RavenLedger complete user guide

Company setup, everyday transactions, bulk imports and bulk updates

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For authorised users and Tenant Administrators within their subscription workspace.

One complete guide covering all 20 documentation areas. Use the contents and PDF bookmarks to open a module, chapter, bulk procedure or field reference.

Use this complete guide

Start with the business setup map and module setup checklist for a new company. A tenant is your subscription workspace; its Tenant Administrator manages authorised access. Available actions depend on your permissions, company setup, country and document state.

Module overviews identify supported bulk actions, or explain data-loading prerequisites where the area has no direct bulk action. The shared imports chapter explains common validation, commit and recovery steps once. The exact-template reference contains all 28 template families. A create import, an update, formula replacement and append-only support are different operations.

Use PDF bookmarks or the linked contents to move between areas. Chapter cross-references stay inside this downloadable guide. The printed footer shows the complete guide page number; screenshots and field explanations remain beside their procedures.

Before changing records, follow your organisation's approval, accounting, privacy and cutover policies. After imports and transactions, inspect the saved state and reconcile the resulting records. Cancelling an import job does not reverse committed data.

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Getting started and RavenView

Module setup, everyday tasks and data-loading prerequisites

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Data-loading prerequisites and limits

Start with the business setup map and prerequisite checklist before a bulk load. The shared import procedure explains Validate, Commit Import, job recovery and safe retry.

Continue with the Imports documents and common controls bulk guidance.

Use this handbook to choose the right guide, prepare your company and understand when a task is finished. The linked chapters explain the relevant fields and controls. Start with the business event, not with a journal that happens to produce the desired balance.

Choose your starting point

If you are a new user, begin with navigation and company context, then the guide for your assigned duty. If you administer a subscription workspace, start with user administration and company setup. If the company already exists, review its setup; do not create another company simply to follow an example.

A tenant is your subscription workspace. Its Tenant Administrator manages authorised users and access within that workspace. A company has its own accounting records; a location is an operating unit within that company. Administrator access and ownership of subscription billing are different responsibilities.

Prepare a new company in dependency order

1. Confirm authorised access, the legal company identity, functional currency and reporting/cutover requirements. Use Create a company for the company, primary location and mandatory starter-chart choice. The starter business model is used once, not saved as a company attribute.

2. Review the account hierarchy and GL controls. Confirm system accounts, posting destinations, precision, dated exchange rates and open accounting dates. Do not assume that selecting a starter chart completes every module's account mappings.

3. Add secondary locations, assign appropriate access and prepare cash and bank accounts. Check company, location and currency relationships before choosing them on transactions.

4. Prepare customers/vendors, approved tax codes and any required country electronic-invoicing profiles. An identity, tax code and authority connection serve different purposes.

5. For stock, prepare inventory policies and posting groups, items/prices and warehouses/bins. Complete tracking and opening-stock design before using stocked purchases, sales, manufacturing or POS.

6. Configure the specialist module you will use: purchasing, manufacturing, POS, assets or HR/payroll. Keep the setup record separate from its first transaction.

7. Reconcile approved opening balances. Agree which subsidiary records create control balances so the same amount is not loaded twice through both a module and a manual GL journal.

Use synthetic data in an approved training company when learning a consequential action. Saving, posting, approving, importing and reversing can change records even if the example amount is small.

Complete the checks before every transaction

Check	What to confirm	Why it matters
Company and location	Read Current Company and the document's own Location	A correct amount in the wrong company or branch is still an error
Source and identity	Identify the customer/vendor/item/employee and actual source document	Similar names or typed lookup text are not the selected record
Dates	Distinguish transaction/event date, ledger date and any due/service dates	Accounting cutoff, ageing and operational timing can differ
Currency and precision	Review transaction currency, functional amounts, rate direction and displayed totals	A balanced foreign entry can still use the wrong currency or rate
Quantities and tracking	Review UOM, warehouse, bin, lot, serial and expiry as applicable	Item-level stock does not establish that the required tracked identity is available
Authority and evidence	Confirm your duty, approval route and required support	A visible button or saved attachment is not business approval
Existing record	Search for the event/reference before a retry	A timeout can occur after a save succeeded

Follow the right operational journey

Business event	Read in this order	Completion evidence
Sell a service and collect cash	Service invoice/receipt fields, tax, bank reconciliation	Saved invoice/receipt, application and remaining open balance, posted accounting and bank evidence; a receipt alone is not invoice application
Quote and fulfil a stocked sale	Leads and quotes, orders and stocked invoices, inventory reconciliation	Accepted commercial terms where needed, remaining order quantity, invoice, actual stock allocation/movement, customer balance and GL; fiscal state checked separately
Purchase stock and pay the vendor	Purchasing policy, orders/receipts, vendor invoices/payments	Approved order when required, received/accepted quantities, matching evidence, GRNI/payable, payment application, residual amount and bank reconciliation
Adjust or transfer stock	Movement guide, conditional tracking	Source/destination identities, accepted saved quantities, completed costing/journals and consistent dated valuation
Produce finished goods	Manufacturing setup, batch transactions	Actual consumption, output/loss, quality release, WIP/completion journals and inventory cost trail
Sell through a cashier terminal	POS setup, checkout/returns/close	Saved ticket, tender evidence, receipt/fiscal state, stock/COGS, session cash/card reconciliation and separately confirmed external settlement
Acquire or depreciate an asset	Asset setup, asset transactions	One capitalisation route, register/ledger, applied depreciation, posted journals and any disposal clearing/settlement
Run payroll and settle obligations	HR setup, payroll transactions, AP payments	Approved inputs/calculation, posted payroll/AP, all relevant remaining balances and payment evidence; HR Paid alone is not full settlement
Record an accrual or correction	Journals and close, approvals	Balanced saved journal, required decision, POSTED state, source/correction references and appropriate report dates
Reconcile and close	Worked bank reconciliation, Balance Sheet Review, schedule templates, period close	Same-cutoff supported balances, explained differences, independent review and an authorised saved closed-through date

Find the remaining specialist references

Task	Guide	Important boundary
Record import/export evidence	Trade references	Reference utilisation and realization do not themselves settle a bank or certify customs compliance
Ask a question or save a shortcut	RavenView and shortcuts	Read-only answers and navigation do not save or approve transactions
Run a report	Reporting Center, individual parameters	Completed output must match company, date, currency, location and dataset grain
Import a file	Import workflow, exact template columns	Validate, commit, downstream posting and reconciliation are separate stages
Work with country/tracking conditions	Conditional controls, electronic invoicing	Required screens depend on the actual configuration; queued/exported is not authority accepted
Use a partner login	Partner portal	A contact sees only its enabled business-account scope, not the tenant administration workspace
Review a colleague's request	Approvals and audit	Decide on the current document/version, then check downstream processing

Understand what each state proves

State or action	What it establishes	What it does not establish
Saved / Draft	A record has been retained in its current workflow state	Approval, stock/cost processing, ledger posting or payment
Validated	The stated checks accepted the proposed file/input	A committed import or financial result
Submitted / Pending	A request awaits its applicable next stage	An approval decision or completed posting
Approved	The relevant authorised decision was recorded	Completed background work, bank settlement or fiscal acceptance
Queued / Processing	Work has been requested or is running	Successful final processing
Posted	The relevant accounting stage completed for that record	Complete subsidiary reconciliation, bank settlement or legal/fiscal acceptance
Exported / Downloaded / Printed	An output was produced or obtained	External delivery, authority acceptance or payment
Accepted	The applicable authority/document acceptance evidence exists	Collection of a receivable or settlement of a refund
Paid	A module-specific payment state	Necessarily zero remaining balance across every linked invoice; check the module guide
Closed	The applicable order/session/period control is closed	Cancellation of history or proof that every account was reconciled

Use the figures and field references

Read a field's entry rule, example and implication together. Required fields can depend on earlier choices. Locked or calculated values should be checked, not forced into hidden inputs. Search and select the actual lookup result. A filter narrows the current display; it does not necessarily change the saved transaction.

Figures labelled Illustrative training screen or Illustrative training reference explain the arrangement with fictional data. They are not your company's records. Match the visible labels and selected state in your own authorised screen rather than copying an example's identity, amount, rate or tax treatment.

Confirm the result before leaving the task

Record the generated document number and reopen it from the appropriate list. Check its saved header and complete lines, approval/posting/operational state and linked records. Compare a relevant report using the same scope and cutoff. For a master record, verify the saved values and availability; do not expect a financial journal merely because a master was created.

For an illustrative invoice of USD 1,000 and an applied receipt of USD 600, the residual is USD 400 before other authorised credits, tax or FX effects. The bank receipt, invoice application and customer's remaining balance are three related checks, not interchangeable evidence. Do not change the invoice to USD 600 to make it look paid.

Recover without creating duplicates

1. Retain the company, location, record/reference, approximate time and displayed message. Do not include passwords, OTPs, full card details or unnecessary personal data in a support request.

2. Search the relevant list and open the existing record before retrying Save, Confirm, Commit, Post or Reverse. A page error does not prove that a preceding write failed.

3. Correct editable preparation through the supported form. For a posted or dependent record, use the originating module's authorised correction path and review later applications, stock, approvals, periods and fiscal references.

4. Recheck the saved correction and downstream balances. A manual GL journal does not fix stock identities, customer/vendor open documents, asset history, payroll or authority documents.

If the screen, status or balance remains inconsistent, stop the consequential action and ask the responsible administrator/accountant or support to review the identified record. Never use a duplicate transaction or unexplained balancing journal to hide the problem.

Use a task guide and its field reference together

An overview explains setup and the module's purpose. A transaction guide explains what to do with a business event. A field reference explains the selected control; it is not a replacement for the surrounding sequence. Start with the operational journey above, then use the matching field section as you enter the record.

For example, preparing a bank master belongs in Cash and bank. Matching a real statement belongs in Worked bank reconciliation. Selecting an account in a reporting filter belongs in Individual report parameters. These activities can use the same bank identity without performing the same action.

Interpret fields before entering values

What the screen shows	How to use it	What to check afterwards
Required or conditionally required field	Complete it when the selected country, item, policy or state requires it; a blank example is not permission to omit it	Read the field-level error and the selected condition; do not fill an unrelated value simply to pass validation
Search or lookup	Type to find candidates, then choose the intended result	Confirm its actual code/name and company/location; typed text alone may not select a record
Default	Review the proposed value for this business event	Changing a master default is not correction of previously saved transactions
Locked or generated value	Read it and verify the context; do not force a hidden identity	Retain the saved record number and inspect the supported correction route if the context is wrong
Percentage, quantity or rate	Identify the unit, direction and basis before entering the number	Ten percent, ten units and a rate of ten have different meanings; check the resulting amounts
Remove, Cancel, Unmatch or Reverse	Read the task-specific consequence before choosing it	Removing a preparation row, leaving unsaved work, unlinking a match and correcting accounting are not the same action

Understand the accounting vocabulary

Term	Plain-language meaning
GL	General ledger: the accounting record organised by posting account
Reporting account and sub-account	The reporting classification and posting detail whose combination is used on entries
AR / AP	Customer receivables / vendor or other payables; reconcile their open documents to the control accounts
GRN / GRNI	Goods receipt record / goods received but not yet invoiced accrual
UOM	Unit of measure; quantities in different units are not directly additive
WIP / CWIP	Manufacturing work in progress / capital work in progress for assets; distinct processes
COGS	Cost of goods sold, separate from sales revenue and collected cash
NBV	Net book value: the asset's applicable carrying value after accumulated depreciation and other supported movements
Functional currency	The company's accounting currency; separate from a document's transaction currency
FX	Foreign exchange; review currency units, rate direction and functional carrying amounts
Open item / application	An unsettled document balance / the link that allocates a receipt, payment or eligible credit
Unapplied receipt or payment	Cash recorded but not yet fully allocated to eligible documents; it may be an intentional customer deposit or supplier advance
Reconciliation	Comparison of the same-scope balance with independent support, with differences explained and resolved
Grain	What one report row represents, such as one invoice or one line; repeated header totals must not be summed as line amounts
Gross / net / residual	Amount before the stated deduction / amount after it / balance still outstanding; check which deduction and currency apply
Clearing account	Temporary accounting destination connecting stages; an unexplained residual needs investigation, not a plug
Apply / filter	In payments, Apply allocates cash or credit; in a report, Apply can refresh filters. Read the screen context before acting
As of / from-to	A point-in-time cutoff / a range of activity; these answer different questions

Find help and continue

Use Search all guides in the documentation sidebar for a field, task or term; use Find a section to narrow the current chapter. The highlighted chapter and Current chapter label show where you are. Documentation search and the application's own record search are different tools.

Use RavenView where assigned for read-only assistance, and consult the guide library for your task. Your organisation's access, accounting and approval policies still apply.

Use this task directory after choosing your route in the business setup map. It covers all 20 guide areas, including optional functions. Each task states what to prepare, where to read the exact fields, the expected outcome and how to stop safely when a prerequisite is missing.

The Tenant Administrator coordinates access within the subscription workspace. The accountant owns the approved accounting design; operational owners confirm their processes. Availability depends on subscription, role, country and company/location access. A business model does not grant permissions or configure a module automatically.

Use the dependency order

1. Confirm context, company/currency/locations and least-privilege access.

2. Prepare reporting/posting accounts, GL controls, applicable tax and bank mappings.

3. Prepare partner and item defaults, stock locations and the relevant operational policies.

4. Configure approval policy, groups, rules and eligible membership before routine document entry.

5. Add production, POS, assets, payroll or country functions only when required by activities.

6. Agree migration, opening balances, reports, reconciliation and correction responsibilities before cutover.

These are dependency groups, not a request to enable all modules. Set the applicable tasks and owners in your own implementation record. A master saved successfully is not proof that its later financial workflow completed.

Choose the company and working context

Confirm Current Company, then the location on each document. Review navigation and personal shortcuts; do not use a shortcut as evidence of access.

1. Review the existing company records and authorised design before adding or editing setup. Use choose the company and working context fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: The intended company and permitted location are visible.

If something is wrong: If the context is wrong, leave unsaved entry and select the intended company before proceeding.

Set up the company and secondary locations

Agree functional currency before company creation. Select a starter chart once, review its preview, enter the primary location, then create authorised secondary locations only where needed.

1. Review the existing company records and authorised design before adding or editing setup. Use set up the company and secondary locations fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: The company, primary location, chart and intended secondary locations exist with the correct identities.

If something is wrong: Functional currency is locked after creation; do not create a replacement company or duplicate opening balances to bypass it.

Set up users and company and location access

Create the colleague through authorised administration. In Manage Access review Role, Module Permissions, applicable Company Access and Location Access, approval memberships and Summary before Update Access.

1. Review the existing company records and authorised design before adding or editing setup. Use set up users and company and location access fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: The saved user can perform intended actions and cannot access excluded company/location examples.

If something is wrong: A blank scope is not guaranteed deny-all. Resolve effective permissions before entering private or financial records.

Set up accounts and GL posting controls

Review reporting groups, reporting accounts, posting sub-accounts and Chart of Account combinations. Review GL Setup mappings and precision, then dated Forex Conversion rows if needed. Configure manual journal approval before routine journal entry.

1. Review the existing company records and authorised design before adding or editing setup. Use set up accounts and gl posting controls fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: Approved account combinations and seven GL mappings are saved; FX direction/dates and manual-journal policy are understood.

If something is wrong: Keep system-maintained accounts protected. Do not change account classification or mappings merely to force a transaction through.

Set up cash and bank accounts and reconciliation

Review company bank identity, currency, permitted locations and GL/prepayment mappings. Reopen the saved account before planning statement opening balance, cutoff and matching.

1. Review the existing company records and authorised design before adding or editing setup. Use set up cash and bank accounts and reconciliation fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: The bank master points to the intended ledger combinations and a statement-to-book reconciliation basis is agreed.

If something is wrong: A vendor bank reference is not a company posting account. Never upload a statement twice to resolve a slow screen.

Set up customers and sales defaults

Maintain customer-capable trading partners, receivable account, terms, credit and separate customer tax defaults. Prepare service or stock items and sales prices as applicable before quotes, orders or invoices.

1. Review the existing company records and authorised design before adding or editing setup. Use set up customers and sales defaults fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: A sample customer and item resolve the intended accounts, terms, currency and tax on new entry.

If something is wrong: A receipt is not automatically an invoice application. Review allocations and residual balances separately.

Set up vendors and purchasing policies

Maintain vendor-capable partners and payable defaults. Save Purchasing Setup for each relevant location with matching policy, receipt flow, tolerances and GRNI/variance mappings; then configure PO approval.

1. Review the existing company records and authorised design before adding or editing setup. Use set up vendors and purchasing policies fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: Each location has an agreed one-step or two-step route and authorised approval coverage.

If something is wrong: Review item purchasing overrides too; they can replace location policy. Do not receive the same goods through both routes.

Set up items and warehouses and stock policies

Prepare classifications, item/posting groups and Inventory Setup mappings/policies. Create warehouses and required bins, then items with base UOM, costing and applicable lot/serial/expiry tracking.

1. Review the existing company records and authorised design before adding or editing setup. Use set up items and warehouses and stock policies fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: Stocked item, warehouse, bin and tracking choices work together with the intended valuation mappings.

If something is wrong: Agree tracking and costing before history. Do not use a GL-only entry to create quantities, serials or stock value.

Set up manufacturing and production costing

After stock setup, review Production Setup WIP/loss/gain mappings and finished warehouse. Prepare Overhead Master, then versioned Formulas with materials, output roles and allocation basis.

1. Review the existing company records and authorised design before adding or editing setup. Use set up manufacturing and production costing fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: A supported formula and approved mappings describe how materials, overheads and completed outputs will be valued.

If something is wrong: A transfer is not manufacturing completion. Investigate WIP and output differences before reversing dependent batches.

Set up a POS terminal and tender destinations

Prepare items, tax, stock and approved cash/card destinations. Review POS Terminals company/location/warehouse/customer, mixed tender, tracking and receipt settings before opening the first session.

1. Review the existing company records and authorised design before adding or editing setup. Use set up a pos terminal and tender destinations fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: The terminal resolves the intended inventory, customer, tenders and printing configuration.

If something is wrong: Printing, card authorisation and fiscal acceptance are separate. Resolve country requirements before live checkout.

Set up asset accounting and categories

Review Asset Setup commencement, CWIP and disposal mappings. Prepare Asset Categories with gross cost, accumulated depreciation, expense and method/life/rate; use Asset Groups for organisation.

1. Review the existing company records and authorised design before adding or editing setup. Use set up asset accounting and categories fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: Each asset category has approved mappings and an agreed acquisition/opening/capitalisation route.

If something is wrong: Load a cost once. An asset master alone is not proof of acquisition posting or depreciation.

Set up HR and payroll policies

Review HRMS Setup, payroll tax, earnings, deductions and funds. Prepare employee identity and banking, effective compensation, assignments, calendars and applicable attendance policies before a payroll run.

1. Review the existing company records and authorised design before adding or editing setup. Use set up hr and payroll policies fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: Approved effective-dated employee inputs and payroll destinations are ready for the intended period.

If something is wrong: Keep payroll private; an employee master is not an application login. Paid can still require checking payment/application balances.

Set up tax codes and customer and vendor defaults

Agree jurisdiction and recognition policy. Review Tax Codes and lines including nature, percentage, rank, Applied To, Exclude Base and mappings; maintain customer and vendor defaults separately.

1. Review the existing company records and authorised design before adding or editing setup. Use set up tax codes and customer and vendor defaults fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: A representative new sale and purchase use the intended tax basis, timing, amounts and posting destinations.

If something is wrong: Do not copy a tax percentage as legal advice or treat withholding as a second added tax. Review invoice versus settlement timing.

Set up country profiles and electronic invoicing

Confirm the supported country/document route and authorised fiscal duties. Review company/party profiles and classification, then approved connection environment and credentials through the relevant permitted screens.

1. Review the existing company records and authorised design before adding or editing setup. Use set up country profiles and electronic invoicing fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: Country identity, document classification and the intended test/live environment are agreed before fiscal use.

If something is wrong: Protect secrets. Export, validation and transport success do not establish authority acceptance; do not send a live request as a setup check.

Set up report access and reporting filters

Agree the business question, company/location access, date basis and currency. Review the chosen report parameters, and publication/access for any authorised user-defined report.

1. Review the existing company records and authorised design before adding or editing setup. Use set up report access and reporting filters fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: Users can find the intended report and interpret its scope and completed output.

If something is wrong: Not every Reporting Center job is read-only. AR Auto-Apply Unapplied Receipts can allocate records outside preview.

Set up Balance Sheet Review responsibilities

Agree account scope and cutoff. Prepare the appropriate review profiles, responsibilities and schedules; select supporting evidence and an independent reviewer before completing the review.

1. Review the existing company records and authorised design before adding or editing setup. Use set up balance sheet review responsibilities fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: Preparer/reviewer responsibilities and the required account schedules are clear for the period.

If something is wrong: A completed review is not a correcting entry or automatic period close. Investigate differences at source.

Set up approval rules and approver membership

Agree authority limits and independent duties, create the appropriate active group and rules, assign eligible users and verify the policy switch. Follow the journal or PO procedure for its exact scope.

1. Review the existing company records and authorised design before adding or editing setup. Use set up approval rules and approver membership fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: A representative amount/currency/location routes to the intended authorised reviewer, including boundaries.

If something is wrong: Journal and PO matrices are separate. Do not assume sequential multi-level approval or a single universal approval switch.

Set up trading partners and trade references

Set Customer, Vendor or Both according to the relationship and review each side separately. Where used, agree trade-reference identity, flow, jurisdiction, type, currency and party before entering utilisation.

1. Review the existing company records and authorised design before adding or editing setup. Use set up trading partners and trade references fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: The intended party capability and reference can be identified without duplicate external/internal identities.

If something is wrong: If a duplicate save gives a page error, search for the original before retrying; never create a near-duplicate reference as recovery.

Prepare imports and supporting documents

Use the current module template and its exact column reference. Agree identifiers, dates, units, AUTO/NONE/CODE tax intent and duplicate checks; validate and inspect preview before an authorised commit.

1. Review the existing company records and authorised design before adding or editing setup. Use prepare imports and supporting documents fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: The proposed rows and source documents can be traced to the intended records without exposing secrets.

If something is wrong: Commit is a write, not a preview. Check existing results after an error before retrying; a local upload is not fiscal submission.

Prepare partner portal access and statements

Confirm that the feature is offered to this subscription and arrange authorised partner access. Give the contact the organisation-supplied portal address and explain identity, account selection and statement filters.

1. Review the existing company records and authorised design before adding or editing setup. Use prepare partner portal access and statements fields and procedures for exact navigation and controls.

2. Have the authorised owner make only intended changes, save once and reopen the existing saved record to compare values. Read permission, country and state conditions before proceeding.

3. Confirm the outcome: The intended external contact can identify only the authorised relationship and understand the displayed scope.

If something is wrong: Do not promise access from the business model. Never share another contact's login code or expose unrelated account statements.

Confirm readiness and preserve evidence

Record each applicable task's responsible owner, approved values, saved identity and representative outcome in your company's implementation record. Use ordinary operational users for access and routing checks; an administrator-only demonstration does not establish least privilege. Retain a controlled opening balance and reconciliation pack before cutover.

After a configuration change, reopen affected screens and check new documents without assuming old records were recalculated. For a save error, inspect the existing record before retrying. For a posted or dependent transaction, use its supported correction route and recheck the resulting reports; do not erase history or duplicate the source.

Continue with journal and PO approval setup, the business setup map or the workflow handbook.

What you will learn

Select the company you intend to work in, recognise the current company and find your permitted modules. Before recording a transaction, confirm both the company and the location on that document. This prevents a correct amount being recorded in the wrong business context.

Understand your subscription workspace

A **tenant** is the subscription/account workspace, not a person. A **Tenant Administrator** manages authorised users and access within that workspace. A company is a business record inside the workspace, with its own accounting setup and accounts. A location is an operating unit of a company, such as Main Office or Warehouse East.

Context	Meaning	Before you work
Subscription workspace	The account environment your user belongs to	Use your authorised account. Contact your Tenant Administrator if the workspace is wrong.
Company	The business whose records and accounting setup you are using	Read the current company before opening or saving a document.
Location	The operating unit recorded on a document or selected in a report	Check the field on that screen; do not infer it from the company name.

An administrator is not automatically the billing owner. Do not use billing status, a visible link or another user's screenshot as proof of your permission to perform an action.

Before you start

You need an active account and the minimum company/function access for your duties. Ask your Tenant Administrator if access is missing. View permission does not itself authorise creation or changes.

Know the company name/number, location, date, currency and whether the task saves a draft or posts a transaction. Practise saving actions only in approved training.

Select the company

1. Sign in using your normal authorised process. If no company is selected, RavenLedger directs the operational home route to Select or Create a Company.

2. On Your Companies, compare both Company Number and Company Name with your task.

3. Check Status. Do not start work in an inactive company or one whose copy operation is still in progress.

4. Choose **Select** on the intended row. This selects the working context; it does not create a new company or a financial transaction.

5. Read the current company on the destination screen before continuing.

Figure 1 Company selection

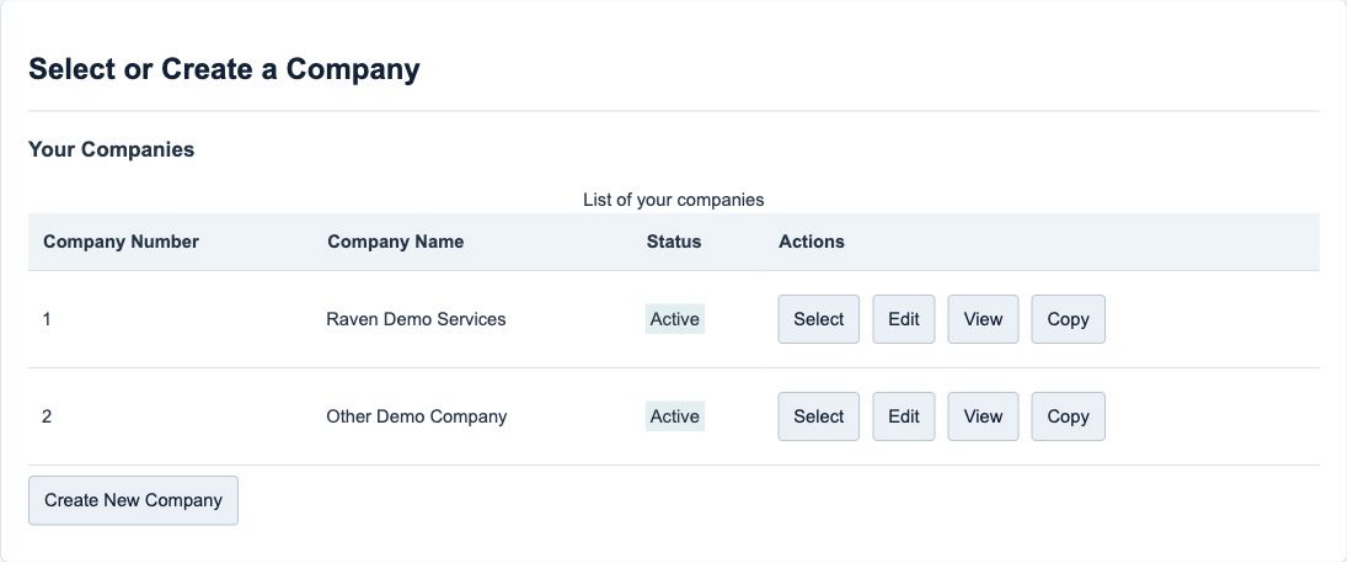


Figure 1. Illustrative training screen: company identity, status and Select, Edit, View, Copy and Create New Company controls.

Company selector field and action reference

The selector is a list, not an accounting-entry form. Its fields identify records; its buttons have different consequences. Figure 1 shows an administrator illustration. An ordinary user can have fewer companies or actions.

Field or action and screenshot	Rule and example	Meaning and caution
Company Number - Figure 1	Generated company identifier. Example: 1.	Distinguishes records with similar names. It is not a tax registration number and is not entered on this selector.
Company Name - Figure 1	Displayed business name. Example: Raven Demo Services.	Confirm the intended business. Similar names are not proof that charts, currencies or balances are shared.
Status - Figure 1	Active or Inactive; background-operation status can also appear. Example: Active.	The selector disables Select for inactive or in-progress rows. If an operation failed, contact an authorised administrator; do not repeatedly start copies.
Select - Figure 1	Choose the intended available company row. Example: Select Raven Demo Services.	Changes selected-company context. It does not save unfinished work in another form.
View - Figure 1	Available when permitted.	Opens company information for review. It is not the same as selecting that company for transactions.
Edit - Figure 1	Available when permitted.	Opens company maintenance. Do not use it merely to change your working company.
Copy - Figure 1	Restricted to authorised users; shown here only for recognition.	Starts a separate company-copy workflow with confirmation and background status. It is not a navigation shortcut and is outside this chapter.

Field or action and screenshot	Rule and example	Meaning and caution
Create New Company - Figure 1	Only when your role permits creation.	Opens company setup, including the mandatory one-time starter-chart choice. Use the company-setup guide before saving.

Recognise the current company

The top bar displays **Current Company** with the selected company name. Open that menu and use **Switch Company** to return to the selector. After selecting the next company, reopen the destination function and check the name again.

Selection also records the company's functional currency and time zone for the session. It does not convert unfinished documents, move transactions or merge companies. Check currency and dates on each document.

Figure 2 Current company and module links

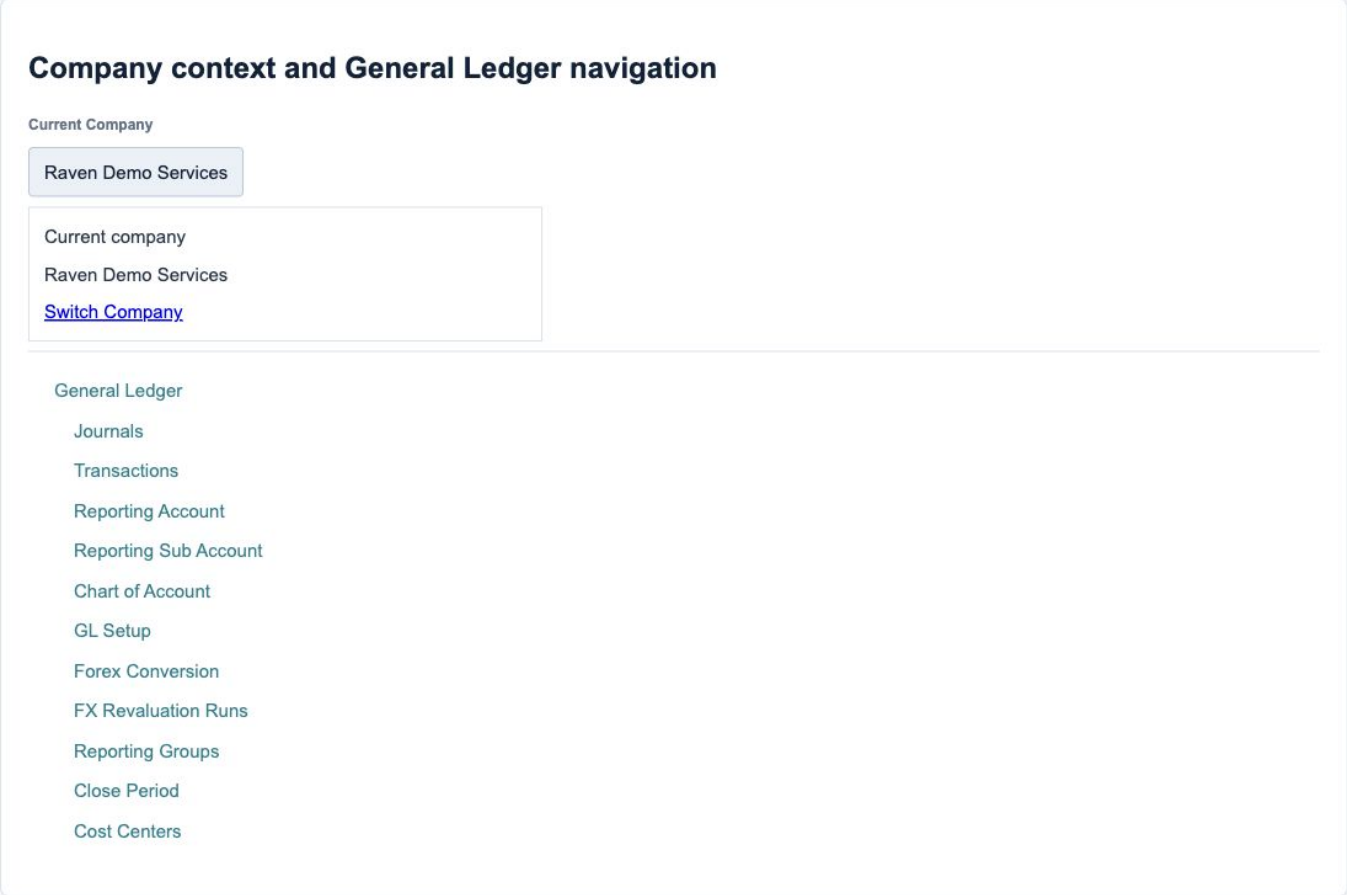


Figure 2. Illustrative training screen: Current Company, Switch Company and General Ledger links.

Display or control and screenshot	Example	Meaning and caution
Current Company name - Figure 2	Raven Demo Services	Read-only context indicator. Check it again before saving, posting, exporting or approving.
Switch Company - Figure 2	Return to Your Companies	Opens the company selector. Finish or deliberately cancel unsaved work first.
General Ledger links - Figure 2	Reporting Account, Reporting Sub Account, Chart of Account	Open separate functions in the selected company. A link is navigation, not permission to change every record.

Find your module

Use the application sidebar for your task. General Ledger's Reporting Account, Reporting Sub Account and Chart of Account are different functions; their relationship is explained in Accounting foundation.

The menu depends on available functions and your access. After company selection, the default destination can be RavenView, My Payslips for a linked employee, the first accessible sidebar function or My Approvals. Not landing on RavenView does not by itself mean selection failed.

Shortcuts do not grant extra permissions. Only eligible main sidebar functions are accepted, not external addresses or individual record URLs.

Check location on each document

The selected company in the header and a document's **Location** field serve different purposes. A receipt, invoice, warehouse operation or report may have its own location requirement, choices or default.

Before saving a document, compare its location with the real branch or operating unit. A company selection alone is not evidence that Main Office, another branch or all locations are selected. Ask your Tenant Administrator if an expected location is unavailable; do not create a duplicate location to bypass access or setup.

Check location requirements on the relevant transaction or report. Company setup explains the primary-location fields.

Switch company without losing your place

1. Review the current form. Save a valid draft only if you intend to create or update that record; otherwise cancel deliberately.

2. Do not assume that switching companies automatically saves or discards the form safely. Resolve unsaved work before switching.

3. Use Current Company, then Switch Company, then Select on the correct row.

4. Reopen the relevant function from the sidebar. Recheck company, document location, currency and dates.

5. Avoid continuing an old edit tab after switching in another tab. If its context is unclear, leave it unsaved and reopen the record through the intended company's list.

Do not reuse another user's bookmarked record link to work around an empty list or a denied screen. Report unexpected access or records from the wrong company to your Tenant Administrator or support without editing them.

Use RavenView with accounting judgement

RavenView may be your landing page when your role has access. Treat insights and assistance as aids to review, not replacements for the source document, transaction status or a reconciled report. Verify the company, dates, currency, filters and underlying records before acting on an answer.

Do not include passwords, OTPs, provider keys or unnecessary personal data in prompts or support screenshots.

Resolve common navigation problems

What you see	What to check	Safe next action
No companies or an expected company missing	Correct user/workspace, company active status and assigned access	Ask the Tenant Administrator. Do not create a replacement company without approval.
Copying or unavailable Select button	Background-operation status on the row	Wait for the authorised operation to finish; escalate a failure instead of repeating it.
A function is missing or denied	Your duties, module availability and assigned permissions	Request the specific function and company/location scope needed.
Header shows the wrong company	Selected-company name and other open tabs	Stop before Save/Post; switch through the selector and reopen the function.
Wrong location on a draft	Document location and intended operating unit	Correct the draft only within your authority; a posted document needs its module's correction procedure.

Before continuing

Confirm workspace, company, location, function, currency and dates before entry. Read validation and success messages, retain the record reference and check the list after an uncertain response instead of creating duplicates.

Use Company and locations for setup, Accounting foundation for accounts, or User administration for scoped access. A guide being available does not grant access to that function.

Use RavenView for read-only questions and page assistance, and use Shortcuts to reopen frequently used application functions. Neither tool replaces the source document, an authorised approval or a completed posting. This guide describes controls relevant to users and Tenant Administrators, not platform administration.

Confirm company and permitted access

Select the intended company before opening RavenView. Its company label identifies the question's business context. Availability and data scope depend on your assigned access; an empty result can reflect scope, dates or missing records rather than a zero company-wide balance.

Ask only about information needed for your duty. Do not paste passwords, OTPs, signing keys, full card details or unnecessary employee/customer identity data into questions or feedback. Read-only assistance is not a promise that no conversation history or feedback is retained.

Ask a useful question

1. Open RavenView where available and confirm the Company label.

2. Type a specific question in the question box or choose a suggested question. A suggestion fills the question box; review its wording and dates before Ask.

3. Name the business record or measure and the date basis. For example, ask for open purchase orders for October 2026, or the trial balance as of 30 September 2026. A current stock question and a historical valuation question are different requests.

4. Choose Ask once and wait for the response. Read the answer together with any supporting table, measure definition, period, currency, scope and available source/action link.

5. If a result is ambiguous, ask a precise follow-up, such as the same period by permitted location. Recheck the stated scope before using the answer in a decision or export.

6. For accounting action, open the appropriate source function and follow its guide. Do not treat a written explanation or navigation link as Save, approval, posting or payment.

An example question is a way to express a task, not a guarantee that every natural-language phrasing or report variation is supported. If the response cannot establish the requested basis, use the appropriate standard report and its explicit parameters.

Question and conversation controls

Enter the question in the area below the conversation. The history and recent-question count appear above it; the empty screen below has no answer to export.

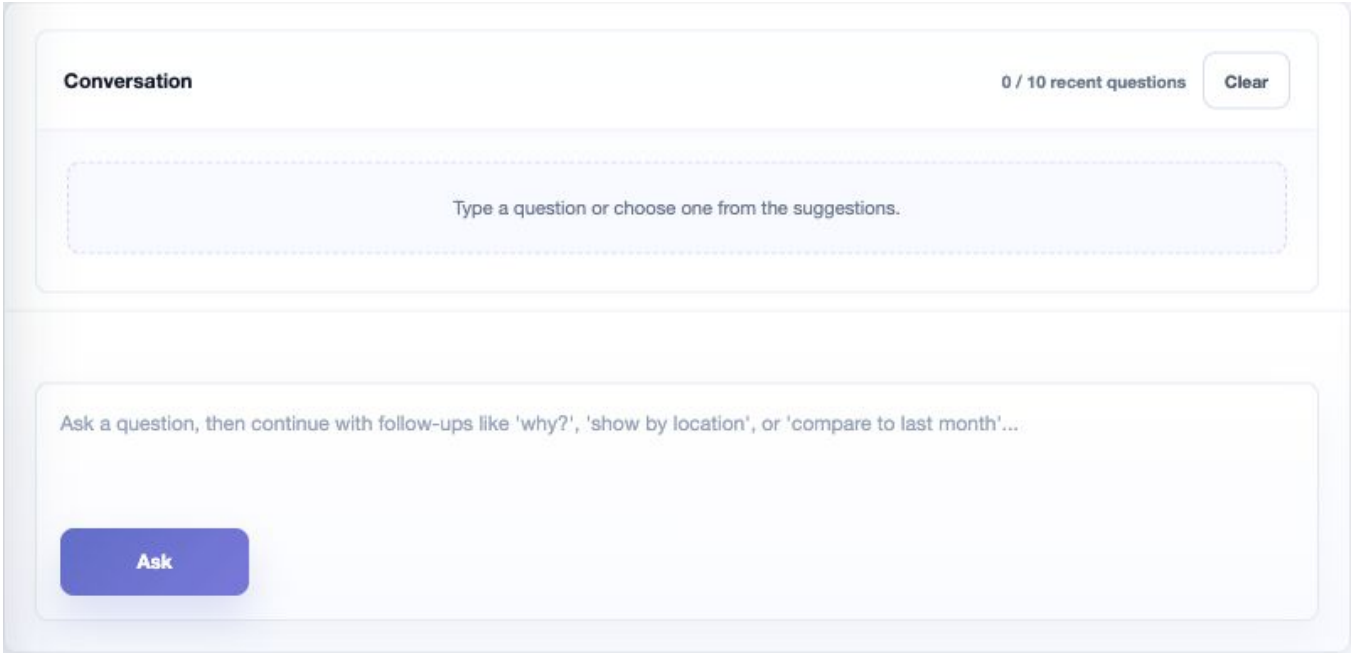


Figure 1. Application screen: empty RavenView conversation and question area. Review company scope before Ask; no question has been sent.

Control or display	How to use it	Meaning and implication
Company	Read before asking	Current business context, not all companies in the subscription
Question box	Enter a clear question; keep private secrets out	Supplies the request; it does not populate or save a transaction form
Suggested question	Select, review the filled wording, then Ask	A starting question; it may need your actual date or record context
Ask	Submit the intended question once	Requests a response, not a posting or bank instruction
Conversation	Read the recent question/answer sequence	Context for follow-ups, not an immutable accounting audit trail
Recent-question count	Shows up to 10 recent questions in the displayed conversation	This display limit does not establish deletion of every retained record elsewhere
Clear	Clear the current displayed conversation context	Does not reverse business records, delete source data or guarantee erasure of logs/feedback
Answer and supporting table	Check measure, units, dates and scope	A narrative or table can omit records outside your access or chosen basis
Was this answer useful? Yes / No	Give feedback on the selected answer	Feedback does not approve its accounting conclusion or change the source transaction

Check measures and source records

Before relying on an answer, distinguish transaction amount, functional amount, outstanding balance, gross sale, net cash and inventory value. Check whether the answer is a balance at a date, movement over a period or current state. Do not add multiple currencies, UOMs, percentages or repeated header totals into one amount.

Where a source link or Take me there action is offered, confirm company and record identity on the destination. Navigation is not evidence that a transaction was corrected. If a comparison uses public reference information, keep that separate from your company's actual posted data and review the cited context and dates.

For example, an invoice total of USD 1,000 and an open balance of USD 400 can both be correct after an applied receipt of USD 600. Ask which measure is being shown before treating the difference as an error. Obtain the customer's actual document/application statement before taking collection or correction action.

Export an answer carefully

Download PDF, Export CSV or Export Excel can appear for a supported result. Use only the output available for that answer. Inspect the exported title, period, company, columns and totals before sharing. An output is a snapshot, not a live view that updates with later transactions.

Downloaded information retains its payroll, banking, commercial or personal sensitivity. Exporting does not grant the recipient application permissions or remove confidentiality obligations. A report generated from a short answer is not a substitute for a complete financial close schedule.

Use assistance on an application page

Where enabled, choose Ask RavenView to open the page helper. Enter a question about the page or your authorised data and choose Ask. Check the response before following an offered navigation action. The helper is not a transaction-save button and does not approve hidden or unsaved form values.

Helper control	Meaning	Safe use
Ask RavenView	Opens the helper panel when available	Keep the correct company and task context
Page question input	A short question, maximum 1,200 characters	Describe the issue without secrets or unnecessary private values
Ask	Requests page/data assistance	Does not submit the underlying business form
Close RavenView	Closes the helper panel	Does not cancel or save the underlying form
Yes / No	Feedback about the selected response	Not approval of the source document
Hide Ask RavenView on application pages	Hides that helper through the supported preference	Does not revoke permissions or delete the conversation/business records

Save personal application shortcuts

1. In the application sidebar, open Shortcuts and choose Manage shortcuts.

2. Use Find a function to narrow Available functions. Choose the plus control for the permitted main function you want to retain.

3. Check Saved shortcuts and its count. Up to 12 shortcuts can be saved for your user; the list is not a company-wide menu configuration.

4. Close the manager and use the saved shortcut to open the function. Recheck Current Company and the destination form's location before working.

5. To remove a saved shortcut, reopen Manage shortcuts and use its minus/remove control. This removes the navigation preference, not the master record or transaction history.

Adding the same function again does not create a second business record. Only eligible main application functions are supported, not external websites, individual-record links, query-string bookmarks or consequential actions. Finish or deliberately cancel unsaved work before following a shortcut.

Shortcut fields and feedback

Control or display	Meaning	Implication
Manage shortcuts / Choose shortcuts	Opens personal navigation preferences	Not user-role or company-access administration
Saved shortcuts and count	Your retained eligible functions, maximum 12	Removing one frees a shortcut slot, not a subscription entitlement
Available functions	Eligible functions collected from the sidebar	A shortcut cannot grant access removed by the Tenant Administrator
Find a function	Filters the available-function list	Does not search transactions or this documentation library
Plus / minus control	Add/remove the selected personal shortcut	Does not create/delete the underlying company's business data
Status message	Reports add/remove success, unavailable access or the limit	Check the resulting saved list; repeated clicks are not a permission workaround
Close manager	Leaves shortcut management	Does not save an unsaved business form elsewhere

If a shortcut disappears after an access change, ask your Tenant Administrator to review the assigned duty. Do not use an old bookmarked URL or another user's session to bypass the restriction.

Resolve confusing or unavailable results

Situation	First check	Next action
RavenView is unavailable	Assigned function access and Current Company	Contact the Tenant Administrator; a shortcut cannot grant the missing access
A balance differs from a report	Company, permitted locations, cutoff, currency, measure and posting state	Compare the same basis with the source report and documents
A follow-up uses the wrong context	Current question and displayed period/scope	State the complete question explicitly; clear conversation context if appropriate
A question fails	Displayed message/reference and whether a response was retained	Retry the read-only question once if appropriate; provide the reference to support without credentials
Shortcut limit reached	Your saved list of up to 12 functions	Remove an unneeded shortcut, then add the intended one
An export looks incomplete	Columns, scope, dates and the answer's result size	Use the full standard report when the task requires a complete extract

Related guides

Workflow handbook, company navigation, user administration, Reporting Center and report parameters.

Company and locations

Module setup, everyday tasks and data-loading prerequisites

Chapter	Page
Create a company and its starter chart	36
Plan company setup for your business model	52
Create and maintain secondary locations	58

Data-loading prerequisites and limits

Create Company and secondary-location maintenance use their own forms. The starter business-model choice prepares accounts once; it is not a saved module switch or a bulk company/location import. Prepare the company, currency and locations before loading business records.

Continue with the Imports documents and common controls bulk guidance.

Create a company, its first operating location and a ready-made chart of accounts in one setup flow. Choose a starter chart that matches the business, review the account properties, then save the company.

The business-model choice is used once to create the accounts. It is not saved as a company profile field and does not appear in Company View or Edit. The resulting accounts and setup records are saved and can be reviewed afterward.

Before you begin

Use **Create New Company** for a new accounting entity. An additional branch of the same entity normally belongs under **Locations** rather than in a second company. Confirm the intended company and location structure with your administrator before entering data.

- Sign in to the correct tenant. A Tenant Admin or user with the add-company permission can open the creation form. Access to the resulting company, locations and accounting pages is checked separately.

- Confirm the company name, legal and tax identifiers, address, first location and timezone. Do not invent registration numbers for missing information.

- Ask your accountant to confirm the functional currency before saving. RavenLedger prevents changing it after company creation.

- Choose the business model that best represents the operations. A starter chart prepares account masters; it does not enable every module, complete tax setup or certify accounting compliance.

- Prepare a company logo or location attachment only if needed. Optional uploads can be omitted for the first setup.

Important: Creating a company does not import opening balances, post a sale or purchase, or configure a tax-authority connection. Complete the relevant module setup before recording live transactions.

Open the company setup form

From the top-bar company selector, choose **Switch Company** to open **Select or Create a Company**. Choose **Create New Company**. The page title is **Create Company** and the sections appear in this order:

1. **Company Details** identifies the accounting entity and its functional currency.

2. **Primary Location** identifies its first operational location.

3. **Chart of Accounts** prepares the starter reporting and posting structure.

If **Create New Company** is unavailable, ask your administrator to review add-company access. Do not use another user's account or attempt to bypass the access check.

Enter the company details

Enter **Company name**, choose **Functional currency**, and complete the required address fields and **Timezone**. Search the currency by code or description and select a result; search the timezone by city, zone or UTC offset and select a result.

For a fictional South African services company, a training example might use **Raven Demo Services**, **ZAR**, **Johannesburg**, **Gauteng**, **South Africa** and **Africa/Johannesburg**. This is an illustration, not a recommendation of functional currency for every South African business.

Leave **Company Number** to the system. Enter registration numbers exactly as approved by the business, preserve meaningful leading zeros, and use the optional legacy number only to reference an earlier system. Leave **Company Active** selected if the company should be available for normal selection.

Timezone controls the display of audit timestamps. It does not change the stored canonical timestamps. Public website and map links should be suitable for their intended audience; do not include private access tokens or passwords in a URL.

