

# Hungarian National Standard Pack

for Microsoft Dynamics 365 Business Central



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# Introduction

The document intension is to describe the local functionality which is implemented in the Hungarian National Standard Pack of Microsoft Dynamics 365 Business Central.

## Objectives

The objectives as follows:

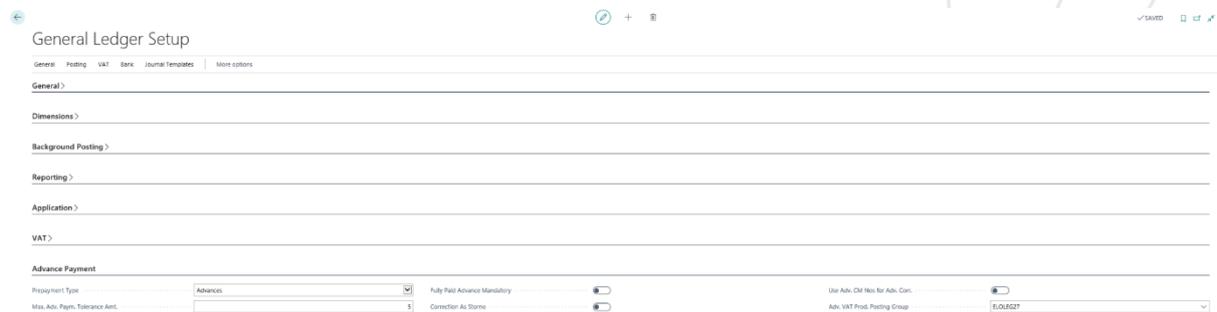
- List all the national standard features and enhancements added to the standard functionality
- Provide guidelines for setting up and using the local features
- Explain the design details of each function

## 1. Advance Payment

In Hungary, the Advance Payment is very frequent between the parties of the transaction. This is the reason why this function has been developed to the Business Central.

### 1.1 General Ledger Setup

With the search function the user can find the General Ledger Setup. Under it the user can make the following mandatory settings on the Prepayment Fast tab.

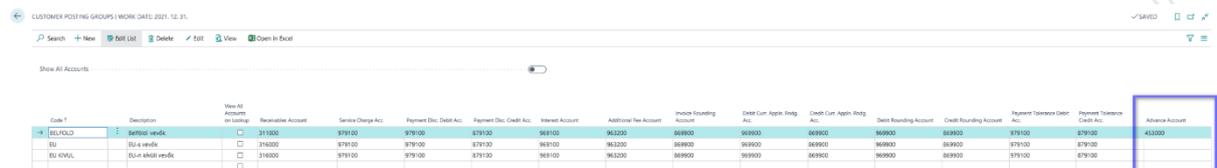


Prepayment Type: Advance

Adv. VAT Prod. Posting Group: The user must select the group related to the prepayment from the VAT Product Accounting Group.

### 1.2 Customer Posting Group

With the search function the user can find the Customer Posting Group.



On the Customer Posting Group, the user has to set up the Advance Account from the Chart of Account.

## 1.3 Sales & Receivables Setup

With the search function the user can find the Sales & Receivables Setup.

Under the Sales & Receivables Setup on the Number Series fast tab, the user has to set up the No Series to the Advance Payment.

SALES & RECEIVABLES SETUP | WORK DATE: 2021. 12. 31.

Customer Groups | Payments | More options

**General**

**Dimensions**

**Number Series**

Customer Nos. ....	E-VEVŐ	Posted Credit Memo Nos. ....	E-JOV+	Canceled Issued Fin. Charg. ....	
Quote Nos. ....	E-AJAN	Posted Shipment Nos. ....	E-SZALLEV	Posted Prepmnt. Inv. Nos. ....	E-SZLA+
Blanket Order Nos. ....	E-KSZ	Posted Return Receipt Nos. ....	E-VBJ	Posted Prepmnt. Cr. Memo ...	E-JOV+
Order Nos. ....	E-REND-1	Reminder Nos. ....	E-FELSZ	Direct Debit Mandate Nos. ...	DDM
Return Order Nos. ....	E-VISSZARU	Issued Reminder Nos. ....	E-FELSZ+	Advance Letter Nos. ....	EL-LEVÉL
Invoice Nos. ....	E-SZLA	Canceled Issued Reminder ...		Advance Invoice Nos. ....	EL-SZLA
Posted Invoice Nos. ....	E-SZLA+	Fin. Chrg. Memo Nos. ....	E-KAMAT	Advance Credit Memo Nos. ...	EL-JOV
Credit Memo Nos. ....	E-JOV	Issued Fin. Chrg. M. Nos. ....	E-KAMAT+		

## 1.4 How to use the function

### 1.4.1 Make an Advance Letter from Sales Order

Create a New Sales Order. The user has to start to record in the normal way and to specify the percentage of the Prepayment on the Payment fast tab.

SALES ORDER | WORK DATE: 2021. 12. 31.

1073 · Kényelem Bútorkereskedés

Process | Release | Posting | Prepare | Order | Request Approval | Print/Send | Navigate | More options

**General**

No. .... 1073 ... Posting Date ..... 2021. 12. 31. ... Due Date ..... 2022. 01. 31. ...

Customer Name ..... Kényelem Bútorkereskedés ... VAT Date ..... 2021. 12. 31. ... Requested Delivery Date ..... ...

Contact ..... Mr. Mike Nash ... Order Date ..... 2021. 12. 31. ... External Document No. ....

**Lines** | Manage | More options

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Reserved Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Area Code	Line Discount %	Line Amount Excl. VAT	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced	Qty. to Assign
→ GrL Account	911000	Belföldi értékesítés árbevétel	SÁRGA	1				10 000,00			10 000	1		1		0

Subtotal Excl. VAT (HUF) ..... 10 000 ... Invoice Discount % ..... 0 ... Total VAT (HUF) ..... 2 700 ...

Inv. Discount Amount Excl. VAT (HUF) ..... 0 ... Total Excl. VAT (HUF) ..... 10 000 ... Total Incl. VAT (HUF) ..... 12 700 ...

