User Manual

Advanced Customer Vendor Reporting for Italy

Version BC 15

Prepared by
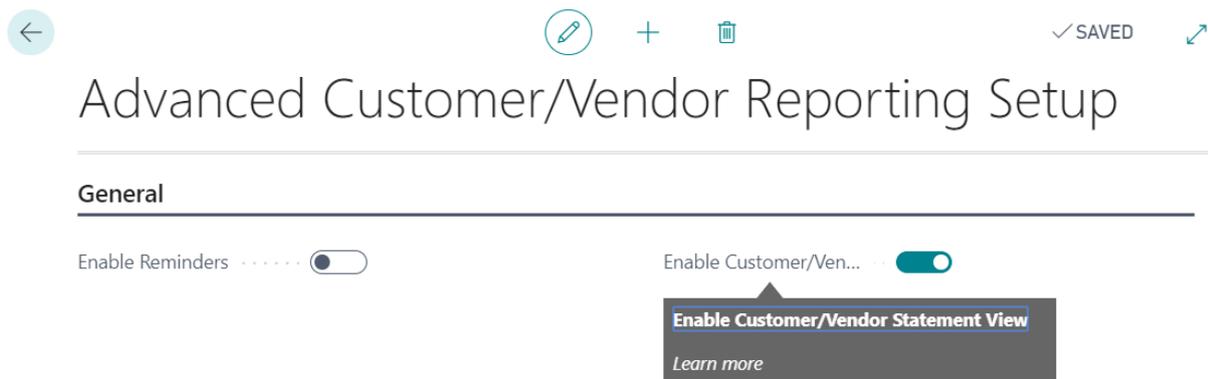Alterna

SUMMARY

1 PREMISE

This document is a user guide for Advanced Customer Vendor Reporting for Italy app.

2 SHOW CUSTOMER/VENDOR ENTRIES

We can use the Show Ledger Entries function from:

- Customers Card
- Vendors Card

Open the Advanced Customer / Vendor Reporting Setup and Activate the Button "Enable Customer / Vendor Statement View":

2.1 Show Customer Ledger Entries

The Show Ledger Entries function schematically shows the invoices and the related payments.
The invoices and linked payment have a Tree Diagram Structure.

The following example shows how to use the function View Customer/Vendor Statement.

EXAMPLE

Open the customer card number 30000 -> Customer -> Ledger Entries

The invoice 19-CX10011 is applied to the payments G02005 – G02006.

Ledger Entries

Process
- Apply Entries
- Unapply Entries...
- Reverse Transaction...

Entry
- Navigate
- Reminder/Fin. Charge Entries
- ✓ Applied Entries
- Dimensions
- Detailed Ledger Entries

Manage
- Show Document
- Select More

List Process Line Entry Navigate Open in Excel More options

DOCUME... TYPE	DOCUMENT NO.	CUSTOMER NO.	DESCRIPTION	CURRENCY CODE	ORIGIN AMOU
	TEC00002	30000	Richiama fattura		18.4
	TEC00001	30000	Richiama fattura		1.3
	TEC00003	30000	Richiama fattura		3.2
Payment	TEC00003	30000	Bank Receipt		-3.2
Payment	TEC00002	30000	Bank Receipt		-18.4
Payment	TEC00001	30000	Bank Receipt		-1.3
Invoice	19-CX010012	30000	Invoice 102403		2.2
Invoice	19-CX010011	30000	Invoice 102401		22.4
Payment	19-CX010010	30000	Invoice 102398		-7

INVOICE 19-CX010013 | WORK DATE: 01/04/2019

Applied Customer Entries

Search Line Entry Open in Excel More options

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	DESCRIPTION	DEPARTME... CODE	CUSTOMER... CODE	CURRENCY CODE
01/04/2019		G02005	School of Fine Art			
01/04/2019		G02006	School of Fine Art			

Use the function: Customer card -> Actions ->Advanced Customer Vendor Reporting-> View Customer Statement

The View Customer Statement function correctly shows the payments G02005 – G02006 under the invoice No. 19-CX010011:

