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User Manual
J-PACK for Dynamics 365 Business Central

Version	Date	Description
1.0	2018/9/12	

Pacific Business Consulting, Inc.

User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Overview

Overview

For typical japanese business scene, invoice documents are often summarized by customer and month.

But, standard NAV does not have this function.

Collective Invoice for J-Pack is the function which creates invoice documents by customers, month(terms) and collective invoice code.

Process to create Collective Invoice data :

```
PBCJP Setup
    │
    ▼
Customer master
    │
    ▼
Sales Order
    │
    ▼
Post (Invoice)
    │
    ▼
Create or re-create collective invoices
    │
    ▼
Print invoice documents
```

・Users are required to register PBCJP Setup before using.

・Users are required to register customer parameters before creating SO.

・Posted Sales Invoices whose parameter for collective invoice is "Yes" are target for Collective Invoice.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Overview

Following list is a explanation for each sheet.

No.	項目	説明
1	Overview	Overview for J-pack Collective Invoice functions.　（this sheet）
2	Setup	Setup for creating invoice data.（PBCJP Setup、Custome master）
3	Collective Invoice List	How to manage Collective Invoice List.
4	Create Invoice and Header Info	How to create invoices and how to edit invoice header.
5	Print Collective Invoice	How to print invoice data.
6	Exclude function	How to exclude lines and print documents.
7	Adjust Tax Amount	Adjustment for Tax Amount.
8	Revision Management	Revision management for re-create invoices.
9	Carry Over Handling	How to manage for carry over amount.

User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Setup

1. PBCJP Setup

Collective Invoice

Use Collective Invoice	⬤ (on)		CollInv. Jnl. Template Name	GENERAL
Collective Invoice Nos.	C-INVOICE		CollInv. Jnl. Batch Name	DEFAULT
CollInv. Starting Date	9/7/2018		CollInv. Posting Type	Sale
Scan Date Calculation	-CM-3M		CollInv. VAT Bus. Post. Grp.	DOMESTIC
CollInv. Keep Revisions	⬤ (on)		CollInv. VAT Prod. Post. Grp.	FULL8
No Carry Over Handling	⬤ (off)		CollInv. VAT Adjustable Amount	1.00

COLLECTION FOR

CollInv. for Sales	⬤ (on)
CollInv. for Service	⬤ (off)

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Setup

Field	Description
Use Collective Invoice	Check flag to use Collective Invoice function(On = use)
Collective Invoice Nos.	Set the No. Series for Collective Invoice.
CollInv. Starting Date	Target term (Scan From Date and To Date) will be set automatically. The Value should be CollInv. Starting Date or later.
Scan Date Calculation	Default scan date calculation value for report.
CollInv. Keep Revisions	Check flag to keep transaction rivisions in Collective Invoice List （Detail information in "Revision" sheet)
Use Multi Currency	Check flag to use multi currency in Collective Invoice.(On = multi currency)
No Carry Over Handling	Check flag in case not carry over previous month balace.(Off = carry over) （Detail information in "Carry Over" sheet)
CollInv. for Sales	Check flag to collect Sales Invoices.(On = Traget)
CollInv. for Service	Check flag to collect Service Invoices.(On = Target)
CollInv. Jnl. Template Name	Set the Journal Template for VAT adjustment process. （Detail information in "VAT Adjustment" sheet.)
CollInv. Jnl. Batch Name	Set the Journal Batch for VAT adjustment process. （Detail information in "VAT Adjustment" sheet.)
CollInv. Posting Type	Set the Posting Type for VAT Adjustment process. （Detail information in "VAT Adjustment" sheet.)
CollInv. VAT Bus. Post. Grp.	Set the VAT Business Posting Group for VAT Adjustment process. （Detail information in "VAT Adjustment" sheet.)
CollInv. VAT Prod. Post. Grp.	Set the VAT Product Posting Group for VAT Adjustment process. (FULL VAT) （Detail information in "VAT Adjustment" sheet.)
CollInv. VAT Adjustable Amount	Set the Maximum amount for VAT Adjustment process. (FULL VAT) （Detail information in "VAT Adjustment" sheet.)

User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Setup

2. Settings in Customer Master

Set the For Collective Invoice and Collective Invoice Code for Customer master before creating Collective Invoice.

Field	Description
For Collective Invoice	Check flag to create Collective Invoice for this customer.(On = Use)
Collective Invoice Code	Set the Invoice Code　(5th、10th、15th、20th、25th、End of Month、Free) Set Free for this field, in case the code is not 5th,10th,15th,20th,25th or End of Month and set blank for Payment Method. 　(Set the Payment Method in Sales Order.) In case of Free (for Collective Invoice Code), NAV will get all the transaction whose Invoice Code is Free. Ex : If Customer A has 6th and 20th transaction, Collective Invoice Code for Customer A should be Free. In the Collective Invoice creating process, NAV will get sales transaction whose Invoice Code is Free and not collected.

User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Setup

3.Settings in Sales Order and Sales Invoice

In a Sales Order card and a Sales Invoice card, For Collective Invoice and Collective Invoice Code are copied from Customer Master as a default value.

＊For Collective Invice … Changeable, Collective Invoice Code … Unchangeable

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Collective Invoice List

Collective Invoice List

Users can check and manage Collective Invoice data for all customers.

1. Go to the list from Search Box

All the created Collective Invoice data will be shown.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Collective Invoice List

2．In case users go to the list from Customer List or Customer Card.

①From the Customer List : Choose the target customer from Customer List and press "Collective Invoices" button on the "Navigation" Ribbon.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Collective Invoice List

②From the Customer Card : Press Collective Invoices button on the Navigation Ribbon.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Collective Invoice List

③Collective Invoice data related to selected customer will be shown in the list.

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Collective Invoice List

3. Detail functions about Collective Invoice List

If users intend to operate for multipul invoice data, first, press "Show Select" Buttons in Home Ribbon and to show "Select", "Lift", "Select All" and "Lift All" buttons.
Second, check target lines and operate from Function Ribbon.(Change Status, Delete Invoices, Cleanup Deleted Data)

※Detail information about Status Change and Delete Invoiced Data process in "Status" sheet.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Collective Invoice List

Delete Invoices :

Select target lines and press Delete Invoices button. Select Yes for the messege.

