Advania IS365

Setup and instructions





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/



1. ADVANIA SETUP DATA SERVICES

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

: Central		•				۵
CRONUS SDS Island hf. Sales Purchasing Inventor	TELL ME WHAT YOU WANT TO DO	\swarrow \times				
Sales Orders Items Customers Item Journals Sales Journals	setup data serv	×				2
) HEADLINE	Go to Pages and Tasks	Show all (4)				
Want to learn more abo	> Setup Data Service Setup	Administration	+ Sales Credit Memo	> Sales	> History	
	> Advania Setup Data Services	Administration				
Business Central?	> Bank Data Conv. Service Setup	Administration				

- 2. Click Advania Setup Data Services.
- 3. In case that Setup Data Service functionality is not enabled, Setup Data Service Setup page is opened:

	TUP DATA SER	VICE	SETUP		Ľ
Genera	al				
Enabled					
Auther	ntication				
Auther	ntication			 	

- 4. Set Enabled to true. Close the setup page.
- 5. Advania Setup Data Services page opens.
- 6. Click on Company Settings page action in order to open Company Information page. Registration No. needs to be populated on Company Information page in order for the system to be able to download the data:

\leftarrow	ADVANIA SETUP DATA SE	IVANIA SETUP DATA SERVICES										
	🔎 Search Manage	🕵 Assisted Setup	ᡖ Download	🐻 Company Settings	🚚 Business Setup 🛛 …	\7 ■						
	DESCRIPTION				STATUS							
	General Ledger Setup Da	ata		÷	Initialized							

7. Click Download to open the Download page:

\leftarrow	ADVANIA SETUP DATA SERVICES									
	🔎 Search Manage 💽 Assisted Setup	ib Download 🛛 🚯 Company Setti	ings 🌲	Business Setup	7 ■					
	DESCRIPTION			STATUS						
	General Ledger Setup Data		÷	Uninitialized						



Manage	🖪 Prepare	🗙 Reset	Start		Navigate	Fewer options			
VIEW - DO	WNLOAD ADVA	NIA SETUP D	ATA - GEN	IERAL	LEDGER SET	UP DATA	Ż	я	\times
Tables	Manag	e							
		TABLE ID †		TAE	LE CAPTION		CURRENT N REC	10. 0 ORD)F)S
					(There is n	othing to show in this view)			

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

N	fanage 🔹 Prepare 🗙 Reset 🕨	Start Navigate Fewer options	
١	IEW - DOWNLOAD ADVANIA SETUP DATA	GENERAL LEDGER SETUP DATA	\swarrow \times
	Tables Manage		
	TABLE ID ↑	TABLE CAPTION Currency	CURRENT NO. OF RECORDS
	5	Finance Charge Terms	
	8	Language	
	9	Country/Region	
	10	Shipment Method	
	15	G/L Account	
	42	Rounding Method	
	50	Accounting Period	
	77	Report Selections	63
	80	Gen. Journal Template	~

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

9. Click Manage page action:



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

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

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

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

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

Manage	强 Prepare	× Reset	Start		Navigate	Fewer options
VIEW - DO	WNLOAD ADVAI	NIA SETUP DA	TA - GENI	ERAL I	LEDGER SETU	JP DATA
Tables	Manage					
		TABLE ID ↑		TABL	E CAPTION	



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



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

1	Downloading data for General Ledger Setup Data										
C	O Required data will be downloaded from Advania web	service									
	Required data will always be downloaded from Advania web										
se	service										
C	○Don't download any data										
	ОК	Cancel									

13. Wait until the system finishes the download:

Working on it
Please wait while the server is processing your request.
This may take several minutes.

14. Check if all tables in the list are colored in red, which means that data was downloaded. 15. Click Navigate page action an select Activity log.

