

Manual


OPplus 365 Petty Cash / Check Deposit

Microsoft Dynamics 365 Business Central

Prepared for
Customers & Partners


Project
OPplus 365 for Microsoft Dynamics 365 Business Central

Prepared by
gb edV GmbH & Co. KG

| | | |
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| gbedv | <p style="text-align: center;">Documentation</p> <p style="text-align: center;">Manual OPplus 365 Petty Cash & Check Deposit</p> |  |
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General Information

Manual Structure

This manual describes the following modules and functionalities of the certified vertical solution OPplus:

- OPplus 365 Petty Cash & Check Deposit

each related to the OPplus 365 product line.

It describes the relevant fields and functions as well as includes procedures exemplifying the use of OPplus.

The functional scope of the **OPplus 365** version can be considerably extended if you purchase the complete OPplus version. The functionalities of the certified vertical solution OPplus are described in separate manuals, which can be found at www.opplus365.de.

Description of Icons



Information – Indicates sections which include important information to be considered by the user.



Reminder – Reminds the user of already mentioned information or processes which enable the user to achieve optimized results.



Tip – Indicates sections which support the user to use the functionality correctly.



Warning – Signifies information of high importance to be considered in order to avoid any errors.

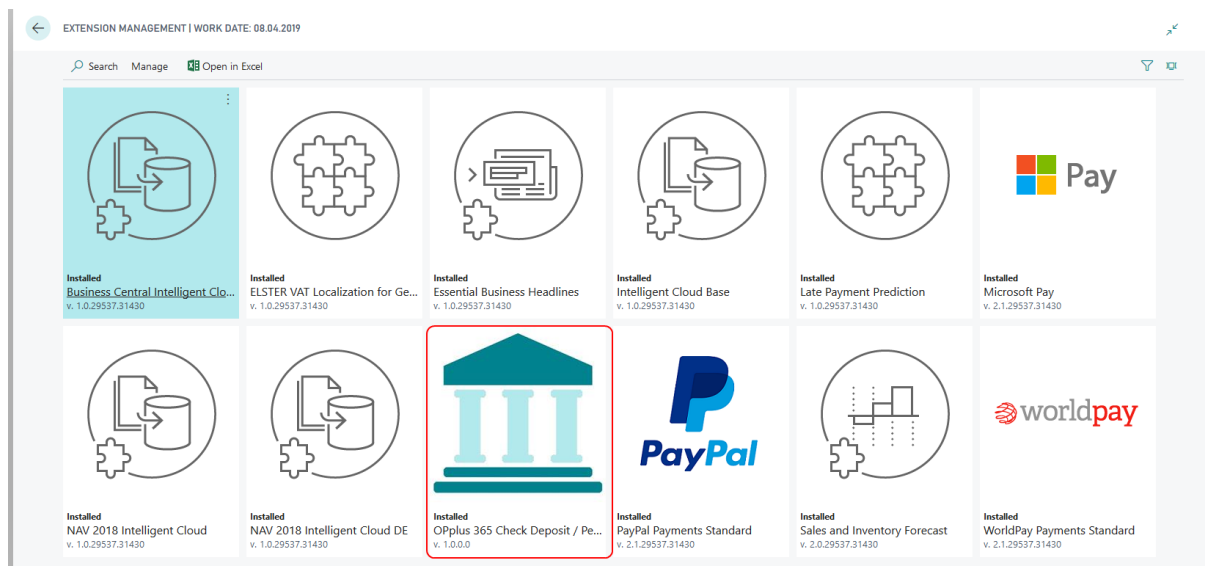
Version

This manual describes the features of the OPplus App Version 1.0.0.0.

Module OPplus 365 Petty Cash / Check Deposit

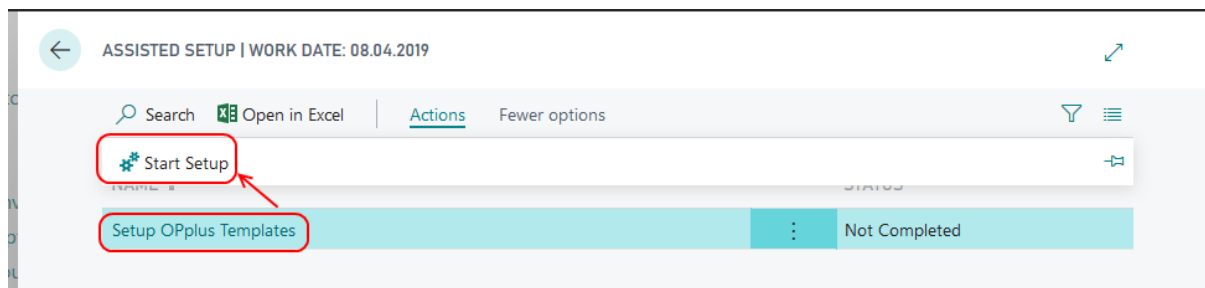
Extensions

After having installed OPplus 365, you can see the app in the Enhancement Management area:

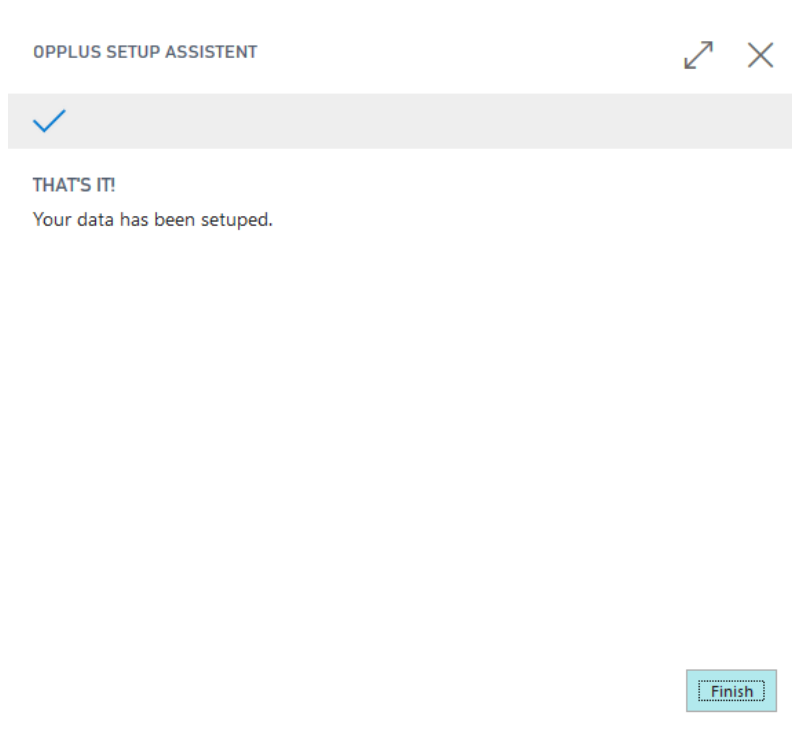


Assisted Setup

In the Supported Setup area of Microsoft Dynamics 365 Business Central, select the “Setup OPplus Templates” feature and click “Start Setup”.