After deletion, data will be remained in the list, so press Cleanup Deleted Data button to delete from list.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

※**Collective Invoice basic process :** Create Collective Invoices by Customers → Print Collective Invoice documents

Create Collective Invoices

1. **How to show the Collective Invoice condition form**

①To show the condition form from the Customer List : First, select the target Customer and press the Create Collective Invoice button in the Navigate Ribbon.

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Create and Management

②To show the condition form from Customer Card : Press the Create Collective Invoice button in the Navigate Ribbon.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

2. Collective Invoice condition form

NAV will get customer ledger data by designated condition in the form and create collective Invoice data by customers.

Issue Date, Scan From Date, Coll. Invoice Code, From Date and End Date are set automatically. If needed, you can change them manually.

（The value designated in Scan FromDate ～ To Date are the search condition for posting date in Customer Ledger Entries.）

※Set customer filter, in case created invoices for multipul customers.

Coll. Invoice Code … End of Month

Coll. Invoice Code … 15th

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

Field	Description	Default Value
Issue Date	※Blank is not allowed for this field.	Work Date
Scan From Date	A condition for Getting Customer Ledger Entries by data. Comparing this value and posting date in Customer Ledger Entries.	The value is calculated by Issue Date and Scan Date Calculation in PBC JP Setup. ex : Scan Date Calculation＝-CM-3M, Issue Date=2018/1/31 → Scan From Date＝2017/10/1 ※If CollInv. Starting Date (in PBCJP Setup) has the value, Scan From date will be CollInv. Starting Date value or later.
Coll. Invoice Code	Set the Collective Invoice Code. （Mandatory）	Coll. Invoice Code in Customer master.
From Date	The value for printed document. Not for generation condition.	Last Closed Date+1D ※This field will be blank if Coll. Invoice Code is Free. ※If CollInv. Starting Date (in PBCJP Setup) has the value, Scan From date will be CollInv. Starting Date value or later.
To Date	The value for printed document. Also for generation condition.	Past closed date nearest for Issue Date. (If the Issue Date is equal to Closed Date, End Date will be equal to Issue Date.) ex : Coll. Invoice Code…15日,Issue Date … 2018/01/16 → To Date＝2018/01/15 ※In case of Free for Coll. Invoice Code, NAV will set Work Date to End Date. ※If CollInv. Starting Date (in PBCJP Setup) has the value, Scan From dateshould be CollInv. Starting Date value or later.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

Creation Mode	New - Append : Create new Invoices in designated terms.
	           Revision Value for slip is 0.
	ReBuild : Recreate invoice data. In this process, invoice data will
	           be created as new revision.
	         Created revision will be managed as a valid revision.
	         Old revision will be managed as archives.
	Skip if data exist : Create invoice data from not created transaction.
		New - Append

Sales	Select transaction type.	
Service		
Responsibility Center Filter	Set filters. (Blank means all data.)	
Customer Filter		
Salesperson Filter		
Dimension Filter		
Currency Code Filter		
Sales Invoices Filter		
Sales Credit Memos Filter		
Service Invoices Filter		
Service Credit Memos Filter		
Transfer Header Comment	Transfer Sales Header comments to Collective Invoice.	
Transfer Comment Lines	Transfer Sales Line comments to Collective Invoice.	
Open Only	Get data from "Open" Customer Ledger Entries.	

User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Create and Management

3. Collective Invoice form

Created Collective Invoices are shown in Collective Invoice List. Select target invoice and open the record.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Create and Management

4. Show Detail

Press "Show Detail" button then header information and line information will be shown.

（Press "Show Detail" button again then only header information will be shown.）

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

5. Edit the header information

Input Remarks

Users can describe remarks for created Collective Invoices.

Remarks will be editable after pressing the Edit button in the Home Ribbon.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

Change Amounts

Click Change Last Invoiced Amount in the Action ribbon by pressing Edit button in the Home ribbon.

Last Invoiced Amount field will be editable.

(Same operation is required to modify Current Period Invoiced Amount, Payment Amount and Other Amount.)

※These functions are only for printed document from Collective Invoice. Customer Ledger Entries get no effection from this operation.

※Amount fields will be kept Editable, even after pressing the Enter key.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

6. Navigation function

Users can use Navigation function from target data for Collective Invoice.

ex : To open related Collective Invoice from posted Sales Invoice.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

7. Others

7.1 Transfer Haeder comment to Collective Invoices.

Posted Sales Invoice

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

The comment in Posted Sales Invoices will be shown as a 1 line description in Collective Invoice.(Show Detail mode)

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

7.2 Transfer comment lines to Collective Invoices

Lines in Posted Sales Invoice have comments.(Type = Comment)

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Create and Management

Collective Invoice condition form

EDIT – CREATE COLLECTIVE INVOICES

Field	Value
Sales	(on)
Service	(off)
Responsibility Center Filter	
Customer Filter	
Salesperson Filter	
Department Filter	
Project Filter	
Currency Code Filter	......
Sales Invoices Filter	
Sales Credit Memos Filter	
Service Invoices Filter	
Service Credit Memos Filter	
Transfer Header Comment	(off)
Transfer Comment Lines	(on)
Open Only	(off)

Schedule...   OK   Cancel

Collective Invoice card(Show Detail mode)

CI-0000054 · 0

Process   Report   Show   Show Attached | Actions   Less options

Coll. Invoice ⌄   Functions ⌄   Show Control ⌄   🖶 Print ⌄

Modified By		Sales Amount Incl. Tax	1,250.00
Remarks		Adjusted Tax Amount	0.00
Issue Date	2018/02/28	Total Invoice Amount	1,250.00
From Date	2018/02/01		

Lines

EX...		SOURCE TYPE	INVOICE NO.	ORDER NO.	POSTING DATE	PROCESS... DATE	STATUS	TYPE	NO.	DESCRIPTION
☐	⋮	Sales	103042	1011	2018/02/01	2018/09/10	Open			Order 1011
☐		Sales	103042		2018/02/01	2018/09/10	Open			Wheel
☐		Sales	103042	1011	2018/02/01	2018/09/10	Open		1100	Front Wheel
☐		Sales	103042		2018/02/01	2018/09/10	Open			Reference No. 001

※Comment Lines are transfer as "Type : Comment".

