



akuiteo

BUSINESS SOFTWARE

User Guide

BANKING

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1 Preface

1.1 REVISIONS

| | |
|-------------------|--|
| Revision 2 | Published in January 2022 <ul style="list-style-type: none">• Minor corrections. |
| Revision 1 | Published in November 2021 <ul style="list-style-type: none">• Fully updated the Making a bank reconciliation report (p. 38) chapter and added the Setting up and using Akuiteo Connect to automatically create bank statements (p. 48) sub-chapter.• Added new chapter for Charging multiple cash movements at once on invoices (p. 54). |

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 Entering and validating receipts and disbursements

Once you have booked your invoices and validated your entries, you can now generate receipts or disbursements.

Receipts and disbursements are cash movements. As a reminder, the amount on a receipt is positive and the amount on a disbursement is negative.

Undefined receipts and disbursements are movements linked to third-parties that are not referenced in Akuiteo. For example: URSSAF payment, receipt of a CPAM bank transfer, etc.

These screens can be accessed via **Banking > Customer receipts/Supplier receipts** or **Banking > Customer disbursements/Supplier payments**.

3.1 EXAMPLE: 1 CHECK = 1 INVOICE

The customer sends a check.

- 1** Go to **Management > Sales > Invoices** and start a search for the customer's unpaid invoices.
- 2** From the invoice, go to **Edit > Cash the invoice in EURO**.
- 3** In the **Cash the invoice in EURO** screen, enter the following information under the **Accounting characteristics**:
 - Accounting period: the journal for the accounting period.
 - Bank journal: the bank account.
- 4** Enter the following information under the **Payment receipt properties**:
 - Method of payment: automatically displays the associated remittance number (incremented as a counter).
 - Bank / Place / Comment: free fields for information purposes.
 - Reference #: the check reference number.
- 5** Validate the receipt. The **Customer receipt # XXXX** record sheet is displayed.

A booked receipt is created.

From this screen, you can use a direct link to the accounting entry that includes the account and invoice numbers.

3.2 EXAMPLE: 1 CHECK = 3 INVOICES

The customer sends a check for 3 invoices at once.

- 1** Go to **Management > Sales > Invoices** and start a search for unpaid invoices.

- 2** From the list of unpaid invoices, click on the icon for **Quick receipts**.
- 3** In the **Cash the invoice in EURO** screen, fill in the fields as described in the example above.
- 4** Check the **Group by customer** box.

A receipt is created for all the invoices.

In the invoice history, you must find the following information:

- Balance in EUR = 0
- Total Payments = Total amount on the invoice

3.3 EXAMPLE: 1 INCOMPLETE CHECK = 3 INVOICES

The check sent by the customer does not cover all the invoices: the customer agrees to pay the software installation and the data transfer, but is reluctant to pay for the maintenance as it seems insufficient.

In this case, everything is done manually.

Go to **Banking > Customer receipts** > .

Note

You will not be able to create a receipt if the feature to block charging on non-validated invoices is enabled in the setup.

Option 1

- 1** Click on the **Banking** module and choose the relevant type.
- 2** Enter the cash movement by specifying the bank journal, the date of the transaction as indicated on your bank statement, the third-party, the amount, the payment method and the checks reference number.
- 3** Accept the charging of the invoices in the dialog box.
- 4** Click on the **Amount** column and enter the amounts.
- 5** Save.

Option 2

- 1** From the invoice, start a search for **Not Paid** invoices.
- 2** In the search result, open the relevant invoice.
- 3** Go to **Edit > Cash the invoice in EURO**.

Option 3

- 1** From the invoice, start a search for **Not paid** invoices.

- 2 In the search result, select your invoices and click directly on the **Quick receipts** icon.

3.4 NEUTRALIZING THE VAT

| | |
|-----|---|
| DMF | 080116 BANKING CUSTOMER RECEIPTS NEUTRALIZE VAT |
|-----|---|

This feature enables you to neutralize the VAT when charging from a customer / supplier receipt or disbursement. Lines with **Neutralized VAT** are excluded from VAT declarations.

- 1 From the receipt or disbursement, click on the **Charging** tab.
- 2 Right-click on the desired line, then click on **Neutralize VAT**.
- 3 Confirm.

↳ The indicator in the **Neutralized VAT** column is now checked.

To remove the **Neutralized VAT** indicator, right-click on the desired line, click on **Mark VAT as not neutralized**, then confirm.

4 Making SEPA bank transfers, direct debits and advance payments

4.1 SETTING UP SEPA INFORMATION

You must set up the following information:

4.1.1 The cash journal and the direct debits / bank transfers

You must create one or several cash journals that will be used for direct debits or bank transfers.

- 1 To do so, go to **Tools > Setup > General setup > Accounting > Cash journals**.
- 2 Update the bank details from the **Cash journal** tab.
- 3 From the **Bank transfers/withdrawals** tab, enter information about the direct debits / bank transfers linked to the cash journal:
 - Enter the sold-to-party number for the direct debit or bank transfer (given by the bank).
 - Enter the next order number (required).
 - Specify the path where the transfer file will be generated. Do not include the file name in the path.

4.1.2 The direct debit mandate

You must set up the Unique Mandate Reference (UMR or RUM in the software).

- 1 Go to **Tools > Setup > General setup > Company > Automatic management objects numbering**.
- 2 In the **Type** field, enter RUM (required).
- 3 In the **Prefix** field, enter a number made up of 35 characters max, with no blank space or latin character.

Note

Only open mandates can be used for direct debits.

4.1.3 The company record sheet

- 1 Go to **Tools > Setup > General setup > Company > Company**.
- 2 In the **SCI** field, enter the SEPA Creditor ID.

4.1.4 The customer record sheet for direct debits

You must update the payment terms of the **Prélèvement** type as well as the bank details for all the customers who are likely to pay via direct debits.

- 1 Open your customer's record sheet and click on the **Finances** tab.
- 2 Under **Terms and conditions**, select **Prélèvement** from the drop-down menu.
- 3 Update your customer's bank details.

4.1.5 The supplier record sheet for bank transfers


You must update the transfer terms of the **Virement** type for all the suppliers who are likely to be paid via bank transfers.

- 1 Open your supplier's record sheet and click on the **Finances** tab.
- 2 Under **Terms and conditions**, select **Virement** from the drop-down menu.
- 3 Update your supplier's bank details.

4.1.6 The batch for many direct debits

It is advised to set up the relevant batch when you have a lot of direct debits to make. It enables you to generate payments as a background task without having an impact on the direct debits generation.

To do so:


- 1 Enable the BATCH_PRELEV application control on the company in charge of the direct debits, then restart Akuiteo.
- 2 Create a dedicated user for this direct debit batch. E.g.: USBATCHDEBIT. It will enable you to block any modification on an invoice with a pending direct debit.
- 3 Go to **Tools > Setup > Batches > Batch creation and modification** > . Create your batch, select **GenererPrelevements** and specify the code of the dedicated user.

4.2 MAKING A SEPA DIRECT DEBIT

4.2.1 Creating a mandate

There are two ways to create a mandate:

Creating a new mandate directly

- 1 Go to **Banking > Direct debit mandates** > .
- 2 Fill in the following fields:

- Customer
- Customer site: if the mandate must be linked to the bank account details of the customer site
- Payment Type: Recurrent or Occasional
- State code: Draft (by default) / Open / Deactivated / Revoked / Expired
- SDD Core: check the box if the debtor is a private individual
- Date, Send date, Date signed and Due date
- UMR: number automatically generated by Akuiteo after saving. You can also directly enter the UMR if the DMF 081408 is enabled.
- Activation, Deactivation and Expiry dates
- First date: the first SEPA direct debit that was issued and processed for this mandate, even if there is already national direct debits - issued and accepted - for this mandate.

If the type is **Recurrent**:

- Opening receipt: the link to the receipt that generated the FIRST.
- Closing receipt: the link to the receipt that generated the LAST.

If the type is **Occasional**:

- Receipt: the link to the receipt (ONE OFF) of the mandate.

You cannot create a new mandate if there is already a draft or open mandate for the customer (or customer site, depending on the context).

Creating a mandate from the customer record sheet or site

From a customer record sheet, the direct debit mandates tab enables you to access and create direct debit mandates for this customer (to be displayed from the user preferences).

From the customer site, the direct debit mandates tab enables you to access and create direct debit mandates for this customer.

Note

To be able to modify a mandate, you must enable the **DMF 081403 BANKING MANDATES MODIFY**.

To be able to delete a mandate, you must enable the **DMF 081404 BANKING MANDATES DELETE** (feature only active for draft mandates).

4.2.2 Managing the mandate

Activating a mandate

Note

Akuiteo will send you a warning message if the invoice billing site (or the customer) does not have an open mandate.

Once the mandate is created, you must activate it to be able to make direct debits. This feature is only available for draft mandates.

- 1 Enable the **DMF 081405 BANKING MANDATES ACTIVATE**.
 - 2 Use one of the following features to activate the mandate:
 - From a mandate, go to **Edit > Activate the mandate**.
 - From the mandates search results, right-click on a selection of mandates, then select **Activate the selected credit debit mandates**.
- ↳ The **Activation date** field is automatically updated with the current date.

Modifying the sequence

For occasional mandates, only the ONE-OFF value is available for the sequence.

For recurrent mandates, the FIRST / RECURRENT / LAST values are available:

- FIRST is applied by default if the mandate is open and there has never been direct debits.
- RECURRENT is applied if the mandate is open and the FIRST sequence has already been used.
- LAST can be manually applied for the last direct debit on the recurrent mandate.

Deactivating a mandate

This action enables you to deactivate a mandate without having to wait for the last direct debit for example. This feature is only available for draft mandates.

- 1 Enable the **DMF 081406 BANKING MANDATES FORCE DEACTIVATION**.
 - 2 Use one of the following features to deactivate the mandate:
 - From the mandate, go to **Edit > Force deactivation of the mandate**.
 - From the mandates search results, right-click on a selection of mandates, then select **Force deactivation of the selected mandates**.
- ↳ The deactivation date is automatically updated with the current date.

Making a mandate expire

- 1 Enable the **DMF 081407 BANKING MANDATES MAKE EXPIRE**.
- 2 From the mandate, go to **Edit > Cause the mandate to expire**.

4.2.3 Searching for direct debits

In this screen, you can search for the direct debits to generate:

- 1 Go to **Banking > Batch reports and batch processing > Direct debits**.

↳ The **Direct debits** search screen opens and a search is automatically started. The search results therefore displays the list of all the direct debits to generate, from all the cash journals.
- 2 Enter the desired search criteria:

- **Cash journal:** help list with all the active cash journals, to filter your search according to the journal linked to the direct debit.
- **Created by:** help list with all the active employees, to filter your search according to the employee who initiated the direct debit.
- **Status:** Enables you to filter your results based on the status of the direct debits (validated or in progress).

3 Start the search.



↳ The search results display a line per direct debit matching the specified criteria.

Tip

The **In Progress** column displays, for each line, the total amount of direct debits on the same cash journal and at the same transaction date, to make sure the daily amount of direct debits has not been reached.

4.2.4 Creating a direct debit

To create a new direct debit with the different due dates to be paid:


- 1 Click on  in the action bar of the direct debits search results, or on  in the action bar of the **Direct debits** search screen.
- 2 Fill in the following fields:

| Field | Description |
|-----------------------|--|
| Label | Specify the label of the direct debit. |
| Cash journal | Select the cash journal linked to the direct debit from the help list. The selected cash journal must be correctly set up for bank transfers and direct debits. |
| Operation date | Enter the transaction date of the direct debit. |

- 3 Click on **Validate**.

↳ The empty direct debit is created and is automatically displayed on the screen.

4.2.5 Entering direct debits

From the search results, select the desired direct debits, then click on  in the action bar to open the direct debits input screen. You can select and display up to 5 different direct debits, that are linked to different cash journals and employees.




From the input screen, each direct debit is displayed separately in its own table, with the lines corresponding to the due dates that are linked to the direct debit. If the table is empty, you must add the desired invoices.



To make a direct debit, you must:

1. add the desired due dates in the direct debit;
2. validate the direct debit;
3. generate the SEPA file;
4. generate the direct debits in order to settle the invoices with a pending direct debit, to create the customer payments charged on the relevant invoices and to generate the payment entry in the cash journal.

Managing the direct debits

The features available to manage direct debits can be accessed at the top right of each table:


| Function | Description | |
|--|--|---|
|  | DMF | 081132 BANKING AUTOMATIC PAYMENTS MODIFY DIRECT DEBIT |
| | <p>Note</p> <p>A validated direct debit cannot be modified.</p> <p>Enables you to modify the label, the cash journal or the transaction date of the direct debit.</p> <p>If you modify the header of a direct debit, the input screen is updated to only display the modified direct debit.</p> | |
|  | <p>Enables you to add due dates to the direct debit.</p> <p>Reference</p> <p>For more information, refer to Adding due dates to a direct debit (p. 18).</p> | |
| ✓ or ✗ | DMF | 081113 BANKING AUTOMATIC PAYMENTS VALIDATE DIRECT DEBIT |
| | | 081115 BANKING AUTOMATIC PAYMENTS CANCEL DIRECT DEBIT VALIDATION |
| Enables you to validate or cancel the validation for the direct debit. | | |
|  | DMF | 081121 BANKING AUTOMATIC PAYMENTS GENERATE SEPA DIRECT DEBIT FILE |
| | | 081122 BANKING AUTOMATIC PAYMENTS GENERATE SEPA DIRECT DEBIT FILE AGAIN |
| <p>Note</p> <p>The file can only be generated if the direct debit is validated.</p> <p>Enables you to generate the SEPA direct debit file, that includes the due dates added in the relevant table. You must select the location to save the generated file.</p> <p>This SEPA file can be generated again, if needed.</p> | | |

| Function | Description | | |
|---|---|-----|---|
|  | <p>Note</p> <p>The SEPA file must be generated before you can generate the direct debits.</p> <p>Enables you to generate the direct debits for the relevant customers.</p> <p>When the direct debits are generated:</p> <ul style="list-style-type: none"> the relevant invoices are no longer pending for direct debit and are settled; one or multiple customer payments are created and charged on the relevant invoices; a payment entry is generated in the cash journal and this entry is matched with the invoice entry. <p>Regarding the direct debit mandate:</p> <ul style="list-style-type: none"> For the lines with a FIRST sequence, the Opening receipt field is updated on the mandate with the generated receipt number. For the lines with a LAST sequence, the Closing receipt field is updated on the mandate with the generated receipt number. For the lines with a ONE OFF sequence: <ul style="list-style-type: none"> the Receipt field is updated on the mandate with the generated receipt number; the mandate is deactivated; an expiry date is added to the mandate. | | |
|  | <table border="1"> <tr> <td>DMF</td><td>081117 BANKING AUTOMATIC PAYMENTS DELETE DIRECT DEBIT</td></tr> </table> <p>Note</p> <p>A validated direct debit cannot be deleted.</p> <p>Enables you to delete the direct debit and to automatically remove it from the input screen.</p> | DMF | 081117 BANKING AUTOMATIC PAYMENTS DELETE DIRECT DEBIT |
| DMF | 081117 BANKING AUTOMATIC PAYMENTS DELETE DIRECT DEBIT | | |

Adding due dates to a direct debit

Note

You can only add lines to a direct debit for direct debits that are not validated.

