current entry**.

4 Checking the consistency between the Management and Accounting modules

It is recommended to run checks at least once a week. There are two ways to check the consistency between accounting and management in Akuiteo:

- either from **Dashboard > Accounting > Consistency check between FA and management objects** and select the type of information you want to check;

Or

- from **Accounting > Periodic works > FA / Management consistency** and select the type of information you want to check.

Any inconsistency is highlighted in red; you must therefore check the following:

- the purchase and sales invoices have been validated;
- the entries in the Accounting module have been validated (type of entries in the payroll journal or entries in the miscellaneous transactions journal);
- the receipts/disbursements have been charged;
- no entry related to a purchase or sales invoice has been manually entered from the **Accounting** module on a purchase or sales journal.

5 Distributing costs from cost centers to profit centers

Akuiteo offers a tool for automatic costs distribution, from cost centers to profit centers. Distribution keys are set up in percentages, from a cost entity's (source) project to a profit entity, on which a (target) project has already been set up to receive the various costs.

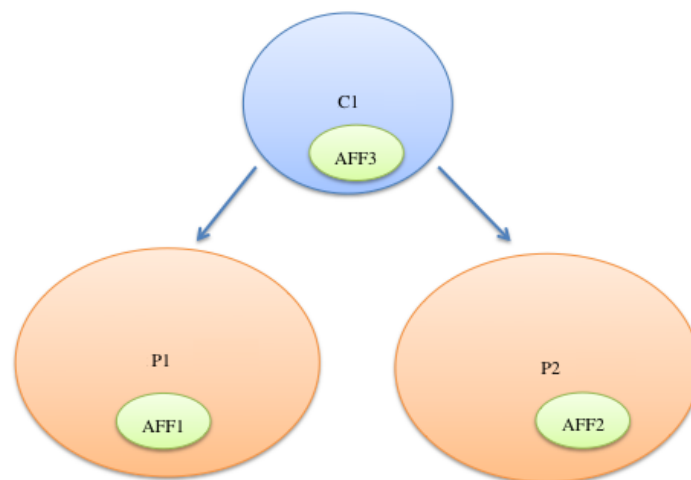
The example will be based on the following elements:

Entity

- 1 cost entity: C1
- 2 profit entities: P1 and P2

Projects

- AFF1 project belonging to P1 entity
- AFF2 project belonging to P2 entity
- AFF3 project belonging to C1 entity



5.1 SETTING UP COST AND PROFIT CENTERS

You must set up cost and profit centers and link them together.

To do so:

- 1** Go to **Tools > Setup > General setup > Company > Entity**.
- 2** For each entity, enter the general information.
- 3** Select the relevant option for the **Type**:

- Undetermined
- Cost center
- Profit center


Only the last two values have an impact on the entity during cost distribution. This step is essential.

- 4 In the **"Arrival" project** field, enter the **only** target project possible for the distribution of each profit center.
- 5 Click on the **Cost/profit centers** tab to link the entities together.
- 6 On each cost center's record sheet, enter all the profit centers that are likely to receive costs from the relevant center. Otherwise, no distribution rule can be established between them.
- 7 Save. Proceed now by [Defining cost distribution keys \(p. 12\)](#).

You can link multiple entities together at once, thus avoiding to repeat the actions for every center.

5.2 DEFINING COST DISTRIBUTION KEYS

You must now set up the cost distribution keys, i.e. sharing indirect costs ordered by type among your various projects.

- 1 Go to **Tools > Setup > General setup > Project > Cost distribution keys**. All the projects linked to the selected entity or profit center are displayed.
- 2 Click on  to modify the distribution and save:
 - distribution method: percentage or not distributed (by default)
 - % allocated: the total % of costs to be allocated
 - calculation method: Input
 - One column per profit center linked to the project's cost center. In each column, the associated distribution % will be entered. The sum of % must be 100%.
 - The target project of my profit center.

This setup expires after one month. At the end of year Y, it is recommended to set up the distribution keys for the 12 months of year Y+1. As such, you will be able to go back and modify some of the periods in case rules change within the year.

5.3 GENERATING AN ENTRY FOR COSTS BREAKDOWN

Setups that were previously defined enable you to generate an entry for costs breakdown - that cannot be charged on projects - among the various sections of a company.

- 1 Go to **Accounting > Periodic works > Distribution of cost centers over profit centers**.
- 2 In the window, enter the following information and validate:

- the processing period (required) that must be one or several full months, and that will be last month's dates by default;
- the journal in which entries will be generated (the miscellaneous transactions journal with the revision type).

The start date will always be the first day of a month and the end date always the last day of a month.

The entry is generated using the existing entries for the projects of the cost centers set up.

Only the entry lines with the following criteria will be processed:

- must belong to the current company;
- must have a date included in the specified period;
- must have an account with a 6 or 96 root;
- must direct towards a cost center's project which distribution has already been set up.

Only one breakdown entry will be created for the entire company, along with:

- a compensating line for each original line to break down (similar to the original one, but with reversed Debit/Credit amounts), and
- a line for each distribution to a target project of the profit centers set up, with reversed amounts, proportional to the percentages entered in the distribution keys.

6 Entering accounting entries





An entry can be manually created or generated automatically from a subscription. A manual entry is only done for miscellaneous transactions, such as a payroll or balance sheet entries.

Advice: copy an existing entry that was already tested or a standard entry.


6.1 CREATING A SUBSCRIPTION ENTRY

Prerequisites: you must first set up a subscription journal and contract from **Tools > Setup > General setup > Accounting > Subscription journals / Subscription contract** >  located above the settings panel.

Subscription entries are used to regularly post recurring entries.