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

7.3 Process in case of Open Only

Ex : Customer which is closed on end of Feb. And some of AR are already applied.

Customer Ledger Entries

Search   Edit List   Process   Show Attached   Open in Excel | Actions   Navigate   Less options

POSTING DATE	CUSTOMER NO.	DESCRIPTION	AMOUNT	AMOUNT (LCY)	REMAINING AMOUNT	OP...
2018/01/25	60000	Order 1009	10,800.00	10,800.00	10,800.00	☑
2018/01/31	60000	Order 1001	1,250.00	1,250.00	1,250.00	☑
2018/01/31	60000	Order 1007	12,500.00	12,500.00	12,500.00	☑
2018/01/31	60000	CI-0000038 - Tax Adjustm...	1.00	1.00	1.00	☐
2018/02/01	60000	Order 1011	1,250.00	1,250.00	1,250.00	☑
2018/03/01	60000	Order 1013	4,660.00	4,660.00	4,660.00	☑
2018/03/02	60000	Order 1014	4,660.00	4,660.00	0.00	☐
2018/03/10	60000	Blanemark Hifi Shop	-4,660.00	-4,660.00	0.00	☐
2019/12/01	50000	Invoice 1002	666.75	666.75	666.75	☑
2019/12/09	40000	Invoice 1001	1,328.88	1,328.88	1,328.88	☑
2019/12/31	10000	Opening Entries, Customers	25,389.25	25,389.25	0.00	☐
2019/12/31	30000	Opening Entries, Customers	76,167.75	76,167.75	76,167.75	☑
2019/12/31	10000	Opening Entries, Customers	63,473.13	63,473.13	63,473.13	☑
2019/12/31	20000	Opening Entries, Customers	55,010.04	55,010.04	0.00	☐
2019/12/31	30000	Opening Entries, Customers	80,399.29	80,399.29	80,399.29	☑
2019/12/31	20000	Opening Entries, Customers	38,083.88	38,083.88	38,083.88	☑

Document
Due Date
Pmt. Discount Date
Reminder/Fin. Char...
Applied Entries
Detailed Ledger Ent...

Incoming Document Files

NAME
(There is nothing to show in this v

Customer Details

Customer No.
Phone No.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Create and Management

In case of no check for Open Only

No check for "Open Only"

Includes Closed Entries in Customer Ledger Entries

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User Manual **J-PACK for Dynamics 365 Business Central**	**Function Name**	Collective Invoice, Create and Management

In case of check for Open Only

EDIT - CREATE COLLECTIVE INVOICES

Responsibility Center Filter	
Customer Filter	
Salesperson Filter	
Department Filter	
Project Filter	
Currency Code Filter	""
Sales Invoices Filter	
Sales Credit Memos Filter	
Service Invoices Filter	
Service Credit Memos Filter	
Transfer Header Comment	
Transfer Comment Lines	
Open Only	

Check "Open Only"

CI-0000052 · 0

Process   Report   Show   Show Attached   Actions   Less options

Customer Name	Blanemark Hifi Shop	Payment Amount (LCY)	4,660.00
Document No.	CI-0000052	Other Amount (LCY)	0.00
Status	Open	Sub Total (LCY)	18,750.00
No. Printed	0	Total Inv. Discount Amount	0.00
Remarks		Sales Amount Incl. Tax	4,660.00
Issue Date	2018/03/31	Adjusted Tax Amount	0.00
Collective Invoice Code	End of Month	Total Invoice Amount	23,410.00
Last Invoiced Amount (LCY)	23,410.00		

Lines

EX...		SOURCE TYPE	INVOICE NO.	ORDER NO.	POSTING DATE	PROCESS... DATE	STATUS	TYPE	DESCRIPTION	SALES AMOUNT INCL. TAX
☐		Sales	103043	1013	2018/03/01	2018/09/11	Open		Order 1013	4,660.00

Only open documents will be shown.

Schedule...   OK   Cancel

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Print

1. Print Collective Invoices

Press Print Collective Invoices button to print invoice documents.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Print

2. Collective Invoice 2 page

Change condition value if needed and press print button.

Field	Description
Filter	Filter condition
Invoice Issue Date	
Coll. Invoice Code	
Date Range	These filters are fields in Collective Invoice header.
Print : Open	
Print : Printed	
Responsibility Center	Set filters.
Customer Filter	（Blank means all data.）
Salesperson Filter	
Dimension Code	
Collective Invoice Filter	
Print Zero Invoice	Print documents even if amount is 0.
Print No Sales Data	Print documents even if no lines in Collective Invoices. （Check this field in case to indicate carry over transactions or transactions created from Sales Journal.） Document will be printed with blank lines.
Print settings	Settings for Report
Issue Date for Print	You can set Issue Date for printed document indipendently from Collective Invoice header data.
Output Reprint ID	"Reprinted" will be described under the signature field of a document.
ShowLotSN	Show lot numbers or serial numbers.
ShowDetails	Show lines.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Print

3. Printed document

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Print

4. Coll. Invoice Print History

Show printed history lines by pressing Coll. Invoice Print History button.

CI-0000031 · 0

Process	Report	Show	Show Attached	Actions	Less options		

Coll. Invoice ⌄   Functions ⌄   Show Control ⌄   🖨 Print ⌄

> 🕓 Coll. Invoices Print History
> 🖨 Print Collective Invoices

Customer No.	60000		2018/01/31
Customer Name	Blanemark Hifi Shop	Collective Invoice Code	End of Month
Document No.	CI-0000031	Collect Due Date	2018/01/31
Revision No.	0	Payment Date Code	2018/02/28
Effective Revision	(toggle)	Department Code	
Status	Printed	Project Code	
No. Printed	1	Last Period Balance (LCY)	0.00
Responsibility Center	LONDON	This Period Balance (LCY)	38,530.00

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Print

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Exclude function

Exclude function

In the Collective Invoice Line, users can select lines for exclusion.