- From the direct debits input screen, click on  at the top right of the table for the relevant direct debit.
 - The invoices search screen for SEPA direct debits opens. This screen enables you to search for:
 - non-paid booked sales invoices with a payment method by direct debit;
 - non-charged receipts.
- Enter the desired search criteria then start the search.
 - The results list displays the lines matching the search criteria.

Note

In the **Status** column:

- The icon ✓ is displayed for due dates that are not already included in a direct debit.
- The icon ▲ is displayed and the line is in red if the BIC and IBAN numbers are not correctly entered in the record sheet of the customer linked to the invoice. In this case, the line can still be added to the direct debit.
- The icon ➡ is displayed and the line is in bold if the line has already been added to a direct debit. In this case, the line cannot be selected.

3 Check the due dates to add, then:

- click on  in the action bar.
- right-click on the table and click on **Add selected due dates to direct debit**.

➡ Checked lines are added to the relevant direct debit.

Managing the due dates in a direct debit

Note

If the direct debit is validated, the following features are no longer available.

Right-click on one or multiple lines in the same direct debit:

| Function | Description | | | |
|---------------------------|--|--|-----|--|
| Delete the selected lines | Enables you to delete the selected line(s) in a direct debit. | | | |
| Add a payment address | <p>Enables you to change the address of the site to be used as the payment address for the selected line:</p> <ul style="list-style-type: none">• If there are several addresses, check the desired line.• If there is only one line, this address is selected with no other possible choice. <p>The addresses available are the addresses of the sites linked to the invoice customer and for which the Payment address box is checked in the Use of the site section.</p> <p>To access this feature, you can also double-click on the desired line.</p> | | | |
| Transfer | <table><tr><td>DMF</td><td>081120 BANKING AUTOMATIC PAYMENTS MOVE DIRECT DEBIT LINE</td></tr></table> <p>Enables you to transfer one or multiple lines to another direct debit in the input screen.</p> <p>In the window, select the target Direct debit from the drop-down list. This drop-down list displays all the direct debits that are in progress (not validated) and which are displayed in addition to the source direct debit in the input screen.</p> | | DMF | 081120 BANKING AUTOMATIC PAYMENTS MOVE DIRECT DEBIT LINE |
| DMF | 081120 BANKING AUTOMATIC PAYMENTS MOVE DIRECT DEBIT LINE | | | |

4.3 MAKING A SEPA BANK TRANSFER

4.3.1 Searching for bank transfers

In this screen, you can search for the bank transfers to generate:

1 Go to **Banking > Batch reports and batch processing > Bank transfers**.

↳ The **Bank transfers** search screen opens and a search is automatically started. The search results therefore displays the list of all the bank transfers to generate, from all the cash journals.

2 Enter the desired search criteria:

- **Cash journal:** help list with all the active cash journals, to filter your search according to the journal linked to the bank transfer.
- **Created by:** help list with all the active employees, to filter your search according to the employee who initiated the bank transfer.
- **Status:** Enables you to filter your results based on the status of the bank transfers (validated or in progress).

3 Start the search.



↳ The search results display a line per bank transfer matching the specified criteria.

Tip

The **In Progress** column displays, for each line, the total amount of bank transfers on the same cash journal and at the same transaction date, to make sure the daily amount of bank transfers has not been reached.

4.3.2 Creating a bank transfer

To create a new bank transfer with the different due dates to pay:

1 Click on  in the action bar of the bank transfers search results, or on  in the action bar of the **Bank transfers** search screen.


2 Fill in the following fields:

| Field | Description |
|-----------------------|---|
| Label | Specify the label of the bank transfer. |
| Cash journal | Select the cash journal linked to the bank transfer from the help list. The selected cash journal must be correctly set up for bank transfers and direct debits. |
| Operation date | Enter the transaction date of the bank transfer. |

3 Click on **Validate**.

↳ The empty bank transfer is created and is automatically displayed on the screen.

4.3.3 Entering bank transfers

From the search results, select the desired bank transfers, then click on  in the action bar to open the bank transfers input screen. You can select and display up to 5 different bank transfers, that are linked to different cash journals and employees.






From the input screen, each bank transfer is displayed separately in its own table, with the lines corresponding to the due dates that are linked to the bank transfer. If the table is empty, you must add the desired invoices.





To make a bank transfer, you must:

1. add the desired due dates in the bank transfer;
2. validate the bank transfer;
3. generate the SEPA file;
4. generate the payments in order to create the supplier payments, to pay the relevant invoices and to generate the payment entry in the cash journal.

Managing the bank transfers

The features available to manage bank transfers can be accessed at the top right of each table:

| Function | Description | |
|--|---|--|
|  | DMF | 081131 BANKING AUTOMATIC PAYMENTS MODIFY BANK TRANSFER |
| | Note A validated bank transfer cannot be modified. | |
| | Enables you to modify the label, the cash journal or the transaction date of the bank transfer. If you modify the header of a bank transfer, the input screen is updated to only display the modified bank transfer. | |
|  | Enables you to add due dates to the bank transfer. | |
| | Reference For more information, refer to Adding due dates to a bank transfer (p. 22) . | |
|  or  | DMF | 081109 BANKING AUTOMATIC PAYMENTS VALIDATE BANK TRANSFER |
| | | 081110 BANKING AUTOMATIC PAYMENTS CANCEL BANK TRANSFER VALIDATION |
| | Enables you to validate or cancel the validation for the bank transfer. | |
|  | DMF | 081107 BANKING AUTOMATIC PAYMENTS GENERATE SEPA FILE FOR BANK TRANSFERS |
| | | 081111 BANKING AUTOMATIC PAYMENTS GENERATE SEPA BANK TRANSFER FILE AGAIN |

| Function | Description | | |
|---|--|-----|--|
| | <p>Note</p> <p>The file can only be generated if the bank transfer is validated.</p> <p>Enables you to generate the SEPA bank transfer file, that includes the due dates added in the relevant table. You must select the location to save the generated file.</p> <p>This SEPA file can be generated again, if needed.</p> | | |
|  | <p>Enables you to publish the relevant bank transfer with the desired report template.</p> <p>The publishing option can only be used before the payments are generated.</p> | | |
|  | <p>Enables you to send the relevant bank transfer by email to the suppliers of the linked invoices.</p> <p>You can only send an email if:</p> <ul style="list-style-type: none"> the bank transfer is validated; the SEPA file is generated; a contact marked as Payment rcpt. is set up on the supplier record sheet. | | |
|  | <p>Note</p> <p>The SEPA file must be generated before you can generate the payments.</p> <p>Enables you to generate the payments for the relevant suppliers.</p> <p>When the payments are generated:</p> <ul style="list-style-type: none"> the relevant invoices are no longer pending for bank transfer and are paid; one or multiple supplier payments are created and charged on the relevant invoices; a payment entry is generated in the cash journal and this entry is matched with the invoice entry. | | |
|  | <table border="1"> <tr> <td>DMF</td><td>081108 BANKING AUTOMATIC PAYMENTS DELETE BANK TRANSFER</td></tr> </table> <p>Note</p> <p>A validated bank transfer cannot be deleted.</p> <p>Enables you to delete the bank transfer and to automatically remove it from the input screen.</p> | DMF | 081108 BANKING AUTOMATIC PAYMENTS DELETE BANK TRANSFER |
| DMF | 081108 BANKING AUTOMATIC PAYMENTS DELETE BANK TRANSFER | | |


Adding due dates to a bank transfer

Note

You can only add lines to a bank transfer for bank transfers that are not validated.

To be added to a bank transfer:

- Invoices with a payment authorization must have a percentage of more than 0%.
- Invoices must be validated.

1 From the bank transfers input screen, click on  at the top right of the table for the relevant bank transfer.

↳ The invoices search screen for SEPA bank transfers opens. This screen enables you to search for:




- non-paid booked purchase invoices with a payment method by bank transfer;
- non-charged disbursements.

2 Enter the desired search criteria then start the search.

↳ The results list displays the lines matching the search criteria.

Note

In the **Status** column:

- The icon  is displayed for due dates that are not already included in a bank transfer.
- The icon  is displayed and the line is in red if the BIC and IBAN numbers are not correctly entered in the record sheet of the supplier linked to the invoice. In this case, the line can still be added to the bank transfer.
- The icon  is displayed and the line is in bold if the line has already been added to a bank transfer. In this case, the line cannot be selected.

3 Check the due dates to add, then:

- click on  in the action bar.
- right-click on the table and click on **Add selected due dates to bank transfer**.

↳ Checked lines are added to the relevant bank transfer.

Managing the due dates in a bank transfer

Note

If the bank transfer is validated, the following features are no longer available.

Right-click on one or multiple lines in the same bank transfer:

| Function | Description |
|----------------------------------|--|
| Delete the selected lines | Enables you to delete the selected line(s) in a bank transfer. |
| Add a payment address | Enables you to change the address of the site to be used as the payment address for the selected line: <ul style="list-style-type: none"> • If there are several addresses, check the desired line. |

| Function | Description | | |
|----------------------------------|---|-----|---|
| | <ul style="list-style-type: none"> If there is only one line, this address is selected with no other possible choice. <p>The addresses available are the addresses of the sites linked to the invoice supplier and for which the Payment address box is checked in the Use of the site section.</p> <p>To access this feature, you can also double-click on the desired line.</p> | | |
| Modify the selected lines | <p>Enables you to modify the economic reason linked to the selected due date(s).</p> <p>Reasons are set up via General setup > Sales > Economic reasons for bank transfers (central bank).</p> | | |
| Transfer | <table border="1"> <tr> <td>DMF</td><td>081112 BANKING AUTOMATIC PAYMENTS MOVE BANK TRANSFER LINE</td></tr> </table> <p>Enables you to transfer one or multiple lines to another bank transfer in the input screen.</p> <p>In the window, select the target Bank transfer from the drop-down list. This drop-down list displays all the bank transfers that are in progress (not validated) and which are displayed in addition to the source bank transfer in the input screen.</p> | DMF | 081112 BANKING AUTOMATIC PAYMENTS MOVE BANK TRANSFER LINE |
| DMF | 081112 BANKING AUTOMATIC PAYMENTS MOVE BANK TRANSFER LINE | | |

4.4 MAKING A SEPA ADVANCE PAYMENT

4.4.1 Searching for advance payments

In this screen, you can search for the advance payments to generate:

1 Go to **Banking > Batch reports and batch processing > Advance payments**.

↳ The **Advance payments** search screen opens and a search is automatically started. The search results therefore displays the list of all the advance payments to generate, from all the cash journals.

2 Enter the desired search criteria:

- **Cash journal:** help list with all the active cash journals, to filter your search according to the journal linked to the advance payment.
- **Created by:** help list with all the active employees, to filter your search according to the employee who initiated the advance payment.
- **Status:** Enables you to filter your results based on the status of the advance payments (validated or in progress).

3 Start the search.



↳ The search results display a line per advance payment matching the specified criteria.

Tip

The **In Progress** column displays, for each line, the total amount of advance payments on the same cash journal and at the same transaction date, to make sure the daily amount of advance payments has not been reached.

4.4.2 Creating an advance payment

To create a new advance payment with the different suppliers:


- 1 Click on  in the action bar of the advance payments search results, or on  in the action bar of the **Advance payments** search screen.
- 2 Fill in the following fields:

| Field | Description |
|-----------------------|---|
| Label | Specify the label of the advance payment. |
| Cash journal | Select the cash journal linked to the advance payment from the help list. The selected cash journal must be correctly set up for bank transfers and direct debits. |
| Operation date | Enter the transaction date of the advance payment. |

- 3 Click on **Validate**.

↳ The empty advance payment is created and is automatically displayed on the screen.

4.4.3 Entering advance payments

From the search results, select the desired advance payments, then click on  in the action bar to open the advance payments input screen. You can select and display up to 5 different advance payments, that are linked to different cash journals and employees.








From the input screen, each advance payment is displayed separately in its own table, with the lines corresponding to the suppliers that are linked to the advance payment. If the table is empty, you must add the desired suppliers.


To make an advance payment, you must:

1. add the desired suppliers in the advance payment;
2. validate the advance payment;
3. generate the SEPA file;
4. generate the payments in order to create the supplier payments and to generate the payment entry in the cash journal.

Managing the advance payments

The features available to manage advance payments can be accessed at the top right of each table:


| Function | Description | |
|--|--|--|
|  | DMF | 081133 BANKING AUTOMATIC PAYMENTS MODIFY ADVANCE PAYMENT |
| | <p>Note</p> <p>A validated advance payment cannot be modified.</p> <p>Enables you to modify the label, the cash journal or the transaction date of the advance payment.</p> <p>If you modify the header of an advance payment, the input screen is updated to only display the modified advance payment.</p> | |
|  | <p>Enables you to add suppliers to the advance payment.</p> <p>Reference</p> <p>For more information, refer to Adding suppliers to an advance payment (p. 27).</p> | |
|  or  | DMF | 081114 BANKING AUTOMATIC PAYMENTS VALIDATE ADVANCE PAYMENT |
| | | 081116 BANKING AUTOMATIC PAYMENTS CANCEL ADVANCE PAYMENT VALIDATION |
| | <p>Enables you to validate or cancel the validation for the advance payment.</p> | |
|  | DMF | 081128 BANKING AUTOMATIC PAYMENTS GENERATE SEPA ADVANCE PAYMENT FILE |
| | | 081129 BANKING AUTOMATIC PAYMENTS GENERATE SEPA ADVANCE PAYMENT FILE AGAIN |
| | <p>Note</p> <p>The file can only be generated if the advance payment is validated.</p> <p>Enables you to generate the SEPA advance payment file, that includes the suppliers added in the relevant table. You must select the location to save the generated file.</p> <p>This SEPA file can be generated again, if needed.</p> | |
|  | <p>Enables you to publish the relevant advance payment with the desired report template.</p> <p>The publishing option can only be used before the payments are generated.</p> | |
|  | <p>Note</p> <p>The SEPA file must be generated before you can generate the payments.</p> <p>Enables you to generate the payments for the relevant suppliers.</p> <p>When the payments are generated:</p> <ul style="list-style-type: none"> • one or multiple supplier payments are created; | |

| Function | Description | |
|---|---|--|
| | <ul style="list-style-type: none"> a payment entry is generated in the cash journal. | |
|  | DMF | 081118 BANKING AUTOMATIC PAYMENTS DELETE ADVANCE PAYMENT |
| | <p>Note</p> <p>A validated advance payment cannot be deleted.</p> | |
| | Enables you to delete the advance payment and to automatically remove it from the input screen. | |

Adding suppliers to an advance payment

Note

You can only add lines to an advance payment for advance payments that are not validated.