- 1 Go to **Accounting > Entries > Entries**. Do not start the search. Instead, click on the arrow to the right of  in the action bar, then click on **Save entries from subscription contracts**.
- 2 In the **Entry subscription** screen, select the subscription journals to generate.
- 3 In the **Entry dates** section, click on  to generate the reference date. By default, the current date is displayed but can be modified.
- 4 Click on  to generate entry dates (by default, one per month over 12 months). You can delete irrelevant dates.
- 5 Click on  to save the relevant dates.
- 6 Generate the entries.

6.2 CREATING AN ENTRY MANUALLY

- 1 Go to **Accounting > Entries > New entry**.
- 2 Select the journal in which to add your entries.
- 3 In the table below, click on  and add entry lines.
- 4 Use the Tab key to automatically fill in the columns.
- 5 Save.


6.3 CREATING AN ENTRY FROM AN ENTRY TEMPLATE

DMF	070723 ACCOUNTING SETUP ENTRY TEMPLATE
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An entry template is used to create predefined entry patterns in order to simplify the manual entry of bank entries. The information set up in an entry template is retrieved and filled in automatically when creating an entry from this template.

Reference

For more information about setting up entry templates, refer to the *Setup Guide - Advanced Setup*.

- 1 Go to **Accounting > Entries > Entries**.
- 2 From the entries search, go to **Edit > New > Entry template**.
- 3 Select the desired entry template from the help list of the **Entry template** field, then click on **Validate**.
 The creation screen of the new entry opens, with the information set up in the entry template retrieved automatically.
- 4 Fill in the information then save to create the entry.

6.4 GENERATING TAX LINES AUTOMATICALLY

DMF	070116 ACCOUNTING ENTRIES AUTOMATIC GENERATION OF VAT LINES
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When an entry is manually entered, tax lines that correspond to cost or product lines can be generated automatically.

6.4.1 Setting up automatic generation

You must first enable the automatic generation of tax lines by entering the default tax code for the relevant accounts.

- 1 To do so, go to **Tools > Setup > General setup > Accounting > General accounts**.
- 2 In the search screen, enter the desired criteria to find the accounts to set up, then start the search.
- 3 Open and modify an account's record sheet, then fill in the following fields in the **Automatic tax line for miscellaneous transaction entries** section:
 - Check the **Automatic tax line for miscellaneous transaction entries** option. If the option is not checked, the account will not automatically generate tax lines.
 - Select the **Default tax code** from the help list. This default code is not required but is used to automatically fill in the tax code when an entry line is entered for the account.

Tip

These two fields are also available when modifying multiple accounts at once. From the general accounts search results, select the desired accounts then right-click > **Modify by batch**.

- 4 Save the account's record sheet.

↳ If the account is used for a miscellaneous transactions entry, the tax lines can be generated automatically.

6.4.2 Creating an entry

1 Go to **Accounting > Entries > New entry**.

2 Enter the information required in the header of the new entry.

3 In the **Lines** table, add a product or cost line:

- Fill in the account. The **Automatic tax line for miscellaneous transaction entries** option must be checked for the tax line to be automatically generated.
- Enter at least the amount and the project.
- Specify the tax code. If a default tax code is set up for the selected account, this code will be automatically entered but can be modified.

4 Add a new line or save the entry to validate the creation of the product or cost line.

↳ The tax line is created. The tax amount is calculated automatically. The account is determined based on the line's tax code and account type (Product or Cost):

- If the account used in the previous line is a "cost" type, then the account defined as the **Purchasing accounting** in the tax code setup is used.
- If the account used in the previous line is a "product" type, then the account defined as the **Sales FA** in the tax code setup is used.
- If the account used in the previous line is both a "product" and a "cost" type, it is first considered as a "cost" type account.

6.4.3 Modifying the tax line


If you modify a cost or product line with a tax line generated automatically, the tax line is updated automatically.


However, a tax line that was generated automatically cannot be modified directly.

7 Checking and validating accounting entries in the daybook

Saved entries are not immediately validated; they form what we call an entries daybook. As long as the entries are not validated, it is possible to modify them.

To validate entries in a daybook:

- 1** Go to **Accounting > Entries > Entries**.
- 2** Check the **Day book** search criteria and press **Enter**.
- 3** Select the entries in the search results. Criteria used for entries search enable you to validate entries from a journal, a fiscal year or an entity.
- 4** Click on  to validate.

To delete entries from the daybook, select the relevant line and click on .

Once validated, entries cannot be modified or deleted. You will have to go through the miscellaneous transactions journal to correct wrong balances.

Reminder:

Entries in the daybook are still processed, so you do not have to immediately validate them. However, when closing the accounting period, Akuteo will require you to validate all the entries in the daybook. Therefore, entries can be kept in a daybook and only be validated at the end of a fiscal year.

8 Declaring VAT via the dedicated tool

The assistant tool for VAT declaration is only for companies subject to the "Real normal expenses" monthly tax declaration regime, and who must fill in a CA3 VAT declaration. This feature only provides assistance and must not be considered as a software program where you can declare your VAT returns.

This tool offers the following services:

- Monthly calculation of the output VAT (credits or debits)
- Monthly calculation of the input VAT
- CA3-related declaration proposal
- Automatic generation of the centralization entry
- Automatic generation of the entry for VAT payment

This tool does not manage the reverse charge for VAT, specific cases or VAT return adjustments.

8.1 PREPARING THE VAT DECLARATION ASSISTANT TOOL

Several actions must be set up:

Setting up the VAT declaration assistant tool by company

- 1** Go to **Tools > Setup > General setup > Accounting > VAT management > VAT declaration assistant**.
- 2** Check the roots of the various accounts that were automatically filled in. Ex: 705/706/708/751/758/419/791
- 3** In the **Journal** field, indicate the journal in which entries generated by the VAT declaration assistant will be stored. By default: the miscellaneous transactions journal.

