Latvian Cash Management Localization

Help

ELVA

Get started

Role Center

In order to use Latvian Cash Management Localization, no specific role center is required, because the functionality can be accessed via search pane, whereas printout buttons are embedded inside ribbon under the tab ACTIONS.

Configuration package import

Basic necessary system setup for the use of Latvian Cash Management Localization is created, when applying the configuration package LVI.LVI.CASH .

1. Click on the button Search for Page or Report...

    TELL ME WHAT YOU WANT TO DO

    Don't know what to search for? Try exploring

2. Type Configuration Packages and select Configuration Packages from Lists

    TELL ME WHAT YOU WANT TO DO

    Configuration packages

    Go to Pages and Tasks

    > Configuration Packages   Lists

    Didn't find what you were looking for? Try exploring
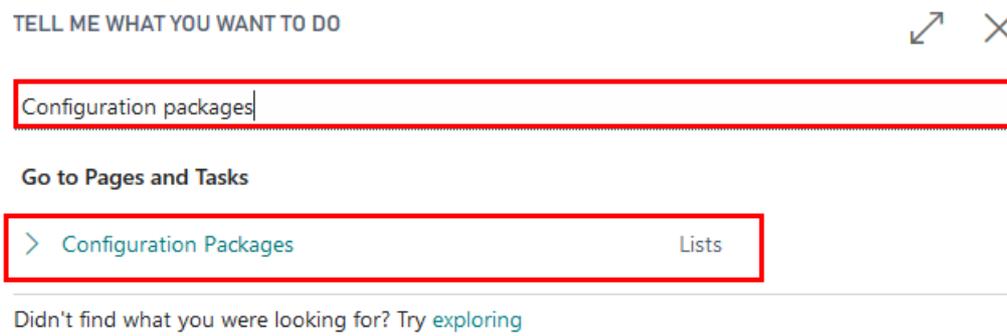
3. Select LVI.LVI.CASH package from list of Config. Packages and press Apply Package.

    CONFIGURATION PACKAGES

    cash   New   Manage   Process   Package   Open in Excel   More options

    Get Tables...   Import Package...   Apply Package
    Export Package...   Import Predefined Package...   Validate Package

Code ↑	Package Name	Language ID	Product Version	Processing Order	Excl Con Tabl
LVI.LVI.CASH	LVI.LVI.CASH	1062	NAV16.0	0	☑
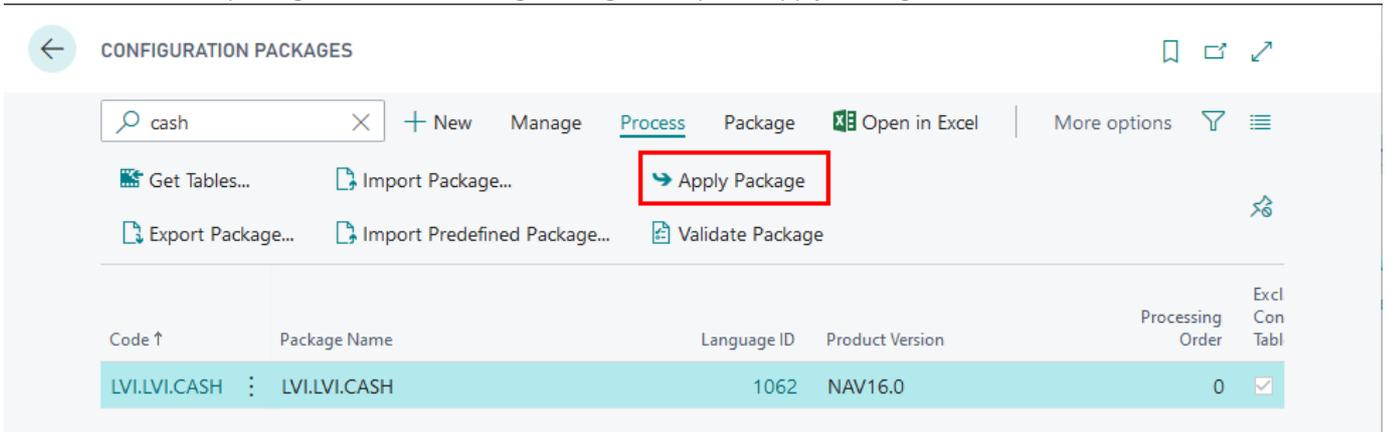
Configuration package ensures the following information:

1. General Journal Template (KASESGRAM)
2. Source Code (CASHBOOK)
3. General Journal Batch (IENEMUMI for cash Incomes, IZDEVUMI for cash payments)
4. Source Code Setup
5. No.Series (KIO, KZO)
6. No.Series Lines (for KIO, KZO) ## Permissions Sets Use of Latvian Cash Management Localization requires the following standard permission sets to be assigned for the user:
7. D365 JOURNALS, EDIT

8. D365 JOURNALS, POST ## Pre-requisites The following information should be completed after importing configuration package:

9. Create employee card, who is responsible for Petty Cash

10. Complete Company Information

11. Create Bank Account Card per each Petty Cash location Proceed with following detailed steps:

12. Click on the button Search for Page or Report...

TELL ME WHAT YOU WANT TO DO

Don't know what to search for? Try exploring

13. Type Employee and select Employees from Pages and Tasks

TELL ME WHAT YOU WANT TO DO

Employee

Go to Pages and Tasks   Show all (9)

> Employees   Lists

> Pay Employee   Tasks

> Employee Check   Tasks

Go to Reports and Analysis   Show all (15)

▤ Employee List   Reports and Analysis

▤ Employee Labels   Reports and Analysis

▤ Employee Unions   Reports and Analysis

14. Create new employees who is responsible for petty cash transactions:

← EMPLOYEES

🔍 Search   + New   Manage   ✦ Absence Registration   📇 Pay Employee   🖳 Ledger Entries   ···   🔻 ☰ ⓘ

15. Complete No., Name, Surname, Job Title fields

EMPLOYEE CARD ✎ + 🗑 ✓SAVED

D0001 · Kārlis · Zariņš

Process   Employee   Navigate | More options   ⓘ

General   Show more

No. · · · · · · · · · ·	D0001 ···	Initials · · · · · · · · · · [ ]
First Name · · · · · · ·	Kārlis	Search Name · · · · · · · KĀRLIS ZARIŅŠ
Middle Name · · · · · ·		Gender · · · · · · · · · · · [▾]
Last Name · · · · · · ·	Zariņš	Company Phone No. · · · [ ]
Job Title · · · · · · · ·	Direktors	Company Email · · · · · · [ ]

16. Click on the button Search for Page or Report...

TELL ME WHAT YOU WANT TO DO   ⤢ ✕

[|]

Don't know what to search for? Try exploring

17. Type Company Information and select Company Information from Pages and Tasks

TELL ME WHAT YOU WANT TO DO   ⤢ ✕

[Company information]

On current page (Business Manager)

📇 Company Settings
Enter the company name, address, and bank information that will be inserted on your busi...

📊 Statement of Retained Earnings
View a report that shows your company's changes in retained earnings for a specified peri...

Go to Pages and Tasks

> Company Information   Tasks

Didn't find what you were looking for? Try exploring

18. Complete Company Information by entering:

   - Name
   - Address
   - Post Code
   - Country
   - Registration No.
   - VAT Registration No.

Company Information

Navigate

General

Show more

Name	Cronus Latvia SIA	Contact Name		
Address	Robežu iela 46	Phone No.	67555123	
Address 2		Registration No.	50102226664	
City	Rīga	VAT Registration No.	LV50102226664	
Post Code	LV-1004	GLN		
Country/Region Code	LV	Picture	+	

1. Create New Bank Account Posting Group for Petty cash: You use bank account posting groups to create linkages between your bank accounts and the central financial statements in the general ledger.

To set up bank account posting groups

a. Click on the button Search for Page or Report...

TELL ME WHAT YOU WANT TO DO

Don't know what to search for? Try exploring

b. Enter Bank Account Posting Groups and then choose the related link.

TELL ME WHAT YOU WANT TO DO

Bank Account Posting Groups

Go to Pages and Tasks

> Bank Account Posting Groups   Administration

Didn't find what you were looking for? Try exploring

c. Press New to create a relevant bank account posting group.