CI-0000031 · 0

Process	Report	Show	Show Attached	Actions	Less options	ⓘ ↙

Show Detail   Only Effective Revision   Show All Revision

Status	Printed	Project Code	
No. Printed	1	Last Period Balance (LCY)	0.00
Responsibility Center	LONDON	This Period Balance (LCY)	38,530.00
Salesperson Code	JR	Total Inv. Discount Amount	0.00
Modification Date	2018/09/10	Sales Amount	14,000.00
Modification Time	17:44:45	Sales Tax Amount	1,120.00
Modified By	PBC\KYAMAGATA	Sales Amount Incl. Tax	
Remarks		Adjusted Tax Amount	0.00
Issue Date	2018/02/01	Total Invoice Amount	15,120.00
From Date	2018/01/01		

Amount before exclusion

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Exclude function

First, press Edit button and Enable Exclude button. Next, select lines for exclusion in Line tab.

After checking, press Disable Exclude button and make lines unchangeable.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Exclude function

Printed Document:Selected lines will be excluded from a document.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Exclude function

※**Note** : Lines excluded on previous month will be generated for present month's invoices.
　（If users intend to create invoices without excluded lines in previous month and target ledgers are applied, check Open Only in the condition page.）
　Detail information about Open Only is in Create Collective Invoice and E sheet.）

CI-0000047 · 0

Process　　Report　　Show　　Show Attached　　|　　Actions　　Less options

		ⓘ ↗
Issue Date	2018/02/28	Adjusted Tax Amount ... 0.00
Collective Invoice Code	End of Month	Total Invoice Amount ... 7,730.00
Last Invoiced Amount (LCY)	8,640.00	

Lines

EX...	TYPE	NO.	DESCRIPTION	QUANTITY	UNIT PRICE	SALES AMOUNT INCL. TAX	SAI AMOU EXCL. T
☐			Order 1009			6,480.00	6,00(
☐	⋮	1001	Touring Bicycle	2	3,000.00	6,480.00	6,00(
☐			Order 1011			1,250.00	1,00(
☐		1100	Front Wheel			1,250.00	1,00(

The line excluded on January will be re-aggregated on February.

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| User Manual | Function Name | Collective Invoice, Adjust Tax Amount |
| **J-PACK for Dynamics 365 Business Central** | | |

Adjust Tax Amount

Users can adjust Tax Amount from Adjust Tax Amount in the Action ribbon.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Adjust Tax Amount

Message will be shown after enterring Posting Date and Adjust Amount for Tax.

EDIT - ADJUST TAX AMOUNT - CI-0000038 · 0

Posting Date · · · · · · · · · · · · 2018/01/31

Adjust Amount for Tax · · · · ·   1.00 ×

Adjust Amount = 1.00.

OK   Cancel

Select OK for a message.

?   Would you like to adjust the tax amount ?

Yes   No

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Adjust Tax Amount

Ajusted Amount will be recorded.

CI-0000038 · 0

| Process | Report | Show | Show Attached | | Actions | Less options | | ① ⤡ |

| Coll. Invoice ⌄ | Functions ⌄ | Show Control ⌄ | 🖶 Print ⌄ | 📌 |

Customer Name	Blanemark Hifi Shop	Payment Amount (LCY)	0.00
Document No.	CI-0000038	Other Amount (LCY)	0.00
Status	Open	Sub Total (LCY)	0.00
No. Printed	0	Total Inv. Discount Amount	0.00
Remarks		Sales Amount Incl. Tax	15,120.00
Issue Date	2018/01/31	Adjusted Tax Amount	1.00
Collective Invoice Code	End of Month	Total Invoice Amount	15,?1.00
Last Invoiced Amount (LCY)	0.00		

Adjusted Amount

Lines

| SOURCE | INVOICE | ORDER | POSTING | PROCESS... |

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Adjust Tax Amount

cronus

Page No.	1
Output Date -	2018/09/11
Invoice No -	CI-0000038

Collective Invoice

Blanemark Hifi Shop

28 Baker Street

W1 3AL

CRONUS International Ltd.

5 The Ring
Westminster
W2 8HG
TEL : 0666-666-6666
FAX : 0666-666-6660

Output Term :   2018/01/01 ～ 2018/01/31

Last Invoice Amount :	0
Receipt Amount :	0
Bring over Amount :	0
Exclude VAT Amount :	14,000
VAT Amount :	1,121
Payment Method :	EOM /

Payment Bank
  World Wide Bank
  BG99999
  99-99-888

Confirmed	Created

-RePrint-

Invoice Amount :   GBP15,121

Only the amount afted adjusted will be shown

Invoice No.	Posting Date	Order No.	No.	Description	Qty.	UOM	Unit Price	Line Discount Amount	Amount
103040	2018/01/25								
		1009	1000	Bicycle	1	PIECE	4,000.00		4,000.00
		1009	1001	Touring Bicycle	2	PIECE	3,000.00		6,000.00
103041	2018/01/01								
		1010	1100	Front Wheel	2	PIECE	1,000.00		2,000.00
		1010	1110	Rim	1	PIECE	2,000.00		2,000.00
							Total Amount(LCY)(GBP)		14,000.00

J-Pack User Manual.xlsx

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Adjust Tax Amount

※Adjusted Tax Amount will be reflected for General Ledger Entries automatically. （Journal : AR/VAT）

General Ledger Entries

POSTING DATE	DOCUMENT NO.	G/L ACCOUNT NO.	DESCRIPTION	AMOUNT	AMO
2018/01/31	G00001	5611	CI-0000038 - Tax Adjustm...	-0.07	
2018/01/31	G00001	5611	CI-0000038 - Tax Adjustm...	-0.93	
2018/01/31	G00001	2310	CI-0000038 - Tax Adjustm...	1.00	

Incoming Document Files ∨

NAME	TYPE

(There is nothing to show in this view)

J-Pack User Manual.xlsx

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Revision Management

Revision Management

Created invoice through recreate process has same document number as existing document but registered as new revision.Only latest revision is valid revision.