Setting up journals

When setting up miscellaneous transactions journals, select the "VAT adjustment journal" option.

All entries that will be created or generated in this journal will have the REGTVA transaction code.

Creating a purchased/sold product

Each product has an associated VAT code. This rate will be suggested by default when issuing a quotation, etc. Refer to the **Purchase/Sales** user guides.

Setting up the third-party

In the **Finances** tab of a customer or supplier's record sheet, you must indicate the geographical areas that give indications about VAT exemption.

The VAT regime depends on the supplier or the seller.

Creating an invoice - Example of a sales invoice creation

- 1 Go to **Management > Sales > Invoices** and create your invoice.
- 2 Click on the **Lines** tab.

Depending on the setup of account roots in the VAT declaration assistant, the regime is automatically updated on the corresponding lines when creating or modifying the invoice. The regime will also be updated on the entries when the invoice is validated.


Modifying the VAT amount

DMF	020238 SALES QUOTATIONS MODIFY VAT MENU
	020332 SALES SALES ORDERS MODIFY VAT MENU
	020565 SALES INVOICES MODIFY VAT MENU
	020721 SALES BILLING SCHEDULES MODIFY VAT MENU
	040229 PURCHASES QUOTES MODIFY VAT MENU
	040330 PURCHASES PURCHASE ORDERS MODIFY VAT MENU
	040651 PURCHASES PURCHASE INVOICES MODIFY VAT MENU
	040820 PURCHASES BILLING SCHEDULES MODIFY VAT MENU

Important

The VAT amount cannot be modified if the rate is at 0% or if the management object is not validated or booked.

The VAT amount automatically calculated by Akuiteo can be manually modified to get the desired amount for all the management objects in the Sales and Purchases modules.

- 1 From the **Lines** tab of a management object, right-click on the relevant line and click on **Modify VAT amount**.
- 2 Enter the desired VAT amount in the **Modify VAT amount** field.
- 3 Click on **Validate**.
 The VAT amount is automatically updated in the **Tax EUR** column. The after-tax amounts are automatically recalculated to match the new VAT amount. The line can now be identified with the indicator in the **Forced VAT** column.

To reset a line's VAT amount with a forced VAT, right-click on the relevant line, then click on **Reset VAT** and confirm the reset. The VAT amount will be recalculated based on the applied rate.

8.2 USING THE VAT DECLARATION ASSISTANT TOOL

Notes

There can be inconsistencies between the **Base excluding tax** and the **Tax due** amounts if the VAT amount was forced for some lines included in the CA3 proposal. These lines are displayed in red.

Charges marked as **Neutralized VAT** are excluded from the VAT declaration.

Reminder: your invoices must be validated; receipts and payments must be charged.

Calculation principles:

For invoice lines that are debits or fixed assets, the total amount at the invoice date will be taken into account, provided they were not included in a previous calculation.

For invoice lines that are receipts, the amount received at the charging date will be taken into account.

Example:

Invoice with 2 lines for a given period:

- 1 line with an ASSET regime with 100 euros for the pre-tax amount and a 20% VAT.
- 1 line with a RECEIPT regime with 100 euros for the pre-tax amount and a 20% VAT.
- There is a 150-euro payment for this invoice.

For the VAT, the following must be taken into account:

Base to take into account

Assets lines = 100 euros (total lines to declare).

Receipt lines = $150 \times (200/300) = 100$ euros for the receipt line (amount paid within the period).

VAT to declare

Assets lines = $100 \times 0,2 = 20$ euros (Base * VAT rate)

Receipt lines = $100 \times 0,2 = 20$ euros (Base * VAT rate)

A paid invoice is:

- any invoice with a charged receipt or disbursement
- any invoice marked as paid
- any invoice paid with a credit note
- any invoice paid with an FA account

Case 1: Invoices paid with a receipt / disbursement

Date to take into account: the charging date on the receipt lines

Amount: the amount on the receipt line

Case 2: Invoices marked as paid

This feature enables you to partially or totally pay an invoice without generating cash transactions.

Take into account the amount entered and the indicated payment date. To date, this information is not stored; you should therefore store it to be able to use it in the CA3 proposal:

- Paid amount
- Payment date

Each time an invoice is marked as paid:

- a receipt / disbursement is created;
- it is charged on the relevant invoice;
- it is marked as booked.

Case 3: Invoices paid with a standard or independent credit note

The VAT charged over debts means the VAT applied at the billing must be paid. A credit note can therefore force you to perform an adjustment for VAT overpayment.

This feature enables you to create a global or partial credit note from an invoice.


In this case, the credit note will be taken into account for debits and assets lines.

The date on the credit note will determine when the VAT can be charged.

The VAT amount on the debits and assets lines of the credit note will determine the VAT amount to declare.

Case 4: Invoices paid with an FA account

This feature enables you to pay the invoice via an accounting entry, with the SCGFC transaction code.

- 1** Go to **Accounting > Periodic works > CA3 proposal**.
- 2** Enter the period for checking management objects and validate. If Akuiteo detects a problem (payments to charge, etc.), you will receive an alert message and will be able to print the anomalies.
- 3** The **CA3 proposal** screen opens and you can check the information.
- 4** Click on the magnifying glass at the end of each line to display further details.
- 5** Click on **Pre-matching**, then on  to generate the entry related to VAT matching.
- 6** Click on **Centralization entry**.
- 7** Click on **Payment entry**. This feature enables you to define:

- The date of the entry to be created
- The cash journals (a help list suggests all the company's cash journals) to use and the amounts
- You must run a check to make sure the total sum of amounts equals the VAT amount to disburse
- Tax payable = Retrieve the amount calculated in line 28 of the CA3 proposal

