



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".

Change account
Standard

1 SUP (SUPERVISOR) / 02.02.2012

posting date	01.02.2012	2012/02	voucher no.	1234	voucher type	Eingangsrechnung
voucher date	01.02.2012		ext. voucher No.	999	archive	987654321

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

account	30000	MIKE Botendienst	cost centre	/	generiert	<input type="checkbox"/>
contra-acc	6101	Instandhaltung Büro	cost unit	- /	repost	<input type="checkbox"/>

UVA gemeldet

ext voucher number	cost centre	cost unit	Valuta Beginn	valuta	net	discount	Skonto Proz 1	discount	Skonto Proz 2	rem level
999	/	- /	01.02.2012	02.03.2012	30	14	2,00		,00	0



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

Change account

1 SUP (SUPERVISOR) / 02.02.2012 Standard

posting date	01.02.2012	2012/02	voucher no.	1234	voucher type	Eingangsrechnung
voucher date	01.02.2012		ext. voucher No.	999	archive	987654321

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".

Account's data	Shift+F2
acc.form	Shift+F3
open items	Shift+F4
development of balances	Shift+F8
Belegverfolgung	
order	
Buchungstext auf alle Zeilen kopieren	

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

account	contra account	description for post
30000	6101	Maintenance
3300	30000	Maintenance
6101	30000	Maintenance
2900	6101	Maintenance
7450	30000	Membership fees



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

account	6101	Instandhaltung Büro	cost centre	10/203	Programmierung	generiert	<input type="checkbox"/>
contra-acc	30000	MIKE Botendienst	cost unit	- /		repost	<input type="checkbox"/>
UVA gemeldet 00.00.0000 Wien							
cost accounting open items part invoice							
cost centre	cost unit	percent	amount debit	amount credit	unit	quantity	level
10/203	- /	100,000000	5.000,00	0,00		,0000	0
		100,000000	0,00			0,0000	

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

account	6101	Instandhaltung Büro	cost centre	10/203	Programmierung	generiert	<input type="checkbox"/>
contra-acc	30000	MIKE Botendienst	cost unit	- /		repost	<input type="checkbox"/>
UVA gemeldet 00.00.0000 Wien 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.

cost accounting open items part invoice							
cost centre	cost unit	percent	amount debit	amount credit	unit	quantity	level
10/203	- /	100,000000	5.000,00	0,00		,0000	0
		100,000000	0,00			0,0000	

Explanation:

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

cost centre	cost unit	percent	amount debit	amo
10/203	- /	100,000000	5.000,00	
		100,000000	0,00	

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

cost centre	cost unit	percent	amount debit	amo
10/203	- /	100,000000	5.000,00	

- 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

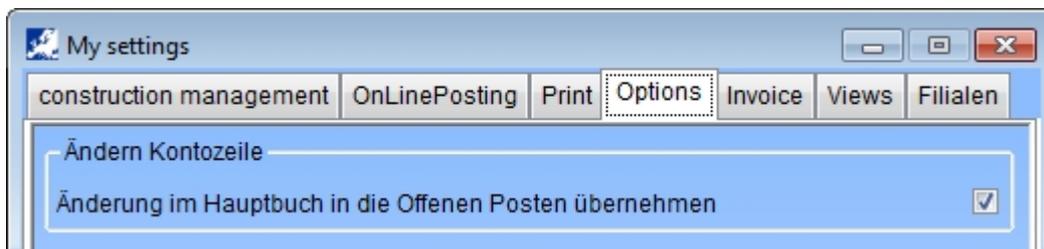


Open items

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

cost accounting											
open items											
ta	net	discount	Skonto Proz 1	discount	Skonto Proz 2	rem level	Mahndatum	Mahnen	text	Zahlungs freigabe	Zahlungsfreigabe User
12	30	14	2,00		,00	0	00.00.0000	<input checked="" type="checkbox"/>	Maintenance	<input checked="" type="checkbox"/>	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.



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.

cost accounting											
open items											
part invoice											
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.

Change account

1 SUP (SUPERVISOR) / 02.02.2012

posting date 01.02.2012 2012/02 voucher no. 1234
voucher date 01.02.2012 ext. voucher No. 999

account	contra account	description for post	tax a
30000	6101	Maintenance	
3300	30000	Maintenance	
6101	30000	Maintenance	
2900	6101	Maintenance	
7450	30000	Membership fees	

- Aufsteigend sortieren
- Absteigend sortieren
- Diese Spalte entfernen
- Originalzustand wiederherstellen
- Ausrichtung
- Layout speichern
- Layout laden