- 1 From the advance payments input screen, click on  at the top right of the table for the relevant advance payment.




↳ The suppliers search screen for SEPA advance payments opens. This screen enables you to search for suppliers and employees.

- 2 Enter the desired search criteria then start the search.


↳ The results list displays the lines matching the search criteria.

Note

In the **Status** column:

- The icon  is displayed for suppliers that are not already included in an advance payment.
- The icon  is displayed and the line is in red if the BIC and IBAN numbers are not correctly entered in the record sheet of the supplier. In this case, the line can still be added to the advance payment.
- The icon  is displayed and the line is in bold if the line has already been added to an advance payment. In this case, the line can still be added to other advance payments.

- 3 Check the suppliers to add, then:

- click on  in the action bar.
- right-click on the table and click on **Add selected suppliers**.

↳ Checked lines are added to the relevant advance payment.

Note

If the advance payment is validated, the following features are no longer available.

Right-click on one or multiple lines in the same advance payment:

| Function | Description | | |
|----------------------------------|---|-----|---|
| Delete the selected lines | Enables you to delete the selected line(s) in an advance payment. | | |
| Add a payment address | <p>Enables you to change the address of the site to be used as the payment address for the selected line:</p> <ul style="list-style-type: none">• If there are several addresses, check the desired line.• If there is only one line, this address is selected with no other possible choice. <p>The addresses available are the addresses of the sites linked to the supplier and for which the Payment address and By default boxes are checked in the Use of the site section.</p> <p>To access this feature, you can also double-click on the desired line.</p> | | |
| Modify the selected lines | Enables you to enter the amount of the advance payment for the selected supplier(s). This amount is then displayed in the Advance amount column of the input screen. | | |
| Transfer | <table border="1"><tr><td>DMF</td><td>081119 BANKING AUTOMATIC PAYMENTS MOVE ADVANCE PAYMENT LINE</td></tr></table> <p>Enables you to transfer one or multiple lines to another advance payment in the input screen.</p> <p>In the window, select the target Advance payment from the drop-down list. This drop-down list displays all the advance payments that are in progress (not validated) and which are displayed in addition to the source advance payment in the input screen.</p> | DMF | 081119 BANKING AUTOMATIC PAYMENTS MOVE ADVANCE PAYMENT LINE |
| DMF | 081119 BANKING AUTOMATIC PAYMENTS MOVE ADVANCE PAYMENT LINE | | |

4.5 REMINDER

Can I modify my bank details if a mandate exists?

To simplify SEPA direct debits in Akuiteo, it is not possible to modify the bank details of a customer or a customer site when there is an open mandate.

Therefore, the solution is to create a new mandate each time the debtor's bank details are modified.

When I generate direct debits, the customer is marked as **FIRST** but I have already made **SEPA direct debits** on this customer. Shouldn't it be **RECURRENT**?

The first **FIRST** direct debit receipt has been manually deleted. Therefore, the **FIRST** date is empty.

By manually modifying the mandate's **FIRST** date, the next direct debit will be **RECURRENT**.

What does "The sequence must be the same for all direct debits" message mean?

Banks do not allow mixing data within the same direct debit. That is why you must first generate a file for the FIRST, then a file for the RECURRENT.

5 Making international advance payments and bank transfers

International bank transfers are used to pay suppliers that cannot be paid with SEPA bank transfers (e.g: suppliers in the USA). It is the same process to select invoices, generate transfer files and payments than the one for SEPA bank transfers.

The bank transfer can be done using foreign currencies or in euros.

5.1 SETTING UP INTERNATIONAL BANK TRANSFERS

Before making an international bank transfer, you must first set up the following parameters:

Application control

- 1 Go to **Tools > Setup > General setup > Special parameters > Management rules** and enable **FOU_RIBINT**. The **International bank details** will now be displayed in the supplier record sheet.
- 2 Restart Akuiteo to take the control into account.

Economic reasons for bank transfers

- 1 Go to **General setup > Sales > Economic reasons for bank transfers (central bank)** and create at least one reason, by specifying a code, a label and a rank number.
- 2 Check the **By default** box and save.

Bank transfers

- 1 Go to **General setup > Accounting > Cash journals** and check whether bank transfers and direct debits are correctly set up for the relevant cash journal.

Note

The bank journal must be in the same foreign currency.

- 2 Go to **Reports setup > Banking** and create a bank transfer template suited for international bank transfers.

Modifying the supplier record sheet

- 1 Open a supplier record sheet via **People > Suppliers**.
- 2 Under the **International bank details** tab, fill in the beneficiary section and check **Default bank details**.

- 3 Under the **Finances** tab, select **Virement devise** for the terms and conditions, even if the international bank transfers are in EUR.
- 4 Save the supplier record sheet.

Modifying purchase invoices

The payment method for purchase invoices created after the setup will automatically be in **Virement devise**.

Make sure to modify the existing invoices.

5.2 MAKING AN INTERNATIONAL BANK TRANSFER

International bank transfers are made via **Banking > Batch reports and batch processing > International bank transfers**.

The process to make international bank transfers is exactly the same than for SEPA bank transfers.

Reference

For more information, refer to [Making a SEPA bank transfer \(p. 20\)](#).

When the bank transfer is in CURRENCY - such as USD / exchange rate

Example of a purchase invoice received on 01/01/YY. Payment made on 03/07/YY:

| Date | Exchange rate | Pre-tax amount in USD | Pre-tax amount in EUR |
|----------|---------------|-----------------------|-----------------------|
| 01/01/YY | 1.36 | 450 | 330.88 |
| 03/01/YY | 1.40 | 450 | 321.43 |

You generate the disbursement with the values of the table below:

- Date = 03/07/YY
- Currency = USD 1.40
- Amount in currency = USD -450
- Amount in EUR = EUR -321.43

When charging, the purchase invoice of USD 450 is marked as paid. There are still 9.45 euros to be charged on the disbursement = 321.43 – 330.88 that will be paid using the FA payment feature.

- The accounting entry linked to the supplier disbursement is in USD with the exchange rate applicable at the transfer date.
- The accounting entry linked to the charging of invoices is in EUR with the exchange rate saved on the invoice.

5.3 MAKING AN INTERNATIONAL ADVANCE PAYMENT

International advance payments are made via **Banking > Batch reports and batch processing > International advance payments**.

The process to make international advance payments is exactly the same than for SEPA advance payments.

Reference

For more information, refer to [Making a SEPA advance payment \(p. 24\)](#).

6 Managing the payables


You can enter **payables**, i.e. the amount of money that the company must settle at a given due date. Creating a payables journal per bank is not required.

To access this screen, go to **Banking > Payables**.


6.1 CREATING A PAYABLE JOURNAL

Important

You must create a payable journal per bank.

- 1 To do so, go to **Tools > Setup > General setup > Accounting > Cash journals** > .
- 2 Enter the information about the journal.
- 3 Under the **Bank details** section, carefully fill in the accounting account field that will be used for creation and payment entries of the draft.
- 4 Select **Payable** under the **Journal type** section.
- 5 Save.

6.2 CREATING A PAYABLE


- 1 Go to **Banking > Payables** > .
- 2 Fill in the fields about the payable.
- 3 Save.

At this stage, you can charge your payable on the relevant invoice(s) or wait for the draft payment.

An accounting entry is automatically created once the payable is saved.

6.3 PAYING A PAYABLE

This step enables you to generate the payment entry. It consists in creating an undefined third-party disbursement on a bank journal.

- 1 From a payable record sheet, go to **Edit > Pay the draft**. The **Accounting** tab is displayed. An undefined third-party disbursement is created with the **EF Bank draft** type, with a charging that suggests an entry with a debit line for the 403000 account (defined on the payable journal).
- 2 Click on  at the top right of the screen to enter the reverse entry in the relevant bank account, then save.

After charging, you get:

- A receipt matching your payable.
- An undefined third-party receipt matching your draft payment.


You can then charge the draft on your purchase invoice, from the draft's **Charging** tab.

- 3 From the payable record sheet, go to **Edit > Print the draft** to publish it.

Note

To be able to publish the payable, you must have set up a **Bank draft** report template.

6.4 PAYING MULTIPLE PAYABLES AT ONCE

- 1 Go to **Banking > Batch reports and batch processing > Payables > Edit > Payables list**.
- 2 In the window, enter the due date and check the box if you need a subtotal.
- 3 Validate.
- 4 From the search results of the payables list, right-click and select **Multiple drafts payments**.
- 5 Enter the accounting parameters in the window. This step will create the undefined third-party receipt for all the payables.
- 6 Click on  at the top right of the table to publish multiple payables at once.

Note

A standard report template is available.

7 Managing the receivables


You can enter **receivables**, i.e. a payment that has not immediately been settled by a customer, but only after the payment period has passed. A receivable journal must be created per bank.

To access this screen, go to **Banking > Receivables**.


7.1 CREATING A RECEIVABLE JOURNAL

Important

You must create a receivable journal per bank.

- 1 To do so, go to **Tools > Setup > General setup > Accounting > Cash journals** > .
- 2 Enter the information about the journal.
- 3 Under the **Bank details** section, carefully enter the following information:
 - The remittance clearing account (e.g. 511).
 - The linked bank account on which the receivable will be paid.
 - The remittance number.
- 4 Select **Receivable** under the **Journal type** section.
- 5 Save.

7.2 CREATING THE RECEIVABLE

- 1 Go to **Banking > Receivables** > .
- 2 Fill in the fields about the receivable.
- 3 Save.

You can now charge your receivable to the relevant invoice(s) or wait for the draft payment.

An accounting entry is automatically created once the receivable is saved.

7.3 ASSIGNING BANK ACCOUNT DETAILS

It is possible to add a dunning address to the draft if the bank account details on the receivable are different from the ones in the customer record sheet.

- 1 You must have previously created **Dunning** sites for the receivable's customer.
- 2 From the **Receivable** record sheet, go to **Edit > Assign banking account details (payment address)**.

- 3 Select the dunning address in the screen that displays.
- 4 Validate.

7.4 CASHING IN A RECEIVABLE

Four steps are necessary.

7.4.1 Entering into receipts

- 1 Go to **Banking > Batch reports and batch processing > Receivables on due date > 1 Enter into receipts**.
- 2 Specify the due date and the journal in the window that displays, then validate.
- 3 In the search results, right-click on the relevant line and select **Remit to bank**.

An **Undefined third-party** cash movement is created. This generates an entry from the receivable account to the remittance clearing account.

7.4.2 Generating the withdrawal order file

- 1 Go to **Banking > Batch reports and batch processing > Receivables on due date > 2 Generate withdrawal order file**.
- 2 In the window that opens, enter the file name and the location where the withdrawal order file must be saved, then validate.

7.4.3 Printing the waybill

- 1 Go to **Banking > Batch reports and batch processing > Receivables on due date > 3.Print waybill**.
- 2 In the window that opens, select the journal and the remittance number, then validate.
- 3 In the printing screen, select the relevant template and start the printing.

7.4.4 Marking as paid

- 1 Go to **Banking > Batch reports and batch processing > Receivables on due date > 4 Mark as paid**.
- 2 In the window that opens, select the journal and the remittance number, then validate.

This operation will generate an entry from the remittance clearing account to the linked bank account (set up in the cash journal).

Only one entry will be generated on the linked bank account for the remittance of receivables (instead of generating one per received draft) in order to simplify bank checking.

Note

If the account set up on the journal is linked to a cash journal, the entry will be generated on the relevant journal; otherwise, it will be generated on the receivable journal.

8 Making a bank reconciliation report

The bank reconciliation can be done automatically or manually.

8.1 RECONCILING AUTOMATICALLY

You can perform an automatic or semi-automatic checking based on a bank statement import. It enables you to perform the following actions:

- Import bank statements per bank journal. These statements are logged and linked to a processing state code.
- Reconcile bank entries with the relevant statement. You can dynamically create the missing receipts / disbursements and directly populate your accounting using entry templates.
- Track all checking operations between entries and statements. The imported file is automatically associated.

How are the lines automatically reconciled?

To automatically reconcile a statement line with a non-reconciled Akuiteo entry:

1. First, Akuiteo searches for an exact match on the date (+ or - n days, depending on the specified difference in number of days), and on the amount (debit or credit).
2. If several lines are found with an exact match on the date (with or without the difference days) and the amount, Akuiteo then searches for a match between the **Label** then the **wording (cont.)** of the statement line and the **Label** of the entry.

How is the third-party automatically identified for the statement lines?

To find a match between a statement line and a third-party in Akuiteo, during the import of a bank statement:

1. A match is searched between the invoice number specified and the **Label, wording (cont.), Comment, Discount reference** and **Sold-to-party account** columns of the non-reconciled lines. If a match is found with an unpaid invoice in Akuiteo, the customer or supplier associated with the invoice will be entered in the **Third party call name** column.
2. If there is no match found with the invoice number, Akuiteo then searches for a match between the **Reference on bank statement** specified in Akuiteo's third-party record sheets and the **Label, wording (cont.), Comment, Discount reference** and **Sold-to-party account** columns of the non-reconciled lines. If a match is found, the customer or supplier will be entered in the **Third party call name** column.

8.1.1 Setting up the bank statements management

- 1 Enable the following DMFs:

| | | | |
|--------|------------|-----------------|---|
| 0711** | ACCOUNTING | BANK STATEMENTS | BANK STATEMENTS |
| 071101 | ACCOUNTING | BANK STATEMENTS | IMPORT |
| 071102 | ACCOUNTING | BANK STATEMENTS | MODIFY |
| 071103 | ACCOUNTING | BANK STATEMENTS | DELETE |
| 071104 | ACCOUNTING | BANK STATEMENTS | RECONCILIATION FROM BANK STATEMENT |
| 071105 | ACCOUNTING | BANK STATEMENTS | CANCEL RECONCILIATION FROM BANK STATEMENT |
| 071106 | ACCOUNTING | BANK STATEMENTS | PRINT RECONCILIATION FROM BANK STATEMENT |
| 071107 | ACCOUNTING | BANK STATEMENTS | BALANCE WITH ACCOUNTING ENTRIES |
| 071108 | ACCOUNTING | BANK STATEMENTS | GENERATE CASH MOVEMENTS |
| 071109 | ACCOUNTING | BANK STATEMENTS | UPDATE THIRD-PARTY RECORD SHEET |
| 071110 | ACCOUNTING | BANK STATEMENTS | UPDATE ENTRY TEMPLATE |
| 071111 | ACCOUNTING | BANK STATEMENTS | GENERATE SINGLE ENTRY |
| 071112 | ACCOUNTING | BANK STATEMENTS | GENERATE MULTIPLE ENTRIES |

2 Set up the cash journals from the **General setup > Accounting > Cash journals:**

- In the **Checking on digital statement** section, check the **Enable checking on digital statement** box and select the **Statement import format** from the drop-down list.
- In the **Path pointing to the transfer file** section, specify the directory where bank statements will be stored, without including the file name in the access path.