Figure 1 Company details upper

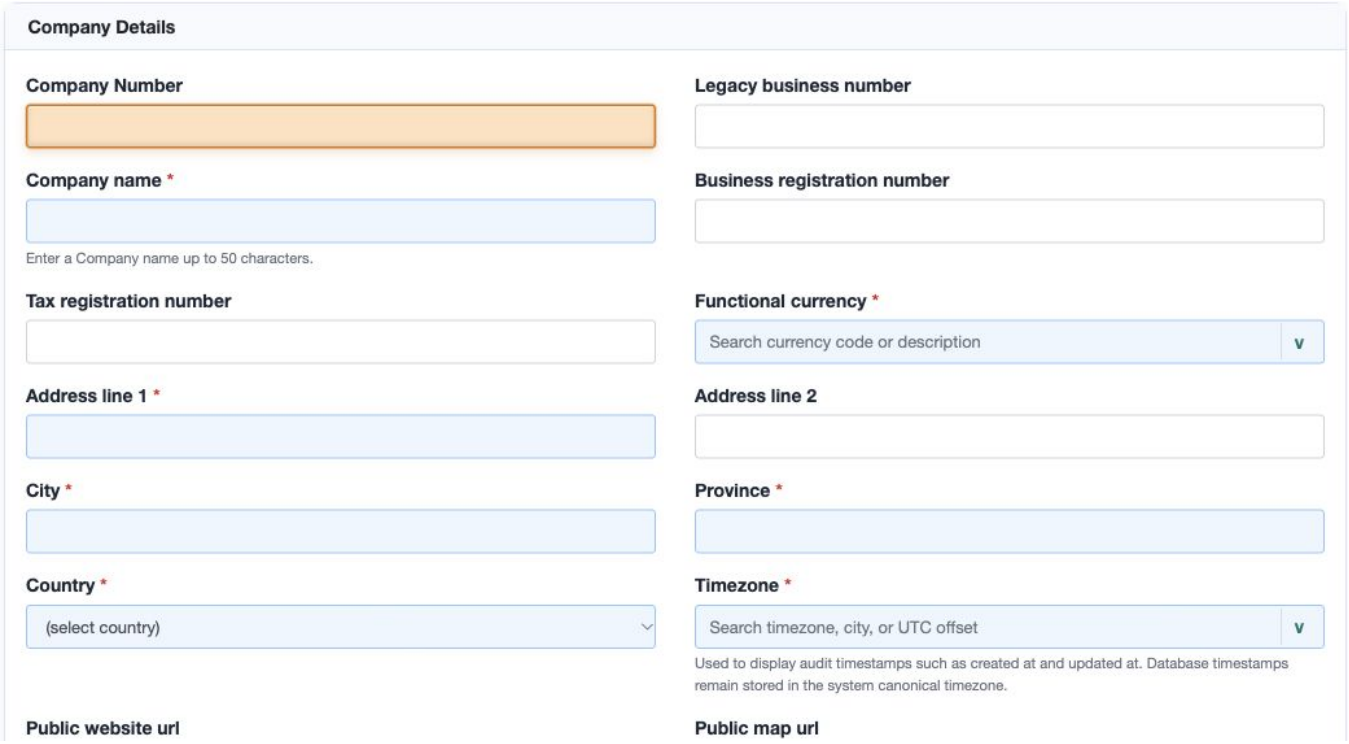


Figure 1. Company Number through Country and Timezone on the blank company form.

Figure 2 Company details lower

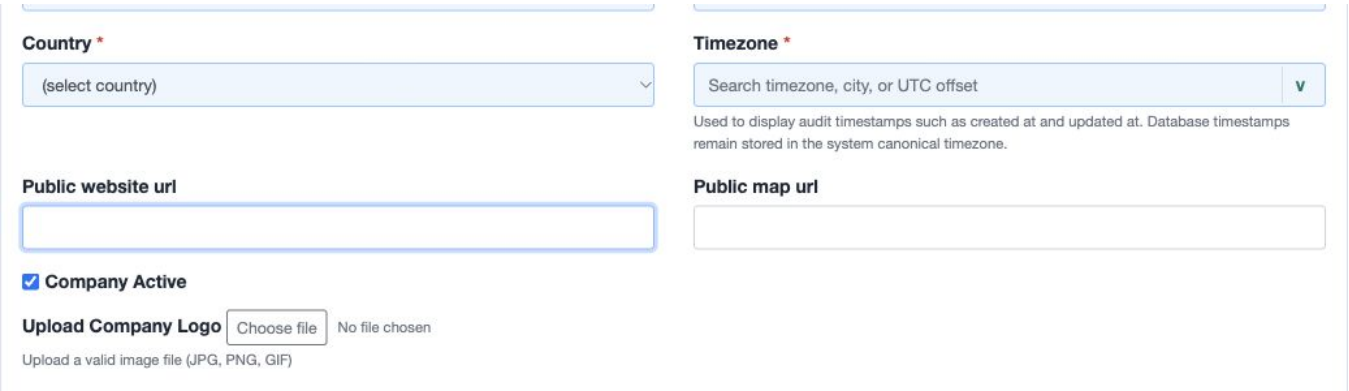


Figure 2. Public website url, Public map url, Company Active and Upload Company Logo, with Country and Timezone context above.

Enter the primary location

Complete **Location Name**, **Address Line 1**, **City**, **Province** and **Country**. Use an operational name such as **Main Office** or **Central Store**. A location name must be unique within its company; the application also checks case-insensitive duplicates.

Company and location addresses are separate inputs. Complete the location address even when it is the same as the company address. **Description**, **Address Line 2**, **Map Link** and **Supporting Document** are optional. Leave **Active** selected if the location should be operational.

The system assigns a location number within the company. Locations provide transaction context for receivables, payables, inventory, HR/payroll, manufacturing, POS and related operations. Creating a location alone does not grant a user permission to those modules or finish their configuration.

Figure 3 Primary location

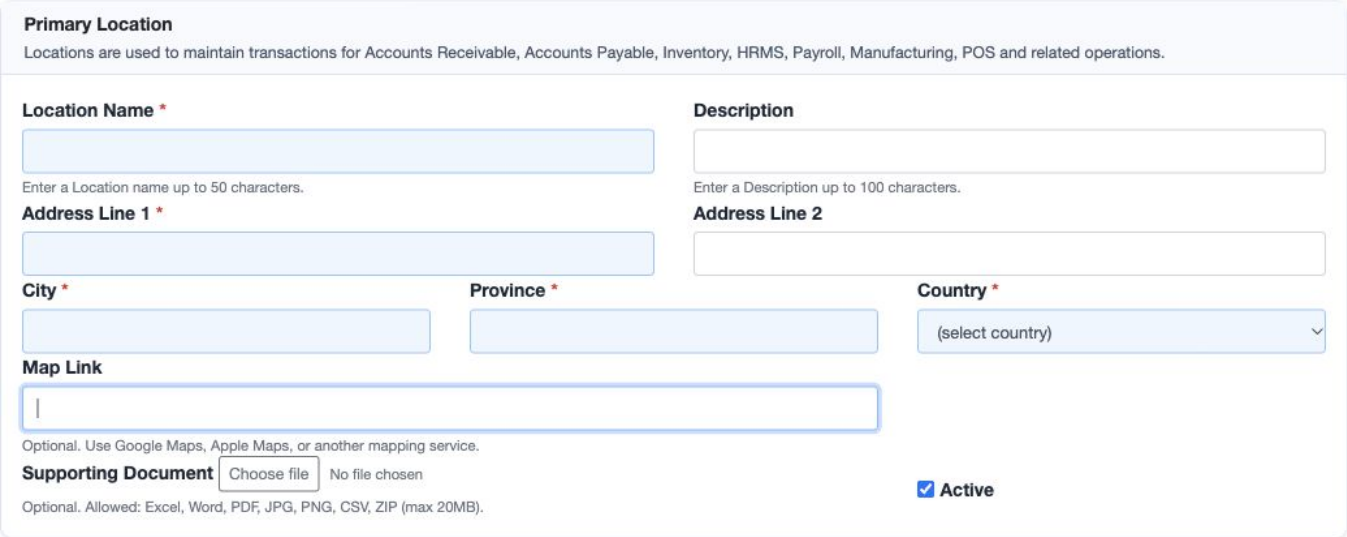


Figure 3. All ten primary-location fields, including Map Link, Supporting Document and Active, before saving.

Choose and inspect a starter chart

In **Chart of Accounts**, use **Starter chart of accounts** to search for a business model. Search by an activity such as service, retail, manufacturing, clinic or rental. Select an actual result; typing a description alone does not select a model.

1. Enter a search term and choose the matching model. For keyboard selection, use the arrow keys to highlight a result, then press Enter. Escape closes the list.

2. Read the selected model's description and account counts. Every model includes the 74 common accounts plus its business-specific accounts.

3. Open **Preview the complete chart and account properties**.

4. Use **Find an account or property** to search account names, numbers, classifications, groups or assumptions.

5. Expand **Settlement assumption** where a contract could change the monetary classification.

6. Optionally choose **Download this chart (CSV)** to keep a review copy before saving. The export contains the full selected chart, not only the filtered rows. Downloading it does not create accounts or import anything.

Use **Clear business model** if you need to choose again. Editing the search text clears the previous selection and preview. You must select a valid model again before saving. Without JavaScript, use the native mandatory selection list; the interactive preview and CSV download are unavailable.

Figure 4 Starter selection and form actions

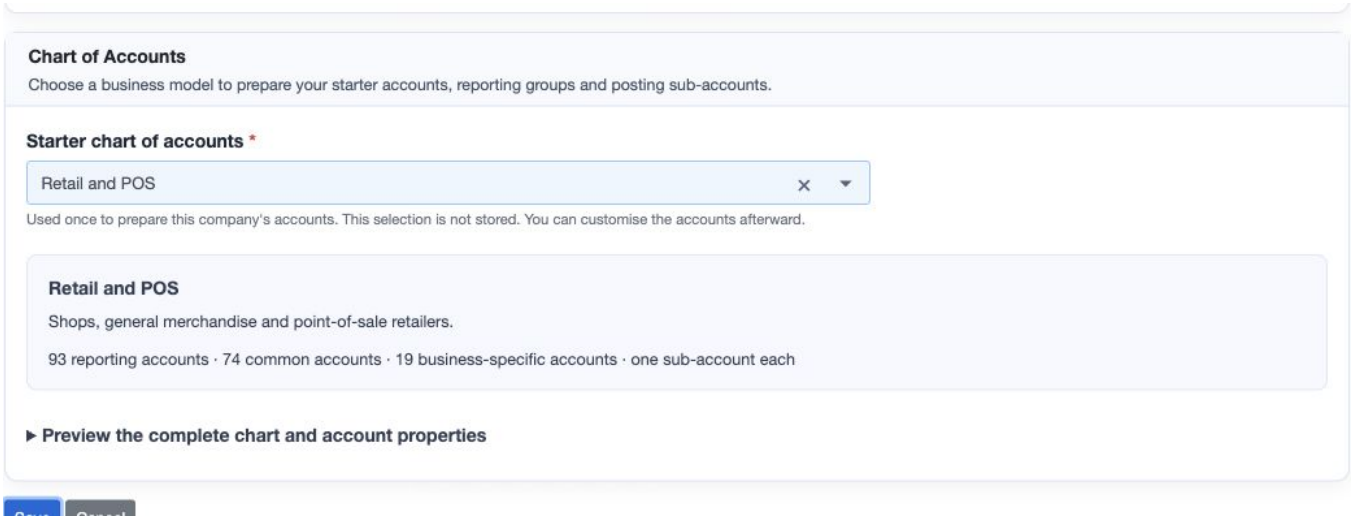


Figure 4. Retail and POS selected, its 93-account summary, the preview disclosure, and Save and Cancel.

Figure 5 Account properties and settlement assumption

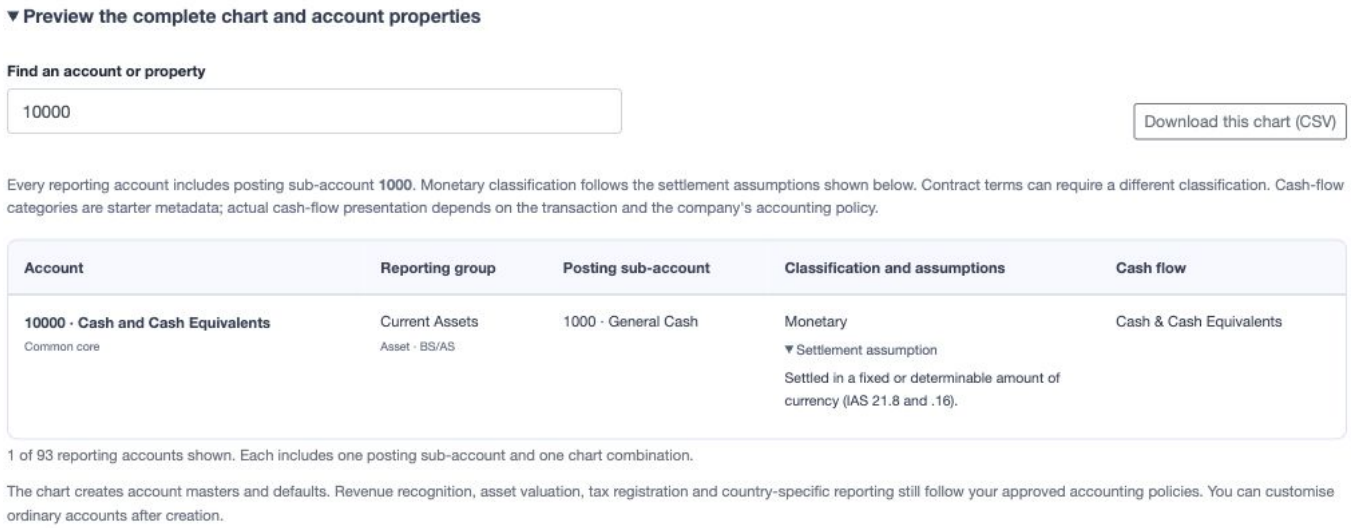


Figure 5. Account search, CSV download, reporting group, sub-account 1000, monetary classification, settlement assumption and cash-flow category for account 10000. Filtering the preview does not change the chart.

Choose the closest supported model, then review and customise ordinary accounts after creation. **General and mixed operations** covers combined goods trading and services. It is not a substitute for specialist review where no model fits, and a similar chart does not establish support for a regulated industry.

Understand the generated account structure

For each selected reporting account, the starter creates one reporting sub-account numbered **1000** and one active Chart of Account combination linking the company, reporting account and sub-account. For example, reporting account **10000 - Cash and Cash Equivalents** has sub-account **1000 - General Cash**.

The same sub-account number is reused under different reporting accounts. It does not mean that all accounts point to one shared posting record. The starter number 1000 is a starting structure, not a restriction on later permitted account maintenance.

The **Retail and POS** chart contains 93 reporting accounts: 74 common and 19 business-specific. It therefore starts with 93 reporting sub-accounts and 93 chart combinations. Counts vary by model; selecting a model prepares masters, not balances.

Preview property	What to check
Account number and name	The reporting purpose, not merely a familiar description.
Reporting group and account type	The intended asset, liability, equity, income or expense presentation.
Category and subcategory	The system's balance-sheet or profit-and-loss mapping; see the reference below.
Posting sub-account	The 1000 sub-account and its purpose under this reporting account.
Monetary classification	The settlement assumption, especially cash refunds versus goods or services.
Cash-flow category	Starter metadata; the transaction and accounting policy still determine final presentation.
System maintained	Protected accounts that must not be edited, replaced or deactivated through ordinary maintenance.

Reporting groups and codes

Reporting group	Category	Subcategory	Account type
Current Assets	BS	AS	Asset
Non-Current Assets	BS	AS	Asset
Current Liabilities	BS	LI	Liability
Non-Current Liabilities	BS	LI	Liability
Owner's Equity	BS	EQ	Equity
Revenue	PL	IN	Income
Cost of Goods Sold	PL	EX	Expense
Operating Expenses	PL	EX	Expense
Non-Operating Expenses	PL	EX	Expense

BS means balance sheet; PL means profit and loss. These are RavenLedger starter mappings, not a complete financial-statement presentation checklist. Current/non-current presentation and specialist property, grant, biological-asset or contract accounting require policy review.

Monetary classification and protected accounts

For foreign-currency accounting, a monetary balance is based on a right to receive or an obligation to pay a determinable currency amount. Goods/service prepayments without a cash-refund entitlement differ from refundable cash deposits. The distinction follows the settlement terms, not the word deposit or advance in the account name. See IAS 21, paragraph 16.

The starter separates **Supplier Prepayments** from **Refundable Supplier Advances**, and **Deferred Revenue - Goods and Services** from **Refundable Customer Deposits**. Have your accountant check the contract before deciding which account to use. Non-monetary foreign-currency advance consideration also has specific recognition-date guidance under IFRIC 22.

In RavenLedger's two-value field, income, expense and equity accounts use **NON_MONETARY** as the exclusion value for monetary balance revaluation. This system convention is not a statement that every revenue or expense transaction is a non-monetary asset.

The starter marks **20900 - Payroll Clearing** and **39000 - Retained Earnings - Calculated**, and their 1000 sub-accounts, as system maintained. Keep them intact. Retained earnings is system calculated; creating its account is not an opening-balance posting. Other accounts can still be bound to module defaults even when they are not marked system maintained, so review those bindings before changing them.

Accounting caution: A starter chart is not IFRS certification. It does not determine revenue recognition, valuation, tax eligibility or a final statement of cash flows. Review contract terms, reporting policy and country requirements before using the accounts.

Creation controls and expected records

Save submits all three sections: company details, primary location and the selected chart. **Cancel** returns to **Select or Create a Company** without creating a company from the unsaved form. Review **Functional currency** carefully: it is locked after creation.

On successful creation, the application returns to the company list with the message **Company, primary location and starter chart of accounts created successfully.** The create flow saves the company, primary location and required starter setup within one database transaction. A handled setup failure rolls those database records back; it does not leave a partial starter company to repair manually.

Before beginning live transactions, review:

1. Find the new company on **Select or Create a Company**. Use **View** to confirm its details and generated company number.

2. Choose **Select** for the intended active company. Check **CURRENT COMPANY** in the top bar before opening module pages. Creation returns to the list; do not assume the new company became the working company automatically.

3. Open **Locations** and confirm the first location's name, address and active state. Access depends on the relevant company/location permissions.

4. In General Ledger, review **Reporting Account**, **Reporting Sub Account** and **Chart of Account**. Compare the initial account counts and sample properties with the selected preview or CSV before adding custom accounts.

5. Confirm the protected accounts and module defaults with your accountant. Setup defaults include GL, assets and HR, purchasing accounts for the location, and manufacturing defaults where applicable; additional operational configuration is still needed.

6. Confirm that no opening balances or business transactions were introduced by the account-generation step. Enter and reconcile opening balances through the approved migration process, not by changing account-master descriptions.

The chart preview describes account masters, not posted sales, purchases, payroll or inventory balances.

Correct a mistake safely

Before saving, change the field or select another model. The preview updates without creating account records. After saving, use **Edit** for permitted company details and the separate location maintenance flow for location changes. The primary-location creation block and starter choice do not reappear in Company Edit.

Functional currency is locked after creation. If it is wrong, stop before recording transactions and ask your administrator/accountant to agree a supported correction plan. Do not attempt a database change or treat a new starter choice as a currency conversion.

There is no saved business-model option to switch later. Review and maintain ordinary accounts through the accounting setup screens, preserving protected accounts and module mappings. **Copy** is a separate company-copy workflow, not a way to reselect a starter chart or rewrite an existing company's accounts. Do not delete a company or posted history as a routine correction.

If the connection fails after Save, check the company list before trying again. A response timeout alone does not prove that the transaction failed. If the page reports an initialization error, keep the error text and contact your administrator if retrying corrected details does not resolve it. Optional uploads use external storage; ask support to investigate any inconsistent attachment result rather than assuming database rollback removed a stored file.

Resolve common setup problems

Symptom	Safe action
Create New Company is missing or access is denied	Confirm the correct tenant and ask the administrator to review add-company permission.
A required field is marked invalid	Complete the field and choose actual currency, timezone and starter results; typed search text alone may not be a selection.
No business models found	Clear the search and try a broader activity. Do not enter an invented model value.
Preview disappears after editing the model text	The prior selection was cleared. Select a result again.
Company name already exists	Check the company list and use a genuinely distinct approved company name; do not create a duplicate to bypass validation.
Location name already exists	Review the intended company/location structure; names are unique within the company, including the case-insensitive application check.
Logo or attachment is rejected	Check the allowed type and actual content. Location attachments have a 20 MB limit; do not rename an unsupported file to bypass validation.
Company creation could not complete	The handled initialization error states that no company or accounts were saved. Review details; persistent failures require administrator review of required reference/setup data.
New company cannot be selected	Check Company Active, permissions and any operation-in-progress state with the administrator.
Functional currency change is rejected	This is an intentional creation-time lock. Escalate before posting further transactions.

Company field reference

Required means the form needs a value; a field that is technically optional may still be required by your business or country. The examples below are fictional. Limits distinguish company fields from location fields.

Each entry states the rule/default, a safe example, its purpose and downstream effect, and a caution. Figures 1 and 2 together show every company field; match the exact label on your form.

Field and screenshot	Entry rule and example	Purpose and implication
Company Number - Figure 1	System controlled; disabled. Leave blank. The system assigns the number when the new company is saved. Example: A system-generated integer, not an imported company number.	Identifies the company in the company list and related records. Saving creates the new internal company number; a legacy number does not replace it. Caution: Do not enter, reuse or attempt to change this value through the database.
Legacy business number - Figure 1	Optional; initially blank. Text up to 255 characters; retain meaningful leading zeros. Example: OLD-001, if that is an approved reference from the prior system.	Stores the earlier system's business reference for matching and migration review. Adds a reference to the company master; it does not set the new company number or import balances. Caution: Do not use it to imply that a company or its historical transactions has already been migrated.
Company name - Figure 1	Required. Up to 50 characters; the name must be unique in the tenant's company table. Example: Raven Demo Services.	Names the accounting entity users will recognise. Identifies the entity in company selection and wherever company details are displayed. Caution: Check the legal/entity structure first; a branch is not automatically a separate accounting company.
Business registration number - Figure 1	Optional in the form. Text up to 255 characters, using the business's approved legal identifier. Example: Use the real authorised identifier; no invented sample registration number.	Records the legal registration reference on the company master. Makes the identifier available as company information; it does not verify legal registration with an authority. Caution: A technically optional field may be mandatory for your business documents or jurisdiction.
Tax registration number - Figure 1	Optional in the form. Text up to 255 characters. Preserve the approved format and leading zeros. Example: The company's authorised tax identifier.	Records the company's tax registration reference. Stores identification only; it does not select tax rates, establish tax eligibility or activate an e-invoice connection. Caution: Confirm the country-specific requirement; do not confuse this with a customer's or supplier's tax number.
Functional currency - Figure 1	Required selection. Search an available currency code or description and select a result. Example: ZAR only when approved as this company's functional currency.	Sets the company's accounting measurement currency. Drives functional-currency accounting amounts and foreign-currency conversion; the application locks this choice after creation. Caution: Have your accountant confirm it before Save. Country, bank currency and invoice currency are not interchangeable with functional currency.

Field and screenshot	Entry rule and example	Purpose and implication
Address line 1 - Figure 1	Required. Text up to 255 characters. Example: 10 Example Road (fictional).	Stores the main company address line. Changes the company's contact/address master data; it does not populate the separately entered primary-location address automatically. Caution: Use the approved company address rather than assuming every operating location shares it.
Address line 2 - Figure 1	Optional; initially blank. Text up to 255 characters. Example: Suite 2 (fictional).	Adds building, suite or other company-address detail. Completes the company address without changing its accounting or location structure. Caution: Do not put unrelated tax instructions, passwords or private access codes in address fields.
City - Figure 1	Required. Text up to 255 characters on the company form. Example: Johannesburg.	Records the city in the company's address. Updates address information; it does not select a timezone, currency or operating location. Caution: The separate location City field has a shorter 100-character limit.
Province - Figure 1	Required. Text up to 255 characters on the company form. Example: Gauteng.	Records the company's province, state or region. Completes the company address; it does not configure regional tax rules. Caution: Use the locally appropriate administrative region and review tax configuration separately.
Country - Figure 1	Required selection. Choose a listed country. Example: South Africa for the fictional example.	Identifies the company's country in its master details. Provides company country context to country-aware features; further fiscal profiles and configuration may still be required. Caution: It does not automatically register the company, connect an authority, set functional currency or complete tax setup.
Timezone - Figure 1	Required selection; blank on new unbound form. Search a valid listed timezone by zone, city or UTC offset and select it. Example: Africa/Johannesburg.	Sets the timezone used for company audit timestamp display. Changes how audit times are presented; canonical stored timestamps remain unchanged. Caution: A timezone is not a posting date or an accounting-period control. Choose the correct zone rather than a convenient clock offset.
Public website url - Figure 2	Optional; initially blank. A valid URL, up to 200 characters. Example: https://example.com.	Stores a public website link for company contact information. Makes that link available where company contact details are used; it does not publish or deploy a website. Caution: Use an appropriate public destination. Never include passwords, tokens or internal-only links.

Field and screenshot	Entry rule and example	Purpose and implication
Public map url - Figure 2	Optional; initially blank. A valid URL, up to 200 characters. Example: An approved public mapping-service link to the company address.	Stores a company map/contact link. Adds a link, not a geocoded address or a replacement for the location's separate Map Link. Caution: Verify the destination and intended audience; private location/access information should not be placed in a public link.
Company Active - Figure 2	Checkbox; initially selected. Leave selected for a company intended for normal work. Example: Selected for the new operational company.	Controls whether the company is active. Inactive companies cannot be selected for normal work; the model also records/clears its inactive date when status changes. Caution: Deactivation is not deletion and does not remove history. It is not a substitute for access-permission management.
Upload Company Logo - Figure 2	Optional upload. Actual JPG/JPEG, PNG or GIF with a matching accepted extension and MIME type. This form states no additional logo-specific size limit. Example: The company's approved logo file, or omit the upload initially.	Stores the company's document/branding image. Links a supporting-document logo to the saved company; this is distinct from the RavenLedger product logo in this guide. Caution: Uploading does not alter the application's global logo. Verify rights/content and use only an appropriate company image.

Primary location field reference

Figure 3 shows all ten fields. These values belong to the location, not the parent company's address or permissions.

Field and screenshot	Entry rule and example	Purpose and implication
Location Name - Figure 3	Required. Up to 50 characters; unique within the company, including the case-insensitive application check. Example: Main Office.	Names the first operating location. Creates a location belonging to the new company, with its own system-assigned location number. Caution: Confirm branch/store structure. Creating it does not automatically grant users location or module permissions.
Description - Figure 3	Optional; initially blank. Text up to 100 characters. Example: Administration and services.	Explains the location's operational use. Adds descriptive master data; it does not change account defaults or transaction type. Caution: Keep it useful for identifying the site and avoid confidential instructions or access codes.
Address Line 1 - Figure 3	Required. Text up to 255 characters; entered separately from the company address. Example: 10 Example Road (fictional).	Records the operating location's primary address line. Stores this site's address, even if identical to the company's address. Caution: Do not leave it blank on the assumption that company details will be copied automatically.

Field and screenshot	Entry rule and example	Purpose and implication
Address Line 2 - Figure 3	Optional; initially blank. Text up to 255 characters. Example: Ground floor (fictional).	Adds site-specific address detail. Completes the location address without creating another location or account. Caution: Do not expose security codes or other private site-access information.
City - Figure 3	Required. Text up to 100 characters. Example: Johannesburg.	Records this location's city. Updates the location address, independently of the company city. Caution: Changing the city does not move existing transactions to another company or location.
Province - Figure 3	Required. Text up to 100 characters. Example: Gauteng.	Records this location's province, state or region. Updates this site's address; it does not configure regional tax treatment. Caution: The location's value can differ from the company address; verify it rather than assuming it.
Country - Figure 3	Required selection. Choose a listed country for this location. Example: South Africa for the fictional example.	Identifies the site's country. Stores location-country master data separately from company-country data. Caution: A country choice alone does not establish support for a cross-border operational or fiscal arrangement.
Map Link - Figure 3	Optional; initially blank. Valid URL up to 200 characters; Google Maps, Apple Maps or another mapping service may be used. Example: An approved public link to Main Office.	Provides a map link for this particular location. Adds a location-specific link, not a replacement for the typed address or the company's map link. Caution: Confirm the pin and intended audience; do not include private access tokens.
Supporting Document - Figure 3	Optional upload. Excel, Word, PDF, JPG/JPEG, PNG, CSV or ZIP; maximum 20 MB. Extension, MIME/content and size are validated. Example: An approved site reference document, or omit it initially.	Attaches supporting evidence to the saved primary location. Creates a linked supporting document, not an import of the file's contents into accounts or transactions. Caution: Check privacy and file contents. External storage and database records are separate concerns during error recovery.
Active - Figure 3	Checkbox; initially selected. Leave selected for the operational primary location. Example: Selected for Main Office.	Records whether this operating location is active. Provides the site's active/inactive status for operational selection and validation where enforced. Caution: It does not grant access, close accounting periods or delete existing transactions. Review module behavior before changing an established site's status.

Starter chart control reference

Field and screenshot	Entry rule and example	Purpose and implication
Starter chart of accounts - Figure 4	Required create-only selection; initially blank. Choose an actual result from 33 supported business models. Typed search text alone is not a selection. Example: Retail and POS produces 93 reporting accounts at this catalogue version.	Selects the common and business-specific account definitions used during this creation. On Save, creates the reporting accounts, 1000 sub-accounts, chart combinations and required defaults. The business-model choice itself is not saved as a company field. Caution: It cannot be reselected in Company Edit to replace an existing chart. Review assumptions and protected accounts before saving.

Control	Purpose and effect
Starter chart of accounts	Mandatory create-only selection. Used once; not a saved company attribute.
Show business models	Opens the searchable list of 33 supported choices.
Clear business model	Removes the selected value; a new choice is needed before Save.
Preview the complete chart and account properties	Opens the proposed accounts before company creation.
Find an account or property	Filters the preview only; it does not remove accounts from the selected chart.
Settlement assumption	Explains the basis for each monetary classification.
Download this chart (CSV)	Downloads the whole selected catalogue for review. It does not save the company, record the business type or run an import.

The selection, clear/toggle controls and Save/Cancel appear in Figure 4. Account search, CSV and Settlement assumption appear in Figure 5. **Save** attempts the full create transaction; **Cancel** leaves the unsaved creation flow. Neither the account filter nor CSV download changes the chosen account pack.

Available business models

All choices include 74 common reporting accounts. The totals below are from the v1.1.537 starter catalogue, version 2026.10.1. Each reporting account begins with one 1000 sub-account and one chart combination. A model is a chart starting point, not a guarantee of full industry functionality.

Business model	Total / added	Designed for
Professional and business services	84 / 10	Consulting, accounting, legal, engineering and advisory services.
Software, SaaS and IT services	92 / 18	Software subscriptions, development, hosting and implementation.
Marketing, media and creative production	91 / 17	Agencies, content studios, advertising and production.
Cleaning and facilities management	88 / 14	Cleaning contractors, facilities operations and waste services.
Security and guarding services	88 / 14	Guarding, monitoring and managed security operations.
Recruitment and staffing	88 / 14	Recruitment agencies, placement and temporary staffing.
Retail and POS	93 / 19	Shops, general merchandise and point-of-sale retailers.
E-commerce and online marketplaces	93 / 19	Online merchants selling as principal; agent commissions need separate review.
Wholesale and distribution	93 / 19	Bulk trading, warehousing and distribution.
Import and export trading	93 / 19	International trading with inventory in transit and supplier rebates.
Manufacturing and assembly	103 / 29	Materials, manufacturing WIP, finished goods and production variances.
Food and beverage manufacturing	114 / 40	Food processing with ingredient, packaging and manufacturing accounts.
Agriculture, farming and livestock	98 / 24	Farm inputs, produce and biological assets; measurement requires policy review.
Construction and contracting	90 / 16	Site materials, contract assets, retentions and project costs.
Property development	101 / 27	Development contracts and property assets; distinguish property held for sale from investment property.
Property rental and management	85 / 11	Investment property, rentals, service charges and refundable tenant deposits.
Equipment and vehicle rental	80 / 6	Operating rental fleets and equipment servicing.
Restaurants, cafes and catering	91 / 17	Food, beverages, tips, kitchen costs and delivery platforms.
Hotels and accommodation	99 / 25	Rooms, guest services, food and beverage, booking commissions.
Travel agencies and tour operators	91 / 17	Separate agency commissions, principal tours and client funds payable.
Events and entertainment	90 / 16	Events, sponsorship, admissions and production costs.

Business model	Total / added	Designed for
Transport, logistics and courier	89 / 15	Freight, deliveries, vehicles, driver advances and fuel.
Automotive sales and repair	95 / 21	Parts, vehicle sales, workshop labor and repairs.
Repair, maintenance and technical workshops	105 / 31	Service work combined with spare-parts trading.
Healthcare, clinics and diagnostics	83 / 9	Medical services, insurer receivables and medical supplies.
Pharmacy and medical retail	99 / 25	Medicine stock, prescription sales, expiry and cold-chain costs.
Education and training	83 / 9	Tuition, advance fees, teaching costs and accreditation.
Beauty, salon and personal care	98 / 24	Treatments, practitioner commissions and retail products.
Fitness, sports and membership clubs	88 / 14	Memberships, coaching, classes and facility costs.
Nonprofit, charities and associations	89 / 15	Grants, donations, restricted funds and program costs; local framework review required.
Telecommunications and internet services	90 / 16	Connectivity, network infrastructure and interconnect costs.
Energy supply and renewable installations	90 / 16	Energy sales, generation assets and grid costs.
General and mixed operations	97 / 23	Combined goods trading and service delivery.

What to configure next

Before recording live transactions, have the responsible users confirm access, fiscal periods, opening balances, bank accounts, tax codes, customer/vendor defaults, stock and warehouse settings where applicable, and any required e-invoice profile. Additional locations and their permissions should be set up through the location workflow.

Continue with the relevant module's verified task guide when available. Do not assume this setup chapter is a sales, purchasing, payroll or fiscal-submission procedure.

Edition and references

Documentation edition **0.19.0** for RavenLedger **v1.1.537**. Catalogue version **2026.10.1**.

Accounting references are the IFRS Foundation's IAS 21 (2024 issued text, paragraph 16) and IFRIC 22 standard overview linked above. Confirm applicable requirements with your accountant; this chapter does not replace the standards or local advice.

Application screen examples

Compare these unsaved application screens with the field references above. The first shows company details; the second shows a selected starter chart before company creation.

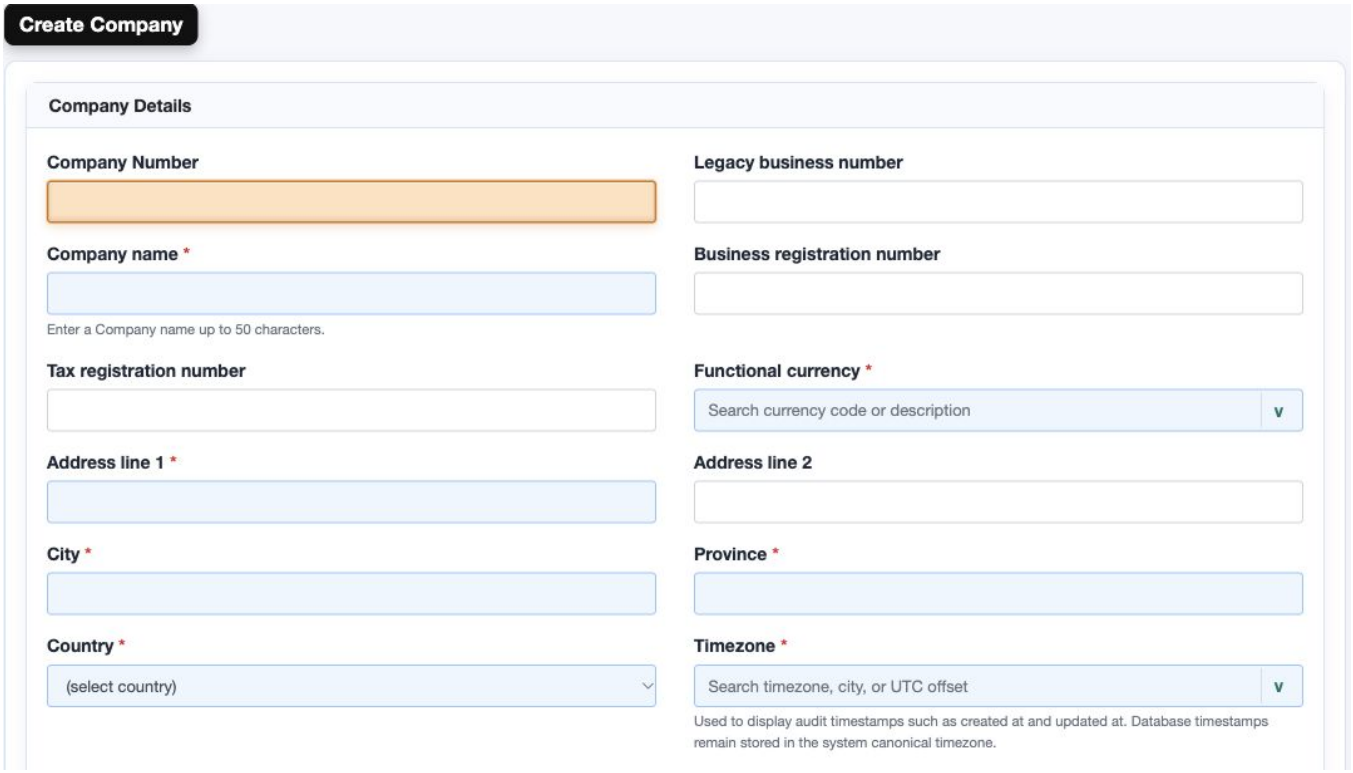


Figure 6. Application screen: company details before saving.

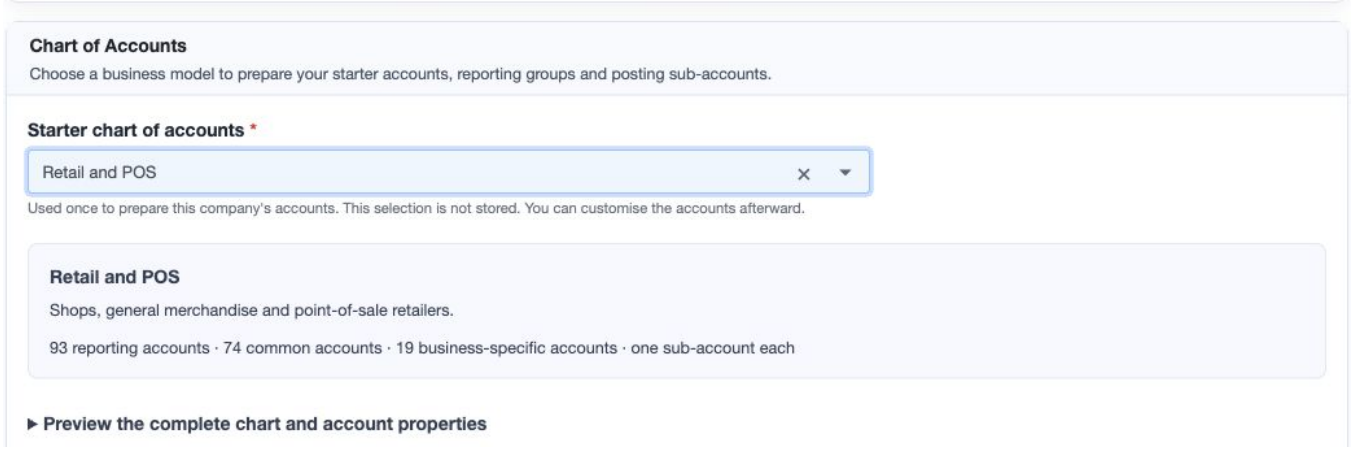


Figure 7. Application screen: a Retail and POS starter selection before company creation. A selection or preview does not create accounts until Save succeeds.

Choose a setup route for what your company actually does. Every company needs an accounting and access foundation; stock, production, POS and payroll depend on activities, not merely on its industry name. Use this map with the authorised administrator and accountant before the first transactions.

Understand what the starter choice does

The Starter chart of accounts selection during company creation is used once to prepare accounts. The selected business model is not stored as a company property and is not a module-enablement or subscription setting. The accounts remain saved and customisable afterwards. There is no saved business-model field to change in Company View or Edit.

This guide is a planning map, not a wizard that saves configuration. Reading or searching a model does not change the company. A recommended module can still be unavailable because of subscription features, country, role or company/location access; ask the authorised administrator to confirm availability.

Start with the shared foundation

1. Agree company identity, country, functional currency and primary location before creating the company. Currency is locked after creation. Review the starter preview and retain protected system-maintained accounts.

2. Review reporting groups, reporting accounts, posting sub-accounts and Chart of Account combinations. Starter reporting accounts receive a sub-account numbered 1000; do not assume every later custom account is ready for posting without its full combination.

3. Review GL Setup precision and all seven mappings, the accounting dates and dated FX rates where needed. Agree manual journal approval policy before journal entry.

4. Assign least-privilege user/company/location access, cash/bank mappings and applicable tax defaults. Decide purchasing and journal approval responsibilities before operations begin.

5. Establish reporting cutoffs, source-to-ledger reconciliation and the opening-balance plan. Load each opening balance once and retain an agreed cutover trial balance.

All routes below include this foundation. Use the module setup checklist for the owner, sequence, outcome and recovery of each area, and approval setup for groups, rules and membership. Do not configure every optional module just because the starter includes an account for it.

Follow the service route

After the foundation, prepare customers/vendors, service items and posting groups, tax and company cash/bank accounts. Agree purchasing policy for supplier spending before using it, then enter service invoices and receipts or vendor invoices and payments as appropriate.

Add inventory only when the company owns and tracks physical stock. Add POS only for supported counter checkout, assets for an asset register, and HR/payroll only when those processes are in scope. A service item is not a reason to create fictitious stock or use a warehouse as a project ledger.

Follow the stock trading route

After the foundation, prepare inventory mappings and policies, warehouses/bins and items/UOM/tracking. Prepare customer/vendor defaults, purchasing policy and PO approvals, then use orders and receipts, vendor invoices and stocked sales.

Agree opening quantities, stock values, lot/serial identities and cutoff together before loading stock. Reconcile inventory valuation to its GL destination. POS is an additional counter-sales route, not a requirement for every wholesaler or online merchant.

Follow the production route

Complete the stock trading route first: inventory mappings and policies, warehouses and bins, items and tracking, customer/vendor defaults, purchasing policy and PO approvals. Then prepare Production Setup, overheads and formulas, followed by the supported production transaction sequence. Agree WIP, output allocation, abnormal-loss/gain treatment, finished warehouse and traceability before a batch.

Purchasing materials, transferring stock and completing production are different events. Do not select manufacturing solely because the chart contains WIP. For food or regulated output, supplement accounting setup with the applicable operational and compliance procedures.

Find the route for all available starter models

The following names match the company creation choices. Service, Stock and Production refer to the routes above; Mixed means combine the applicable activities without duplicating shared setup. The final column identifies additional design questions, not extra modules automatically supplied by the starter.

Starter business model	Starting route	Review for your activities
Professional and business services	Service	Stock only if you sell physical goods; review retainers and unbilled work separately.
Software, SaaS and IT services	Service	Subscription billing, usage metering and deferred-revenue schedules need separate design; the chart does not create them.
Marketing, media and creative production	Service	Use cost centres where suitable for assignments; this is not a full production-project or rights-management system.
Cleaning and facilities management	Service	Add stock for controlled consumables and assets for equipment; site rostering is a separate operational requirement.
Security and guarding services	Service	Review payroll, attendance and equipment custody; do not assume a guarding or incident-management module.
Recruitment and staffing	Service	Separate placement income from staffing payroll and pass-through amounts; check principal versus agent treatment.

Starter business model	Starting route	Review for your activities
Retail and POS	Stock	Add POS when staff take counter payments; choose terminal, warehouse and tender mappings before checkout.
E-commerce and online marketplaces	Stock	Add POS only for counter sales. Marketplace settlements, fees and principal versus agent presentation need reconciliation; no automatic storefront integration is implied.
Wholesale and distribution	Stock	Use customer credit, sales orders and warehouse controls; POS is optional for counter trade.
Import and export trading	Stock	Add dated FX rates and trade references; plan goods in transit, duty and landed-cost allocation without assuming automatic customs processing.
Manufacturing and assembly	Production	Review materials, WIP, finished goods, overheads, output allocation and production variances before the first batch.
Food and beverage manufacturing	Production	Add lot and expiry controls where applicable, units and traceability; a chart is not food-safety certification.
Agriculture, farming and livestock	Stock	Add manufacturing only for processing batches. Biological assets, harvest measurement and farm records need specialist accounting and operational review.
Construction and contracting	Service	Add stock for owned materials and assets for plant. Contract stages, retention, guarantees, cost allocation and revenue recognition need a separate design.
Property development	Stock	Development inventory and project costs need reviewed mappings; inventory masters are not a property-development or contract-progress engine.
Property rental and management	Service	Review rent, deposits, owner balances and property assets; tenancy administration and lease schedules are separate requirements.
Equipment and vehicle rental	Service	Prioritise asset categories and custody; rental bookings, utilisation and lease accounting are not created by an asset master.
Restaurants, cafes and catering	Stock	Add POS for counter sales and manufacturing only for supported preparation batches; table reservations and recipe service are not implied.
Hotels and accommodation	Service	Add stock and POS for food or merchandise, assets for property/equipment; room booking and hotel operations require separate arrangements.

Starter business model	Starting route	Review for your activities
Travel agencies and tour operators	Service	Review customer deposits, supplier commitments and principal versus agent income; no booking or ticketing integration is implied.
Events and entertainment	Service	Review deposits, event costs and rented/owned equipment; scheduling and ticketing are separate processes.
Transport, logistics and courier	Service	Prioritise fleet assets, fuel/cost allocation and payroll where applicable; dispatch and route optimisation are not implied.
Automotive sales and repair	Stock	Separate vehicle/parts trading from repair services; add serial tracking where applicable and review owned workshop assets.
Repair, maintenance and technical workshops	Service	Add stock for owned parts and service items for labour; distinguish customer-owned goods from company inventory.
Healthcare, clinics and diagnostics	Service	Add stock for medicines/consumables and assets for equipment. Do not use ordinary accounting descriptions to store clinical patient records.
Pharmacy and medical retail	Stock	Review lot/expiry, UOM and stock custody; dispensing, prescriptions and regulated-product compliance are separate requirements.
Education and training	Service	Review fee advances, refunds, payroll and fixed assets; a chart does not provide student information or learning management.
Beauty, salon and personal care	Service	Add POS for counter payments and stock for products; appointment scheduling is separate.
Fitness, sports and membership clubs	Service	Review membership advances, refunds and equipment assets; access control and membership scheduling are separate.
Nonprofit, charities and associations	Service	Agree restricted-fund, grant, donation and cost-centre reporting with the accountant; the starter does not enforce donor restrictions.
Telecommunications and internet services	Service	Review advances, recurring income and network assets; usage rating, provisioning and subscriber billing need separate design.
Energy supply and renewable installations	Service	Add stock for traded equipment and manufacturing for actual supported assembly; metering and utility billing are not implied.
General and mixed operations	Mixed	Combine the applicable activity routes and remove duplicate setup tasks; do not recreate the company or overwrite its chart to add an activity.

Add shared functions only when needed

Activity or responsibility	Add before using it
Multiple branches or operating sites	Secondary locations and company/location access; warehouses/bins only where stock is held
Foreign-currency documents	GL foreign-currency settings, valid dated rates, bank currency and reviewed gain/loss mappings
Counter sales	POS terminal, session responsibilities, tender destinations, stock/tax/tracking and any country fiscal requirements
Employees and payroll	HRMS policies, statutory definitions, employee inputs, payroll mappings and private approval/payment responsibilities
Long-lived assets	Asset setup, categories, life/method/rate and a single acquisition/opening route
Regulated tax or electronic invoices	Applicable tax design and country profiles/connections/classification; these are independent of business-model choice
Opening migration or bulk masters	Current import template, row validation, duplicate review and approved commit plan
Month-end and management oversight	Reporting filters, bank/subledger reconciliation, Balance Sheet Review, FX revaluation and period-close responsibilities
External customer/vendor statements	Partner portal availability and authorised relationship-specific access, only when offered

Combine activities without duplicating setup

A manufacturer with a shop follows Production plus POS. A consultant selling spare parts follows Service plus Stock. A hotel can combine Service, Stock, POS, Assets and HR. Complete the shared foundation once, then join the dependency routes at the existing item, location and mapping records.

For an existing company, review its actual activities and saved configuration; you do not need the original starter selection to use this map. Add approved missing accounts and module setup through their ordinary forms. Do not recreate a company, overwrite its chart, reimport old balances or infer the original model from an account name.