EDIT – SHOW CUST./VEND. ENTRY

Only Open Entry

From Date

To Date

Use Date   Posting Date

DOCUME... TYPE	DOCUME... NO.	SOURCE TYPE	SOURCE NO.	POSTING DATE	OCCURE... NO.	DOCUME... DATE	DUE DATE	APPLIED AMOUNT (LCY)	ORIGINAL AMOUNT (LCY)	REMAINING AMOUNT (LCY)	CURRENCY CODE	APPLIED AMOUNT	ORIG AM(
'	TEC00001	Customer	30000	01/04/2019	1	01/04/2019	01/04/2019	1.378,44	1.378,44	0,00		1.378,44	1
Paym...	TEC00001	Customer	30000	01/04/2019	1	01/04/2019		1.378,44	1.378,44	0,00		1.378,44	1
'	TEC00002	Customer	30000		1			0,00	18.408,60	0,00		0,00	18
'	TEC00002	Customer	30000	01/04/2019	1	01/04/2019	01/04/2019	18.408,60	18.408,60	0,00		18.408,60	18
Paym...	TEC00002	Customer	30000	01/04/2019	1	01/04/2019		18.408,60	18.408,60	0,00		18.408,60	18
Invoice	19-CX010...	Customer	30000		1			0,00	1.206,96	0,00		0,00	1
Invoice	19-CX010...	Customer	30000	01/04/2019	1	01/04/2019	30/04/2019	1.206,96	1.206,96	0,00		1.206,96	1
'	G02005	Customer	30000	01/04/2019	0	01/04/2019		1.000,00	1.000,00	0,00		1.000,00	1
'	G02006	Customer	30000	01/04/2019	0	01/04/2019		206,96	206,96	0,00		206,96	

With this function is easier to understand which payments are linked to an invoice.

Below an example of the function "View Customer Statement" for a credit memo:

EDIT – SHOW CUST./VEND. ENTRY

Only Open Entry

From Date

To Date

Use Date   Posting Date

DOCUME... TYPE	DOCUME... NO.	SOURCE TYPE	SOURCE NO.	POSTING DATE	OCCURE... NO.	DOCUME... DATE	DUE DATE	APPLIED AMOUNT (LCY)	ORIGINAL AMOUNT (LCY)	REMAINING AMOUNT (LCY)	CURRENCY CODE	APPLIED AMOUNT	OF A
Invoice	19-CX010...	Customer	30000		1			0,00	1.206,96	0,00		0,00	
Invoice	19-CX010...	Customer	30000	01/04/2019	1	01/04/2019	30/04/2019	1.206,96	1.206,96	0,00		1.206,96	
'	G02005	Customer	30000	01/04/2019	0	01/04/2019		1.000,00	1.000,00	0,00		1.000,00	
'	G02006	Customer	30000	01/04/2019	0	01/04/2019		206,96	206,96	0,00		206,96	
Credit Me...	19-CX010014	Customer	30000		1			0,00	-1.206,96	-1.206,96		0,00	-
Credit ...	19-CX010014	Customer	30000	01/04/2019	1	01/04/2019	30/04/2019	-1.206,96	-1.206,96	-1.206,96		-1.206,96	-
Invoice	19-CX010...	Customer	30000		1			0,00	1.206,96	0,00		0,00	
Invoice	19-CX010...	Customer	30000	01/04/2019	1	01/04/2019	30/04/2019	1.206,96	1.206,96	0,00		1.206,96	
Credit ...	19-CX010016	Customer	30000	01/04/2019	0	01/04/2019		1.206,96	1.206,96	0,00		1.206,96	

2.2   Show Vendor Ledger Entries

The same function is available for vendors.
Open the vendor list, select a vendor.

EXAMPLE:
The payment No. G04002 is applied to invoices No.:
- ✓ 19-V010011
- ✓ 19-V010010

PAYMENT G04002 | WORK DATE: 01/04/2019

Applied Vendor Entries

Search   Line   Entry   Open in Excel   More options

POSTING DATE	DOCUME... TYPE	DOCUMENT NO. ⌄	DESCRIPTION	EXTERNAL DOCUME... NO.	REPARTO CODICE	GRUPPOCL... CODICE	C... C...
13/03/2019	Invoice	19-V010010	Invoice 107415	107204			
14/03/2019 ⋮	Invoice	19-V010011	Invoice 107418	107207			

Vendor card -> Actions ->Advanced Customer Vendor Reporting-> View Vendor Statements:

30000 · Graphic Design Institute

✕ The Advanced functionality of app ReleasePro expire in 18 days.   Activate your product

New   Process   Request Approval   New Document   Navigate   Vendor   **Actions**   Navigate   Report   Fewer options

New Document ⌄   Request Approval ⌄   Functions ⌄   Release Pro ⌄   Create Payments...   Purchase Journal   Pay Vendor   VAT Ex. Decl. ⌄   **Advanced Custom...endor Reporting** ⌄

No.	30000 ...	🔲 View Vendor Statement
Name	Graphic Design Institute	📄 Bill List
	Special Category	▾
	Balance (LCY)	6.279,80

The "View Vendor Statement" function correctly shows the payments No. G04002 under to invoices No:
- ✓   19-V010011
- ✓   19-V010010

EDIT – SHOW CUST./VEND. ENTRY

Only Open Entry		⬤
From Date		
To Date		
Use Date		Posting Date

DOCUME... TYPE	DOCUME... NO.	SOURCE TYPE	SOURCE NO.	POSTING DATE	OCCURE... NO.	DOCUME... DATE	DUE DATE	APPLIED AMOUNT (LCY)	ORIGINAL AMOUNT (LCY)	REMAINING AMOUNT (LCY)	CURRENCY CODE	APPLIED AMOUNT
Invoice	19-V010009	Vendor	30000		1			0,00	-1.340,10	-1.000,00		0,00
Invoice	19-V010009	Vendor	30000	08/03/2019	1	08/03/2019	31/03/2019	-1.340,10	-1.340,10	-1.000,00		-1.340,10
Paym...	G04001	Vendor	30000	01/04/2019	1	01/04/2019		-340,10	-340,10	0,00		-340,10
Invoice	19-V010010	Vendor	30000		1			0,00	-689,60	-600,00		0,00
Invoice	19-V010010	Vendor	30000	13/03/2019	1	13/03/2019	31/03/2019	-689,60	-689,60	-600,00		-689,60
Paym...	G04002	Vendor	30000	01/04/2019	1	01/04/2019		-89,60	-89,60	0,00		-89,60
Invoice	19-V010011	Vendor	30000		1			0,00	-1.191,20	-1.000,00		0,00
Invoice	19-V010011	Vendor	30000	14/03/2019	1	14/03/2019	31/03/2019	-1.191,20	-1.191,20	-1.000,00		-1.191,20
Paym...	G04002	Vendor	30000	01/04/2019	1	01/04/2019		-191,20	-191,20	0,00		-191,20

In both "View Customer Statement" and "View Vendor Statement" it is possible to change the overview by expanding or collapsing the record.

EDIT - SHOW CUST./VEND. ENTRY

Only Open Entry   ⬤

From Date

To Date

Use Date   Posting Date ▼

DOCUME... TYPE	DOCUME... NO.	SOURCE TYPE	SOURCE NO.	POSTING DATE	OCCURE... NO.	DOCUME... DATE	DUE DATE	APPLIED AMOUNT (LCY)	ORIGI AMO (
Invoice	⋮ 18-102002	Customer	10000		1			0.00	
Invoice	Expand All	tomer	10000	**17/01/2018**	1	17/01/2018	17/01/2018	929.76	
Paym...		tomer	10000	**17/01/2018**	0	17/01/2018		929.76	
Invoice	Collapse All	tomer	10000		1			0.00	1:
Invoice		tomer	10000	**21/01/2018**	1	21/01/2018	21/01/2018	13,233.84	1:
Paym...	Expand/Collapse	tomer	10000	**21/01/2018**	0	21/01/2018		13,233.84	1:
Invoice	⬛ Select More	tomer	10000		1			0.00	
Invoice	18-102010	Customer	10000	**15/02/2018**	1	15/02/2018	15/02/2018	929.76	

If you click on < Collapse all >, you will see only the record with document Type "Invoice".