↳ If a cash journal is specified when bank statements are imported, the import format and the access path are automatically retrieved depending on the journal setup.

3 If you want to use Akuiteo Connect to retrieve bank transactions and automatically create bank statements in Akuiteo, refer to [Setting up and using Akuiteo Connect to automatically create bank statements](#) (p. 48).

4 In the customer and supplier record sheets, fill in the **Reference on bank statement** in the **Terms and conditions** section of the **Finances** tab. By default, the customer or supplier's call name is filled in.

↳ During the automatic reconciliation, all the statement lines including these references will therefore be associated with the customers/suppliers.

5 If needed, set up the entry templates from the **General setup > Accounting > Cash entry templates**.

References

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

For more information about using cash entry templates, refer to [Using cash entry templates \(p. 46\)](#).

8.1.2 Searching for or importing a bank statement

To make a reconciliation, you must import a bank statement or open a statement already imported in Akuiteo.

Importing a bank statement

- 1 Go to **Accounting > Bank reconciliation > Bank statement management**.
- 2 From the search screen, go to **Edit > Import a statement**.
- 3 In the import window, fill in the following information:

| | |
|----------------|--|
| Journal | <p>Select the cash journal from the help list.</p> <p>If a journal is specified:</p> <ul style="list-style-type: none">• only the lines of the file that are on the journal's account will be imported,• the IBAN set up in the journal is automatically filled in,• the file import Format set up in the journal is automatically selected. <p>If you do not specify a journal, all the lines of the selected file will be imported and Akuiteo will create as many bank statements as there are account numbers identified in the file.</p> |
| IBAN | Select a cash Journal to automatically fill in this field with the IBAN set up in the journal. |
| Format | <p>Select the import format from the drop-down list:</p> <ul style="list-style-type: none">• Akuiteo Connect - To automatically retrieve bank transactions and create statements in Akuiteo. For more information, refer to Setting up and using Akuiteo Connect to automatically create bank statements (p. 48). <div>Important A bank statement created from Akuiteo Connect cannot be deleted.</div> <ul style="list-style-type: none">• CAMT053 - To select a file in a CAMT053 format (053.001.02).• CFONB 120 - To select a file in a CFONB 120 format. <div>Note If an import format is set up in the cash journal, the format will be selected by default if this Journal is specified.</div> |
| File | If you select the CAMT053 or CFONB 120 Format , click on ... to open the file explorer and |

| | |
|---|---|
| | select the file to import. |
| Automatic reconciliation during import | <p>When the box is checked, the lines of the file are automatically reconciled with the non-reconciled Akuiteo entries during the import.</p> <p>When the box is not checked, the bank statement is imported with no reconciliation and you can check the lines before starting the automatic reconciliation.</p> |

4 Click on **Validate**.

↳ One or several bank statements are created in Akuiteo and are directly opened in the Application Desktop. The imported file is associated with the created statement(s).

Searching for an existing statement

From **Accounting > Bank reconciliation > Bank statement management**, fill in the desired search criteria then start the search. The results window displays the list of existing bank statements matching the specified criteria. Double-click on a statement to open it.

8.1.3 Making a bank reconciliation

Reconciling automatically the lines of a statement

1 From the desired bank statement, go to **Edit > Automatic Reconciliation**.

2 In the reconciliation screen, fill in the following information:

| | |
|-------------------------------------|--|
| Checking date | Enter the checking date for the reconciliation. By default, the most recent date among the statement lines is filled in. |
| Difference in number of days | Fill in the number of days tolerated as a difference between the entry date and the statement line date. |

3 Click on **Validate**.

↳ The statement lines are automatically reconciled. The reconciled lines are listed in the **Reconciled lines** tab. From this tab, click on a statement line in the **Reconciled Statement lines** table to show the details of the associated entries in the **Reconciled Akuiteo entries** table. If the automatic reconciliation could not reconcile all the statement lines, the remaining lines are displayed in the **General** tab.

Reconciling manually the lines of a statement

1 From the **General** tab of the desired bank statement, check the lines to reconcile in the **Non-reconciled Statement lines** table and make them match with the lines in the **Unreconciled Akuiteo entries** table.

Tip

To check or uncheck multiple lines at once, select the lines of your choice, right-click on the selection then click on **Check/Uncheck all selected lines**. You can therefore confirm whether or not you want to reconcile the selected lines to the current reconciliation. If you click on **No**, the lines will be added to a new reconciliation.

- 2 Once the statement lines are selected with the matching entries, fill in the **Checking date** at the bottom right of the screen and click on **Validate**.
- 3 If the total amount of the statement lines is the same for the accounting entries, confirm the validation.

↳ The statement lines and the accounting entries are reconciled and are added in the **Reconciled lines** tab. From this tab, click on a statement line in the **Reconciled Statement lines** table to show the details of the associated entries in the **Reconciled Akuiteo entries** table.

Canceling the reconciliation of statement lines

- 1 From the **Reconciled lines** tab of the desired bank statement, select one or several lines in the **Reconciled Statement lines** table.
- 2 Right-click on the selection then click on **Unvalidate the reconciliation lines**.

↳ The selected lines and the corresponding Akuiteo entries are not reconciled anymore and are now displayed in the **General** tab.

8.1.4 Creating receipts and disbursements from the third-party

From the non-reconciled lines of a statement, it is possible to automatically create the missing receipts or disbursements. The information on the statement line are used to automatically create the expected cash movement:

- If it is a **Debit (EUR)** amount, a disbursement will be created.
- If it is a **Credit (EUR)** amount, a receipt will be created.
- Depending on the third-party specified in the **Third party call name** column, the created receipt or disbursement will be a customer, a supplier or an undefined third party one.

You can create receipts and disbursements one by one from a statement line, or create multiples ones at once by selecting several lines.

Creating a single movement for a defined third-party

- 1 From the **General** tab of the desired bank statement, right-click on the line with a missing cash movement from the **Non-reconciled Statement lines** section. For this line, a customer or a supplier must be specified in the **Third party call name** column.
- 2 Depending on the information specified in the statement line, click on the corresponding option:
 - **Create customer receipt** or **Create customer disbursement** if a customer is specified in the **Third party call name** column,

- **Create supplier receipt** or **Create supplier disbursement** if a supplier is specified in the **Third party call name** column.

↳ The receipt or disbursement is automatically created in Akuiteo from the information of the statement line and is displayed in the **Unreconciled Akuiteo entries** section. The statement line is directly reconciled with this new entry and you only have to validate the reconciliation.

Creating multiple movements for a defined third-party

- 1 From the **General** tab of the desired bank statement, select the desired lines from the **Non-reconciled Statement lines** section. For the selected lines, a customer or a supplier must be specified in the **Third party call name** column.

Note

If there is no third-party defined for one or several lines, it will impossible to generate the cash movements.

- 2 Right-click on the selection and click on **Generate cash movements**.

↳ The receipts or disbursements are automatically created in Akuiteo from the information of the selected lines. They are created on the customer-side if a customer is specified in the **Third party call name** column, and on the supplier-side if a supplier is specified. Each receipt or disbursement is displayed in the **Unreconciled Akuiteo entries** section. The selected lines are directly reconciled with these new entries and you only have to validate the reconciliation.

Creating movements for an undefined third-party

If there is no third-party specified in the **Third party call name** column, it is possible to create a receipt or a disbursement for an undefined third-party.

- 1 From the **General** tab of the desired bank statement, select one or several lines from the **Non-reconciled Statement lines** section and right-click on the selection.
- 2 Depending on the information specified in the selected lines, click on the corresponding option:
 - **Create undefined third party receipt** if the selected lines all have a credit amount or if the lines total is a credit amount,
 - **Create undefined third party disbursement** if the selected lines all have a debit amount or if the lines total is a debit amount.
- 3 In the creation window, fill in the following fields:

| Field | Description |
|-----------------------|--|
| Amount | Amount which cannot be modified and is specified automatically by adding up the credit and debit amounts of the selected lines. |
| Operation date | Fill in the date for saving the entry in the accounting. By default, the most recent date among the selected lines is filled in. The operation date cannot be after the statement's end date. |

| Field | Description |
|--------------------|--|
| Drawer name | Fill in the name of the third-party associated with this receipt or disbursement. By default, the label of the selected line (or of the line with the highest amount if multiple lines are selected) is filled in. |
| Document | Fill in the number of the invoice paid by the receipt or disbursement. |

4 Click on **Validate**.

↳ The screen of the undefined third-party receipt or disbursement opens automatically in modification mode.

5 To fill in the receipt or disbursement, you must balance the accounting entry from the **Reversal** tab and break down the amounts of the selected lines in the statement over the desired accounts.

6 Once the entry is balanced, save the receipt or disbursement.

↳ The bank statement screen is automatically displayed. The receipt or disbursement is displayed in the **Unreconciled Akuiteo entries** section. The statement lines are directly reconciled with this new entry and you only have to validate the reconciliation.

8.1.5 Settling with accounting entries

After a bank statement has been imported, there can sometimes be a difference between a statement line and the accounting when reconciling. The user can settle these differences with accounting entries directly from the bank reconciliation screen.

Note

This feature of settling with accounting entries is only available if a difference is found in the bank reconciliation.

1 From the **General** tab of the desired bank statement, right-click on the desired line in the table of **Non-reconciled Statement lines**, then click on **Settle with accounting entry**.

2 In the settling window, fill in the journal and the operation date.

3 Select the type of difference.

The types available depend on the accounts specified when setting up payment differences, that can be accessed from **General setup > Banking > Payment difference**.

4 Click on **Validate**.

If the selected difference has another type than **Other**, the generated entry has the following characteristics:

| | |
|---------|----------------------------------|
| Journal | Journal specified in the window. |
|---------|----------------------------------|

| | |
|--------------------------|--|
| Entry date | Date specified in the window. |
| Transaction code | SCRAP |
| Debit account | Account associated with the statement's cash journal. |
| Credit account | Account determined based on the type of difference selected in the window: <ul style="list-style-type: none"> • If the difference is positive: the account set up for the type of payment difference in the Costs column • If the difference is negative: the account set up for the type of payment difference in the Products column |
| Document | Matching. |
| Debit EUR and Credit EUR | Difference value. |

If the selected difference has the **Other** type, the generated entry has the following characteristics:

| | |
|------------------|--|
| Journal | Journal specified in the window. |
| Entry date | Date specified in the window. |
| Transaction code | SCRAP |
| First line | The first line is filled in with the following information: <ul style="list-style-type: none"> • Account: the account associated with the statement's cash journal • Document: the matching • If the difference is positive > Credit EUR: the difference value • If the difference is negative > Debit EUR: the difference value |

When the entry input screen is saved, the bank line generated by the entry is automatically reconciled with the selected line(s). The matching will be: M + current matching number. Therefore, the user just has to validate the bank reconciliation.

8.1.6 Updating the bank reference of a third-party

The bank reference can be updated from a bank statement in order to update this reference in the related third-party record sheet as well as to update, in the non-reconciled lines of the statement, the associated third-party for each line depending on the new reference.

- 1 From the **General** tab of the desired bank statement, right-click on a line in the table of **Non-reconciled Statement lines**, then click on **Update third-party record sheet**.

Note

The selected line has no impact on the feature, since no information is pre-filled in the window and the third-party is only modified for the selected line if the new bank reference matches it.

- 2 In the window, select the **Customer** or the **Supplier** to update from the help list, then enter the new **Bank statement reference**.
- 3 Click on **Validate**.

↳ The **Reference on bank statement** is updated in the **Finances** tab of the related customer or supplier record sheet. In the bank statement screen, the third-parties are computed again based on the new reference: if a match is found with the **Label, wording (cont.), Comment, Discount reference** and **Sold-to-party account** columns of the non-reconciled lines, the customer or supplier will automatically be specified in the **Third party call name** column.

8.1.7 Using cash entry templates

During the bank reconciliation, statements can include transactions that regularly come back and that will never generate a cash movement because it does not settle an invoice, for example account fees or loan payments.

In this case, it is possible to associate a cash entry template with a non-reconciled line in a statement. This entry template is set up with the information of one or several accounts and can therefore be used to directly generate entries in the accounting. Each template is also associated with a bank statement reference to be automatically specified on the corresponding non-reconciled lines.

Reference

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

Adding the entry template in a bank statement

During the import of a bank statement, the entry templates set up on the connection company and on ***** can be automatically associated with the non-reconciled lines. A match is searched between the **Bank statement reference** set up in the template and the **Label, wording (cont.), Comment, Discount reference** and **Sold-to-party account** columns of the non-reconciled lines. If a match is found, the template will be entered in the **Entry template** column.

You can also manually enter this entry template: from the **General** tab of the desired bank statement, fill in the **Entry template** from the help list of the desired line in the table of the **Non-reconciled Statement lines** section.

Updating the bank reference of an entry template

The bank reference can be updated from a bank statement in order to update this reference in the related entry template setup as well as to update, in the non-reconciled lines of the statement, the associated template for each line depending on the new reference.

- 1 From the **General** tab of the desired bank statement, right-click on a line in the table of **Non-reconciled Statement lines**, then click on **Update entry template**.

Note

The selected line has no impact on the feature, since no information is pre-filled in the window and the template is only modified for the selected line if the new bank reference matches it.

- 2 In the window, select the **Entry template** to update from the help list, then enter the new **Bank statement reference**.

3 Click on **Validate**.

↳ The **Bank statement reference** is updated in the setup of the related entry template. In the bank statement screen, the entry templates are computed again based on the new reference: if a match is found with the **Label, wording (cont.), Comment, Discount reference** and **Sold-to-party account** columns of the non-reconciled lines, the template will automatically be specified in the **Entry template** column.

Generating a single entry from the entry template

1 From the **General** tab of the desired bank statement, select a line in the table of **Non-reconciled Statement lines**. The selected line must be associated with an **Entry template**.

2 Right-click on the selection, then click on **Generate single entry**.

↳ The new entry screen opens and is filled in automatically. The header and the lines of the entry are generated based on the associated entry template.

3 Check and modify the information of the new entry if needed, then save it.

Note

If several accounts are set up in the cash entry template, you must break down the amount of the cash movement over the different accounts.

↳ The entry is saved in the accounting and is automatically reconciled with the related statement line.