Manage	Rrepare	🗙 Reset	Start	Navigate	Fewer options
🗌 Activi	ty Log				ст- -
Tables	Manage	e			
		TABLE ID †		TABLE CAPTION	CURRENT NO. OF RECORDS
		3	÷	Payment Terms	7 ^
		4		Currency	8

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

🔎 Search 🛛 🗟 Open Related Record		d 💽 Viev	v Outgoing Details	Review Incoming Details	Show Attached					
VIEW - ACTIVITY LOG								iii 88	2	\times
AC	TIVITY DATE	Ļ	USER ID	STATUS	CONTEXT	METHOD		ACTIVITY MESS	SAGE	
9.	12.2019 14:06		ICELAND\NA	Success	SetupDataService	DownloadData		Download Dat	а	

- 17. Close Download Advania Setup Data page.
- 18. After the data was downloaded, General Ledger Setup Data will be initialized:



\leftarrow	ADVANIA SET	UP DATA SE	RVICES					2
	🔎 Search	Manage	🕵 Assisted Setup	ᡖ Download	🐻 Company	Settings	🚑 Business Setup	 7 ≡
	DESCRIPTIO	N			~		STATUS	
	General Led	ger Setup Da	ita			÷	Initialized	

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

\leftarrow	ADVANIA SETUP DATA SERVICES							
	🔎 Search	Manage	🕵 Assisted Setup	ᡖ Download	🐻 Company Settings	a, Business Setup	\ ≡	
	DESCRIPTIO	N				STATUS		
	General Ledg	ger Setup Da	ata		÷.	Initialized		

20. Select Advania-Data Setup Service:

\leftarrow	ASSISTED SETUP			2
	🔎 Search 📲 Open in Excel 🛛 Actions Fewer options			∀ ≡
	NAME		STATUS	
	Migrate business data		Not Completed	
	Set up cash flow forecast		Not Completed	
	Set up approval workflows		Not Completed	
	Set up a customer approval workflow		Not Completed	
	Set up email		Not Completed	
	Set up email logging		Not Completed	
	Set up your Business Inbox in Outlook		Not Completed	
	Set up reporting data		Not Completed	
	Set up an item approval workflow		Not Completed	
	Set up Azure Active Directory		Not Completed	
	Set up a payment approval workflow		Not Completed	
	Set up Dynamics 365 for Sales connection		Not Completed	
	Set up VAT		Not Completed	
	Set up consolidation reporting		Not Completed	
	Set up Intelligent Cloud		Not Completed	
	Advania - Data Setup Service	1	Not Completed	

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



Yes

No

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



DOWNLOAD SETUP DATA		Ľ	↗ >	<
\$\$				
WELCOME TO NEW COMPANY SETUP USING ADVANI	IA SETUP DA	ΓΑ		
Before we download the setup data the company inf download all the setup data from Advania's web sen accounting.	ormation is r vices and you	equired. Next I can start you	we Ir	
LET'S GO!				
Choose Next so you can set up company information	n.			
	Pack	Next	Einich	
	Dauk	IVEXU		

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

DOWNLOAD SETUP DATA	2	\times
\$		
Please enter the basic company information		
Registration No. 5902697199		
Name CRONUS SDS Island hf.		

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

DOWNLOAD SETUP DATA		2	\times
\$ ³			
To download setup data, choose Dow	nload.		
Description	General Ledger Setup Data		
Status	Uninitialized		
	Download Back Next	Fir	ish



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



2. REGISTRATION NO FORMAT CHECK

2.1. REGISTRATION NO ON COMPANY INFORMATION

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

Central								۵
CRONUS Ísland hf. Sales - Purchasing - Inventory	TELL ME WHAT YOU WANT TO DO		2	\times				
Sales Orders Items Customers Item Journals Sales Journals	company info			×				2
HEADLINE	Go to Pages and Tasks							
Want to learn more abo	> Company Information	Tasks			+ Sales Credit Memo	> Sales > Reports	> History	
	> Intercompany Inbox Transactions	Tasks						
Business Central?	> Handled Intercompany Inbox Transactions	Lists						