Agree the first transaction checks

Use an approved training environment and named ordinary roles. For each activity, agree an example, expected amount/currency/tax, approval path, posting result, correction path and reconciliation report. Check excluded company/location examples as well as allowed ones. Do not use live fiscal requests or bank payments as unattended setup tests.

Start with one complete supported journey rather than many disconnected masters: supplier order/receipt/invoice/payment for stock purchasing; customer invoice/receipt/application for receivables; material issue/completion for production. Keep approval, posting, bank settlement and authority acceptance as separate checks.

Prepare opening balances and cutover

Agree the cutover date and reconciled source balances before entry. Customer/vendor open documents, stock quantities/values, assets and bank items need their module identities as well as GL totals. A manual journal alone does not create those subledgers. Follow opening balances and period control and the relevant module instructions.

Pause if the same opening cost or balance appears through two routes. Compare the trial balance, receivables/payables, inventory valuation, asset register and bank reconciliation on the same cutoff before normal processing. Resolve differences at source instead of using an unexplained balancing account.

Use the setup checklist and approval procedures

Use the 20-area setup checklist as the working handoff between the Tenant Administrator, accountant and operational owners. The journal and PO approval procedures explain switches, groups, limits and memberships explicitly. The workflow handbook then routes users to everyday transaction and correction tasks.

Keep your company's implementation record outside this public guide: owner, applicable/not applicable reason, approved settings, completion date, representative result and unresolved issue. A printed checklist is not itself evidence that the application was configured.

A location is a branch or operating site within the selected company. It shares that company's chart and functional currency. It is not another legal company, tenant or subscription. Creating a location does not create warehouses, bank accounts, tax registrations or access grants for every user.

Prepare the company and access

Select the intended company in the application header before opening Locations. Confirm the branch name, physical address and the duties that will operate there. A Tenant Administrator administers the subscription workspace; an ordinary user needs the applicable location permission and company/location access. Being able to view a branch does not grant permission to create or edit one.

Create a secondary location

1. Open Locations and review existing names using Search. Do not create another record merely because the first page does not show it.

2. Choose Create and confirm the locked Company. Leave Location Number to the system.

3. Enter Location Name, address, city, province and country. Use Description for the branch's purpose. Complete optional Map Link and Supporting Document only when useful.

4. Leave Active selected for a branch ready for use. Save once and return to the list.

5. Find the saved branch and open its detail. Confirm its number, company and address. Ask the Tenant Administrator to grant the intended users access and configure any required warehouses, bank-location links and purchasing rules separately.

Location fields

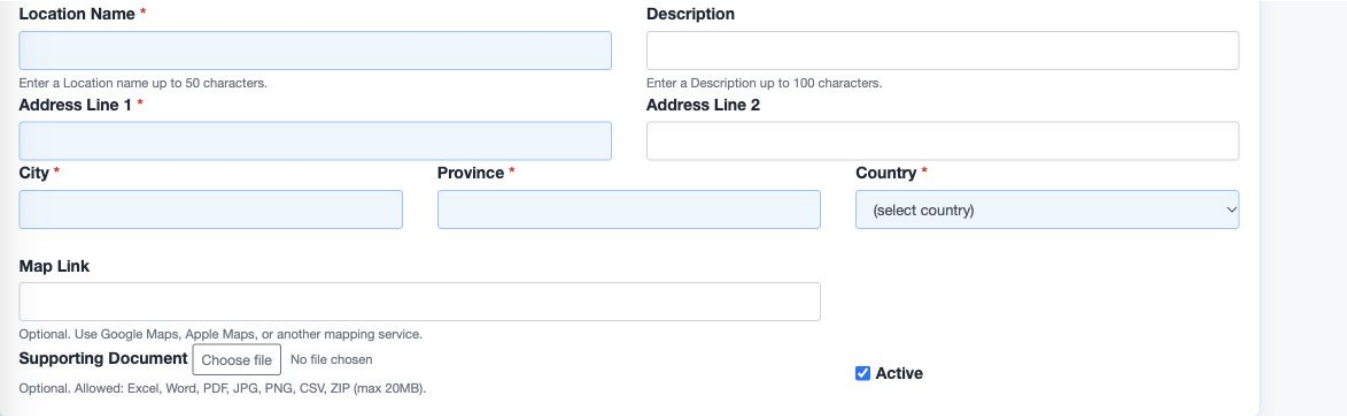


Figure 1. Application screen: blank location details. Location number and selected-company controls are above this cropped region; their rules are explained below.

Field or control	Entry and example	Implication and caution
Location Number	Generated and locked.	Identifies the saved branch; do not reuse a legacy number by editing hidden values.
Company	Selected company context; locked.	All location activity belongs to this company. It is not a transferable branch selector.

Field or control	Entry and example	Implication and caution
Location Name	Enter a clear unique company branch name, e.g. East Branch.	Case-insensitive duplicates are rejected; preserve recognisable historical names.
Description	Optional explanation, e.g. Sales and receiving site.	Describes the purpose; does not grant stock or posting permissions.
Address Line 1	Enter the main physical address.	Used to identify the actual site; verify before use on documents.
Address Line 2	Optional additional address detail.	Do not repeat sensitive identity information unnecessarily.
City	Enter the site city.	Keep consistent with physical address evidence.
Province	Enter the province/state.	Do not use a tax jurisdiction guessed from the company name.
Country	Select the location country.	Describes the branch address; does not by itself enable a company fiscal integration.
Map Link	Optional mapping-service URL.	Use a public business location, not a private employee address.
Supporting Document	Optional Excel, Word, PDF, JPG, PNG, CSV or ZIP, maximum 20 MB.	Evidence can be replaced on edit; retain approved records under policy.
Active	Selected for an operating branch.	Availability setting, not reversal/deletion of branch history.
Delete current supporting document	Edit state only when existing evidence is shown.	Removes the linked document; it does not cancel the location.
Save and Cancel	Save persists validated changes; Cancel leaves the form.	Check the list after a timeout before saving again.

View and edit a saved branch

Open the selected company's Locations list, search the location name or description and use the available View or Edit action. On Edit, the location number and company remain locked. A correction to a name or address does not transfer historical transactions to another company. Save, reopen and compare the changed values with the approved evidence.

Names are checked without regard to case and surrounding spaces within the company. If a duplicate-name message appears, find the existing branch rather than adding punctuation to evade the check. Do not rename a branch to conceal an incorrectly posted document.

Supporting documents and inactive branches

Where a saved attachment exists, the edit screen can show its download link and Delete current supporting document. Uploading a replacement replaces the linked evidence. Download and retain the approved original first if your retention policy requires it. Do not upload passwords, banking credentials or unnecessary personal identifiers.

Clearing Active changes the branch's availability; it does not reverse stock, cash, tax or journal history. Before retiring a branch operationally, review outstanding orders, stock, open receivables/payables, bank links and user access. Do not assume every module will prevent selection solely because a location is inactive.

Recover safely after an error

If Save times out, inspect the Locations list before retrying. If another company is selected or the record is unavailable, restore the correct context and ask the Tenant Administrator to check the specific access grant. Cancel discards unsaved form changes; it is not a deletion or reversal.

Related guides

Create a company, User administration, Warehouses and GL transactions.

Accounting foundation and general ledger

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Review and extend your chart of accounts	62
Configure GL controls and exchange rates	74
Record journals, opening balances, revaluation and period close	86

Bulk account, journal and rate imports

Template and exact column reference	What this operation does
Reporting Accounts - GL Reporting Accounts	Create reporting accounts; not a posting-account or opening-balance load.
Reporting Sub Accounts - GL Reporting Sub Accounts	Create sub-accounts under the correct existing reporting parent.
Journal Entries - GL Journal Entries	Create balanced journals; inspect approval and posting separately.
Forex Conversions - GL Forex Conversion, Bulk Upload	Create effective-dated currency-pair rates, not revaluation journals.

Follow this module bulk procedure

1. Open the intended Reporting Accounts, Reporting Sub Accounts, Journal Entries or Forex Conversion list in the selected company. Use that list's Bulk Import or Bulk Upload action; the four files are not interchangeable.

2. Prepare reporting parents and classifications before sub-accounts, and eligible posting accounts before journals. For rates, agree the currency pair, conversion direction and effective dates without overlapping an existing rate period.

3. Download the current template. For journals, give each header a distinct ext_key and repeat it on its Lines rows; keep each journal together when splitting batches. Check dates, currency and balanced debits/credits before Validate.

4. Follow the shared Validate and Commit Import procedure once. Review generated account or journal numbers, not just the spreadsheet row count. A reporting-account import is not an opening-balance load or a complete posting-account setup.

5. Reopen journals and inspect approval_status and posting_status. Reconcile posted functional debits/credits and the actual account movements. Correct a saved journal through its supported correction/reversal process, never by replaying the file.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely.

What this setup controls

Your chart of accounts determines which posting combinations users can select and how balances are classified for reporting. Start by reviewing the chart created for the company. Add detail only where an existing account cannot represent the business purpose accurately.

This chapter covers Reporting Groups, Reporting Accounts, Reporting Sub Accounts and Chart of Account maintenance. It explains all fifteen form fields, generated identity, basic list actions and the implications of account properties. It does not teach journals, exchange-rate maintenance, GL Setup fields, opening balances or period closing; those require separate walkthroughs.

Before changing accounts

Obtain approval from the accountant responsible for the company's reporting policy and use your authorised company/function access. Confirm Current Company and review existing account descriptions, classifications and active status. Do not add duplicate accounts simply because a familiar account number is absent.

New companies receive the selected starter chart, including one starter sub-account per reporting account. That choice is used once and is not stored as a company business-type property. Adding or changing accounts later does not rerun company creation or replace the existing chart.

Make practice changes only in an approved training environment. For live changes, agree the business purpose, account type, reporting group, monetary treatment, posting detail and affected module mappings before Save.

Understand the account hierarchy

Level	Example	Purpose
Reporting Group	Current Assets, within Balance Sheet / Asset	Organises reporting accounts for presentation. It is not a posting destination.
Reporting Account	Refundable Deposits, type Asset	Holds the account description, type, group, cash-flow category and monetary classification.
Reporting Sub Account	Refundable rental deposit, number 1000	Adds posting detail under that reporting account. Additional detail can use 1001 and later numbers.
Chart of Account	Company 1 + reporting account 10000 + sub-account 1000	The company/account/sub-account posting combination, displayed as 1-10000-1000 in this synthetic example.

The relationship is **Reporting Group** → **Reporting Account** → **Reporting Sub Account** → **Chart of Account**. A reporting account without its intended posting sub-account is not a complete addition to the chart. Saving a sub-account creates or updates the linked chart combination; you do not independently invent the composite code.

All sub-accounts under one reporting account share that parent's classification. Use separate reporting accounts where monetary treatment or reporting presentation differs. Do not use sub-account names to conceal incompatible policies under the same parent.

Open the setup functions

In the application sidebar, open General Ledger and choose Reporting Groups, Reporting Account, Reporting Sub Account or Chart of Account. The exact links visible to you depend on your access. Choose the intended company's existing list before opening Create, View or Edit.

Review the existing group and account first. If the classification already exists, reuse it. The synthetic names prefixed Documentation in the figures are teaching records, not a recommendation to create those names or numbers in your live chart.

Review reporting groups

A group belongs to the selected company and to a category/subcategory. Asset, Liability and Equity accounts use Balance Sheet groups. Income and Expense accounts use Profit & Loss groups. A name such as Current Assets is useful only when its category and subcategory are also correct.

Figure 1 Reporting Group fields

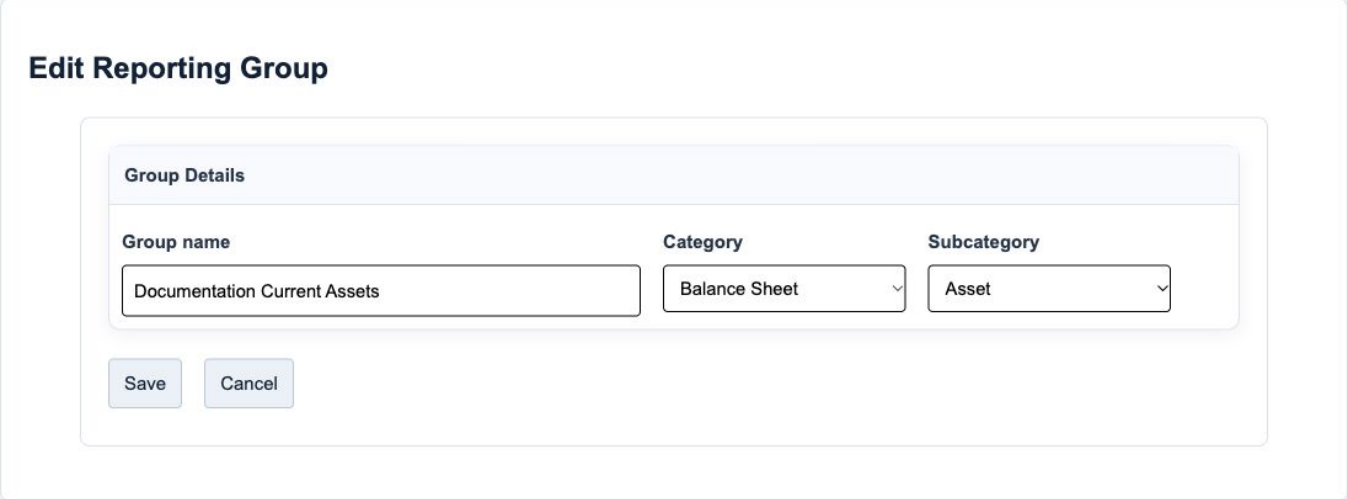


Figure 1. Illustrative training screen: Reporting Group with Balance Sheet and Asset selected.

Reporting Group field reference

Field and screenshot	Entry rule and example	Purpose and implication
Group name - Figure 1	Required text, up to 50 characters. Use an unambiguous reporting heading. Example: Documentation Current Assets.	Names the group used to organise reporting accounts. The same group name and category cannot repeat within a company. Caution: A group is not a posting account. Agree reporting presentation before changing an established group.
Category - Figure 1	Required: Balance Sheet or Profit & Loss. Choose before Subcategory. Example: Balance Sheet.	Determines the family of subcategories and whether the group belongs to balance-sheet or income-statement presentation. Caution: Recheck Subcategory after changing Category; the screen rebuilds the available choices.
Subcategory - Figure 1	Choose Asset, Liability or Equity for Balance Sheet; Income or Expense for Profit & Loss. The model allows blank, but a usable reporting account needs a matching group. Example: Asset.	Must agree with the reporting account type. An Asset account cannot use an Income group. Caution: The reviewed screen rebuilds this dropdown on load as well as on category change. Confirm the visible selection before saving, especially when editing non-Asset groups.

Before Save, confirm all three visible values. The reviewed screen rebuilds Subcategory options on page load; do not assume an existing non-first selection remains correct. Cancel and seek review if the visible classification differs from the intended saved classification.

Create or review a reporting account

1. Search the existing Reporting Account list by number, description or monetary classification.

2. If a new account is approved, open Create and enter its description and account type.

3. Choose the matching reporting group in this company, then confirm the cash-flow category and monetary classification.

4. Review Active and all classifications before Save. Do not rely solely on blue/white background styling to determine validation requirements.

5. After saving, find the account in its list and confirm the generated number and properties. Then create the required posting sub-account.

Figure 2 New Reporting Account

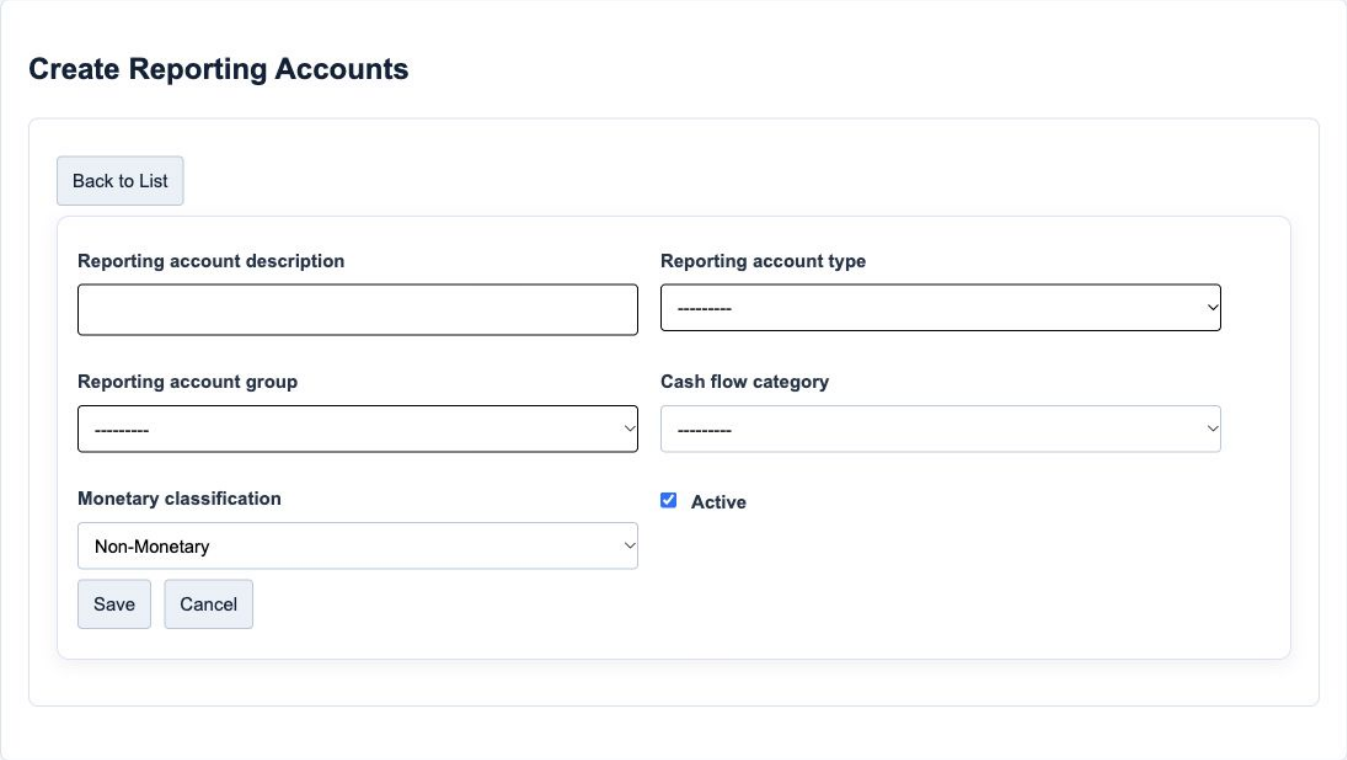


Figure 2. Illustrative training screen: the six Reporting Account fields, including Non-Monetary and Active defaults.

Figure 3 Existing Reporting Account

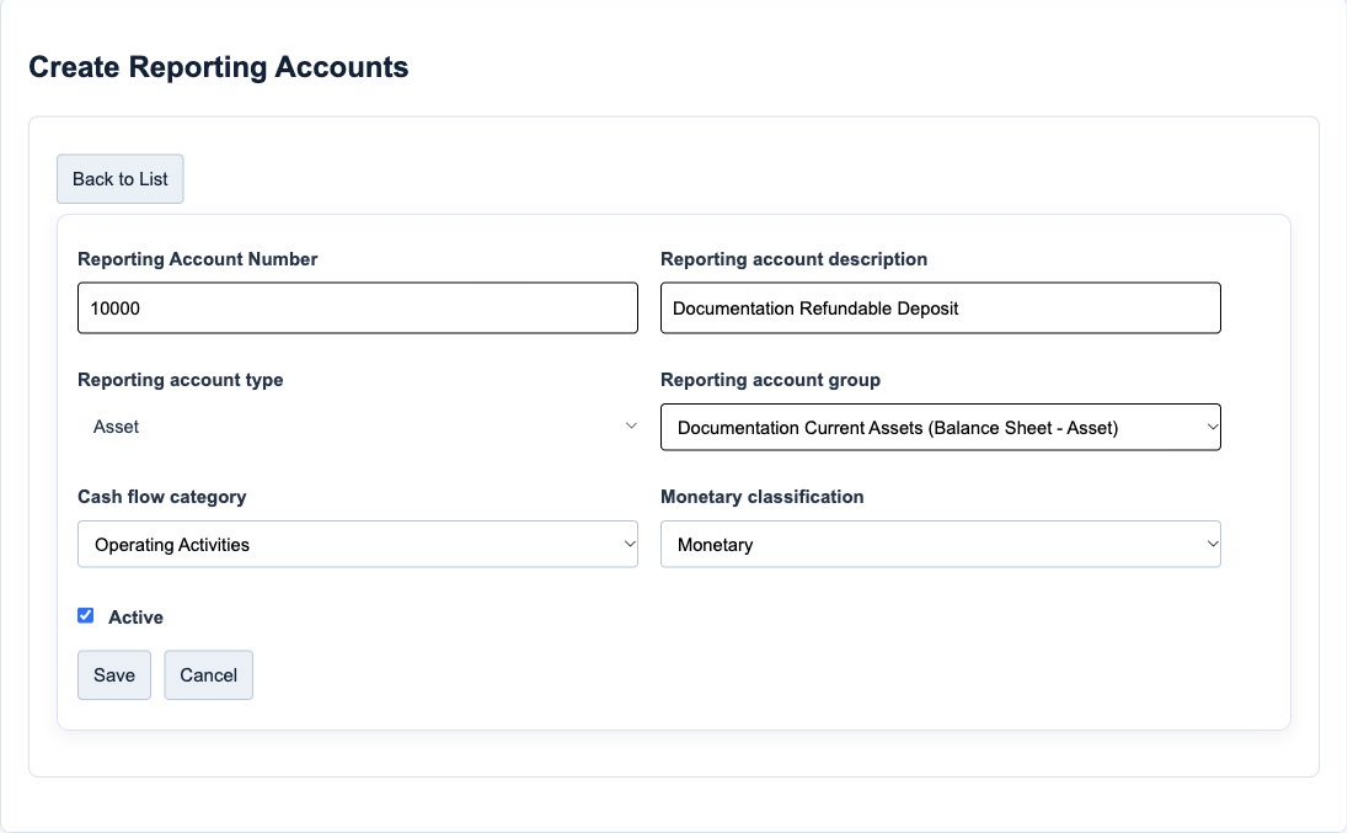


Figure 3. Illustrative training screen: an existing deposit account, generated number and locked account type. The heading says Create Reporting Accounts even when editing; confirm the record identity.

Reporting Account field reference

Field and screenshot	Entry rule and example	Purpose and implication
Reporting account description - Figure 2 and 3	Required text, up to 100 characters. Search the existing chart first. Example: Documentation Refundable Deposit.	Names the reporting account and forms part of every linked chart description. Caution: A wording change can change how linked accounts appear. Do not repurpose an account with history.
Reporting account type - Figure 2 and 3	Required choice from configured types. Locked on edit; numbering follows the type range. Example: Asset.	Sets the broad accounting family and permitted reporting-group classification. Caution: Choose correctly at creation. If an established type is wrong, seek an approved correction plan rather than renaming the account.
Cash flow category - Figure 2 and 3	Required by the form, even though its visual wrapper is styled as optional. Choose a configured category. Example: Operating Activities in the synthetic deposit example; confirm the real policy.	Provides an account-level reporting classification for cash-flow analysis. Caution: This is not a substitute for reviewing the nature of a cash flow. A single account can contain movements needing different treatment.
Reporting account group - Figure 2 and 3	Required group belonging to the selected company. Its category and subcategory must match Account Type. Example: Documentation Current Assets - Balance Sheet - Asset.	Places the account under the intended reporting heading. Caution: Do not select the first available group solely to clear an error. A correct posting with a wrong group can still misstate presentation.
Monetary classification - Figure 2 and 3	Required: Monetary or Non-Monetary. A new manual account defaults to Non-Monetary. Example: Monetary for a deposit recoverable as a fixed cash amount.	The released FX revaluation selection uses Monetary on eligible balance-sheet accounts. The property belongs to the reporting account, not each sub-account. Caution: Do not accept the default without reviewing settlement terms. Separate cash-refundable and goods-or-services balances when their treatment differs.
Active - Figure 2 and 3	Checkbox; checked by default for a new reporting account. Example: Checked for an account intended for current use.	Records whether this reporting account is active. Linked sub-account and chart statuses are separate records. Caution: Do not assume one checkbox cascades all statuses or removes history. Review linked combinations and module mappings first.

Reporting Account Number appears as a generated, read-only display when editing (Figure 3). On creation the system assigns the next number within the configured account-type range. It is not an input on this form. The example uses 10000; your account number can differ.

System Reporting Account is not a user-selectable field in this form. Do not attempt to turn an ordinary account into a system account or modify a protected one.

Classify monetary and non monetary balances

A monetary balance represents cash or a right/obligation to a fixed or determinable currency amount. Cash-settled receivables, payables and loans generally meet that test. Inventory, property and prepayments for goods/services generally do not. Foreign-currency monetary balances use closing rates; historical-cost non-monetary items use transaction-date rates, while fair-value items use measurement-date rates. Classification follows settlement terms, not merely the account name. See NZ IAS 21 paragraphs 8, 16 and 23, published by the External Reporting Board.

Business fact	Account design example	Review point
Deposit recoverable as a specified cash amount	Separate Monetary deposit reporting account	Keep evidence of the refund entitlement.
Advance settled through future services	Separate Non-Monetary prepayment reporting account	Do not mix with cash-refundable advances.
Different settlement terms in one broad ledger label	Split reporting accounts where treatment differs	Sub-accounts cannot override the parent's monetary property.

In RavenLedger, a new manual reporting account defaults to Non-Monetary. The released FX revaluation selection filters Monetary classifications on eligible balance-sheet account types. Changing this property is therefore not cosmetic. Have the responsible accountant approve changes before using revaluation; this chapter does not certify an FX run or the full financial statements as IFRS compliant.

Add the posting sub account

1. Open Reporting Sub Account and choose Create for the approved detail.

2. Select the intended reporting account in the current company.

3. Enter a meaningful sub-account description and confirm Active.

4. Save once. Find the new sub-account and its matching Chart of Account combination.

5. Verify the complete code and description before allowing a module to use it.

Figure 4 New Reporting Sub Account

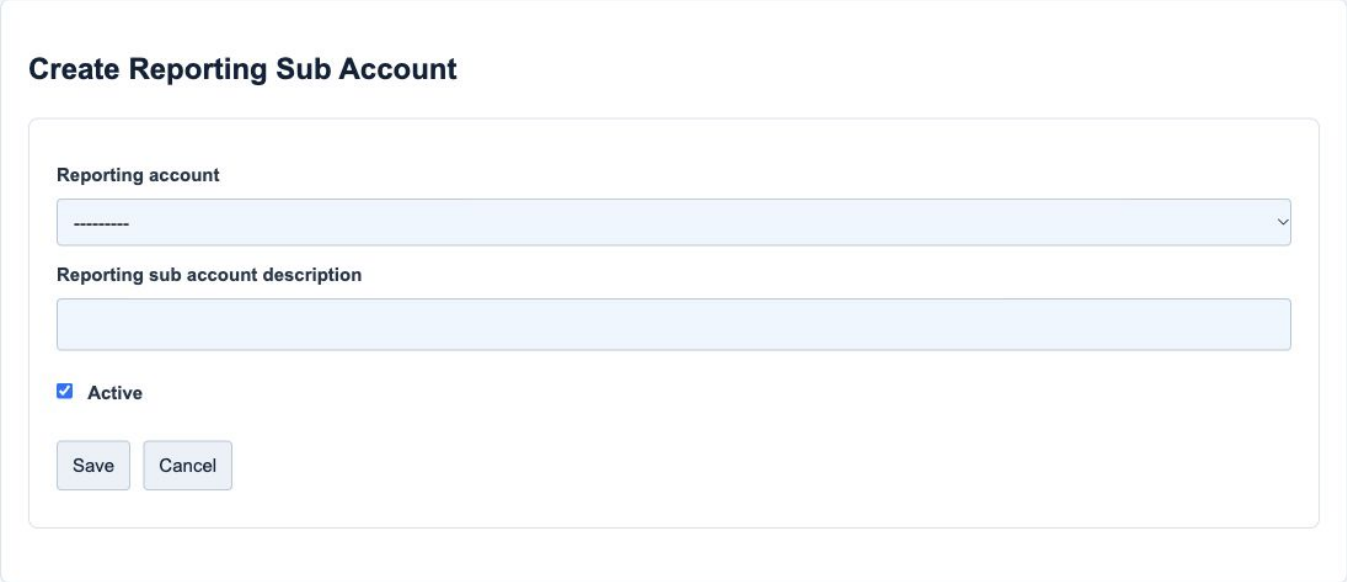


Figure 4. Illustrative training screen: new Reporting Sub Account fields. Saving a sub-account also creates its linked posting combination.

Figure 5 Existing Reporting Sub Account

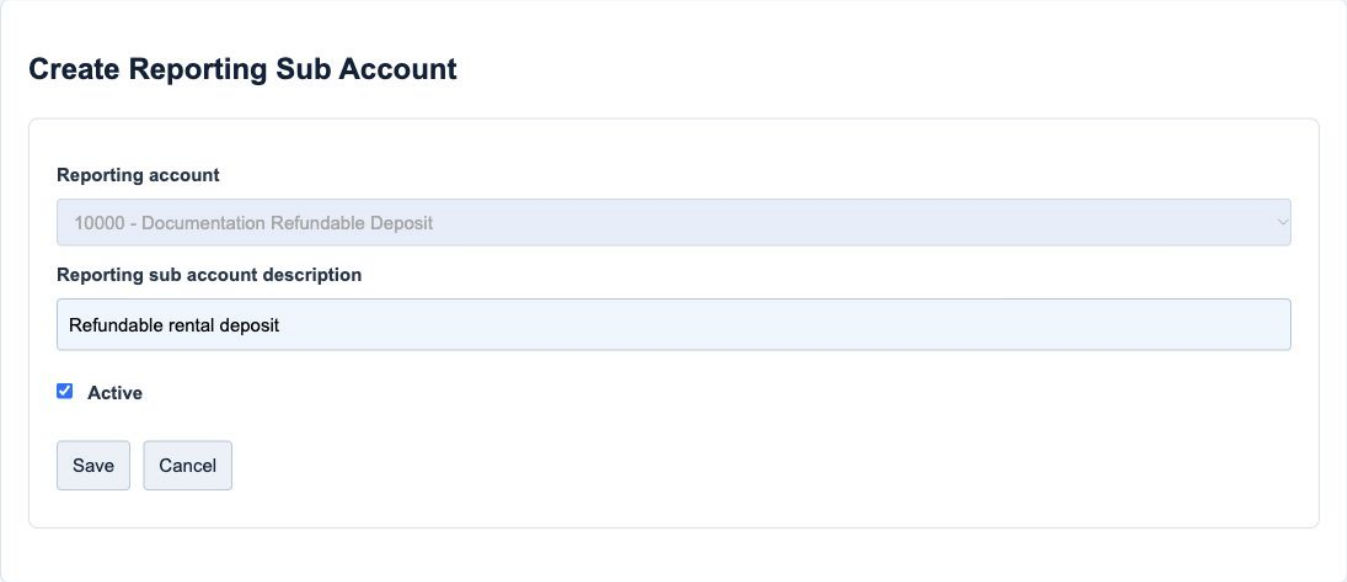


Figure 5. Illustrative training screen: an existing rental deposit sub-account with its parent Reporting Account locked.

Reporting Sub Account field reference

Field and screenshot	Entry rule and example	Purpose and implication
Reporting account - Figure 4 and 5	Required parent from the selected company. Disabled on edit. Example: Documentation Refundable Deposit.	Determines the parent classification and the reporting account portion of the posting code. Caution: All sibling sub-accounts share the parent's type, group and monetary classification. Do not combine incompatible settlement policies.
Reporting sub account description - Figure 4 and 5	Required text, up to 100 characters. Example: Refundable rental deposit.	Distinguishes the posting detail within a reporting account and contributes to the chart description. Caution: Use stable accounting meaning; do not use a sub-account as a substitute for the customer/vendor or asset registers.
Active - Figure 4 and 5	Checkbox; checked by default. Saving the sub-account updates its linked chart Active status. Example: Checked while this detail remains available for use.	The save creates or updates the company/account/sub-account posting combination. Caution: A later sub-account save can overwrite a chart-only Active change. Reconcile both statuses before retiring an account.

The sub-account number is generated, starting at **1000** for the first detail under a reporting account and incrementing for additional details. It is not an editable field in the illustrated form. The first starter detail is 1000; this does not limit every reporting account to only one sub-account.

The save also updates the linked chart combination's Active status and audit attribution. Review this interaction when retiring a combination: a chart-only change can be overwritten by a later sub-account save. Do not assume that parent, sub-account and chart status are one shared checkbox.

Review the chart combination

Open Chart of Account, find the new detail, and confirm the code, description and Active flag. The code is generated from company number, reporting-account number and sub-account number. The description is generated from the corresponding names.

Figure 6 Chart of Account edit fields

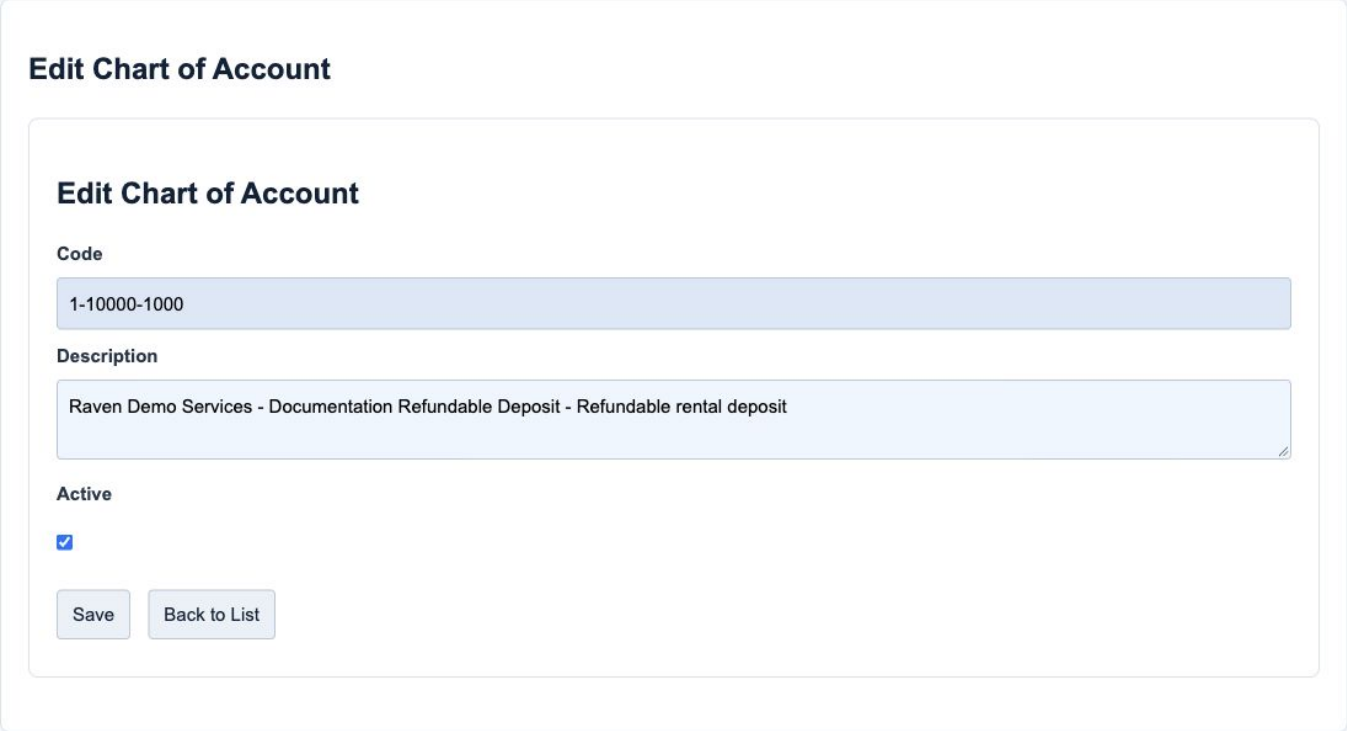


Figure 6. Illustrative training screen: a Chart of Account combination. Code and Description are derived; the editable-looking description does not save an independent name.

Chart of Account field reference

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 6	Generated display, not a manually assigned account identifier. Example: 1-10000-1000 in this synthetic fixture.	Combines company number, reporting-account number and sub-account number. Existing company numbers and account numbers can differ. Caution: Do not copy the example code into a live document. Select the actual company's account.
Description - Figure 6	Derived from company, reporting-account description and sub-account description. Example: Raven Demo Services - Documentation Refundable Deposit - Refundable rental deposit.	Explains the posting combination. The reviewed template shows an editable-looking text area, but this text is not a persisted chart-description field. Caution: Changing this text is not a supported rename. An authorised rename belongs on the underlying master record and needs review.
Active - Figure 6	Checkbox for an ordinary chart combination. System-linked combinations cannot be deactivated through the reviewed update route. Example: Checked for the approved deposit posting combination.	Marks the posting combination active or inactive without changing its identity. Caution: Check sub-account status and all module mappings before changing it. Deactivation is not deletion or reversal of posted transactions.

Code and description remain derived properties even if display values are submitted to the form. To correct an approved description, review the relevant reporting-account or sub-account record. Do not use an editable-looking chart description area as evidence that a rename was saved.

Search view and export the chart

Figure 7 Chart list and actions

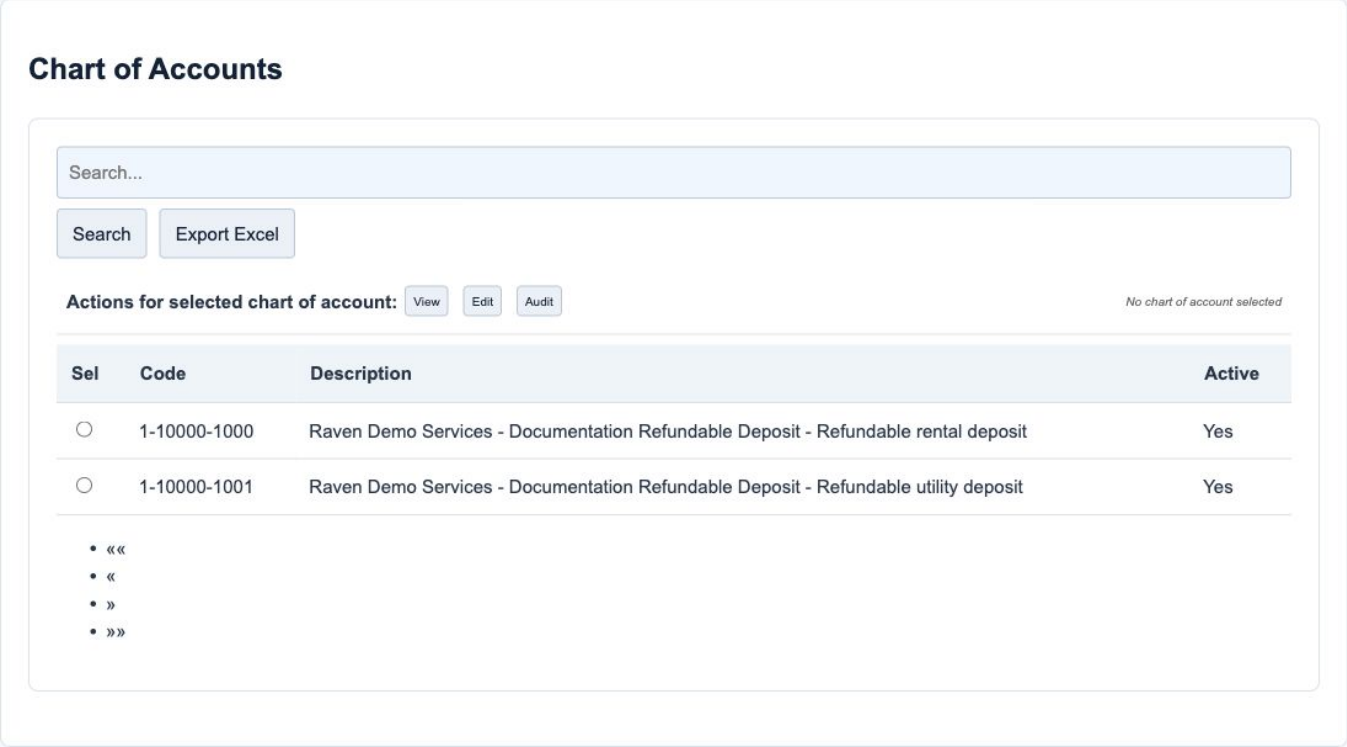


Figure 7. Illustrative training screen: chart combinations, Search, Export Excel, row selection and View/Edit/Audit controls.

Field or action and screenshot	How to use it	Implication and caution
Search text and Search - Figure 7	Enter part of a reporting-account or sub-account description, then Search. Example: rental.	The reviewed chart-list query searches those descriptions, not the complete composite code. A code-only search can return no result even when the account exists.
Sel row choice - Figure 7	Select the intended row before a row action.	Confirms which combination View/Edit/Audit will target. Do not infer selection from a similar description.
Code and Description columns - Figure 7	Compare all code components and names.	These identify the selected company's posting combination, not a customer/vendor or bank register record.
Active column - Figure 7	Read the current chart-combination flag.	This is not proof that every parent, mapping or transaction rule allows posting.
View - Figure 7	Review the selected record when permitted.	Use before Edit when you only need information.
Edit - Figure 7	Change an ordinary combination only within your authority.	System-linked update routes refuse modification. Do not repurpose an existing code.
Audit - Figure 7	Review available record attribution and times.	Master-record audit is not a transaction journal or a complete approval history.

Field or action and screenshot	How to use it	Implication and caution
Export Excel - Figure 7	Exports the current search results.	Treat the file as confidential company data; an export is not a database backup or an approved import template.
Page controls, when present	Move through results when more than one page is present.	Search/filter scope still matters.

Reporting Account and Reporting Sub Account lists have their own search rules. Reporting Account searches number, description and monetary classification; Reporting Sub Account searches parent number, sub-account number and description. Do not assume every list has identical search behaviour.

Save cancel and protect existing history

Save validates and persists a master-record change; it does not post a balanced financial journal. Read validation messages and reopen the saved record to verify the outcome. If Save fails or the response is uncertain, check the list before trying again to avoid duplicates.

Cancel and Back to List leave the form without saving the current edits. Their labels vary by screen. A generated identity, locked account type or disabled parent is not an error to bypass.

System-maintained reporting accounts and sub-accounts have protection rules. System-linked chart combinations cannot be deactivated through the reviewed update route. Do not rename, reclassify or reuse a protected account to clear a setup error. Ask for an approved correction instead.

For an ordinary unused account, an authorised accountant can review a description or status change. For an account with history, obtain a correction plan covering reporting effects, linked combinations, module defaults and any needed reclassification entries. Deactivating a master does not reverse historical transactions.

Check module mappings before use

An account appearing in the chart does not automatically configure every module to use it. GL Setup and module-specific posting setups refer to particular chart combinations. Review those mappings separately for customer/vendor control accounts, inventory, bank, fixed assets, payroll, tax, rounding and exchange differences as applicable.

Do not replace a control account casually or post manual opening totals that duplicate subledger balances. Opening balances require a cutover plan and reconciliation of customer/vendor detail, stock, bank, assets and the general ledger. There is no opening-balance wizard demonstrated here.

The presence of exchange-rate, revaluation or Close Period functions in the General Ledger menu is not an instruction to run them during account setup.

Example account structure

The training example uses company 1, one Asset reporting account for a cash-refundable deposit, a matching Balance Sheet / Asset group and Monetary classification. Rental and utility deposit sub-accounts use numbers 1000 and 1001, each with its own chart combination. The example code 1-10000-1000 is not a numbering promise for your company.

Check	Expected result in the example	Meaning
Account/group agreement	Asset with Balance Sheet / Asset accepted; Income group rejected	Classification is validated, not just described by a label.
Company scope	Group and parent account belong to the intended company	Check Current Company and the selected records.
Sub-account save	Separate 1000 and 1001 chart combinations	Both details remain under the same parent classification.
Identity and protection	Derived code/description retained; tested system modifications refused	Display edits do not replace generated identity.

These are account-master records, not journal entries or opening balances.

Troubleshooting and final review

If a group is rejected, check company, category and subcategory against the account type. If Cash flow category is blank, choose the approved category even when the screen looks optional. If a deposit has mixed settlement terms, stop and obtain the accountant's decision instead of changing the monetary flag by guesswork.

If a new reporting account is absent from transaction choices, first check its sub-account, chart combination, active statuses and the module's permitted account types/mappings. Do not add duplicates or change protected accounts to force a choice to appear.

Before handing the chart to users, have the responsible accountant review account purpose, type/group agreement, settlement classification, every required posting detail and module mappings. Reconcile a controlled transaction and its reports in training before live use.

GL Setup links the company's chart of accounts to shared posting controls. Use it to review precision, foreign-currency availability, manual-journal approval policy and the accounts assigned to exchange differences, rounding and bank transfers. Then maintain the currency quotations needed for the relevant transaction dates.

This chapter is for authorised accountants and Tenant Administrators in their own subscription workspace. A tenant is the subscription/account workspace; its Tenant Administrator manages authorised users and company access. Platform administration and tenant database management are outside this guide.

Examples use fictional training values, not current market rates. Obtain approved rates and account mappings for your company.

Before changing GL settings

Open the intended company and confirm its name in Current Company. Review its functional currency and chart before maintaining mappings. The released company form prevents changing functional currency after creation; enabling foreign-currency entry does not change that functional currency.

Prepare seven active posting combinations, each with its reporting account and sub-account. Use separate, clearly named gain, loss and clearing accounts consistent with your approved accounting policy. Starter charts may already have supplied these mappings; review the existing GL Setup rather than creating a second setup or replacing populated accounts without a reason.

Obtain approval for configuration changes and keep a before/after record of values and the reason. Coordinate changes while relevant transaction entry is paused, and reopen affected screens afterwards. A setting change is not a historical journal correction, a migration of old balances or a substitute for reconciliation.

Open and review GL Setup

1. In the selected company, open General Ledger, then GL Setup, when your permissions expose that link.

2. Read the company identity and existing settings. If no setup exists, the application routes to creation; an existing setup routes creation requests to its update form.

3. Use Edit only when authorised to change the configuration. Review general settings first, then every mapped account.

4. For account fields, search and choose the actual suggestion; confirm the full company-account-sub-account code and description. Do not rely on text merely typed into a lookup.

5. Recheck all values, then use Create or Update as appropriate. Return to GL Setup and compare every displayed mapping and setting with the approved values.

All seven mappings are mandatory in this form, even with Allow Foreign Currency Transactions off. The visible account description is not the submitted identity; each picker maintains a selected account ID. If the lookup does not load, stop rather than attempting to enter or repair hidden values.

Known validation limitation: a missing or inactive rounding account can raise an application error instead of ordinary form feedback. Keep valid rounding mappings selected. If an error occurs, stop, reopen the detail view to check the saved state and ask authorised support to review; do not repeatedly submit or disable controls to bypass it.

Figure 1 GL general settings

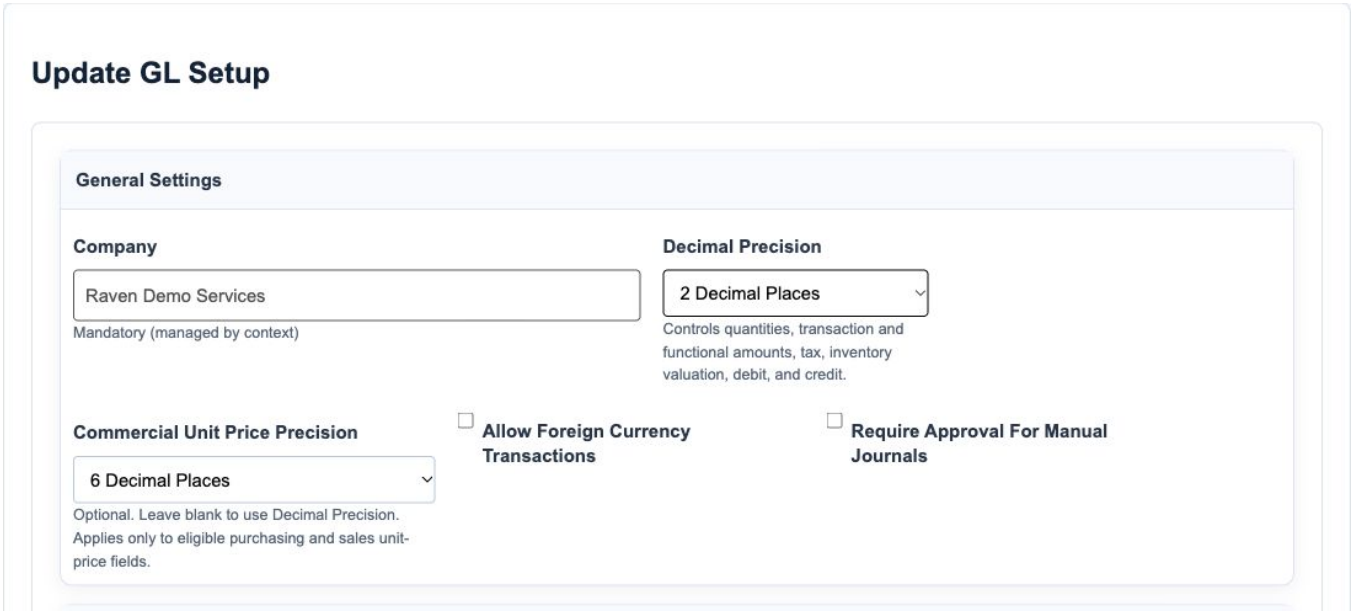


Figure 1. Illustrative training screen: Company is locked, GL precision is 2 and commercial unit-price precision is 6. Both switches are off.