Old revision will be managed as history data.All of revision history will be shown in the list.

Collective Invoice

Use Collective Invoice	⬤	CollInv. Jnl. Template Name	GENERAL
Collective Invoice Nos.	C-INVOICE	CollInv. Jnl. Batch Name	DEFAULT
CollInv. Starting Date	2018/01/01	CollInv. Posting Type	Sale
Scan Date Calculation	-CM-1M	CollInv. VAT Bus. Post. Grp.	DOMESTIC
CollInv. Keep Revisions	⬤	CollInv. VAT Prod. Post. Grp.	FULL8
No Carry Over Handling	◯	CollInv. VAT Adjustable Amount	1.00

COLLECTION FOR

CollInv. for Sales	⬤
CollInv. for Service	◯

Collective Invoice List

Collective Invoice List: 🔍 Search Process ⌄ Show Attached ⌄ 📊 Open in Excel Actions ⌄ Less options

DOCUME... NO.	REVISION NO.	EFF... REVIS	CUSTOMER NO.	CUSTOMER NAME	CURRENCY CODE	RESPONSIB... CENTER	SALESPERS... CODE	COLLECTI... INVOICE CODE	STATUS	INV AM
CI-0000047	0	☐	60000	Blanemark Hifi Shop		LONDON	JR	End of Month	Open	8
CI-0000047	1	☐	60000	Blanemark Hifi Shop		LONDON	JR	End of Month	Open	15
CI-0000047	2	☑	60000	Blanemark Hifi Shop		LONDON	JR	End of Month	Open	15

Filter list by:
× Document No.
CI-0000047
× Effective Revision
No
Yes

Reision No.

Effective Revision No.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Revision Management

Collective Invoice page

Select a Revision line and open the card.

Press "Show All Reivion" button and check transactions by "Previous" or "Next" button.

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Collective Invoice, Revision Management

COLLECTIVE INVOICE

CI-0000047 · 1

Moved from Revision2 to Revision 1.

Process   Show Attached   Actions   Less options

Revision   1

General

Show more

Customer No.	60000	Curr. Period Inv. Amt. (LCY)		15,121.00
Customer Name	Blanemark Hifi Shop	Payment Amount (LCY)		0.00
Document No.	CI-0000047	Other Amount (LCY)		0.00
Status	Open	Sub Total (LCY)		0.00
No. Printed	0	Total Inv. Discount Amount		0.00
Remarks		Sales Amount Incl. Tax		23,410.00
Issue Date	2018/01/31	Adjusted Tax Amount		0.00
Collective Invoice Code	End of Month	Total Invoice Amount		23,410.00
Last Invoiced Amount (LCY)	15,121.00			

Lines

J-Pack User Manual.xlsx

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Carry Over Handling

1. In case of carry over :

Uncheck No Carry Over Handling in PBCJP Setup.

Collective Invoice

Use Collective Invoice	⬤	CollInv. Jnl. Template Name	GENERAL
Collective Invoice Nos.	C-INVOICE	CollInv. Jnl. Batch Name	DEFAULT
CollInv. Starting Date	2018/01/01	CollInv. Posting Type	Sale
Scan Date Calculation	-CM-1M	CollInv. VAT Bus. Post. Grp.	DOMESTIC
CollInv. Keep Revisions	⬤	CollInv. VAT Prod. Post. Grp.	FULL8
No Carry Over Handling	⬤	CollInv. VAT Adjustable Amount	1.00

COLLECTION FOR

CollInv. for Sales	⬤
CollInv. for Service	⬤

Collective Invoice page

Carry Over elements （Last Invoiced Amount,Curr. Period Invoiced Amount,Payment Amount,Other Amount,Sub Total） will be shown.

Field	Description
Last Invoiced Amount	1. In case of carry over : 　Last Invoiced Amount will be got from Curr. Period Invoiced Amount of previous invoice. 　If there are no created Invoices, Last Invoiced Amount will be calculated by total amount of Customer Ledger Entries. 2. In case of not carry over : Last Invoiced Amount = 0
Curr. Period Invoiced Amount	Total amount of the line amount except for excluded lines.
Payment Amount	Total amount of Customer Ledger Entries amount for defined date.
Other Amount	Adjusted amount.
Sub Total	=(Last Invoiced Amount + Curr. Period Invoiced Amount + Payment Amount + Other Amount)

J-Pack User Manual.xlsx

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Carry Over Handling

CI-0000052 · 0

Process   Report   Show   Show Attached | Actions   Less options   ⓘ ⤢

Revision No.	0	Project Code	
Effective Revision	⬤	Last Period Balance (LCY)	39,781.00
Status	Open	This Period Balance (LCY)	44,441.00
No. Printed	0	Last Invoiced Amount (LCY)	23,410.00
Responsibility Center	LONDON	Curr. Period Inv. Amt. (LCY)	0.00
Salesperson Code	JR	Payment Amount (LCY)	4,660.00
Modification Date		Other Amount (LCY)	0.00
Modification Time		Sub Total (LCY)	18,750.00
Modified By		Total Inv. Discount Amount	0.00
Remarks		Sales Amount	4,000.00
Issue Date	2018/03/31	Sales Tax Amount	660.00
From Date	2018/03/01	Sales Amount Incl. Tax	4,660.00
To Date	2018/03/31	Adjusted Tax Amount	0.00

User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Carry Over Handling

Print Collective Invoices

Carry Over amount will be added to Curr. Period Invoiced Amount.

J-Pack User Manual.xlsx

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Carry Over Handling

2. No Carry Over Handling

Check No Carry Over Handling in PBCJP Setup.