**Invoice Details**

**Shipping and Billing**

**Foreign Trade**

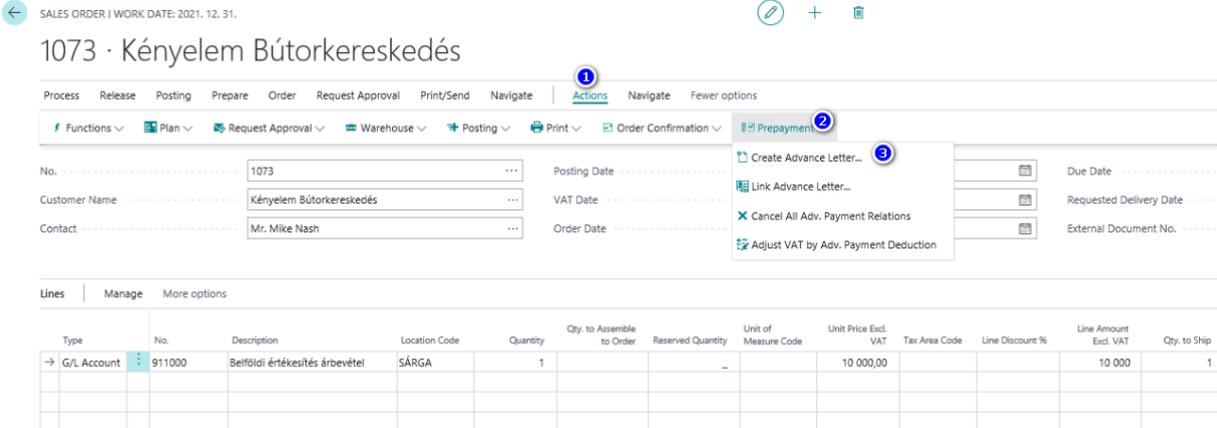
**Prepayment**

Prepayment % ..... 100 ... Prepmnt. Payment Terms Code ..... 30N (BN) ... Prepmnt. Payment Discount % ..... 2 ...

Compress Prepayment .....  ... Prepayment Due Date ..... 2022. 01. 31. ... Prepmnt. Pmtl. Discount Date ..... 2022. 01. 08. ...

During the document recording the prepayment related fields will be updated.

Under the Action- Prepayment- Create Advance Letter button than the Business Central will redirect the Advance Letter.



SALES ORDER | WORK DATE: 2021. 12. 31.

## 1073 · Kényelem Bútorkereskedés

Process Release Posting Prepare Order Request Approval Print/Send Navigate **Actions** Navigate Fewer options

Functions Plan Request Approval Warehouse Posting Print Order Confirmation Prepayment

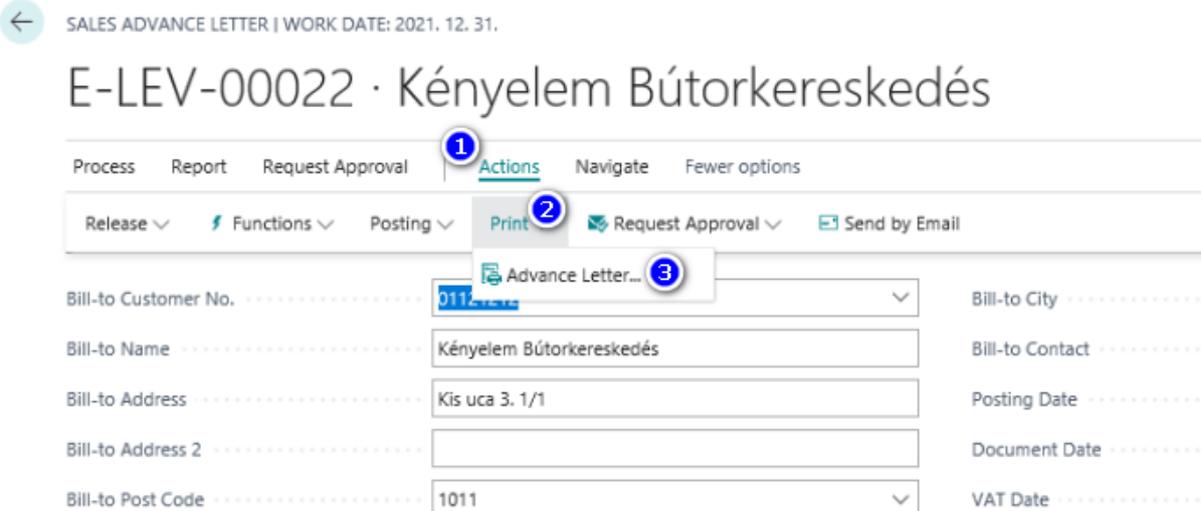
No. 1073 Posting Date  
Customer Name Kényelem Bútorkereskedés VAT Date  
Contact Mr. Mike Nash Order Date

Create Advance Letter...  
Link Advance Letter...  
Cancel All Adv. Payment Relations  
Adjust VAT by Adv. Payment Deduction

Due Date  
Requested Delivery Date  
External Document No.

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Reserved Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Area Code	Line Discount %	Line Amount Excl. VAT	Qty. to Ship
G/L Account	911000	Belföldi értékesítés árbevétele	SÁRGA	1				10 000,00			10 000	1

After pressing the Create Advance Letter button, the user will see the following window where the user can print the letter by clicking on the Actions - Print- Advance Letter.



SALES ADVANCE LETTER | WORK DATE: 2021. 12. 31.

## E-LEV-00022 · Kényelem Bútorkereskedés

Process Report Request Approval **Actions** Navigate Fewer options

Release Functions Posting Print Request Approval Send by Email

Advance Letter...

Bill-to Customer No. 011 Bill-to City  
Bill-to Name Kényelem Bútorkereskedés Bill-to Contact  
Bill-to Address Kis uca 3. 1/1 Posting Date  
Bill-to Address 2 Document Date  
Bill-to Post Code 1011 VAT Date

### 1.4.2 Post the received amount

The user can post the Cash Receipt Journal the received amount. It is important to note that in this case of Customer Advance, the Payment field must be selected. Checking this box will automatically bring up the Payment type.

CASH RECEIPT JOURNALS | WORK DATE: 2021. 12. 31.