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



	Ø	+ 1		√ SAVED
Company Informa	ation			
Process Report Application Settings	System Settings	Currencies	Codes	Regional Settings
General				Show more
Registration No. · · · · *		Contact Nam	ie · · · · · · · ·	Adam Matthíasson
Name ······ CRONUS Ísland hf.	×	Phone No.		+354 999 9999
Address · · · · · · · · Vínland 1		VAT Registrat	tion No. · · ·	777777777
Address 2 Vesturbæ		GLN		
City Vesturvík		Picture		
Post Code 999				cronus
Country/Region Code ··· IS	\sim			

3. Enter Iceland as Country/Region Code.

Company Information

Process Repor	t Ap	plication Settings	System Settin	gs Currencies	Codes	Regional Settings
General						Show more
Registration No.	*			Contact Nar	ne · · · · · ·	Adam Matthíasson
Name		CRONUS Ísland hf		Phone No.		+354 999 9999
Address		Vínland 1		VAT Registra	ation No.	777777777
Address 2		Vesturbæ		GLN ·····		
City		Vesturvík		Picture		
Post Code		999				cronus
Country/Region C	ode 🖓	IS	\sim			

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

Cor	Company Information									
Process	Report	Application Settings	System Settings	Currencies	Codes	Regional Settings				
😣 The p	age has an	error. Correct the error or	try to revert the char	nge.						
General							Show more			
Registratio	on No.	Validation Results	n No. 123456	Contact Nan Phone No.	ne	Adam Matthíasson +354 999 9999	n			
Address		Vínland 1		VAT Registra	tion No.	77777777				
Address 2		Vesturbæ		GLN						
City • • •		Vesturvík		Picture		-				
Post Code		999				cron	us			
Country/R	egion Code	IS	\sim							

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



Company Information

Process	Report	Application Settings	System Settings	Currencies	Codes	Regional Settings	
😣 The p	age has an e	error. Correct the error or	try to revert the char	nge.			
Genera							Show more
Registratio	on No.	8 12345abcde		Contact Nan	ne	Adam Matthías	son
Name ···		Validation Results Registration No. 123	45abcde Contains	Phone No.		+354 999 9999	
Address		Illegal Characters		VAT Registra	ition No.	77777777	
Address 2		Vesturbæ		GLN			
City		Vesturvík		Picture			••••
Post Code		999				croi	านระ
Country/F	egion Code	IS	\sim				

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

2.2. CONTACT REGISTRATION NO.

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



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

CTC	CT000257 · Advania Iceland								
Process	Report	Show Attached	Page	More options					
🚫 The p	oage has an	error. Correct the err	or or try to rev	ert the change.					
Genera	I								
No.		CT000257		Name · · · · · · · · · · · · · · · · · · ·	Advania Iceland	×			
Registratio	on No. 🖂 🍳	3 1234 Validation Results		Туре	Company	\sim			
	I	Incorrect Registration	on No. 1234						

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



CT000257 · Advania Iceland

Process	Report	Show Attached	Page	More options		
😣 The p	oage has an	error. Correct the er	ror or try to re	vert the change.		
Genera						
No. • • • •		CT000257		Name	Advania Iceland	×
Registratio	on No. 🕞	X 12345asdfo Validation Results		Туре	Company	\sim
		Registration No. 12 Illegal Characters	345asdfg Cor	itains		

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

CONTACT CARD WORK DATE: 28.1.2021								
CT000257 · /	Advania Io	celand						
imes If you want, we can assign a	attributes based on the im	ages you import for items and contacts. Enabl	e Don't a					
Process Report Show Atta	iched Page Act	ions Navigate Report Fewer options						
🤉 🔰 Functions 🗸 🛛 🐉 Create II	nteraction 🛛 🐮 Create C	Dpportunity						
🕞 Print Cover Sheet	•							
🔳 Create as 💦 💄	Customer	Name Advania Iceland						
🖬 Apply Template 🔒	Vendor	Type Company	~					
😂 Analyze Picture 🚦	Bank							
🖏 Merge With								