GL general settings field reference

Field and screenshot	Entry rule and example	Purpose and implication
Company - Figure 1	Required, locked display managed by the selected-company context; hidden form identity is disabled. Example: 1 - Raven Demo Services.	Determines which company's single GL Setup record is being maintained. Caution: If the company is wrong, cancel and switch context before reopening; do not try to edit this display.
Allow Foreign Currency Transactions - Figure 1	Checkbox; off for a new manual setup. Example: Leave off for the functional-currency-only training company.	Provides the company flag used by consuming transaction screens to allow foreign-currency entry. Caution: It does not create rates, approve accounting policy or post revaluation; keep all seven mappings populated even when off.
Require Approval For Manual Journals - Figure 1	Checkbox; off for a new manual setup. Example: Enable only after the authorised approval matrix has been prepared and tested.	Selects the manual-journal approval policy; the detail page exposes the approval-matrix link when enabled and permitted. Caution: A switch alone does not define approvers or approval limits. Do not disable an established approval control to clear a posting problem.
Decimal Precision - Figure 1	Required choice of 2, 3 or 4 decimal places; new setup default is 2. Example: 2 Decimal Places.	Sets the company GL scale used by shared amount and quantity rounding helpers and consuming transaction paths. Caution: This is an accounting configuration, not just a display preference. Review effects across modules before changing a live company's precision.
Commercial Unit Price Precision - Figure 1	Optional choice of 2 through 6; blank follows Decimal Precision. Example: 6 Decimal Places with GL precision 2.	Allows eligible purchasing and sales unit prices to retain more decimals while extended accounting amounts use GL precision. Caution: It does not increase all document totals, quantities, tax or ledger precision, and is not a universal rule for every price control.

Understand the two precision controls

With GL precision 2 and eligible commercial price precision 6, a unit price can retain six decimals, such as 0.123456. For quantity 3, the rounded amount at two decimals is 0.37. Leaving commercial precision blank makes it follow GL precision instead. Verify the actual calculated amounts on the consuming document.

Exchange-rate precision is separate: Forex Conversion supports ten rate decimals regardless of the GL amount setting. Increasing price or rate precision does not justify changing accounting amounts or tax policy. Review each consuming module before changing settings on a company with history.

Review all posting mappings

Figure 2 Selected GL mappings

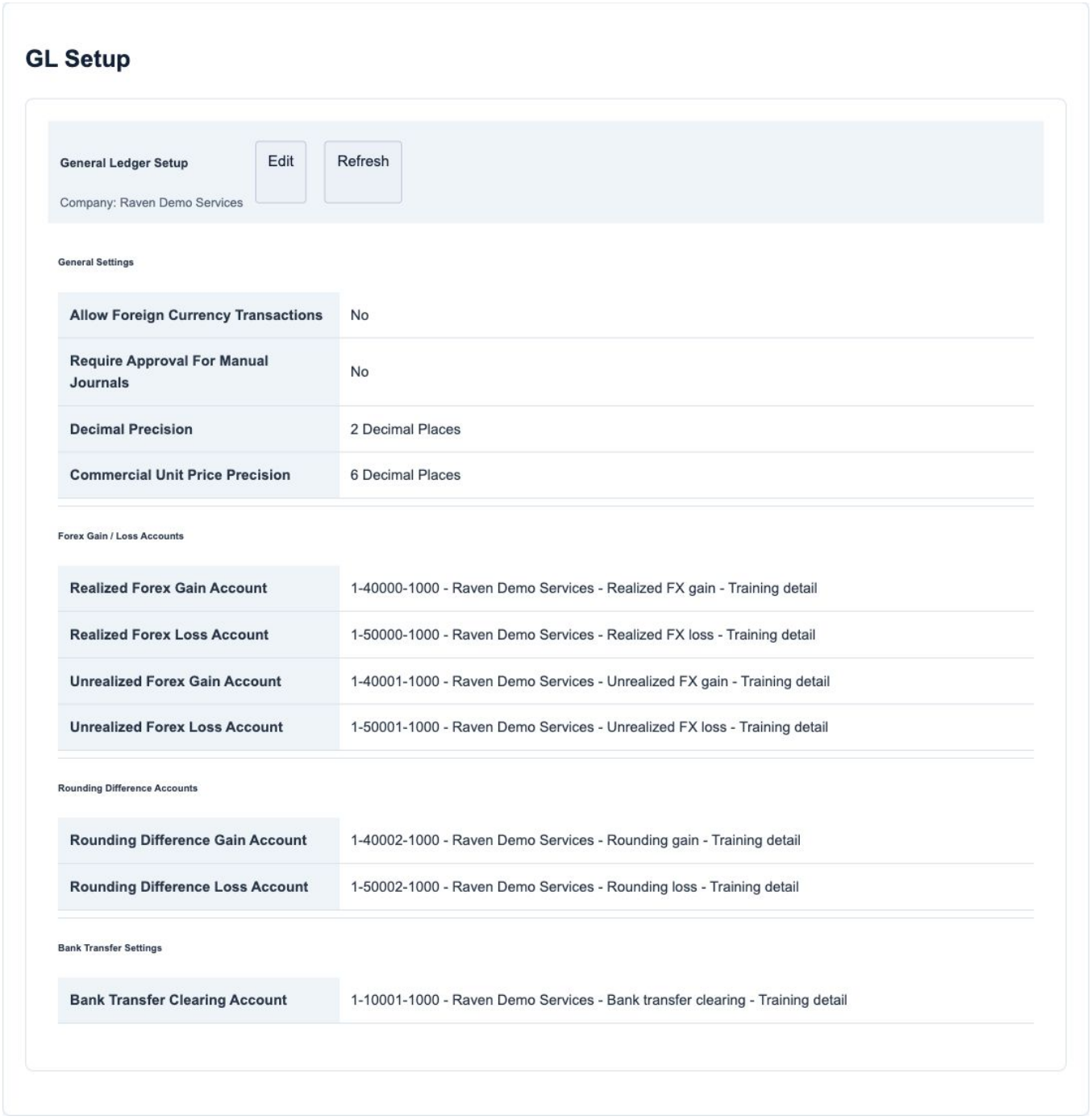


Figure 2. Illustrative training screen: the seven mapped posting combinations and general settings. Example accounts are not replacement mappings for your company. Actions depend on your permissions and setup.

GL mapping field reference

Field and screenshot	Entry rule and example	Purpose and implication
Realized Forex Gain Account - Figure 2	Mandatory selected active posting combination in this company, including when foreign currency is disabled. Example: Realized FX gain - Training detail.	Identifies the configured destination for realized exchange gains in consuming settlement/posting paths. Caution: Use the approved gain account, not any suggested expense account. A valid selection does not certify its accounting classification.
Realized Forex Loss Account - Figure 2	Mandatory selected active posting combination in this company. Example: Realized FX loss - Training detail.	Identifies the configured destination for realized exchange losses in consuming settlement/posting paths. Caution: Keep gain and loss mappings distinct unless an authorised accounting policy explicitly permits another arrangement.
Unrealized Forex Gain Account - Figure 2	Mandatory selected active posting combination in this company. Example: Unrealized FX gain - Training detail.	Identifies the configured destination for unrealized exchange gains in eligible revaluation paths. Caution: A mapping does not run revaluation or determine whether every underlying balance should be retranslated.
Unrealized Forex Loss Account - Figure 2	Mandatory selected active posting combination in this company. Example: Unrealized FX loss - Training detail.	Identifies the configured destination for unrealized exchange losses in eligible revaluation paths. Caution: Review the parent reporting account's Monetary property separately; do not classify every foreign-currency balance as monetary.
Rounding Difference Gain Account - Figure 2	Mandatory selected active posting combination in this company. Example: Rounding gain - Training detail.	Provides the configured account for qualifying credit rounding differences, separate from exchange gains. Caution: Do not leave this blank or select an inactive account. Released validation can raise an application error in those cases; stop and ask authorised support to review.
Rounding Difference Loss Account - Figure 2	Mandatory selected active posting combination in this company. Example: Rounding loss - Training detail.	Provides the configured account for qualifying debit rounding differences, separate from exchange losses. Caution: Do not use rounding to hide a substantive imbalance. A missing rounding mapping can raise an application error rather than a normal field message.
Bank Transfer Clearing Account - Figure 2	Mandatory selected active posting combination in this company. Example: Bank transfer clearing - Training detail.	Provides the intermediary account used by bank-transfer source, destination and FX-adjustment posting paths. Caution: Select the approved clearing account, not an ordinary bank or income account. Reconcile outstanding transfers; this setting does not guarantee a zero balance.

The six gain/loss pickers suggest active Income and Expense combinations for the selected company. Both types can appear in the same suggestion list: the word Gain in a label does not mean the system guarantees an Income selection. The clearing picker is broader. The form checks company/active choices but does not enforce every destination's accounting type or require seven different IDs. Your accounting review must do that.

These mappings do not replace customer/vendor control accounts, inventory/WIP setup, tax mappings, cash/bank accounts or fixed-asset configuration. Those belong to their respective module setup. Keep system-maintained accounts and their protections intact.

GL actions and conditional controls

Action or display	Meaning	Safe use
Edit on GL Setup	Opens the current company's update form when allowed	Confirm company before editing; visibility alone is not evidence of every direct-route permission
Refresh on GL Setup	Reloads the saved detail	Use it to compare saved values; it does not save an unfinished form
Create or Update	Submits GL settings and mappings	Recheck all seven selected accounts; verify the returned detail after success
Cancel	Leaves the form for GL Setup detail	Unsaved edits are not a saved configuration
Manual Journal Approval Matrix	Conditional link when approval is enabled and the user is permitted	Review the approved matrix and intended approvers before relying on the approval workflow

Maintain dated exchange rates

Open General Ledger, then Forex Conversion. Check existing rows before using Add New Forex Conversion. Use Edit to correct the intended row rather than adding an overlapping duplicate. Save creates or updates the selected company's quotation; it does not post a foreign-currency transaction or revaluation.

Store one quotation direction for each overlapping validity window. For example, EUR to USD at the synthetic rate 1.25 expresses one EUR as 1.25 USD. A EUR amount of 100 translates to USD 125.00 in the selected helper at GL precision 2. A reverse request uses 1 divided by 1.25, or 0.8000000000; do not save a second overlapping USD-to-EUR row.

Figure 3 Forex Conversion fields

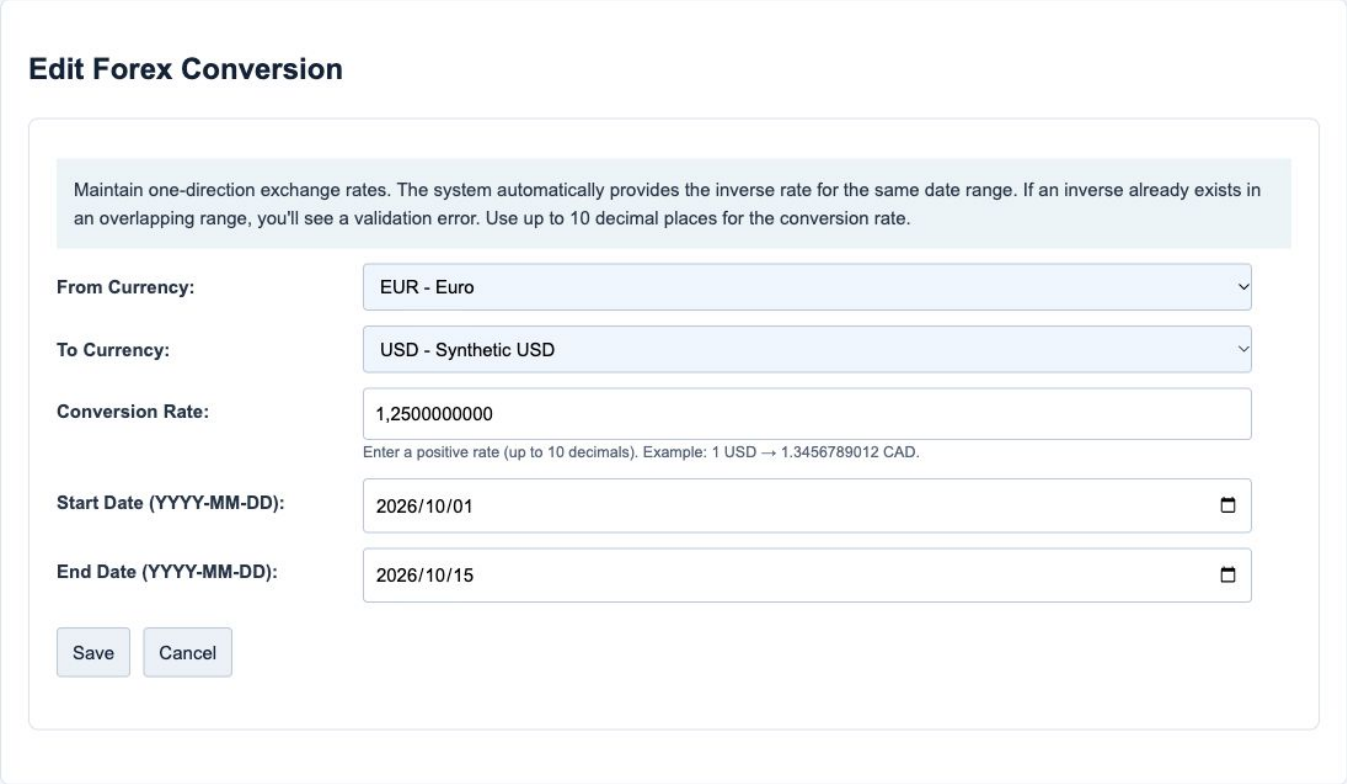


Figure 3. Illustrative training screen: the five Forex Conversion fields with a fictional rate of 1.25. Dates and decimal separators can follow browser locale; the submitted date format is ISO.

Forex Conversion field reference

Field and screenshot	Entry rule and example	Purpose and implication
From Currency - Figure 3 and 4	Required currency from the available currency reference list. Example: EUR - Euro.	Sets the one-unit source of the stored conversion quotation. Caution: Confirm direction before entry. EUR to USD at 1.25 means one EUR equals 1.25 USD, not the reverse.
To Currency - Figure 3 and 4	Required currency, different from From Currency. Example: USD - US Dollar.	Sets the destination currency in which the rate expresses one source-currency unit. Caution: The company context remains separate from the pair. Do not create an overlapping inverse pair; the lookup computes its reciprocal.
Conversion Rate - Figure 3 and 4	Required number greater than zero, up to 10 decimal places and 20 total digits. Example: 1.2500000000, a synthetic training quotation only.	Supplies the dated conversion factor; the selected translation helper multiplies the source amount by this factor. Caution: Obtain an approved rate with a documented source and date. Never use this example as a current market rate or substitute 1 for a missing quote.
Start Date - Figure 3 and 4	Required valid date; submitted as YYYY-MM-DD. Included in the validity window. Example: 2026-10-01.	Makes the rate eligible from this date in the company's dated lookup. Caution: An earlier rate ending on this same day overlaps. The next non-overlapping window starts the following day.
End Date - Figure 3 and 4	Required valid date on or after Start Date; included in the validity window. Example: 2026-10-15.	Keeps this rate eligible through the selected end date, not indefinitely. Caution: A long validity window is not automatically an acceptable accounting policy. Leave no unintended rate gaps and review volatile-period quotations.

Date windows and missing rates

Start Date and End Date are both included. A rate valid from 1 October through 15 October can be followed by a new rate starting 16 October. Starting the next rate on 15 October would overlap, including for an inverse pair. A one-day window with the same start and end date is permitted by the form's date rule.

The selected lookup checks a direct stored pair first, then its inverse for the requested ledger date. It returns no rate when the company/pair/date has no valid row. Do not assume the most recent rate extends beyond its end date, that another company's rates are shared, or that entering a reverse row fills a missing interval.

Figure 4 Shared-boundary validation

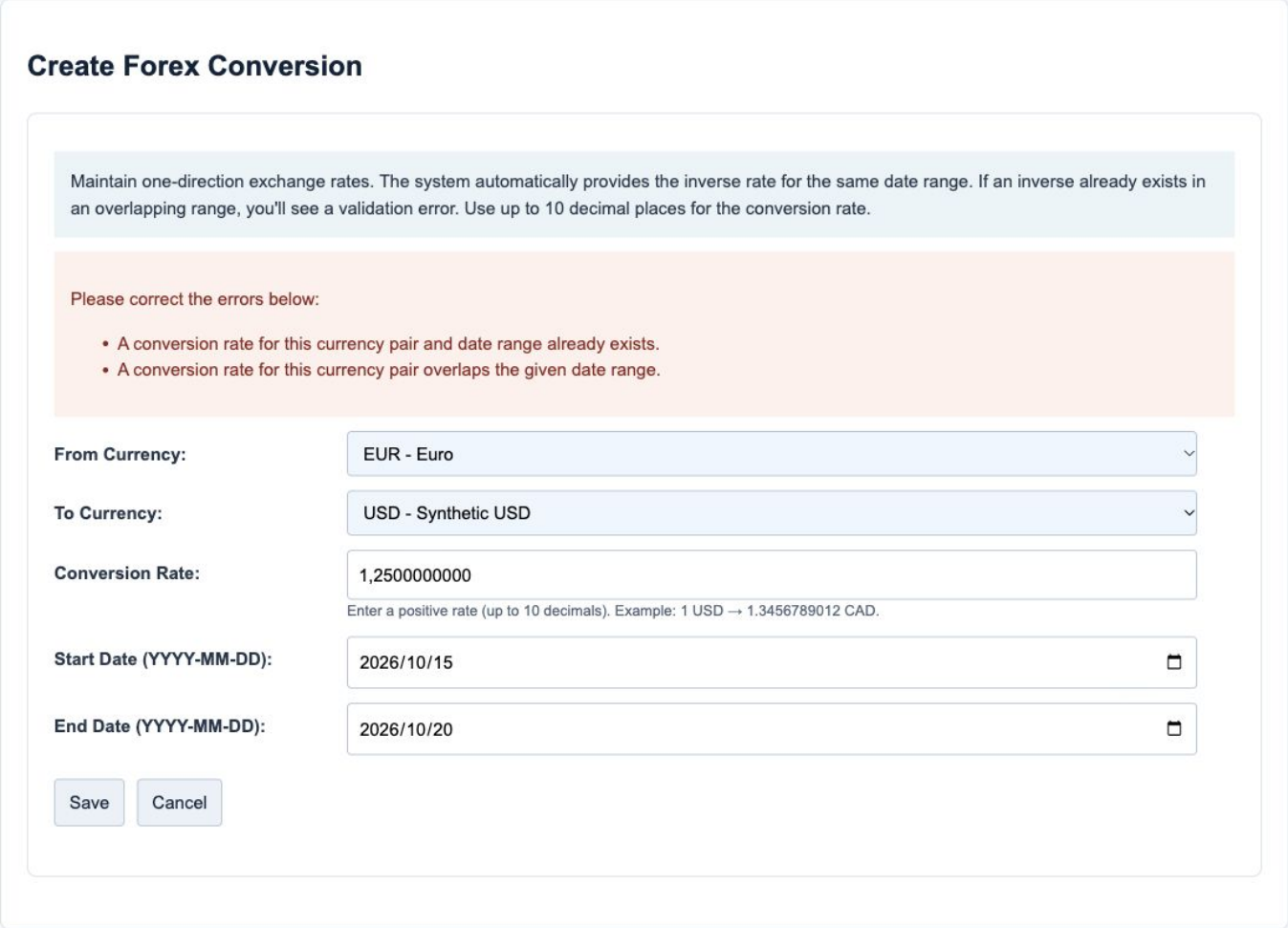


Figure 4. Illustrative training screen: overlap messages when a proposed rate starts on an existing rate's end date. Both boundary dates are included, so the proposed interval conflicts.

Accounting policy and rate selection

Choose the rate source and timing under your approved accounting policy. Initial recognition generally uses the transaction-date spot rate; an approximation must remain representative, and a period average is unsuitable when movements are significant. Subsequent measurement depends on the item and measurement basis, not just on whether a currency code is foreign. See the published NZ IAS 21 paragraphs 21 to 23.

RavenLedger's date window is a lookup mechanism, not automatic evidence that a monthly rate is acceptable. This setup guide does not cover hedging, translation of foreign operations, lack of exchangeability or every jurisdiction's tax/authority rate requirements. Revaluation and settlement require their own reviewed workflows.

Search and review conversion rows

Figure 5 Rate list and filters

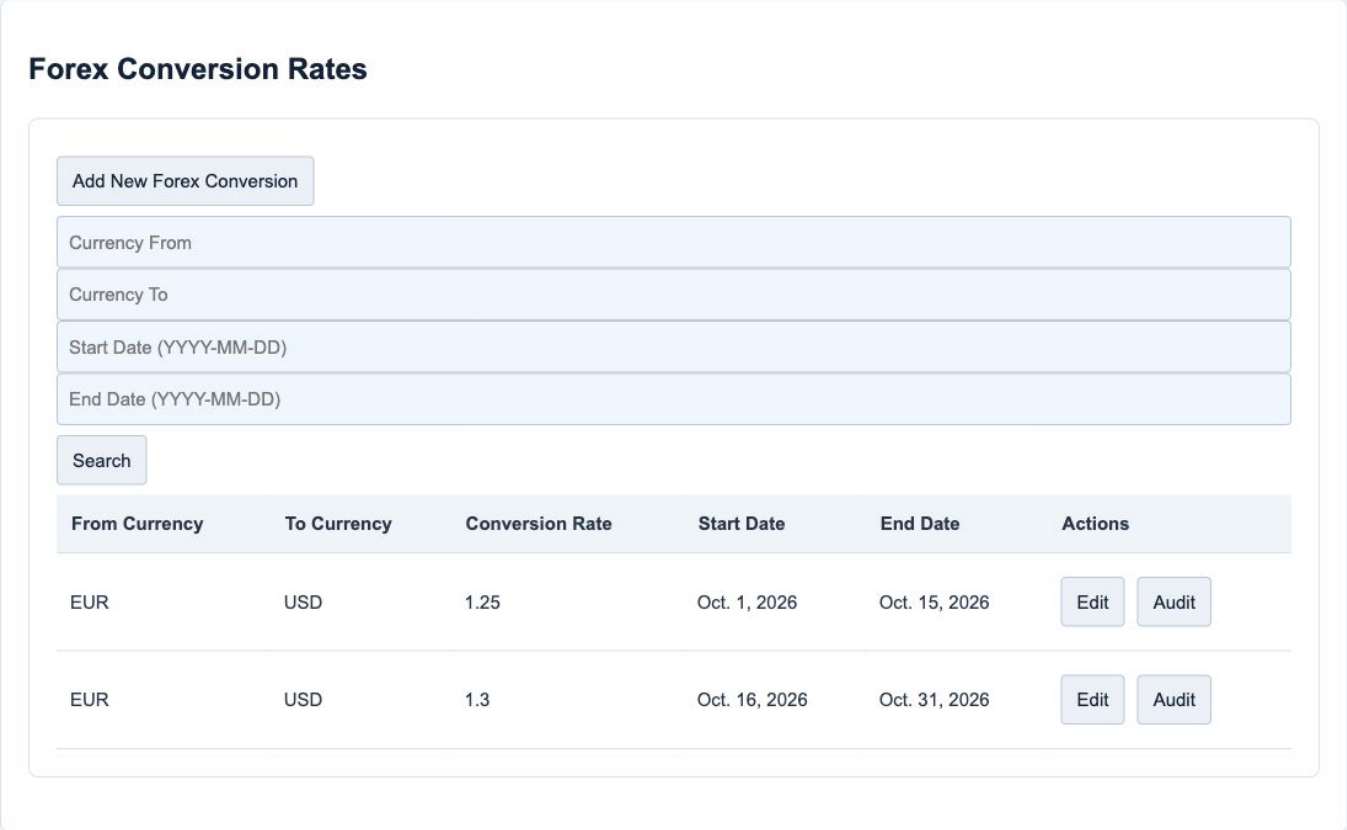


Figure 5. Illustrative training screen: four search fields and two non-overlapping EUR-to-USD windows, ending 15 October and starting 16 October.

Forex list filter reference

Field and screenshot	Entry rule and example	Purpose and implication
Currency From filter - Figure 5	Optional text search in the stored source currency code. Example: EUR.	Narrows the current company's displayed rate rows by source-code text. Caution: It does not change the rate's direction or include inverse rows as if stored in that direction.
Currency To filter - Figure 5	Optional text search in the stored destination currency code. Example: USD.	Narrows displayed rows by destination-code text. Caution: Clear unrelated filters when investigating a missing rate before creating another row.
Start Date filter - Figure 5	Optional ISO date. With both dates entered, lists windows overlapping the requested range. Example: 2026-10-08.	On its own, retains windows ending on or after this lower boundary. Caution: This is not an exact-start-date filter. Use valid ISO dates and keep the start on or before the end.
End Date filter - Figure 5	Optional ISO date; use an end on or after the filter start. Example: 2026-10-20.	On its own, retains windows starting on or before this upper boundary. Caution: Search only displays results; it neither saves rates nor closes an accounting period.

Rate list displays and actions

Display or action	Meaning and implication	Caution
From/To Currency and Conversion Rate	Shows the stored direction and quotation, not a separately stored reciprocal	Read direction before applying mental arithmetic
Start/End Date	Shows the inclusive validity interval	A gap can explain a missing-rate message even when a nearby row exists
Search	Applies currency-code and overlapping-date filters to this company	Clear filters to return to the full list; no rate is saved
Add New Forex Conversion	Opens a new rate form if allowed	First search for the pair and overlapping inverse
Edit	Opens the identified rate row when permitted	Retain approved source evidence; do not assume edits automatically recalculate historical documents
Audit	Opens available creator/updater information for that row	Keep the approved rate source separately; attribution is not a complete history of quotations
Bulk Upload	Launches the separate import workflow when allowed	Use only an approved import template and procedure; ordinary rate-entry instructions do not cover bulk imports

The entry form has no user-settable Active checkbox. Do not treat an Active display on an audit page as the rate's availability switch; eligibility in the reviewed lookup depends on company, pair and validity dates.

Distinguish rate dates from accounting dates

Date or context	What it controls	What it does not do
FX Start/End Date	When a stored quotation can be selected by the dated lookup	Does not open or close an accounting period
Document date	The business document's own date, according to its module	Does not universally replace the ledger date
Ledger date	Accounting-period timing and the lookup date on the reviewed rate endpoint	Must still satisfy module posting and closed-period rules
Company audit timezone	Display of audit timestamps in the company context	Does not redefine a stored FX validity day or reopen a closed period
Closed-through ledger date	Boundary used by the shared period guard	Is not a setting to change merely to accept an old document

If a company is closed through 30 September, the shared date guard treats 30 September as closed and 1 October as the next open day. Some correction helpers can move an older ledger date to that first open day.

Always read the actual date before saving a correction; do not assume every module rejects or adjusts it identically.

Close Period, blocker resolution, opening balances and correction postings are separate high-impact workflows. Do not close or reopen a period simply to complete this setup exercise. Reconcile the affected ledgers and obtain the appropriate authority first.

Review checklist

- Confirm the selected company, functional currency and authorised change owner.

- Compare every GL setting and all seven mappings against the approved accounting design; check account type, active status and sub-account identity.

- For a quotation, verify source, direction, positive value, precision and inclusive dates; check the inverse and adjacent intervals.

- After an authorised save, compare the saved detail/list with the intended values, then test a representative consuming workflow in an approved training environment.

- Review approval setup, historical-change effects and the resulting ledger reconciliation with the responsible accountant.

Use manual journals for authorised general-ledger entries, not as a substitute for invoices, receipts, inventory movements, payroll or asset transactions that need their own subsidiary records. An entry can balance while still using the wrong account, period, tax treatment or source workflow.

Prepare accounts and the open period

Confirm the selected company, functional currency, GL Setup, rounding/FX mappings and account hierarchy. Select the actual Chart of Account lookup result, including its reporting account and posting sub-account. Use a cost centre only where appropriate. Check the last closed date: the ledger date must be strictly later. Keep approved calculation and supporting evidence with the entry.

Enter a manual journal

1. Open Journal Entries and choose Create. Review the locked Journal Number and status fields.

2. Set Ledger Date for the accounting period and Transaction Date for the underlying event. Select Transaction Currency. Where foreign currency is disabled, the company currency is locked.

3. Enter Description and optional Supporting Document. For foreign currency, confirm the FX basis and any authorised FX Rate Override. Check the resulting functional amounts rather than assuming an override is correctly oriented.

4. Add each line, select its posting account, enter its description and one debit or credit amount, and choose a cost centre where required. Remove empty lines.

5. Compare total transaction debits/credits and functional debits/credits. Save once. Record the generated journal number and inspect its saved lines.

6. If approval is enabled, submit the Draft for approval. After the authorised decision, wait for Posting Status POSTED and inspect the transaction/ledger output. A saved record, approval or QUEUED state alone is not a completed posting.

Header and line controls

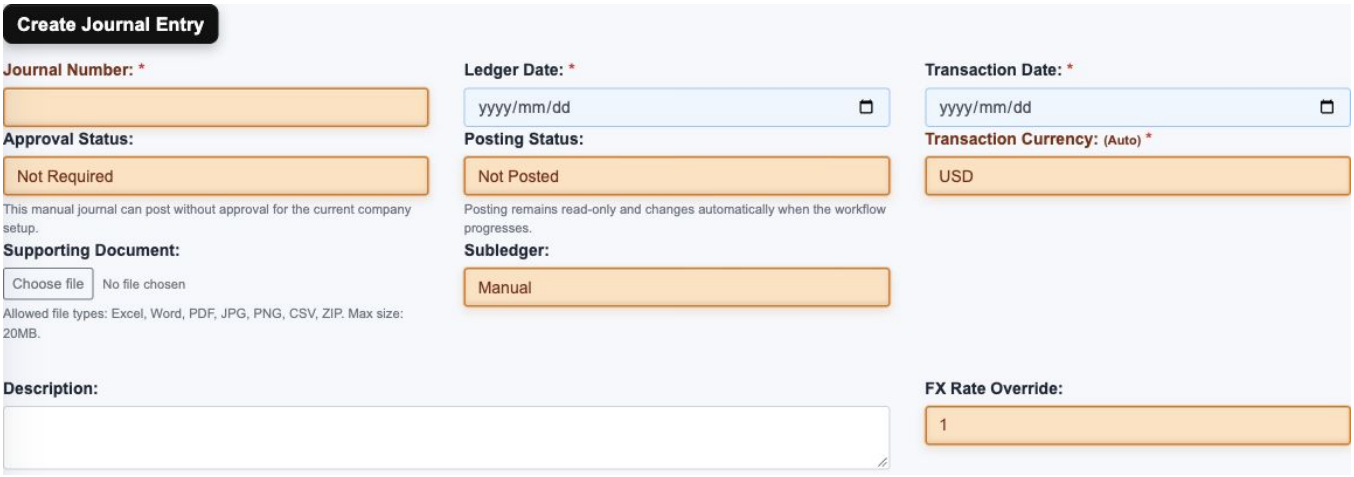


Figure 1. Application screen: blank journal header before saving. Approval and currency controls depend on company configuration.

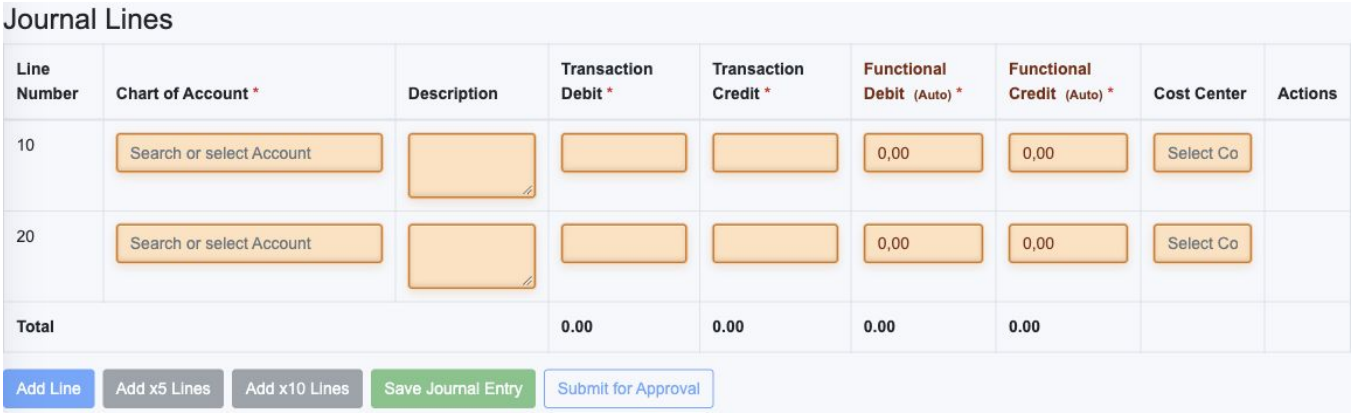


Figure 2. Application screen: blank journal lines, totals and action buttons. Zero totals do not establish that an entry is valid or posted.

Field or control	Entry and example	Implication and caution
Journal Number	System assigned and locked.	Use the saved number to identify retries, approvals and evidence.
Ledger Date	Open accounting date, e.g. 2026-10-16.	Controls accounting cutoff; it is not necessarily the invoice/event date.
Transaction Date	Date of the underlying event.	Retain truthful source timing even when posting later.
Approval Status	Read-only workflow state.	Draft/Pending/Rejected/Approved describe the decision, not final ledger posting.
Posting Status	Read-only processing state.	Require POSTED before treating the journal as completed accounting.
Transaction Currency	Select the actual currency result; may be locked.	All line transaction amounts use this currency.
Supporting Document	Optional approved calculation/evidence, maximum 20 MB in supported types.	An attachment is evidence, not proof that the entry posted.
Subledger	Read-only Manual for a manual journal; originating-module information for generated journals.	Do not edit generated GL as a substitute for a source correction.
Description	Clear purpose and original reference within the screen limit.	Keep enough context to distinguish accrual, opening and correction entries.
FX Rate Override	Optional authorised transaction-to-functional basis.	Review functional amounts and rate direction before saving.
Line Number	Line sequence.	Identifies the line, not an account code.
Chart of Account	Select the correct reporting-account/sub-account combination.	Typed text alone is not selection; avoid control/system accounts without an approved purpose.

Field or control	Entry and example	Implication and caution
Line Description	Explain the line and source reference.	Preserves audit context and is not a reconciliation link by itself.
Transaction Debit and Credit	Enter a nonzero amount on the intended side.	Use the transaction currency, balance the entry and avoid unexplained negative/double-sided lines.
Functional Debit and Credit	Calculated displayed amounts.	Check both functional totals and rounding, not only transaction totals.
Cost Center	Select the applicable lookup record where used.	Adds analysis; it is not a branch or warehouse selector.
Add Line / Add x5 Lines / Add x10 Lines / Remove	Add the required number of rows or remove an unwanted row where the action is available.	Recheck the complete account/amount set and totals after changing lines. Blank rows are not additional accounting.
Save / Submit / Approve / Reject	Use only the available state-appropriate action.	Save, decision and posting are separate stages; rejected submissions need an explanation and correction.
Run Date / Mode / Reversal	For FX, select month, Draft/Final and reversal policy.	The month end is used; first-next-month reversal does not settle the foreign balance.
Ledger Date on Close Period	Inclusive closed-through date.	The next calendar day is the first open day; obtain financial authorisation before changing it.

Submit, approve, reject and resubmit

When manual-journal approval is enabled, a new saved manual journal is a Draft and is not posted. Submission requires lines, equal functional debits/credits, an open ledger date and a matching active approval rule. The rule uses the functional debit total and currency scope. If no rule matches, have the Tenant Administrator review the configured rule; do not split journals to avoid the threshold.

An authorised approver reviews company, dates, accounts, support, currency and totals before Approve or Reject. Rejection needs a reason. A rejected journal can be corrected and resubmitted where the form permits. Approval changes the posting state to Queued; background completion is still required. Pending or approved entries may no longer be editable. Follow the organisation's independent-review policy even where an administrative role has broader authority.

If posting remains Queued, Processing or Failed, inspect the existing journal and approval history before retrying. Retain the journal number and error details for support. Do not enter a duplicate to obtain a successful notification.

Plan opening balances without double counting

Agree one cutover date and an approved opening trial balance. Map every legacy account to its RavenLedger posting combination. Reconcile customer/vendor open documents, inventory quantities and values, assets and accumulated depreciation, tax liabilities, bank balances and equity to the control totals before entering them.

Decide which openings come from subsidiary workflows and which belong in a manual journal. Do not load a control account manually and also post the same opening through customer, vendor, stock or asset records. A GL journal alone does not create an aged receivable, payable, stock lot or asset register entry. Keep historical foreign units and their functional carrying amounts where relevant; translating all openings at today's rate can create incorrect FX.

For a simple illustrative opening with no subsidiary balances, debit Bank 1,000 and credit the approved opening equity account 1,000. Use the cutover ledger date, correct currency and approval workflow. This is not a recommendation to post unexplained differences to equity. Preserve the approved mapping and reconcile the posted trial balance to the signed legacy totals.

Check an accrual and its correction

An illustrative expense accrual is debit Expense 200 and credit Accrued liabilities 200. After posting, both sides should appear in the ledger for the chosen date; a payable invoice or supplier balance is not created by that journal. When the invoice arrives, the accountant must avoid recognising the expense twice.

Reverse an authorised manual journal

Reverse prepares a separate manual journal with the debit and credit sides exchanged. It does not delete, cancel or edit the original. Copy also prepares a new journal, but does not exchange the debit and credit sides; it is not a correction action.

1. Confirm the selected company and locate the original in Journal Entries. Record its number, dates, currency, posting state and purpose. Confirm that an appropriate reversal does not already exist. Obtain the organisation's authority for the correction.

2. Choose Reverse for that original. Check the prepared description beginning Reversal and retain an explicit original-journal reference. A new journal number is assigned on Save; the original number is not reused.

3. Review Ledger Date and Transaction Date. The form initially copies the original dates; it does not automatically choose today's date or reopen a closed period. Choose the authorised correction date in an open period and retain the true underlying event date under your accounting policy.

4. Compare every account, cost centre, description and amount with the original. Original debit amounts should now be credits and original credits should be debits. Check both transaction and functional totals. Confirm the intended currency and FX basis before saving.

5. Review supporting evidence and attach the approved correction calculation where needed. Save once. Note the new journal number and inspect the saved header and complete lines. The saved form represents the new journal, not a second reversal of the original.

6. If approval is required, submit the new Draft and obtain the authorised decision. Confirm Posting Status POSTED before treating the correction as ledger accounting. If approval is not required, still inspect posting completion rather than assuming the save notification is sufficient.

7. Reopen the original and the new journal from the list. Reconcile the accounts for the applicable dates, retaining both numbers and the reason for correction. A reversal in the next period does not remove the original from the earlier period's reports.

For the illustrative posted accrual above, the correction is debit Accrued liabilities 200 and credit Expense 200. With both entries posted, the two-account cumulative effect is zero only when the report includes both

ledger dates and the same company, accounts and currency basis. If a replacement entry is needed, treat it as another authorised journal with its own evidence and posting checks.

Check foreign currency before reversing

Do not assume the prepared currency is inherited from the original: a derived Copy or Reverse starts with the company's functional currency. For a foreign-currency original, stop before Save and have the accountant determine the required transaction currency, rate and functional carrying amounts. Merely swapping displayed figures can create an incorrect currency balance or FX effect. If the prepared values do not match the approved correction, leave it unsaved and obtain support rather than forcing a balancing line.

A general-ledger reversal does not reverse a customer invoice, vendor invoice, receipt, payment, stock movement, asset event, payroll record or fiscal document. Use the originating module's authorised correction process for its subsidiary records and country obligations. A zero GL balance alone is not proof that those records are corrected.

Recover from an interrupted save

If the journal was saved but its latest status could not be refreshed, retain the new journal number and reopen that record through Journal Entries. Do not create it again. The saved record can exist even when a subsequent status refresh fails.

If a previous attempt remained on Loading journal entry, first search for the reversal and inspect its number, dates, description and lines. An old loading screen does not prove that Save failed. In application v1.1.537, successful Copy and Reverse saves keep the newly saved journal visible while its status is refreshed; this does not remove any duplicates created by earlier retries.

For a loading or network error before a save is confirmed, check the list before retrying, and give support the original number, any new number, approximate time and displayed message. Do not share credentials or confidential attachments unnecessarily. If more than one reversal exists, have the accountant assess their posted effects and approve the correction; do not delete history or add another reversal by guesswork.

Review foreign currency classification

The monetary property belongs to the reporting account and affects balances under it. Cash and fixed-currency receivables/payables are normally monetary; inventory and historical-cost assets are normally non-monetary. Advances and deposits depend on whether settlement is in fixed currency or goods/services, not their account name alone. Do not reclassify accounts merely to make a revaluation run include or exclude a balance.

IAS 21 generally uses the closing rate for foreign-currency monetary items, the transaction-date rate for non-monetary historical-cost items, and the valuation-date rate for non-monetary fair-value items. Special arrangements, exchangeability and other standards can require additional treatment. Have the accountant approve classification and rate policy. See the IFRS Foundation IAS 21 materials.

Run and review FX revaluation

1. Reconcile foreign monetary account balances and resolve unposted or unapproved foreign entries first. Confirm closing conversion rates and unrealised gain/loss mappings.

2. Open FX Revaluation Runs. Select Run Date and Mode Draft. The selected date identifies the month; the calculation uses that month's end, not the selected day as an interim cutoff.

3. Choose whether to create the first-day-next-month reversal under company policy. Run Draft and open Detail. Review each account/currency, End Rate, Transaction Net Balance, Functional Net Balance, Translated Functional Balance and Adjustment Amount. Do not add different transaction currencies into a meaningful currency total.

4. Download Review Excel and compare the Expected Journal with the account deltas and configured offsets. A draft has no final revaluation journal. Resolve rate, mapping or classification errors before Final.

5. Run Final for the reviewed period. Review the linked Journal and Reversal Journal, if selected, and their actual posting states. Confirm month-end ledger balances and the reversal's first-next-month date. Do not run another Final merely because posting is still queued.

For a monetary foreign asset of EUR 100 carried at USD 110, a closing rate of USD 1.20 per EUR gives USD 120 and a USD 10 increase: debit the monetary asset 10 and credit unrealised FX gain 10. With auto-reversal, the next month's first-day entry reverses that adjustment. The example assumes USD functional currency, no other activity and an approved rate; it is not a current market rate. A non-monetary goods prepayment under historical-cost accounting is not included merely because it is denominated in EUR.

The first company run establishes a baseline month. For a later month, the immediately preceding month must be Final. An already-finalised month cannot be finalised again. If the run shows no monetary foreign balances or a missing rate, investigate the actual balances and setup rather than creating a fictitious journal.

Close the accounting period

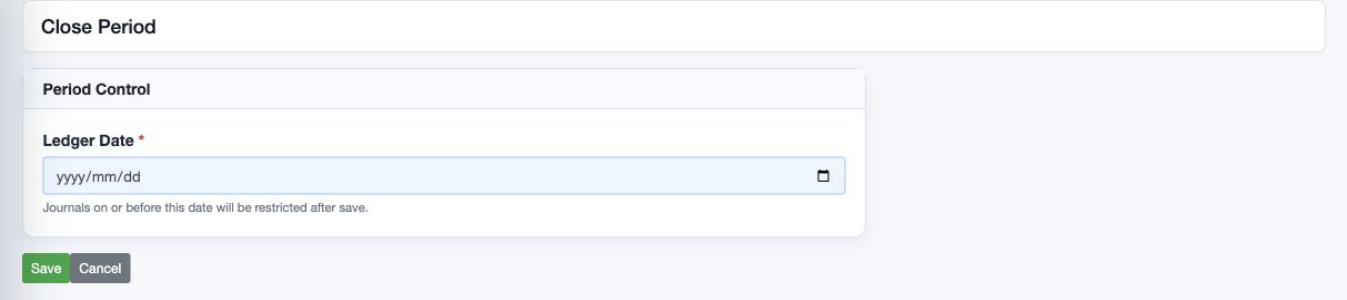


Figure 3. Application screen: period-control date before saving. Saving changes the accounting cutoff; review the date and authority first.

1. Complete the organisation's cutoffs, bank reconciliation, AR/AP control reconciliations, inventory costing/valuation, asset and payroll reviews, tax reconciliations, accruals and FX review. Resolve errors and retain the close evidence.

2. Confirm that all relevant journals are posted and that asynchronous inventory, payment-batch and other accounting work has finished. Review approvals and unresolved manual journals.

3. Open Close Period for the correct company and enter Ledger Date as the inclusive closed-through date. A close through 31 October blocks accounting dated 31 October and earlier; 1 November is the next open day.

4. If blocked, download the blocking-records workbook for the intended date. Use its type, document/reference, dates, status, approval/posting state and recommended action to find each source record. Refresh after legitimate completion. Never delete queued work or change dates solely to pass close.

5. Save the authorised cutoff only after reconciliation and review. Reopen Close Period and confirm the saved date. Retain the final reports, supporting schedules and approval evidence.

Close Period is a date restriction, not evidence that every account is reconciled and not a substitute for Balance Sheet Review sign-off. Do not move the cutoff backwards as a routine correction method. Any reopening needs explicit financial authority, impact assessment and retained evidence; this guide does not prescribe an unverified reopening action.

Related guides

GL setup, Account hierarchy, Bank reconciliation, Report parameters and Balance Sheet Review.

Cash and bank

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Manage cash, bank accounts and reconciliation	94
Reconcile bank statements with a worked example	101

Bank statement imports

Template and exact column reference	What this operation does
Bank Statement Lines - selected bank statement/reconciliation	Append statement evidence; inspect duplicate/skipped lines.

Follow this module bulk procedure

1. Open bank reconciliation or the statement import for the intended bank in the correct company. Confirm the bank and statement period before downloading its Bank Statement Lines template.

2. Prepare statement dates, signed amounts and traceable references in the current template. Compare the source statement totals and check for previously imported lines before uploading.

3. Validate and inspect accepted, duplicate or skipped lines as reported. Resolve sign, date and bank-context errors in the workbook; do not change the bank merely to make the file validate.

4. Commit the validated job once and use Show status before retrying an interrupted request. Compare imported/skipped counts and bank-statement totals with the original evidence.

5. Match statement evidence to ledger transactions and investigate the residual difference. Importing a bank statement does not create a cash transfer or prove reconciliation is complete.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely.

Set up the company's cash and bank records, then use them for transfers and statement reconciliation. A bank master connects a real account to accounting destinations; it does not open an account or send money. This guide is for authorised finance users in the selected company.

Prepare and save a bank master

Have the approved bank identity, account currency, permitted locations and three posting mappings ready. GL means general ledger. The bank GL records cash; the supplier-prepayment asset records advances; the unapplied-receipt liability records customer cash not yet allocated to invoices. These accounts have different purposes.

1. Select the company, then open Cash & Bank, Cash & Bank Accounts. Search existing records before starting Create Bank Account.

2. Enter the real account number, bank name and account title from approved evidence. Preserve leading zeros. Choose account type and currency; do not substitute functional currency for a genuinely foreign bank account just to bypass a restriction.

3. Select the locations that may use this account and the actual lookup result for each posting mapping. A typed search phrase is not a selected account.

4. Complete applicable country/routing details and review Active. Save once, then find and reopen the saved bank record.

5. Compare currency, account identity, locations and mappings with the approved design before recording receipts or payments. No opening balance is established by this master save.

For the transaction sequence and a complete numerical example, continue to worked bank reconciliation. Use vendor payments and customer receipts for their own cash records, not Bank Transfers.

Understand the bank account record

A cash/bank master links a real-world account, its currency and permitted locations to company ledger destinations. It does not open a bank account, grant a banking mandate or execute a payment. Review bank identity independently from the bank GL, supplier-prepayment asset and unapplied-customer-receipt liability mappings.

Prepare bank accounts and currency

In Cash & Bank Accounts, review existing records before adding another account. Confirm bank name, account title/number, account type, currency, locations and active state against approved evidence. Select actual account-search results for each mapping; typed descriptions alone may not establish the intended posting combination. GL Setup can restrict currency to company functional currency. Never change mappings to conceal an unreconciled balance.