Batch Name: BANK

Posting Date	VAT Date	Document Type	Document No.	Prepayment	Prepayment Type	Account Type	Account No.	Description	Amount	Amount (LCY)	Debit Amount	Credit Amount	Bal. Account Type	Bal. Account No.
→ 2021. 12. 31.	2021. 12. 31.	Payment	BE02060	<input checked="" type="checkbox"/>	Advance	Customer	01121212	Giro Bank	-12 700	-12 700		12 700	Bank Account	GIRO

### 1.4.3 Create Advance Invoice

The payment has been posted. To issue the Advance invoice the user has to push the Process button after it the Release button.

Next step to apply for the payment with the Advance Letter Standing on the Advance Letter line the user has to press the Line button, then press the Link button. Then a new page will pop-up. On the page, the user has to push the Navigate button, then Link button, after the Set Ling-to ID than Set Link button.

It is visible that the Amount Linked and Amount To Invoice field has been filled.

Now the user can post the Advance invoice under the Action- Posting - Post Advance Invoice.

← SALES ADVANCE LETTER | WORK DATE: 2021. 12. 31. 🔍 + 🗑️

### E-LEV-00022 · Kényelem Bútorkereskedés

Process Report Request Approval Actions Navigate Fewer options

**General**

Bill-to Customer No. ....	01121212	Bill-to City .....	Budapest	Order No. ....	1073
Bill-to Name .....	Kényelem Bútorkereskedés	Bill-to Contact .....	Mr. Mike Nash	Salesperson Code .....	DB
Bill-to Address .....	Kis uca 3. 1/1	Posting Date .....	2021. 12. 31.	Status .....	Pending Final Invoice
Bill-to Address 2 .....		Document Date .....	2021. 12. 31.	Post Advance VAT Option .....	Always
Bill-to Post Code .....	1011	VAT Date .....	2021. 12. 31.	Amounts Including VAT .....	<input type="checkbox"/>

Lines | Manage Line Fewer options

Advance G/L Account No.	VAT Prod. Posting Group	Description	Amount Including VAT	Amount To Link	Amount Linked	Amount To Invoice	Amount Invoiced	Amount To Deduct
→ 453000	ELOLEG27	Előleg	12 700		12 700		12 700	12 700

## 1.4.4 Create the final invoice

After the payment has been applied with the Advance Letter and the Advance Invoice has been created the user can post the final invoice.

The final invoice is issued from the Sales order where the advance payment process was initiated. In the Sales Order, the user presses the Post button to complete the final invoice.

## 1.4.5 Credit the Advance Invoice

The advance invoice can only be credited till the final invoice has been issued. To Post the Advance Credit Memo from the Sales Advance Letter select the Actions - Posting - Post Advance Credit Memo button.

Process Report Request Approval Melléklet megjelenítése **Műveletek** Navigálás Fewer options

Engedélyezés  Funkciók  **Könyvelés**  Nyomtat  Jóváhagyási kérés  Küldés Email

Számlázási vevőszám .....	01121212	Küldési dátum .....	2019. 12. 16.
Számlázási név .....	Kényelem Bútorkereskedés	Küldési dátuma .....	2019. 12. 16.
Számlázási cím .....	Kis uca 3. 1/1	Számlaszám .....	VR-19-0001
Számlázási cím 2 .....		Számlázó kód .....	DB
Számlázási irányítószám .....	1011	Számlázó kód .....	Függőben lévő számla
Számlázási helység .....	Budapest	Előlegkönyvelés ÁFA beállítás .....	Mindig
Számlázási ügyintéző .....	Mr. Mike Nash	Összeg áfával .....	<input type="checkbox"/>
Könyvelési dátum .....	2019. 12. 16.		

Sorok | Kezelés Sor Fewer options

A new window will pop up where press the OK button and the Credit Memo will be create.

Search Manage Invoice Correct Print/Send Open in Excel More options

POSTED SALES INVOICES

No.	Customer No.	Customer	Currency Code	Due Date	Amount	Amount Including VAT
→ EL-SZLA-016	01121212	Kényelem Bútorkereskedés			2 700	2 700

OK Cancel

After the credit has been posted, the amount will be transferred from the Amount to Invoiced to the Amount to Invoice.

SALES ADVANCE LETTER | WORK DATE: 2021. 12. 31.

E-LEV-00022 · Kényelem Bútorkereskedés

Process Report Request Approval Actions Navigate Fewer options

**General**

Bill-to Customer No.	01121212	Bill-to City	Budapest	Order No.	1073
Bill-to Name	Kényelem Bútorkereskedés	Bill-to Contact	Mr. Mike Nash	Salesperson Code	DB
Bill-to Address	Kis uca 3. 1/1	Posting Date	2021. 12. 31.	Status	Pending invoice
Bill-to Address 2		Document Date	2021. 12. 31.	Post Advance VAT Option	Always
Bill-to Post Code	1011	VAT Date	2021. 12. 31.	Amounts Including VAT	<input type="checkbox"/>

**Lines** Manage Line Fewer options

Advance GL Account No.	VAT Prod. Posting Group	Description	Amount Including VAT	Amount to Link	Amount Linked	Amount To Invoice	Amount Invoiced	Amount To Deduct	Amount Deducted
→ 453000	ELOLEG27	Bőleg	12 700		12 700	12 700			

Total Excl. VAT (HUF) 10 000 Total VAT (HUF) 2 700 Total Incl. VAT (HUF) 12 700

## 2. Cash Desk functionality

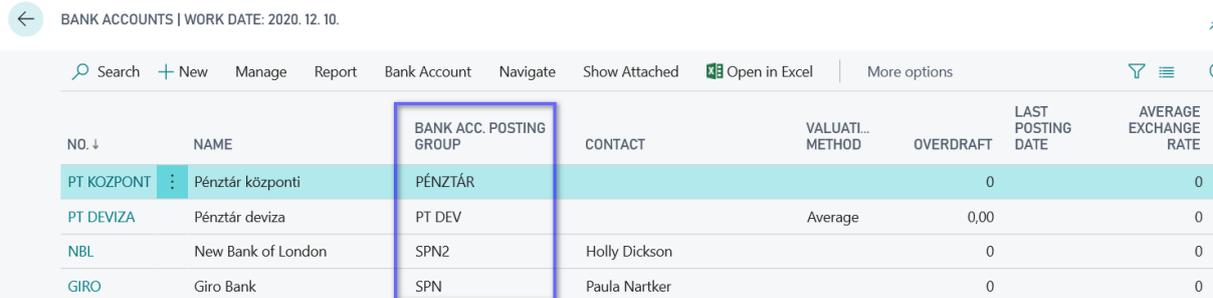
The Cash Desk function provides a flexible and transparent solution for businesses whose cash flow is involved in their business process. With the Cash Desk function, the user can create Cash receipts and can create automatically generated and linked Sales or Purchase invoices.