← BANK ACCOUNT POSTING GROUPS   ✓ SAVED

🔍 Search   + New   📝 Edit List   🗑 Delete   📊 Open in Excel

d. Enter the code for the group that you want to set up in the Code field. The code should be descriptive. You can use both numbers and letters. In the G/L Bank Account No. field, enter the desired account

Code ↑		G/L Account No.
→ KASE_EUR	⋮	26100

2. Complete Bank Account information (per each bank account separately)

a. Click on the button Search for Page or Report…

TELL ME WHAT YOU WANT TO DO

Don't know what to search for? Try exploring

b. Type Bank Accounts and select Bank Accounts from Pages and Tasks

TELL ME WHAT YOU WANT TO DO

Bank Accounts

Go to Pages and Tasks

> Bank Accounts   Lists

c. Press New, in order to create

Dynamics 365 | Business Central | Bank Accounts

Bank Accounts

🔍 Search   + New   Manage   Process   Report

New Bank Account card per Petty Cash location

d. Complete Bank Account Card information with Name, Address details

← BANK ACCOUNT CARD ✎ + 🗑 ✓SAVED ⬈

C010 · Petty Cash Riga

Report   Bank Account   Navigate | More options

General   Show more

No. · · · · · · · · · · · · ·	C010 ···	Bank Account No. · · · · ·	
Name · · · · · · · · · · ·	Petty Cash Riga	Balance · · · · · · · · · · · · ·	0,00
Bank Branch No. · · · · · · ·		Blocked · · · · · · · · · · ·	⬤

Communication

Address · · · · · · · · · · · ·	Robežu iela 46	Phone No. · · · · · · · · · · ·	
Address 2 · · · · · · · · ·		Contact · · · · · · · · · · ·	
Post Code · · · · · · · · ·	···	Fax No. · · · · · · · · · · ·	
City · · · · · · · · · · · · ·	LV-1004 ···	Email · · · · · · · · · · · ·	
Country/Region Code · · · ·	LV ⌄	Home Page · · · · · · · · ·	

e. Complete Bank Account Card information with Currency Code (if differs from Local Currency) and Bank Account Posting Group (specifies the asset account for cash transactions)

← BANK ACCOUNT CARD ✎ + 🗑 ✓SAVED ⬈ ⬈

C010 · Petty Cash Riga

Report   Bank Account   Navigate | More options   ⓘ

General >   Petty Cash Riga   0,00

Communication >

Posting

Currency Code · · · · · ·	⌄	Last Payment Stateme...	
Last Check No. · · · · · · ·		Balance Last Statement · ·	0,00
Transit No. · · · · · · · · ·		Bank Acc. Posting Gro...	KASE_EUR ⌄
Last Statement No. · · · · ·			

f. Complete Bank Account Card information with following information:

1. Account Type- select *Cash Desk*
2. Cashier No.- select an employee from the List of Employees, who is responsible for petty cash operations for this location

3. Accountant No. - select an employee from the List of Employees, who holds the position of an accountant

Setup

To set up Cash Book Journal batches

Cash Income Orders and Cash Payment Orders require to have separate Cash Book Journal batches.

1. Click on the button Search for Page or Report...

2. Type Cash Book Journals and select Cash Book Journals from Tasks

3. Open Cash Book Journal batches

Batch Name · DEFAULT

4. Review New Cash Book Journal Batches created for Cash Income Orders (IENEMUMI) and Cash Payment Orders (IZDEVUMI)
5. Complete Name, Description of new Cash Book Journal Batches
6. Review that Balancing Account Type is set to Bank Account,
7. Set Balancing Account No. to Bank Account used for Petty Cash (See Pre-requisites)
8. Set No. Series per each Cash Book Journal Batch

🔍 Search   ＋ New   📝 Edit List   🗑 Delete   Process   Report   Navigate   📊 Open in Excel | More options

GENERAL JOURNAL BATCHES

Name ↑		Description	Bal. Account Type	Bal. Account No.	No. Series	Posting No. Series	Reason Code	Copy VAT Setup to Jnl. Lines	Allow VAT Diff...
IENEMUMI		Kases ieņēmumu orderi	Bank Account	C010	KIO			☑	☐
→ IZDEVUMI	⋮	Kases izdevumu orderi	Bank Acco...	C010 ∨	KZO			☑	☐

