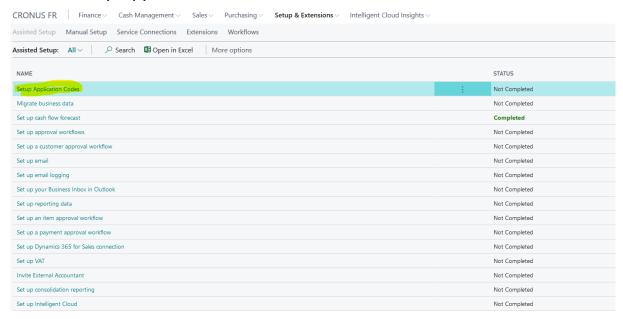# Ledger Entry Letter

User Guide

Set up extension

Before you start using the extension, you should set up on which type of ledger

entries you want to use it. Please follow this steps to achieve the configuration:

1. Choose 🔍 and type **Assisted Setup**.

TELL ME WHAT YOU WANT TO DO

Assisted Setup

Go to Pages and Tasks

> Assisted Setup   Administration

2. Choose **Setup Application Code**.

CRONUS FR	Finance ˅	Cash Management ˅	Sales ˅	Purchasing ˅	Setup & Extensions ˅	Intelligent Cloud Insights ˅

Assisted Setup   Manual Setup   Service Connections   Extensions   Workflows

Assisted Setup: All ˅   🔍 Search   📊 Open in Excel   More options

NAME		STATUS
Setup Application Codes	⋮	Not Completed
Migrate business data		Not Completed
Set up cash flow forecast		**Completed**
Set up approval workflows		Not Completed
Set up a customer approval workflow		Not Completed
Set up email		Not Completed
Set up email logging		Not Completed
Set up your Business Inbox in Outlook		Not Completed
Set up reporting data		Not Completed
Set up an item approval workflow		Not Completed
Set up a payment approval workflow		Not Completed
Set up Dynamics 365 for Sales connection		Not Completed
Set up VAT		Not Completed
Invite External Accountant		Not Completed
Set up consolidation reporting		Not Completed
Set up Intelligent Cloud		Not Completed

3. On the page that opens, click on the checkbox named
   Enabled regarding the ledger entry type where you
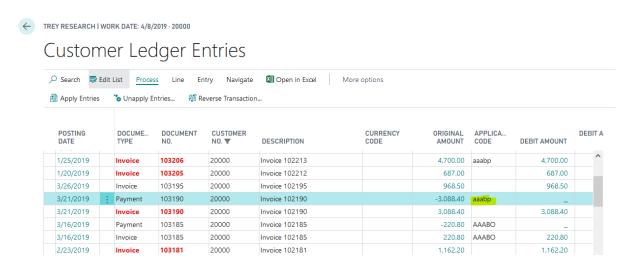   want to activate the letters.

Avertissement

This operation might take a while depending the number of ledger entries you

have.

Usage in Customer Ledger Entries

If you have enabled the letter in **Customer Ledger Entries**, you will have a supplemental field in the list named **Application Code**.

The **Application Code** is in uppercase if the set of entries are fully applied (not open) and in lowercase if they are partially applied.

You can use this field to filter the list and see which entry are applied together.

Usage in Vendor Ledger Entries

If you have enabled the letter in **Vendor Ledger Entries**, you will have a supplemental field in the list named **Application Code**.

The **Application Code** is in uppercase if the set of entries are fully applied (not open) and in lowercase if they are partially applied.

You can use this field to filter the list and see which entry are applied together.

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