The solution includes the following features:

- Cash Desk Setup
- Cash Desks and Cash Receipts management
- Defining the user rights
- Post and Print Cash Receipts
- Manage Cash Periods and Cash Reports
- Accounting of cash movements

### 2.1 Bank Accounts

Cash flow analytics and automated posting are provided by **Banks Account Management**. It is necessary to create one Bank Account Card for each Cash Desk.



NO. ↓	NAME	BANK ACC. POSTING GROUP	CONTACT	VALUATI... METHOD	OVERDRAFT	LAST POSTING DATE	AVERAGE EXCHANGE RATE
PT KOZPONT	Pénztár központi	PÉNZTÁR			0		0
PT DEVIZA	Pénztár deviza	PT DEV		Average	0,00		0
NBL	New Bank of London	SPN2	Holly Dickson		0		0
GIRO	Giro Bank	SPN	Paula Nartker		0		0

The Bank Account Posting Group which is set up on the Bank Account Card will determine the general ledger connection for the Cash Desk.

### 2.2 Journal for the Cash Desk

The user has to create a General Ledger journal for each Cash Desk. With the search function, the user has to find the General Journal Templates and create a General Journal and **General Journal Batches**.

With the search function go to the General Journal Templates and Create the PENZTAR (Cash Desk) journal.

← GENERAL JOURNAL TEMPLATES | WORK DATE: 2020. 12. 10. ✓ SAVED ✎

Search + New Edit List Delete Show Attached Open in Excel Navigate Fewer options

Template

Batches	DESCRIPTION	TYPE	RE...	ACCOUNT TYPE	ACCOUNT NO.	NO. SERIES	POSTING NO. SERIES	SOURCE CODE	REASON CODE	DOC. BA...
ALKALMAZ...	Alkalmazott	General	<input type="checkbox"/>	G/L Account				ÁFAKIMUT		<input checked="" type="checkbox"/>
ÁLTALÁNOS	Általános naplók	General	<input type="checkbox"/>	G/L Account		P-NPL-FKV		FKVNAPLO		<input checked="" type="checkbox"/>
BEFIZETÉS	Befizetési naplók	Cash Receipts	<input type="checkbox"/>	G/L Account		P-NPL-BEF		BEFIZNAPLÓ		<input checked="" type="checkbox"/>
BESZERZÉS	Beszerezés	Purchases	<input type="checkbox"/>	G/L Account		P-NPL-BESZ		BESZ NAPLÓ		<input checked="" type="checkbox"/>
ELADÁS	Értékesítés	Sales	<input type="checkbox"/>	G/L Account		P-NPL-ELAD		ELADNAPLÓ		<input checked="" type="checkbox"/>
ESZKÖZ	Eszközök főkönyvi naplók	Assets	<input type="checkbox"/>	G/L Account		BE-FNAPLÓ		BEFKVNAPLÓ		<input checked="" type="checkbox"/>
ISMÉTLŐDŐ	Ismétlődő főkönyvi naplók	General	<input type="checkbox"/>	G/L Account			P-NPL-ISM			<input checked="" type="checkbox"/>
KIFIZETÉS	Kifizetési naplók	Payments	<input type="checkbox"/>	G/L Account		P-NPL-KIF		KIFIZNAPLÓ		<input checked="" type="checkbox"/>
PENZTAR	Pénztár naplók	General	<input type="checkbox"/>	G/L Account				FKVNAPLÓ		<input checked="" type="checkbox"/>
PROJEKT	Projekt FKV-i napló	Jobs	<input type="checkbox"/>	G/L Account		PR-NPL-PRJ		PROJFKVNPL		<input checked="" type="checkbox"/>
RECURRING	Recurring General Journal	General	<input checked="" type="checkbox"/>	G/L Account				FKVNAPLÓ		<input checked="" type="checkbox"/>
VÁLLALATK	Vállalatközi könyvelés	Intercompa...	<input type="checkbox"/>	G/L Account		P-NPL-VK		VÁLLALATK		<input checked="" type="checkbox"/>
			<input type="checkbox"/>							<input type="checkbox"/>

On standing the created Journal Templates the use must to create a General Journal Bathes. Go to the Navigate - Template - Batches. On the Batches, the user has to be set the Bal. Account type and the Balance Account No.

← PENZTAR PENZTAR NAPLOK | WORK DATE: 2020. 12. 10. ✓ SAVED ✎

### General Journal Batches

Search + New Edit List Delete Process Report Navigate Show Attached Open in Excel More options

NAME ↓	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	NO. SERIES	POSTING NO. SERIES	REASON CODE	COPY VAT SET... TO	ALL... VAT DIFF...	SUG... BAL... AMO...
KOZPONT	Központi pénztár	Bank Account	PT KOZPONT				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HP ÁTLAG	HP Átlag	Bank Account	B000012				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEVIZA	Deviza pénztár	Bank Account	PT DEVIZA				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2.3 Cash Desk Setup

With the search function, the user can find the Cash Desk Setup.

← + ✓ SAVED ✎

### Cash Desk Setup

Show Attached

**General**

User Check  Create From Purchase Invoice

Equal Account Type  Create From Purchase Cr. Memo

Create From Sales Invoice  Auto Post Cash Desk Journal

Create From Sales Cr. Memo  Auto Print CD Doc. on Close

The user can set the following parameters:

**Create From Sales Invoice:** When the switch is active during the posting the Cash Receipts will create automatically. A prerequisite for using this function is that the user must use the Cash Payment set up on the Payment Methods. See below Payment Methods.