Generating multiple entries from entry templates

1 From the **General** tab of the desired bank statement, select multiple lines in the table of **Non-reconciled Statement lines**. The selected lines must be associated with an **Entry template**.

Important

If one of the selected lines has an entry template set up with multiple accounts, you will not be able to generate multiple entries at once.

2 Right-click on the selection, then click on **Generate multiple entries**.


↳ The corresponding entries are automatically generated in the accounting. In the bank statement screen, the generated entries are displayed in the **Unreconciled Akuiteo entries** section and are automatically reconciled with the selected statement lines.

3 Validate the reconciliation.

8.2 RECONCILING MANUALLY

Once you start a bank reconciliation, Akuiteo checks whether there are still non-validated entries.

1 Go to **Accounting > Bank reconciliation > Manual checking of an EUR account**.

- 2 Select the journal and the account number on a given period, then the statement balance, and validate. The entries to check and the reconciled entries are displayed in a table.
- 3 Double-click on the lines to reconcile. The information in format X MM/DD/YYYY (X and date) is displayed in the **Reconciliation** column.
- 4 Double-click on the line once again to cancel the reconciliation.
- 5 If you want to reconcile a remittance number, select it from **Edit > Checking options > Select a remittance**.
- 6 Once the reconciliation is done, click on  to validate.
- 7 Print the reconciliation report from **Accounting > Bank reconciliation > Reconciliation report**.

Note

At any time, you can partially or completely cancel a checking. To do so, go to **Accounting > Bank reconciliation** and use one of the following options:

- **Completely delete checking**
- **Partially delete checking**
- **Manuel unchecking of an account**

8.3 SETTING UP AND USING AKUITEO CONNECT TO AUTOMATICALLY CREATE BANK STATEMENTS

Important

Please contact your project manager to enable the Akuiteo Connect option in your contract and set up your Bridge account.

Akuiteo Connect is used to connect to Bridge in order to retrieve bank transactions from your bank accounts directly to Akuiteo, without having to import statement files. With a reliable and secure access to all your financial data, you will be able to automatically input statements and have a real-time overview of your company's finances.

These transactions can then be retrieved to:

- automatically create statements with the CreationReleveBridge batch,
- manually create a statement from the bank reconciliation screen, the same way than to import a statement file. For more information, refer to [Importing a bank statement \(p. 40\)](#).

8.3.1 Configuring the Administration console

Configuration parameters for Akuiteo Connect are used to connect to the Bridge connector in order to automatically and securely retrieve bank transactions in Akuiteo. The Bridge connection makes it

possible to retrieve bank transactions directly from your bank, without having to manually import bank statement files.

The connection to Akuiteo Connect is configured from the Administration Console, from the **Configuration > Akuiteo Connect** menu.

Important

First, Akuiteo must set up the login information of your Bridge account in order for you to activate and configure Akuiteo Connect.

Configuring the connection to Akuiteo Connect

1 In the **Akuiteo Connect** section, fill in the following fields to configure the connection:

| Field | Description |
|---|---|
| Activate Akuiteo Connect | Check this box to activate the connection to Akuiteo Connect. |
| Akuiteo user | Specify the login of the Akuiteo's technical user. This user will be used to create new statements from retrieved bank transactions. |
| Akuiteo password | Specify the password associated with the Akuiteo login. |
| Email | Enter the email address to which execution logs of the scheduled task will be sent. |
| Time range for retrieving statements | <p>A scheduled task is executed as a batch process to retrieve transactions from the connected bank accounts. The transactions are stored in an intermediate table until a statement is generated.</p> <p>The time range for retrieving statements is used to define, in seconds, the time range for executing this scheduled task.</p> <p>By default, the task is executed every 21,600 seconds.</p> <div>Note It is not recommended to specify a small time range so as to not overload the calls.</div> |
| Start period (20s by default) | <p>The start period is used to define, in seconds, the time before executing the first scheduled task after the Akuiteo server has been launched.</p> <p>By default, the task is executed for the first time 20 seconds after the server is launched.</p> |

2 Click on **Save** for each field that is filled in or modified to take into account the value specified.

3 Click on the **Test** button to test the connection to Akuiteo Connect using the values specified.

Adding a Bridge user

Note

You can only add one Bridge user. Indeed, an Akuiteo customer is associated with only one Bridge account/user.

The user of the account created from Bridge must be added to the Administration console to link the bank accounts associated with that Bridge user in Akuiteo. This Bridge user is namely linked to the bank accounts of all the companies; however, access to these bank accounts remains subject to the authentication of each account's owner.

- 1 In the **Bridge user** section, click on **New Bridge user**.
- 2 In the window, fill in the **Name**, **Email** and **Password** used to create the Bridge account.
- 3 Click on **Create**.

↳ The Bridge user is added to the Administration console.

To modify the user information, click on , modify the desired information then click on **Update**.

To delete the user, delete all the associated banks then click on  and confirm the deletion.

8.3.2 Synchronizing bank accounts in Akuiteo from the Administration console

Once Akuiteo Connect is activated from the Administration console, you must then synchronize bank accounts with Akuiteo, that is to say fill in the login information to identify and connect to the bank accounts, in order to retrieve the transactions linked to these accounts.


Note

You can add as many banks and bank accounts as necessary.

It is also possible to synchronize accounts from the setup of a cash journal in the Application Desktop. For more information, refer to [Making a bank reconciliation report \(p. 38\)](#).

Synchronizing a bank

The user who activates and configures Akuiteo Connect from the Administration console is not necessarily the same person who has the login information to access the company's accounts. From the Console, it is therefore possible to send an email to the desired employee for the accounts synchronization with Bridge.

- 1 From the Administration console, click on **Configuration > Akuiteo Connect**.
- 2 In the **Bridge user** section, click on  then on **Generate bank link**.
↳ An email opens automatically, with a template body and the link generated for Bridge.
- 3 Fill in the recipients and modify the email body if needed, then send it.

- 4 When the email is received, the recipient(s) must click on the link and follow the Bridge process to add the bank accounts to synchronize. Refer to the Bridge documentation if needed, particularly for the link's expiry deadlines.


↳ All the accounts associated with the bank login information specified during the Bridge process are retrieved (checking account, savings account, share account, etc.).

Note


The link generated can only be accessed once. If you click on the link and close the web page without having completed the process, you will need to generate a new link.

Modifying the bank information

The information of a linked bank can be modified, for example if you need to update your bank login information.

- 1 From the Administration console, click on **Configuration > Akuiteo Connect**.
- 2 In the **Bridge user** section, click on  then on the desired linked bank.
- 3 Click on **Generate link to modify bank** and follow the same process than for [Synchronizing a bank](#) (p. 50).

Deleting a bank

- 1 From the Administration console, click on **Configuration > Akuiteo Connect**.
- 2 In the **Bridge user** section, click on  then on the desired linked bank.
- 3 Click on **Delete bank**.

8.3.3 Setting up cash journals

To be able to automatically create bank statements from the bank transactions retrieved, you must set up the desired cash journals specifically for Akuiteo Connect.

- 1 From the **General setup > Accounting > Cash journals**, open the record sheet of the desired journal and modify it, or create a new cash journal.
- 2 In the **Checking on digital statement** section, check the **Enable checking on digital statement** box then select **Akuiteo Connect** from the drop-down list of the **Statement import format** field.
- 3 From the **Bridge** tab (available after saving the journal), enter the **Last statement date** to define the date from which to start retrieving bank transactions when the retrieval task is executed for the first time. The bank transactions before this date will be ignored during the synchronization and will therefore not be included in a bank statement.

- 4 Click on the **Generate link for Bridge connection** button to synchronize bank accounts with Akuiteo, that is to say fill in the login information to identify and connect to the bank accounts, in order to retrieve the transactions linked to these accounts.

It is also possible to synchronize accounts from the Administration console. For more information, refer to [Synchronizing bank accounts in Akuiteo from the Administration console \(p. 50\)](#).

↳ The link generated for Bridge is copied to the clipboard.

- 5 Paste the link generated in a web browser and follow the Bridge process to add the bank accounts to synchronize. Refer to the Bridge documentation if needed.

↳ All the accounts (checking account, savings account, share account, etc.) associated with the bank login information specified during the Bridge process are retrieved in the drop-down list of the **Bridge account** field.

Note


The link generated can only be accessed once. If you access the link and close the web page without having completed the process, you will need to generate a new link.


- 6 Select the bank account to associate with the cash journal from the drop-down list of the **Bridge account** field.

Important

The IBAN of the selected bank account must be identical to the IBAN specified in the cash journal.

- 7 Save the cash journal to take the information into account.

To modify the information of the bank linked to a cash journal, modify the cash journal, then click on  on the right of the **Bridge account** field to generate a link to modify this bank and follow the Bridge process.

To delete the bank linked to a cash journal as well as the accounts associated in Bridge, modify the cash journal, then click on  on the right of the **Bridge account** field and confirm the deletion.

8.3.4 Setting up the CreationReleveBridge batch

Akuiteo Connect enables you to connect with Bridge APIs in order to automatically and securely retrieve transactions from the bank accounts set up in your Bridge account. Therefore, Akuiteo Connect enables you to retrieve these bank transactions without having to manually import bank statement files.

The CreationReleveBridge batch is used to automatically create bank statements in Akuiteo from the transactions retrieved by Akuiteo Connect. Bank transactions are stored in an intermediate table until a statement is generated.

Reference

For more information about the CreationReleveBridge batch, refer to the *Setup Guide - Advanced Setup*.

9 Charging multiple cash movements at once on invoices

| | |
|-----|--|
| DMF | 080810 BANKING REPORTS CHARGE MULTIPLE MOVEMENTS |
|-----|--|

Akuiteo enables you to charge multiple cash movements at once on unpaid invoices, for example after multiple cash movements have been created using bank statements.

This charging process is available from the menu **Banking > Batch reports and batch processing > Charge multiple cash movements**. This screen is made up of two sections:

- The **Filters** section that enables you to search for and filter non-charged cash movements and unpaid invoices to match.
- The **Charging** section that displays, in two separate tables, the cash movements and the invoices matching the specified filters, and that enables you to charge multiple movements at once.

The charging can be done automatically and manually.

The charging screen also enables you to perform single actions on a cash movement or a due date, for example to settle with an accounting entry or to mark an invoice as paid.

9.1 CHARGING AUTOMATICALLY

The automatic charging is used to quickly find matches between one or several non-charged cash movements and an unpaid booked due date. The charging is automatically made between two objects if an exact match is found between:

- the third-party,
- the amount,
- the **Document** number of a cash movement and the (sales or purchase) **Invoice number** of one or several due dates.

1 From the charging screen, go to **Edit > Automatic charging** or click on  in the menu bar.

↳ If matches are found, the **Automatic charging** screen opens and displays the list of payments to charge automatically. The cash movement's number is specified in the **Terms** column, and the due date's one in the **Invoice to charge** column.

2 Check the matches found.

3 If all the matches are true, click on **Start automatic charging** at the top right of the screen then confirm the charging.

↳ The cash movements listed are charged on the corresponding due dates, and the due dates are paid. Once the charging is completed, the list in the **Automatic charging** screen is updated: the payments successfully charged are displayed in green, the lines for which the charging has failed are displayed in red.

9.2 CHARGING MANUALLY

The manual charging enables you to charge cash movements on unpaid booked due dates from a single screen, without having to go through each cash movement or invoice.

9.2.1 Charging a cash movement on a due date

- 1 In the **Filters** section of the charging screen, fill in the desired search criteria for **Non-charged cash movements** and **Unpaid invoices**.
- 2 Click on **Search** at the top right of the **Filters** section.
 - ↳ The non-charged cash movements and the due dates from unpaid booked invoices that match the specified criteria are displayed in the **Charging** section. If no criteria is specified, all non-charged movements and all unpaid invoices are displayed.
- 3 In the **Charging** section, check one or several cash movements in the first table, then check the associated due date(s) in the second table.
- 4 Once the movements to be charged and the due dates are checked, click on **Validate** at the bottom right of the screen then confirm the charging.
 - ↳ The checked cash movements are charged on the selected due dates, and the due dates are paid. The charged and paid objects are no longer displayed in the charging screen.

9.2.2 Settling a cash movement with an accounting entry

| | |
|-----|---|
| DMF | 080105 BANKING CUSTOMER RECEIPTS ALLOCATE 080305 BANKING SUPPLIER RECEIPTS ALLOCATE 080405 BANKING CUSTOMER DISBURSEMENTS ALLOCATE 080505 BANKING SUPPLIER PAYMENTS ALLOCATE |
|-----|---|

If you do not find a due date on which to charge a cash movement, it is possible to settle this movement with an accounting entry in order to enter the reversal on the desired account.

- 1 In the charging screen, search for the desired cash movements and due dates.
- 2 In the **Charging** section, right-click on the relevant cash movement line in the **Non-charged cash movements** table, then click on **Settle with accounting entry**.
- 3 In the charging window, fill in the following information:

| Field | Description |
|-------------------------------|---|
| Unpaid invoices | Third-party specified on the cash movement. This field cannot be modified. |
| Third-party line label | Enter the label of the third-party line for the generated reverse entry. By default, this field is filled in with the third-party and its code. |

| Field | Description |
|------------------------|---|
| Operation date | Enter the transaction date. By default, the transaction date of the cash movement is filled in. |
| Journal | Select the charging journal from the help list. This list displays the miscellaneous transactions and cash journals set up. |
| Total to charge | <p>Displays the total amount to charge on one or several accounts for the reversal.</p> <ul style="list-style-type: none"> • If it is a positive amount, the cash movement is a debit and the reversal to be entered must be a credit. In this case, you must enter one or several lines with credit amounts. • If it is a negative amount, the cash movement is a credit and the reversal to be entered must be a debit. In this case, you must enter one or several lines with debit amounts. |

4 In the charging screen, click on  at the top right of the window to enter one or several reverse lines. For each line, fill in:

- the **Account** on which to charge the reversal,
- the **Project, Phase, Resource** and **Reference #** associated with this reversal,
- the **Debit** or **Credit** amounts of the reversal, depending on the **Total to charge**.

↳ For each reverse line entered, the debit or credit amount updates the **Total charged** of the table, at the bottom of the window.

5 Click on **Validate**.

↳ The cash movement is charged and is no longer displayed in the charging screen.

9.2.3 Clearing a cash movement without booking

| | |
|-----|---|
| DMF | 080105 BANKING CUSTOMER RECEIPTS ALLOCATE 080305 BANKING SUPPLIER RECEIPTS ALLOCATE 080405 BANKING CUSTOMER DISBURSEMENTS ALLOCATE 080505 BANKING SUPPLIER PAYMENTS ALLOCATE |
|-----|---|

It is possible to mark a cash movement as charged without having an associated accounting entry in Akuiteo and without actually charging it.

