

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
gbedv GmbH & Co. KG

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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.

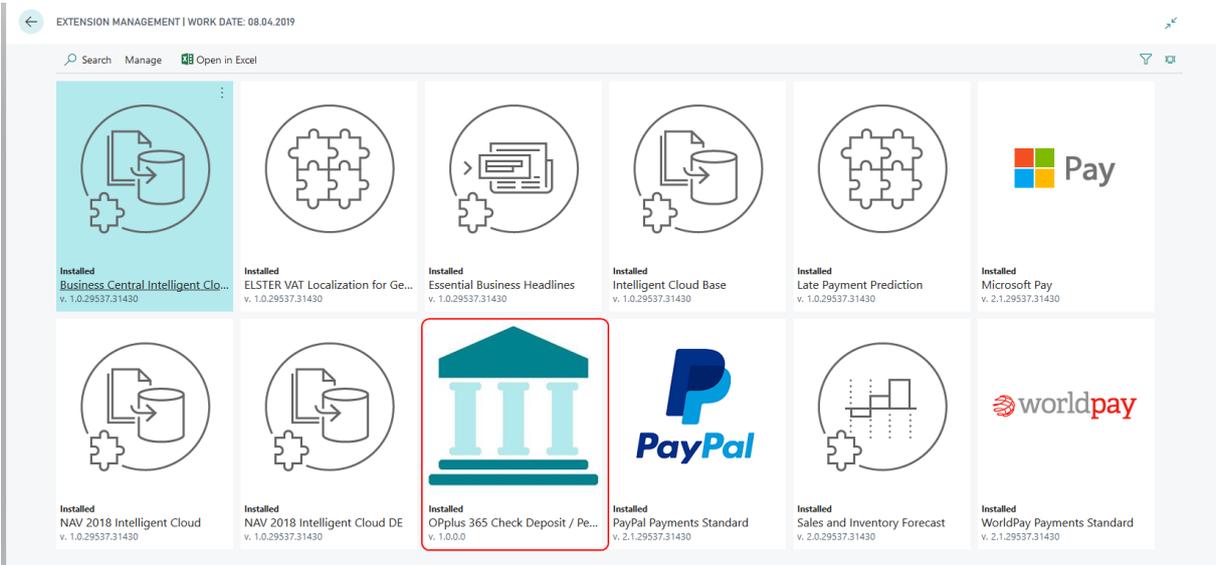
Version

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

Module OPplus 365 Petty Cash / Check Deposit

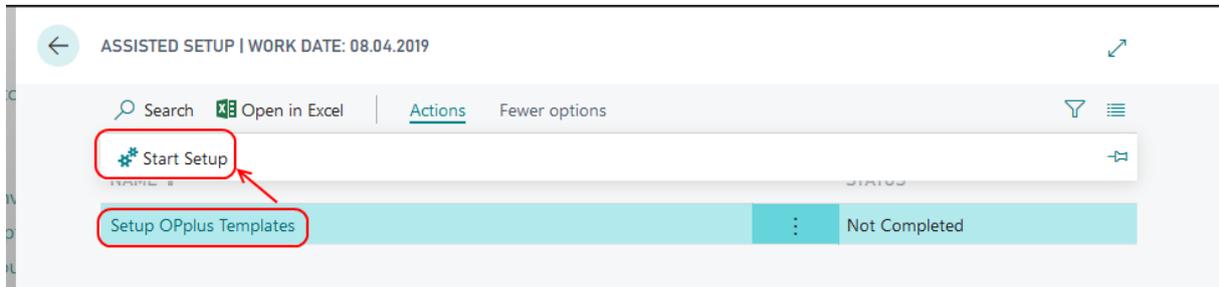