The OPplus setup wizard will create the necessary setup data fully automatically. You can finish the setup after the process is done.

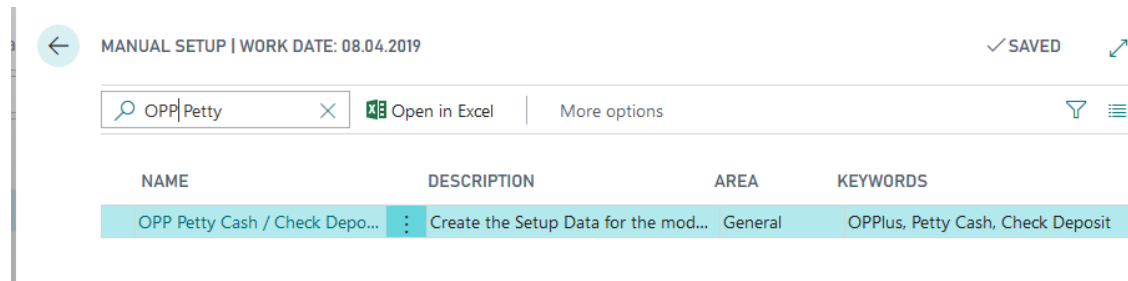


Now, the status in the Supported Setup is set to “Completed”:

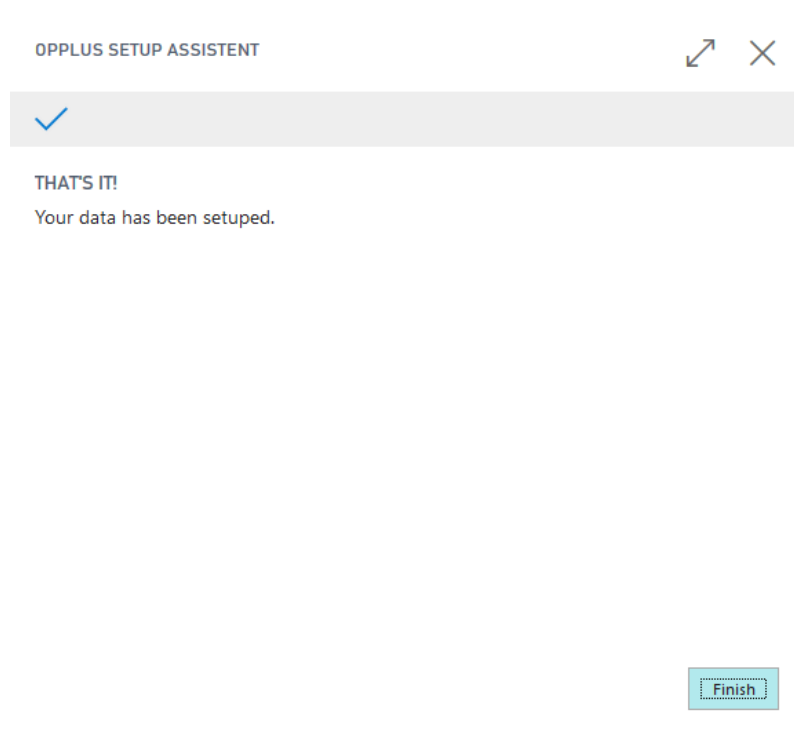
| NAME ▼ | STATUS |
|------------------------|-----------|
| Setup OPplus Templates | Completed |

Manual Setup

If you use the manual setup instead of the assisted setup wizard, you will also find the corresponding OPplus settings.

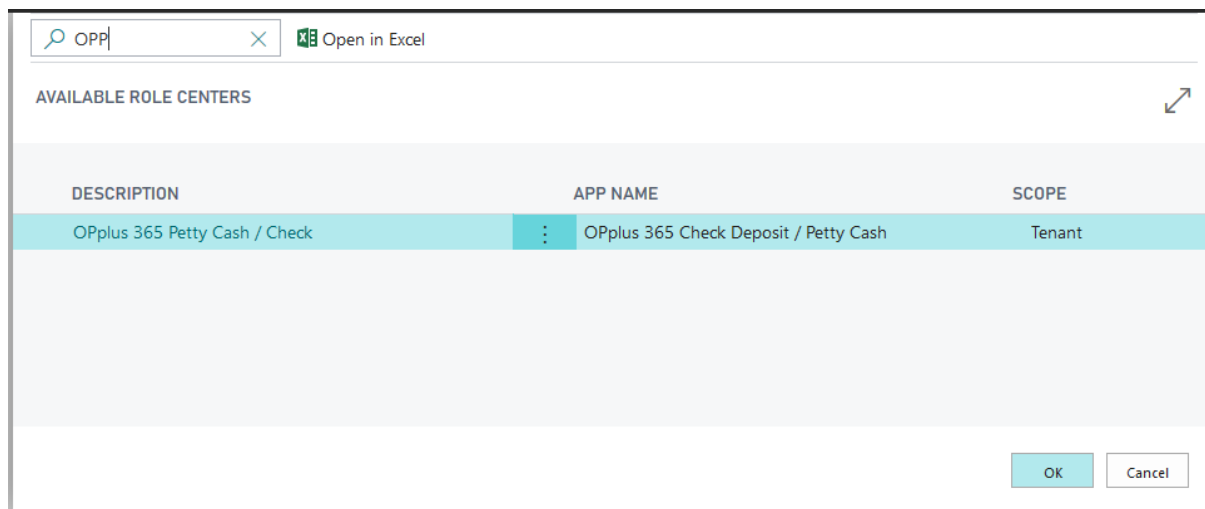


Select OPP Petty Cash / Check Deposit -> Open Manual Setup to open the setup for the Microsoft Dynamics 365 Business Central module:



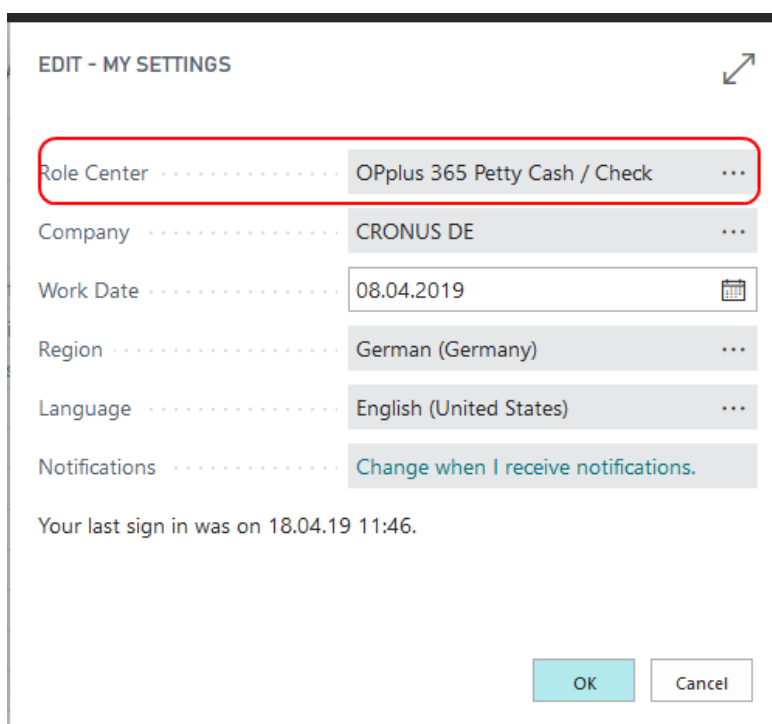
Role Center


After having created the setup data, the app is provided in a corresponding Role Center.



| DESCRIPTION | APP NAME | SCOPE |
|-------------------------------|---------------------------------------|--------|
| OPplus 365 Petty Cash / Check | OPplus 365 Check Deposit / Petty Cash | Tenant |

Select the Role Center from the “Edit – My Settings” area:



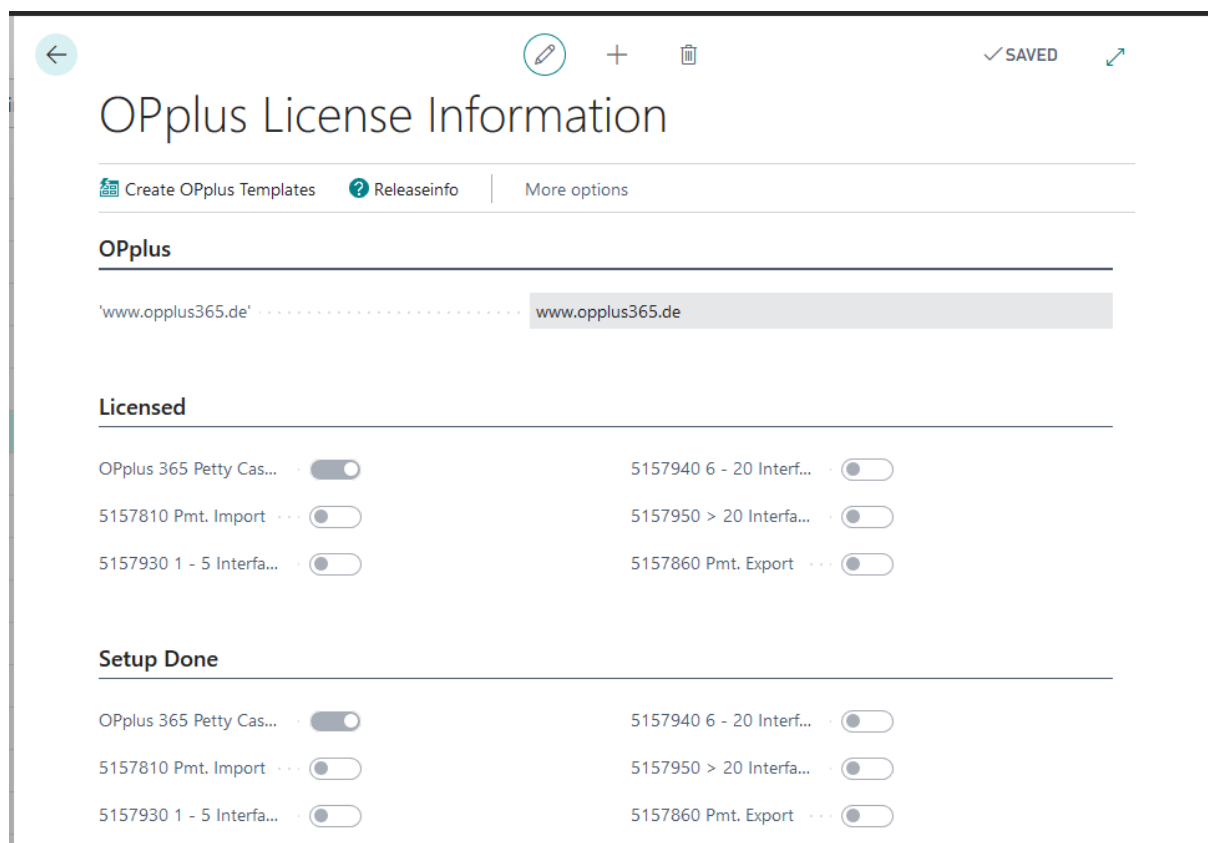
| | | |
|---------------|--|---|
| Role Center | OPplus 365 Petty Cash / Check | ... |
| Company | CRONUS DE | ... |
| Work Date | 08.04.2019 |  |
| Region | German (Germany) | ... |
| Language | English (United States) | ... |
| Notifications | Change when I receive notifications. | |

Your last sign in was on 18.04.19 11:46.

The role center is based on the bookkeeper rolce center.