Keep transfers separate from payments

Bank Transfers record movement between company accounts. Review the source and destination accounts, dates, currencies, amounts, exchange basis, references and the configured bank-transfer clearing account. A vendor payment, customer receipt and bank transfer are different records. An accounting transfer is not an instruction sent to a bank; reconcile both actual bank sides and any charges separately.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Bank Account field reference

Figure 1 Bank Account

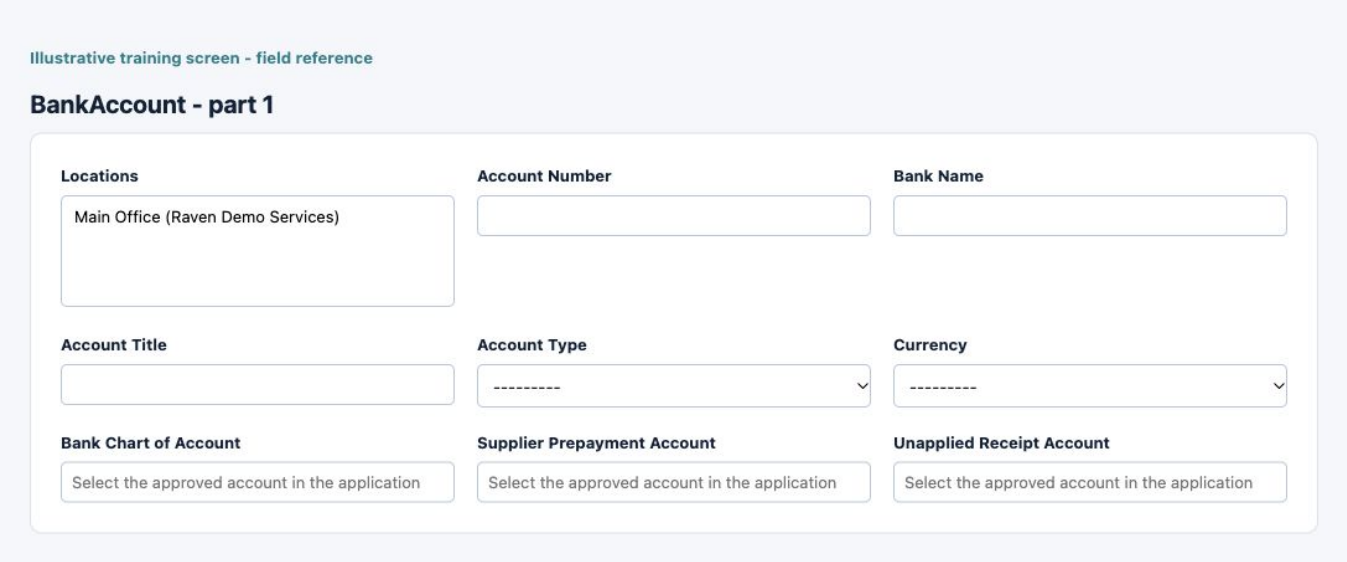


Figure 1. Illustrative training screen: Bank Account.

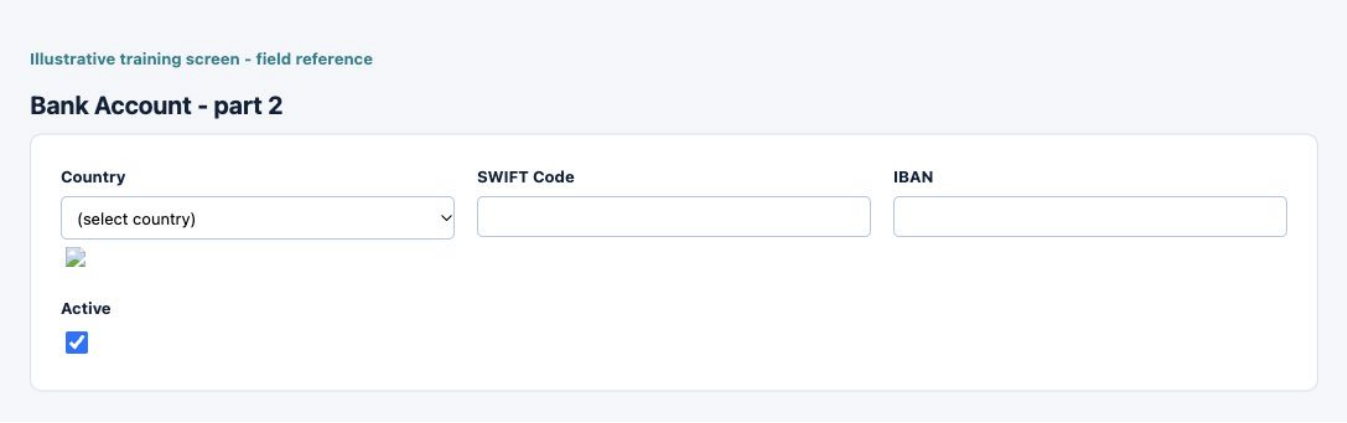


Figure 1 continued. Illustrative training screen: Additional Bank Account fields.

Field and screenshot	Entry rule and example	Purpose and implication
Locations - Figure 1	Required entry. Example: Main Office	Select the current-company operating location or permitted locations. This determines operational scope; a shared name does not establish access to another location. Select the locations associated with this bank account. Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
Account Number - Figure 1	Required entry. Maximum 50 characters. Example: Verified bank number (masked)	Bank account identity. Preserve leading zeros and verify beneficiary details independently; entering it does not execute a bank payment. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Bank Name - Figure 1	Required entry. Maximum 50 characters. Example: Fictional Training Bank	Identifies the financial institution, not its ledger account. Check it against approved account evidence before use. Enter the name of the bank up to 50 characters. Caution: Protect sensitive information and use independently verified authorised evidence.
Account Title - Figure 1	Required entry. Maximum 100 characters. Example: Raven Demo Services	Name of the bank account holder. It should agree with approved banking evidence, not merely the employee or company display name. Enter the account title up to 100 characters. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Account Type - Figure 1	Required entry. Choices: Checking, Savings, Credit, Loan. Example: Checking	Identifies the type of company cash/bank account. It is not a financial-statement account classification. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Currency - Figure 1	Required entry. Example: The approved business value or selected record	Currency in which this bank account is denominated. Functional currency and foreign-currency permissions remain separate accounting controls. Caution: Confirm the saved value and affected workflow before relying on the result.
Bank Chart of Account - Figure 1	Required entry. Example: Approved active company posting account	Company ledger destination for this cash/bank account. Posting to it changes accounting balances, not the actual bank statement. Chart of Account for the bank account. Caution: Protect sensitive information and use independently verified authorised evidence.
Supplier Prepayment Account - Figure 1	Required entry. Example: Approved active company posting account	Asset destination for amounts advanced before settlement. Reconcile outstanding advances separately from expense and supplier liabilities. Asset account used for supplier/vendor prepayments. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.

Field and screenshot	Entry rule and example	Purpose and implication
Unapplied Receipt Account - Figure 1	Required entry. Example: Approved active company posting account	Liability destination for customer cash not yet allocated. Recording cash and applying it to an invoice are separate events. Chart of Account for unapplied receipts. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Country - Figure 1	Required entry. Example: South Africa for this fictional example	Country relevant to this record. It is distinct from transaction currency and does not by itself activate a tax or e-invoicing route. Caution: Confirm the saved value and affected workflow before relying on the result.
SWIFT Code - Figure 1	Optional or policy-dependent entry. Maximum 11 characters. Example: Verified SWIFT/BIC	Bank routing identifier for applicable banking arrangements. A syntactically accepted code is not proof of a valid beneficiary. Caution: Confirm the saved value and affected workflow before relying on the result.
IBAN - Figure 1	Optional or policy-dependent entry. Maximum 34 characters. Example: Verified IBAN (masked)	International account identifier where applicable. Preserve the approved value; it does not replace bank verification or treasury authorisation. Caution: Protect sensitive information and use independently verified authorised evidence.
Active - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Confirm the saved value and affected workflow before relying on the result.

Bank reconciliation controls field reference

Figure 2 Bank reconciliation controls

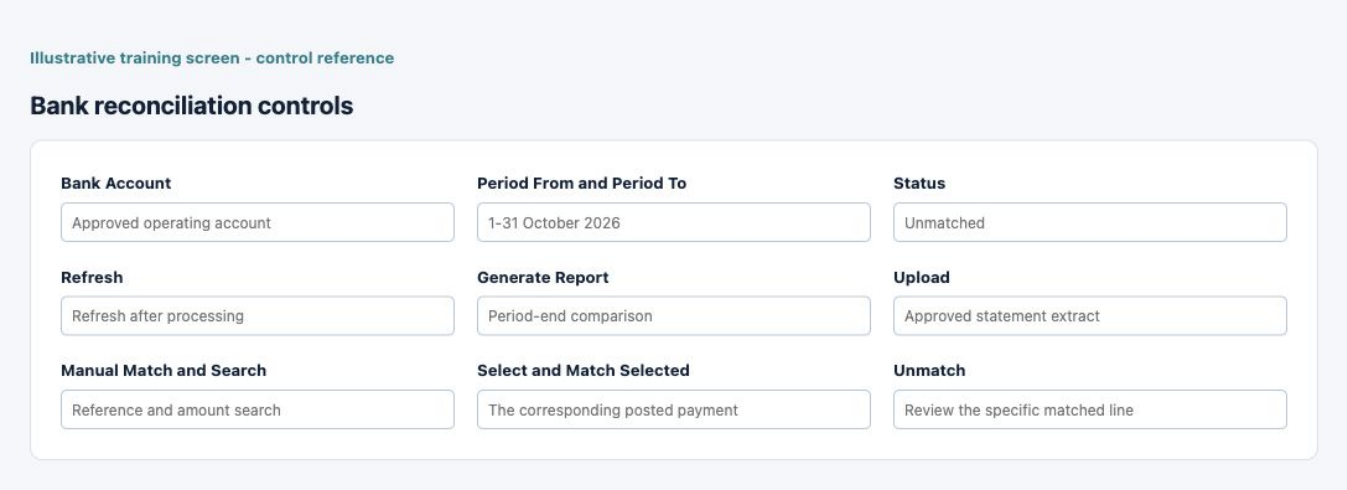


Figure 2. Illustrative training screen: Bank reconciliation controls.

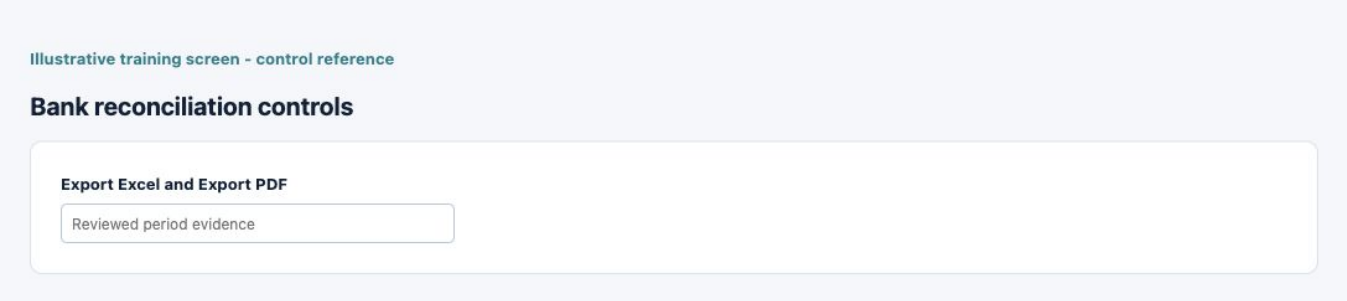


Figure 2 continued. Illustrative training screen: Additional Bank reconciliation controls controls.

Field and screenshot	Entry rule and example	Purpose and implication
Bank Account - Figure 2	Select the company bank account. Example: Approved operating account	Determines statement, book and currency context. Caution: Check the selected record, scope and current state before a consequential action.
Period From and Period To - Figure 2	Choose the review range. Example: 1-31 October 2026	Limits the reconciliation period; compare openings and closings consistently. Caution: Check the selected record, scope and current state before a consequential action.
Status - Figure 2	Choose the required match-state filter. Example: Unmatched	Filters displayed statement rows, not the underlying ledger. Caution: Check the selected record, scope and current state before a consequential action.
Refresh - Figure 2	Reload the selected context. Example: Refresh after processing	Refreshes rows rather than posting a new payment. Caution: Check the selected record, scope and current state before a consequential action.
Generate Report - Figure 2	Review the reconciliation calculation. Example: Period-end comparison	Compares statement/book opening, movements and closing balances. Caution: Check the selected record, scope and current state before a consequential action.
Upload - Figure 2	Use the supported statement file. Example: Approved statement extract	Adds bank-statement evidence, not an accounting payment. Caution: Check the selected record, scope and current state before a consequential action.
Manual Match and Search - Figure 2	Inspect eligible source candidates. Example: Reference and amount search	Narrows candidates; a reference alone is not economic proof. Caution: Check the selected record, scope and current state before a consequential action.
Select and Match Selected - Figure 2	Confirm the actual candidate. Example: The corresponding posted payment	Associates statement and accounting evidence without executing a bank transaction. Caution: Check the selected record, scope and current state before a consequential action.

Field and screenshot	Entry rule and example	Purpose and implication
Unmatch - Figure 2	Remove a mistaken association. Example: Review the specific matched line	Does not reverse the original financial transaction. Caution: Check the selected record, scope and current state before a consequential action.
Export Excel and Export PDF - Figure 2	Export the current report. Example: Reviewed period evidence	Creates a dated snapshot, not a live automatically updated statement. Caution: Check the selected record, scope and current state before a consequential action.

Review statement uploads

Open Bank Reconciliation for the intended bank account and period. Use the supported upload template/format shown by that screen. Preserve statement dates, reference, description, debit/credit, currency and opening/closing evidence. Check for an earlier upload before retrying. A statement upload supplies reconciliation evidence; it is not permission to create duplicate receipts or payments to force a match.

Match statement and book transactions

Review both sides of a proposed match: source document, transaction number, date, location, reference, amount and currency. Manual Match offers eligible candidates; use Match Selected only for the actual economic event. Unmatch removes the reconciliation association, not the underlying payment or ledger entry. A reference match alone is insufficient when dates, currency or amounts differ.

Reconcile opening and closing balances

Generate Report compares book and statement openings, movement and closings. Review every unmatched bank line and book transaction, not only the final difference. If statement balances were omitted, the report can derive a balance from supplied movement or use a zero-opening fallback; such a figure is not independent bank evidence. For example, a book payment of 900 and an unmatched statement debit 900 may explain a timing difference, but only a confirmed matching event clears the item.

Read statement fields and actions

Bank Account selects the account being reconciled. Period From and Period To define the review range. Status narrows the listed matched/unmatched rows. Refresh reloads rows; Generate Report calculates the comparison; Export Excel/PDF produces evidence for the chosen filters. Upload adds statement evidence. In the candidate dialog, Search filters candidates, Select chooses the intended row, Match Selected confirms the association and Cancel/Close leave the dialog. None of these actions executes a bank transfer.

Investigate differences at their source

Check currency, date cutoff, fees, missing or unposted accounting, duplicate uploads, transferred funds in transit and unapplied customer/supplier cash. Correct accounting through its originating process and authorised period controls. Do not post an unexplained balancing entry merely because the reconciliation difference becomes zero.

Protect banking information

Restrict access to account numbers, beneficiary references, statements and exports. Keep secrets and online-banking credentials out of notes and attachments. An employee beneficiary change requires the organisation's separate verification controls even if the HR form permits editing.

Keep close evidence

Retain the approved statement, exported reconciliation, explanations and references to the underlying posted records. Use consistent company, bank currency and period. A saved reconciliation association is not evidence that every accounting journal, bank movement or approval is complete.

Confirm the account and reconciliation result

Situation	What to do
A saved bank cannot be selected	Check company, assigned locations, currency policy and Active with the authorised administrator; do not create a duplicate account.
Bank and book totals differ	Compare actual opening/closing statement evidence, unposted source documents and every unmatched line; equal net totals can conceal offsetting errors.
A match was wrong	Review the selected association and use the supported Unmatch action; the underlying receipt, payment or journal still exists.

Continue with the related task

Worked reconciliation and transfers, customer receipts, vendor payments and period close.

Reconcile each real bank account in its bank currency and selected company. A match links evidence to a book transaction; it neither executes a payment nor posts a missing fee. Keep statement evidence, the reconciliation and supporting accounting records together.

Prepare the bank and statement

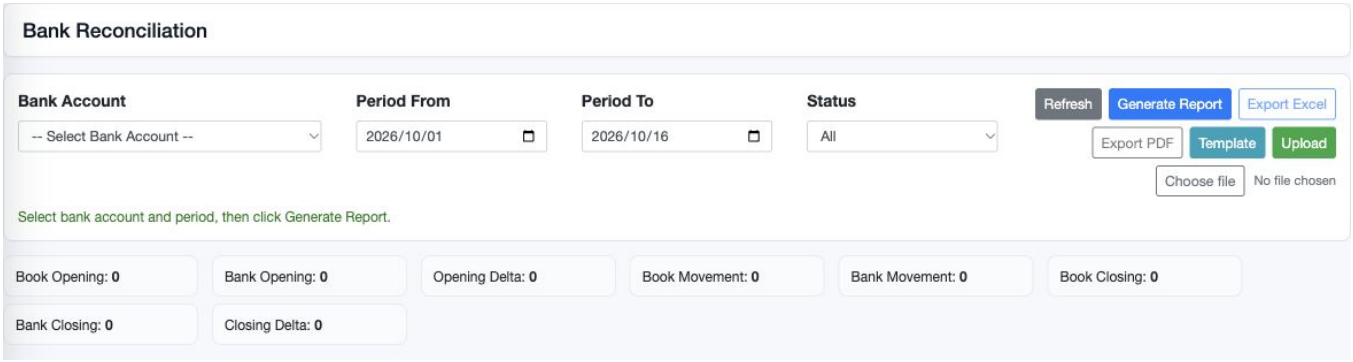


Figure 1. Application screen: initial bank-reconciliation controls with no bank account selected. The displayed zeros are unloaded placeholders, not reconciled balances.

Confirm the bank master, currency, bank GL and permitted locations. Choose the bank in Bank Reconciliation and set Period From and Period To. Obtain the actual statement opening and closing balances for the same range. Review previous uploads before importing another file.

Download the Bank Statement Lines template from that selected account. Fill the BankStatement sheet without renaming its columns. Preserve Context and enter statement_opening_balance and statement_closing_balance there. The account selected by the screen is enforced for the upload; a different bank number in a row is not a safe way to change context.

Statement template columns

Field or control	Entry and example	Implication and caution
line_no	Statement line sequence.	Keep source ordering; it is not the book transaction number.
statement_date	Bank date YYYY-MM-DD.	Used in the reconciliation period filter.
value_date	Value date where supplied.	Retains bank value-date evidence; do not replace statement_date to hide timing.
external_line_id	Stable bank/source reference if available.	Useful for investigation; not a blanket duplicate guarantee.
bank_reference	Exact bank transaction reference.	Normalisation helps comparison but does not prove an amount match.
description	Bank narration.	Retain enough evidence to identify the actual event.
debit_amount	Withdrawal, e.g. 200.00.	Reduces statement balance; do not reverse signs by copying ledger debit conventions.
credit_amount	Deposit, e.g. 300.00.	Increases statement balance; do not put the same movement on both sides.
bank_account	Selected-account context or accepted bank identifier.	A selected bank is enforced by the upload screen.
currency	Bank currency code, e.g. USD.	Must match the intended bank; do not aggregate unlike currencies.
Context statement_opening_balance	Actual statement opening, e.g. 1000.00.	Provides independent opening evidence rather than a zero fallback.
Context statement_closing_balance	Actual statement closing, e.g. 1290.00.	Compare with opening plus statement movement and period bounds.

Validate and commit the upload

Replace the example row with your real statement lines. Debit means a bank withdrawal and credit means a bank deposit: signed movement is credit less debit. Use dates in YYYY-MM-DD format and numeric amounts without currency symbols. Keep a stable external line reference where supplied by the bank. Avoid summing subtotals into the transaction rows.

Upload, Validate and inspect every reported row error and the preview totals before Commit. A valid preview is not a completed import. Check the final job status and saved lines. After an interruption, inspect the job and existing lines before resubmitting; a reference is useful evidence but is not a universal duplicate-prevention guarantee.

Match and unmatch

Use Manual Match for a statement line and search eligible book transactions. Compare amount, sign, bank currency, date, company, source document and bank reference. Match Selected requires an exact signed amount match and does not allow one book transaction to be matched to another statement line at the same time. A deposit 300 does not match a withdrawal 300.

If one bank line combines several book transactions, or a fee is netted into a receipt, do not assume a many-to-one match is supported. Reconcile the components and use the organisation's authorised accounting process. Never alter the real statement amount to make an exact match pass.

Unmatch removes the association. It does not delete the statement line or reverse the book transaction. Reopen the row and confirm its unmatched state; match it again only after reviewing the source. A view-only user should ask an authorised reconciliation user to perform matching.

Worked October reconciliation

This fictional example uses USD throughout and an October 1 to 31 period. The opening book and statement balances are both 1,000. Posted books contain a deposit 300, a payment 200 and a bank fee 10. The bank statement contains the deposit 300 and fee 10; the payment has not yet cleared.

Item	Books USD	Statement USD
Opening	1,000	1,000
Deposit	+300	+300
Payment not yet cleared	-200	No bank line yet
Fee	-10	-10
Closing	1,090	1,290

Match the deposit 300 and fee 10 to their correct posted records. The unmatched book payment is negative 200 and there is no unmatched bank amount. Closing Delta is statement less books: 1,290 minus 1,090 equals 200. Adjusted statement balance is 1,290 less outstanding payment 200 equals 1,090. Keep the payment as an explained timing item and check its clearance in the next period. A supported timing difference does not justify posting another payment.

If the fee was not yet recorded, books would close at 1,100. The unexplained fee 10 would remain on the statement side. Record the actual fee once through the approved accounting workflow, verify its posted bank credit and expense debit, refresh the reconciliation and then match it. Do not use a balancing journal for an unidentified difference.

Read the report without losing detail

Generate Report shows book/statement opening, movement, closing, opening/closing delta and unmatched totals. The book opening uses the bank GL projection before the period; period movements come from supported cash records and bank-impacting journals. Check the bank GL and source records independently, particularly if posting is incomplete or a mapping changed.

When only one statement balance is supplied, the other can be derived from net movement. If neither is supplied, the report can fall back to zero opening plus movement. A calculated figure is not independent bank evidence. Provide the actual balances and investigate any opening delta before relying on the closing comparison.

Review every unmatched line, not only net unmatched totals: an erroneous deposit 100 and withdrawal 100 can net to zero. Different-currency GL journals can be excluded from the selected bank-currency comparison; inspect any exclusion note. Use consistent dates when exporting Excel/PDF and retain the statement and outstanding-item explanations.

Bank transfer fields

Field or control	Entry and example	Implication and caution
Transfer Number	Generated locked identifier.	Find the existing record before retrying.
Ledger Date / Transaction Date	Accounting date and underlying transfer date.	Must respect period controls and truthful transfer evidence.
Supporting Document / Description	Optional statement/instruction evidence and purpose.	Not an instruction sent to the actual bank.
Line #	Generated line sequence.	Each line has a source and destination side.
From Bank Account / From Currency	Select the source; currency comes from its master.	Requires access to the bank and its location context.
From Amount / From FX Override	Actual source outflow and authorised conversion basis.	Review functional clearing and any FX; do not assume the destination amount equals source units.
From Bank Reference	Actual source bank reference.	Preserve the source-leg reconciliation trail.
To Bank Account / To Currency	Select the destination; currency is locked to its master.	Check it is the intended receiving bank, not merely a similar label.
To Amount / To FX Override	Actual inflow and authorised conversion basis.	Different-currency legs need the correct amounts/rates and gain/loss treatment.
To Bank Reference / Description	Destination reference and line explanation.	Reconcile the destination separately and investigate charges/clearing differences.
Add/Remove / Save	Review each line before saving once.	Inspect linked accounting and both bank statements after processing.

The transfer source and destination must be accessible company bank accounts. Currency comes from each bank; FX overrides and clearing mappings affect the accounting. A transfer record does not send an instruction to a bank. Reconcile both bank legs and actual charges, and review any transfer-clearing balance. Do not use a transfer to disguise a supplier payment, customer receipt or foreign-exchange difference.

Related guides

Cash and bank setup, Journal entries, Import columns and Report parameters.

Customers and sales

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Customer invoices and adjustment notes	106
Understand service invoice and customer receipt fields	112
Understand sales leads, quotes and customer acceptance	124
Understand sales orders, stocked invoices and customer credits	138

Bulk sales and receipt imports

Template and exact column reference	What this operation does
Sales Orders - Sales Orders	Create orders; not delivery, stock issue or invoice recognition.
Customer Transactions - Customer Transactions	Create supported invoices/notes with applicable source and stock allocations.
Customer Receipts - Customer Receipts	Create receipts; verify applications and unapplied balances.
Miscellaneous Receipts - AR Misc Receipts	Create miscellaneous cash receipts; not invoice applications.

Follow this module bulk procedure

1. Prepare the customer, receivable/revenue mappings, location, item/UOM and applicable tax/tracking setup. Choose Sales Orders, Customer Transactions, Customer Receipts or Miscellaneous Receipts in its own list.

2. Download that action's current template. Keep header and line ext_key relationships intact; for stocked customer transactions, provide the allocation worksheets required for the exact warehouse/bin and lot/serial/expiry state.

3. Check customer, dates, currency, quantities, prices, tax/withholding intent and source relationships. For receipts, distinguish cash received, invoice application and unapplied amounts; miscellaneous receipts are not invoice applications.

4. Validate the whole intended file and follow the shared commit procedure once. Record the generated order, invoice/note or receipt numbers and inspect their actual saved status.

5. Reconcile orders to quantities/totals; invoices to AR, tax, stock/COGS and posting/fiscal state as applicable; receipts to cash, customer open items and remaining unapplied balances. Use the document's supported correction path rather than re-importing it.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely.

Use Customer Transactions to record customer invoices, additional charges and credit notes. Use Customer Receipts to record cash, and the application controls to match cash or eligible credits to open document lines. These are different events: a credit note is not a cash refund, and applying a credit does not itself return stock.

This guide is for authorised sales and accounting users in the selected company and permitted locations. Start here to choose the document, then use the linked field references for individual controls. Follow the company's approval and fiscal process before changing a saved or submitted document.

Choose the customer document

Requirement	RavenLedger route	Main result and caution
Invoice a service or non-stock charge	Customer Transactions with Transaction Type Invoice	Creates the amount receivable and the applicable revenue/tax accounting. Prepare the approved service/revenue mapping.
Invoice goods held in stock	Customer Transactions with Invoice and the eligible inventory item	Requires the permitted stock allocation and separate stock/COGS processing. A sales order alone is not an invoice.
Invoice against a sales order	Invoice with the applicable SO Line	Links commercial quantities to the order. Review remaining order quantity and the invoice's own price, tax and allocation.
Increase an existing customer's amount due	Customer Debit Note	Ordinary customer debit-note lines are positive, as invoice lines are. Preserve the reason and original-document evidence.
Reduce an amount due or record a commercial credit	Customer Credit Note	Ordinary credit-note quantities are negative with a permitted nonnegative price; the document provides credit rather than paying cash. Apply eligible credit separately.
Sell a fixed asset	Supported asset-disposal/customer transaction route	Use the actual disposal event and its asset accounting. Do not use a normal revenue line to bypass the disposal controls.
Counter sale or return	POS checkout and its supported return process	Use POS tender, original-ticket and session controls, not a second customer invoice for the same sale.
Record an internal system adjustment	System-generated FX or withholding transaction	Do not manually recreate or edit protected system transactions to force settlement.

The customer Debit Note increases receivables. Do not copy the vendor note convention: in this release, ordinary vendor Debit Notes and Credit Notes both reduce payables. Use the vendor document guide for that distinction.

Prepare the company customer and tax design

Confirm the company, location, open dates, customer status, customer currency, credit policy and receivable/revenue accounts. For goods, prepare item/UOM, warehouse/bin and required lot, serial or expiry identities. For tax, review the customer-side resolved tax code and its chargeable and withholding components; the vendor default is separate.

Agree the document currency and the rate into functional currency before entry. A bank's currency is chosen later on the receipt; it need not be the invoice currency where the receipt application supports cross-currency settlement. See tax and currency applications.

Create and check an invoice

1. Open Customer Transactions in the intended company and select the new-document action. Choose Invoice, location, Transaction Date, Ledger Date and the correct customer.

2. Review customer/address defaults, payment terms, currency and the functional FX rate. Enter the customer's external reference and an understandable description.

3. Add the service or eligible item lines. Check quantity, UOM, unit price, permitted discount, tax code and account mapping. Link the actual SO Line only when the invoice belongs to that order.

4. For inventory lines, complete the application's allocation controls using the permitted location, warehouse/bin and tracking identities. The allocations must agree with the parent line; do not invent an identity to clear validation.

5. Check base, chargeable tax, gross, withholding and net receivable in both displayed currencies. Review invoice and receipt fields and stocked-invoice controls.

6. Save once, retain the generated transaction number and reopen the document. Inspect the saved lines, balances, stock processing and linked journal state. Complete the separate authorised fiscal process where applicable.

If the response is uncertain, locate the generated transaction before retrying. A timeout, printable invoice or saved header does not prove that all accounting, inventory or authority processing completed.

Create a customer debit note

Use a Debit Note for an authorised additional customer charge, not as an interchangeable reversal. Identify the original invoice, the reason, amount and tax treatment first. Select Debit Note in Customer Transactions, retain the original-document reference where applicable, and review the positive quantities and permitted price. Discount editing on notes is restricted.

Check the increased customer balance and the note's own revenue/tax accounting after saving. A debit note can be a target for an eligible customer credit application. For Pakistan FBR documents, the correction also requires the applicable original fiscal reference and country controls described below.

Create a customer credit note

1. Establish the credit reason: price correction, cancellation or return. Agree the amount and tax treatment against the original document.

2. Select Credit Note in Customer Transactions and the same customer. Use the intended location, dates and document currency; do not convert a saved invoice merely by changing its type.

3. Review negative quantities, permitted prices, restricted discounts, tax and the original-reference requirements. For returned inventory, use the supported allocation and stock treatment as a separate control.

4. Save once and reopen the credit. Check its negative net/open amount and available credit, plus its actual journal and stock outcome where relevant.

5. If the credit is to settle an open invoice or debit note, use Apply Credit. If cash must be returned, use the separate supported receipt-refund process and treasury authorisation.

An inventory credit does not replace the physical return/inspection decision. A commercial credit application moves open-item balances; it does not itself receive goods into a warehouse.

Apply customer credit to an open document

Open the saved eligible credit line's Apply Credit controls. Choose the exact target Invoice or Debit Note line for the same company and customer. Standard customer credit applications require the same document currency. Review the target's open amount and the source credit still available before entering a positive application amount.

Control or display	What it means	Check before applying
Target type number and line	The invoice/debit line being reduced	Match the original business evidence; do not choose by amount alone.
Applied Amount	Amount reducing the target, in target currency	Must not exceed that line's open amount.
Credit Applied Amount	Credit consumed, in credit-note currency	For the supported same-currency route, it equals Applied Amount and must fit available credit.
Cross Currency Rate	Relationship between source and target amounts	Same-currency customer credit applications use 1. The presence of this field is not permission for different-currency targets.
Functional Applied Amount	Target amount at its document's functional FX basis	It can differ from the credit's functional value even when both documents are USD.
Transaction Date and Ledger Date	Application and accounting dates	Cannot precede the applicable source/target dates; the ledger period must permit the action.
Application journal and FX information	Accounting linked to this application	Inspect actual processing; do not substitute the invoice header's journal for the application journal.

Apply once, reopen the applications and compare both documents' remaining balances. For example, applying USD100 credit to a USD1,000 invoice leaves invoice USD900 and source credit zero if the credit was exactly USD100 and there are no other settlements.

Understand foreign currency credit restrictions

A USD credit against a USD invoice is a same-currency application even if the company's functional currency is PKR. If their document rates differ, a functional exchange difference may still arise. Cross rate 1 does not mean there is no FX accounting.

A EUR credit against a USD invoice is different: the standard customer credit endpoint rejects the currency mismatch in this release. Do not change the saved currency, manipulate an API, invent a cash receipt or post a balancing journal merely to force the application. Ask the accounting owner to choose an approved, supported correction route. Cross-currency cash settlement is explained separately in receipt and payment applications.

Record cash and apply the receipt separately

Save the receipt against the actual customer and bank, in that bank's currency. Confirm amount, dates and the receipt's functional FX rate. A saved receipt initially has an unapplied balance; it does not automatically settle an invoice.

Use the eligible receipt's Select Transaction Line and application controls to identify the intended open invoice/debit line. Review Net Cash Applied, Receipt Applied Amount, currencies, dates and any settlement withholding. Apply once and check the invoice residual, receipt residual, protected withholding records and application/FX journals. Read the worked tax and currency cases before a taxed or foreign-currency application.

Correct or unapply without duplicating the transaction

Situation	Safe route	What does not happen automatically
Unsaved entry is wrong	Correct the form before Save	Cancelling an unsaved form does not reverse another saved document.
Saved document has no applications and remains editable	Use its authorised edit controls after reviewing processing/fiscal status	Editing a description is not a financial reversal.
Credit already has saved applications	Review the supported application correction/unapply action first	Do not commercially edit an applied credit as though it were unused.
Wrong ordinary credit application	Use its supported edit/remove action where dates, locks and fiscal state permit; reopen both documents	Removing an application does not cancel the credit note or refund cash.
Wrong receipt application	Correct/unapply the originating receipt application where permitted	Protected system withholding allocations are not manually deleted.
FBR source is protected after submission	Use the authorised fiscal correction process	Copy, deletion, changed references and manual journals do not undo authority submission.
Cash must be returned	Use the supported refund against the original eligible receipt and approved treasury controls	A credit note alone does not transfer money.

After correction, reconcile the original and resulting records, including zeroed/replacement journals and any remaining stock/tax consequences. Never replay the original import as a correction.

Follow the Pakistan FBR correction controls

Where the company's effective Pakistan FBR profile applies, preserve the original accepted authority invoice reference. Customer credit/debit notes have their own source-reference rules; the accounting note and the electronic correction are not the same event.

For a credit note using accounting applications as its fiscal source, the applicable lines must be fully applied and refer to the permitted single original document. Do not mix manual fiscal references with accounting applications. A reference-only correction uses its supported fiscal-reference controls, not an invented settlement. A Pakistan FBR debit note references its permitted original customer invoice. Submitted credit-note applications and protected source/reference details are locked.

Check the current electronic-invoicing guidance and approved company process before submission. The FBR digital-invoicing provisions are the official starting point for applicable requirements; this guide does not select a statutory rate or replace a jurisdiction-specific decision.

Reconcile the customer trail

Compare the invoice, debit/credit notes, cash receipts, applications and customer statement at the same company/location, date cutoff and currency. Tie the open items to the receivable control after relevant journals are posted. Reconcile chargeable tax and withholding separately; for goods, also reconcile quantities, valuation and COGS.

Use report parameters, GL transaction and close controls and inventory reconciliation. An unapplied receipt or credit can be genuine; investigate it rather than forcing it to zero.

Resolve a blocked customer application

Message or symptom	What to check
Target is missing	Company, customer, type, currency, open balance, existing applications and permitted location.
Currency mismatch	Customer notes require the same currency; this is different from a receipt's cross-currency settlement.
Amount exceeds available balance	Reopen current target and credit/receipt balances; include earlier applications and settlement withholding.
Application date rejected	Compare both linked document dates, ledger dates and the open-period rule.
System withholding cannot be removed	Correct the originating receipt application, not its protected child allocation.
Saved invoice still appears unpaid	Inspect the actual application and its status, not only the receipt Save result.
Journal is missing or processing is uncertain	Inspect the saved transaction and job/journal state before any retry; do not enter a duplicate.

Continue with fields imports and related tasks

Invoice and receipt fields, stocked sales and credit controls, vendor invoices and notes, tax and currency applications, customer setup, sales bulk imports and POS returns.

Use a customer invoice to record an amount due for services, a customer receipt to record money received into a bank account, and a receipt application to match that payment to the invoice line. These are separate records and actions. A saved receipt is not automatically an applied payment, and a saved document is not proof that its accounting journal has finished posting.

This chapter explains the regular invoice, receipt and application screens and their fields. It is a field reference, not a step-by-step posting or settlement procedure. Use your organisation's approved process for transaction entry and corrections.

Prerequisites and scope

Confirm **CURRENT COMPANY** before opening customer pages. Your administrator must grant the appropriate company/location, customer-transaction, receipt and report access. Use an active customer/trading partner, a permitted location, an approved service/non-stock item, and a bank account with the correct currency and accounting mappings. Review Receivables Options, customer receivable account, revenue/contra account, dates, tax defaults and posting configuration first.

This scenario uses the functional currency for both invoice and bank receipt, no tax or withholding, no discount, no stock, no fixed asset and no trade reference. Omitting tax is valid only for this synthetic scenario; it is not a conclusion about any real transaction's tax treatment. Foreign currency, inventory allocations, withholding, credit/debit notes, refunds, fiscal submissions and imports require their own verified scenarios.

The screenshots show blank regular forms. Some fields remain disabled until a location or ledger date is selected. The examples do not represent completed business transactions.

Illustrative amounts

Use fictional **Raven Demo Services** and **Demo Customer** only in an isolated training setup. Assume functional currency USD, an approved USD bank account, an open period and one non-stock service item. Use 15 October 2026 only if that is an approved open training date; otherwise use an agreed open date consistently.

Stage	Example values	Illustrative balance
Invoice	Quantity 2, unit price USD 500, discount 0, no tax/WHT	Base and total USD 1,000; initial unpaid amount USD 1,000.
Receipt	USD 600 into the approved USD bank account	Receipt total USD 600; initially unapplied USD 600.
Application	Apply USD 600 to the selected invoice line	Invoice remains unpaid USD 400; receipt unapplied becomes USD 0.

These figures illustrate the relationship between an invoice, a receipt and an application. Do not disable tax/fiscal settings to reproduce them.

Recognise the customer invoice screen

The regular form is available from **Customer Transactions** through **Create New Customer Transaction**, subject to your access. The header identifies the location, dates, customer and currency. Line fields identify the service, quantity, price, tax and accounting counterpart. Calculated totals are outputs, not balancing fields to overwrite.

Figure 1 Invoice header

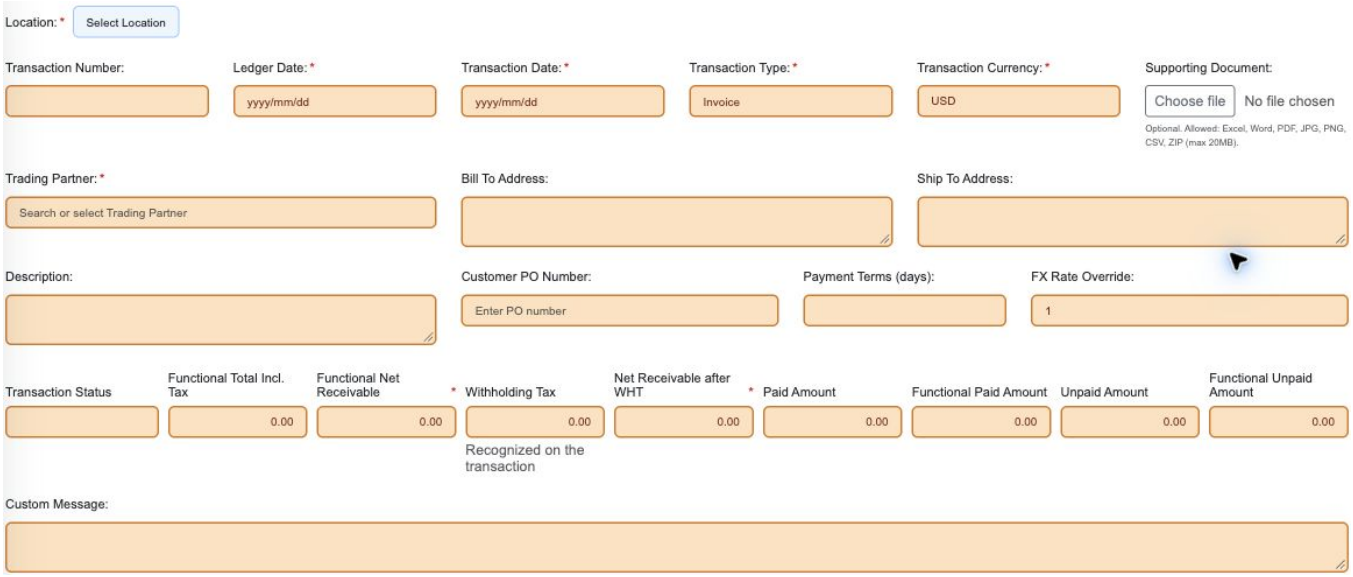


Figure 1. Blank customer transaction header: location, dates, partner, addresses, currency, references, message and calculated totals.

Figure 2 Invoice line identity and pricing

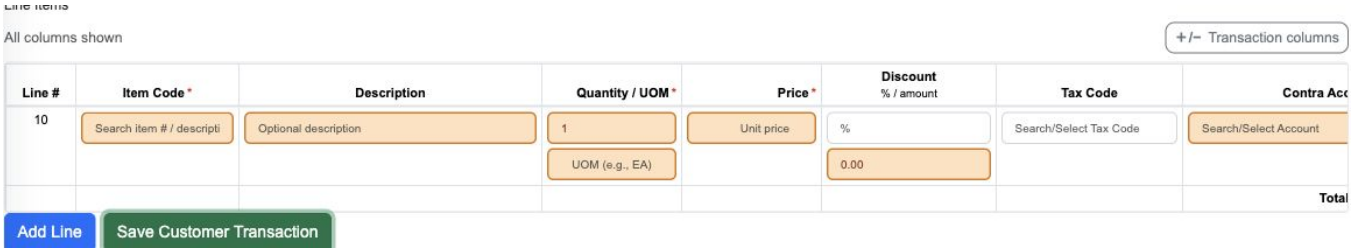


Figure 2. Left side of the wide invoice table. Scroll horizontally in the application to see the remaining columns.

Figure 3 Invoice tax and contra account

Figure 3. Overlapping middle view of quantity, price, discount, tax and contra-account controls.

Figure 4 Invoice calculated line amounts

Figure 4. Overlapping view of contra account and calculated base, tax, total and withholding/net fields.

Figure 5 Invoice optional links and actions

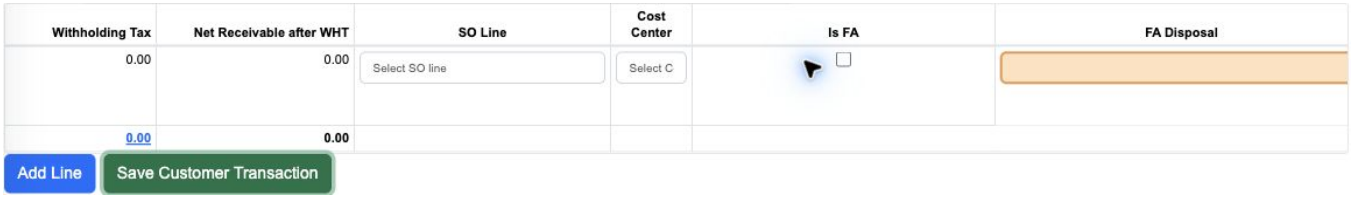


Figure 5. Right side of the invoice table, including remaining calculated amounts, sales-order/cost-centre and fixed-asset fields, plus line/form actions.

Invoice header field reference

Figure 1 shows all 24 regular header controls/displays, including Location. A required mark on a calculated display does not make it editable. Requirements and locks depend on the selected location, document state and approved setup.

Field	Entry or source	Purpose and implication
Location	Required permitted location selection	Sets operational context and location-specific options; do not assume another site's accounts, defaults or permissions apply.
Transaction Number	System generated/read-only	Identifies the saved transaction; it is not the customer's PO number or a field to invent.
Ledger Date	Required date after Location	Determines accounting-period context. A closed-period error requires review, not bypass.
Transaction Date	Required document date	Records when the invoice/document is dated; distinguish it from posting and receipt dates.
Transaction Type	Select Invoice for this task; locked on an existing transaction	Determines invoice versus note behavior and sign/discount restrictions. Do not convert a saved invoice by relabelling it.
Transaction Currency	Selected/default currency; foreign-currency editing depends on setup	Denominates customer amounts. It is not necessarily the company's functional currency.
Supporting Document	Optional accepted file, maximum 20 MB	Attaches evidence. Accepted types shown are Excel, Word, PDF, JPG/PNG, CSV and ZIP. Uploading is not an import or fiscal acceptance.
Trading Partner	Required actual active customer result	Supplies the customer context, addresses, accounts and applicable defaults. Typed text alone is not a selected master record.
Bill To Address	Read-only from the partner	Shows the billed-party address. Review the master when wrong; it is not a free-text correction here.
Ship To Address	Read-only from the partner	Shows the delivery/service destination reference; it does not allocate stock or choose a warehouse.

Field	Entry or source	Purpose and implication
Description	Header narrative	Identifies the document's purpose for review; it does not replace line item or account selection.
Customer PO Number	Optional approved customer reference	Helps matching to the customer's purchase order. It is not the system transaction number or a link to your own purchase order.
Payment Terms (days)	Approved number of days, potentially defaulted	Records credit terms used by receivables logic. Confirm the resulting due date and aging; entering terms does not record payment.
FX Rate Override	Conditional; locked for functional currency	Converts to functional currency under the document's rate convention. Do not invent a rate or use it to force totals to match.
Transaction Status	System/read-only	Reflects the transaction's saved/payment state. A status is not independent evidence of journal completion or fiscal acceptance.
Functional Total Incl. Tax	Calculated/read-only	Shows invoice total in functional currency; distinguish it from the transaction-currency amount.
Functional Net Receivable	Calculated/read-only	Shows the functional receivable measure. Review withholding recognition and actual journal treatment, not only this label.
Withholding Tax	Calculated/read-only; recognition label shown beneath	Shows the configured WHT measure. The recognition timing can differ by setup; no WHT applies in the fictional example.
Net Receivable after WHT	Calculated/read-only	Shows the net amount after displayed withholding treatment, not automatically the gross legal invoice or amount already collected.
Paid Amount	Calculated/read-only	Shows recorded settlement/application in transaction currency; an unrelated bank receipt is not sufficient to mark an invoice paid.
Functional Paid Amount	Calculated/read-only	Shows settlement in functional currency. Cross-currency/FX scenarios require separate reconciliation.
Unpaid Amount	Calculated/read-only	Shows the remaining invoice balance in transaction currency. Reconcile it to open lines and applications.
Functional Unpaid Amount	Calculated/read-only	Shows the remaining functional balance, which can differ from a simple currency-label substitution.
Custom Message	Optional/defaulted document message	May be used on the customer document. Review copied/defaulted wording and never enter secrets or inappropriate internal notes.

Invoice line field reference

Figures 2 to 5 overlap so all regular line columns can be located. The **Transaction columns** menu controls presentation; hiding a column does not remove its data or requirement. Horizontal scrolling is necessary on this wide form.

Field or control	Entry or source	Purpose and implication
Line #	System line identity	Distinguishes lines and their applications/links; do not confuse it with a document number. Figure 2.
Item Code	Choose an actual active item result	Supplies item identity and related defaults. Use a non-stock service item for this task; an inventory item requires allocation. Figure 2.
Description	Read-only item-derived display	Describes the selected line item; its placeholder does not mean it can be edited here. Correct the approved master if needed. Figure 2.
Quantity	Positive quantity for an invoice; precision validated	Multiplies unit price and drives quantity effects. The proposed service example uses 2. Credit-note signs belong to a separate task. Figures 2-3.
UOM	Read-only populated unit	Identifies what the quantity measures. Do not assume a service unit equals a stock unit. Figures 2-3.
Price	Item/default or authorised override	Unit price can be locked by Receivables Options. Commercial price precision is not necessarily the displayed total's decimal precision. Figures 2-3.
Discount percent	Editable only where allowed; 0 to 99.99 shown	Reduces the invoice base under the calculation rules. Debit/credit-note discounts are restricted; use 0 in this example. Figures 2-3.
Discount amount	Calculated/read-only	Shows the monetary discount from the percentage; do not treat it as a second independent discount. Figures 2-3.
Tax Code	Actual code choice, or deliberate approved clearing	Determines tax/WHT calculations. Pending/failed tax preview or typed-but-unselected code blocks safe saving; no-tax must be justified. Figure 3.
Contra Account	Approved default or permitted actual account choice	Determines the line's accounting counterpart, normally approved service revenue here. Override and fixed-asset locks must be respected. Figures 3-4.
Base Amount	Calculated	Check quantity, price and discount before reviewing tax. It is not a manually entered balancing value. Figures 3-4.
Chargeable Tax	Calculated	Shows chargeable tax from the selected treatment; tax detail and totals must reconcile. Figure 4.
Total Amount including Tax	Calculated	Shows gross line total under the system's calculation. Distinguish it from net cash due after WHT. Figure 4.