Extensions

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

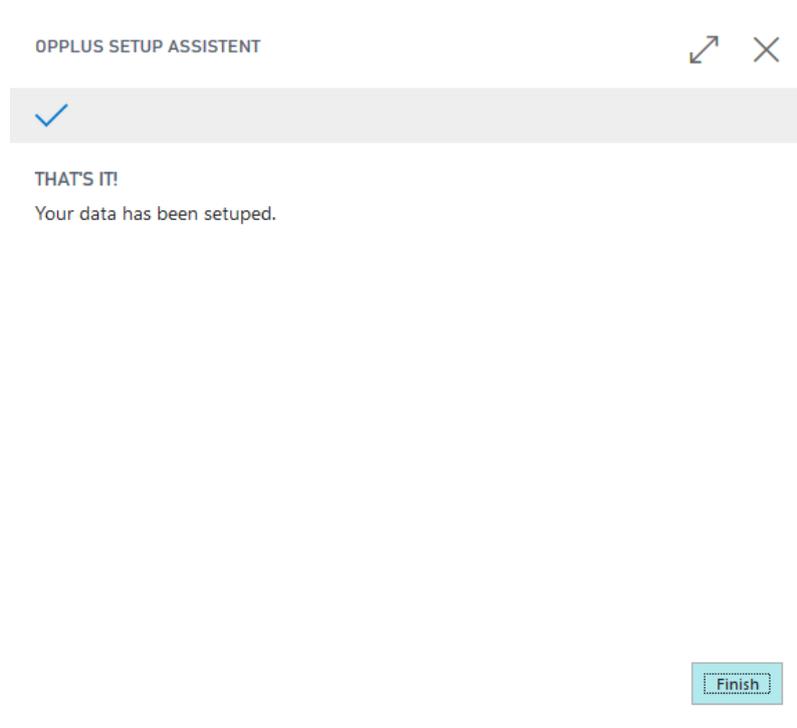


Assisted Setup

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.

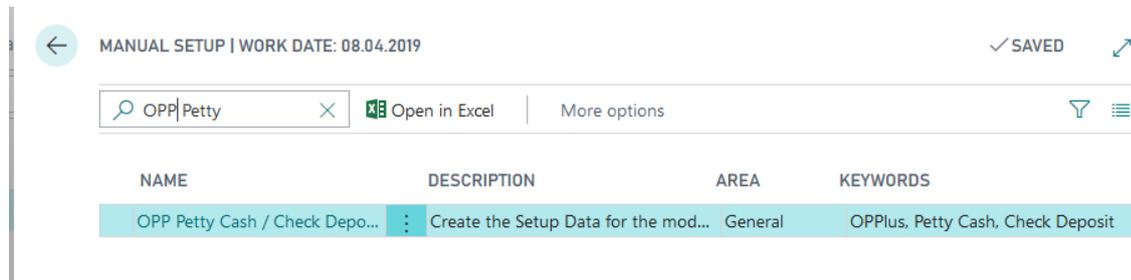


Now, the status in the Supported Setup is set to “Completed”:

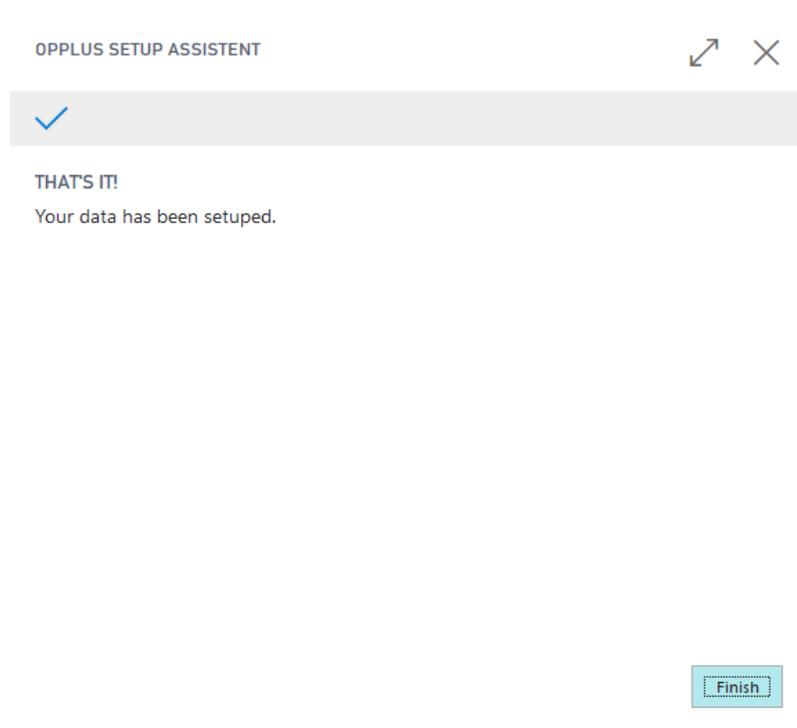
NAME ▼	STATUS
Setup OPplus Templates	Completed