← PAYMENT METHODS | WORK DATE: 2020. 12. 10. ✓ SAVED ↗

🔍 Search + New ✎ Edit List 🗑 Delete 🌐 Translation Show Attached 📄 Open in Excel More options 🔍 ☰

CODE †	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	PMT. EXPORT LINE DEFINITION	INV. ROUNDING PRECISION (LCY)	INV. ROUNDING TYPE (LCY)	USE FOR INVOICING	USE CASH DESK	ONI TYPE
ACCOUNT	Fizetés számlára	G/L Account			0		<input type="checkbox"/>	<input type="checkbox"/>	Transfer
BANK	Banki átutalás	G/L Account			0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer
BNKCONVDOM	Bank Data Conve...	G/L Account		BANKDATACON...	0		<input type="checkbox"/>	<input type="checkbox"/>	Transfer
BNKCONVINT	Bank Data Conve...	G/L Account		BANKDATACON...	0		<input type="checkbox"/>	<input type="checkbox"/>	Transfer
CSEKK	Csekk	G/L Account			0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer
GIRO	Giro transfer	G/L Account	GIRO		0		<input type="checkbox"/>	<input type="checkbox"/>	Transfer
INTERCOM	Vállalatközi fizetés	G/L Account			0		<input type="checkbox"/>	<input type="checkbox"/>	Transfer
KÁRTYA	Kártyás fizetés	G/L Account			0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer
KP	Készpénz	G/L Account	381100		5	Nearest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cash
MULTIPLE	Többféle fizetési ...	G/L Account			0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer
PAYPAL	PayPal fizetés	G/L Account			0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer
							<input type="checkbox"/>	<input type="checkbox"/>	

**Auto Post Cash Desk Journal:** By activation of the switch, the created item will automatically be posted. If the switch is inactive the created item won't be posted automatically. It will get into the General Journal Batch where the user can post.

**Crete From Sales Cr. Memo:** When the switch is active during the posting the Cash Receipts will create automatically. A prerequisite for using this function is that the user must use the Cash Payment set up on the Payment Methods.

**User Check:** When the switch is active only the user assigned to the Cash Dask can close the cash receipts.

**Create From Purchase Invoice:** When the switch is active during the posting the Cash Receipts will create automatically. A prerequisite for using this function is that the user must use the Cash Payment set up on the Payment Methods. See below Payment Methods.

**Create From Purchase Cr Memo:** When the switch is active during the posting the Cash Receipts will create automatically. A prerequisite for using this function is that the user must use the Cash Payment set up on the Payment Methods. See below Payment Methods.

**Equal Account Type:** When the switch is active the account type and account number specified in the header will be offered in the lines. The account type specified in headers and line items must not be different. (Except the auto-generated lines.)

## 2.4 Cash Desk Denomination

If the cash closing requires the accurate display of cash by denomination than the user need to determine denomination for that currency.

← CASH DESK DENOMINATION | WORK DATE: 2021. 12. 31. ✓ SAVED   

🔍 Search + New Edit List Delete Open in Excel  

Currency Code ↑	Denomination Unit ↑	Description	Blocked	Factor
→	10	Tíz Forint	<input type="checkbox"/>	10
	100	Száz Forint	<input type="checkbox"/>	100
	1000	Ezer Forint	<input type="checkbox"/>	1 000
	10000	Tízezer Forint	<input type="checkbox"/>	10 000
	20	Hús Forint	<input type="checkbox"/>	20
	200	Kétszáz Forint	<input type="checkbox"/>	200
	2000	Kétezer Forint	<input type="checkbox"/>	2 000
	20000	Húszezer Forint	<input type="checkbox"/>	20 000
	5	Öt Forint	<input type="checkbox"/>	5
	50	Ötven Forint	<input type="checkbox"/>	50
	5000	Ötezer Forint	<input type="checkbox"/>	5 000
EUR	10	Tíz Euro	<input type="checkbox"/>	10
EUR	100	Száz Euro	<input type="checkbox"/>	100
EUR	20	Hús Euro	<input type="checkbox"/>	20
EUR	5	Öt Euro	<input type="checkbox"/>	5
EUR	50	Ötven Euro	<input type="checkbox"/>	50

irk=20%3bOCqBAgJ7A AAAAnsCMQAw&page=42019389&company=CRONUS%20test&di

**Currency Code:** If the default local currency (SPN) is the denomination setting, the Currency Code field will remain blank. In all other cases, the Currency Code for that currency must be set.

**Denomination:** The denomination unit identifier.

**Multiplier:** The unit that will be multiplied by the number of pieces specified during denomination.

**Description:** the denomination symbol of the seasonal cashier summary.

## 2.5 Cash Desk Setup List

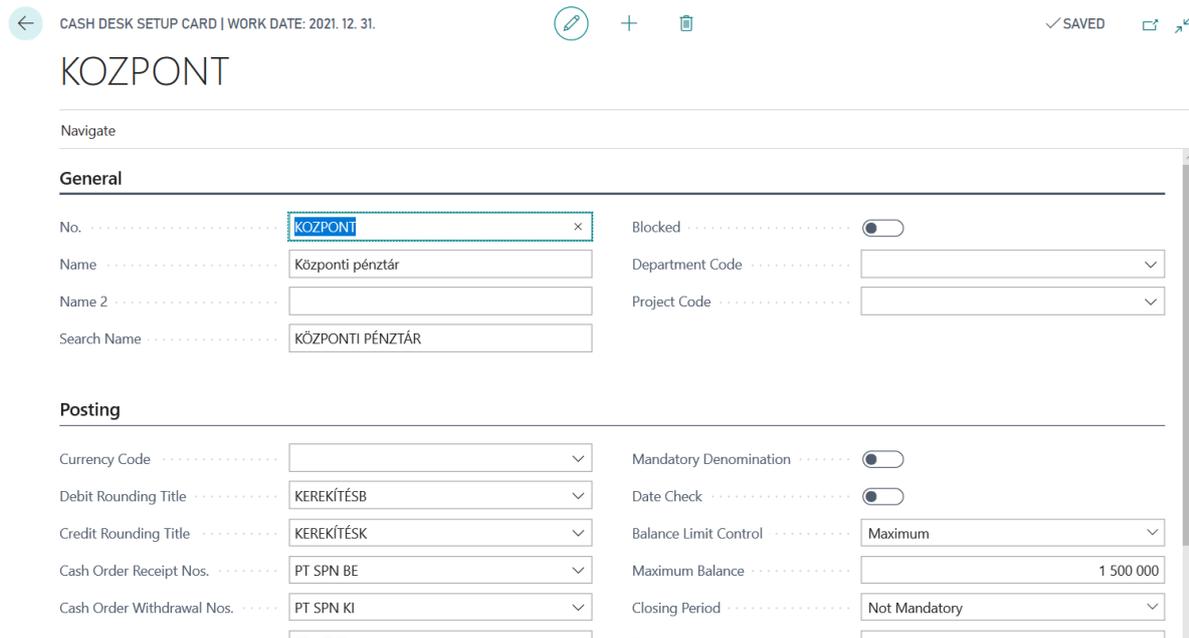
← CASH DESK SETUP LIST | WORK DATE: 2021. 12. 31.   