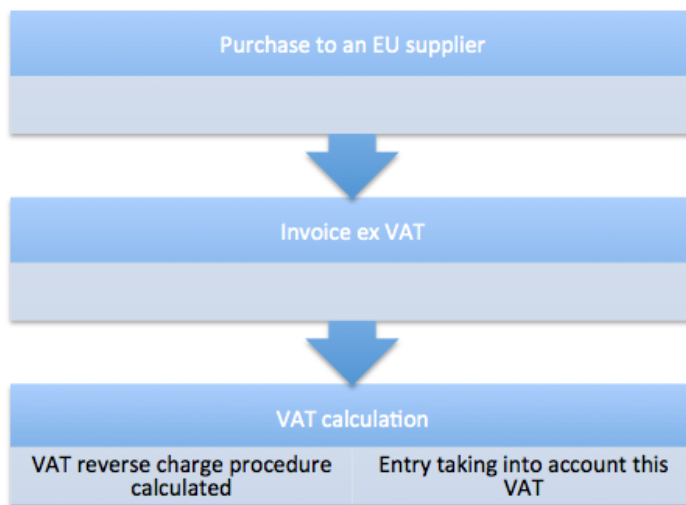
The following entries are generated:

- At debit: the account set up in the VAT declaration assistant as "Tax payable": the VAT amount to disburse
- At credit: a line per bank account with the entered amount

8.3 CARRYING OUT THE VAT REVERSE CHARGE

The customer who is subject to the VAT reverse charge must indicate on the VAT declaration line the total pre-tax amount of this reverse charge. The tax paid is deductible under the conditions of the common law.

The invoice related to the operations impacted by the reverse charge mechanisms does not have to specify the VAT due. However, it must indicate that the customer has already paid the due VAT and must be marked as "Charge procedure".



Prerequisites:


- In **Customer** and **Supplier** record sheets, the country determines the tax zone.
- The purchased product must have a VAT rate of 20% by default.

You must then:

- set up the report template for VAT reverse charge procedure, from **Tools > Setup > Reports setup > Accounting**.
- set up the VAT account to generate the reverse charge entry (by default 4452), from **Tools > Setup > General setup > Accounting > VAT management > VAT declaration assistant**, under the **Book-keeping Accounts** section.

- generate the reverse charge entry: an entry is automatically generated each time an invoice for a supplier whose country is marked as **EU** is validated.

To reverse the charge procedure for the VAT:

- 1** Go to **Accounting > Periodic works > Reverse charge procedure for VAT**.
- 2** Select the period to take into account, then click on . A list of invoices from EU and non-EU suppliers for the predefined period is displayed.
- 3** Check **Start printing** to get this result in printing format.

9 Managing doubtful customers

When a company's closing date is approaching, it is recommended to carry out accounting inventory works. One of the tasks to perform consists in assessing the inventory value of items, such as customers receivables resulting from recovery difficulties.

The company can decide to first mark the receivable as doubtful, then issue an accounting provision.

As a reminder, doubtful receivables are established receivables (known to the debtor) that a company has against customers of doubtful solvency or towards conflicting customers.

Doubtful receivables refer to the amount of debts which a company may fail to recover due to customers insolvency or conflicting invoices at the end of an accounting period.

For insolvent customers, the conflicting invoice(s) will no longer be paid; the receivable is therefore considered as irrecoverable.

Note

Before a debt is considered as irrecoverable, the customer must first be marked as doubtful. You cannot directly mark a customer's debt as irrecoverable.

9.1 SETTING UP THE MANAGEMENT OF DOUBTFUL CUSTOMERS

9.1.1 DMF

The following DMFs must be enabled:

0816** BANKING DOUBTFUL CUSTOMERS *

081601 BANKING DOUBTFUL CUSTOMERS CHANGE CUSTOMER TO DOUBTFUL

081602 BANKING DOUBTFUL CUSTOMERS CHANGE CUSTOMER TO NON-DOUBTFUL

081603 BANKING DOUBTFUL CUSTOMERS CHANGE CUSTOMER STATUS

081604 BANKING DOUBTFUL CUSTOMERS CHANGE INVOICE TO DOUBTFUL

081605 BANKING DOUBTFUL CUSTOMERS CHANGE INVOICE TO NON-DOUBTFUL

081606 BANKING DOUBTFUL CUSTOMERS CHANGE INVOICE STATUS

081607 BANKING DOUBTFUL CUSTOMERS DOUBTFUL INVOICES

081608 BANKING DOUBTFUL CUSTOMERS DOUBTFUL CREDIT NOTES

081609 BANKING DOUBTFUL CUSTOMERS DOUBTFUL CUSTOMER RECEIPTS

081610 BANKING DOUBTFUL CUSTOMERS CHANGE INVOICE TO IRRECOVERABLE

9.1.2 Setting up statuses

This step enables you to determine the statuses and accounts to use when generating entries for these statuses.

To do so, go to **Tools > Setup > General setup > Accounting > Doubtful customer - Status**.

Fill in the following information:

- Code
- Label
- End date: this date will enable you to render a status inactive
- Provision for depreciation of current assets: the help list displays class 6 accounts.
- Transfer of provisions for depreciation of current assets: the help list displays class 7 accounts.
- Provision for depreciation of accounts receivable: the help list displays class 4 accounts.
- Loan loss: the help list displays class 6 accounts.
- Doubtful control account: the help list displays all the collective accounts
- Journal (miscellaneous transaction type): the help list displays the miscellaneous transactions journals
- Project: the help list displays all internal projects

9.2 USING THE DOUBTFUL CUSTOMERS FEATURE

To use this feature, you must first report doubtful customers:

- 1** To do so, open a **Customer** record sheet and click on the **Finances** tab.
- 2** In the **Doubtful status** section, enter the following information:
 - Status: indicates the status (cannot be modified)
 - Status date: indicates the date when the customer was changed to "Doubtful" (cannot be modified).
 - Irrecoverable date: indicates the date when the customer was changed to "Irrecoverable" (cannot be modified).