Manual Setup

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

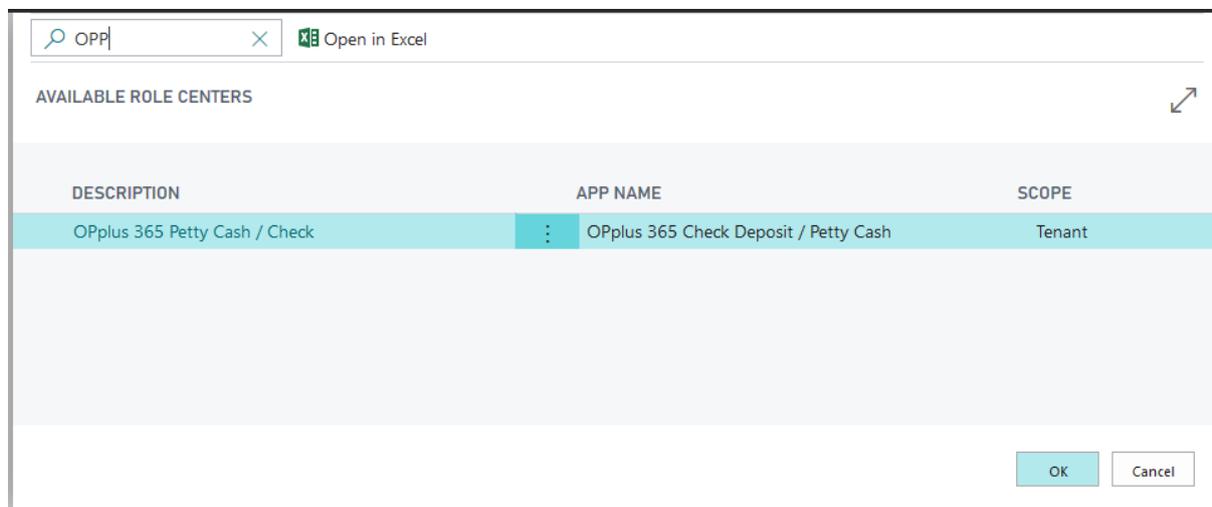


Select OPP Petty Cash / Check Deposit -> Open Manual Setup to open the setup for the Microsoft Dynamics 365 Business Central module:

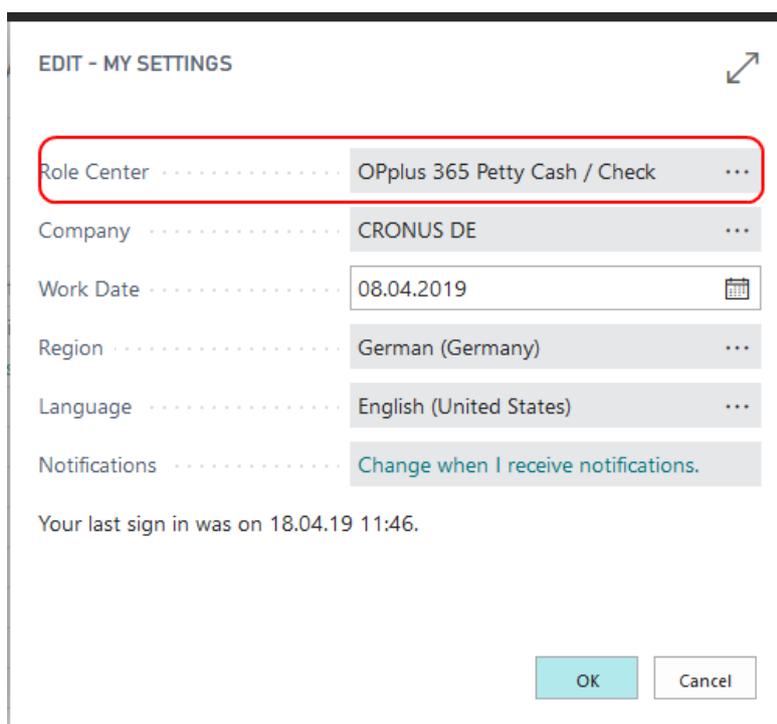


Role Center

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



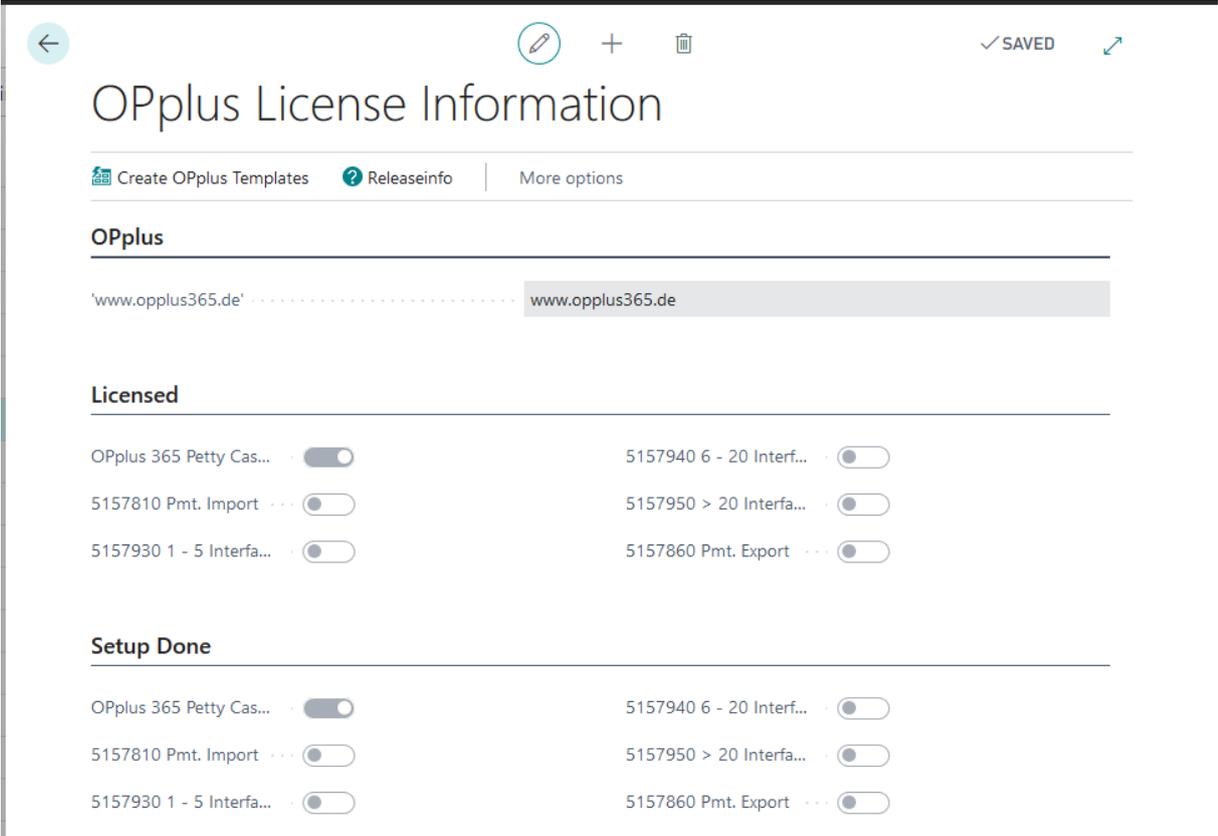
Select the Role Center from the “Edit – My Settings” area:



The role center is based on the bookkeeper rolce center.

License Information

You can search for the OPplus License Information Page:



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

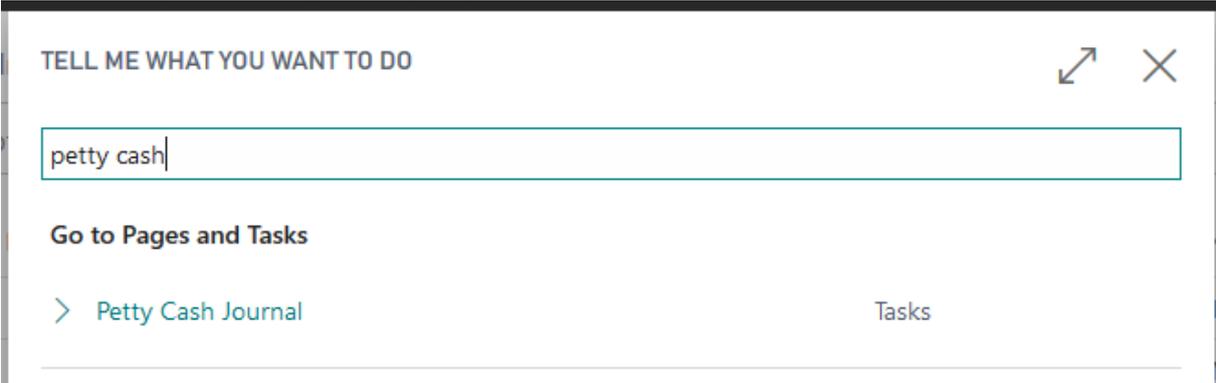
If you are interested in the other modules, please visit our homepage www.opplus365.de or inquire in the AppSource about the app "OPplus 365".