🔍 Search + New Manage Open in Excel More options  

No. ↑	Name	Currency Code	Bloc...	Balance	Department Code	Project Code
DEVIZA	Deviza pénztár	USD	<input type="checkbox"/>	0		
HP ÁTLAG V1	HP ÁTLAG V1	EUR	<input type="checkbox"/>	25 000		
KOZPONT	Központi pénztár		<input type="checkbox"/>	500 610		

Under the Cash Desk List, the user can access the existing cash register or create new ones. After selecting the appropriate cash, the user can use the menu function in the window to view or edit the settings for the Cash Desk.

The User can push the NEW button, then fill the following fields.



In the Cash Desk Setup window the user can specify the following details:

**Code:** The unique identifier of the Cash Desk.

**Name:** Name of the Cash Desk.

**Name2:** Additional name of the Cash Desk if the Name field is not enough.

**Search Name:** Uniform capitalized name that automatically generates when the Name field is filled in and is better suited to the searches.

**Closed:** When the switch is active, new cash receipts can't be issued.

**Currency Code:** The currency what the user set to the Cash Desk. The company local currency is (SPN) remains blank.

**Document Nos.:** The ID of the No. Series used to serialize vouchers that are still in the cash list.

**Cash Order Receipt Nos.:** The ID of the No Series used to close the cash receipts.

**Cash Order Withdrawal Nos.:** The ID of the No Series used to close the cash receipts.

**Journal Template Name:** The BC will use this Template when the Cash Receipts will post.

**Journal Batch Name:** The BC will use this Batch when the Cash Receipts will post.

**Balance Limit Control:**

- None - the system does not check the balance of the Cash Desk
- Maximum - the system checks the maximum balance of the Cash Desk

**Maximum Balance:** the maximum amount of cash that can be stored in the Cash Desk.

**Mandatory Denomination:** the maximum number of days that can be entered into open cash periods, which are checked before a new cash receipt is created. If the number of days the open cash register period reaches the value set here, the cash receipt can be issued only if the periods are closed and a new one is opened in accordance with the rules.

**Option Values:** *Not Mandators, Per Day, Per Week, Per Month, Per Year*

**Date Check:** the user able to post the transaction on the current working day.

**Check Negative Balance:**

- **Never** - the system does not check the balance of the given fund
- **Warning** - the system will display a warning message if the current document issued changes the balance of its associated cash to a negative amount.
- **Error** - the system will display an error message, if the current document issued changes the balance of its associated cash register to a negative amount, the error message will prevent the cash document for being closed.

**Rounding Precision:** Specifies the rounding value that corresponds to the smallest denomination that can be used. Adjusting the rounding accuracy will cause the system to create a rounding item line for documents that required a difference due to rounding rules.

**Debit Rounding Title:** The identifier of the rounding difference defined between claim codes. Differences calculated as a result of rounding accuracy are posted through this item code.

**Credit Rounding Title:** The identifier of the rounding difference defined between claim codes. Differences calculated as a result of rounding accuracy are posted through this item code.

**Dimensions:** Users can assign default dimensions to the checkout, which can be accessed from the NAVIGATION menu.

## 2.6 Cash Desk Titles

Go to the Cash Desk Titles and create them.

← CASH DESK TITLES | WORK DATE: 2021. 12. 31. ✓ SAVED   

Search + New  Edit List  Delete  Open in Excel More options  

Code ↑	Type	Account Type	Account No.	Description	Department Code	Project Code
→ KEREKÍTÉS	Receipt	G/L Account	969900	Kerekítési számla		
KEREKÍTÉS ...	Receipt	G/L Account	869900	Kerekítési számla		
KEREKÍTÉS B	Receipt	G/L Account	965300	Immat. javak visszaírt terven fel...		
KEREKÍTÉS K	Payment	G/L Account	865300	Céltartalék-képzés egyéb címen		

When the Cash Desk Titles window contains data the user will create Cash Receipts easily. With the user of titles, the user does not need to be aware of the posting of the certificate, but only selects a predetermined economic event from the list.

The user can enter G/L accounts or other master data for each item, such as Vat settings or default dimensions codes.

## 2.7 Cash Desk User Right

← CASH DESK USER RIGHTS | WORK DATE: 2021. 12. 31. 🔖 📄 ↗

🔍 Search + New Edit List Delete Open in Excel 🔍 ☰

User ID ↑ ▼	Cash Desk Code ↑	Default	Currency Code
→ APPVISION		<input type="checkbox"/>	
		<input type="checkbox"/>	

On the Cash Desk User Right the user can set that only one person can be posted to the given Cash Desk.

## 2.8 Report Selection- Cash Desk

← REPORT SELECTIONS - CASH DESK | WORK DATE: 2021. 12. 31. ✓ SAVED 🔖 📄 ↗

Usage ..... Receipt

Manage 🔍

Sequence ↑	Report ID	Report Caption
→ 1	42019382	Cash Desk Document

The layout used for printing the cash receipts must be set for both the Issues and Revenue cash receipts. The code for the template developed for this purpose (42018094) can be selected in the Report ID field.

## 2.9 Close and Open Cash Desk period

The Cash Receipts can be only recorded if there is an open Cash Perion for the Cash Desk Card. The user can manage the time period using the Open Period and Close Period function available on the Cash Desk tab. Opening a period is possible if no other open period has been created for the Cash Desk or the opening date does not precede the closing date of the previous period.

Go to the created Cash Desk and under the Prosess button and open the period.

← CASH DESK | WORK DATE: 2021. 12. 31. ✓ SAVED

## KOZPONT

New Process Report Actions Navigate Fewer options

Open Period Close Period

No. ....	KOZPONT	Blocked .....	<input type="checkbox"/>
Name .....	Központi pénztár	Balance .....	500 610
Name 2 .....		Department Code .....	
Currency Code .....		Project Code .....	