8. Click YES on the following question:

?	Do you want to create a contact as a customer using a customer template?
	Yes No

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

✓ Search	+ Ne	w	Manage	Show Attached	💶 Open in	1 Excel	Mor	e options			
CONTACT CO	NVERSI	ON TE	MPLATES	+ New							2
CODE †			DESCRIPT	ПОN		CONTACT		COUNTRY/REGI CODE	TERRITORY CODE	CURRENCY CODE	
DK-STÓR		÷	Danmörk,	stærri viðskm.		Company		DK	ERLENT	EUR	
IS-STÓR			Ísland, sta	erri viðskiptamenn		Company		IS		EUR	
										OK Car	ncel

10. Click on Navigate and select Business Relations action:



CONTACT CARD | WORK DATE: 28.1.2021

CT000257 · Advania Iceland

imes If you want, w	ve can assig	gn attributes ba	ased on t	he images y	ou import for	items and	contacts.	Enable Do
Process Report	Show A	Attached Pa	ge	Actions	Navigate	Report	Fewer op	tions
🚇 Contact 🗸	² Relate	d Information	∕ ⊉	Tasks \lor	Document	ts 🗸 🔍) History \smallsetminus	
🗒 Company	>	🚚 Business R	elations					
💄 Person	>	🖪 Industry Groups		Name	2	Advania Icelano		
🔎 Profiles		() Web Sour	ces	Гуре		Comp	any	~

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

CT000257 · ADVANIA ICEI		√ SAVED	2				
Contact Business Relations							
✓ Search + New	🐯 Edit List	📋 Delete	Show Attached	💶 Open in Exc	el	7	
BUSINESS RELATION CODE ↑	BUSINESS R	ELATION	CONTAG	TNAME	LINK TO TABLE	NO.	
VIÐSKM V	Viðskiptamað	ur	Advania	Iceland	Customer	590269719	19

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

CUSTOMER CARD | WORK DATE: 28.1.2021

590269	97199 · A	dvar	nia Ice	eland	
New Document	Request Approval	Navigate	Customer	Show Attached	
General					
No	5902697199		Blocked		
Registration No.	5902697199		Privacy	Blocked • • • • •	\supset
Name	Advania Iceland		Salespe	rson Code	

3. BANK ACCOUNT FORMAT CHECK

3.1. BANK ACCOUNT BRANCH CHECK

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



BANK ACCOU	NTS WORK	CDATE: 28.1.2	021						
🔎 Search	+ New	Manage	Report	Bank Account	Navigate	Show Attached	Open in Excel		More options
NO. ↑		NAM	E			PHONE NO).	CO	NTACT

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

BANK ACCOUNT CARD WORK DATE: 28.1.2021	Ø	+	Û
B010 · Arion Banki			
Report Bank Account Navigate Show Attached More options			
S The page has an error. Correct the error or try to revert the change.			
General			
No	Balar	nce	
Name · · · · · · · Arion Banki Bank Account No. · Validation Results The Bank Branch No. must be 4 characters.	Block	ked ····	

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

B010 · Arion Banki

Report	Bank Account	Navigate	Show Attached	d	More options			
S The page has an error. Correct the error or try to revert the change.								
Genera	al							
No. • • •	В	8010		Bank	Branch No.	8 12bb	Balance	
Name	A	Arion Banki		Bank	Account No.	Validation Results The Bank Branch No. must be 4	Blocked	
						characters.		

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

3.2BANK ACCOUNT NO. CHECK

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

BANK ACCOU	3ANK ACCOUNTS WORK DATE: 28.1.2021							
🔎 Search	+ New	Manage	Report	Bank Account	Navigate	Show Attached	🚺 Open in Excel	More options
NO. ↑		NAM	IE			PHONE NO	D.	CONTACT

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



8 The page has an err	ror. Correct the error or try to rever	t the change.	
General			
No	B010	Bank Branch No.	1234
Name ·····	Arion Banki	Bank Account No.	Validation Results
Communication			The Bank Account No. must be 12 characters. Fist four is the bank branch, next two is the bank ledger
Addross		Country/Pogion C	and the final six are the account number.