1 In the charging screen, search for the desired cash movements and due dates.

2 In the **Charging** section, right-click on the relevant cash movement line in the **Non-charged cash movements** table, then click on **Clear without booking**.

3 Confirm the payment without booking.

4 Enter the **Date charged** then click on **Ok**.

↳ The cash movement is no longer displayed in the charging screen. A technical charging has been generated.

9.2.4 Balancing an invoice with an accounting entry

| | |
|-----|---|
| DMF | 020508 SALES INVOICES BALANCE WITH ACCOUNTING ENTRY 040608 PURCHASES PURCHASE INVOICES BALANCE WITH ACCOUNTING ENTRY |
|-----|---|

If you do not find a cash movement corresponding to an unpaid due date, it is possible to balance this due date by generating an accounting entry.

- 1 In the charging screen, search for the desired cash movements and due dates.
- 2 In the **Charging** section, right-click on the relevant due date line in the **Unpaid invoices** table, then click on **Balance with an accounting entry**.
- 3 In the balancing window, fill in the following fields:

| Field | Description |
|---------------------------|--|
| Journal | Select the entry journal from the help list. |
| Operation date | Enter the transaction date. The current date is filled in by default. |
| Type of difference | Select the type of difference. The types available depend on the accounts specified when setting up payment differences, that can be accessed from General setup > Banking > Payment difference . The Other type of difference enables you to manually enter the reverse line(s). |

- 4 Click on **Validate**.

↳ If the selected difference has another type than **Other**, the generated entry has the following characteristics:

| | |
|--------------------------|---|
| Journal | Journal specified in the window. |
| Entry date | Date specified in the window. |
| Transaction code | SCGFF or SCGFC |
| Debit account | Account associated with the statement's cash journal. |
| Credit account | Account determined based on the type of difference selected in the window: <ul style="list-style-type: none">• If the difference is positive: the account set up for the type of payment difference in the Costs column• If the difference is negative: the account set up for the type of payment difference in the Products column |
| Document | Matching. |
| Debit EUR and Credit EUR | Difference value. |

If the selected difference has the **Other** type, the generated entry has the following characteristics:

| | |
|------------------|---|
| Journal | Journal specified in the window. |
| Entry date | Date specified in the window. |
| Transaction code | SCGFF or SCGFC |
| First line | <p>The first line is filled in with the following information:</p> <ul style="list-style-type: none"> • Account: the account associated with the statement's cash journal • Document: the matching • If the difference is positive > Credit EUR: the difference value • If the difference is negative > Debit EUR: the difference value |

5 Fill in the fields needed in the entry then save it.

↳ The entry is saved in the accounting. The paid invoice record sheet is automatically opened and the due date is no longer displayed in the charging screen.

9.2.5 Charging to receipts

This feature enables you to select one or several disbursements to charge on one or several receipts.

Example

A third-party is both a customer and a supplier. He sends a receipt as a customer and a disbursement as a supplier. These two movements cannot be charged and must be neutralized together.

- 1** In the charging screen, search for the desired cash movements.
- 2** In the **Charging** section, select the receipts and disbursements to charge together in the **Non-charged cash movements** table.

Important

The total of the selection (receipts and disbursements) must be equal to 0.

- 3** Right-click on the selection, then click on **Charging to receipts**.
- 4** Enter the **Date charged** then click on **Ok**.

↳ The selected receipts and disbursements are charged together and are no longer displayed in the charging screen.

9.2.6 Marking the due date of an invoice as paid

| | |
|-----|--|
| DMF | 020540 SALES INVOICES MARK SELECTED PAYMENT SCHEDULE LINE AS PAID/UNPAID 040636 PURCHASES PURCHASE INVOICES MARK PAYMENT SCHEDULE LINE AS PAID/UNPAID |
|-----|--|

The due date of an invoice can be marked as paid without having a charged cash movement in Akuiteo.

- 1** In the charging screen, search for the desired cash movements and due dates.

- 2 In the **Charging** section, right-click on the relevant due date line in the **Unpaid invoices** table, then click on **Mark as paid**.
- 3 In the warning window, click on:
 - **Yes** if you want to modify the invoice balance. In this case, the amount of the paid due date will be deducted from the invoice balance. If the invoice balance ends up at 0, the invoice will automatically be settled.
 - **No** if you do not want to modify the invoice balance. In this case, the due date is paid but its amount is still taken into account in the invoice balance.
- 4 Enter the **Operation date** then click on **Ok**. The current date is filled in by default.

↳ The due date is no longer displayed in the charging screen. In the associated invoice record sheet, the due date line is marked as paid.

9.2.7 Balancing out due dates

This feature enables you to select several due dates to balance out together.

- 1 In the charging screen, search for the desired due dates.
- 2 In the **Charging** section, select the due dates to balance out in the **Unpaid invoices** table.

Important

The selected due dates must have the same third-party and the total of the selection must be equal to 0.

- 3 Right-click on the selection, click on **Balance out due dates** then confirm the balancing.

↳ The selected due dates are balanced out together and are no longer displayed in the charging screen.

9.3 VARIOUS EXAMPLES OF CHARGING

I charge a receipt or a disbursement on one or several customer or supplier due dates

When you charge one or several receipts or disbursements on one or several customer or supplier due dates:

- If the cash movements amount is more than or equal to the due dates amount: the receipts or disbursements are charged and the due dates are paid.
- If the cash movements amount is less than the due dates amount: when validating the charging, a window enables you to break down the payment amount over the different due dates, then the receipts or disbursements are charged and the due dates are paid.

I select several cash movements and the total is equal to 0

When you select one or several receipts or disbursements:

- If the total of the selection is equal to 0, click on the **Validate** button to charge these payments together.
- If the total of the selection is different from 0, a message lets you know you should go directly through the cash movement and you cannot validate the charging.

I select several due dates and the total is equal to 0

When you select one or several due dates:

- If the total of the selection is equal to 0, click on the **Validate** button to balance these due dates together.
- If the total of the selection is different from 0, a message lets you know you should go directly through the invoice and you cannot validate the charging.

10 Matching and unmatching accounts

In Akuiteo, you have the possibility to match entries automatically or manually. Matched entries can also be unmatched.

There are two ways to generate automatic matching:

- Each time a cash movement is charged to an invoice, the invoice and the cash movement are automatically matched.
- From the **Accounting** menu, go to **Matching of accounts > Automatic matching**.

Manual matching can be used for transactions that do not come from the management module, such as miscellaneous transactions that are entered manually.

The matching can be total or partial. Capital letters are used to identify totally matched entries while lower cases are used for entries that are partially matched.

Example

Partial matching: a, b, c... z then aa, ab, ac... az then ba, bb, etc.

Matching: A, B, C... Z then AA, AB, AC... AZ then BA, BB, etc.

Reference

The different matching examples are described in the appendix of this document: [Description of various matching situations \(p. 73\)](#).

10.1 SETTING UP

A clearing entry is generated when an invoice is charged on a receipt with two different third-parties and reconciliation accounts. This entry is generated on the clearing journal that was set up in the cash journals.

From **Tools > Setup > General setup > Accounting > Cash journals**, make sure the **Clearing journal** field is filled in under the **Cash journal** tab, for each journal.


10.2 MATCHING

Note

To access the matching history, right-click on an entry line and select **Matching history**. This history details every partial or total matching, and every unmatching.

10.2.1 Matching multiple entries automatically


The automatic matching enables you to restart the matching of multiple entries when a matching has been deleted. Only charged transactions can be processed during the automatic matching.

- 1 Go to **Accounting > Matching of accounts > Automatic matching**.
- 2 Fill in the fields linked to the company, the accounts and the periods, then click on  in the action bar or press **Enter**.

↳ The entries are matched. Once processing is done, a report is displayed with the list of matched entry lines.

10.2.2 Matching manually

Manual matching helps you process transactions that are excluded from the automatic matching, such as miscellaneous transactions.

- 1 Go to **Accounting > Matching of accounts > Manual matching**.
- 2 Fill in the fields linked to the company, the accounts and the periods, then press **Enter**.
- 3 Double-click on all the entries you want to match together until a green check is displayed.
- 4 Click on  on the right of the table to validate.

10.3 UNMATCHING

There are three features that enable you to unmatched accounts:

- From the unmatching of a series of accounts to [Unmatch multiple accounts \(p. 62\)](#);
- From the manual matching screen to [Unmatch an account's entries \(p. 63\)](#);
- From a cash movement to [Unmatch all the entries of a cash movement \(p. 63\)](#).

10.3.1 Unmatch multiple accounts

- 1 Go to **Accounting > Matching of accounts > Unmatching of a series of accounts**.
- 2 Enter the account(s) and the matching number(s) (refer to the matching number in brackets in your entry's **Matching** column).
- 3 Press Enter or click on **Edit > Show entry lines matching criteria**.


↳ A results screen displays the list of relevant entries.
- 4 Select the entries to unmatch. Right-click on the selection and click on **Unmatch**, then confirm the unmatching.

↳ Once the entries are unmatched, the matching indicator in the entry line is deleted and the matching history is updated.

10.3.2 Unmatch an account's entries

- 1** Go to **Accounting > Matching of accounts > Manual matching** and select one or multiple entry lines under **Matched account entries**.
- 2** Right-click on the selection, then click on **Unmatch**.
- 3** Confirm the unmatching.

10.3.3 Unmatch all the entries of a cash movement

From the cash movement screen, click on  in the menu bar then confirm the unmatching. All entries linked to the cash movement will therefore be unmatched.

11 Checking suppliers and customers arrears

Important

The dunning levels and options must be set up to be able to dun. For more information, see the *Setup Guide - Advanced Setup*.

11.1 CHECKING THE AGING SCHEDULE

In Akuiteo, you can use your aging schedule to access all customers or suppliers accounts with unpaid invoices.

You can also dun your customers regarding invoices that were not paid according to the due date.

- 1** To display the aging schedule, go to **Dashboard > Banking > Aged customer / supplier trial balance**.
- 2** In the trial balance screen, select the information to display, to hide or to group.
- 3** Press **Enter**. A results table displays the information about your aging schedule, such as:
 - The customer or supplier account.
 - The customer name and code.
 - The transactions details (date, reference number, label).
 - The number of days between the invoice creation date and the publishing date of the aging schedule (less than 30 days, more than 30 days, more than 60 days, more than 90 days, more than 180 days).
 - The amount of each transaction.

11.2 DUNNING MANUALLY

It is possible to dun one or multiple customers by email or via a dunning letter.

11.2.1 Defining the customers or the invoices to be dunned

To be able to dun a customer, you must check the **Manually** option in the **Reminder on unpaid invoices** section of the **Finances** tab. If the option is not checked, go to **Edit > Accounting view > Dunning > Enable manual dunning**. All the invoices linked to the customer can be dunned.

It is possible to temporarily or permanently exclude an invoice from the dunning process. From the invoice, go to **Edit > Dunning** and select:

- **Block manual dunning** to check the **Do not dun manually** option in the invoice header.
- **Temporarily block dunning** to check the **Do not temporarily dun** option in the invoice header.

To disable the dunning block, go to **Edit > Dunning > Unblock manual dunning** or **Stop temporary block of dunning**.

11.2.2 Dunning a customer by email

Important

This dunning method does not automatically increments dunning levels.

Open a customer record sheet and go to **Edit > Accounting view > Arrears tracking**.

Under the **Arrears tracking** tab, you can find the list of the customer's contacts and the list of the unpaid invoices.

Notes

Only the contacts marked as Decision-maker, Main and Financer are displayed in the list.

The email used will be the one indicated in the **Identity** section or the one under **Contact details of the contact at Customer**.

If both emails are specified, the one entered under **Contact details of the contact at Customer** will be taken into account.

Dunning customers

- 1 Select the relevant contact(s) or invoice(s).
- 2 Right-click on the list of invoices and select the desired option:
 - Send dunning email to the selected contacts to dun your customer.
 - Send dunning email to managers responsible to dun internally, that is to say dun the project managers.
 - Send email, with arrears info, relating to the selected invoice to dun internally.

Updating the arrears information

Once the dunning is sent, you must update the arrears information for the tracking. This update can be done separately or all at once.

To update multiple invoices at once, right-click on the lines to update and select **Modify the arrears information as a batch**.

To update a single invoice, open the invoice line to display its details.

Note

You can set up the due dates statuses. Each time you update the Comments fields, you can get a history.

11.2.3 Dunning one or multiple customers by email

- 1 Go to **Management > Sales > Invoices** and start a search with the following criteria:
 - Not Paid
 - Can be dunned manually
 - Under **Wordings, Comments, Arrears info**, check **View arrears info** to display due dates and filter on dates.

↳ You get a list of due dates matching your criteria, with the last dunning date, the current dunning level and the missed due dates (in red).

- 2 From this search result, right-click on the selected line(s) and click on **Dun selected invoices by email**.

↳ The window displays the list of due dates that will be dunned:

- Dunning level: sets the dunning level applied on the due date
- Dunning date: the last dunning date

- 3 You can then right-click on one or multiple lines to:

- Decrement the dunning level
- Increment the dunning level
- Clear the search list

- 4 Click on **Validate**.

- 5 Fill in the following fields in the **Dun by email** window:

| Field | Description |
|-----------------|---|
| Employee | <p>From the help list, select an employee to add to the senders list. You can add as many employees as necessary.</p> <p>The selected employee is automatically added to the table:</p> <ul style="list-style-type: none">• Check Of to send the email to the employee's email address.• Check Cc to add the employee's email address as carbon copy.• Check Bcc to add the employee's email address as blind carbon copy. |
| Email | <p>Enter an email address, then press the Tab key to add it to the senders list. You can add as many email addresses as necessary.</p> <p>The email address is automatically added to the table:</p> <ul style="list-style-type: none">• Check Of to send the email to the specified email address.• Check Cc to add the specified email address as carbon copy.• Check Bcc to add the specified email address as blind carbon copy. |

- 6 Click on:

- **Send** to directly send the dunning emails.
- **Open Outlook** to open the dunning emails from the Outlook interface in order to check each email before sending it.

11.2.4 Dunning customers by letter

- 1 Go to **Management > Sales > Invoices** and start a search with the following criteria:
 - Not Paid
 - Can be dunned manually
 - Under **Wordings, Comments, Arrears info**, check **View arrears info** to display due dates and filter on dates.

↳ You get a list of due dates matching your criteria, with the last dunning date, the current dunning level and the missed due dates (in red).
- 2 From this search result, right-click on the selected line(s) and click on **Generate automatic dunning letters**.

↳ The window displays the list of due dates that will be dunned:

 - Dunning level: sets the dunning level applied on the due date
 - Dunning date: the last dunning date
- 3 You can then right-click on one or multiple lines to:
 - Decrement the dunning level
 - Increment the dunning level
 - Clear the search list
- 4 Select the **Extension** from the drop-down list, then click on **Validate**.