Petty Cash

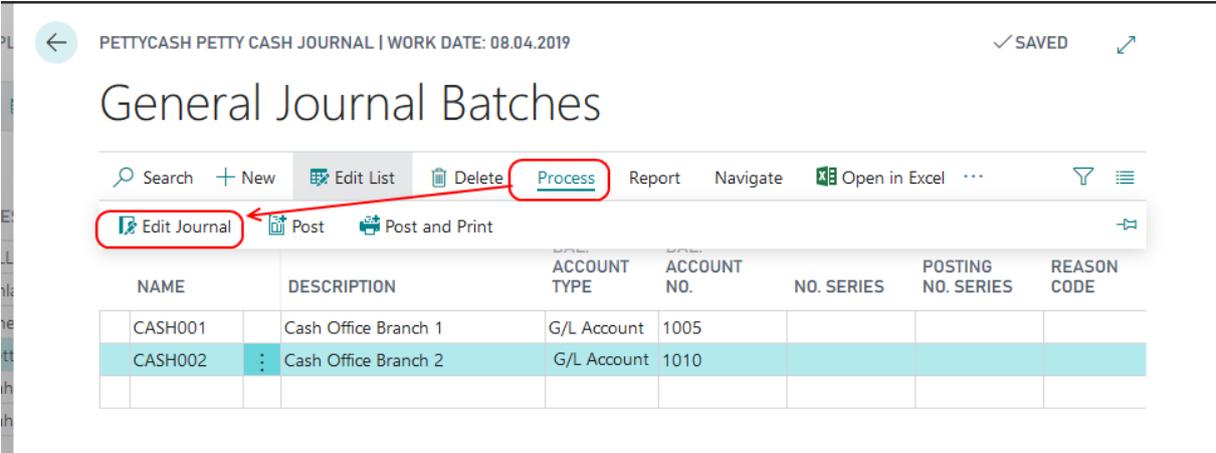
The Cash Book Journal functionality offers the new general journal template CASH BOOK as well as the cash book G/L register. This function enables the user to maintain the cash book directly in OPplus and to print any required reports by using the system.

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.

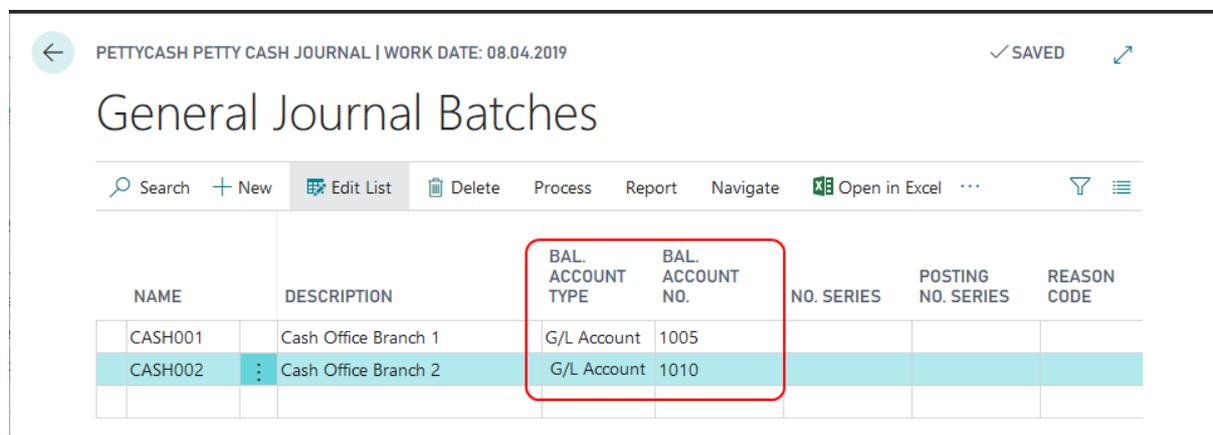
Via the search you have the possibility to open the cash book:



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

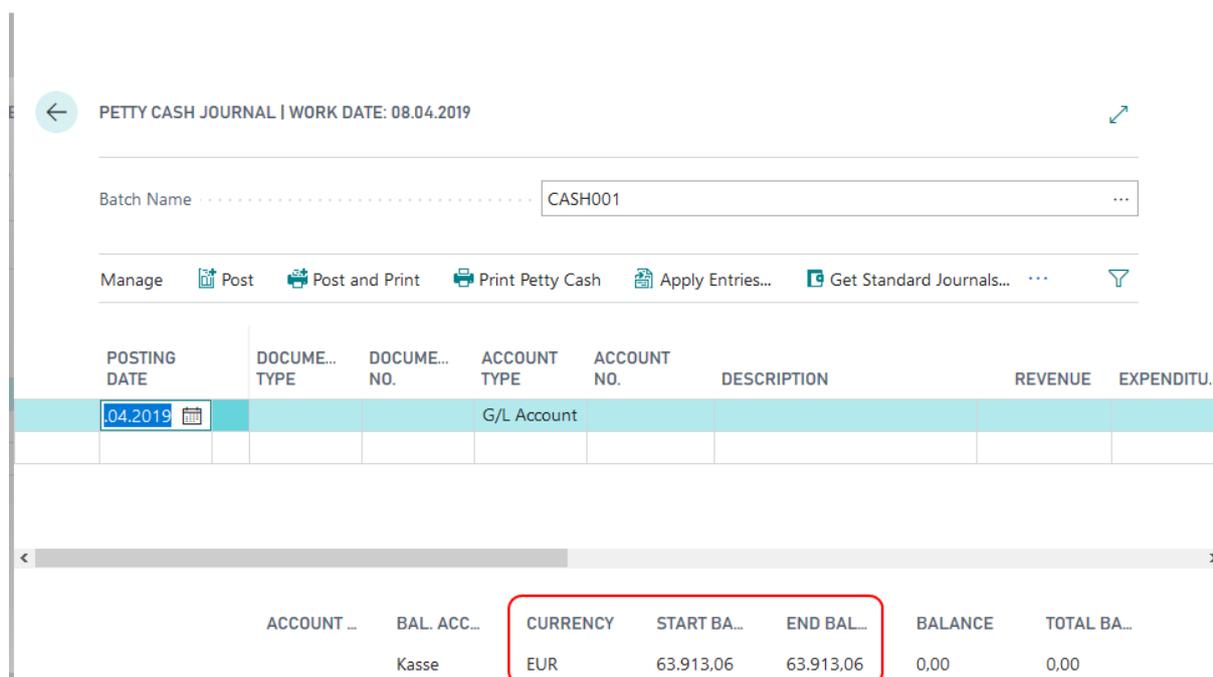


Before you can use the Cash Book Journal functionality, a batch name must be specified for each cash book with at least one balancing account indicated.



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:



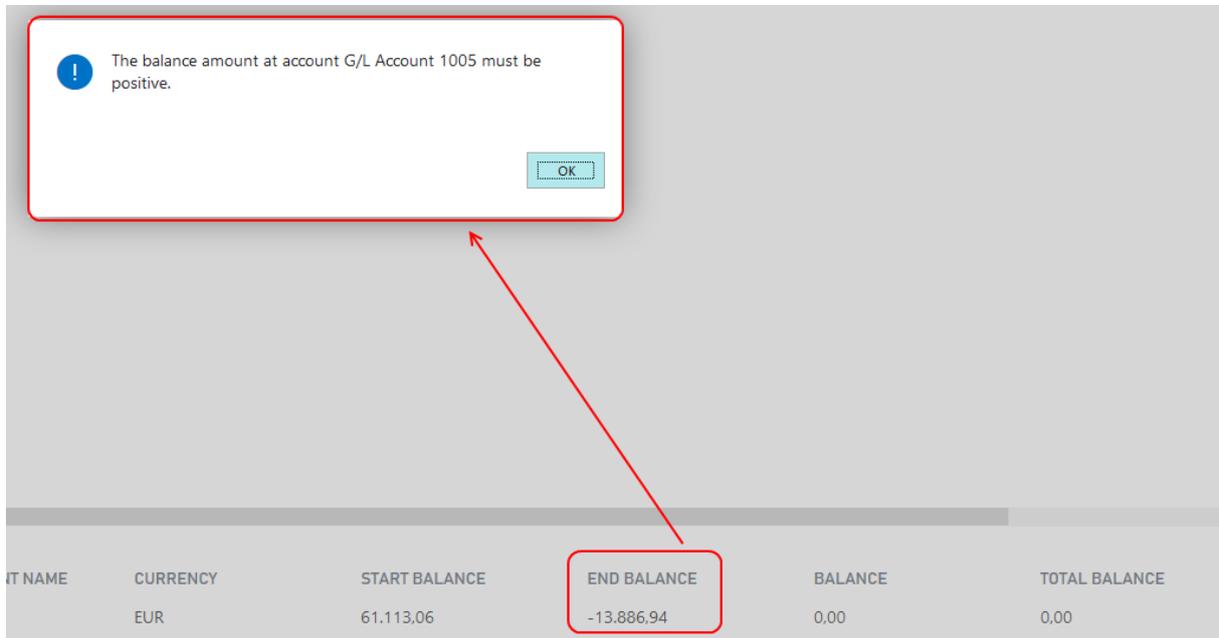
POSTING DATE	DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	REVENUE	EXPENDITU...
04.2019			G/L Account				

ACCOUNT ...	BAL. ACC...	CURRENCY	START BA...	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](#)).

