Change accountlines

The program for **changing already existing postings** has been completely revised.

You can start this program if you click the right mouse button over an existing posting (e.g. Posting online, Account sheet => Screen) and choose the menu item "change accountlines".

In the **top area** you have the possibility to change the external voucher number and the archive number **for the whole posting**.

Symbol beside the field „archive":

 This archive number has been transferred to a DMS
 This archive number wasn´t transferred to a DMS

In the **middle area** you can see all single posting lines. Here you can change information's like posting text or assignment number **within the general ledger for each account**. Please notice, that you are able to scroll to the right in this area.

account	contra account	description for post	amount debit	amount credit	taxcd	tax amount debit	tax amount credit	assignment	cost c
30000	6101	Maintenance		10.000,00					/
3300	30000	Maintenance		10.000,00					/
6101	30000	Maintenance	5.000,00		220	1.000,00			10/203
2900	6101	Maintenance	1.000,00		220				10/203
7450	30000	Membership fees	4.000,00						10/101

If you want to use the posting text of the current selected line for the whole posting (copy to all accounts) just click the right mouse button and choose "Copy posting text to all lines".

Additional a symbol will be displayed in each line where you can find values for the cost accounting.

In the **bottom area** you can see detailed informations for **each line/account**.

You can change values from IntraStat with a click on the button „IntraStat".

You are able to choose from 3 tabpages optional:

Cost accounting
This tabpage is active if you are able to enter cost accounting values on this account or if there are already entered values. Here you are able to change values and/or add/delete lines.

Explanation:

Activate a cost accounting line and accept the values from the general ledger

After the activation the values are relevant in the cost accounting!

New line
Delete line

With a click on the right mouse button you are able to adopt differences in the last line automatically.

letzte Zeile an Differenz anpassen

Open items
This tabpage is active if you have open items on this account. Here you are able to add/change values within the OI.

ta		net	discount	Skonto Proz 1	discount	Skonto Proz 2	rem level	Mahndatum		Mahnen	text		Zahlungs freigabe	Zahlungsfreigabe User	ass
12	▼	30	14	2,00		,00	0	00.00.0000	▼	✓	Maintenance		✓	SUP	

If you want to transfer changes from the general ledger (e.g. posting text) automatically to the open items, you can activate this option under "Special programs => My settings". In this case you don´t have to do the same change twice.

My settings

| construction management | OnLinePosting | Print | Options | Invoice | Views | Filialen |

Ändern Kontozeile

Änderung im Hauptbuch in die Offenen Posten übernehmen   ✓
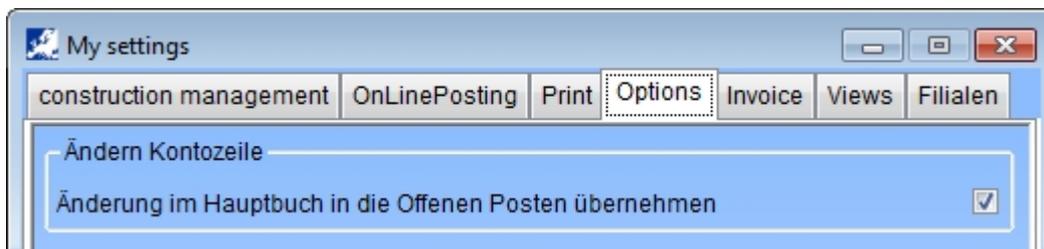
To see all possible fields from the open items you are able to click the right mouse button and choose menu item „Change OI" – then you will switch to the default screen for changing open items.

Part invoice
This tabpage is active if a voucher type with setting "part invoice" has been used.

	account	Buchdatum	voucher date	voucher type	voucher no.	Storno Buchdatum	Storno Belegdatum	Storno Belegart	Storno BelegNr	SchlussRe Buchdatum	SchlussRe Belegdatum
⊖	20000	10.02.2012	10.02.2012	TR	1235	00.00.0000	00.00.0000			00.00.0000	00.00.0000

⊖ Delete the assignment to a final settlement

Define column settings via save/load layout

You are able to **adapt the column settings in all areas** (general ledger, cost accounting, open items etc.) as desired.

Click the right mouse button within the black headline area and choose the desired functionality.