This information will be used when searching for doubtful customers.

In the customers search results, you can do the following actions for multiple customers at once:

- Change the selected customers to doubtful
- Change the status
- Change the selected customers to non-doubtful

9.2.1 Changing the customer to doubtful

From the desired customer record sheet, go to **Edit > Accounting view > Doubtful account > Change the customer to doubtful**.

A window opens and enables you to enter a new status for the customer as well as a new date:

- Status: the list of status marked as **Doubtful**.
- Date: the current date by default (can be modified).
- Journal: by default, it is the journal specified in the status setup.

Thereafter, all invoices that will be issued on this doubtful customer will direct towards the doubtful control account.

This feature will:

- Mark the customer as doubtful
- Mark all unpaid invoices as **Doubtful**.
- Generating the journal entries necessary to change the customer's balance to doubtful

9.2.2 Changing the customer status

From the desired customer record sheet, go to **Edit > Accounting view > Doubtful account > Change the customer's status**.

A window opens and enables you to enter a new status for the customer as well as the date:

- Status: the list of status marked as **Doubtful**.
- Date: the current date by default (can be modified).
- Journal: by default, it is the journal specified in the customer record sheet then in the status setup.

Thereafter, all invoices that will be issued on this doubtful customer will direct towards the doubtful control account.

9.2.3 Changing the customer to non-doubtful

From the desired customer record sheet, go to **Edit > Accounting view > Doubtful account > Change the customer to doubtful**.

A window opens and enables you to enter a new status for the customer as well as the date:

- Date: the current date, by default (can be modified).
- Journal: by default, it is the journal specified in the customer record sheet then in the status setup.

This feature will:

- Unmark the customer as doubtful
- Unmark all unpaid invoices as "doubtful"
- Reverse the accounting entries to change the customer's balance to "non-doubtful".

9.3 USING THE DOUBTFUL INVOICES FEATURE

Open an **Invoice** record sheet and click on the **Information** tab, then fill in the fields in the Doubtful status section.

- Status
- Status date

- Provision amount
- Irrecoverable date

9.3.1 Changing the invoice to doubtful

From the desired invoice record sheet, go to **Edit > Doubtful account > Change the invoice to doubtful**.

This only applies when the invoice is not completely paid.

This feature will:

- Mark the invoice as doubtful.
- Generate the accounting entries needed to change the customer's balance to doubtful

9.3.2 Changing the invoice to non-doubtful

From the desired invoice record sheet, go to **Edit > Doubtful account > Change the invoice to not doubtful**.

This feature opens a window to enable you to enter the following information:

- Date: the current date, by default (can be modified).
- Journal: by default, it is the journal specified in the customer record sheet then in the status setup.

An entry will be generated per non-paid invoice, with a hyperlink to open the entry.

This feature will:

- Unmark all unpaid invoices as "doubtful"
- Unmark all unpaid invoices as "doubtful"
- Reverse the accounting entries to change the customer's balance to "non-doubtful".

9.3.3 Changing the invoice status

From the desired invoice record sheet, go to **Edit > Doubtful account > Change the invoice status**.

This feature will open a window to enable you enter a new status for the invoice as well as the date:

- Status: the list of Doubtful statuses.
- Date: the current date, by default (can be modified).
- Journal: by default, it is the journal specified in the customer record sheet then in the status setup.

All new invoices that will be issued on this doubtful customer will direct towards the doubtful control account.

9.3.4 Creating new invoices on a doubtful account

When creating invoices on a doubtful account, all the lines in your sales invoice must direct towards the doubtful control account.

All entries will therefore be generated on this doubtful control account.

Invoices will have to be marked as **doubtful** and the status date will be the invoice date.

9.4 MANAGING THE PROVISIONS

To manage provisions (grants and recoveries), go to **Accounting > Periodic works > Doubtful debt management**.

From the search results screen, you can perform the following actions:

9.4.1 Updating the provisioning percentage

The provisioning percentage can be updated for one or multiple lines at once.

This percentage enables you to set the debt amount to pay in.

The default percentage is 100%.

9.4.2 Updating the provisions

The search result displays a standard input column for the amount paid in, with the provision amount saved from the last accounting position.

By right-clicking on one or multiple lines, you have access to the **Change amount to pay in** and **Change percentage to pay in** features.

9.4.3 Updating the amounts all at once

The **Change amount to pay in** feature enables you to enter an amount in euros. Once saved, the value in the **Amount to pay in** column is automatically updated.

9.4.4 Updating the percentages all at once

The **Change the percentage to pay in** feature enables you to enter a percentage. Once saved, Akuiteo calculates the new paid in amount and the **Amount to pay in** column is automatically updated.

9.4.5 Updating the amount for a single line

You can enter the amount in euros directly in the table. Once saved, the value in the **Amount paid in** column is automatically updated.

9.4.6 Validating the provisions entered and generating accounting entries

You can validate the provisions from the header of the search results table. This will enable you to log the information in the table and generate accounting entries.

During the validation, a context window enables you to choose:

- an entry date;
- a journal; This field is linked to the list of miscellaneous transactions journal.
- a project.

Note

Selected lines can be modified.

9.5 IRRECOVERABLE DEBTS

Only doubtful receivables can be changed to irrecoverable. To do so, follow these two steps:

Step 1: Change to irrecoverable

This action can be performed:

- From a customer record sheet, via **Edit > Accounting view > Doubtful account > Change to irrecoverable**;
- From a customers search results, via the **Change to Irrecoverable** feature;
- From a sales invoice, via **Edit > Doubtful account > Change to irrecoverable**;
- From a sales invoices search results, via the **Change to irrecoverable** feature.