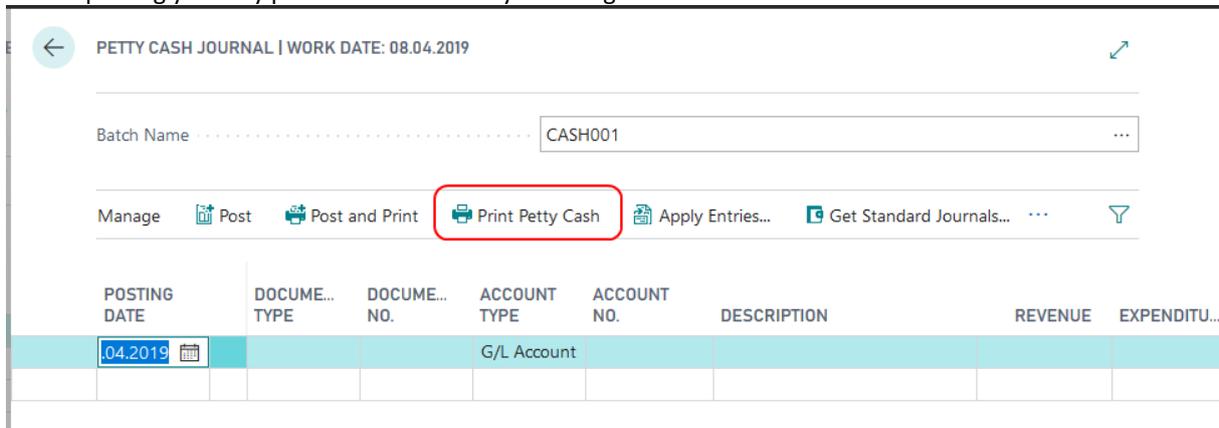
In the OPplus cash book, a balance check is made at the time of booking. The balance must be positive in the end!



The warning message states: "The balance amount at account G/L Account 1005 must be positive." Below the message is an "OK" button. A red arrow points from the "OK" button to the "END BALANCE" column in the table below.

ITEM 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" screen. The "Batch Name" is set to "CASH001". The "Print Petty Cash" button is highlighted with a red box.

POSTING DATE	DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	REVENUE	EXPENDITU...
04.2019			G/L Account				

Cash Report 1005 Kasse 18.04.2019 07:59

CRONUS DE / CASH1 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.



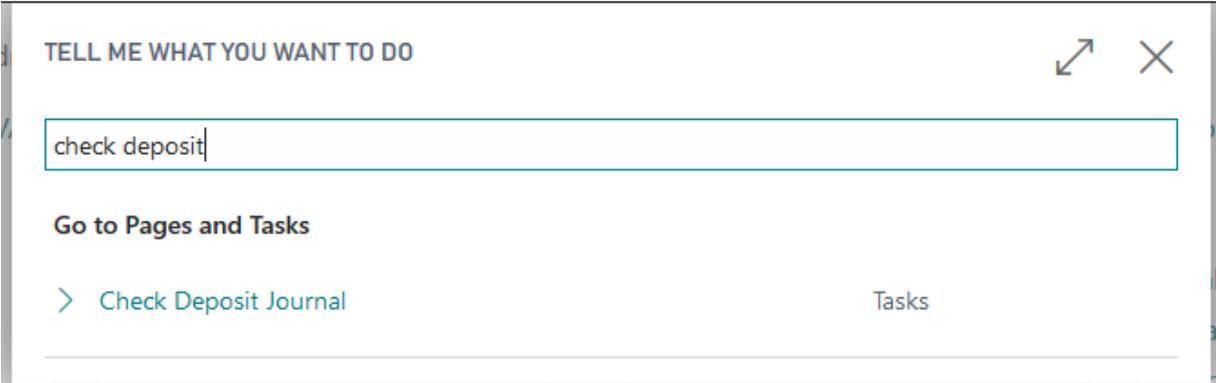
The balance can only be checked and the petty cash be printed correctly if you create a separate journal for each currency code.

Check Deposit Journal

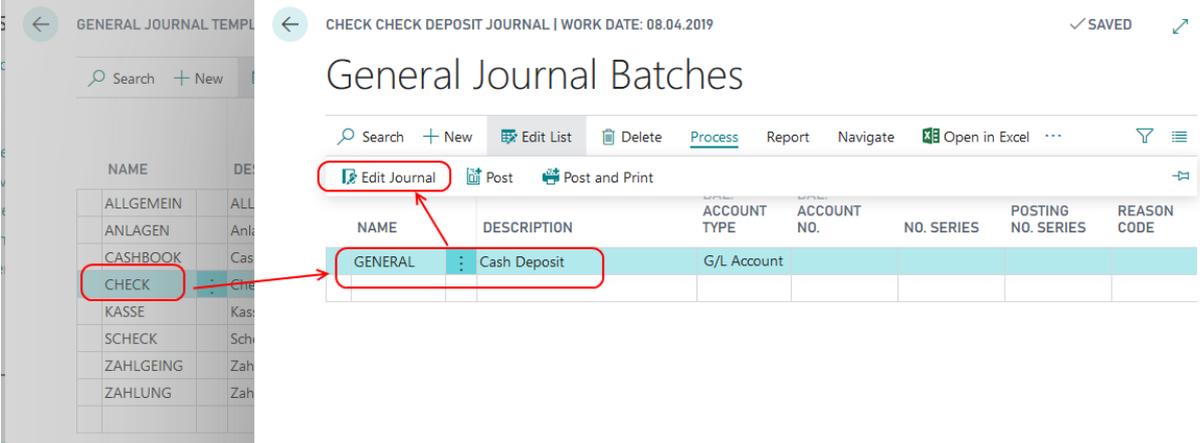
The Cash Deposit Journal functionality is intended for use by companies which submit any check payments at the bank received for the settlement of sales invoices. The banks normally expect that the check receipts are filled in – a process which in practice is done manually. The checks (or the check credits) 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
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Manual OPplus 365 Petty Cash & Check Deposit



