

When recognizing incoming invoices and credit notes, you often want to control how the cost amounts are posted. To view or adjust the configured account in the template, navigate to the list of open documents in the Document Journal.

Select the tile "Ready to Register" to open the Document Journal.

In the field "G/L Account No." an account is already selected.

FIELD	VALUE
Invoice No.	44444478
Invoice Date	04/20/19
Due Date	06/03/19
Our Contact	RL
Our Order No.	
Currency Code	
Amount Excl. VAT	7,500.00
VAT Amount	1,875.00
Amount Incl. VAT	9,375.00
G/L Account No.	8210

To view the settings for the account used in the template, select "Translations" in the ribbon.

NO.	OK	VENDOR	NAME	TEMPLATE NO.	SEARCH TEXT
D000002	<input checked="" type="checkbox"/>	40000	Lewis Home Furniture	T000006	
D000004	<input type="checkbox"/>	30000	CoolWood Technologies		

Select "Accounts for Amounts" to open the page showing the translation for the amounts recognized in the document.

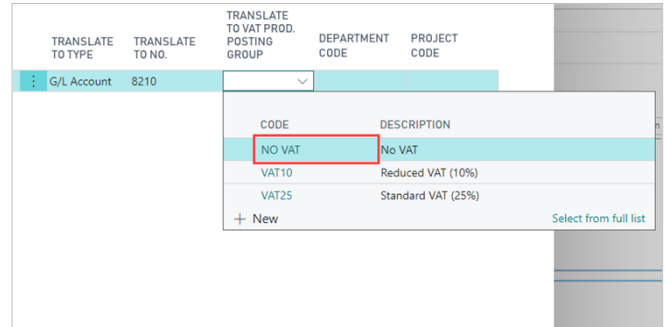
NO.	OK	VENDOR	NAME	TEMPLATE NO.	SEARCH TEXT
D000002	<input checked="" type="checkbox"/>	40000	Lewis Home Furniture	T000006	
D000004	<input type="checkbox"/>	30000	CoolWood Technologies		

The page shows a list of the header amounts recognized in the document using the current template. Here you can adjust how the recognized values are to be transferred/translated to the purchase invoice when registering the document. Place the cursor in the field "Translate to VAT Prod. Posting Group" to adjust the VAT Product Posting Group.

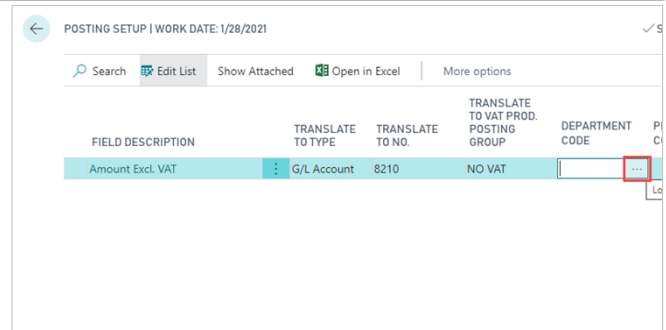
FIELD DESCRIPTION	TRANSLATE TO TYPE	TRANSLATE TO NO.	TRANSLATE TO VAT PROD. POSTING GROUP	DEPARTMENT CODE	PI	CO
Amount Excl. VAT	G/L Account	8210				

Choose the VAT "Code" you want to apply to the translation.

In this session, the "NO VAT" code is chosen.

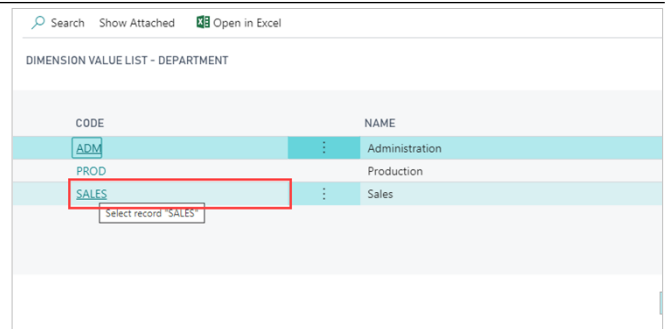


You can also adjust the dimension values assigned to the account. This is done by selecting the assist edit button to adjust the "Department Code" field.



Choose the department code you would like to apply to the translation.

In this session, the "SALES" code is chosen.



Select "Back" to return to the Document Journal.