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

General		
No B010	 Bank Branch No.	1234
Name Arion Banki	Bank Account No.	Validation Results
Communication		The Bank Account No. must be 12 characters. Fist four is the bank branch, next two is the bank ledger
Addrose	Country/Pagion C	and the final six are the account number.

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

4. INTEREST DATE CACLULATION

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

CUSTOMER CARD WORK DATE: 2	28.1.2021		🐯 Edit List	📋 Delete 🛛 🗟 Tr	anslation Show	Attached	Open in Excel More opti	ons
5902697199	· Adva	SELECT - PAYMENT TER	RMS + New					2
New Document Request App	roval Navigate	CODE ↑	DUE DATE CALCULATI	DISCOUNT DATE CALCULATI Y	DISCOUNT %	CALC. PMT. DISC. ON CR. MEM	DESCRIPTION	INTEREST DATE CALC.
		10 DAGAR	10D		0		Eindagi eftir 10 daga	
Registration No. 5902697	199	14 DAGAR	14D		0		14 dagar nettó	
Name Advania	celand	14DAGAR	14D		0		14 dagar nettó	5D
IC Partner Code	~	15 DAGAR	15D		0		Eindagi eftir 15 daga	
Palanco (I CV)		1M(8D)	1M	8D	2		1 Mánuður / 2% afsl. innan 8 daga	0D
balance (LCY)		2 DAGAR	2D		0		Eindagi eftir 2 daga	
Balance Due (LCY)		21 DAGUR	21D		0		21 dagur nettó	
Credit Limit (LCY)		21DAGAR	21D		0		21 dagur nettó	0D
		30 DAGAR	30D		0		Eindagi eftir 30 daga	
Adduces & Countract		60 DAGAR	60D		0		Eindagi eftir 60 daga	
		7 DAGAR	7D		0		7 dagar nettó	
		7DAGAR	7D		0		7 dagar nettó	0D
Invoicing >		COD	0D		0		Greitt við afhendingu	0D
		LM	CM		0		Gildandi mánuður	
- ·		LM+15D	CM+15D		0		Líðandi mánuður + 15 dagar	0D
Payments		LM+1D	CM+1D		0		Líðandi mánuður + 1 dagur	0D
Payment Terms C *								OK Cancel



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

ELECT - PAYMEN	TTERM	us + New					Z
CODE ↑		DUE DATE CALCULATI	DISCOUNT DATE CALCULATI	DISCOUNT %	CALC. PMT. DISC. ON CR. MEM	DESCRIPTION	INTEREST DATE CALC.
10 DAGAR		10D		0		Eindagi eftir 10 daga	
14 DAGAR		14D		0		14 dagar nettó	
14DAGAR		14D		0		14 dagar nettó	5D
15 DAGAR		15D		0		Eindagi eftir 15 daga	
1M(8D)	÷	1M	8D	2		1 Mánuður / 2% afsl. innan 8 daga	15D
2 DAGAR		2D		0		Eindagi eftir 2 daga	
21 DAGUR		21D		0		21 dagur nettó	
21DAGAR		21D		0		21 dagur nettó	0D
30 DAGAR		30D		0		Eindagi eftir 30 daga	
60 DAGAR		60D		0		Eindagi eftir 60 daga	
7 DAGAR		7D		0		7 dagar nettó	
7DAGAR		7D		0		7 dagar nettó	0D
COD		0D		0		Greitt við afhendingu	0D
LM		СМ		0		Gildandi mánuður	
LM+15D		CM+15D		0		Líðandi mánuður + 15 dagar	0D
LM+1D		CM+1D		0		Líðandi mánuður + 1 dagur	0D