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

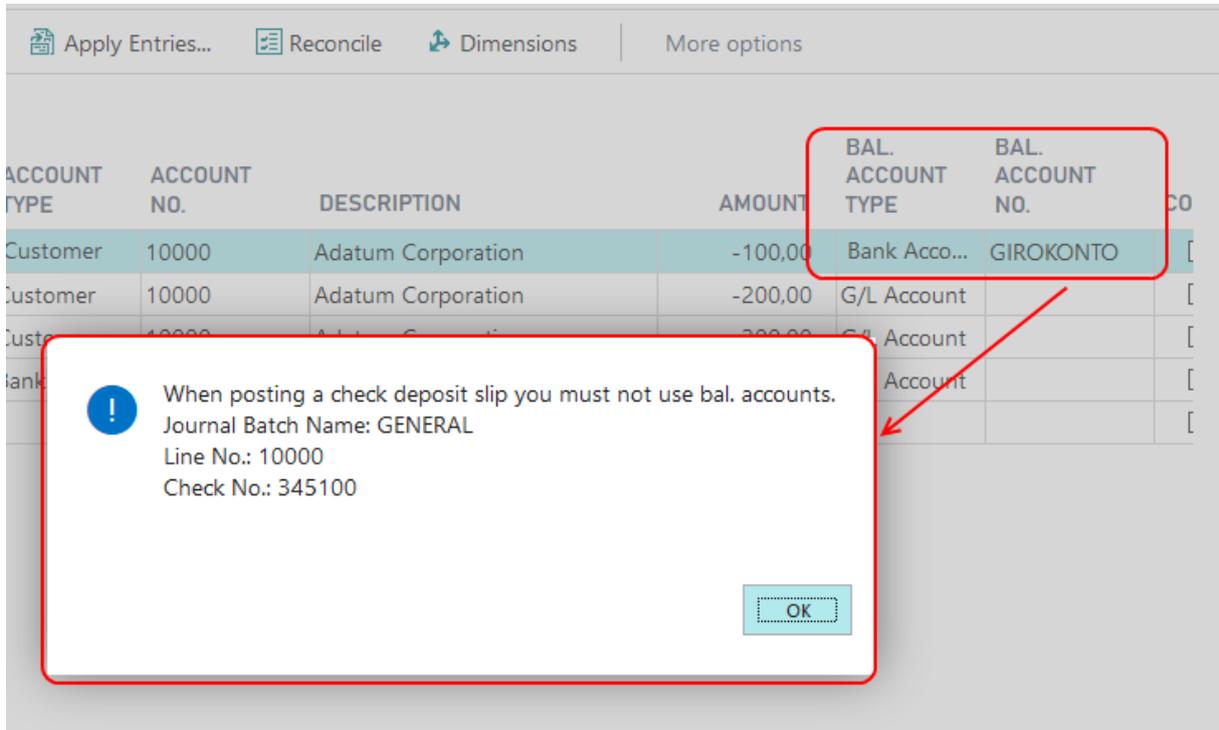
IBAN: GB29 RB05 6016 1331 9268 19 / BIC Code:

Account	Check No.	Bank Code / BIC-Code Account No. / IBAN	Amount
10000 Adatum Corporation	345100	BRLADE215YK DE45291517005476883374	100,00 EUR
10000 Adatum Corporation	345200	BRLADE215YK DE45291517005476883374	200,00 EUR
10000 Adatum Corporation	345300	BRLADE215YK 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.

i 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.



ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
Customer	10000	Adatum Corporation	-100,00	Bank Acco...	GIROKONTO
Customer	10000	Adatum Corporation	-200,00	G/L Account	
Customer	10000	Adatum Corporation	-200,00	G/L Account	
Bank				Account	

! When posting a check deposit slip you must not use bal. accounts.
 Journal Batch Name: GENERAL
 Line No.: 10000
 Check No.: 345100

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/BI... 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

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	BRLADE215YK DE45291517005476883374	100,00 EUR
10000 Adatum Corporation	345200	BRLADE215YK DE45291517005476883374	200,00 EUR
10000 Adatum Corporation	345300	BRLADE215YK DE45291517005476883374	300,00 EUR
Number: 3			600,00 EUR
signature			

gbedv	Documentation Manual OPplus 365 Petty Cash & Check Deposit	
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For more information about OPplus please refer to
<http://www.opplus365.de>



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