↳ The dunning letters are opened in the selected extension format.

11.3 DUNNING AUTOMATICALLY

11.3.1 Defining the customers or the invoices to be dunned

To be able to dun a customer, you must check the **Automatically** option in the **Reminder on unpaid invoices** section of the **Finances** tab. If the option is not checked, go to **Edit > Accounting view > Dunning > Activate automatic dunning**. All the invoices linked to the customer can be dunned.

It is possible to temporarily or permanently exclude an invoice from the dunning process. From the invoice, go to **Edit > Dunning**:

- **Block automatic dunning** to check the **Do not dun automatically** option in the invoice header.
- **Temporarily block dunning** to check the **Do not temporarily dun** option in the invoice header.

To disable the dunning block, go to **Edit > Dunning > Unblock automatic dunning** or **Stop temporary block of dunning**.

11.3.2 Scheduling a batch

- 1** Go to **Tools > Setup > Batches > Batch creation and modification**.
- 2** Create a batch and select the **RelancesAutomatiques** template.

For more information about batches, please refer to your Akuiteo contact.

11.3.3 Sending the dunning emails

For all unpaid due dates on sales invoices, the batch determines the dunning level to apply from the due date (based on the lower and upper bounds that were set up). It will check if the previous level has already been used for the previous dunning.

The recipients:

- The contacts marked as Decision-maker, Main and Financer on the customer record sheet.
- The Cc recipients are the ones defined in the batch setup.

Number of emails received:

- You will get a single email if the customers to be billed AND the recipients AND the CC recipients AND the levels are the same.
- Otherwise, an email will be generated per invoice.

Once the email is sent:

- The dunning level will be updated on the due date.
- The dunning date will be added to the **Last reminder** field.
- The comment in the due date will be updated as follows: **Dunned automatically by mail on DD/MM/YYYY.**

12 Tracking expected cash movements

Generally, to get an estimate of your banking position in Akuiteo, you just have to use the **Dashboard** module. This module takes into account the dates of management objects (order, billing table, invoice, miscellaneous transaction entry, and so on) to forecast cash movements in order to get a precise estimate of your banking situation.

However, you cannot track objects other than traditional management objects, such as wage movements, social security contributions, loans, etc. - all these items being outside of the management flows processed in Akuiteo.

This is why using the **Expected cash movements** tool will enable you to include these items that are outside of the traditional cash movements.

This tool will therefore forecast both invoices based on the due date and the expected cash movements.

This tool gives you the possibility to determine when you are likely to have cash-flow issues and when preventive actions should be taken (date or bank change).

You will be able to update due dates from the invoice or the expected cash movements once, as modifications will be applied everywhere.

12.1 PREREQUISITES AND SETUP

12.1.1 Prerequisites

- Make sure you know which bank to use in order to pay an invoice.
- Make sure you know which bank to use in order to receive payments.
- A bank account must be specified on a project, a customer or a supplier.

12.1.2 Setup

Management rules

- 1** Go to **Tools > Setup > Management rules**.
- 2** Add the **TRESO_PREVISIONNELLE** management rule.
- 3** Fill in the following fields:
 - Info 1: the default bank journal set up for sales invoices (due dates)
 - Info 2: the default bank journal set up for purchase invoices (due dates)

Automatic numbering of objects

- 1 Go to **Tools > Setup > Automatic management objects numbering**.
- 2 Create an MTPR type (Forecasted cash flow) to be able to create movement record sheets outside of the Purchase/Sales modules.

Types of expected cash movements

- 1 Go to **Tools > Setup > General setup > Banking > Types of expected movement**.
- 2 You must set up cash movement types. E.g.: loan, wage bill, social entity, etc.
- 3 Enter a code and a label.

12.2 UPDATING THE INVOICES DUE DATES

The expected cash journal must have been added to the payment due date of purchase and sales invoices.

When an invoice is created, this journal is automatically determined.

However, you can still manually modify the bank journal on each due date, or on multiple due dates at once from the search results for invoices due dates.

How the journal is determined on sales invoices:

- Single-project invoice: the project's bank journal (if specified)
- If not found: the customer's bank journal
- If not found: the bank journal set up in Info1 in the management rule

How the journal is determined on purchase invoices:

- Single-project invoice: the project's bank journal (if specified)
- If not found: the supplier's bank journal
- If not found: the bank journal set up in Info2 in the management rule

12.3 CREATING CASH MOVEMENTS

Prerequisites: make sure you know the relevant dates and amounts.

Cash movements can be created manually or via an import. In this last case, please refer to your Akuiteo contact.

- 1 Go to **Banking > Expected cash movements**.
- 2 Fill in the following fields:
 - Code: automatically assigned
 - Journal (required)

- Expected date for the cash movement
- Amounts: in positive or negative numbers

Note

- The currency used is the one specified in the journal.
- The tool only retrieves entries from the cash journals.

12.4 STARTING THE EXPECTED CASH MOVEMENTS TOOL

- 1 Go to **Dashboard > Banking > Expected cash position tracking**.
- 2 Fill in the following fields:
 - Relevant company
 - Journal
 - Status date (the current date by default)
- 3 Start the search.

A table displays daily columns as well as lines per movement types, over 30 days.

- Only unmatched entries are retrieved.
- Before column: enables you to see an expected payment that was not settled for a line (ex: sales invoice). An adjustment should therefore be made.
- The orange color indicates potential cash-flow issues.

12.5 CORRECTING THE EXPECTED CASH MOVEMENTS

- 1 In the **Before** column, click on the amount in the line (hyperlink).
- 2 In the list of management objects, click on a line to open it.
- 3 Open the **Due dates** tab from the invoice that just opened.
- 4 Manually update all necessary information (the due date).

Note

You can also make corrections from the list by right-clicking on the desired line(s), then clicking on "postpone the dates" or "modify by batch".

12.6 ARCHIVING A MOVEMENT

When an expected cash movement is done, it should be marked as "done" from the tracking screen (right-click in a list).

This action **must** be performed. Otherwise, the movement will be considered as not done "before the indicated period".

This step will enable you to check whether there are missing data to reschedule.

12.7 OTHER FEATURES

From the list of expected cash movements, you can **Duplicate and modify by batch** from a search results and **Break down a movement**.

Appendix 1 - Description of various matching situations

Overview

- Total payment of an invoice with the same account and reconciliation account (p. 74)
- Partial payments of an invoice with the same account and reconciliation account (p. 74)
- Partial payments of an invoice with the same account and reconciliation account then payment difference (p. 75)
- Refunded receipt (p. 76)
- Partially refunded receipt (p. 77)
- Total payment of an invoice with different reconciliation accounts (p. 78)
- Total payment of an invoice with different accounts (p. 79)
- Purchase invoice with multiple reconciliation accounts (p. 80)
- Global credit note with the same account and reconciliation account (p. 81)
- Global credit note with two different accounts or reconciliation accounts (p. 81)
- Non-settling partial credit note with the same account (p. 82)
- Settling partial credit note with the same account (p. 82)
- Deletion of a payment (p. 83)
- FA payment (partial payment) (p. 84)
- FA payment (total payment) (p. 84)
- Matching on two different accounting periods (p. 85)
- Sales invoice with purchase invoice (p. 86)
- Movements with multiple invoices and payments (p. 87)
- Manual reverse of entries (p. 88)
- Automatic reverse of situation entries (p. 89)
- Partial credit note on two different reconciliation accounts (or two different accounts) and on two different accounting periods (p. 89)
- Partial credit note on a purchase invoice with multiple reconciliation accounts (or two different accounts) and on two different accounting periods (p. 90)
- Global credit note with multiple reconciliation accounts on an invoice with multiple reconciliation accounts (p. 91)
- Sales invoice with a purchase invoice on two accounting periods (p. 92)
- FA payment for an invoice with no cash movement (p. 93)
- FA payment from a cash movement (p. 93)

Note

When the invoice type is not specified, the matching situation can apply to both purchase and sales invoices.

TOTAL PAYMENT OF AN INVOICE WITH THE SAME ACCOUNT AND RECONCILIATION ACCOUNT

An invoice of 1,000 euros is totally paid, and the payment is done using the same account and reconciliation account, on the same accounting period.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | A |

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 1,000 | | A |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500001 | 09/02/2019 10:00 | | A |
| 500002 | 09/02/2019 10:00 | | A |

PARTIAL PAYMENTS OF AN INVOICE WITH THE SAME ACCOUNT AND RECONCILIATION ACCOUNT

An invoice of 1,000 euros receives a partial payment of 800 euros on 09/02, a second payment of 100 euros on 09/12, then a last settling payment of 100 euros on 09/22. The invoice and the payments are on the same account and reconciliation account, and on the same accounting period.

1. First payment

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | a | |

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 800 | a | |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500003 | 09/02/2019 10:00 | a | |
| 500004 | 09/02/2019 10:00 | a | |

2. Second payment

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 100 | a | |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500003 | 09/02/2019 10:00 | a | |
| 500004 | 09/02/2019 10:00 | a | |
| 500005 | 09/12/2019 10:00 | a | |

3. Last (settling) payment

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 100 | | B |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500003 | 09/02/2019 10:00 | a | |
| 500004 | 09/02/2019 10:00 | a | |
| 500005 | 09/12/2019 10:00 | a | |
| 500003 | 09/22/2019 10:00 | | B |
| 500004 | 09/22/2019 10:00 | | B |
| 500005 | 09/22/2019 10:00 | | B |
| 500006 | 09/22/2019 10:00 | | B |

PARTIAL PAYMENTS OF AN INVOICE WITH THE SAME ACCOUNT AND RECONCILIATION ACCOUNT THEN PAYMENT DIFFERENCE

An invoice of 1,000 euros receives a partial payment of 999 euros on 09/02, with the same account and reconciliation account and on the same accounting period. On 09/30, the FA payment feature is used to settle the invoice.

1. Partial payment

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | b | |

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 999 | b | |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500007 | 09/02/2019 10:00 | b | |
| 500008 | 09/02/2019 10:00 | b | |

2. FA payment

Entry generated by the FA payment feature:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transactions | C2548 | 411000 | Receipt | | 1 | | C |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500007 | 09/02/2019 10:00 | b | |
| 500008 | 09/02/2019 10:00 | b | |
| 500007 | 09/30/2019 10:00 | | C |
| 500008 | 09/30/2019 10:00 | | C |
| 500009 | 09/30/2019 10:00 | | C |

REFUNDED RECEIPT

A customer receipt of 1,000 euros is refunded and charged with a disbursement on 09/02.

Customer receipt entry:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C6676 | 411000 | Receipt | | 1,000 | | |

Customer disbursement entry:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|--------------|-------|--------|------------------|----------|
| Banking | C6676 | 411000 | Disbursement | 1,000 | | | |

Charging of the receipt with the disbursement:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|--------------|-------|--------|------------------|----------|
| Banking | C6676 | 411000 | Receipt | | 1,000 | | D |
| Banking | C6676 | 411000 | Disbursement | 1,000 | | | D |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500010 | 09/02/2019 10:00 | | D |
| 500011 | 09/02/2019 10:00 | | D |

PARTIALLY REFUNDED RECEIPT

An invoice of 1,000 euros receives a payment of 1,200 euros on 09/02. This payment is followed by a customer disbursement on 09/12 to refund the overpayment of the initial non-settled receipt.

1. Partial payment

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | c | |

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 1,200 | c | |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500012 | 09/02/2019 10:00 | c | |
| 500013 | 09/02/2019 10:00 | c | |

2. Customer disbursement

Disbursement entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|--------------|-------|--------|------------------|----------|
| Banking | C6676 | 411000 | Disbursement | 200 | | | E |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500012 | 09/02/2019 10:00 | c | |
| 500013 | 09/02/2019 10:00 | c | |
| 500012 | 09/12/2019 10:00 | | E |
| 500013 | 09/12/2019 10:00 | | E |
| 500014 | 09/12/2019 10:00 | | E |

TOTAL PAYMENT OF AN INVOICE WITH DIFFERENT RECONCILIATION ACCOUNTS

An invoice of 1,000 euros is totally paid via a receipt on a different reconciliation account but on the same account and accounting period.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | F |

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 419000 | Receipt | | 1,000 | | G |

Generation of a clearing miscellaneous transaction:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | C2548 | 411000 | Invoice | | 1,000 | | F |
| Miscellaneous operation (IMRE) | C2548 | 419000 | Receipt | 1,000 | | | G |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500015 | 09/02/2019 10:00 | | F |
| 500016 | 09/02/2019 10:00 | | F |
| 500017 | 09/02/2019 10:00 | | G |
| 500018 | 09/02/2019 10:00 | | G |

TOTAL PAYMENT OF AN INVOICE WITH DIFFERENT ACCOUNTS

An invoice of 1,000 euros is totally paid via a receipt on a different account but on the same reconciliation account and accounting period.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | H |

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C6676 | 411000 | Receipt | | 1,000 | | I |

Generation of a clearing miscellaneous transaction:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | C2548 | 411000 | Invoice | | 1,000 | | H |
| Miscellaneous transaction (IMRE) | C6676 | 411000 | Receipt | 1,000 | | | I |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500019 | 09/02/2019 10:00 | | H |
| 500020 | 09/02/2019 10:00 | | H |
| 500021 | 09/02/2019 10:00 | | I |
| 500022 | 09/02/2019 10:00 | | I |

PURCHASE INVOICE WITH MULTIPLE RECONCILIATION ACCOUNTS

A purchase invoice of 1,200 euros linked to two different reconciliation accounts is paid.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|---------|-------|--------|------------------|----------|
| Purchase | F001 | 401000 | Invoice | | 1,000 | | J |
| Purchase | F001 | 404000 | Invoice | | 200 | | K |

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|--------------|-------|--------|------------------|----------|
| Banking | F001 | 401000 | Disbursement | 1,200 | | | J |

Generation of a clearing miscellaneous transaction:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|--------------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | F001 | 401000 | Disbursement | | 200 | | J |
| Miscellaneous transaction (IMRE) | F001 | 404000 | Invoice | 200 | | | K |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500023 | 09/02/2019 10:00 | | J |
| 500024 | 09/02/2019 10:00 | | J |
| 500025 | 09/02/2019 10:00 | | K |
| 500026 | 09/02/2019 10:00 | | K |

GLOBAL CREDIT NOTE WITH THE SAME ACCOUNT AND RECONCILIATION ACCOUNT

An invoice of 1,000 euros is subject to a credit note with the same account and reconciliation account, on the same accounting period.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | L |

Global credit note:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Credit note | | 1,000 | | L |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500027 | 09/02/2019 10:00 | | L |
| 500028 | 09/02/2019 10:00 | | L |

GLOBAL CREDIT NOTE WITH TWO DIFFERENT ACCOUNTS OR RECONCILIATION ACCOUNTS

An independent credit note is linked to an invoice of 1,000 euros. The credit note and the invoice are not on the same reconciliation account (or the same account) but are on the same accounting period.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | M |

Independent credit note linked to the invoice:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Sales | C2548 | 419000 | Credit note | | 1,000 | | N |

Generation of a clearing miscellaneous transaction:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | C2548 | 411000 | Invoice | | 1,000 | | M |

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | C2548 | 419000 | Credit note | 1,000 | | | N |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500029 | 09/02/2019 10:00 | | M |
| 500030 | 09/02/2019 10:00 | | M |
| 500031 | 09/02/2019 10:00 | | N |
| 500032 | 09/02/2019 10:00 | | N |

NON-SETTLING PARTIAL CREDIT NOTE WITH THE SAME ACCOUNT

An invoice of 1,000 euros is subject to a partial credit note of 200 euros, with the same account and reconciliation account, and on the same accounting period.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | d | |

Partial credit note:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Credit note | | 200 | d | |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500033 | 09/02/2019 10:00 | d | |
| 500034 | 09/02/2019 10:00 | d | |

SETTLING PARTIAL CREDIT NOTE WITH THE SAME ACCOUNT

An invoice of 1,000 euros receives a partial payment of 800 euros on 09/02 with the same account and reconciliation account, and on the same accounting period. A settling partial credit note is linked to the invoice on 09/30.