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

SALES ORDER | WORK DATE: 28.1.2021

1002 · Advania Iceland

Process	Release	Posting	Prepare	Order	Request Approval	Print/Send	Navigate S	Show Atta	ached	Actions	Navigate	Fewer options
General												Show less
No.		1002			No. of Archived V			0	Assigned	User ID		\sim
Customer	No.	59026971	199	\sim	Document Date	28.1.2021	ĺ		Status		Open	
Customer	Name	Advania I	celand	× v	Posting Date	28.1.2021			WORK DI	ESCRIPTION		
SELL-TO					Order Date	28.1.2021	f					
Address		Vinneber	rgsvägen		Due Date	28.2.2021	f					
Address 2					Requested Deliver		Ē		Interest I	Date · · · · ·	12.2.2021	Ē

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5. VAT POSTING DATE CHECK

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

		Ŋ	⊤ m	V SAVED
General Le	edger Setup	С		
General Posting VA	T Bank Journal Templat	tes S	how Attached More options	
General				Show more
Allow Posting From	1.1.2020	Ē	Unit-Amount Decimal 2:2	
Allow Posting To	31.12.2020	Ħ	LCY Code	

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

CUSTOMER CARD WORK DATE: 28.1.2021				2 + 🛍		
5902697199 · Advania	Iceland					
New Document Request Approval Navigate Custo	mer Show Attache	d Actions Nav	igate	Report Fewer option	ıs	
General >					5902697	199 Advania Iceland
Address & Contact >						233 76
Invoicing						Show more
VAT Registration	POSTING DETAILS			PRICES AND DISCOU	INTS	
Copy Sell-to Addr Company	Gen. Bus. Posting	INNANLANDS	\sim	Customer Price Gr		~
(Customer Posting	CODE↑	D	ESCRIPTION		~
Dev um em te		ERLENDIR	E	rlendir viðskiptamaður og	lánardrot	tnar
Payments		ESB	V	iðskmenn og lánardr. í ESE	3	more
Pavment Terms Co 1M(8D)		INNANLANDS	V	iðskm. og lánardr. innanla	nds	
		INNLENDIR	Ir	nlendir viðskiptamenn og	lánarc	
		MILLFYRIRT	N	tilli fyrirtækja	S	elect from full list
Shipping		+ New		Maland Malana and Idaaaada ya	S	elect from full list

6. Open VAT Bus. Posting Group List

✓ Search + New	🐯 Edit List	📋 Delete 🛛 🗳 Setup	Show Attached	- Open in Exc	el More options			√ SA
SELECT - GEN. BUSINESS	POSTING GRO	DUPS + New					2	
CODE †		DESCRIPTION			DEF. VAT BUS. POSTING GROUP		AUTO INSERT DEFAULT	
ERLENDIR		Erlendir viðskiptamaður	og lánardrottnar		ERLENDIR			
ESB		Viðskmenn og lánardr.	Í ESB		ESB			Kris
INNANLANDS	- E	Viðskm. og lánardr. inn	anlands		INNANLANDS	\sim		lite
INNLENDIR		Innlendir viðskiptamenr	n og lánardrottnar					
MILLFYRIRT		Milli fyrirtækja			CODE †	D	ESCRIPTION	
ÚTFLT		Aðrir viðskm. og lánard	r. (ekki ESB)		ÁN VSK	In	nlendir viðski	otamenn og lánardrottnar ÁN VSK
					ERLENDIR	E	lendir viðskipt	amenn og lánardrottnar
					ESB	v	iðskmenn og l	ánardr. í ESB
					INNANLANDS	v	iðskm. og lána	rdr. innanlands
					INNLENDIR	In	nlendir viðski	otamenn og lánardrottnar
Customer Posting	INNANLA	ands ~	Customer Disc. Gr	STÓR RKN	+ New	^	āris viāstam a	Select from full list