J-Pack User Manual.xlsx

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User Manual	Function Name	Collective Invoice, Carry Over Handling
J-PACK for Dynamics 365 Business Central		

Collective Invoice page

Carry Over fields will not be shown.

J-Pack User Manual.xlsx

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Collective Invoice, Carry Over Handling

Print Collective Invoices

Carry Over Amount is 0 and current month's lines will be shown.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Setup

Set up PBCJP setup

1. PBCJP Setup

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Setup

Field	Description
Use EB Auto Payment	Check flag to use Farm Banking function(On= use)
EB Payment Method Filter	Choose payment method if needed
EB Header Code	Enter Header Code which is set at the start of payment data
EB Bank Charge Account	Choose G/L Account for bank charge
EB Bank Charge Pos. Type	Choose Posting Groupe for posting bank charge
EB Bank Charge GBPG	
EB Bank Charge GPPG	
EB Bank Charge VBPG	
EB Bank Charge VPPG	

2. **Zengin Bank Master   : Bank code and Branch code**

Import Zengin Bank Master by using configuration package or Zengin import function of J-Pack

Note: need to purchase Zengin Bank Master Data in advance

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Setup

3. Bank Account Master

Search 'Bank' and select the "Bank Accounts".

Create Bank Account card.

On the Bank Account Tab, Choose EB auto payment.

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Setup

Choose EB Bank Code and EB branch code from Zengin bank List

Fill in the necessary fields as below:

Turn on in the case of paying bank charge one time at the end of month, not paying every time.

User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Setup

4. Bank Payment Charge

On the bank account card, choose Navigate, then choose Bank Acc., and then choose Bank Charge.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Setup

On the Bank Payment Charge card, fill in the necessary fields as below:

FROM TRANSFER AMOUNT	DESCRIPTION	SELF BRANCH	OTHER BRANCH	GROUP BANK	OTHER BANK
0.00	Less than 30,000	108.00	108.00	0.00	540.00
30,000.00	Equals or more than 30,000	324.00	324.00	0.00	756.00

Jpack_D365BC_Manual_Farm Banking

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User Manual	Function Name	Farm Banking, Setup
J-PACK for Dynamics 365 Business Central		

5. Vendor Master and Vendor Bank Account Master

Open vendor card and then choose From Bank Account No. and Vendor Bank Account No.

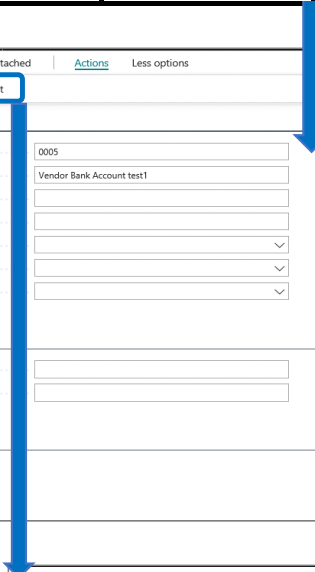On the vendor card and vendor bank account card, fill in the necessary fields as below.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Setup

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Setup

6. Recognize Payable

6.1 Post Purchase Order

Farm banking related field value which comes from Vendor Master are set on Purchase Order Header.

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Setup

6.2 Post Payment Journal

Farm banking related field value which comes from Vendor Master are set on Payment Journal Line.

PAYMENT JOURNALS

BANK-Bank payments

Batch Name .... BANK ⌄

Manage   Process   **Bank**   Prepare   Posting   Check   History | Actions   Navigate   Less options   ⓘ ↙

POSTING DATE	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUMENT NO.	ACCOUNT TYPE	ACCOUNT NO.	RECIPIENT BANK ACCOUNT	DESCRIPTION	CURRENCY CODE	PAYMENT METHOD CODE	AMOUNT	AMOUNT (LCY)	BAL. ACCOU TYPE
2020/01/23	Payment			Vendor	20300190	0005	Malay-Dan Export Unit Sdn	MYR	BANK	-2,900.00	-523.73	Bank Ac
2020/01/23	Payment			G/L Account	8640		Miscellaneous		MULTIPLE ⌄	2,900.00	2,900.00	Bank Ac

ACCOUNT NAME	BAL. ACCOUNT NAME	BALANCE	TOTAL BALANCE
Miscellaneous	World Wide Bank	0.00	0.00
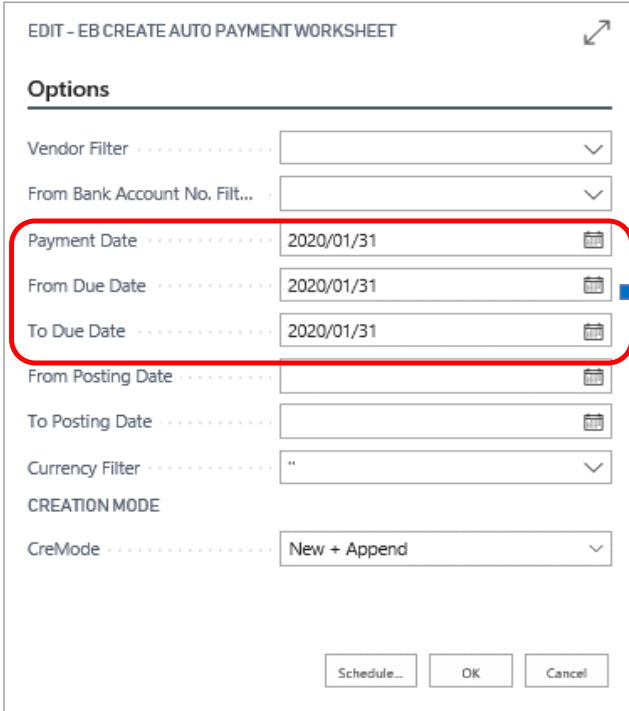
Jpack_D365BC_Manual_Farm Banking