Manage   🔍 Navigate | More options

EDIT - SHOW CUST./VEND. ENTRY

Only Open Entry   ⬤

From Date

To Date

Use Date   Posting Date ▼

DOCUME... TYPE	DOCUME... NO.	SOURCE TYPE	SOURCE NO.	POSTING DATE	OCCURE... NO.	DOCUME... DATE	DUE DATE	APPLIED AMOUNT (LCY)	ORIGI AMO (
Invoice	⋮ 18-102002	Customer	10000		1			0.00	
Invoice	18-102005	Customer	10000		1			0.00	1:
Invoice	18-102010	Customer	10000		1			0.00	
Invoice	18-102012	Customer	10000		1			0.00	1!
Invoice	18-102017	Customer	10000		1			0.00	
Invoice	18-102020	Customer	10000		1			0.00	2(
Invoice	18-102026	Customer	10000		1			0.00	2
Invoice	18-102032	Customer	10000		1			0.00	
Invoice	18-102035	Customer	10000		1			0.00	1;
Invoice	18-102041	Customer	10000		1			0.00	1!
Invoice	18-102047	Customer	10000		1			0.00	
Invoice	18-102050	Customer	10000		1			0.00	1
Invoice	18-102055	Customer	10000		1			0.00	
Invoice	18-102058	Customer	10000		1			0.00	1(

Close

If you click on < Expand all >, you will see every payment / credit memo applied to a specific invoice.

EDIT - SHOW CUST./VEND. ENTRY

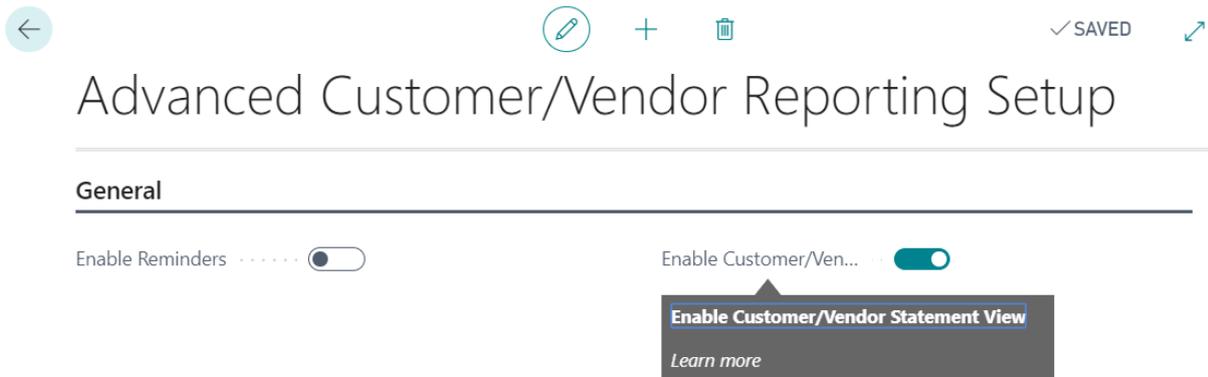Only Open Entry   ⬤

From Date			
To Date			
Use Date	Posting Date		▼

| DOCUME... TYPE	DOCUME... NO.	SOURCE TYPE	SOURCE NO.	POSTING DATE	OCCURE... NO.	DOCUME... DATE	DUE DATE	APPLIED AMOUNT (LCY)	ORIG AMO
Invoice	18-102087	Customer	10000		1			0.00	
Invoice	18-102087	Customer	10000	20/12/2018	1	20/12/2018	20/12/2018	3,850.08	
Paym...	18-102087	Customer	10000	20/12/2018	0	20/12/2018		3,850.08	
Invoice	18-102092	Customer	10000		1			0.00	
Invoice	18-102092	Customer	10000	31/12/2018	1	31/12/2018	31/12/2018	3,370.32	
Paym...	18-102092	Customer	10000	31/12/2018	0	31/12/2018		3,370.32	
Invoice	19-102002	Customer	10000		1			0.00	
Invoice	19-102002	Customer	10000	17/01/2019	1	17/01/2019	17/01/2019	929.76	
Paym...	19-102002	Customer	10000	17/01/2019	0	17/01/2019		929.76	
Invoice	19-102005	Customer	10000		1			0.00	1.
Invoice	19-102005	Customer	10000	21/01/2019	1	21/01/2019	21/01/2019	14,440.80	1.
Paym...	19-102005	Customer	10000	21/01/2019	0	21/01/2019		14,440.80	1.
Invoice	19-102010	Customer	10000		1			0.00	
Invoice	19-102010	Customer	10000	15/02/2019	1	15/02/2019	15/02/2019	929.76	