Choose an entry date and a journal. The Journal field is linked to the list of miscellaneous transactions journals.

Step 2: Recover provisions

This action must only be performed if there is an existing provision.

10 Checking the trial balance

In Akuiteo, you can access all customers or suppliers accounts via your trial balance.

It enables you to easily check the consistency between your general and subledger trial balances and dun customers with unpaid invoices depending on the expected payment date.

- 1** To open a trial balance, go to **Accounting > Reports > Trial balance**.
- 2** In the trial balance screen, select the information to display, hide or group and the type of trial balances to generate.
- 3** Press **Enter**. A result table is displayed.
- 4** Right-click and select **Show details of entries for account** to access the details about an entry.
- 5** Use a balance to compare fiscal years directly by clicking on **Accounting > Reports > Trial balances from last 5 accounting periods**.

11 Managing fixed assets

In Akuiteo, you can only manage linear and sliding scale amortization.

Prerequisites: you must have created a fixed asset journal within a miscellaneous transactions journal.

11.1 SETTING UP FIXED ASSETS

There are several actions to be performed in the **Setup** module.

Define the threshold and the journal

This enables you to define whether a purchased product will be a fixed asset (can be modified afterward in the lines of management objects).

- 1 Go to **Tools > Setup > General setup > Accounting > Fixed assets**.
- 2 Add the threshold.

Example

You want to enter a purchase invoice regarding a software, furniture, computer:

- If the amount of the invoice is less than the fixed asset threshold (in euros, pre-tax), Akuiteo links it to a cost account (general accounts).
- If the amount is more than the threshold (in euros, pre-tax), a fixed asset record sheet is automatically created.

Set fixed assets numbering

This enables you to automatically manage the numbering of your fixed assets.

Go to **Tools > Setup > General setup > Company > Automatic management objects numbering**.

Set up general accounts

This enables you to set up the accounts related to fixed assets.

Go to **Setup > General setup > Accounting > General accounts**.

Associate VAT rates

You must enter the VAT code in the relevant field beside the FA account field.

Go to **Tools > Setup > General setup > Accounting > VAT management > Tax codes and rates**.

Set up purchased products

- 1 Open a purchased product record sheet.

2 Fill in the following fields:

- Fixed asset account: it is the default account that will be displayed if your purchased product exceeds the threshold; by default, this list only suggests class 2 accounts.
- Type of fixed asset: Tangible, Intangible or Financial
- Amortization method
- Duration of amortization: 12/24/36...120 months

Fill in the supplier record sheet

1 Open a supplier record sheet from **Suppliers > Finances tab**.

2 Fill in the field for the Cap. asset control account.

Activate the following DMFs:

070714 ACCOUNTING SETUP CAPITAL ASSETS

071000 ACCOUNTING CAPITAL ASSETS *

071001 ACCOUNTING CAPITAL ASSETS MARK LINES AS CAPITAL ASSETS

071002 ACCOUNTING CAPITAL ASSETS SEARCH

071003 ACCOUNTING CAPITAL ASSETS NEW

071004 ACCOUNTING CAPITAL ASSETS MODIFY

071005 ACCOUNTING CAPITAL ASSETS DELETE

071006 ACCOUNTING CAPITAL ASSETS SELL CAPITAL ASSETS

071007 ACCOUNTING CAPITAL ASSETS IMPORT

071008 ACCOUNTING CAPITAL ASSETS PRINT

070836 ACCOUNTING PERIODIC WORKS / CAPITAL ASSETS

11.2 INCLUDING FIXED ASSETS IN MANAGEMENT OBJECTS

11.2.1 Creating lines

If the following conditions are met when entering a line in a management object:

- the selected purchased product is marked as "Can be considered fixed asset";
- the line's project is internal;
- the total amount of the line in the reference currency is more than or equal to the **automatic fixed asset recognition threshold** previously set up.


In this case:

- The **Recognized as fixed asset** box will be checked by default (can be modified).
- The line's account will be the one defined as the **fixed asset account** on the purchased product.
- The **Cap.asset control** account defined on the supplier record sheet will be used.

11.2.2 Validating the invoice

Validating the invoice means creating the fixed asset.

When validating one or several purchase invoices (one invoice or multiple ones), if the invoice has at least one fixed asset line, Akuiteo will create N number of fixed assets record sheets for each fixed asset line.

Once the invoice is validated, the  icon on the line indicates the fixed asset was successfully created, and enables you to quickly access it.

11.3 CREATING A FIXED ASSET MANUALLY

1 Go to **Accounting > Fixed assets** and start a search, then click on .

2 Fill in the following fields:

Source section

If your fixed asset was generated from an invoice, this section was automatically filled in. Otherwise, you only need select an invoice to fill in this section.

- Expected: enables you to indicate the fixed assets that will be used for simulations only.
- Invoice #: retrieves all the information from the invoice.
- Gross value: the value taken into account when calculating grants.
- Managed as WIP

Amortization section

This section enables you to specify all the items that will be used to calculate your grants:

- Is amortization possible?: enables you to specify whether the created asset will be amortized
- Commissioning: this date will be the reference date for calculating the grants
- To amortize: cannot be entered (gross value retrieved)
- Method: linear and sliding scale methods are available
- Type: Tangible, Intangible, Financial
- Duration: the amortization duration in months (up to 10 years)

Description section

This section enables you to identify your fixed asset:

- Label: the name of the fixed asset
- #: cannot be entered; it is automatically filled in using the automatic numbering.
- Serial number
- Internal #

- Item / Location / Site: the items set up from the **Help desk > Location** menu.
- Linked employee: the last owner, that is to say the employee who will use the associated fixed assets account.