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



	🞲 Edit List	📋 Delete	📌 Setup	Show Attached	🚺 Open in Excel	More op	tions	
SELECT - VAT BUSINESS P	OSTING GROU	IPS + Nev	N					2
CODE †			DESCR	RIPTION				
ÁN VSK			Innlen	dir viðskiptamenn (og lánardrottnar ÁN VSK			
ERLENDIR			Elendir	r viðskiptamenn og	lánardrottnar			
ESB			Viðskm	nenn og lánardr. í E	SB			
INNANLANDS		:	Viðskn	n. og lánardr. innar	lands			
INNLENDIR			Innlen	dir viðskiptamenn (og lánardrottnar			
ÚTFLT			Aðrir v	iðskm. og lánardr.	(ekki ESB)			
							OK	Cancel

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

G SETUP CARD WORK DA	TE: 28.1.2021	+	1		√ SAVED	2			
INNANLA	NDS · VSK24								
Suggest Accounts	Copy Show Attached	More	options						
General									
VAT Bus. Posting Group	INNANLANDS ~	,	/AT Clause Code			\sim			
VAT Prod. Posting Gro	VSK24 \sim	I	EU Service						
VAT Calculation Type	Normal VAT \sim		Certificate of Supply R						
Description	Setja upp fyrir INNANLANDS / VS	_	Tax Category	S					
VAT %	24		Allow Posting From	1.1.2020	×	†			
VAT Identifier	VSK24	4	Allow Posting To	31.1.2020		iii			

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



General Customer Name · · · [Contact · · · · · [Posting Date · · · · [Lines Manage TYPE Item :	Advania Iceland 28.2.2020 More options	I ~ 	Order Date Due Date Requested De	28.2.2020) [External	Docume		Show
Customer Name ···· [Contact ······ [Posting Date ····· Lines Manage	Advania Iceland 28.2.2020 More options	I ∨ Ē	Order Date	28.2.2020)	External	Docume		
Contact	28.2.2020 More options		Due Date · · · · · Requested De	28.3.2020					
Posting Date · · · · · · · · · · · · · · · · · · ·	28.2.2020 More options		Requested De) 🛅	3			
Lines Manage	More options	5		liver	Ē	1			
TYPE	NO	-							
Item 🗄	NU.	DESCRIPTION		LOCATION	QUANTITY	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	DI
	1000	Reiðhjól			1	_	STYKKI	29,4334	
∮ Functions ∨	📑 Plan 🗸	Request A	rder Reques	t Approval Pr	int/Send Na	vigate Show	Attached	der Confirmation	Navig
Functions Customer Name	Plan V	Request A	vpproval v 1	Warehouse V	int/Send Na Posting Post Post and	vigate Show	Attached	der Confirmation	Navi v
Functions Customer Name Contact	Plan V	Request A	xpproval \checkmark t \checkmark Order Due D	t Approval Pr Warehouse >> Date	int/Send Na Posting Post Post and Post and	vigate Show	r Attached 	der Confirmation	Navig ~ TEST
Functions Customer Name Contact Posting Date	Image: Plan ∨ Advania Ice 28.2.2020	Request A	vpproval v t	t Approval Pr Warehouse >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	int/Send Na Posting Post Post and Post and Post and Repost and Repos	vigate Show	Attached	der Confirmation	Navig
Functions Customer Name Contact Posting Date	Advania Ice	Request A	vpproval v 1 v Order ··· Due D Reque	t Approval Pr Warehouse ~ Date	int/Send Na Posting Post Post and Post and R Test Repo	vigate Show	Attached	der Confirmation	Navig

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

ERROR MESSAGES	WORK DATE: 28.1.2021				
🔎 Search 🕅	Open record "Decting Date is not within your range of				
MESSAGE TYPE †	allowed posting dates." in a new window	ME	SOURCE	FIELD NAME	ADDITIONAL INFORMATION
Error	Posting Date is not within your range o, Sales Header: Posting I	Date	General Ledger .	. Allow Posting From	Check sales document fields.





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