Field or control	Entry or source	Purpose and implication
Withholding Tax	Calculated	Shows configured withholding for this line; review recognition timing. Figure 4.
Net Receivable after WHT	Calculated	Shows the line's net receivable measure. It is not proof that an application or payment has occurred. Figures 4-5.
SO Line	Conditional sales-order line selection	Links the invoice line to an order when applicable. It is not required for the standalone service example unless your workflow requires it. Figure 5.
Cost Center	Conditional permitted cost-centre selection	Adds analytical attribution where the account and setup allow/require it; it does not replace the contra account. Figure 5.
Is FA	Fixed-asset disposal indicator	Changes the line into the asset-disposal path. Leave clear for the service example; it is not a generic item checkbox. Figure 5.
FA Disposal	Conditional disposal-event link	Required for a fixed-asset line; not used for an ordinary service invoice. Do not fabricate an event to satisfy validation. Figure 5.
Actions	Context-dependent line actions	Remove unsaved erroneous lines or use the supported saved-record action. Credit applications, stock allocations, trade references and fiscal actions require separate verified instructions. Figure 5.

Recognise the customer receipt screen

The regular form is available from **Customer Receipts** through **Create New Customer Receipt**, subject to your access. It identifies the customer, bank account, receipt amount, currency, dates and references. Bank details come from the selected bank master and are not free-text beneficiary instructions.

The receipt starts **Unapplied**. Its journal work can be queued after save. A receipt report, saved number or success message alone does not prove that bank and unapplied-control balances have updated in the ledger.

Figure 6 Receipt identity and bank details

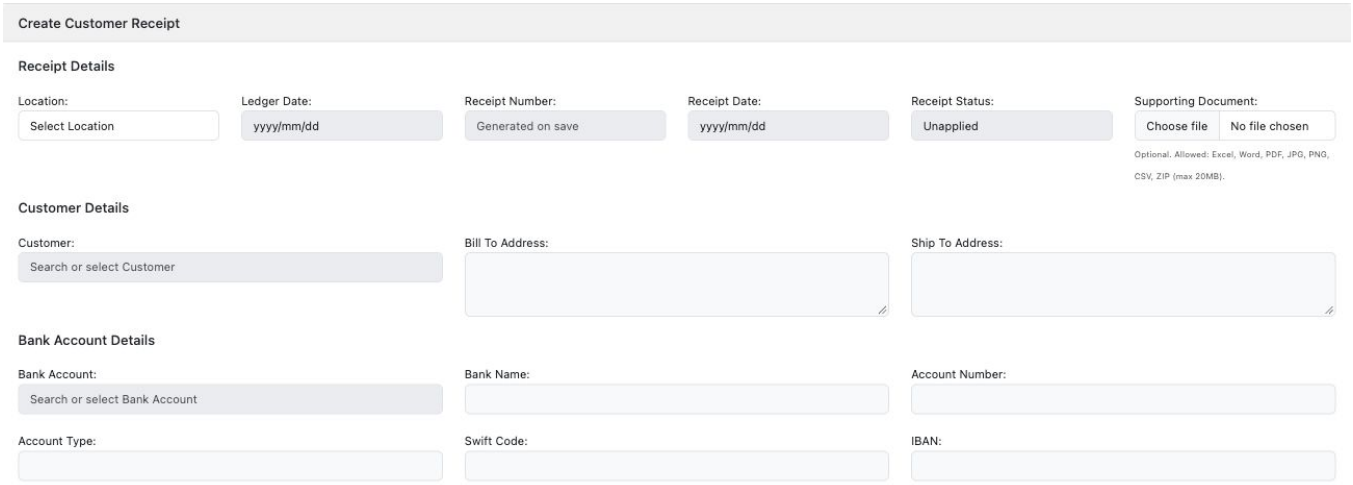


Figure 6. Blank receipt's location, dates, customer/address and bank-detail fields. The receipt number is generated on save; bank details are populated from a selected bank account.

Figure 7 Receipt amounts and references

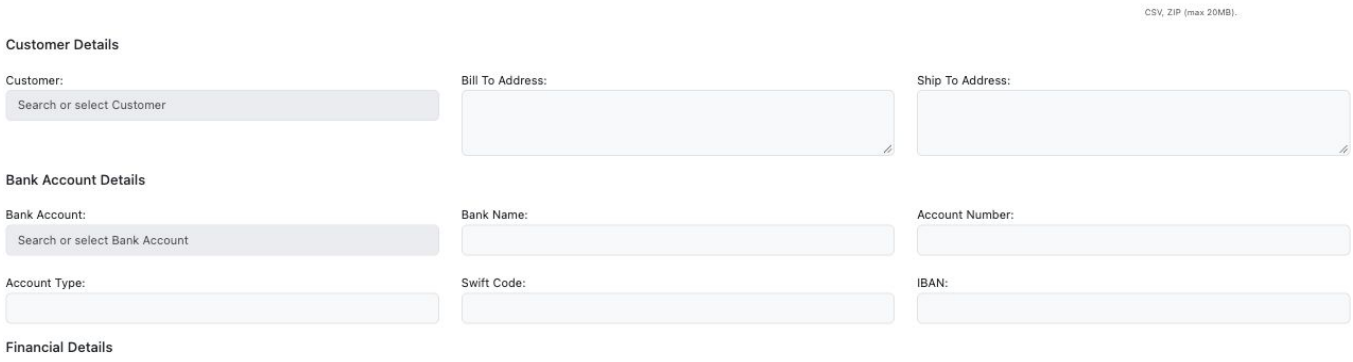


Figure 7. Receipt financial totals, unapplied/refunded displays, customer/bank references and Description. Disabled controls reflect the blank pre-location stage.

Receipt header field reference

Figures 6 and 7 cover all 26 regular receipt header fields/displays. The transaction-line picker is described separately below. Miscellaneous receipts, refund and reverse modes have different controls and must not be inferred from this regular-receipt task.

Field	Entry or source	Purpose and implication
Location	Required permitted selection	Sets the receipt's operating context. Existing applications can lock it. Figure 6.
Ledger Date	Required accounting date	Sets the receipt's ledger period; closed-period restrictions apply. Figure 6.
Receipt Number	Generated/read-only on save	Identifies the receipt within company/location numbering; not a bank reference. Figure 6.
Receipt Date	Required payment/document date	Records when money was received; distinguish it from ledger and application dates. Figure 6.

Field	Entry or source	Purpose and implication
Receipt Status	System/read-only; initially Unapplied	Tracks application/refund/reversal state, not bank-statement reconciliation or guaranteed GL completion. Figure 6.
Supporting Document	Optional accepted evidence file, maximum 20 MB	Links evidence to the receipt; it does not create another receipt, import a statement or prove funds cleared. Figure 6.
Customer	Required actual active customer	Determines whose receipt and eligible transactions are being settled; avoid merely matching a similar name. Figure 6.
Bill To Address	Read-only customer information	Helps confirm identity. Correct the master through the customer workflow if inaccurate. Figure 6.
Ship To Address	Read-only customer information	Provides the customer's destination context; not a payment beneficiary instruction. Figure 6.
Bank Account	Required actual configured bank account	Determines the bank and unapplied-receipt accounting mappings. Its currency must match the receipt currency. Figure 6.
Bank Name	Read-only bank-master display	Confirms which bank was selected; does not create or validate a bank account. Figure 6.
Account Number	Read-only bank-master display	Confirms the selected account. Protect real account details in screenshots and customer material. Figure 6.
Account Type	Read-only bank-master display	Describes the selected bank account; it is not the chart-of-account classification for the invoice. Figure 6.
Swift Code	Read-only bank-master display	Shows a stored routing reference; it is not evidence of an executed transfer. Figure 6.
IBAN	Read-only bank-master display	Shows the configured bank identifier where applicable. Do not infer it is verified or required for every country. Figure 6.
Total Amount	Required positive amount for a regular receipt	Records cash received in receipt currency. Refunds use a different flow/sign rule. Figure 7.
Currency	Required/defaulted subject to setup	Must match the selected bank account's currency; not just the customer's invoice currency. Figure 7.
FX Rate Override	Conditional; disabled for functional currency	Converts receipt to functional currency. The fictional same-currency example uses 1; foreign-currency rates need separate review. Figure 7.
Functional Total Amount	Calculated/read-only	Functional equivalent of the receipt amount; review rounding and saved rate. Figure 7.

Field	Entry or source	Purpose and implication
Unapplied Amount	Calculated/read-only	Receipt-currency amount not yet consumed by applications/refunds; not the customer's total debt. Figure 7.
Functional Unapplied Amount	Calculated/read-only	Functional counterpart of the unapplied receipt balance. Figure 7.
Refunded Amount	Calculated/read-only	Tracks receipt amounts refunded under the separate refund workflow; do not edit it to clear an imbalance. Figure 7.
Functional Refunded Amount	Calculated/read-only	Functional counterpart of refunded amounts; not additional money received. Figure 7.
Customer Reference	Optional, browser limit 50 characters	Records the customer's payment/remittance reference for matching. It is not the receipt number. Figure 7.
Bank Reference	Optional, browser limit 50 characters	Records the bank's reference for evidence/reconciliation; it does not reconcile a bank statement automatically. Figure 7.
Description	Optional, limit 100 characters	Explains the receipt for accounting review; do not store unnecessary personal or sensitive data. Figure 7.

Understand receipt applications

Select Transaction Line is available only for an eligible saved receipt/customer state. An application identifies the exact target document and line, its currency, the cash applied and the accounting dates. **Apply Receipt** is separate from **Save Receipt**: saving the receipt alone does not settle an invoice.

Figure 8 Receipt application controls

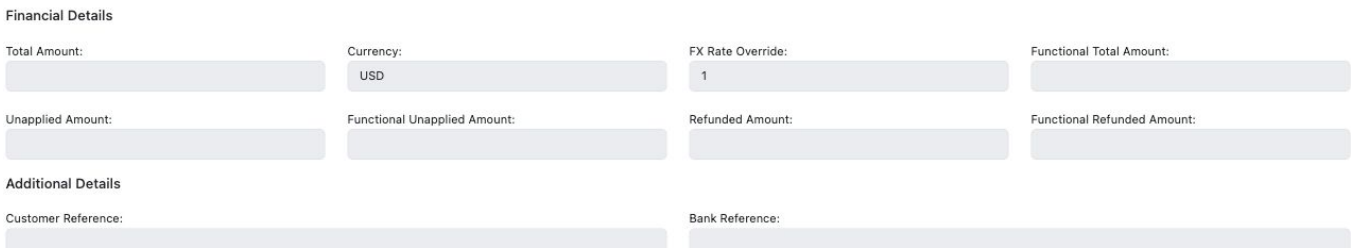


Figure 8. Blank receipt application area: transaction-line picker, table headings and Save Receipt/Apply Receipt buttons.

Application and lookup field reference

Figure 8 shows the empty table and picker. The reference below explains the application fields; no populated application row appears in this image.

Field or control	Entry or source	Purpose and implication
Select Transaction Line	Eligible saved receipt/customer only	Chooses an outstanding invoice/debit line; typing search text does not apply money.
Application Line Number	Saved/system identity	Distinguishes the receipt's individual applications.
Transaction Type	Selected target/read-only	Confirms which kind of customer transaction is being settled.
Transaction Number	Selected target/read-only	Confirms the document number; pair it with type and line number.
Currency	Target transaction currency/read-only	Can differ from receipt currency in a separately reviewed FX case.
Transaction Line Number	Selected target/read-only	Identifies the exact outstanding line, not only the document header.
Transaction Date	Required application-row date	Dates the application record; verify the saved value.
Ledger Date	Required application-row accounting date	Determines accounting-period treatment; verify actual application and journal dates.
Net Cash Applied	Application cash amount against the target	Consumes the receivable's cash-settlement portion, not automatically its gross amount where WHT applies.
Settlement WHT	Calculated treatment	Displays withholding recognised with settlement where configured; not extra cash received.
Receipt Applied Amount	Amount consumed in receipt currency	Review both currencies; it is locked to the corresponding value in a same-currency case.
Cross Currency Rate	Calculated/read-only	Relates receipt-currency and target-currency amounts. It is not a free balancing field.
Functional Applied Amount	Calculated	Shows functional settlement used for reconciliation; distinguish it from cash in either foreign currency.
Gain/Loss	Calculated	Shows FX difference where applicable; validate its sign and linked journal in an FX-specific scenario.
Actions	State/permission dependent	Remove unsaved picks or use supported Update/Journal/Gain-Loss links for saved applications. Removing a saved application changes settlement and is not a harmless display action.
Application columns	Presentation control	Hides/shows columns, not their underlying requirements or financial effects.
Save Receipt	Saves the receipt header	Does not by itself settle the chosen invoice line.

Field or control	Entry or source	Purpose and implication
Apply Receipt	Saves new application rows for a saved eligible receipt	Changes settlement and triggers related accounting; requires final review before action.

The transaction-line lookup also displays **Location**, **Transaction Type**, **Transaction Number**, **Currency** and **Line Number** to identify the target. **Gross Open Receivable** is the outstanding gross target amount; **Projected WHT** is expected withholding under its treatment; **Net Cash Receipt** is the projected cash requirement; **Functional Net Cash** is that cash measure in functional currency. Do not confuse those lookup previews with saved application results.

Illustrative accounting relationship

The normal same-currency/no-tax path uses the configured account bindings, not account names typed into the document. The released receipt/application code uses the bank account's mapped bank and unapplied-receipt accounts, and the customer's mapped receivable account.

Event	Expected debit	Expected credit
Service invoice USD 1,000	Customer receivable 1,000	Approved service revenue 1,000
Receipt USD 600	Mapped bank account 600	Mapped unapplied-receipt control 600
Apply receipt USD 600	Mapped unapplied-receipt control 600	Customer receivable 600

The illustrative balances are customer receivable 400, bank debit 600, service revenue credit 1,000 and zero net unapplied control for this receipt/application pair. Actual records must reconcile after all related journals have completed. Compare invoice open lines, receipt applications, customer statement, GL transactions and mapped controls on the same dates, company, location and currency basis.

A saved receipt or application status alone does not establish GL completeness, bank reconciliation or fiscal acceptance. If journals are missing or pending, retain document identities and ask the administrator to investigate processing rather than creating duplicate documents or manual balancing journals.

Corrections and common problems

Problem	Safe response
Fields stay disabled	Select Location and Ledger Date first; check setup, document state and role. Do not bypass locks.
Item/tax text is not accepted	Choose a real list result, or deliberately clear tax only when approved. Resolve pending tax previews.
Wrong customer, bank, currency or account	Stop before saving. If already saved, review applications, locks and correction options before editing.
Receipt saved but invoice remains unpaid	Check whether a receipt application was actually saved to that invoice line.
Cannot change a receipt header	Applied, refunded, reversed or locked receipts have restrictions. Use the supported application/correction workflow with accounting review.
Connection times out after Save or Apply	Check the list and saved record first; a timeout does not prove failure. Avoid duplicate submissions.
Open balance differs from the simple example	Review tax/WHT recognition, discounts, currency/rates, partial applications, refunds, dates, filters and journal completion.

Do not use credit/debit notes, refunds, reversals, application deletion or company deletion as interchangeable corrections. Applied receipts have additional restrictions. Use the approved correction procedure for the document and country, with accounting review of tax, discounts, applications and fiscal status.

Commercial estimates offer terms acceptance evidence and partial order conversion. This guide is for authorised sales, stores and receivables users and Tenant Administrators working within their own subscription workspace. A tenant is that workspace, not an administrator person.

Start with the commercial purpose

A Sales Lead records an opportunity or estimate. A Sales Quote records an offer with a validity date and customer/prospect snapshot. Neither creates an invoice, a financial journal or an inventory commitment. Use the Customers area within the correct company and permitted location.

Prepare the recipient and terms

Choose a location first. A lead may refer to an existing customer or a prospect with a name and email or phone. A quote needs a source lead or a Trading Partner customer. Review currency, FX, dates, payment terms, recipient snapshots, items, quantities, discounts and tax before saving the commercial record.

Understand the source chain

Customer Interest can identify an inquiry on a lead row. A quote can retain a Lead Line link. An accepted quote can supply order rows with Quote Line links. These references preserve commercial provenance; they are not proof of stock allocation, customer payment or revenue recognition.

Field explanations and training references

The references pair each listed field or action with its entry rule, example, implication and caution. Illustrations use fictional examples. Fields and available actions depend on document state, permissions, country and item/warehouse policy; choose actual records from the application rather than copying example text.

Lead and quote header field reference

Figure 1 Lead and quote header

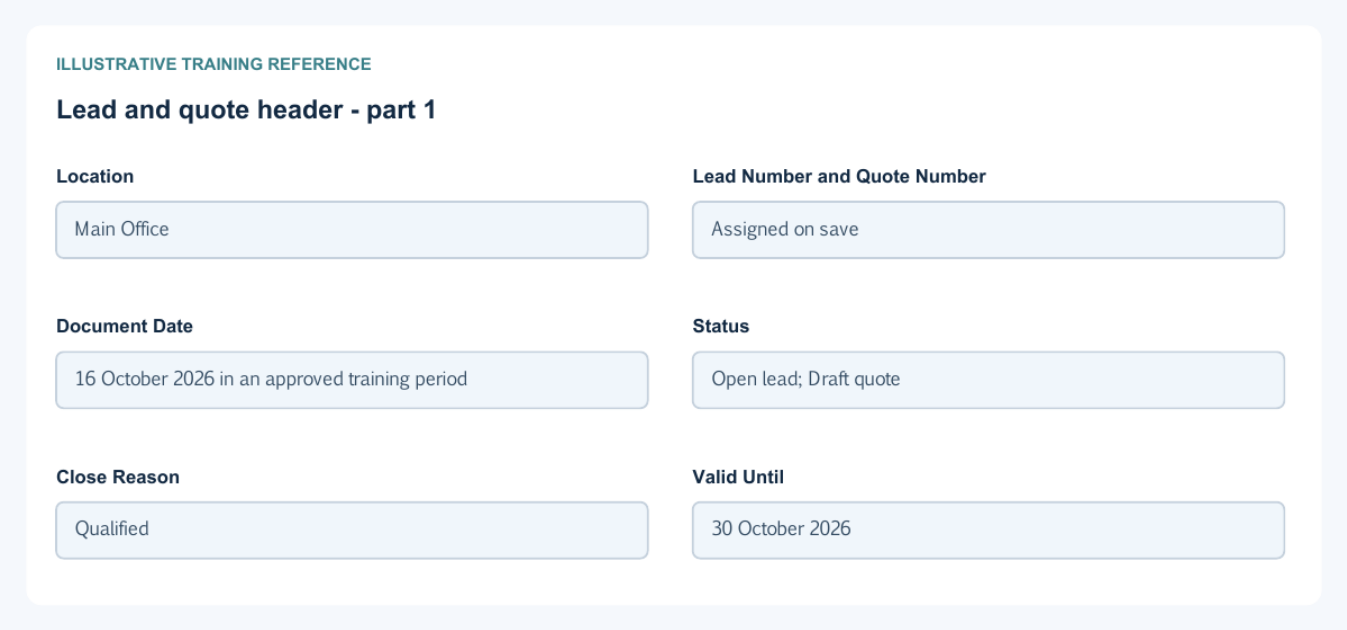


Figure 1. Illustrative training reference: Lead and quote header.

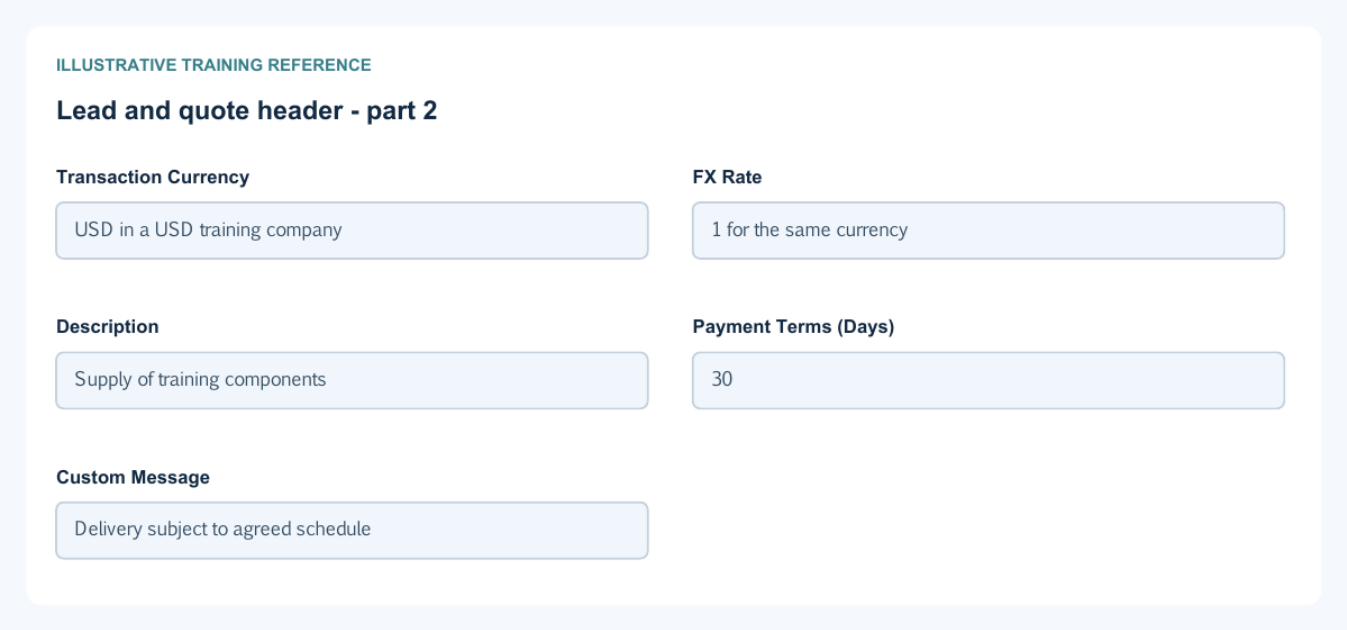


Figure 1 continued. Illustrative training reference: Lead and quote header continued.

Field and figure	Entry rule and example	Purpose and implication
Location - Figure 1	Required permitted company location. Example: Main Office	Sets the document location and available operational scope; selecting it unlocks the form. Caution: A similar location name does not grant access.
Lead Number and Quote Number - Figure 1	Generated read-only number for the corresponding document. Example: Assigned on save	Identifies the lead or quote within its company/location numbering; these are different document series. Caution: Do not invent a number or use it as the customer order reference.

Field and figure	Entry rule and example	Purpose and implication
Document Date - Figure 1	Required document date. Example: 16 October 2026 in an approved training period	Dates the commercial document, not an invoice journal or receipt. Caution: Review the downstream order dates separately.
Status - Figure 1	Lead: Open or Closed. Quote: read-only lifecycle status. Example: Open lead; Draft quote	A lead can be closed with a reason. A quote progresses through its separate lifecycle and is commercially locked after Draft. Caution: Accepted is not paid, invoiced or posted.
Close Reason - Figure 1	Required when a lead is Closed; inactive when Open. Example: Qualified	Explains closure: Qualified, Disqualified, Duplicate or Cancelled. Conversion records its own Converted reason. Caution: Do not close a converted lead to conceal its source history.
Valid Until - Figure 1	Required on a quote. Example: 30 October 2026	Records the offer validity date; the quote model checks it against the document date and lifecycle rules. Caution: Check current validity before recording acceptance or conversion.
Transaction Currency - Figure 1	Required actual currency selection; foreign-currency editing depends on setup. Example: USD in a USD training company	Denominates the commercial prices and totals; functional reporting uses the company currency. Caution: Typed currency text alone is not a selected record.
FX Rate - Figure 1	Required effective positive rate; locked where functional-currency policy applies. Example: 1 for the same currency	Supplies the transaction-to-functional conversion basis, not a second unit selling price. Caution: Use the approved date/rate convention, not an adjustment to force a desired total.
Description - Figure 1	Required document narrative. Example: Supply of training components	Describes the commercial purpose and helps staff find the correct document. Caution: It does not replace the selected items or supporting evidence.
Payment Terms (Days) - Figure 1	Required whole days from 0 to 3650. Example: 30	Records commercial credit terms; zero means due on receipt in the supported order terms design. Caution: A terms value does not create a payment or prove the invoice due date.
Custom Message - Figure 1	Optional customer-facing text. Example: Delivery subject to agreed schedule	Carries a document message that can appear on commercial output. Caution: Do not put internal margin notes, secrets or unsupported promises here.

Customer and prospect snapshot field reference

Figure 2 Customer and prospect snapshot

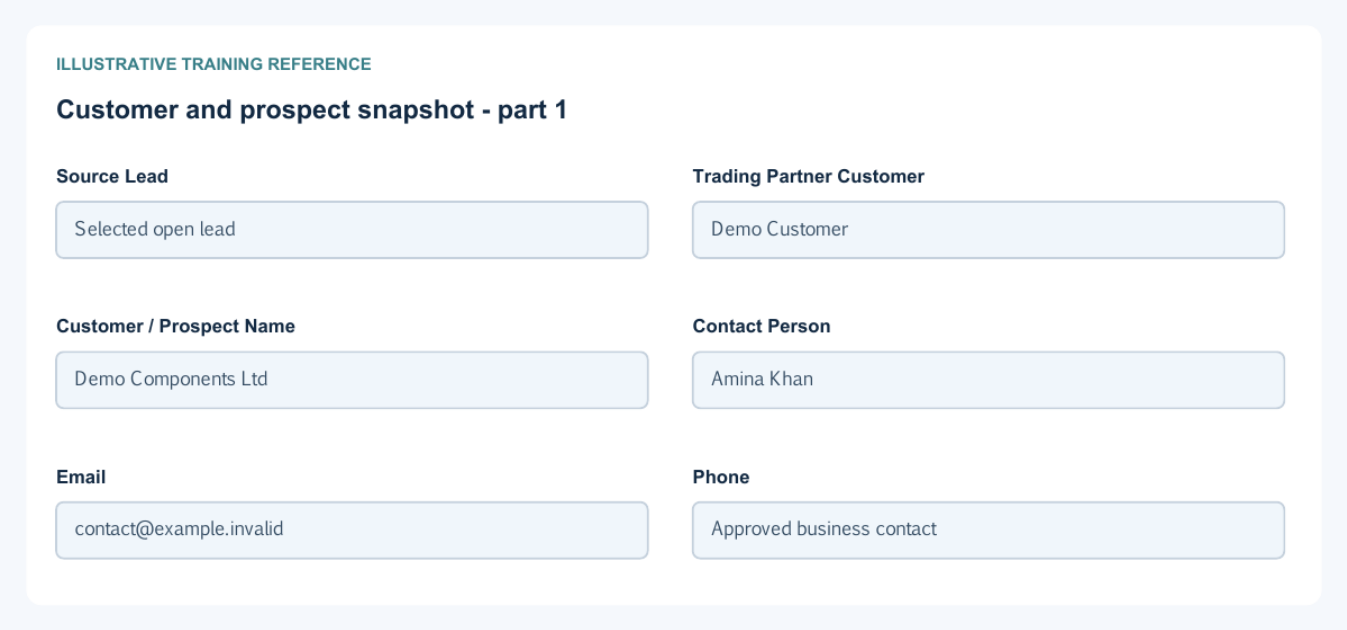


Figure 2. Illustrative training reference: Customer and prospect snapshot.

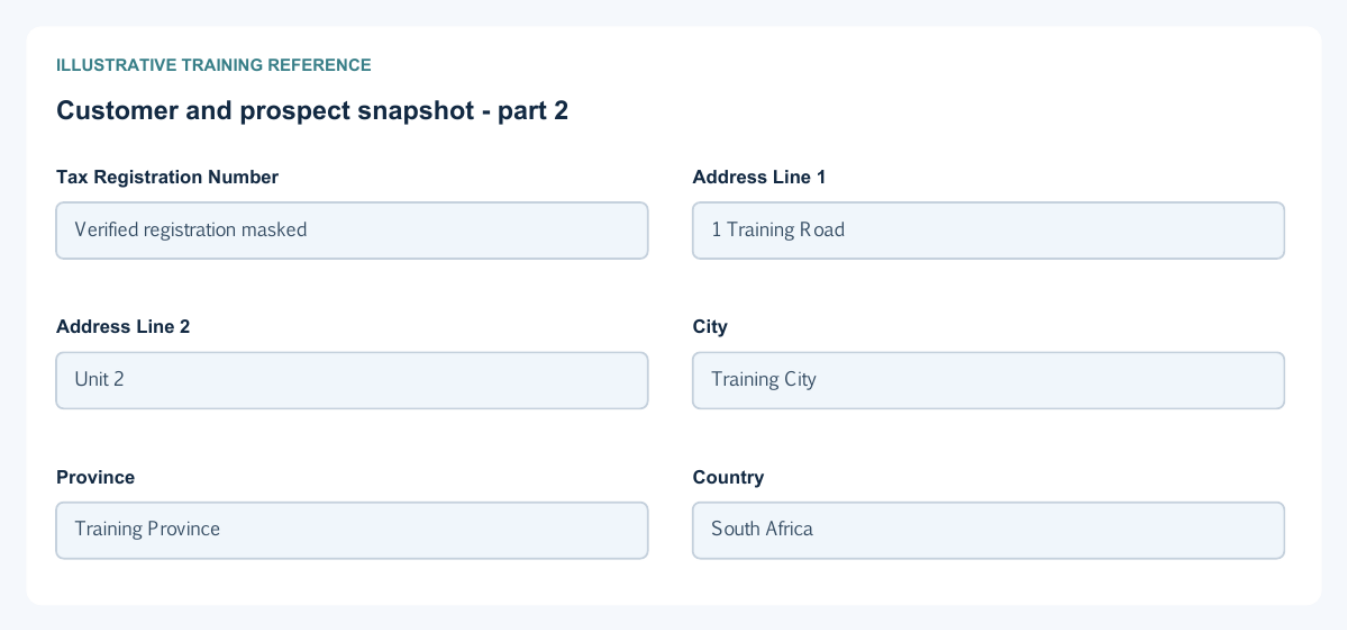


Figure 2 continued. Illustrative training reference: Customer and prospect snapshot continued.

Field and figure	Entry rule and example	Purpose and implication
Source Lead - Figure 2	Quote only; choose an actual lead, or use a Trading Partner customer. Example: Selected open lead	Links a quote to its originating lead and enables Lead Line selection. Caution: A quote needs a source lead or a customer; a free-text name alone is insufficient.

Field and figure	Entry rule and example	Purpose and implication
Trading Partner Customer - Figure 2	Optional for a lead; required on a quote without a source lead. Example: Demo Customer	Connects the commercial document to the customer master. A customer is mandatory before conversion to an order. Caution: A prospect snapshot is not automatically a new customer master.
Customer / Prospect Name - Figure 2	Required document snapshot. Example: Demo Components Ltd	Identifies the recipient recorded on this lead or quote, including a prospect without a master. Caution: Review it after changing the selected customer or source lead.
Contact Person - Figure 2	Optional recipient contact. Example: Amina Khan	Records the commercial contact for this document. Caution: A named contact is not an application user or approval authority.
Email - Figure 2	Valid email when supplied; a lead without a customer needs email or phone. Example: contact@example.invalid	Records the document recipient contact, separate from portal or application access. Caution: Verify recipients before a separate email action; saving does not prove delivery.
Phone - Figure 2	Optional unless it is the only contact for a lead without a customer. Example: Approved business contact	Provides the commercial contact number. Caution: Do not publish private personal contact details unnecessarily.
Tax Registration Number - Figure 2	Optional verified recipient reference. Example: Verified registration masked	Carries the recipient tax reference on the document snapshot. Caution: It does not establish tax eligibility or authority validation.
Address Line 1 - Figure 2	Optional snapshot component. Example: 1 Training Road	Records the first billing address line for this commercial recipient. Caution: Review the intended recipient address rather than copying an unrelated party.
Address Line 2 - Figure 2	Optional snapshot component. Example: Unit 2	Records additional billing address detail. Caution: Leave blank when not applicable.
City - Figure 2	Optional snapshot component. Example: Training City	Records the billing city on this lead or quote. Caution: Changing a snapshot does not update every historic customer document.
Province - Figure 2	Optional snapshot component. Example: Training Province	Records the region or province for the recipient. Caution: Use the customer's approved address convention.
Country - Figure 2	Optional actual country option. Example: South Africa	Identifies the recipient billing country; the model validates supported country codes. Caution: A country selection does not enable a fiscal integration.

Lead estimate and quote lines field reference

Figure 3 Lead estimate and quote lines

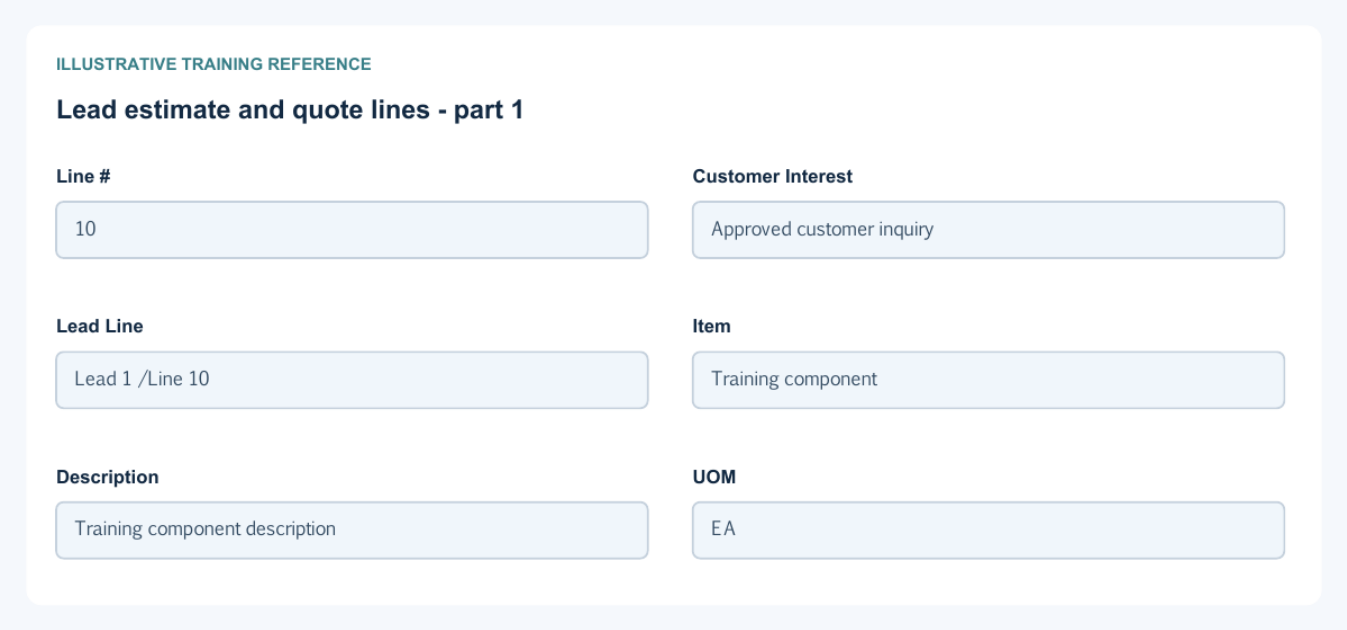


Figure 3. Illustrative training reference: Lead estimate and quote lines.

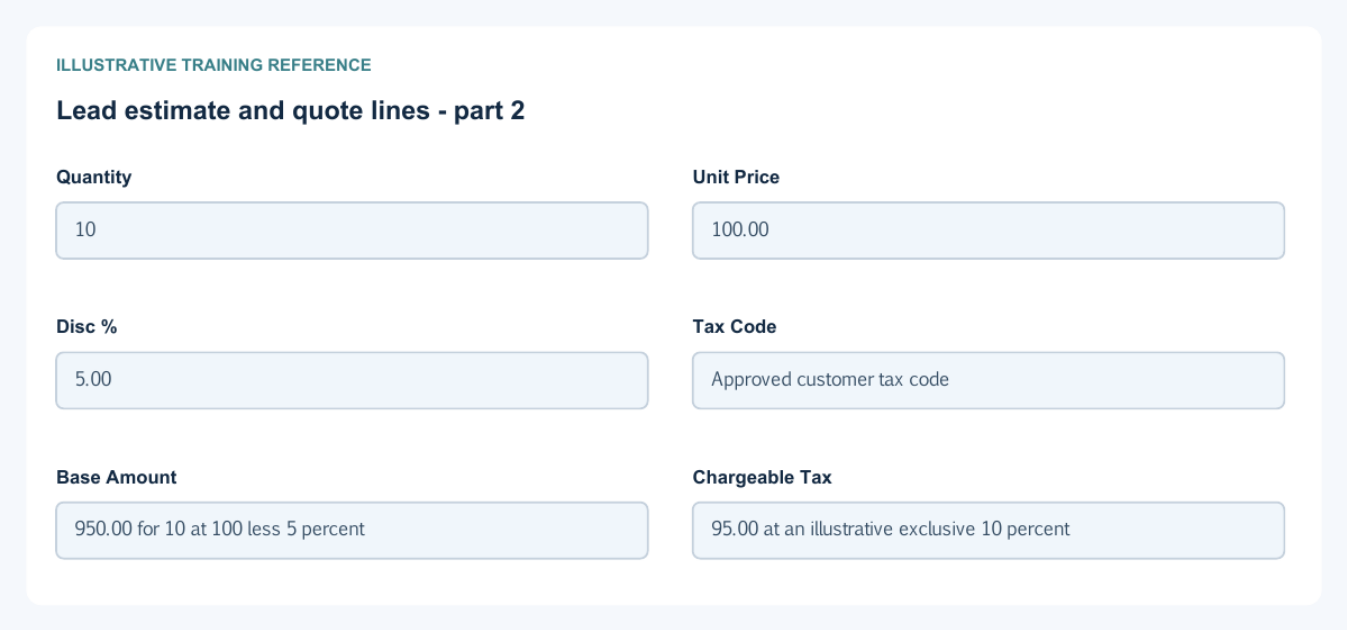


Figure 3 continued. Illustrative training reference: Lead estimate and quote lines continued.

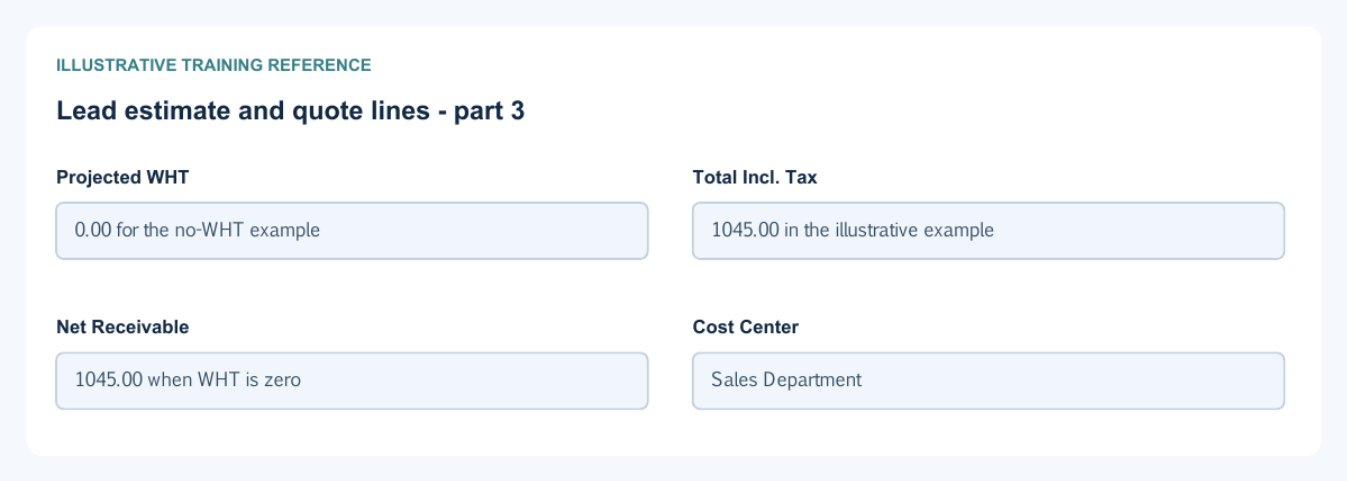


Figure 3 continued. Illustrative training reference: Lead estimate and quote lines continued.

Field and figure	Entry rule and example	Purpose and implication
Line # - Figure 3	System line identity. Example: 10	Distinguishes commercial rows and their source links. Caution: It is not the document number.
Customer Interest - Figure 3	Lead line only; optional actual available interest selection. Example: Approved customer inquiry	Preserves the inquiry reference associated with the lead line. Caution: Disqualified or duplicate interests are excluded from eligible choices.
Lead Line - Figure 3	Quote line only; choose under the selected Source Lead. Example: Lead 1 / Line 10	Preserves line provenance and can populate item, quantity, price and tax information. Caution: Review the resulting values; a link is not customer acceptance.
Item - Figure 3	Required actual permitted item result. Example: Training component	Identifies what is offered, with description and UOM information. Caution: Do not use system clearing items or typed-but-unselected text.
Description - Figure 3	Item/source-derived display. Example: Training component description	Explains the selected product or service on the commercial line. Caution: Check the selected item if the description is wrong.
UOM - Figure 3	Item/source-derived display. Example: EA	States the unit measured by Quantity. Caution: A package reference is not automatically a base-unit conversion.
Quantity - Figure 3	Required positive quantity at the supported precision. Example: 10	Defines the offered units and the maximum basis for partial quote conversion. Caution: A quote quantity does not reserve or issue stock.
Unit Price - Figure 3	Required nonnegative commercial price at the permitted price precision. Example: 100.00	Values one offered unit before discount and tax. Caution: Price precision and amount rounding can differ.
Disc % - Figure 3	Percentage within the permitted range below 100. Example: 5.00	Reduces the gross quantity-times-price base under the commercial calculation. Caution: Do not type 0.05 when the intended percentage is 5.

Field and figure	Entry rule and example	Purpose and implication
Tax Code - Figure 3	Actual selected tax treatment or deliberate approved clearing. Example: Approved customer tax code	Determines chargeable tax and projected withholding on the commercial line. Caution: A projected amount is not a tax journal or fiscal acceptance.
Base Amount - Figure 3	Calculated amount after discount. Example: 950.00 for 10 at 100 less 5 percent	Provides the line's tax calculation base in transaction currency. Caution: Review inputs rather than overwriting a calculated total.
Chargeable Tax - Figure 3	Calculated; details appear when a breakdown exists. Example: 95.00 at an illustrative exclusive 10 percent	Shows chargeable tax under the selected code and dependencies. Caution: The example rate is not legal tax advice; inspect the actual code.
Projected WHT - Figure 3	Calculated withholding projection. Example: 0.00 for the no-WHT example	Shows the commercial withholding measure separately from chargeable tax. Caution: It is not proof that tax was withheld, paid or recognised.
Total Incl. Tax - Figure 3	Calculated gross line total. Example: 1045.00 in the illustrative example	Combines the discounted base and chargeable tax. Caution: Do not subtract projected withholding twice.
Net Receivable - Figure 3	Calculated projection. Example: 1045.00 when WHT is zero	Shows the commercial net after projected withholding treatment. Caution: It is not a posted receivable or an unpaid invoice balance.
Cost Center - Figure 3	Optional permitted analytical record. Example: Sales Department	Attributes the commercial line to an analysis centre where supported. Caution: It does not choose a stock warehouse or replace the GL account.

Quote acceptance evidence field reference

Figure 4 Quote acceptance evidence

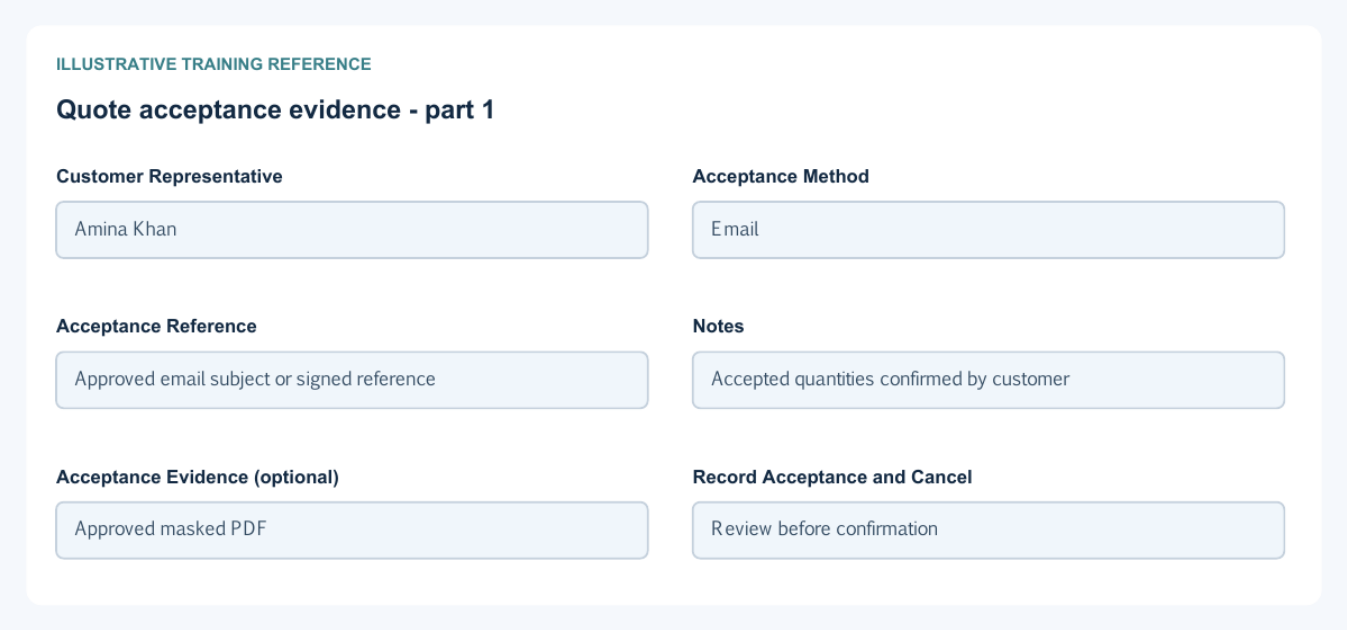


Figure 4. Illustrative training reference: Quote acceptance evidence.

Field and figure	Entry rule and example	Purpose and implication
Customer Representative - Figure 4	Required when recording customer acceptance. Example: Amina Khan	Identifies the customer representative whose acceptance the authorised internal user records. Caution: Do not record acceptance without approved customer evidence.
Acceptance Method - Figure 4	Required supported method. Example: Email	Distinguishes Email, Signed document, Telephone, In person or Other. Caution: The method records evidence received; it does not prove the software sent an email.
Acceptance Reference - Figure 4	Optional meaningful reference. Example: Approved email subject or signed reference	Helps locate the original customer acceptance evidence. Caution: Do not insert an access token or password.
Notes - Figure 4	Optional factual explanation. Example: Accepted quantities confirmed by customer	Adds context retained in the quote audit trail. Caution: Separate customer facts from internal speculation.
Acceptance Evidence (optional) - Figure 4	Permitted evidence file; maximum 20 MB. Example: Approved masked PDF	Attaches evidence to the acceptance record through its separate supported action. Caution: File acceptance is not proof of authenticity or customer signing authority.
Record Acceptance and Cancel - Figure 4	Consequential decision or close-without-confirmation action. Example: Review before confirmation	Record Acceptance changes the eligible quote status and records actor/time/evidence; Cancel closes the dialog without confirming that decision. Caution: Check the saved quote and audit after an interruption before retrying.

Accepted quote conversion field reference

Figure 5 Accepted quote conversion

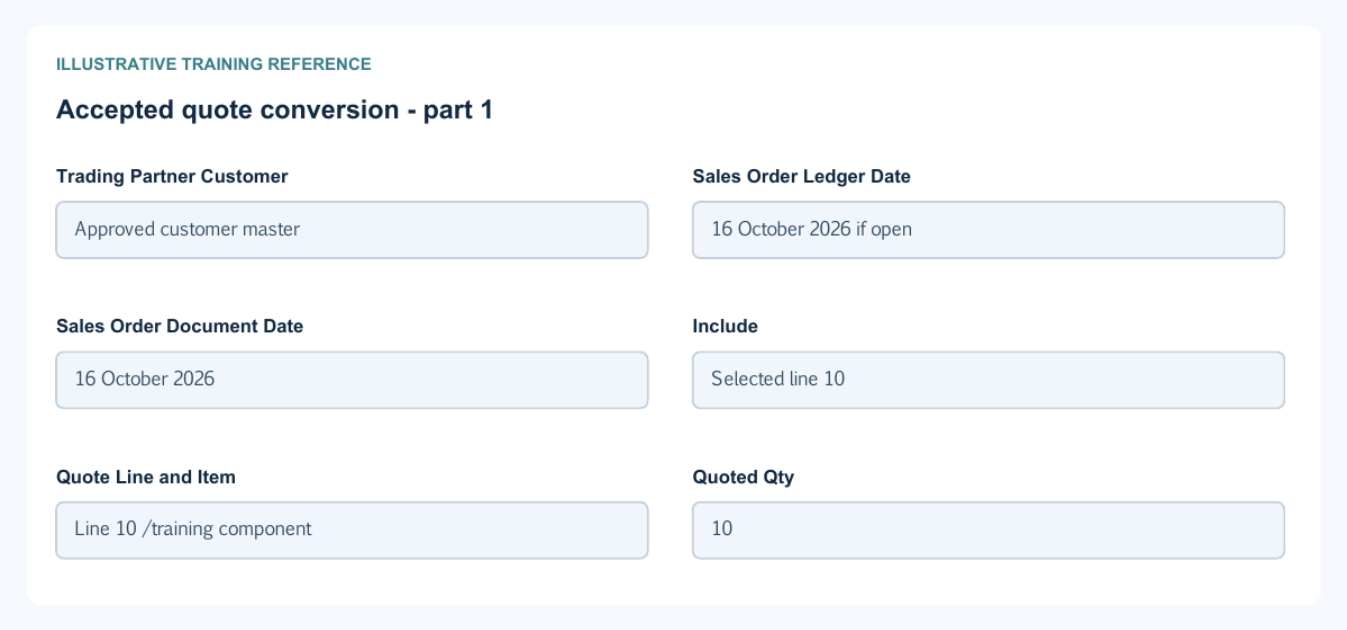


Figure 5. Illustrative training reference: Accepted quote conversion.