License Information

You can search for the OPplus License Information Page:



OPplus License Information

Create OPplus Templates Releaseinfo More options

OPplus

'www.opplus365.de' www.opplus365.de

Licensed

| | |
|---|---|
| OPplus 365 Petty Cas... <input checked="" type="checkbox"/> | 5157940 6 - 20 Interf... <input type="checkbox"/> |
| 5157810 Pmt. Import ... <input type="checkbox"/> | 5157950 > 20 Interfa... <input type="checkbox"/> |
| 5157930 1 - 5 Interfa... <input type="checkbox"/> | 5157860 Pmt. Export ... <input type="checkbox"/> |

Setup Done

| | |
|--|--|
| OPplus 365 Petty Cas... <input checked="" type="checkbox"/> | 5157940 6 - 20 Interf... <input checked="" type="checkbox"/> |
| 5157810 Pmt. Import ... <input checked="" type="checkbox"/> | 5157950 > 20 Interfa... <input checked="" type="checkbox"/> |
| 5157930 1 - 5 Interfa... <input checked="" type="checkbox"/> | 5157860 Pmt. Export ... <input checked="" type="checkbox"/> |

This mask contains all existing OPplus 365 modules. With this app, only the module "OPplus 365 Petty Cash / Check Deposit" is active.

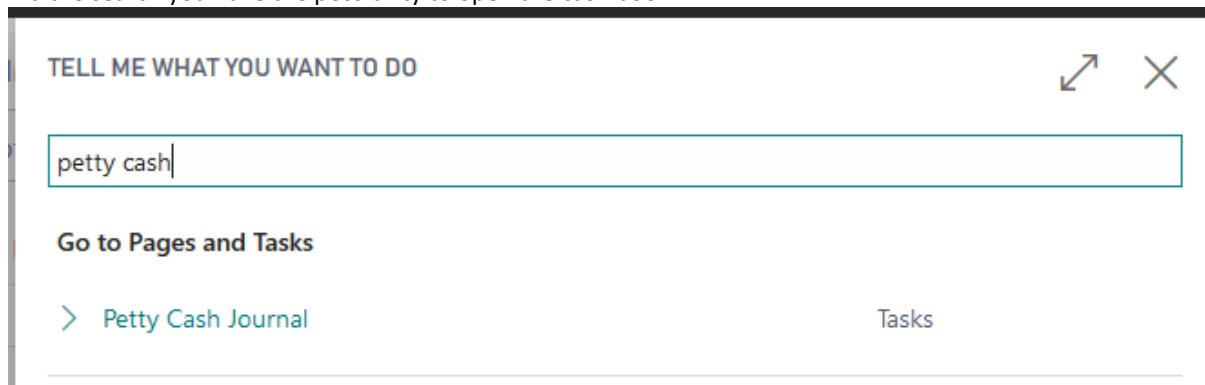
If you are interested in the other modules, please visit our homepage www.opplus365.de or inquire in the AppSource about the app "OPplus 365".

Petty Cash

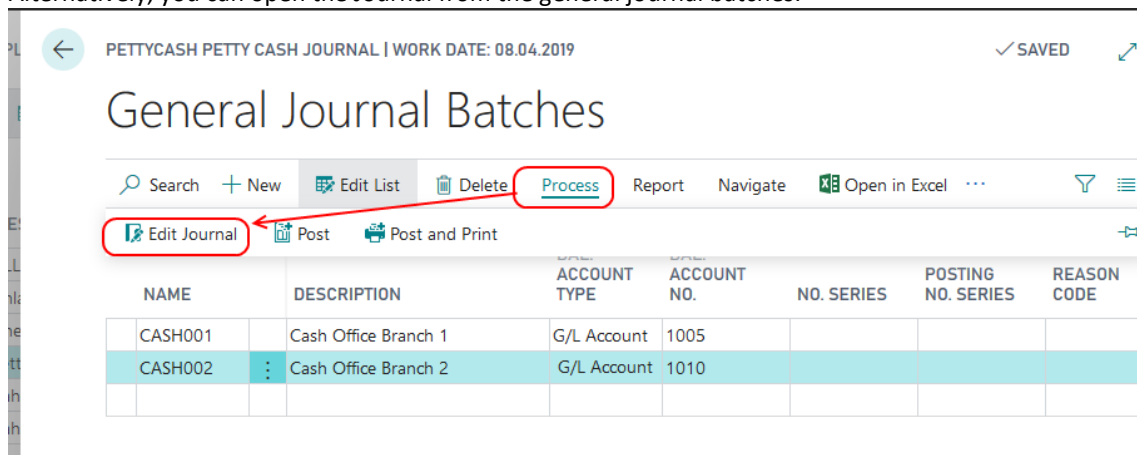
The Cash Book Journal functionality offers the new general journal template CASH BOOK as well as the cash book G/L register. This function enables the user to maintain the cash book directly in OPplus and to print any required reports by using the system.

In comparison to the journal of the standard application, the Cash Book Journal allows the user to get a quick overview of the current balance of the cash account as well as of the balance after posting. In addition, a plausibility check is offered by this module to ensure that no negative cash values exist.

Via the search you have the possibility to open the cash book:

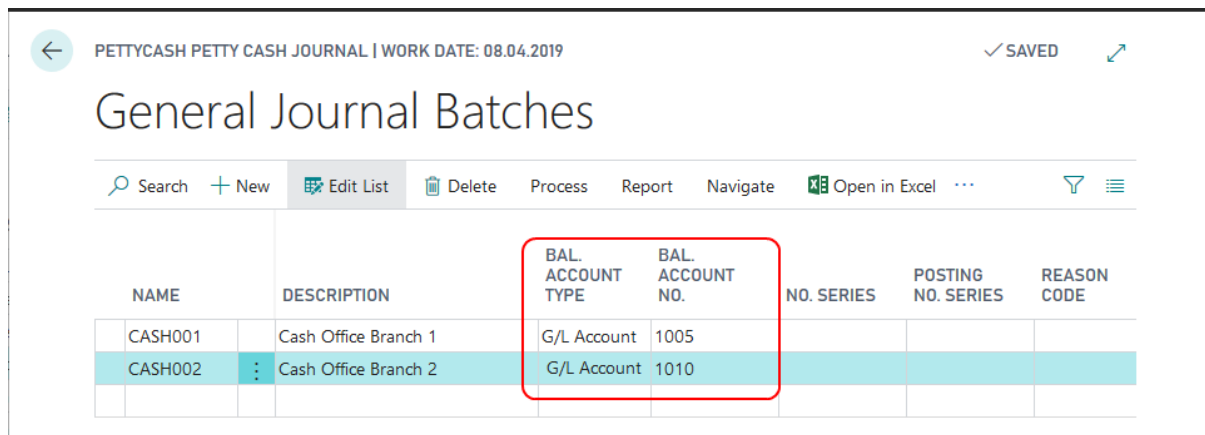


Alternatively, you can open the Journal from the general journal batches:



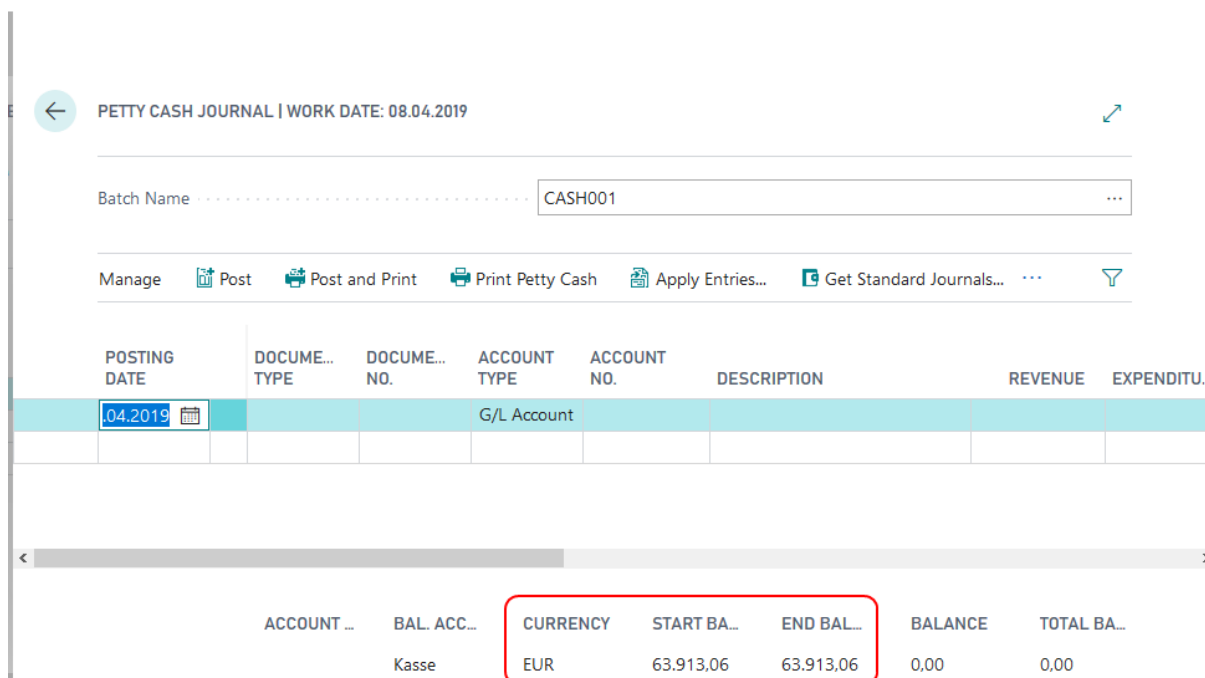
| NAME | DESCRIPTION | ACCOUNT TYPE | ACCOUNT NO. | NO. SERIES | POSTING NO. SERIES | REASON CODE |
|---------|----------------------|--------------|-------------|------------|--------------------|-------------|
| CASH001 | Cash Office Branch 1 | G/L Account | 1005 | | | |
| CASH002 | Cash Office Branch 2 | G/L Account | 1010 | | | |

Before you can use the Cash Book Journal functionality, a batch name must be specified for each cash book with at least one balancing account indicated.



| NAME | DESCRIPTION | BAL. ACCOUNT TYPE | BAL. ACCOUNT NO. | NO. SERIES | POSTING NO. SERIES | REASON CODE |
|---------|----------------------|-------------------|------------------|------------|--------------------|-------------|
| CASH001 | Cash Office Branch 1 | G/L Account | 1005 | | | |
| CASH002 | Cash Office Branch 2 | G/L Account | 1010 | | | |

In the footer of the Cash Book Journal, the Currency, Start Balance and End Balance values of the specified balancing account are displayed – as shown in the following example:

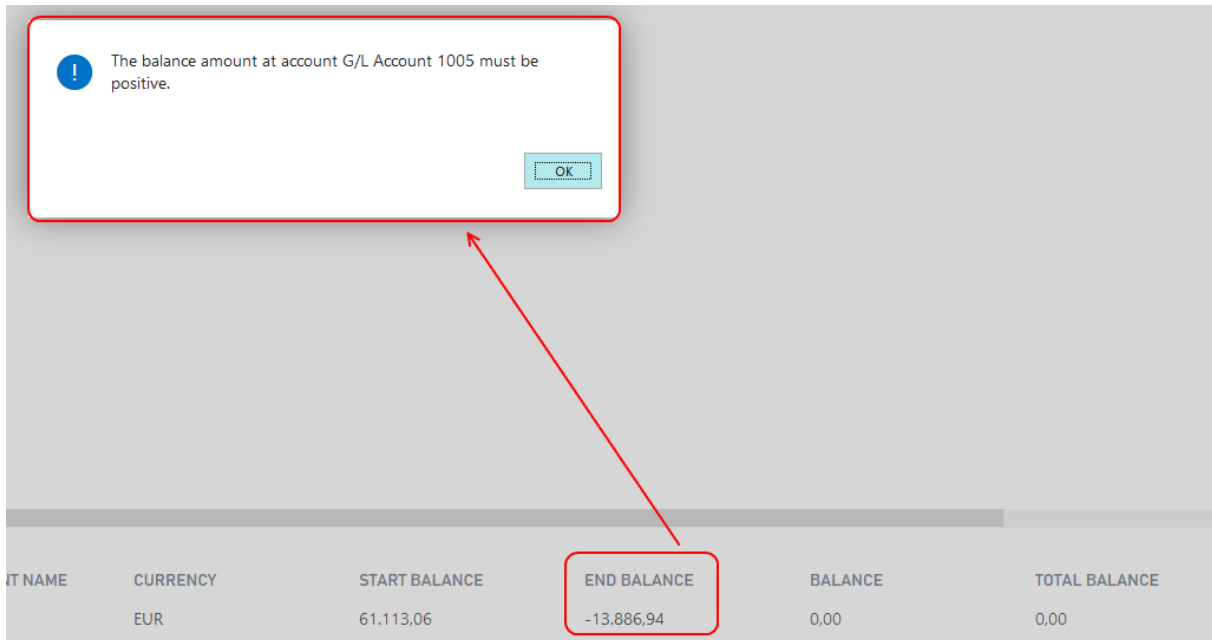


| ACCOUNT ... | BAL. ACC... | CURRENCY | START BAL... | END BAL... | BALANCE | TOTAL BA... |
|-------------|-------------|----------|--------------|------------|---------|-------------|
| | Kasse | EUR | 63.913,06 | 63.913,06 | 0,00 | 0,00 |

i If you specify a G/L account as a balancing account, the Currency field will be populated with the local currency code specified in the General Ledger Setup.