How to use

How to use: Cash Book Journal

LV Cash Book Journal is used for entering, posting and printing Cash Income Orders and Cash Payment Orders. Appropriate Batch required to be selected for each Cash Register. Information required:

- Posting date- date when the transaction is posted

- Document Type-

  - Payment- used for Cash Income Orders
  - Refund- used for Cash withdraw

- Document No. - sequential number of the Cash Income/Payment Order, usually populated from Cash Book Journal Batch No.Series

- Account Type-

  - Use Customer for receiving petty cash payments from Customers or giving a customer refund; the transaction shall appear in Customer Ledger Entries
  - Use Vendor for paying petty cash to Vendors or receiving a refund from a Vendor; the transaction shall appear in Customer Ledger Entries
  - Use G/L Account for registering Cash-In-Transit or miscellaneous expenses

- Account No.- select a definite Customer/Vendor/G/L account from a list, based on the Account Type selected in previous step

- Description- define the description to be displayed in Cash Income/Payment Orders

- Employee No.- select an employee from List Of Employees who receives or provides petty cash

- Person Identity No. - define the Identity No. of the counterparty

- Person Ident. Doc. Info - define the Identity document information

- Attachment Description - text field for any additional notes to be displayed in Cash Income/Payment Order

- Debit Amount-

- Credit Amount-

- Amount-

- Bal.Account Type- from Bank Accounts (Cash Desk)

- Bal. Account No.- number of Cash Desk

How to use: Create Cash Payment Order

Latvian Cash Management Localization ensures possibility to create Cash Payment Orders in Dynamics 365 Business Central and print them, in order to be compliant with Latvia local legislation requirements.

Purpose: Petty Cash Payment Orders require to be registered in the system with ability to provide a correct printout per transaction requested.

Available for printing from: reports can be printed from Cash Book Journals. Particular Print button Cash Payment Order is located in the Ribbon under the TAB Process.

Also Cash Payment Order can be printed for a posted transaction, using report Cash Payment Order from Reports and Analysis
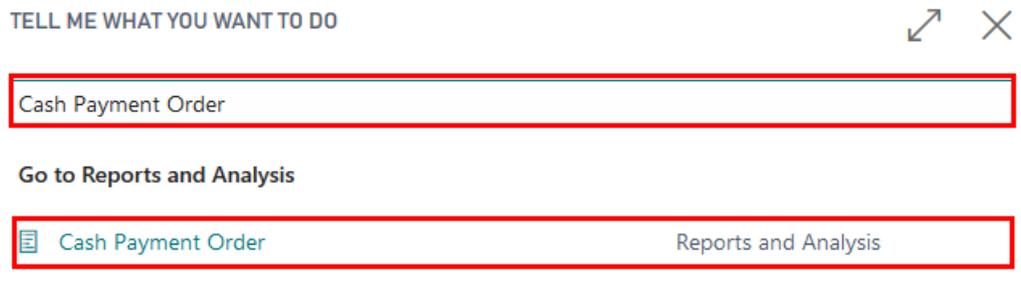
with a filter of Bank Ledger Entry.

Pre-requisites: Cashier and Accountant need to be specified in Bank Account Card; Bank Account Card should have correct Bank Posting Group assigned; fields Person Identity No. and Person Identity Doc. No. fields are mandatory to be completed. In Cash Book Journal batch IZDEVUMI a line needs to be created

```
-   Document Type: Payment
-   Amount: Positive
```


Printing Options: the following printing options are available for this printout:

- Print Received Information in words – when selected, the amount in words is printed next to section Received of the report

Also a filter on Gen. Journal Line can be applied, when creating the report from Cash Book Journal.

When the printing options are selected, it is possible to use standard Send To..., Print, Preview functions.

How to use: Create Cash Income Order

Latvian Cash Management Localization ensures possibility to create Cash Income Orders in Dynamics 365 Business Central and print them, in order to be compliant with Latvia local legislation requirements.

Purpose: Petty Cash Income Orders require to be registered in the system with ability to provide a correct printout per transaction requested.

Available for printing from: reports can be printed from Cash Book Journals. Particular Print button Cash Income Order is located in the Ribbon under the TAB Process.

 Also Cash Income Order can be printed for a posted transaction, using report Cash Income Order from Reports and Analysis.