Tracking to today section

This section allows you to see:

- the last annuity generated in the Accounting module
- the sum of effective amortizations
- the net present value

Data recovery section

This section enables you, when recovering data, to retrieve fixed assets items that have already been amortized. This data will be taken into account when calculating the grants.

Note

If a grant was generated in the accounting module, you will no longer be able to access it.

Amortization plan section

Table that displays the calculation of your fixed asset's grants in real time based on the information entered.

You can choose between an annual, half-yearly, quarterly or monthly view.

Quick search of entries linked to this fixed asset

From **Edit > Search entry lines linked to this fixed asset**, Akuiteo will display grants and transfer entries linked to this record sheet.

11.4 GENERATING AMORTIZATIONS

1 Go to **Accounting > Periodic works > Generating amortizations**.

2 Enter the status date and validate.

Akuiteo displays the list of fixed assets with no generated entry at the status date.

The screen includes the following columns:

- Year: from the 1st day of the accounting period.
- Period: from the last annuity that was generated or the start date (used for the generated entry).
- Fixes asset recognitions in progress: this column will only take into account the fixed assets that are managed as WIP and with a start date that precedes the status date.

11.5 TRANSFERRING OR SCRAPPING A FIXED ASSET

You can scrap or transfer a fixed asset from its record sheet. Go to **Edit > Transfer/Scrap** or **Scrapping**.

Two entries are generated:

- Amortizations expense until the scrap or transfer date.
- Transfer / Scrap entry.

Note

Entries related to payments and sales are managed in the **Sales** and **Banking** modules.

12 Publishing the financial reports and the balance sheet

Note

It is possible to set up the financial reports and the balance sheet for the ***** company so the setup is shared between all your companies.

To publish your financial reports and your balance sheet:

- 1** Go to **Setup > General setup > Accounting > Financial position statement**.
- 2** Depending on your needs, you can select either the balance sheet or the financial reports.
- 3** From the report screen, go to **Edit** and select **Start printing**.

13 Closing an accounting period

The following steps are required to close an accounting period:

13.1 CLOSING THIRD-PARTIES AND THEIR ACCOUNTS

When closing an accounting period, it is recommended to close the third-party accounts needed. All third-parties with whom you will no longer exchange during the next accounting period should be closed.

As such, projects related to those third-parties are completed and closed, and there will be no associated projects or financial flows during the next fiscal year. Therefore, there is no need to keep an active record sheet for those third-parties, nor a subledger account in the Accounting module.

13.1.1 Closing a customer account

- 1 Open the customer record sheet to close and go to **Edit > Accounting view > Close the account**.
- 2 In the screen, enter the account closing date and validate.

The accounts associated with the customer are closed and any link with this customer is deleted.

13.1.2 Closing a supplier account

- 1 Open the supplier record sheet to close and go to **Edit > Accounting view > Close the account**.
- 2 In the screen, enter the account closing date and validate.

By default, the third-party record sheet is hidden in the search results. However, by selecting **All** or **Closed** as search criteria, you can search for closed record sheets.

Note

Inactive third-parties can no longer be used to create a project or a management object. However, it is possible to make these third-parties active again. To do so, go to **Edit > Accounting view > Reopen account**.

13.1.3 Closing a subledger account

A subledger account can also be closed on an active third-party record sheet.

- 1 Go to **Tools > Setup > General setup > Accounting > Subledger accounts**.
- 2 Select the subledger account to close and start a search.
- 3 Open the account to close and go to **Edit > Close or Closure**.

When you close an account, it is automatically removed from help lists. It can no longer be linked to new objects. However, existing objects are kept.

Once an account is closed, it can no longer be used - even to validate existing objects.

13.1.4 Closing general accounts

The process is the same than for closing subledger accounts.


- 1 Go to **Tools > Setup > General setup > Accounting > General accounts**.
- 2 Select the general account to close and start a search.
- 3 Open the account to close and go to **Edit > Close** or **Closure**.

13.2 CREATING A NEW ACCOUNTING PERIOD

To be able to create a new accounting period, you must first close the previous one as the NF 203 standard prohibits the existence of two active accounting periods, except for transfer accounting periods.

You must create one accounting period per company. You can also do so by [Creating multiple accounting periods \(p. 38\)](#) if there is a significant number of companies.


Entries numbers are unique; you must therefore set entries range per company.

- 1 Go to **Tools > Setup > General setup > Accounting**.
- 2 Double-click on **Accounting periods** > .
- 3 Use the content in the **Number** field to determine the number for the first entry in your new accounting period. Ex: if 12005979 is the number used for the current 12th accounting period, you will create the 13th accounting period using 13000000.
- 4 Enter a code, the start and end dates of the new accounting period, then specify the entry number that you entered in the first step as the "Highest entries #".
- 5 Save.

13.3 CREATING MULTIPLE ACCOUNTING PERIODS

DMF	070851 ACCOUNTING PERIODIC WORKS OPEN ONE OR MULTIPLE FISCAL YEARS
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To help you easily create accounting periods for a significant number of companies, it is possible to open a new accounting period on multiple companies at once.

- 1 Go to **Accounting > Periodic works > Open one or multiple accounting periods**.
 The **Accounting period opening** window opens.
- 2 Fill in the following fields:

Field	Description
Code	Enter the code of the new accounting period. <div> Important There cannot be more than two opened accounting periods at the same time. If you enter a new code while two accounting periods are already opened, the creation process will not work. </div>
Label	Enter the label of the new accounting period.
Start date and End date	Enter the start and end dates for the new accounting period.
Prefix, Number and Length	Indicate the way entries will be numbered in the daybook.

- 3** In the **Accounting period opening** section, select the relevant companies for the creation of a new accounting period.

The table displays all the companies set up. Check the corresponding box in the first column to select one or multiple companies. From the column's header, click on ▼ then **Select all** or **Unselect all** to check or uncheck all the companies at once.