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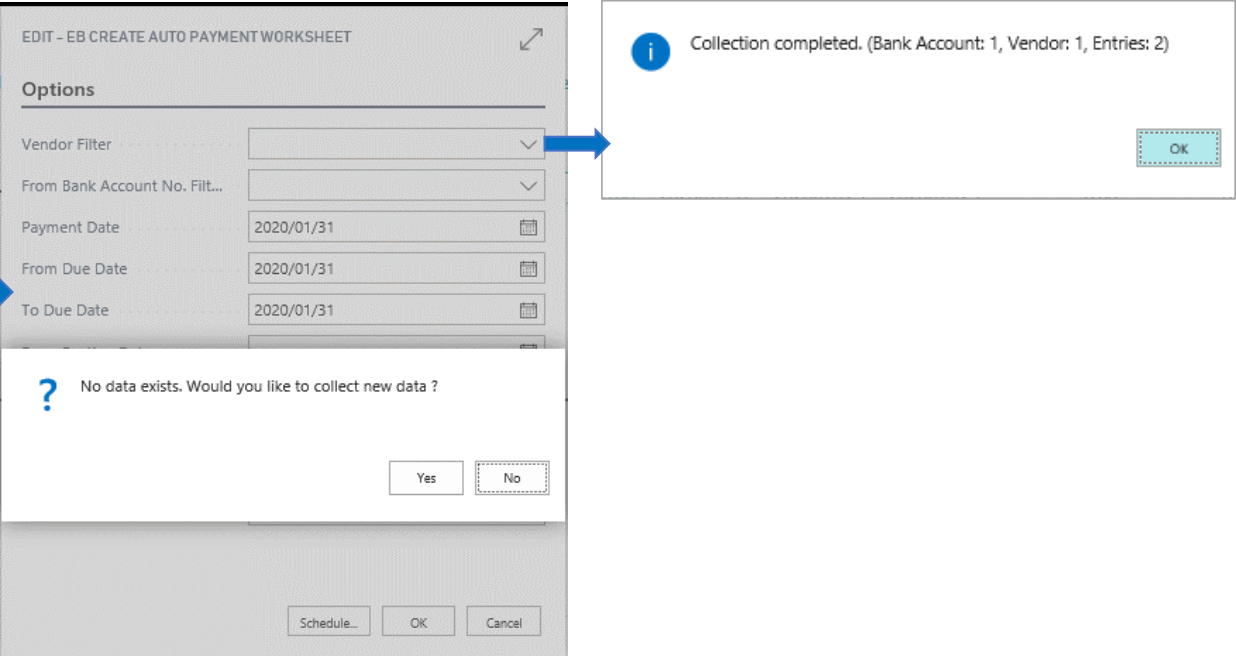| User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, EB Payment Worksheet

1. Create an EB Payment Worksheet

Search 'EB Create' and select the "EB Create Auto Payment Worksheet".

In the EB Create Auto Payment Worksheet window, enter Payment Date field, then From Due Date and To Due Date will be populated automatically.

Choose OK and then collect payment data from vendor ledger entries.
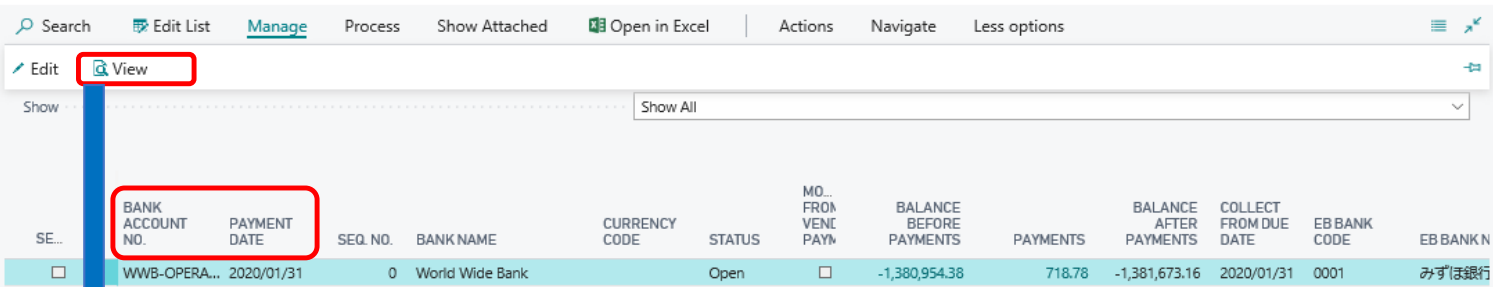
Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, EB Payment Worksheet

2. EB Payment Worksheet List

Search 'EB Pay' and select the "EB Payment Worksheet List".

EB Payment Worksheet is added EB Payment Worksheet List which shows EB Payment Worksheet by bank account and payment date.

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, EB Payment Worksheet

3. EB Payment Worksheet

Line shows payment, bank charge, bank information etc., by vendor.

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, EB Payment Worksheet

By clicking "Show Detail", detail line is shown, which comes from Vendor Ledger Entries.

Detail Line comes from Vendor Ledger entries.

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Create EB payment file

1. Create EB payment file

On the EB payment worksheet, on the Navigate tab, choose Auto Payment, and then choose Create EB Auto Payment Data.

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	**Function Name**	Farm Banking, Create EB payment file

EDIT – CREATE VENDOR PAYMENT FILE

Bank Account No. — WWB-OPERATING

Payment Date — 2020/01/31

OK   Cancel

Creation completed. (Total Count: 1, Total Amount: 718.78)

OK

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Create EB payment file

EB data file is shown as below.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Create EB payment file

After creating EB data file, status on EB payment worksheet is changed "Open" to "EB Data Created".

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Create Payment Journal

1. Create a payment journal

Go to the EB payment worksheet, on the Navigate tab, choose Auto Payment, and then choose Create Payment Journal.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Create Payment Journal

On the EB create payment journal, choose Journal Batch Name, then choose OK.