If you specify a bank account, the currency code will be copied from the respective Bank Account Card (please refer to [Cash Book Journal for Foreign Currencies](#)).

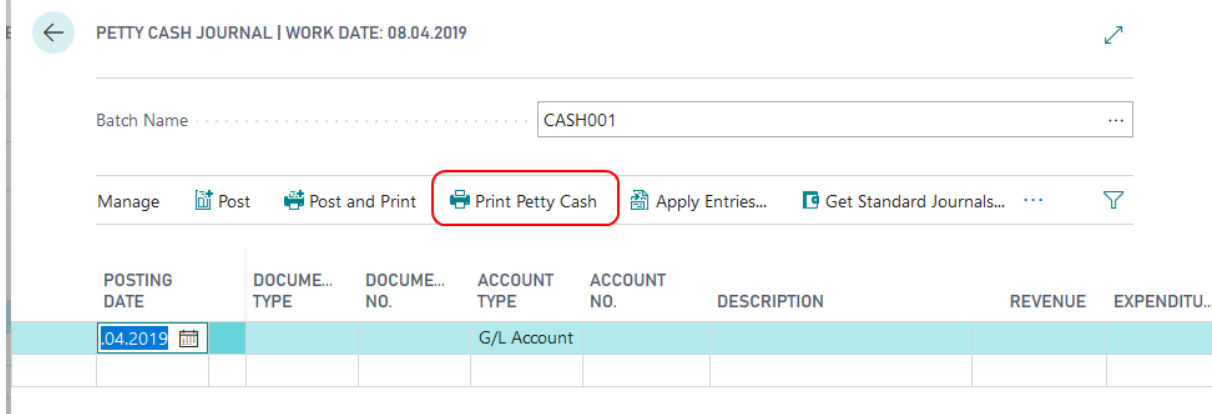
In the OPplus cash book, a balance check is made at the time of booking. The balance must be positive in the end!



A warning message box is displayed at the top left, stating: "The balance amount at account G/L Account 1005 must be positive." with an "OK" button. A red arrow points from the "END BALANCE" column in the table below to the warning message.

| IT NAME | CURRENCY | START BALANCE | END BALANCE | BALANCE | TOTAL BALANCE |
|---------|----------|---------------|-------------|---------|---------------|
| | EUR | 61.113,06 | -13.886,94 | 0,00 | 0,00 |

Before posting you may print the cash book by selecting Actions > Print Cash Book:



The interface shows the "PETTY CASH JOURNAL | WORK DATE: 08.04.2019". Below the header, there is a "Batch Name" field with the value "CASH001". A row of action buttons is visible: "Manage", "Post", "Post and Print", "Print Petty Cash" (highlighted with a red box), "Apply Entries...", "Get Standard Journals...", and a filter icon. Below the buttons is a table with columns: "POSTING DATE", "DOCUME... TYPE", "DOCUME... NO.", "ACCOUNT TYPE", "ACCOUNT NO.", "DESCRIPTION", "REVENUE", and "EXPENDITU...". The first row of the table has the date "04.2019" in the "POSTING DATE" column and "G/L Account" in the "ACCOUNT TYPE" column.

Cash Report 1005 Kasse

CRONUS DE / CASH1

18.04.2019 07:59

Page: 1 / 1

ADMINISTRATOR

| Posting Date | Document No. | Account | Description | Department Code | Customergroup Code | Takings Gross | Expenses Gross | VAT % |
|--------------|--------------|---------|--------------------|-----------------|--------------------|---------------|----------------|-------|
| 08.04.19 | CASH0001 | C 10000 | Adatum Corporation | | | | 1.000,00 | 0 |
| 08.04.19 | CASH0002 | C 10000 | Adatum Corporation | | | | 2.500,00 | 0 |
| 08.04.19 | CASH0003 | C 10000 | Adatum Corporation | | | 250,00 | | 0 |
| 08.04.19 | CASH0004 | C 10000 | Adatum Corporation | | | | 1.500,00 | 0 |
| 08.04.19 | CASH0005 | C 10000 | Adatum Corporation | | | 15.000,00 | | 0 |
| Total | | | | | | 15.250,00 | 5.000,00 | 0,00 |

StartBalance EndBalance

Cash Balance EUR 61.113,06 71.363,06

Signature

The petty cash Journal layout corresponds to the structure of usual petty cashs in the Zweckform format. Additionally, you can use the features of Dynamics NAV standard journals.

G/L Register Petty Cash

This report is based on a general journal. For this reason, it can only be used as a petty cash if none! of the following scenarios exist in the petty cash journal in the requested period:

- Collective payments (application for more than one document)
- Payments with payment discount / payment tolerances
- Exchange Rate Adjustment
- Foreign Currency petty cash

Also note that the Report Balance column reflects the balance in reference to the document number and not the balance for each report line.

Foreign Currency Petty Cash

Foreign currency petty cash can be used in OPplus. For this, you can create a NAV bank account for each foreign currency and specify it in the respective petty cash journal.