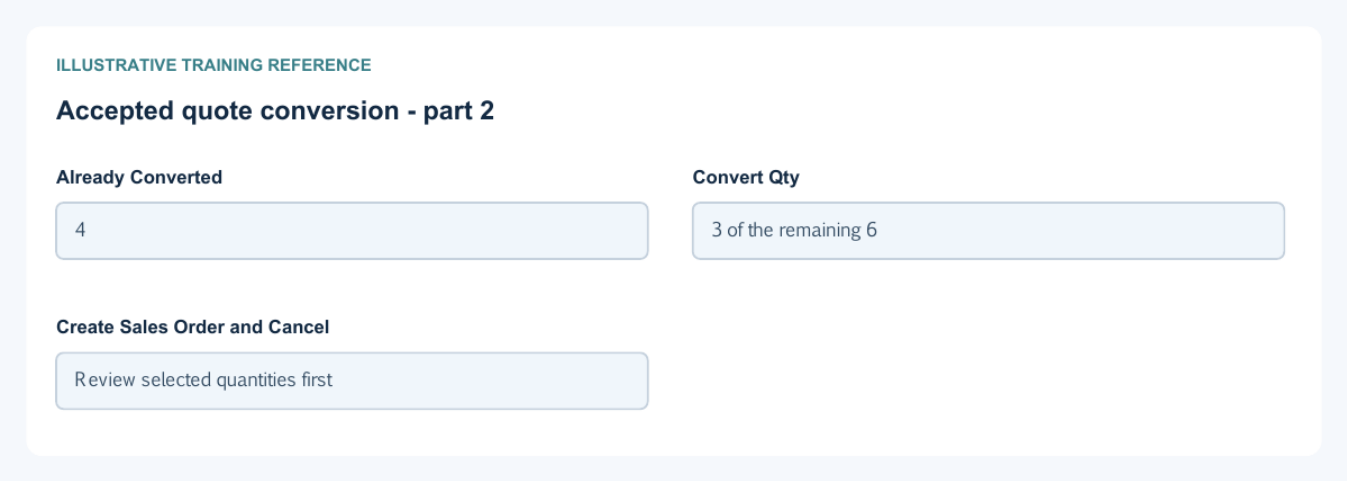


Figure 5 continued. Illustrative training reference: Accepted quote conversion continued.

Field and figure	Entry rule and example	Purpose and implication
Trading Partner Customer - Figure 5	Shown when the accepted quote has no customer; actual selection required. Example: Approved customer master	Assigns the order owner for a prospect quote. Conversion may fill a missing customer but cannot replace one already recorded on the accepted quote. Caution: Confirm legal entity and account defaults before conversion.
Sales Order Ledger Date - Figure 5	Required eligible open-period date. Example: 16 October 2026 if open	Sets the new order's ledger-period context, not an invoice posting date. Caution: Do not bypass a period restriction by using an unrelated date.

Field and figure	Entry rule and example	Purpose and implication
Sales Order Document Date - Figure 5	Required order document date. Example: 16 October 2026	Dates the generated sales order independently of the quote. Caution: Review both dates rather than assuming the source date is retained.
Include - Figure 5	Select eligible rows with remaining quantity. Example: Selected line 10	Chooses which quote rows form the new order. Caution: Unchecking does not cancel the underlying quote line.
Quote Line and Item - Figure 5	Read-only source identity. Example: Line 10 / training component	Identifies the exact accepted row being converted. Caution: Similar descriptions can belong to different source lines.
Quoted Qty - Figure 5	Read-only offered quantity. Example: 10	Shows the accepted row quantity used as the conversion ceiling. Caution: This is not delivered, invoiced or available stock quantity.
Already Converted - Figure 5	Read-only quantity linked to existing orders. Example: 4	Shows prior order conversion against this quote row. Caution: It is not the quantity already invoiced.
Convert Qty - Figure 5	Positive selected quantity no greater than the remaining quantity. Example: 3 of the remaining 6	Supports partial conversion. The quote stays Accepted until all its rows are fully converted. Caution: Review existing orders before retrying after an interrupted confirmation.
Create Sales Order and Cancel - Figure 5	Confirm creation or dismiss without confirmation. Example: Review selected quantities first	Creation makes a separate order with source links, subject to scope, dates and credit controls. Caution: It does not create an invoice, reserve stock, collect cash or complete a fiscal submission.

Pipeline list actions and evidence field reference

Figure 6 Pipeline list actions and evidence

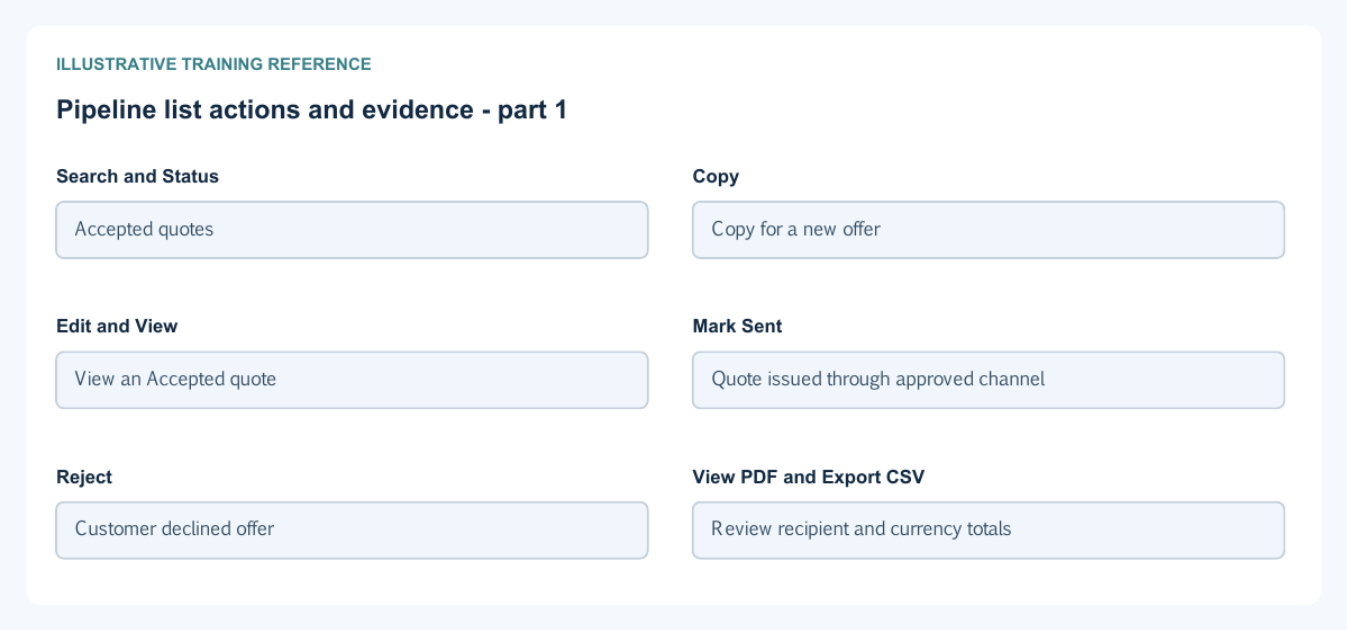


Figure 6. Illustrative training reference: Pipeline list actions and evidence.

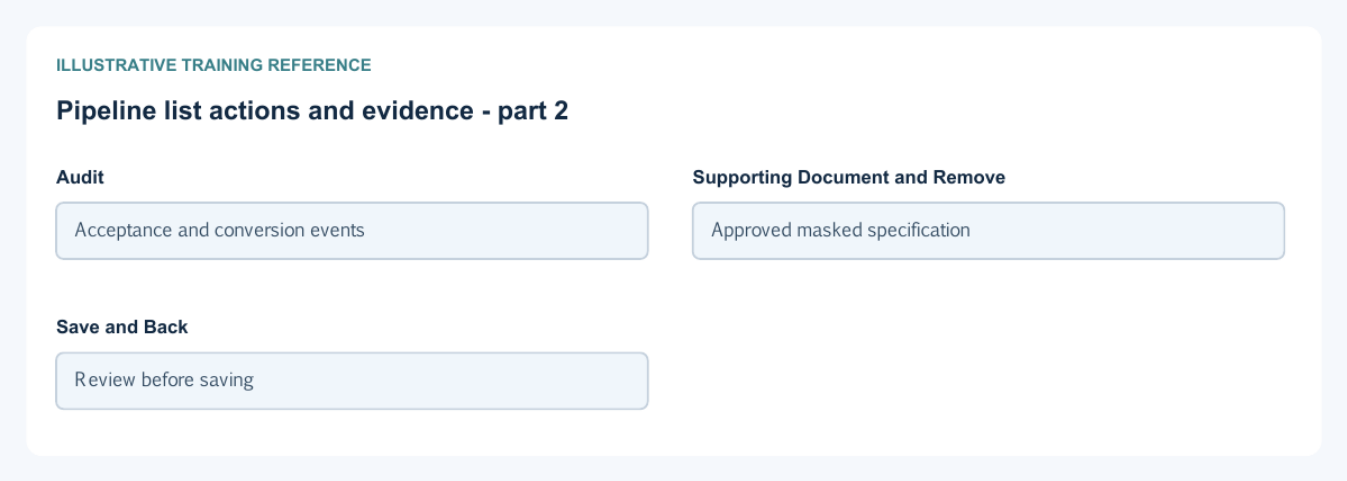


Figure 6 continued. Illustrative training reference: Pipeline list actions and evidence continued.

Field and figure	Entry rule and example	Purpose and implication
Search and Status - Figure 6	Search number, customer or description; optionally filter lifecycle. Example: Accepted quotes	Finds commercial documents within your permitted scope. Caution: An absent result is not authority to change company access.
Copy - Figure 6	Requires appropriate view and create access. Example: Copy for a new offer	Creates a separate Open lead or Draft quote rather than changing historic commercial terms. Caution: Review dates, recipient and tax treatment on the new document.

Field and figure	Entry rule and example	Purpose and implication
Edit and View - Figure 6	Edit depends on permission, locks and lifecycle. Example: View an Accepted quote	View inspects the retained terms; commercial quote editing is restricted after Draft. Caution: Do not bypass a lock or treat copied terms as revised acceptance.
Mark Sent - Figure 6	Eligible Draft quote action. Example: Quote issued through approved channel	Changes the commercial status to Sent. Caution: Mark Sent is not evidence of actual email delivery.
Reject - Figure 6	Eligible Draft or Sent quote decision. Example: Customer declined offer	Records the rejected commercial state and its history. Caution: It is not a financial reversal.
View PDF and Export CSV - Figure 6	Read or export permitted commercial records. Example: Review recipient and currency totals	Produces a snapshot for review or sharing. Caution: A downloaded PDF is not a tax-authority submission; protect private data.
Audit - Figure 6	Inspect lifecycle history and actor/time. Example: Acceptance and conversion events	Helps trace the source, decision and generated order. Caution: An audit event is not proof of a financial posting.
Supporting Document and Remove - Figure 6	Optional permitted attachment up to 20 MB; removal appears for an existing file. Example: Approved masked specification	Links or removes supporting evidence, not commercial lines or ledger entries. Caution: Keep required evidence; deleting a file does not cancel the document.
Save and Back - Figure 6	Save only when authorised and required values are complete; Back returns to the list. Example: Review before saving	Stores the commercial form separately from acceptance/conversion actions. Caution: Check whether changes were saved before leaving or retrying.

Read the quote lifecycle

A quote begins Draft. Its commercial fields are locked after Draft. Supported lifecycle states include Sent, Accepted, Rejected, Expired, Converted and Cancelled; available actions depend on the current state and permissions. Mark Sent records a status, not successful email delivery. View the retained terms and audit evidence before acting.

Record genuine customer acceptance

The acceptance dialog records an authorised internal user's account of acceptance received from the customer, with representative, method, reference, notes and optional evidence. It is distinct from secure online customer acceptance and from internal financial approval. Do not record a customer decision without the organisation's approved supporting basis.

Convert only the intended remaining quantity

Quote-to-order conversion requires an Accepted quote and a customer master. If a prospect quote lacks one, conversion requests an actual customer selection; it cannot replace a customer already recorded. Choose eligible order dates and selected remaining line quantities. For a quote of 10 units with 4 already converted, at most 6 remain; converting 3 leaves 3 for a later order. The quote stays Accepted until all lines are fully converted.

Review the generated order separately

The new order carries source links and its own dates and number. Review customer, location, prices, tax, credit controls and quantities. Order creation does not create a customer invoice, reserve or issue stock, or collect cash. Use the sales-order guide for the next document and the service invoice/receipt guide for common receivables fields.

Handle copying and interrupted actions safely

Copy creates a separate Open lead or Draft quote for review; it is not an amendment to accepted terms. After an interrupted save, acceptance or conversion, inspect the existing record, audit and generated order before retrying. Keep original acceptance evidence and source links rather than deleting history to reopen commercial fields.

Protect customer documents

Review recipients and the exact output before sharing. Keep customer contact and tax references private. Supporting documents and acceptance evidence are separate attachments; removing either is not a commercial cancellation. Ask the Tenant Administrator about missing duties within the subscription workspace, not platform or other-tenant access.

Related user guides

Customer and vendor setup, items, warehouses, service invoice and receipt fields, inventory reconciliation and electronic invoicing explain related prerequisites and controls.

Order commitments stock allocation transport evidence and credit application. This guide is for authorised sales, stores and receivables users and Tenant Administrators working within their own subscription workspace. A tenant is that workspace, not an administrator person.

Separate orders, stock, invoices and cash

A sales order records commercial demand and can contribute to configured credit exposure. It does not itself create revenue, a receivable, a stock issue or a bank receipt. A customer invoice, its inventory allocations, stock processing, financial journal, receipt and receipt application are separate records or stages. Review each relevant outcome rather than relying on one saved status.

Prepare the customer and inventory design

Confirm Current Company, permitted location, active Customer or Both partner, receivable mappings, item nature, posting groups, units, tax defaults and available stock. Check Receivables Options, credit policy, accounting dates, FX and price-override policy. Inventory items require stock allocation; non-inventory service lines do not become stock merely because a warehouse exists.

Create an order with or without an accepted quote

Use an actual customer. A direct order may omit Quote Line; a source-linked line must be eligible for the customer/location/currency and remaining quote quantity. Review the copied commercial terms. Enabled customer credit checks can include eligible open-order exposure; a refused order needs authorised review, not changes made solely to suppress exposure.

Field explanations and training references

The references pair each listed field or action with its entry rule, example, implication and caution. Illustrations use fictional examples. Fields and available actions depend on document state, permissions, country and item/warehouse policy; choose actual records from the application rather than copying example text.

Sales order header field reference

Figure 1 Sales order header

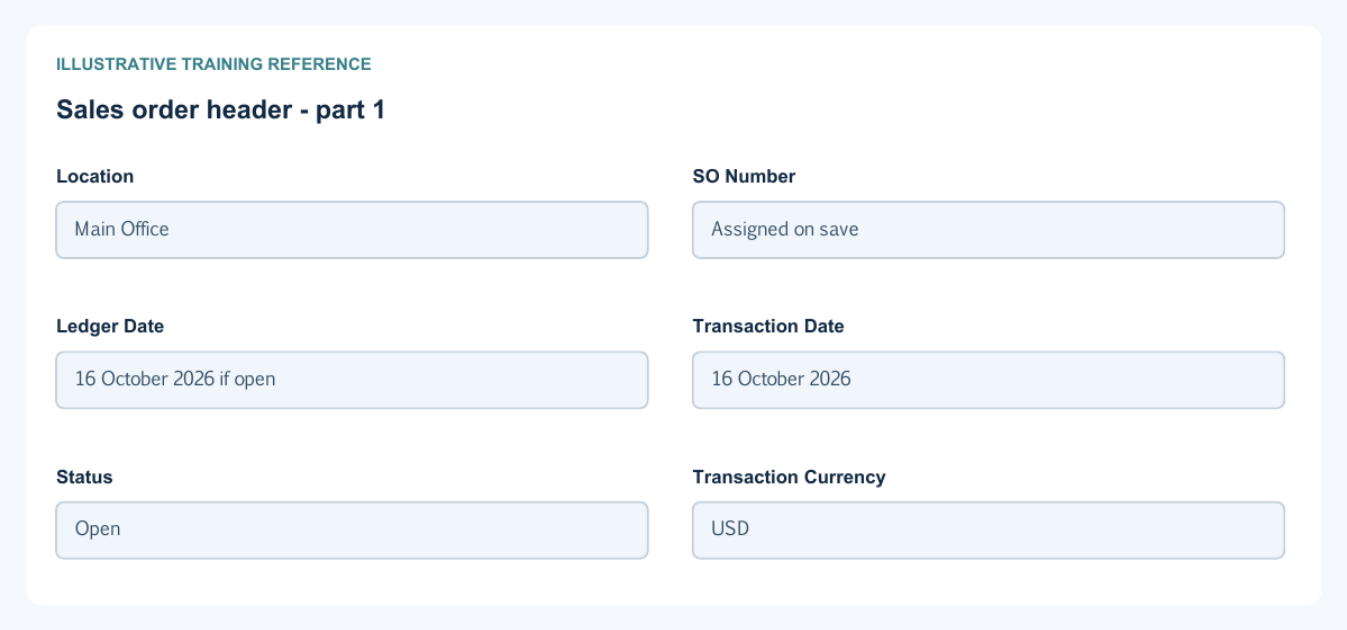


Figure 1. Illustrative training reference: Sales order header.

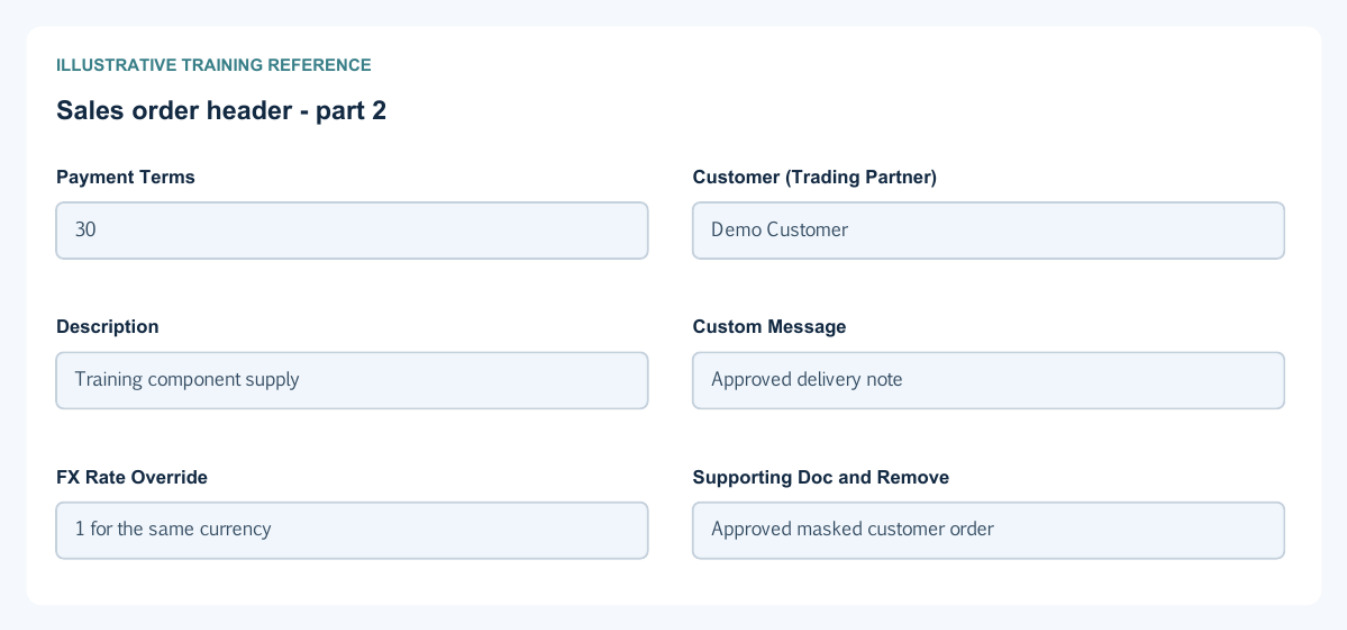


Figure 1 continued. Illustrative training reference: Sales order header continued.

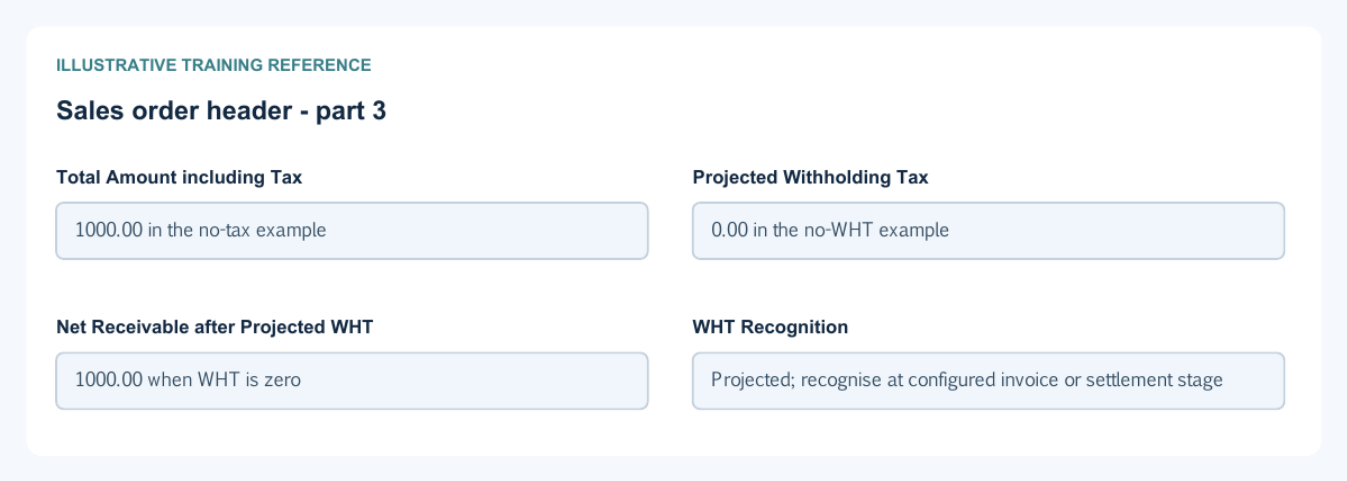


Figure 1 continued. Illustrative training reference: Sales order header continued.

Field and figure	Entry rule and example	Purpose and implication
Location - Figure 1	Required accessible company location. Example: Main Office	Sets operational scope and the permitted order context. Caution: It does not itself allocate a warehouse or grant user access.
SO Number - Figure 1	System-generated read-only number. Example: Assigned on save	Identifies the saved sales order within company/location numbering. Caution: It is not the customer's purchase order number.
Ledger Date - Figure 1	Required eligible open-period date. Example: 16 October 2026 if open	Controls the order's period/date and exchange-rate context. Caution: Despite its name, an order date does not mean a financial journal exists.
Transaction Date - Figure 1	Required order document date after Ledger Date. Example: 16 October 2026	Records the commercial order date separately from accounting-period context. Caution: Review source quote and invoice dates independently.
Status - Figure 1	Open or Closed. Example: Open	Controls whether the order remains available for the supported order process. Caution: Closing does not reverse invoices, customer receipts or stock movements.
Transaction Currency - Figure 1	Actual selected currency subject to company policy. Example: USD	Denominates order prices and commercial totals. Caution: Review currency again on the subsequent invoice.
Payment Terms - Figure 1	Whole days from 0 to 3650. Example: 30	Records order credit terms; zero denotes due on receipt. Caution: The invoice's due balance and dates still need review.
Customer (Trading Partner) - Figure 1	Required active same-company Customer or Both selection. Example: Demo Customer	Determines the order owner and credit-control context. Caution: A prospect name or typed label is not sufficient.
Description - Figure 1	Required commercial narrative. Example: Training component supply	Helps identify the order and business purpose. Caution: Do not substitute a narrative for item or source selection.

Field and figure	Entry rule and example	Purpose and implication
Custom Message - Figure 1	Optional customer-facing text. Example: Approved delivery note	Adds the message used on commercial output. Caution: Review copied text and avoid secrets or internal pricing commentary.
FX Rate Override - Figure 1	Conditional positive approved rate; functional currency is locked. Example: 1 for the same currency	Supplies the commercial transaction-to-functional conversion basis. Caution: Do not force a rate to make credit exposure appear smaller.
Supporting Doc and Remove - Figure 1	Optional permitted evidence up to 20 MB; existing file can have Remove. Example: Approved masked customer order	Maintains supporting evidence separately from order lines. Caution: Removing evidence does not reverse commercial or accounting activity.
Total Amount including Tax - Figure 1	Calculated order gross total. Example: 1000.00 in the no-tax example	Shows the order's commercial value in transaction currency. Caution: It is not a posted customer balance.
Projected Withholding Tax - Figure 1	Calculated projection. Example: 0.00 in the no-WHT example	Shows the expected withholding measure under the selected line treatments. Caution: It is not proof of withholding recognition or settlement.
Net Receivable after Projected WHT - Figure 1	Calculated order projection. Example: 1000.00 when WHT is zero	Shows the projected net commercial amount. Caution: Do not interpret it as cash already received or invoice unpaid amount.
WHT Recognition - Figure 1	Read-only timing explanation. Example: Projected; recognise at configured invoice or settlement stage	Distinguishes the previewed withholding from its configured recognition point. Caution: Review actual invoice/application journals and the selected code.

Sales order line grid field reference

Figure 2 Sales order line grid

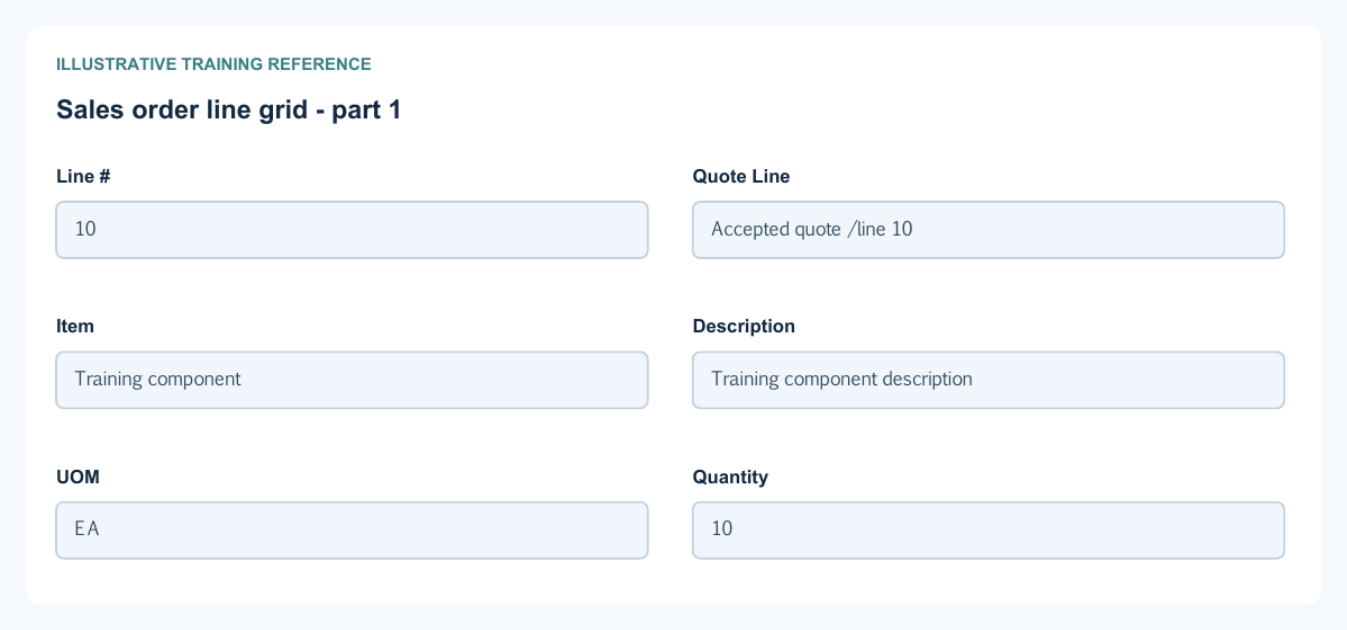


Figure 2. Illustrative training reference: Sales order line grid.

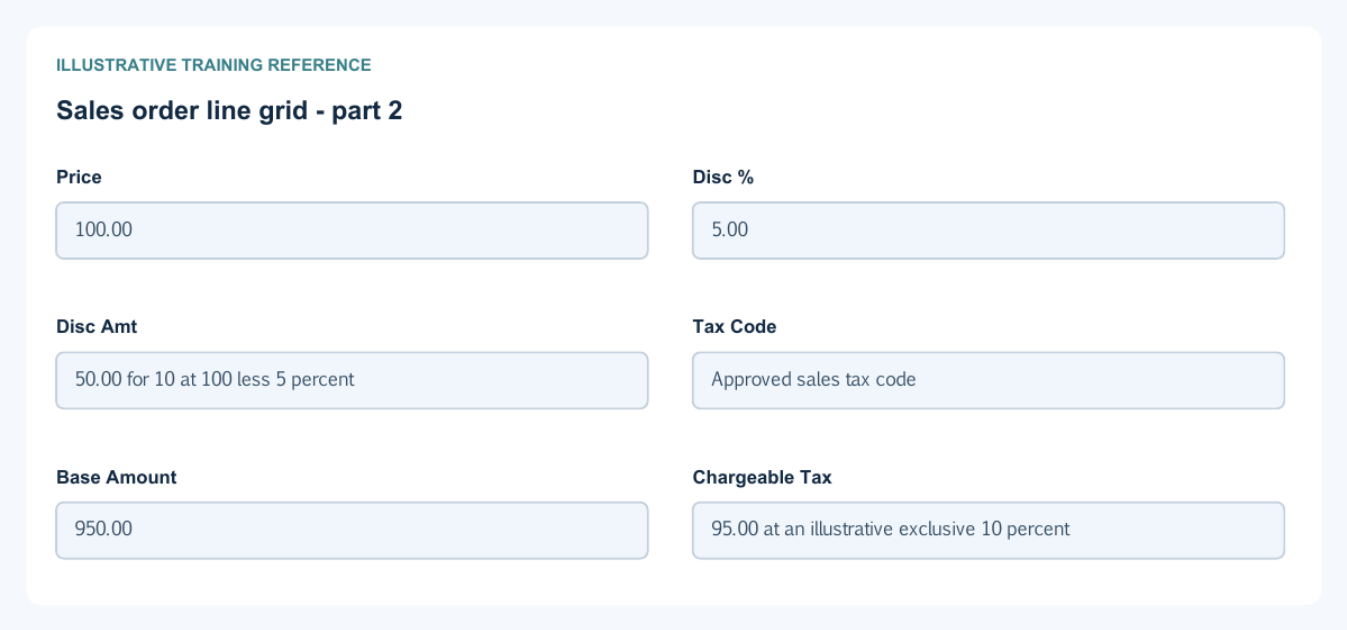


Figure 2 continued. Illustrative training reference: Sales order line grid continued.

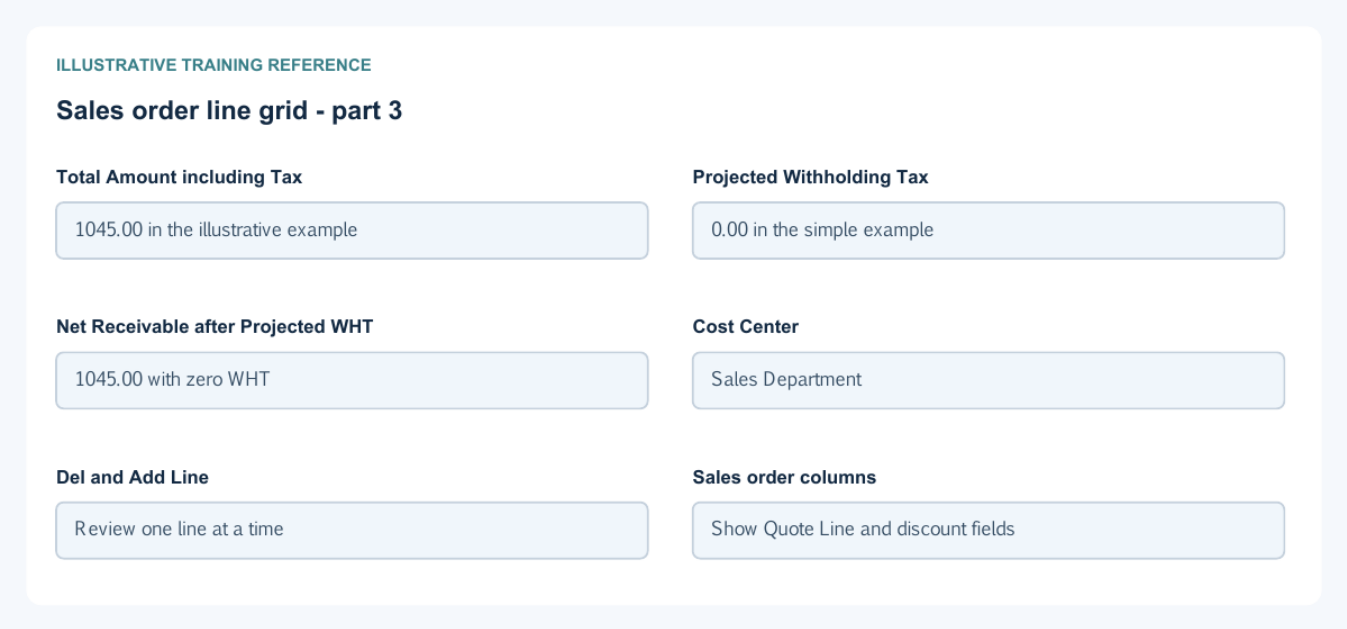


Figure 2 continued. Illustrative training reference: Sales order line grid continued.

Field and figure	Entry rule and example	Purpose and implication
Line # - Figure 2	System row identity. Example: 10	Distinguishes order lines and invoice/source references. Caution: It is not the order number.
Quote Line - Figure 2	Optional eligible accepted-quote line for the same context. Example: Accepted quote / line 10	Preserves source provenance and can populate commercial values, subject to remaining quantity. Caution: A direct order need not have a quote; a source link is not a delivery.
Item - Figure 2	Required actual permitted item selection. Example: Training component	Determines item identity and commercial defaults. Caution: Avoid system clearing items and typed-but-unselected text.
Description - Figure 2	Item/source-derived display. Example: Training component description	Identifies what the selected row supplies. Caution: Review the selected master when the description is wrong.
UOM - Figure 2	Derived unit. Example: EA	States the unit in which quantity is measured. Caution: A unit label does not automatically convert quantities.
Quantity - Figure 2	Positive quantity with permitted precision. Example: 10	States ordered units; source-linked quantities cannot exceed the quote balance. Caution: It is not reserved, picked, issued or invoiced stock.
Price - Figure 2	Nonnegative commercial unit price. Example: 100.00	Values one ordered unit before discount and tax. Caution: Commercial price precision may exceed total-amount precision.
Disc % - Figure 2	Permitted percentage below 100. Example: 5.00	Supplies the percentage discount used when present. Caution: Do not apply both a percentage and an independent amount unintentionally.

Field and figure	Entry rule and example	Purpose and implication
Disc Amt - Figure 2	Calculated read-only display from Discount %. Example: 50.00 for 10 at 100 less 5 percent	Shows the monetary reduction used to derive the base. Caution: Change the permitted percentage rather than treating this as a second editable discount.
Tax Code - Figure 2	Actual selected approved treatment or deliberate clearing. Example: Approved sales tax code	Controls tax and projected withholding calculations and dependencies. Caution: No tax requires an approved basis, not convenience.
Base Amount - Figure 2	Calculated discounted line base. Example: 950.00	Shows gross quantity-times-price less the effective discount. Caution: Do not overwrite totals to bypass a pricing error.
Chargeable Tax - Figure 2	Calculated under the chosen code. Example: 95.00 at an illustrative exclusive 10 percent	Shows the chargeable tax preview. Caution: An order does not create the final tax journal or authority invoice.
Total Amount including Tax - Figure 2	Calculated line gross amount. Example: 1045.00 in the illustrative example	Combines the discounted base and chargeable tax. Caution: Review the correct transaction currency and rounding.
Projected Withholding Tax - Figure 2	Calculated withholding projection. Example: 0.00 in the simple example	Separates the commercial WHT estimate from chargeable tax. Caution: Do not count it as a receipt application.
Net Receivable after Projected WHT - Figure 2	Calculated line net projection. Example: 1045.00 with zero WHT	Shows the order's projected net value. Caution: It is not the customer's posted unpaid amount.
Cost Center - Figure 2	Permitted analytical selection where applicable. Example: Sales Department	Attributes the line for analysis. Caution: It does not choose the inventory location or warehouse.
Del and Add Line - Figure 2	Remove an eligible unsaved row or add a line. Example: Review one line at a time	Changes the proposed commercial rows; saved restrictions and source links still apply. Caution: Do not use line deletion as an invoice or stock reversal.
Sales order columns - Figure 2	Hide/show personal presentation columns. Example: Show Quote Line and discount fields	Changes visibility without removing stored data or validation. Caution: Horizontal scrolling may be needed; a hidden column can still contain a value.

Stocked invoice allocation field reference

Figure 3 Stocked invoice allocation

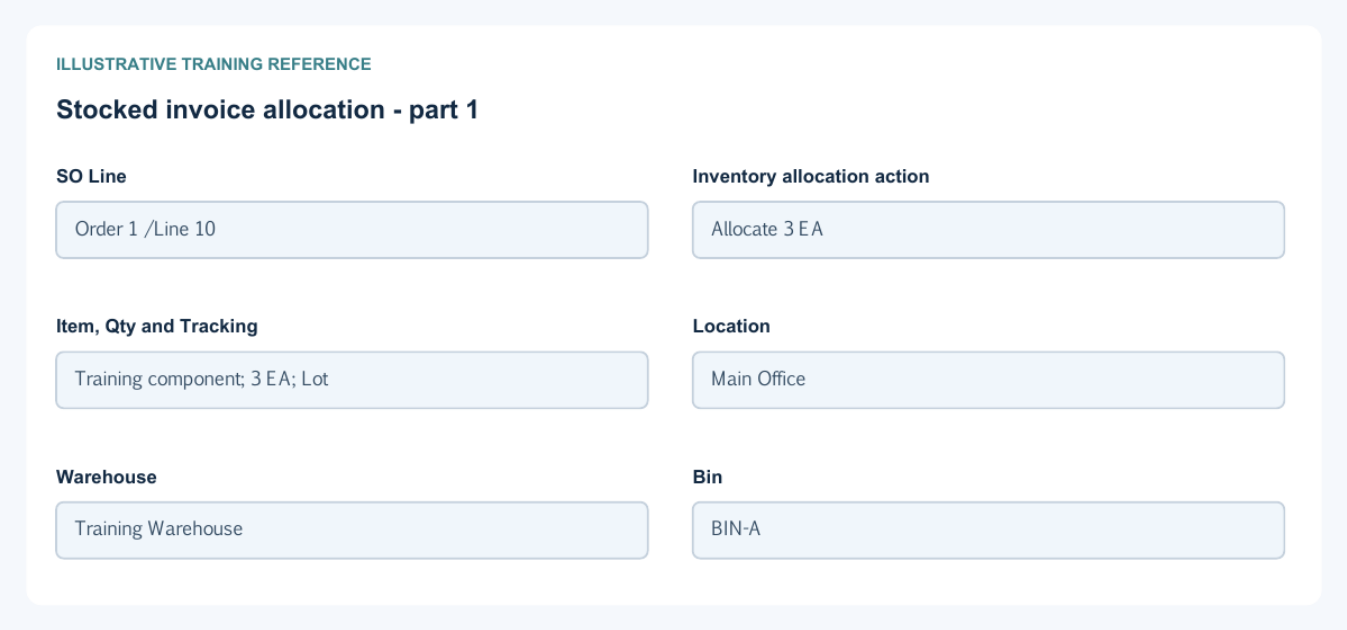


Figure 3. Illustrative training reference: Stocked invoice allocation.

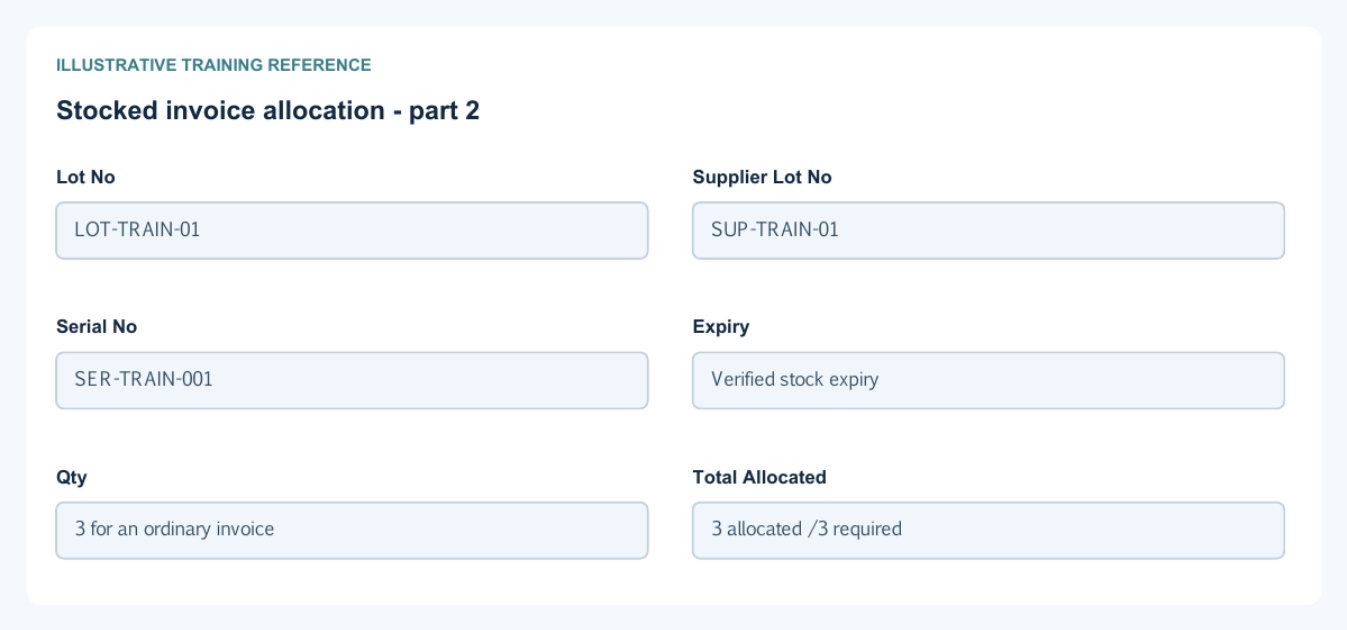


Figure 3 continued. Illustrative training reference: Stocked invoice allocation continued.

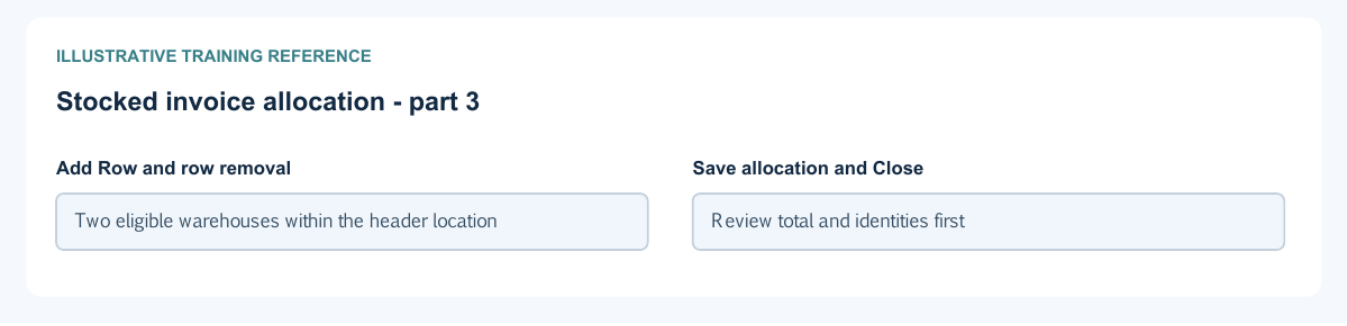


Figure 3 continued. Illustrative training reference: Stocked invoice allocation continued.

Field and figure	Entry rule and example	Purpose and implication
SO Line - Figure 3	Choose an actual eligible order line on the customer invoice. Example: Order 1 / Line 10	Links invoicing back to the selected commercial order row. Caution: Review customer, location, currency, remaining quantity and copied values.
Inventory allocation action - Figure 3	Required for an inventory line before saving. Example: Allocate 3 EA	Opens the stock-identity allocation for the selected invoice line. Caution: Ship To Address is not stock allocation.
Item, Qty and Tracking - Figure 3	Read-only allocation header from the selected invoice line. Example: Training component; 3 EA; Lot	Identifies the item, signed line quantity and tracking method. Caution: Recheck after changing the item or quantity; previous allocations may no longer fit.
Location - Figure 3	Required permitted location; normally locked to the header. Example: Main Office	Identifies the operational site of the allocated stock. Caution: Do not choose a warehouse from a different site to bypass availability.
Warehouse - Figure 3	Required actual warehouse within the allocation location. Example: Training Warehouse	Identifies the store from which the stock movement is derived. Caution: A matching warehouse name does not prove ownership or available stock.
Bin - Figure 3	Conditional when bins are enabled; select an eligible available stock identity. Example: BIN-A	Identifies the storage bin for that warehouse. Caution: Do not invent a bin or assume bins are optional when the warehouse requires them.
Lot No - Figure 3	Required for Lot or Lot plus Expiry; select eligible stock. Example: LOT-TRAIN-01	Identifies the internal lot used by the stock line. Caution: A supplier's lot reference is not necessarily the internal lot identity.
Supplier Lot No - Figure 3	Conditional displayed supplementary lot reference. Example: SUP-TRAIN-01	Preserves the supplier traceability reference associated with the allocation. Caution: Do not replace the internal lot with this reference.
Serial No - Figure 3	Required for Serial; choose eligible stock serials. Example: SER-TRAIN-001	Identifies the individual tracked unit; each serial row represents one unit with the correct sign. Caution: Duplicate serials or fractional serial quantities are not valid.
Expiry - Figure 3	Required for Lot plus Expiry; customer allocation derives it from stock selection. Example: Verified stock expiry	Preserves the selected stock identity and its expiry date. Caution: Do not type a new expiry to make stock appear eligible.
Qty - Figure 3	Nonzero; same sign as the invoice/note line; serial rows are one signed unit. Example: 3 for an ordinary invoice	Splits the invoice line across stock identities. The displayed customer invoice quantity is positive; the consuming stock movement applies its own direction. Caution: Do not reverse the sign merely because stock will be issued.
Total Allocated - Figure 3	Calculated sum equal to the signed line quantity. Example: 3 allocated / 3 required	Checks coverage of the complete invoice line. Caution: Avoid duplicate composite rows; combine quantities for the same identity.

Field and figure	Entry rule and example	Purpose and implication
Add Row and row removal - Figure 3	Available subject to tracking mode and edit state. Example: Two eligible warehouses within the header location	Splits eligible non-serial allocation identities or removes an erroneous proposed row. Caution: Serial rows are controlled separately; do not bypass tracking restrictions.
Save allocation and Close - Figure 3	Save confirms the proposed line allocation; Close dismisses the dialog. Example: Review total and identities first	On the customer form, allocation is retained with the parent document workflow. Caution: Saving an allocation dialog alone is not proof of a saved invoice or completed stock/GL posting.