1. Partial payment

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | e | |

Payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 800 | e | |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500035 | 09/02/2019 10:00 | e | |
| 500036 | 09/02/2019 10:00 | e | |

2. Settling partial credit note

Partial credit note:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Credit note | | 200 | | O |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500035 | 09/02/2019 10:00 | d | |
| 500036 | 09/02/2019 10:00 | d | |
| 500035 | 09/30/2019 10:00 | | O |
| 500036 | 09/30/2019 10:00 | | O |
| 500037 | 09/30/2019 10:00 | | O |

DELETION OF A PAYMENT

A customer receipt (or a supplier disbursement) of 1,000 euros is deleted. A non-matched cash movement is being canceled, so a reverse entry is generated in the accounting. The original and reverse entries are therefore matched.

Receipt entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | 1,000 | | | P |

Reverse entry:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 1,000 | | P |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500038 | 09/02/2019 10:00 | | P |
| 500039 | 09/02/2019 10:00 | | P |

FA PAYMENT (PARTIAL PAYMENT)

The FA payment feature is used to partially settle an invoice of 1,000 euros. In this case, the third-party line of the miscellaneous transaction linked to the invoice's third-party must be partially matched, provided the reconciliation account is the same.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | e | |

Entry generated by the FA payment feature:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transactions | C2548 | 411000 | Invoice | | 200 | e | |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500040 | 09/02/2019 10:00 | e | |
| 500041 | 09/02/2019 10:00 | e | |

FA PAYMENT (TOTAL PAYMENT)

The FA payment feature is used to totally settle an invoice of 1,000 euros, following a partial payment. In this case, the third-party line of the miscellaneous transaction linked to the invoice's third-party must be matched, provided the reconciliation account is the same.

Invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | Q |

Partial payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 999 | | Q |

Entry generated by the FA payment feature:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transactions | C2548 | 411000 | Invoice | | 1 | | Q |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500042 | 09/02/2019 10:00 | | Q |
| 500043 | 09/02/2019 10:00 | | Q |
| 500044 | 09/02/2019 10:00 | | Q |

MATCHING ON TWO DIFFERENT ACCOUNTING PERIODS

The three examples described below can be applied to all the other examples in this appendix. If the carry-forwards transfer has not been done yet, it is possible to match on two different accounting periods. The matching will then be carried forward in the transfer.

Example 1

An invoice issued on the accounting period Y-1 has not yet been carried forward but has been paid on the accounting period Y. The payment must be matched with the last entry of this invoice that has not yet been carried forward. In this case, it refers to the original entry on the accounting period Y-1.

Entry of the invoice on Y-1:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | R |

Payment entry on Y:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 1,000 | | R |

Example 2

An invoice carried forward on the accounting period Y-1 (data transfer) has not yet been carried forward but is matched on the accounting period Y. The payment must be matched with the last entry of this invoice that has not yet been carried forward. In this case, it refers to the carried-forward entry on the accounting period Y-1 with the 99014 transaction code.

Carry-forward entry on Y-1:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|--|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transactions (transaction code: 99014) | C2548 | 411000 | Invoice | 1,000 | | | S |

Payment entry on Y:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 1,000 | | S |

Example 3

An invoice transferred from the accounting period Y-2 has been carried forward on the accounting period Y-1, but not yet on the accounting period Y. The payment must be matched with the last entry of this invoice that has not yet been carried forward. In this case, it refers to the carry-forward entry on the accounting period Y-1 with the 99010 transaction code.

Entry on Y-2:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|--|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | No matching as the line has already been carried forward |

Carry-forward entry on Y-1:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|--|---------|------------------------|---------|-------|--------|------------------|----------|
| Carry-forward transfer (transaction code: 99010) | C2548 | 411000 | Invoice | 1,000 | | | T |

Payment entry on Y:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 1,000 | | T |

SALES INVOICE WITH PURCHASE INVOICE

A sales invoice can be balanced with a purchase invoice when the customer is also a supplier and only the settlement should be paid. A customer receipt of 0 must be created, and sales and purchase invoices must be charged to that receipt.

Creation of the sales invoice:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | U |

Creation of a purchase invoice:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|---------|-------|--------|------------------|----------|
| Purchase | F001 | 401000 | Invoice | | 1,000 | | V |

Generation of a clearing miscellaneous transaction when charging:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | C2548 | 411000 | Invoice | | 1,000 | | U |
| Miscellaneous transaction (IMRE) | F001 | 401000 | Invoice | 1,000 | | | V |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500045 | 09/02/2019 10:00 | | U |
| 500046 | 09/02/2019 10:00 | | V |
| 500047 | 09/02/2019 10:00 | | U |
| 500048 | 09/02/2019 10:00 | | V |

MOVEMENTS WITH MULTIPLE INVOICES AND PAYMENTS

An invoice of 1,000 euros receives a partial payment of 800 euros. Then, a second payment of 2,200 euros is made and settles the invoice of 1,000 euros as well as a second invoice of 2,000 euros. All the invoices must have the same matching.

First invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | First invoice | 1,000 | | | |

Second invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|----------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Second invoice | 2,000 | | | |

1. Partial payment of first invoice

First payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | First receipt | | 800 | f | |

First invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | First invoice | 1,000 | | f | |

2. Payment to settle first and second invoices

Second payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|----------------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Second receipt | | 2,200 | | W |

First invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | First invoice | 1,000 | | | W |

Second invoice entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|----------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Second invoice | 2,000 | | | W |

First payment entry (third-party line):

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | First receipt | | 800 | | W |

MANUAL REVERSE OF ENTRIES

The feature to **Reverse the current entry** enables you to reverse an entry. If the reverse entry is not matched, all the lines linked to accounts that can be matched must be immediately matched as there is a link between the reverse entry and the original entry.

Original entry:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------|---------|------------------------|--------|-------|--------|------------------|----------|
| Miscellaneous transactions | C2548 | 411000 | | 800 | | | X |

Reverse entry:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------|---------|------------------------|--------|-------|--------|------------------|----------|
| Miscellaneous transactions | C2548 | 411000 | | | 800 | | X |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500049 | 09/02/2019 10:00 | | X |
| 500050 | 09/02/2020 10:00 | | X |

AUTOMATIC REVERSE OF SITUATION ENTRIES

The module to link costs and products to the period enables you to generate automatic reverse entries. If the reverse entry is not matched, all the lines linked to accounts that can be matched must be immediately matched as there is a link between the reverse entry and the original entry.

PARTIAL CREDIT NOTE ON TWO DIFFERENT RECONCILIATION ACCOUNTS (OR TWO DIFFERENT ACCOUNTS) AND ON TWO DIFFERENT ACCOUNTING PERIODS

An invoice of 1,000 euros is subject to an independent partial credit note of 400 euros. This independent credit note is not on the same account and reconciliation account, and is not on the same accounting period than the invoice.

Invoice entry on accounting period Y:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|---------|-------|--------|------------------|----------|
| Purchase | F2548 | 411000 | Invoice | | 1,000 | g | |

Independent credit note linked to the invoice on the accounting period Y+1:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Purchase | F2667 | 419000 | Credit note | 400 | | | Y |

Generation of a supplier disbursement of 0 with the "AP Partial credit note paying the invoice" type for the invoice's third-party + Generation of a clearing miscellaneous transaction:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | F2548 | 411000 | Invoice | 400 | | g | |
| Miscellaneous transaction (IMRE) | F2667 | 419000 | Credit note | | 400 | | Y |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500051 | 09/02/2019 10:00 | g | |
| 500052 | 09/02/2020 10:00 | | Y |
| 500053 | 09/02/2020 10:00 | g | |
| 500054 | 09/02/2020 10:00 | | Y |

PARTIAL CREDIT NOTE ON A PURCHASE INVOICE WITH MULTIPLE RECONCILIATION ACCOUNTS (OR TWO DIFFERENT ACCOUNTS) AND ON TWO DIFFERENT ACCOUNTING PERIODS

An invoice of 1,200 euros linked to two reconciliation accounts (401 and 404) is subject to a partial credit note on the next accounting period.

Invoice entry on accounting period Y:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|---------|-------|--------|------------------|----------|
| Purchase | F0001 | 401000 | Invoice | | 1,000 | i | |
| Purchase | F0001 | 404000 | Invoice | | 200 | j | |

Independent credit note linked to the invoice on the accounting period Y+1:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Purchase | F0001 | 401000 | Credit note | 200 | | i | |

Generation of a supplier disbursement of 0 with the "AP Partial credit note paying the invoice" type for the invoice's third-party + Generation of a clearing miscellaneous transaction:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------------------------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Miscellaneous transaction | F0001 | 401000 | Credit note | | 33.33 | i | |

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|---------|---|--------|------------------|----------|
| (IMRE) | | | | | | | |
| Miscellaneous transaction (IMRE) | F0001 | 404000 | Invoice | Prorata of the credit note when compared to the amounts of the two lines in the invoice $200 \times (200/1,200) = 33.33$ | | j | |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500055 | 09/02/2019 10:00 | i | |
| 500056 | 09/02/2019 10:00 | j | |
| 500057 | 09/02/2020 10:00 | i | |
| 500058 | 09/02/2020 10:00 | i | |
| 500059 | 09/02/2020 10:00 | j | |

GLOBAL CREDIT NOTE WITH MULTIPLE RECONCILIATION ACCOUNTS ON AN INVOICE WITH MULTIPLE RECONCILIATION ACCOUNTS

An invoice of 1,200 euros linked to two reconciliation accounts (401 and 404) is subject to a global credit note on the next accounting period.

Invoice entry on accounting period Y:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|---------|-------|--------|------------------|----------|
| Purchase | F0001 | 401000 | Invoice | | 1,000 | | Z |
| Purchase | F0001 | 404000 | Invoice | | 200 | | AA |

Independent credit note linked to the invoice on the accounting period Y+1:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Purchase | F0001 | 401000 | Credit note | 1,000 | | | Z |
| Purchase | F0001 | 404000 | Credit note | 200 | | | AA |

Generation of a clearing miscellaneous transaction:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|-------------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | F0001 | 401000 | Invoice | | 1,000 | | Z |
| Miscellaneous transaction (IMRE) | F0001 | 404000 | Invoice | | 200 | | AA |
| Miscellaneous transaction (IMRE) | F0001 | 401000 | Credit note | 1,000 | | | Z |
| Miscellaneous transaction (IMRE) | F0001 | 404000 | Credit note | 200 | | | AA |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500060 | 09/02/2019 10:00 | | Z |
| 500061 | 09/02/2019 10:00 | | AA |
| 500062 | 09/02/2020 10:00 | | Z |
| 500063 | 09/02/2020 10:00 | | AA |
| 500064 | 09/02/2020 10:00 | | Z |
| 500065 | 09/02/2020 10:00 | | AA |
| 500066 | 09/02/2020 10:00 | | Z |
| 500067 | 09/02/2020 10:00 | | AA |

SALES INVOICE WITH A PURCHASE INVOICE ON TWO ACCOUNTING PERIODS

A sales invoice can be balanced with a purchase invoice when the customer is also a supplier and only the settlement should be paid. However, the sales and purchase invoices are not on the same accounting periods. A customer receipt of 0 must be created, and sales and purchase invoices must be charged to that receipt.

Creation of the sales invoice:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Sales invoice | 300 | | k | |

Creation of the purchase invoice on the accounting period Y+1:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------|---------|------------------------|------------------|-------|--------|------------------|----------|
| Purchase | F291 | 401000 | Purchase invoice | | 240 | | AB |

Generation of a clearing miscellaneous transaction when charging:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------------|---------|------------------------|------------------|-------|--------|------------------|----------|
| Miscellaneous transaction (IMRE) | C2548 | 411000 | Sales invoice | | 240 | k | |
| Miscellaneous transaction (IMRE) | F291 | 401000 | Purchase invoice | 240 | | | AB |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500068 | 09/02/2019 10:00 | k | |
| 500069 | 09/02/2020 10:00 | | AB |
| 500070 | 09/02/2020 10:00 | k | |
| 500071 | 09/02/2020 10:00 | | AB |

FA PAYMENT FOR AN INVOICE WITH NO CASH MOVEMENT

An invoice of 1,000 euros with no cash movement is paid using the FA payment feature. Since a charging line cannot be generated, it is processed separately and is therefore excluded from the automatic matching.

Invoice entry:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Sales | C2548 | 411000 | Invoice | 1,000 | | | AC |

Entry generated by the FA payment feature:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transactions | C2548 | 411000 | Invoice | | 1,000 | | AC |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500072 | 09/02/2019 10:00 | | AC |
| 500073 | 09/02/2020 10:00 | | AC |

FA PAYMENT FROM A CASH MOVEMENT

A cash movement (receipt) of 1,000 euros is paid using the FA payment feature.

Receipt entry:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|---------|---------|------------------------|---------|-------|--------|------------------|----------|
| Banking | C2548 | 411000 | Receipt | | 1,000 | | AD |

Entry generated by the FA payment feature:

| Journal | Account | Reconciliation account | Object | Debit | Credit | Partial matching | Matching |
|----------------------------|---------|------------------------|---------|-------|--------|------------------|----------|
| Miscellaneous transactions | C2548 | 411000 | Invoice | 1,000 | | | AD |

Matching history:

| ID line | Created on | Partial matching | Matching |
|---------|------------------|------------------|----------|
| 500074 | 09/02/2019 10:00 | | AD |
| 500075 | 09/02/2020 10:00 | | AD |