Close

3   CUSTOMER/VENDOR BILL LIST

Open the Advanced Customer / Vendor Reporting Setup and Activate the Button "Enable Customer / Vendor Statement View":

3.1   Customer Bill List

From the customer card is possible to use a new printout Actions - Advanced Customer Vendor Reporting -Bill List:
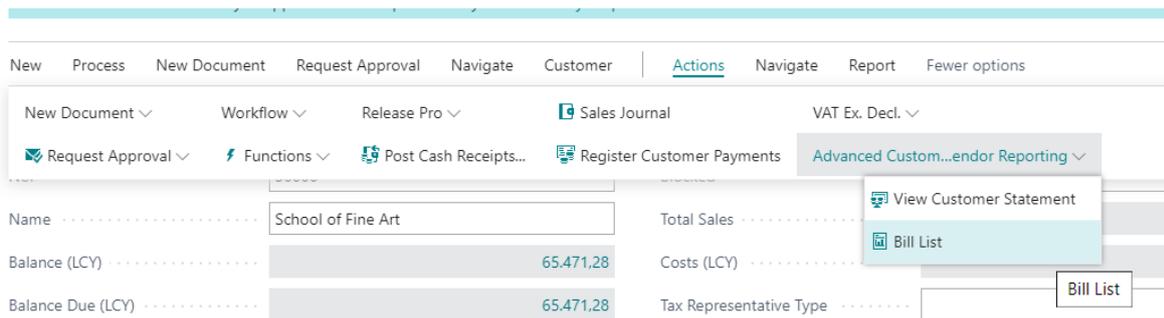
Request page:

CUSTOMER BILL LIST

From Date	
To Date	
Overdue at Date	28/10/2019
Only Opened Entries	⬤
Show Applied Entries	⬤
Print Exposure	⬤
Print Totals by Currency	⬤
Apply Exchange Rate	▼
Currency Date	
Date Filter Type	Posting Date ▼

Filter: Customer

✕ No. ⌄

＋ Filter…

Filter totals by:

＋ Filter…

[Send to…] [Print] [Preview] [Cancel]

Fields:

- From date: the customer ledger entries are filtered starting from this date;
- To Date: the customer ledger entries is filtered to this date;
- Overdue at date: the entries are showed with a balance due they were opened at this date;
- Only Opened entries: the print shows only the opened entries at the ending date;
- Show applied entries: the print shows the linked payment/credit memos to the invoices;
- Print exposure: the invoices with a bank receipt issued are considered as closed, but is possible to show the exposure for bank receipts;
- Print totals by currency: the print show the total amount for each currency;
- Apply Exchange Rate: it is possible to choose:
    o Work date: the print applies the work date currency factor to all the entries;
    o Currency date: the print applies to all the entries the currency factor of the date selected in the field "currency date";
- Currency date: used for the field above;
- Data filter type: the options are:
    o Posting date: the customer ledger entries is filtered on the posting date;
    o Document date: the customer ledger entries is filtered on the document date.

Example with applied entries:

Posting Date	Doc. Type	Doc. Date	Document No.	Occ.	Description	Due Date	Pmt. Method	Curr. Code	Amount	Remaining Amt.	Balance Due
								Balance 31/12/16	0,00		
18/01/2018 Invoice		18/01/18	18-CX010001	1		18/01/18	Cash		232,44	0,00	0,00
18/01/2018 Payment		18/01/2018	18-CX010001		Invoice 102208				-232,44		
24/01/2018 Invoice		24/01/18	18-CX010002	1	Invoice 102208	24/01/18	Cash		463,68	0,00	0,00
24/01/2018 Payment		24/01/2018	18-CX010002		Invoice 102214				-463,68		
27/01/2018 Invoice		27/01/18	18-CX010003	1	Invoice 102214	27/01/18	Cash		12.888,84	0,00	0,00
27/01/2018 Payment		27/01/2018	18-CX010003		Invoice 102217				-12.888,84		

Example print exposure:

Posting Date	Doc. Type	Doc. Date	Document No.	Occ.	Description	Due Date	Pmt. Method	Curr. Code	Amount	Remaining Amt.	Balance Due
								Balance 31/12/16	0,00		
24/12/2018 Invoice		24/12/18	18-CX010044	1		24/12/18	Cash		264,96	264,96	264,96
24/12/2018 Payment		24/12/18	18-CX010044	1		24/12/18			-264,96	-264,96	-264,96
								Total Period EUR	0,00		0,00
								Grand Total	0,00		

Exposure

Posting Date	Doc. Type	Document No.	Description	Pmt. Method	Due Date	Amount at date (LCY)	Amount at date (FCY)	Currency Code
28/02/19	Payment	TEC00001		RIBA		12.892,08	12.892,08	
28/02/19	Payment	TEC00002		RIBA		1.378,44	1.378,44	
28/02/19	Payment	TEC00003		RIBA		18.408,60	18.408,60	
28/02/19	Payment	TEC00004		RIBA		3.215,28	3.215,28	
28/02/19	Payment	TEC00005		RIBA		22.478,40	22.478,40	
28/02/19	Payment	TEC00006		RIBA		2.298,48	2.298,48	
Total (LCY)						60.671,28		

3.2   Vendor Bill List

The same printout is available for vendors.
There are the same options except for exposure.

4   REMINDER

Open the Advanced Customer Vendor Reporting Setup and Activate the Button "Enable Reminders":

Advanced Customer/Vendor Reporting Setup

General

Enable Reminders · · · · · · 🔵⚪   Enable Customer/Ven... ⚪🔘

4.1   Create a reminder with preferential bank

For each Reminder Term is possible to select a Default Rem. Bank.
This bank account will be used as default for all reminders with that reminder code.

REMINDER TERMS | WORK DATE: 01/04/2019   ✓ SAVED   ↗

🔍 Search   ＋ New   📝 Edit List   🗑 Delete   📄 Levels   📊 Open in Excel | Actions · · ·   ▽ ☰

CODE		MAX. NO. OF REMIND...	PO... INT...	PO... AD... FEE	PO... ADD. FEE PER	MINIMUM AMOUNT (LCY)	NOTE ABOUT LINE FEE ON REPORT	DEFAULT REM. BANK	
ESTERO		0	☐	☐	☐	0.00			
NAZIONALE	⋮	0	☐	☐	☐	0.00		CORRENTE	
			☐	☐	☐				

In the reminder card there is a section Advanced Customer/Vendor Reporting with the field bank account.
It is possible to change the bank account.

Advanced Customer/Vendor Reporting

Bank Account · | CORRENTE   ⌄ |

4.2   Printout

The app includes also 2 new printouts (temporary and posted reminders) that are automatically changed in the report selection.

The printout as a different layout and shows the bank details.

CRONUS IT STAGE

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20100 Milano
Tel. +39-02-660-6666
Fax +39-02-660-6660

Capitale sociale: 0,00
Cod.Fisc./P.IVA: IT 280519772004
Reg. imprese n.
REA n.

cronus

REMINDER OF PAYMENT

Number	105001	Page 1
Date	01/04/19	

			TO:	
Customer No.	20000			**Trey Research**
Agent	GC			Elena Sabbatini
				Southwark Bridge Rd, 91-95
				26100 Cremona
				Italia

Attn. Accounting Department

Phone No.   FAX No.

Document Date	Document Type	Document No.	Payment Method	Due Date	Original Amount	Remaining Amount
26/01/19	Invoice	19-102007		09/02/19	929,76	929,76
23/02/19	Invoice	19-102014		09/03/19	1.394,64	1.394,64

Interest Amount		0,00
Total DUE EUR		**2.324,40**
Total Additional Fee		**7,80**
Future Due Date	09/04/19	1.162,20
Grand Total		**3.494,40**

Bank	**World Wide Bank**
BBAN	**W52714101800000001455678**
IBAN	**IT78W5271410180000001455678**

SWIFT Code

We invite you to return the amount as soon as possible...

4.3   Create a Reminder for a customer with bank receipts extracted (Riba)

The invoices with bank receipts extracted but still open are not included in reminders.

5   APP SUBSCRIPTION

Every App feature requires a valid subscription.
At first installation, a trial plan is automatically activated by the system.
After this period, you can subscribe for a product level (feature) using the Alterna Apps page or directly from the system notifications by clicking on the link which opens the product activation wizard.

ALTERNA