Pre-requisites: Cashier and Accountant need to be specified in Bank Account Card; Bank Account Card should have correct Bank Posting Group assigned; fields Person Identity No. and Person Identity Doc. No. fields are mandatory to be completed. In Cash Book Journal batch IENEMUMI a line needs to be created

```
-   Document Type: Payment
-   Amount: Negative
```


Output Options: the following printing options are available for this printout- not available. A filter on Gen. Journal Line can be applied, when creating the report from Cash Book Journal.

 When the printing options are selected, it is possible to use standard Send To..., Print, Preview functions.

Cronus Latvia SIA,50102226664
(company name and registration number)

Cash income order No. KI00001

12. March 2020

Debit Account No.	Credit Account No.	Currency	Amount	Amount (EUR)
26100	23100	EUR	100,00	100,00

Received from **Kārlis Zariņš**   11
(name, surname)   *(person ID)*

111
(person identiny assuring document information)

Payer   ELVA BALTIC SIA, LV40003687406

Substantiation   ELVA BALTIC SIA

Amount in words   ONE HUNDRED AND 0/100 EUR

Exchange rate

In attachment

Accountant   Kārlis Zariņš   Cashier   Kārlis Zariņš

Cronus Latvia SIA,50102226664
(company name and registration number)

Cash income order receipt No. KI00001

Received from **Kārlis Zariņš**   11
(name, surname)   *(person ID)*

111
(person identiny assuring document information)

Payer   ELVA BALTIC SIA, LV40003687406

Substantiation   ELVA BALTIC SIA

Amount in words   ONE HUNDRED AND 0/100 EUR

Exchange rate

In attachment

12. March 2020

P.S.H.

Accountant   Kārlis Zariņš   Cashier   Kārlis Zariņš

How to use: Print Cash Book

Latvian Cash Management Localization ensures possibility to register Cash Income Orders and Cash Payment Orders in Dynamics 365 Business Central and at the end of the period show all particular petty cash transactions in one report- Cash Book in order to be compliant with Latvia local legislation requirements.

Purpose: Cash Book report shows all petty cash transactions per period.
Available for printing from: reports can be printed from Cash Book Journals. Particular Print button Cash Payment Order is located in the Ribbon under the TAB Process.

Available for printing from: Cash Book can be printed for a posted transactions, using report Book from Reports and Analysis.

TELL ME WHAT YOU WANT TO DO

Don't know what to search for? Try *exploring*

Pre-requisites: Bank Account used for Petty Cash has Cash Income or Cash Payment Orders posted in specific selected period.

Output Options: the following printing options are available for this printout.

- Report No. – enter a specific number that shall appear on the Cash Book printout A filter on Gen. Journal Line can be applied, when creating the report from Cash Book Journal.
- No. - select bank account with type Cash Desk
- Date filter - enter period per which the Cash Book is being prepared

When the printing options are selected, it is possible to use standard Send To…, Print, Preview functions.

CASH BOOK

Print Settings

Selected printer: · · · · · · · · · · (Browser)

Options

Report No. · · · · · · · · · · · · · 2020-03

Filter: Bank Account

✕ No. · · · · · · · · · · · · · · · C010 ⌄

＋ Filter…

Filter totals by:

✕ Date Filter · · · · · · · · · 01.03.20..31.03.20

＋ Filter…

Filter: Bank Account Ledger Entry

＋ Filter…

| Send to… | Print | Preview | Cancel |

Cronus Latvia SIA,50102226664   Page 1

Cashbook of period from 01.03.2020 to 31.03.2020   2020-03

No.	Date	Cash Order No.	Received From/Paid Out To	Balancing Account No.	Description	Received	Paid out
Petty Cash Riga		**Currency Code EUR**			**Beginning balance**	0,00	
1	12.03.2020	KI00001	Kārlis Zariņš	23100	ELVA BALTIC SIA	100,00	
2	12.03.2020	KZ00001	Kārlis Zariņš	53100	ELVA BALTIC SIA		100,00
					Period turnover	*100,00*	*100,00*
					Ending balance	0,00	

Accountant _____ Kārlis Zariņš   Cashier _____ Kārlis Zariņš

signature   name, surname   signature   name, surname