Periods | Manage More options

Opening Date	Opening Balance	Receipt	Withdrawal	Denomination Balance	Closing Date	Closing Balance	Closed
2019. 11. 03.	500 610	0	0	0		500 610	<input type="checkbox"/>
→ 2019. 01. 01.	0	510 610	-10 000	0	2019. 11. 02.	500 610	<input checked="" type="checkbox"/>

## 2.10 Cash Period Denomination

The user can see that under the Period what kind of denomination units were used. User has to select the Cash Desk Denomination

## 2.11 Post Cash Receipts

To create Incoming or Outgoing Document the user has to push the New button and under it have to choose the correct Document.

← CASH DESK | WORK DATE: 2021. 12. 31. ✓ SAVED

## KOZPONT

New Process Report Actions Navigate Fewer options

Incoming Document Outgoing Document

Name 2 .....		Department Code .....	
Currency Code .....		Project Code .....	

Periods | Manage More options

Opening Date	Opening Balance	Receipt	Withdrawal	Denomination Balance	Closing Date	Closing Balance	Closed
2019. 11. 03.	500 610	0	0	0		500 610	<input type="checkbox"/>
→ 2019. 01. 01.	0	510 610	-10 000	0	2019. 11. 02.	500 610	<input checked="" type="checkbox"/>

After the user has selected the correct document one new window will open. Here the user will be able to enter the data.

← CASH DESK DOCUMENT | WORK DATE: 2021. 12. 31. ✓ SAVED

## Receipt · PT SPN IKTAT0006

Cash Desk | Actions | Navigate | Fewer options

---

**General**

No. ....	PT SPN IKTAT0006	Department Code .....	[Dropdown]
Cash Desk No. ....	KOZPONT	Project Code .....	[Dropdown]
Account Type .....	G/L Account	Document Date .....	2021. 12. 31. 
Account No. ....	[Dropdown]	VAT Registration No. ....	[Text Field]
Name .....	[Text Field]	Currency Code .....	[Text Field]
Name 2 .....	[Text Field]		

---

Lines | Manage | More options ✉

Title Code	Account Type	Account No.	Description	Amount	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Pro Posting
→	G/L Account			0					

The No. field fills from the No. Series. For the Account Type the user can choose from the following options:

G/L Account, Customer, Vendor, Employee. Depending on the selected Account Type the user can select a value in the Account No. field. The Name and the VAT Registration No. fields are automatically filled in if they exist on the partner's profile.

The user can record the economic event to the lines.

**Title Code:** Usable based on uploaded data

**Account Type:** Options are G/L Account, Customer, Vendor or Employee. If it set to the Title Code, it will automatically load.

**Account No.:** The number of specific account or partner. If it set to the Title Code, it will automatically load.

**Apply to the doc. No.:** in case of payment the doc. no.

**Description:** the description of the transaction. If it set to the Title Code, it will automatically load.

**Amount:** the exact amount of the transaction.

The receipt can be finalized using the Action function on the ribbon.



## Receipt Cash Document

ORIGINAL COPY

<b>CRONUS Expressz Demo Kft.</b> Barack utca 28. 3400 Mezőkövesd Borsod-Abaúj-Zemplén  VAT No.: 26500919-2-42	<b>Document No.</b> PT DEV BE001 <b>Document Date</b> 2019.01.01 <b>Cash Desk Code</b> HP ÁTLAG V1 <b>Currency</b> EUR
<b>Recipient's Name and VAT Registration No.</b> Nyitómérleg számla	

Cash Desk Title	Type	No.	External Document No.	Description	Amount
	G/L Account	491000		Nyitómérleg számla	10 000
					<b>10 000</b>
Say:					<b>TENTHOUSAND EUR</b>

Drawer:	Controller:	Remitter:
Accountant:	Cashier:	Payer's signature:  Identification Document:

The posted Cash Receipts can be found under the Cash Desk Closed Incoming Doc. List and Cash Desk Closed Outgoing Doc. List.

← CASH DESK CLOSED IN.DOC. LIST | WORK DATE: 2021. 12. 31. 🔍 📄 🔄

Document Type ↑	No. ↑	Cash Desk No.	Account Type	Account No.	Name	Department Code	Project Code	Document Date	VAT Registration No.	Currenc
Receipt	PT DEV BE0...	HP ÁTLAG V1	G/L Account	491000	Nyitómérleg számla			2019. 01. 01.		EUR
Receipt	PT DEV BE0...	HP ÁTLAG V1	G/L Account	491000	Nyitómérleg számla			2019. 01. 03.		EUR
Receipt	PT DEV BE0...	HP ÁTLAG V1	G/L Account	491000	Nyitómérleg számla			2019. 01. 07.		EUR
Receipt	PT SPN BE0...	KOZPONT	Customer	V00011	Anda Present Kft.			2019. 01. 02.	12084230-...	
Receipt	PT SPN BE0...	KOZPONT	G/L Account	491000	Nyitómérleg számla			2019. 01. 03.		
Receipt	PT SPN BE0...	KOZPONT	G/L Account	559200	Munkálató által önkéntes pén...			2019. 05. 22.		
Receipt	PT SPN BE0...	KOZPONT	G/L Account					2019. 11. 02.		

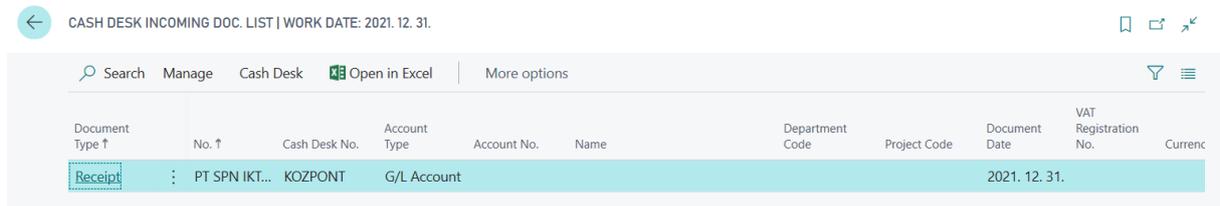
## 2.12 Edit Cash Journal

If the Cash Desk is configured not to complete the ledger posting when closed, it is possible to modify the events created to some extent.