Field	Description
Journal Template Name	Select Journal Template to export payment journal (Default : PAYMENT)
Journal Batch Name	Select Journal Batch to export payment journal
Bank Account No. Filter	Select Bank Account for EB payment (It is set as corresponding account)
Payment Date	Posting date of generated Journals
Delete Output Batch	Yes: delete existing journals before creating payment journals
before Execution	No: add creating payment journals to existing journals
Summary Bank Entry	No: Create corresponding Journal per line (which is created by vendor and by payable)
	Yes: Create 1 Journal which shows total amount of payment to bank (in the case of Bank charge responsibility is "Vendor",total payment + bank fee)
Posting Group from Ledger	Copy Posting Group from vendor ledger entries.
Summarize per Vendor	Summarize payment journal pre vendor if there are several vendor to pay AP.
Inherit Vendor Dimension	Set dimension code of Vendor Master to payment journal line.
No.Jnl for Charge by Vendor	Yes: Create any journal for Charge by Vendor in the case of Bank charge responsibility is "Vendor"
No.Refund Handling	Yes: Create any journal in the case of payment amount is minus.

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Create Payment Journal

Confirm that the payment journal entries are created in chose batch.

PAYMENT JOURNALS

EB PAY-EB auto payment

Batch Name .... EB PAY ⌄

Manage Process Bank Prepare Posting Check History | Actions Navigate Less options

POSTING DATE		DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	PAYMENT METHOD CODE	AMOUNT	AMOUNT (LCY)	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	AP... (YES/	APPLIES-TO DOC. TYPE	APPLIES-TO DOC. NO.	APP TO D DUE
2020/01/31	⋮	Payment	G04001	Vendor	20300190	Malay-Dan Export Unit Sdn	EB	70.43	70.43	Bank Accoun	WWB-OPERATI	☑	Invoice	108040	2020
2020/01/31		Payment	G04001	Vendor	20300190	Malay-Dan Export Unit Sdn	EB	648.35	648.35	Bank Accoun	WWB-OPERATI	☑	Invoice	108041	
2020/01/31		Payment	G04001	G/L Account	8640	Miscellaneous		540.00	540.00	Bank Accoun	WWB-OPERATI	☐			
												☐			

Each line balance with bank account.

ACCOUNT NAME	BAL. ACCOUNT NAME	BALANCE	TOTAL BALANCE
Malay-Dan Export Unit Sdn Bhd	World Wide Bank	0.00	0.00

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Create Payment Journal

2. Setup to summarize Bank Entry

Need to check off Force doc. Balance in General Journal template as below.

By doing that, payment journal line is created with corresponding account in different line.

Then, Create a payment journal as described above.

There are no Bal Account No.
Other line for bank account is created.

Automatically set "Yes"
in Summary Bank Entry

Total amount of AP and bank charge.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Create Payment Journal

3. Setup to Create any journal for Charge by Vendor (Note:in the case of Bank charge responsibility is "Vendor")

Create a payment journal as described above.

Check "Yes" in No.Jnl for Charge by Vendor.

Jpack_D365BC_Manual_Farm Banking

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User Manual	Function Name	Farm Banking, Create Payment Journal
J-PACK for Dynamics 365 Business Central		

(Note:in the case of Bank charge responsibility is "Vendor" as below)

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Create Payment Journal

Ref: Check "No" in No.Jnl for Charge by Vendor.

Jpack_D365BC_Manual_Farm Banking

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User Manual **J-PACK for Dynamics 365 Business Central**	Function Name	Farm Banking, Exclude line

1. Exclude Line

EB payment worksheet before excluding line as below.

On the Function tab, choose Enable Exclude.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Exclude line

Check EX flag on line which should be excluded and then choose Disable Exclude on the Function tab.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Exclude line

2. EB data after excluding Line

PBCJP EB Create Auto Pmt. File (1).txt - メモ帳

ファイル(F)　編集(E)　書式(O)　表示(V)　ヘルプ(H)

```
|21100987654321クロノス                    01310001ミズ゛ホ         004            21234567
20005              001              20034567テストカナ                    0000000648000000000000000000007
8000001000000000648
9
```

3. Payment Journal after excluding Line

PAYMENT JOURNALS

Batch Name .... EB PAY

Manage　Process　Bank　Prepare　Posting　Check　History　|　Actions　Navigate　Less options

POSTING DATE		DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	PAYMENT METHOD CODE	AMOUNT	AMOUNT (LCY)	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	AP... (YES/	APPLIES-TO DOC. TYPE	APPLIES-TO DOC. NO.
2020/01/31	⋮	Payment	G04001	Vendor	20300190	Malay-Dan Export Unit Sdn I	EB	648.35	648.35	Bank Accoun	WWB-OPERATI	☑	Invoice	108041
2020/01/31		Payment	G04001	G/L Account	8640	Miscellaneous		540.00	540.00	Bank Accoun	WWB-OPERATI	☐		
												☐		

Excluded line is NOT included in Payment Journal line.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Status

1. Status of EB payment worksheet

Status	Description
Open	Default status when EB payment worksheet is created
EB Data Created	Status change from "Open" to "EB Data Created" after creating EB data. EB Data cannot be created when status is "EB data created"
Jnl Created	Status change from "Open" to "Jnl Created" after creating payment journal. Payment Journal cannot be created when status is "Jnl Created".
Jnl+EB Created	Status change from "Jnl Created" to "Jnl+EB Created" after creating EB data. Status change from "EB Data Created" to "Jnl+EB Created" after creating payment journal. Payment Journal and EB data cannot be created when status is "Jnl+EB Created".
Lock	By changing status "Lock", EB payment worksheet is not shown in EB payment worksheet list.

Jpack_D365BC_Manual_Farm Banking

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User Manual J-PACK for Dynamics 365 Business Central	Function Name	Farm Banking, Status

2. Change Status

Status of EB Payment worksheet can changed manually as below.

Change Status Function	Description
Set Jnl Created	Open → Jnl Created
Reset Jnl Created	Jnl Created → Open
Set EB Date Created	Open → EB Data Created
Reset EB Date Created	EB Data Created → Open
Set Jnl + EB Created	Open　or　Jnl Created or EB Data Created→ Jnl+EB Created
Reset Jnl + EB Created	Jnl+EB Created → Open
Delete	Delete EB payment worksheet