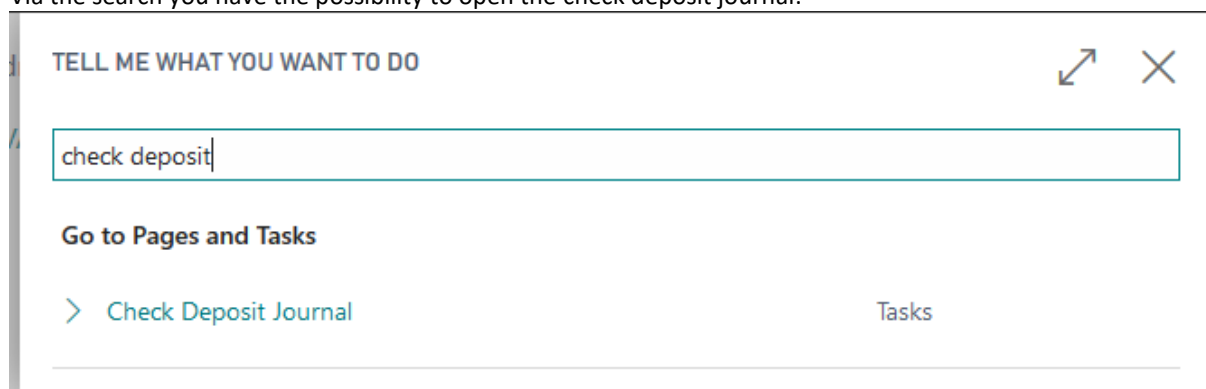
The balance can only be checked and the petty cash be printed correctly if you create a separate journal for each currency code.

Check Deposit Journal

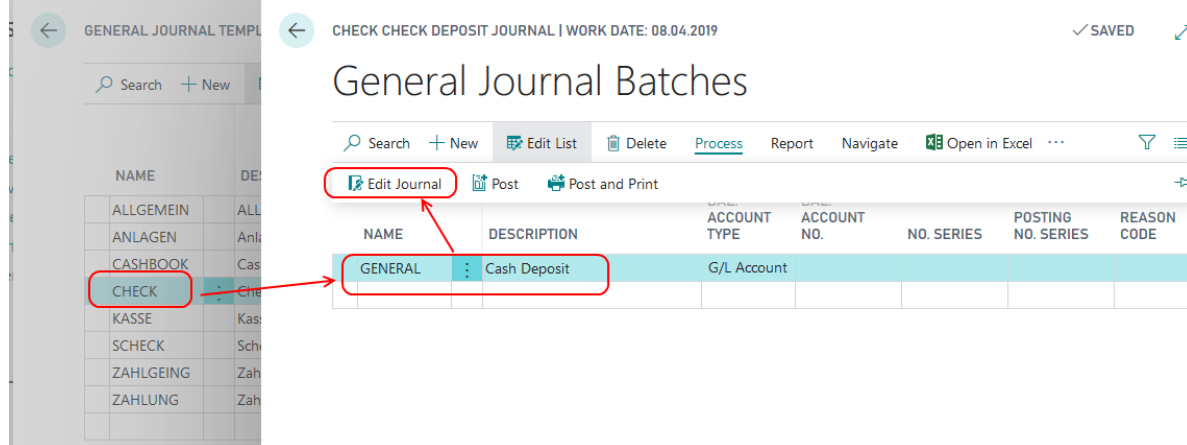
The Cash Deposit Journal functionality is intended for use by companies which submit any check payments at the bank received for the settlement of sales invoices. The banks normally expect that the check receipts are filled in – a process which in practice is done manually. The checks (or the check credits) are later on manually assigned to the sales invoices in Microsoft Dynamics NAV.

By using the Check Receipt Journal feature, you can avoid double entries without being limited to a specific number of checks for each check receipt Journal. You can enter checks directly in the system, already assign the application to open entries, print the check receipt report and post the created lines.

Via the search you have the possibility to open the check deposit journal:



Alternatively, you can open the Journal from the general journal batches:



The OPplus Check Deposit Journal implements three additional columns:

←
CHECK DEPOSIT JOURNAL | WORK DATE: 08.04.2019

Batch Name
GENERAL

Manage
 Post
 Post and Print
 Print check transfer protocol
 Apply Entries...
 Reconcile
 Dimensions
More options

| POSTING DATE | DOCUME... TYPE | DOCUME... NO. | BANK ACCOUNT NO./IBAN | BANK BRANCH CODE/BI... CODE | CHECK NO. | ACCOUNT TYPE | ACCOUNT NO. | DESCRIPTION |
|--------------|----------------|---------------|-----------------------|-----------------------------|-----------|--------------|-------------|-------------|
| 04.2019 | Payment | | | | | G/L Account | | |

Bank Account No. / IBAN

This field is used to enter the check issuer's bank account number or IBAN.

Bank Branch Code / BIC

This field is used to enter the check issuer's bank branch code or BIC.

Check No.

This field is used to enter the check number.

By selecting Actions → Print Check Transfer Protocol, you can print the check receipt report:

←
CHECK DEPOSIT JOURNAL | WORK DATE: 08.04.2019

Batch Name
G

Manage
 Post
 Post and Print
 Print check transfer protocol
 Apply Entries...

| POSTING DATE | DOCUME... TYPE | DOCUME... NO. | BANK ACCOUNT NO./IBAN | BANK BRANCH CODE/BI... CODE | CHECK NO. | ACCOUNT TYPE |
|--------------|----------------|---------------|-----------------------|-----------------------------|-----------|--------------|
|--------------|----------------|---------------|-----------------------|-----------------------------|-----------|--------------|

In the report, you can place a check mark in the “Print Account No. and Bank Code” field. The report will be opened with the “BIC/IBAN” option set by default.

EDIT - CHECK TRANSFER TO BANK ↗

Saved Settings >

Options

Print Account No. and Branch ... ☒

Bank Account

Transit G/L Account

Gen. Journal Line

Show results:

Where:

is:

And:

is:

This printout (created within OPplus) is accepted by most banks:


Weltweit Bank
Hohentanner Str. 1
WC1 3DG London


Check Transfer Protocol No.: INV0026 **Date: 18.04.19**

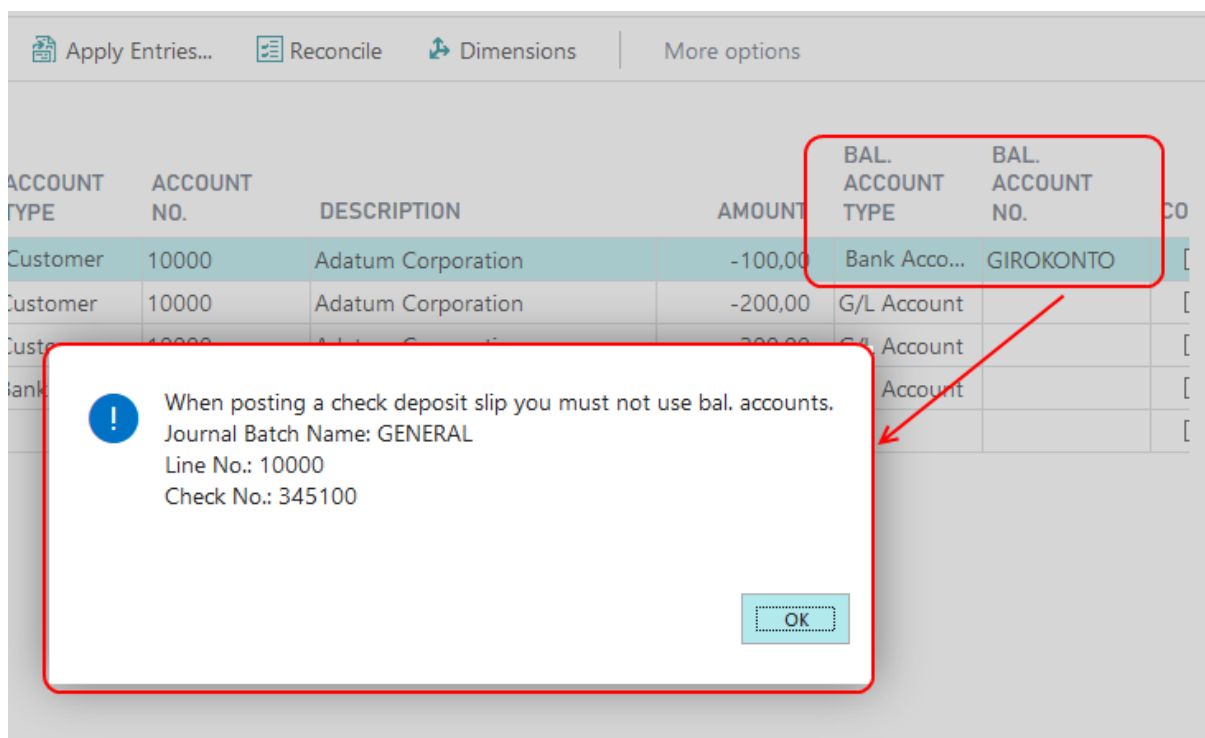
IBAN: GB29 8805 6016 1331 9268 19 / BIC Code:

| Account | Check No. | Bank Code / BIC-Code Account No. / IBAN | Amount |
|--------------------------|-----------|--|-------------------|
| 10000 Adatum Corporation | 345100 | BRLADE21SYK DE45291517005476883374 | 100,00 EUR |
| 10000 Adatum Corporation | 345200 | BRLADE21SYK DE45291517005476883374 | 200,00 EUR |
| 10000 Adatum Corporation | 345300 | BRLADE21SYK DE45291517005476883374 | 300,00 EUR |
| Number: 3 | | | 600,00 EUR |

signature

 Please note that the bank account which is used to submit the check receipt needs to be specified in the journal line as account. This way it can be ensured that the report uses the bank address data, the account number and the bank branch code from the relevant bank account card.

 Upon entering a check posting, you are not allowed to enter the bank account as balance account. You have to enter a split posting. In case a check number has been entered and the balance account is filled, then the user will get an error message upon posting or check printing.



Bankkonto und Buchungskonto im Bericht angeben

Specify Bank Account and Posting Account in Report

In the Cash Receipt Journal, you can now specify to use a transit G/L account for entry. Otherwise, the check can only be issued if it is posted accordingly against a bank.

However, a journal is often first posted via a transit account. The bank account is only posted after the statement has been posted. It is now possible to already post the lines against a transit account during entry. The balancing account can be specified in the report for identification.

←
CHECK DEPOSIT JOURNAL | WORK DATE: 08.04.2019

Batch Name GENERAL

Manage Post Post and Print Print check transfer protocol Apply Entries... Reconcile Dimensions More options

| POSTING DATE | DOCUME... NO. | BANK ACCOUNT NO./IBAN | BANK BRANCH CODE/BL... CODE | CHECK NO. | ACCOUNT TYPE | ACCOUNT NO. | DESCRIPTION | AMOUNT | BAL. ACCOUNT TYPE | BAL. ACCOUNT NO. |
|--------------|---------------|-----------------------|-----------------------------|-----------|--------------|-------------|--------------------|---------|-------------------|------------------|
| 08.04.2019 | INV0026 | DE4529151... | BRLADE21S... | 345100 | Customer | 10000 | Adatum Corporation | -100,00 | G/L Account | |
| 08.04.2019 | INV0026 | DE4529151... | BRLADE21S... | 345200 | Customer | 10000 | Adatum Corporation | -200,00 | G/L Account | |
| 08.04.2019 | INV0026 | DE4529151... | BRLADE21S... | 345300 | Customer | 10000 | Adatum Corporation | -300,00 | G/L Account | |
| 08.04.2019 | INV0026 | | | | G/L Account | 1360 | Transit | 600,00 | G/L Account | |

EDIT - CHECK TRANSFER TO BANK ↗

Saved Settings >

Options

Print Account No. and Branch ... ☒


Bank Account GIROKONTO ▼
Transit G/L Account 1360 ▼

Gen. Journal Line

Show results:

Where: Journal Template Name ▼ is: CHECK ▼
And: Journal Batch Name ▼ is: GENERAL ▼

Send to... Print Preview Cancel

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|-------|---|---|

The correct printout will be shown as follows:


Weltweit Bank
Hohentanner Str. 1
WC1 3DG London

Check Transfer Protocol No.: INV0026 **Date: 18.04.19**

IBAN: GB29 RB05 6016 1331 9268 19 / BIC Code:

| Account | Check No. | Bank Code / BIC-Code Account No. / IBAN | Amount |
|--------------------------|-----------|--|------------|
| 10000 Adatum Corporation | 345100 | BRLADE21SYK DE45291517005476883374 | 100,00 EUR |
| 10000 Adatum Corporation | 345200 | BRLADE21SYK DE45291517005476883374 | 200,00 EUR |
| 10000 Adatum Corporation | 345300 | BRLADE21SYK DE45291517005476883374 | 300,00 EUR |
| Number: 3 | | | 600,00 EUR |

signature

| | | |
|-------|---|---|
| gbedv | <p style="text-align: center;">Documentation</p> <p style="text-align: center;">Manual OPplus 365 Petty Cash & Check Deposit</p> |  |
|-------|---|---|

For more information about OPplus please refer to
<http://www.opplus365.de>



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