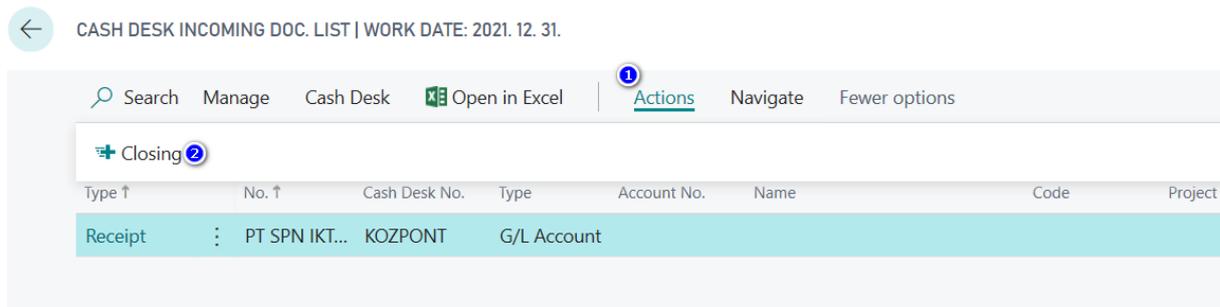
The user can change under the General Ledger Batches.

## 2.13 Started but not posted Cash Receipts

The started but not posted Cash Receipts can be found under the Cash Desk Incoming Doc. List and Cash Desk Outgoing Doc. List.



On the ribbon under the Action ribbon, the user can close the receipt.



## 2.14 Reprinting of Closed Cash Documents

Under the Cash Desk Closed Incoming Doc. List and Cash Desk Closed Outgoing Doc. List, the user is able to reprint the documents.

TELL ME WHAT YOU WANT TO DO




### Go to Reports and Analysis

-  Cash Desk Closed Doc. List Archive
-  Cash Desk Closed In.Doc. List Archive
-  Cash Desk Closed OutDoc. List Archive

## 2.15 Payment Method

The user can assign the Cash Desk function to the accounting methods. The user can do this in the Payment Method table under the Use Cash Desk column of the table.

It is important to note that by assigning this feature to each payment method (by checking the box) Purchase or Sales document on which the payment method is selected can only be posted if the user selects the Cash Desk on the document. The document dates must be monitored before the posting.

← PAYMENT METHODS | WORK DATE: 2021. 12. 31. ✓ SAVED

Search + New Edit List Delete Translation Open in Excel More options

Code ↑	Description	Bal. Account Type	Bal. Account No.	Direct Debit	Direct Debit Pmt. Terms Code	Pmt. Export Line Definition	Use for Invo...	Use Cash Desk	ONI Type	Inv. Rounding Precision (LCY)	Inv. Rounding Type (LCY)
→ ACCOUNT	Fizetés számlára	G/L Account		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
BANK	Banki átutalás	G/L Account		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
BNKCON...	Bank Data Conversi...	G/L Account		<input type="checkbox"/>		BANKDATACO...	<input type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
BNKCON...	Bank Data Conversi...	G/L Account		<input type="checkbox"/>		BANKDATACO...	<input type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
CSEKK	Csekk	G/L Account		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
GIRO	Giro transfer	G/L Account	GIRO	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
INTERCOM	Vállalkozói fizetés	G/L Account		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
KÁRTYA	Kártyás fizetés	G/L Account		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
KP	Kézpénz	G/L Account		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cash	5	Nearest
MULTIPLE	Többféle fizetési m...	G/L Account		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer	0	
PAYPAL	PayPal fizetés	G/L Account		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer	0	

## 2.16 Cash Desk Periods Report

Standing on the exact Cash Desk the user able to check the Cash Desk Periods Report. On the ribbon under the Report button, the user can find the Cash Desk Periods Report.

← CASH DESK | WORK DATE: 2021. 12. 31. ✓ SAVED

HP ÁTLAG V1

New Process **Report** Actions Navigate Fewer options

Cash Desk Periods Report

No. HP ÁTLAG V1 Blocked

Name HP ÁTLAG V1 Balance 25 000

Name 2 Department Code

Currency Code EUR Project Code

Periods Manage More options

Opening Date	Opening Balance	Receipt	Withdrawal	Denomination Balance	Closing Date	Closing Balance	Closed
→ 2019. 01. 01.	0	30 000	-5 000	0		25 000	<input type="checkbox"/>

On the pop-up request page the following data has to be filled:

CASH DESK PERIODS REPORT



Options

---

Print Document Lines

Filter: Cash Desk Closed Header

---

× Cash Desk No.

+ Filter...

---

Filter totals by:

× Date Filter

Period Filter

+ Filter...

The user must push the Preview button and will receive the below document.

## Cash Desk Periods Report

21.12.31

**Cash Desk Name:** Központi pénztár  
**Cash Desk Id:** KOZPONT  
**Currency Code:** HUF  
**Date Filter:**  
**Period Filter:**

AppVision Kft.  
 Barack utca 28.  
 3400 Mezőkövesd  
 Borsod-Abaúj-Zemplén  
 VAT No.: 26500919-2-42

Document No.	Document Date	Name	Income	Expense
	Title Code	Description		
Period Id: 1				
Period Opened from: 19.01.01				
PT SPN BE0001	19.01.02	Anda Present Kft.	190 500,00	0,00
PT SPN BE0002	19.01.03	Nyitómérleg számla	320 000,00	0,00
PT SPN BE0003	19.05.22	Munkáltató által önkéntes pénztárba befizetett munkabér vagy valami hasonló hogy sok- sok karakter	100,00	0,00
PT SPN BE0004	19.11.02		10,00	0,00
PT SPN KI0001	19.11.02		0,00	10 000,00
Period Id: 1				
Period Closed at: 19.11.02				
			<b>510 610,00</b>	<b>10 000,00</b>

**Grand Total:**

<b>Opening Balance:</b>	0,00		
		<b>510 610,00</b>	
<b>Closing Balance:</b>	<b>500 610,00</b>		<b>10 000,00</b>
<b>Incoming Documents (pcs):</b>	<b>4</b>		
<b>Outgoing Documents (pcs):</b>	<b>1</b>		

CASHIER	ACCOUNTANT	INSPECTOR
---------	------------	-----------