The table displays each company's N-1 and N accounting periods. If an accounting period is closed, the **Closed** label is added next to the accounting period's code. The **Chart of accounts Current year** column displays the status of the chart of accounts for the current accounting period (N).

- 4** Click on **Create selected accounting periods**.

↳ A new accounting period is created for each selected company. The creation process runs in the background but its progress can be followed from the **Accounting period opening** screen: once processed, each line is updated. If a line is in error, the details of this error are displayed in the **Details** column.

Note

From **General setup > Accounting > Accounting setup**, you can specify an email address and set up the way consistency in the chart of accounts for subledger accounts must be checked.

When subledger accounts are created, the creation process will be checked (according to setup) and an email will be sent to the address specified if an error occurs.

13.4 SETTING UP THE NUMBERING OF MANAGEMENT OBJECTS

Reminder: You must change the way management objects are numbered for all sales and purchase journals, as well as for all the companies.

- 1 To do so, go to **Tools > Setup > General setup > Accounting > Purchasing journals** and **Sales journals**.
- 2 Search for the desired journal and modify it.
- 3 In the **Management object numbering** section, delete all the information in the **Accounting period (n)** column:
- 4 Cut all the content in the **Accounting period (n+1)** column and paste it in the **Accounting period (n)** column. The **Accounting period (n+1)** column is now empty.
- 5 In the **Accounting period (n+1)** column, fill in all objects' numbers by a comparable numbering.
Ex: if you have 1300420 in the **Accounting period (n)** column, you can enter 1400000 in the **Accounting period (n+1)** column.

13.5 SETTING UP AUTOMATIC NUMBERINGS

Depending on your use of Akuiteo, it is possible to automate the numbering for some objects such as projects, factoring delivery notes, opportunities, and so on.

If this numbering includes the accounting periods in the prefix or counter, then you will have to update these items.

Important

This operation must be done at the beginning of the year or the accounting period as it will be effective as soon as the update is saved.

- 1 Go to **Tools > Setup > General setup > Company > Automatic management objects numbering** and start a search.
- 2 Update the numbering of management objects. Ex: if the project code includes the number of the accounting period, open the line with the "AFF" code and modify the numbering.

13.6 GENERATING CARRY FORWARDS

This step enables you to close an accounting period and automatically generate the temporary carry forward entry.

Prerequisites:

- all your entries must be validated (except the simulation journal);
- the matching must be done;
- the bank reconciliation must be done.

13.6.1 Setting up carry forwards

Akuiteo generates an entry for non-validated carry forwards. The characteristics of this entry are defined in the setup.

- 1 Go to **Tools > Setup > General setup > Accounting > Carry-forward**.

- 2 Indicate a **Default carry-forward journal** that automatically feeds the **Reversing account number** associated with the carry forward journal.
- 3 Save.

Reminder: the carry forward journal is a **miscellaneous transactions journal** with the **Carry-forward journal** type.

13.6.2 Generating carry forwards

- 1 Go to **Accounting > Periodic works > Closing of an accounting period > Generation of carry-forward**.
- 2 Enter the accounting periods to carry forward and to open, as well as the carry forward journal.
- 3 Select the general or subledger accounts to process.
- 4 Fill in the required fields and click on **Edit > Generation of carry-forwards**. You can repeat this operation multiple times but only new items will be processed.
- 5 Check the amount displayed for the accounting period and validate.
- 6 Confirm or reject the update of the matching and checking processes for the accounting period to close and validate.

The generation of carry forwards starts. Once carry forwards are generated, you must check the balances.

- 1 Go to **Accounting > Periodic works > Closing of an accounting period > Control account balance**.
- 2 Enter the accounting period to close and validate.
- 3 In the report screen, print your balance control.

The report displays the account balances for the accounting period to close, the account balance for carry forwards on the new accounting period and the difference between both amounts. The difference must always be equal to 0. If this is not the case, it means that there are anomalies (matching, missing reconciliations, etc). The final validation of carry forwards can only be done once all differences equal 0.

You can perform the following actions from **Accounting > Periodic works > Closing of an accounting period**.

- Cancellation of carry-forward: it enables you to delete the generated carry forward entries.
 - Validation of carry-forward: it enables you to validate the generated carry forward entries.
 - Definitive closing: it enables you to generate the result entry and to close the accounting period.
- The 120000 account must exist in the general accounts.

13.7 CREATING THE CLOSING DATES CALENDAR

To access the closing dates calendar, go to **Setup > General setup > Project > Closing calendar**.

A table is displayed with all the closing dates (month + year) of a management object.

Standard case

A management object that matches the following rule is automatically blocked:

Management object date <= Closing date <= Current date

System date or current date	Management object date		
	07/02	07/28	07/31
07/02	✓ (authorized)	✓	✓
07/28	✗ (blocked)	✗	✓
07/31	✗	✗	✓

Table 1: Closing date: **07/28/2014**

- For quotations, quotes and orders, the validation is blocked.
- For deliveries and invoices, the creation is blocked.

Specific case - DECALE_DTARRETE application control

This application control enables some users to create management objects after the closing date; the number of days of the additional period is defined in the setup.

To do so, you must:

- Activate the DECALE_DTARRETE application control. The number of days (full day) that will be added to the closing date is specified in the Info 1 field.
- Add the DMF 090134 to the relevant users.

Specific case - BLOQUE_DTARRETE application control

A management object that matches the following rule is automatically blocked:

Closing date <= Current date

System date or current date	Management object date		
	07/02	07/28	07/31
07/02	✓ (authorized)	✓	✓
07/28	✗ (blocked)	✗	✗
07/31	✗	✗	✗

Table 2: Closing date: **08/08/2014**