Gate pass details by warehouse group field reference

Figure 4 Gate pass details by warehouse group

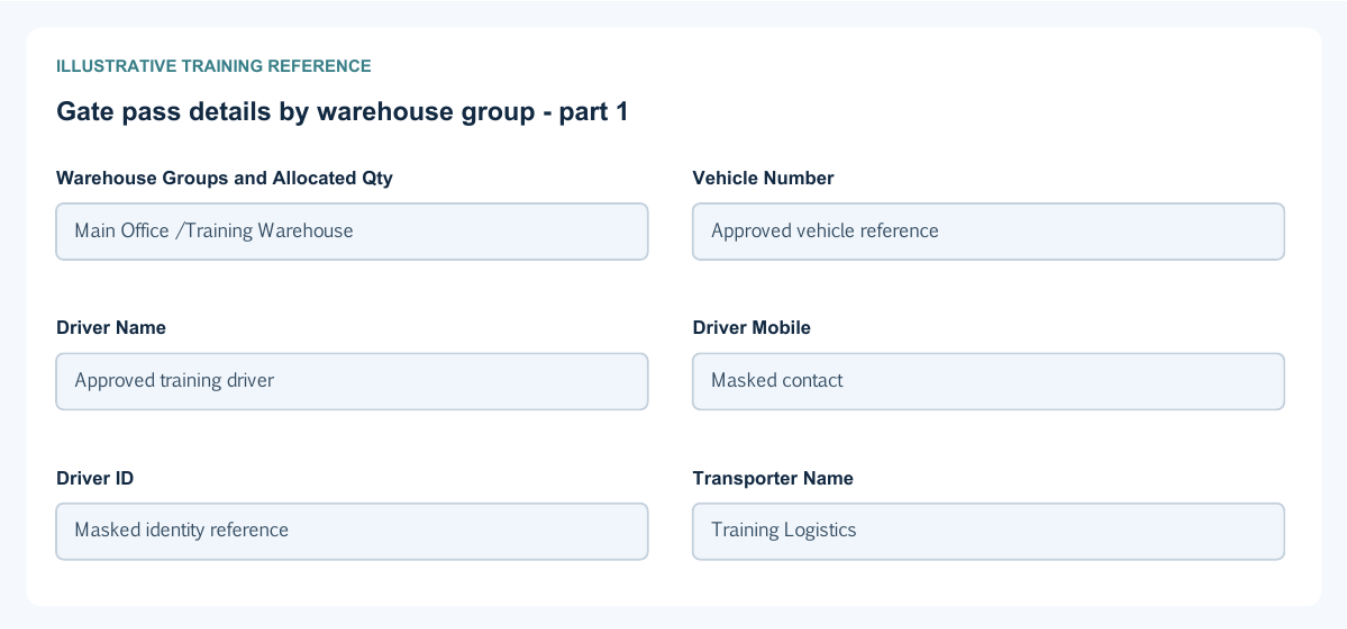


Figure 4. Illustrative training reference: Gate pass details by warehouse group.

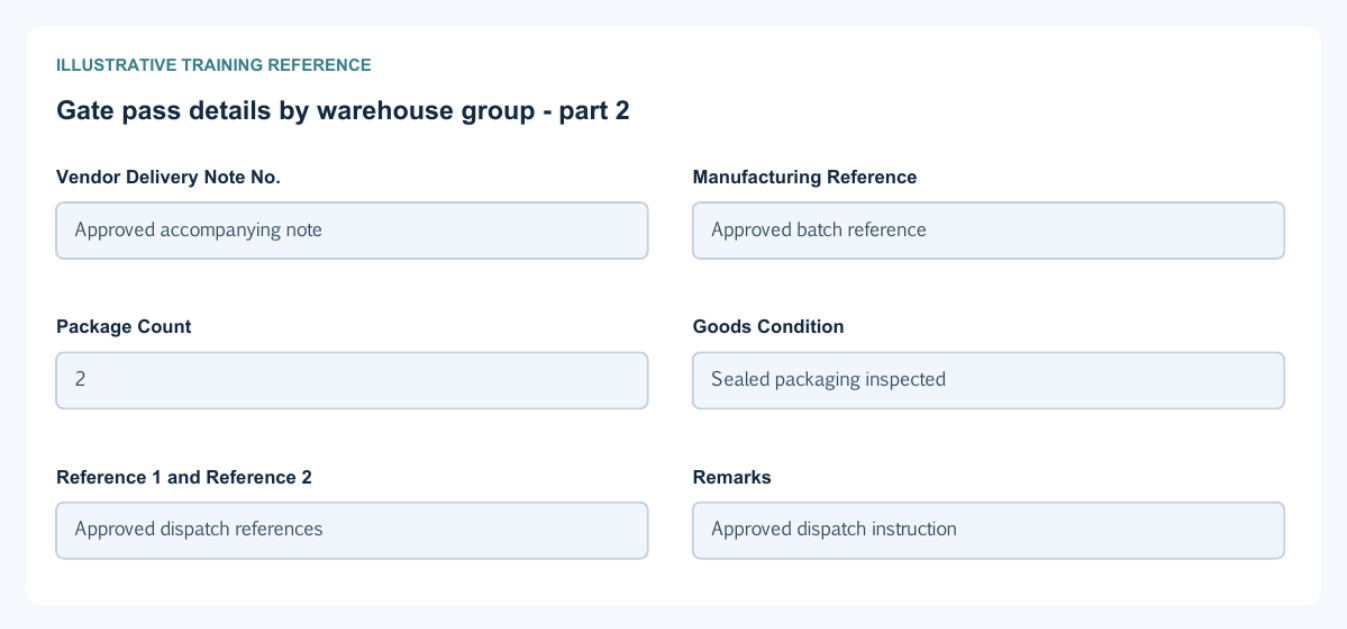


Figure 4 continued. Illustrative training reference: Gate pass details by warehouse group continued.

Figure 4 continued. Illustrative training reference: Gate pass details by warehouse group continued.

Field and figure	Entry rule and example	Purpose and implication
Warehouse Groups and Allocated Qty - Figure 4	Select the location/warehouse group with allocated rows. Example: Main Office / Training Warehouse	Scopes transport evidence to the correct physical group and shows its allocated quantity. Caution: Different groups can have different vehicles, carriers and conditions.
Vehicle Number - Figure 4	Optional verified transport reference. Example: Approved vehicle reference	Identifies the vehicle for the selected warehouse group's dispatch evidence. Caution: It does not register a stock movement or prove delivery.
Driver Name - Figure 4	Optional authorised operational contact. Example: Approved training driver	Identifies the driver associated with the movement evidence. Caution: Protect personal information and retain only what is needed.
Driver Mobile - Figure 4	Optional approved operational contact. Example: Masked contact	Records the driver's contact reference. Caution: Do not expose personal numbers in public exports or screenshots.
Driver ID - Figure 4	Optional approved identification reference. Example: Masked identity reference	Supports the organisation's transport evidence process. Caution: Restrict access and avoid copying real identity documents into training.

Field and figure	Entry rule and example	Purpose and implication
Transporter Name - Figure 4	Optional carrier reference. Example: Training Logistics	Identifies the carrier for this warehouse group. Caution: A carrier name is not proof of custody or completion.
Vendor Delivery Note No. - Figure 4	Optional document reference where relevant; screen label retained. Example: Approved accompanying note	Links external transport/source paperwork to the group. Caution: The label does not make a customer dispatch a vendor purchase.
Manufacturing Reference - Figure 4	Optional source-production reference. Example: Approved batch reference	Adds production traceability where relevant. Caution: It does not create or complete a manufacturing batch.
Package Count - Figure 4	Optional permitted package count. Example: 2	Describes the packages accompanying the allocated goods. Caution: Packages are not the invoice's base-unit quantity.
Goods Condition - Figure 4	Optional factual condition description. Example: Sealed packaging inspected	Records the condition evidence for the group. Caution: Do not use a description to override quality or stock availability controls.
Reference 1 and Reference 2 - Figure 4	Optional additional business references. Example: Approved dispatch references	Supports matching to the organisation's transport records. Caution: Avoid secrets and unrelated personal information.
Remarks - Figure 4	Optional factual movement note. Example: Approved dispatch instruction	Records supplementary group-specific transport evidence. Caution: Remarks do not override saved accounting or stock identities.
Copy to All Groups - Figure 4	Explicit bulk copy of the selected group's details. Example: Only when all groups share the same carrier details	Copies the transport details to other warehouse groups in the current allocation context. Caution: Review every destination; it overwrites their separate detail values.

Customer credit application field reference

Figure 5 Customer credit application

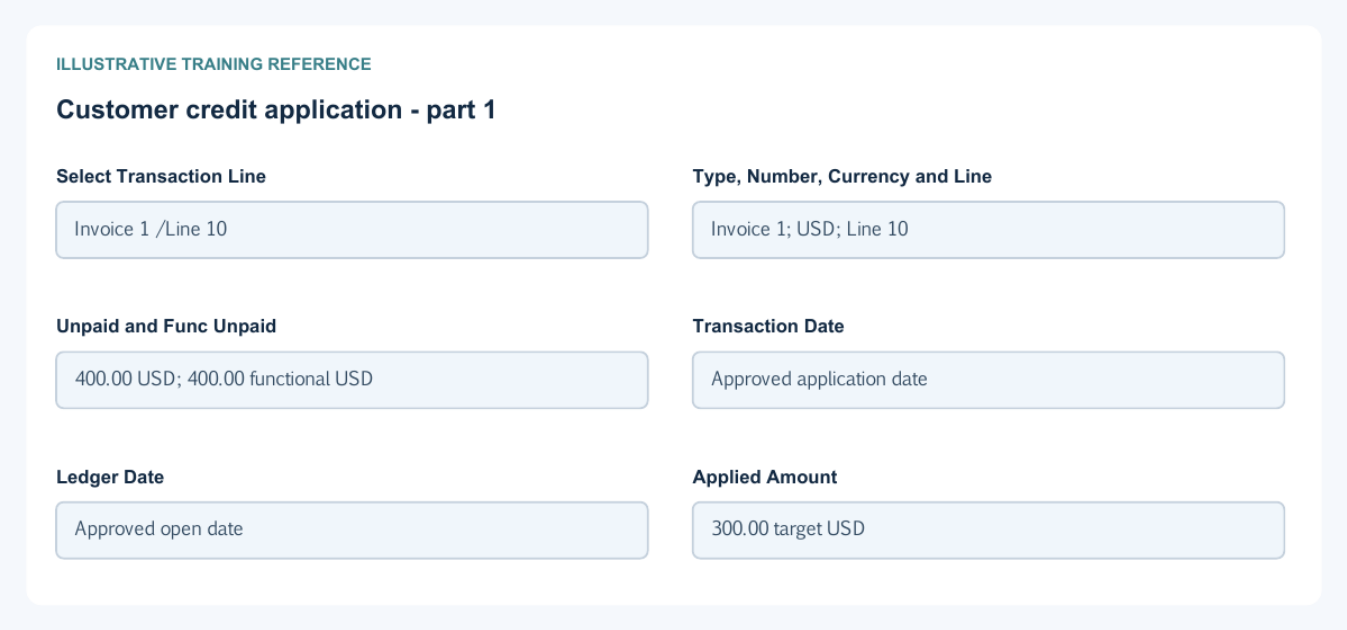


Figure 5. Illustrative training reference: Customer credit application.

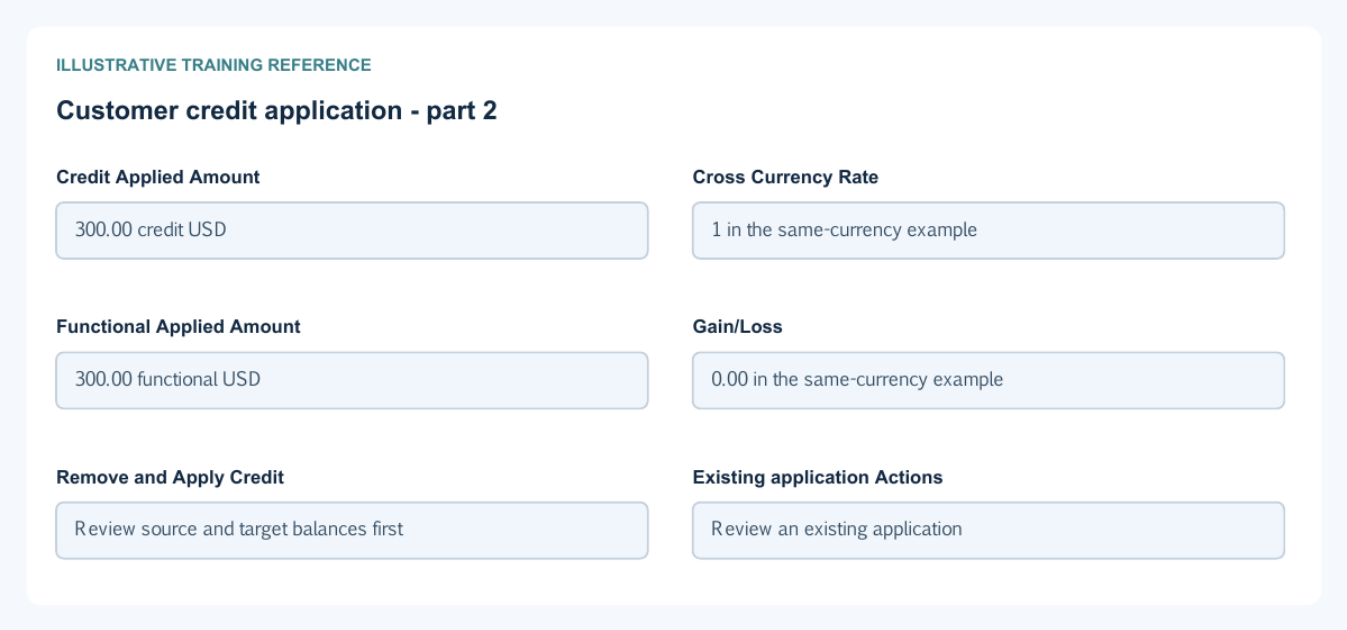


Figure 5 continued. Illustrative training reference: Customer credit application continued.

Field and figure	Entry rule and example	Purpose and implication
Select Transaction Line - Figure 5	Choose an eligible unpaid target for the same customer and permitted context. Example: Invoice 1 / Line 10	Identifies the invoice or debit line against which available credit is applied. Caution: It is not a stock-return selection or a bank refund instruction.
Type, Number, Currency and Line - Figure 5	Read-only target identity. Example: Invoice 1; USD; Line 10	Confirms the exact target document and line. Caution: Similar numbers can occur in different locations or series.

Field and figure	Entry rule and example	Purpose and implication
Unpaid and Func Unpaid - Figure 5	Read-only target balances in target and functional currency. Example: 400.00 USD; 400.00 functional USD	Shows remaining target capacity before the new application. Caution: Balances can change; inspect the refreshed result after confirmation.
Transaction Date - Figure 5	Eligible application document date on or after source and target document dates. Example: Approved application date	Dates the application independently from the credit note and invoice. Caution: Do not backdate before either linked transaction.
Ledger Date - Figure 5	Eligible open-period application date on or after source and target ledger dates. Example: Approved open date	Controls application posting-period context. Caution: A different document date does not bypass ledger-period restrictions.
Applied Amount - Figure 5	Positive amount in the target transaction currency, within eligible unpaid capacity. Example: 300.00 target USD	Reduces the selected target line's open balance. Caution: Do not enter the credit-note currency amount here when currencies differ.
Credit Applied Amount - Figure 5	Amount consumed in the credit-note currency; same-currency equivalent or conditional editable cross-currency amount. Example: 300.00 credit USD	Shows how much source credit is used. Caution: Do not exceed the credit line's available amount or confuse it with target currency.
Cross Currency Rate - Figure 5	Calculated read-only rate derived from target and credit amounts. Example: 1 in the same-currency example	Expresses target-currency units per credit-currency unit where currencies differ. Caution: It is not editable here and is not the document's original transaction-to-functional FX rate.
Functional Applied Amount - Figure 5	Calculated functional value. Example: 300.00 functional USD	Supports the ledger settlement and comparison in the company currency. Caution: Reconcile source and target carrying values and application journals.
Gain/Loss - Figure 5	Calculated functional settlement difference. Example: 0.00 in the same-currency example	Shows the functional difference under the application calculation. Caution: It is not additional cash or an editable discount.
Remove and Apply Credit - Figure 5	Remove a pending selection, or confirm an eligible application. Example: Review source and target balances first	Apply Credit is a separate consequential action from saving the credit note. Caution: A credit application is not a physical return, cash refund or fiscal credit-note acceptance.
Existing application Actions - Figure 5	Use the supported action for the saved application and current state. Example: Review an existing application	Maintains application evidence separately from editing the source credit note. Caution: A credit note with existing applications is locked against ordinary commercial editing; do not delete source data to force a change.

Prepare the stocked invoice

Use Customer Transactions for the invoice and select the actual item and any applicable SO Line. Review dates, customer, currency, quantity, price, tax, contra-account design and the invoice's own values. The regular header, price/tax columns and receipt/application fields are explained in the service invoice and receipt guide; inventory allocation and correction controls are added here.

Allocate the actual stock identities

An inventory line needs allocation before saving. Select the permitted location and warehouse, then bin, lot, serial and expiry as required by item/warehouse policy. Customer allocation uses eligible stock identities rather than invented bins/lots/serials. Allocation quantities must have the same displayed sign as the parent line and sum exactly to it. An ordinary positive invoice quantity produces an outward stock effect through the consuming process; do not manually negate it.

Keep traceability and transport evidence distinct

The internal lot, supplier lot, serial and expiry identify stock. Vehicle, driver, carrier, package count and accompanying references explain its movement. Gate Pass Details groups transport evidence by location and warehouse. Copy to All Groups replaces their separate details, so use it only after checking that the copied information genuinely applies to every group.

Reconcile a simple stocked sale

Illustration only: assume 10 units at company moving-average cost 60 each, same currency, no tax/WHT/discount and an eligible sale of 3 units at 100. The commercial invoice base is 300; expected stock becomes 7 units with value 420 if no other activity or costing change occurs. Expected journal relationships are customer receivable debit 300/revenue credit 300 and cost of sales debit 180/inventory credit 180. These are expected relationships to reconcile against the actual processed stock and posted journal, not evidence that an example was posted.

Record and apply the customer receipt separately

In the same illustrative scenario, a receipt of 200 and a valid separate application leave invoice unpaid 100. The receipt's bank/unapplied-control accounting and application clearing are distinct from invoice revenue and stock cost. Use consistent company, dates, currency, account and report filters. An unapplied receipt does not automatically settle the invoice, and a bank GL balance does not prove statement reconciliation.

Distinguish notes, returns, credits and refunds

Invoice and Debit Note lines use positive quantity in the ordinary form. Credit Note lines use negative quantity and a nonnegative permitted price; zero-total and other validations still apply. Discount editing is restricted on notes. An inventory credit requires its own permitted allocation and stock treatment; a commercial credit application does not physically receive goods. Review the original document and actual supported correction path before changing quantities or accounts.

Apply eligible credit to the correct open line

A saved customer credit and its application are separate. Select the correct target type, number, currency and line; review target unpaid and available source credit. Applied Amount is in the target currency, while Credit Applied Amount is in the credit currency. Application dates cannot precede the linked source/target dates, and period rules apply. A credit with saved applications cannot be commercially edited through the ordinary form; use the supported application action and review its journals/history.

Review fiscal status independently

A customer invoice, credit/debit note, saved credit application and stock movement do not establish tax-authority acceptance. Country routes differ. Do not infer that cancelling, copying, applying credit or refunding cash submits a fiscal correction. Consult the electronic-invoicing guide and the organisation's authorised fiscal process; never change country/fiscal settings to reproduce an example.

Check final balances and recover safely

Reconcile order source/remaining quantities separately from invoiced quantities, stock quantities/value, receivable open items, applications and posted GL. Match report date cutoffs and current-versus-dated inventory bases. After a timeout, inspect saved numbers, allocations, journal/processing status and history before another attempt. Use supported corrections; changing a description, closing an order or deleting an attachment is not a financial reversal.

Related user guides

Customer and vendor setup, items, warehouses, service invoice and receipt fields, inventory reconciliation and electronic invoicing explain related prerequisites and controls.

Vendors and purchasing

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Configure purchasing policies and PO approval rules	155
Understand purchase orders and goods receipts	163
Vendor invoices and adjustment notes	174
Understand vendor invoices and payment applications	180

Bulk purchase and payment imports

Template and exact column reference	What this operation does
Purchase Orders - Purchase Orders	Create orders; not goods receipts or vendor liabilities.
Vendor Transactions - Vendor Transactions	Create supported vendor invoices/notes with applicable source relationships.
Vendor Payments - Vendor Payments	Create payments; verify applications and actual bank execution separately.
Miscellaneous Payments - AP Misc Payments	Create miscellaneous cash payments; not automatic AP settlement.

Follow this module bulk procedure

1. Prepare the supplier, liability/expense or inventory mappings, location, purchasing policy, PO approvals and applicable vendor tax setup. Open the intended order, vendor transaction, vendor payment or miscellaneous payment list.

2. Download the correct current template. Keep each order/invoice header and its linked rows together. Prepare receipt/source relationships where the vendor transaction template supports them; a PO import is not a goods receipt import.

3. Review supplier references, dates, currency, quantities/prices and vendor tax/withholding independently of customer tax. For payments, agree invoice applications, discounts, prepayments and actual cash amounts.

4. Validate, inspect the proposed records and commit once. Reopen generated PO/invoice/note/payment identities and approval/posting state. Do not bypass an approval rule by importing the document again.

5. Reconcile PO quantities/totals, AP and tax, receipt/GRNI or stock/expense destinations, and payment applications/residuals. A saved payment does not confirm that a bank executed it. Correct through the originating module.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely.

Before entering purchases, agree how each location orders, receives and matches supplier invoices. Purchasing policy controls the document evidence required, receipt timing, tolerances, account selection and purchase-order approval. A policy change is not a stock receipt, liability, payment or historical correction.

This reference is for authorised purchasing users, accountants and Tenant Administrators within their own subscription workspace. A tenant is the subscription workspace; its administrator manages permitted access, not a separate company ledger. Have the responsible accountant approve the accounts and the purchasing owner approve matching and authority limits.

Prepare the purchasing prerequisites

Prerequisite	Review before entry	Why it matters
Company and location	Correct Current Company, authorised location, functional currency	Documents and policies belong to a specific company and location
Accounting	Active posting combinations, open posting dates, currency precision and dated FX rates	Downstream invoices, receipts and payments affect accounts and periods
Supplier	Active vendor-capable trading partner, terms, addresses, payable account and vendor tax default	Customer defaults are separate; a customer-only record is not a supplier
Item	Correct nature, base UOM, purchase policy override and posting group	Determines source matching and stock versus expense treatment
Inventory	Warehouse/location, bin and lot/serial requirements, item and global negative policy	Receipt allocation is different from creating an item master
Purchasing	Saved location policy, GRNI and price-variance accounts, approval rules and eligible members	A new screen's initial settings are not proof of the saved policy
Payments	Approved company bank account with bank GL and supplier-prepayment mappings	An ordinary vendor payment uses these mappings; vendor banking references are not the company's bank account

Use the company, accounts, trading-partner, item, warehouse and inventory-setup guides for their field references. Do not change protected system items or groups to work around a purchasing setup problem.

Find policies and approval rules

Under **Vendors**, open **Purchasing Setup** for location policies and **PO Approval Matrix** for groups and rules, subject to your permissions. View existing records before adding a policy. A location is selected when a policy is created and remains locked when it is edited.

Approval-group membership is maintained through authorised user administration. A member also needs the appropriate function, company and location access. Keep business approval limits separate from general access grants.

Choose the correct document route

Matching policy and item	Receipt flow	Supplier invoice source
Two-Way, inventory	One-Step AP Receipt	PO Line; receiving occurs with the invoice stock process
Three-Way, inventory	Two-Step GRN	Posted GRN Line; the related PO is derived from that receipt
Invoice Only, inventory	One-Step AP Receipt	No PO or GRN matching source; stock allocation still matters
Two-Way or Three-Way, non-inventory	Policy-compatible flow	PO Line; a non-stock item does not become a stocked GRN item
Invoice Only, non-inventory	One-Step AP Receipt	No PO or GRN matching source

An enabled item-level purchasing override supplies that item's effective policy and tolerances instead of the location settings. Check the line's effective policy, not only the location header. The ordinary location policy pairs Two-Way and Invoice Only with One-Step AP Receipt, and Three-Way with Two-Step GRN. Do not infer that every possible policy/receipt combination is supported.

For two-step stocked purchases, the relationship is **PO → GRN → supplier invoice → payment and application**. For one-step stocked purchases, the supplier invoice carries the receipt allocation; entering another GRN for those same goods would not be the same route. For purchased services, there is no physical inventory receipt merely because an order exists.

Understand tolerances and approval bands

A 5% quantity tolerance on an order for 100 units allows an applicable cumulative upper boundary of 105, not 105 on every receipt. Prior receipts, applicable returns, policy and line eligibility affect the quantity still available. A tolerance is a controlled exception, not a replacement for counting goods or investigating price differences.

Approval amount limits are inclusive and are compared with the PO's **functional net amount payable**. Currency filters the PO transaction currency; it does not change the threshold denomination. Set limits on the company's functional-currency basis, including for currency-specific rules. For example, an order's foreign-currency amount may be 100 while its functional net amount is 1000; the approval amount comparison uses 1000.

With two-decimal amounts, a band ending at 1000.00 and a following band starting at 1000.01 avoid sharing the same boundary. A blank Max Amount has no upper limit. Review currency-specific and all-currency rules together with the purchasing owner so they provide the intended coverage.

Review the policy and approval fields

Figures show fictional policy and approval records. The policy account descriptions illustrate separate GRNI and variance destinations; use your own approved account/sub-account combinations. The actual account-search controls appear when creating or editing, not in these view references.

Purchasing policy header field reference

Figure 1 Purchasing policy header

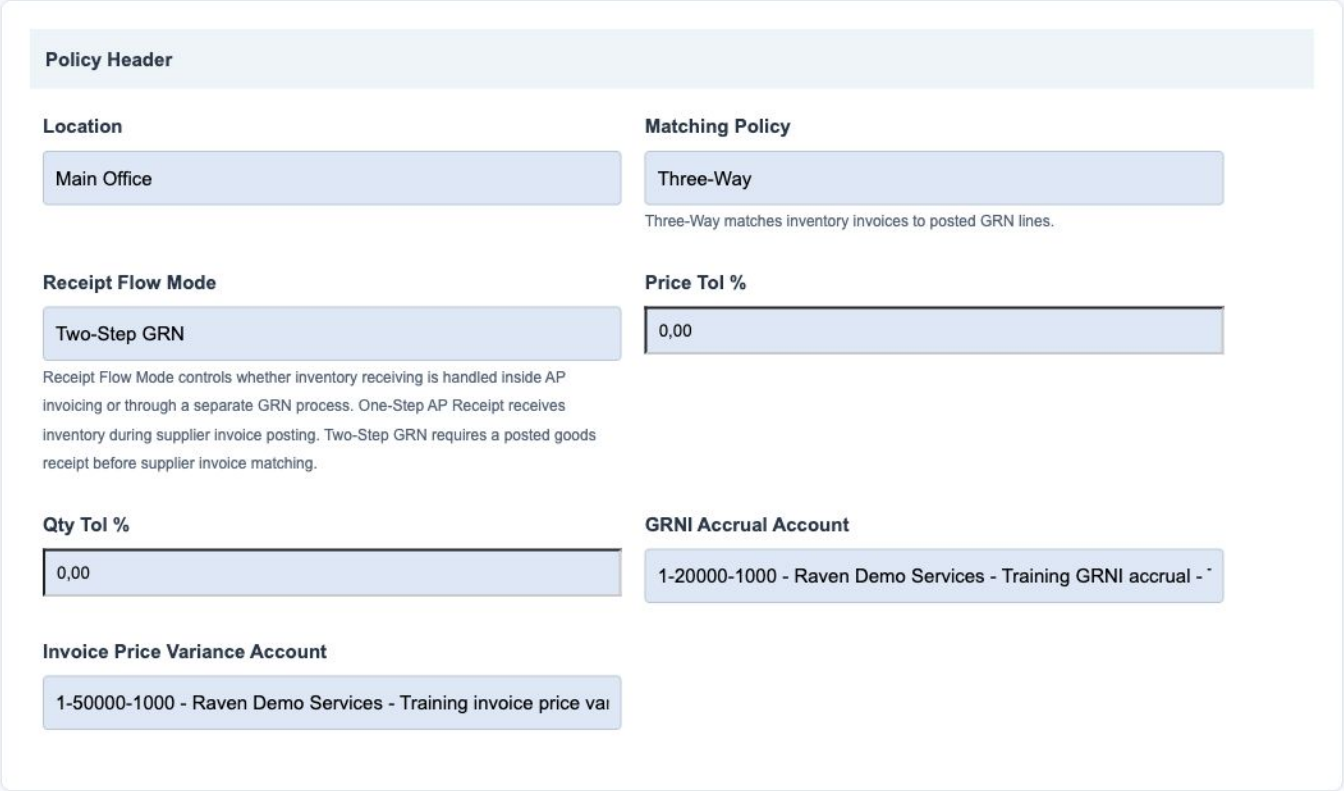


Figure 1. Illustrative training screen: Purchasing policy header.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 1	Required on creation; locked on edit. One policy per company/location. Example: Main Office	Scopes the policy used for purchases at that location. Caution: Check Current Company first; do not create another policy to bypass an existing one.
Matching Policy - Figure 1	Required: Two-Way, Three-Way or Invoice Only. Creation screen starts at Two-Way. Example: Three-Way	Determines whether an invoice line requires an order, a posted receipt or no source document, together with item nature and overrides. Caution: The item's enabled policy override can change the effective rule.
Receipt Flow Mode - Figure 1	Two-Way and Invoice Only require One-Step AP Receipt; Three-Way requires Two-Step GRN. Example: Two-Step GRN	Separates physical inventory receipt from supplier invoice matching. Caution: Do not record the same receipt again inside a one-step invoice.

Field and screenshot	Entry rule and example	Purpose and implication
Price Tol % - Figure 1	Required non-negative percentage; initially zero. Entry is rounded to company amount precision. Example: 2.00	Sets the permitted purchasing price variance under applicable matching checks. Caution: It is a tolerance, not a negotiated price or permission to ignore a mismatch.
Qty Tol % - Figure 1	Required non-negative percentage; initially zero. Entry is rounded to company amount precision. Example: 5.00	Sets the applicable quantity tolerance, including the GRN receivable limit. Caution: Review cumulative receipts and returns, not just the quantity on this document.
GRNI Accrual Account - Figure 1	Required selected chart account from this company, even for a one-step policy. Example: Approved goods received not invoiced liability	Provides the receipt accrual counterpart in two-step procurement accounting. Caution: Review the complete account/sub-account and active status; an accepted account is not accounting approval.
Invoice Price Variance Account - Figure 1	Required selected chart account from this company. Example: Approved purchase price variance account	Provides the destination for applicable invoice-versus-receipt price differences. Caution: Use the accountant-approved classification; do not choose the GRNI account merely to satisfy requiredness.

Vendor transaction account control field reference

Figure 2 Vendor transaction account control

Figure 2. Illustrative training screen: Vendor transaction account control.

Field and screenshot	Entry rule and example	Purpose and implication
Allow Chart of Account override on vendor transaction lines - Figure 2	Checkbox; checked in the new policy screen. Example: Unchecked for controlled item-derived mappings	When off, Contra Account derives from the item's inventory asset or non-inventory charge mapping. Caution: When on, an override still needs an approved same-company account. Do not change policy to repair a posted invoice.

Purchasing approval controls field reference

Figure 3 Purchasing approval controls

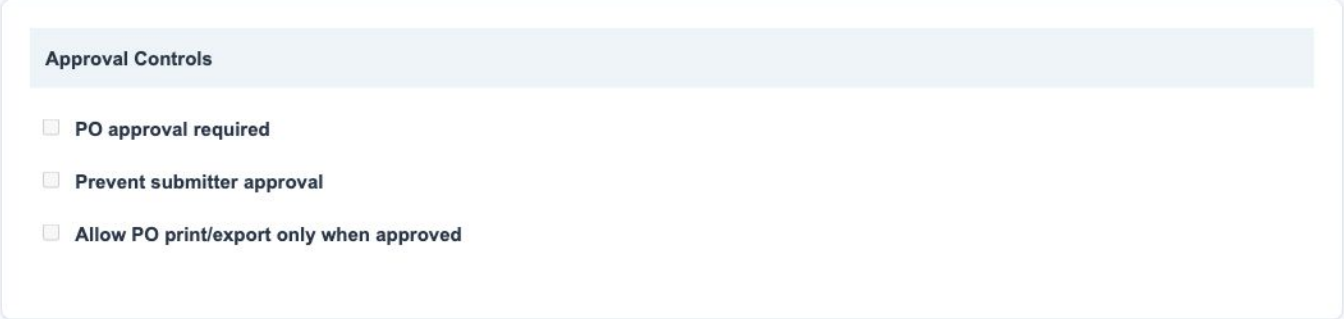


Figure 3. Illustrative training screen: Purchasing approval controls.

Field and screenshot	Entry rule and example	Purpose and implication
PO approval required - Figure 3	Checkbox; checked in the new policy screen. Review the actual saved value. Example: Checked	Requires the purchasing approval process rather than treating a draft save as authorisation. Caution: Do not assume the model fallback or another location has the same setting.
Prevent submitter approval - Figure 3	Checkbox; checked in the new policy screen. Example: Checked	Separates submission from approval when the approval rules apply. Caution: Group membership and permissions must support a different eligible approver.
Allow PO print/export only when approved - Figure 3	Checkbox; initially unchecked. Example: Checked under a controlled supplier-order policy	Restricts PO output according to approval state. Caution: A printable order is still not evidence of goods received, a supplier liability or a payment.

PO approval group field reference

Figure 4 PO approval group

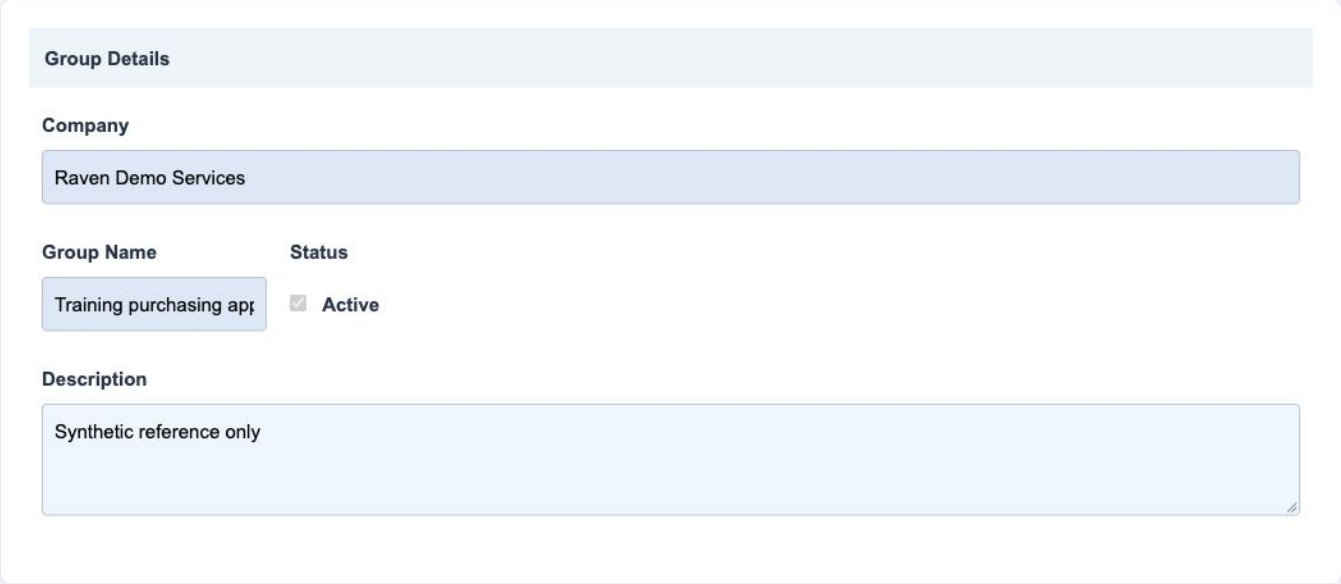


Figure 4. Illustrative training screen: PO approval group.

Field and screenshot	Entry rule and example	Purpose and implication
Company - Figure 4	Read-only company display. Example: Raven Demo Services	Identifies the company that owns the approval group. Caution: A group is not a tenant workspace and does not grant company or location access by itself.
Group Name - Figure 4	Required; maximum 100 characters; unique within the company. Example: Purchasing approvers	Identifies the group selected by approval rules and user memberships. Caution: Use an agreed name; do not repurpose a used group without reviewing its members and rules.
Status / Active - Figure 4	Checkbox; checked for a new group. Example: Active	Determines whether the group is active for approval use. Caution: Review outstanding orders before deactivating a group.
Description - Figure 4	Optional descriptive text. Example: Approvers for ordinary purchases	Explains the group's business responsibility. Caution: Description is not an amount limit or a permission grant.

PO approval rule field reference

Figure 5 PO approval rule

Figure 5. Illustrative training screen: PO approval rule.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 5	Required on the rule screen; select a location of this company. Example: Main Office	Scopes the approval amount band to the purchase order's location. Caution: A rule at another location does not provide approval coverage here.
Approval Group - Figure 5	Required group from the selected company. Example: Purchasing approvers	Identifies the group whose eligible members may approve matching orders. Caution: Confirm the group and membership are active; membership does not replace function or location permission.
Currency - Figure 5	Optional selected PO transaction-currency filter; blank means all currencies. Example: USD, or blank for all currencies	Filters eligible orders by transaction currency; the amount comparison still uses the PO functional net amount payable. Caution: Currency does not change the denomination of the numeric approval thresholds.
Min Amount - Figure 5	Required non-negative lower bound, rounded to company amount precision. Example: 0.00 in company functional currency	Sets the inclusive start of the band compared with the PO functional net amount payable. Caution: A band ending at 1000 and another starting at 1000 touch at an inclusive boundary.
Max Amount - Figure 5	Optional upper bound, not below Min Amount; blank has no upper limit. Example: 1000.00 in company functional currency	Sets the inclusive upper limit compared with the PO functional net amount payable. Caution: Review overlap and gaps across currency-specific and all-currency rules; do not enter limits as if Currency changed their basis.

Field and screenshot	Entry rule and example	Purpose and implication
Status / Active - Figure 5	Checkbox; checked for a new rule. Example: Active	Enables the rule for approval resolution. Caution: An inactive rule does not cover new submissions; review pending orders before changing rules.

Understand accounting responsibilities

A PO is a non-posting commercial commitment. Even though its field is called Ledger Date, it does not itself record inventory, an expense or a supplier payable. Open accounting periods remain essential for downstream receipts, invoices, applications and journals.

A two-step inventory GRN uses an inventory asset debit and GRNI accrual credit. The subsequent matched supplier invoice clears the relevant accrual and recognises the supplier liability, with applicable tax, price and foreign-exchange differences. One-step purchases use their invoice receiving route instead. These are accounting relationships, not a substitute for reviewing the actual generated and posted journals.

GRNI is **goods received not invoiced**. It is not the supplier payment balance. Do not clear it by selecting a bank account or by posting an unrelated manual journal simply to make a report zero.

Review changes and resolve exceptions

Situation	Safe response
Policy already exists for the location	Review that record rather than adding a duplicate
Receipt Flow Mode changes with Matching Policy	Check the supported pairing and item-level overrides before accepting the design
Account search accepts a familiar name	Check the complete current-company chart/sub-account, active status and accounting purpose
Invoice Contra Account is locked	Review the override control and selected item's posting group; do not alter hidden identifiers
No approver is available	Review active groups, memberships, amount/currency/location rules and access with the Tenant Administrator
Submitter cannot approve	Use the separate eligible approver required by the saved policy
A policy change seems needed for an old document	Preserve the document trail and obtain an approved correction plan; changing defaults does not reverse history

Use **Save** only for an authorised policy or rule change, then reopen and compare the saved values. **Cancel** leaves the current form; it is not a reversal of previously saved transactions. Retain the approval rationale and audit evidence under your organisation's procedures.

A purchase order records what you intend to buy. A Goods Receipt Note, or GRN, records the separate receipt of goods when the effective inventory policy uses Two-Step GRN. Keep order authorisation, physical acceptance, inventory allocation and accounting posting distinct.

This guide explains ordinary order and receipt controls, field meanings and review points. It is for authorised purchasing and stores users within their company and location access. Use the purchasing prerequisites guide to choose the appropriate one-step or two-step route before entering transaction details.

Locate the documents and confirm context

The **Vendors** sidebar provides **Purchase Orders** and **Goods Receipt Notes**, subject to permissions. Confirm Current Company, then the document Location. Supplier, currency, dates and source line must remain consistent across the order, receipt and invoice.

An order is a non-posting commitment. A saved GRN and a posted GRN are different states. Neither is a supplier payment. Read the actual state and linked records before repeating an action after a timeout or page error.

Review the purchase order

Check supplier identity, description, document dates, payment terms, currency, item/UOM, quantities, price, discount, tax and cost center. The item supplies its description and UOM; do not use a free-text description as a substitute for selecting the item.

Save Draft retains editable commercial details under the order workflow. **Save & Submit for Approval** and the list's approval actions relate to authorisation; saving does not by itself mean the order is approved. The Approval display is separate from Open/Closed Status. Review all amounts and attachments before a submission or supplier-facing output.

The column menu changes grid visibility, not the underlying commercial rules. Scroll horizontally to review the remaining columns and totals. A hidden tax or amount column still matters to the order.

Understand approval and order changes

An approval-required order needs an eligible approver under its company/location/currency/amount rule. The policy may prevent the submitter from approving and may restrict print/export until approval. A group name alone does not prove that the current user can approve.

Reopening, closing, cancelling and editing have different consequences. Active unposted GRNs can block these transitions. Posted or reversed GRN history blocks cancelling the order; closing is not a reversal of the receipts. Receipt-linked order lines have protected commercial fields, including quantity and price. Do not replace a supplier, remove linked lines or alter dates to make a mismatch disappear.

Review a separate goods receipt

The GRN source must be an **open, approved PO**. Location is chosen before the PO search. Only eligible lines for the separate receipt route belong in this document; non-stock service lines do not become inventory merely because they are on the order.

The receipt grid separates Ordered Qty, Previously Received, Remaining, tolerance headroom and Max Receivable. Review these together with actual delivered goods. Received Qty must equal Accepted Qty plus

Rejected Qty. Applicable warehouse/tracking allocation must cover the accepted quantity, not the rejected quantity.

Save GRN and **Post GRN** are separate controls. Posting has inventory and accounting implications and requires the correct posting date, accounts, FX and allocations. A posted receipt is not an editable draft. **Cancel** is for eligible unposted receipts; it is not the way to undo posted stock. Corrections involving posted receipts or matched invoices require review of their linked documents and supported reversal/return process.

Form fields and screenshot references

Figures 1 and 2 show the ordinary blank purchase-order form and both sides of its line grid. Figures 3 and 4 show the blank GRN header and both sides of the receiving grid. Values become populated after selecting the relevant company records and source order.

Purchase order header field reference

Figure 1 Purchase order header

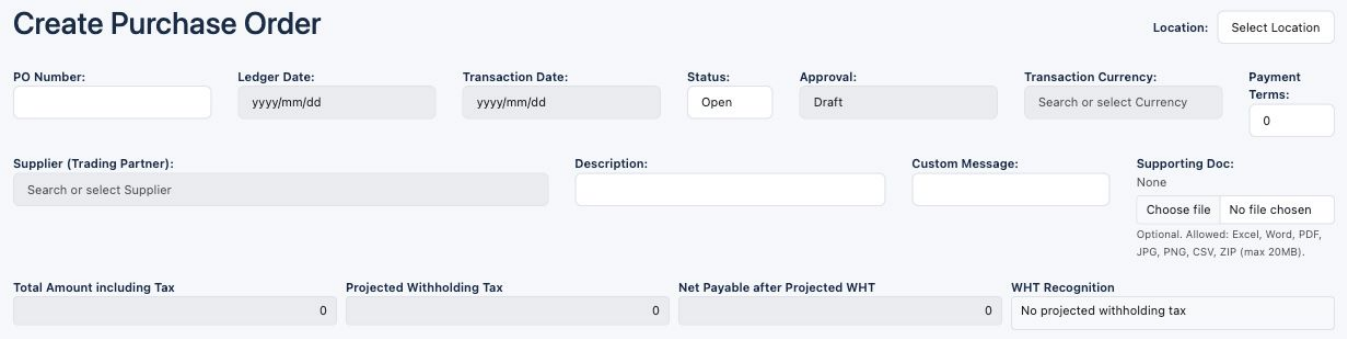


Figure 1. Illustrative training screen: Purchase order header.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 1	Required permitted location; select before dependent header choices. Example: Main Office	Identifies the purchasing policy and document location. Caution: Confirm Current Company and actual location; a similar location name is not an access grant.
PO Number - Figure 1	Generated, read-only. Example: Assigned after the order is saved	Identifies the purchase order within its document context. Caution: Retain company/location as well as the number when tracing documents.
Ledger Date - Figure 1	Required PO record date; enabled after Location. Example: 2026-10-16	Dates the non-posting commercial order. Caution: This date does not post a journal or prove downstream accounting periods are open.
Transaction Date - Figure 1	Required document date; enabled after Ledger Date. Example: 2026-10-16	Records the commercial document date. Caution: Do not confuse the order date with the later physical receipt or supplier invoice date.

Field and screenshot	Entry rule and example	Purpose and implication
Status - Figure 1	Open or Closed on the editable form; cancellation uses a separate controlled action. Example: Open	Describes whether the commercial order remains open. Caution: Closed is not the same as Approved, paid or reversed.
Approval - Figure 1	Read-only workflow display. Example: Draft	Distinguishes Draft, Submitted, Approved, Rejected and Reopened states. Caution: Save Draft does not mean approved; use the recorded workflow state.
Transaction Currency - Figure 1	Required currency; functional currency is used where foreign currency is disabled. Example: USD	Denominates the order quantities and prices in money terms. Caution: Select a real currency result and review rate context for later receipts and invoices.
Payment Terms - Figure 1	Required whole days, 0 to 3650; zero means due on receipt. Example: 30	Records the agreed supplier payment term. Caution: An order term is not a payment instruction or an extension of an existing invoice's due date.
Supplier (Trading Partner) - Figure 1	Required vendor-capable partner selected from suggestions. Example: Training Supplier	Links the order to the supplier. Caution: Typing a name alone does not select the record; confirm the full result and company.
Description - Figure 1	Required document narrative within the configured description length. Example: Office equipment order	Explains the purpose of the purchase. Caution: Use a useful business reference, not credentials or unnecessary personal information.
Custom Message - Figure 1	Optional text. Example: Deliver during receiving hours	Adds the commercial message used on applicable document output. Caution: Do not put internal approval deliberations in a supplier-facing message.
Supporting Doc - Figure 1	Optional allowed document, maximum 20 MB in the screen: Excel, Word, PDF, JPG, PNG, CSV or ZIP. Example: Approved quotation.pdf	Associates evidence with the order. Caution: Check file contents and access before attaching or emailing; replacing/removing evidence requires authority.

Purchase order totals field reference

Field and screenshot	Entry rule and example	Purpose and implication
Total Amount including Tax - Figure 1	Calculated from order lines. Example: 1000.00 with no tax	Summarises base amounts plus chargeable tax in order currency. Caution: An order total is a commitment, not a posted supplier balance.
Projected Withholding Tax - Figure 1	Calculated projected withholding under the selected tax rules. Example: 0.00 in the no-tax example	Shows anticipated withholding separately from chargeable tax. Caution: Projected withholding is not proof of statutory recognition or remittance.
Net Payable after Projected WHT - Figure 1	Calculated net after projected withholding. Example: 1000.00 with no withholding	Shows the projected supplier cash requirement. Caution: Recognition timing and actual invoice/payment amounts can differ.
WHT Recognition - Figure 1	Read-only tax-recognition explanation. Example: No projected withholding tax	Explains the applicable withholding presentation. Caution: Read it with the tax code; do not assume every jurisdiction recognises WHT at invoice entry.

Purchase order lines field reference

Figure 2 Purchase order lines

Figure 2. Illustrative training screen: Purchase order lines.

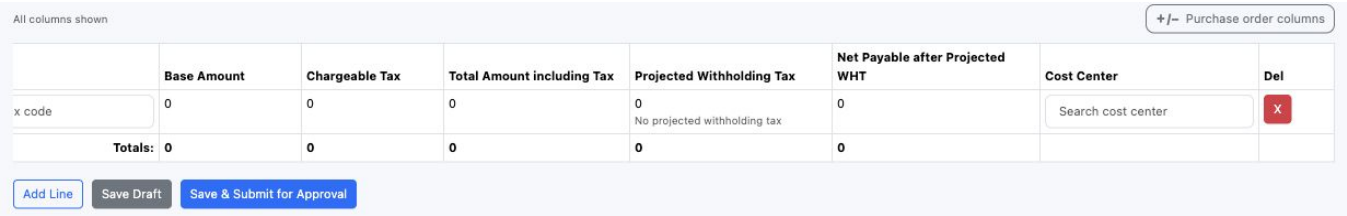


Figure 2 continued. Illustrative training screen: Purchase order tax totals cost center and removal columns.

Field and screenshot	Entry rule and example	Purpose and implication
Line # - Figure 2	Generated line identity. Example: 10	Identifies the source line for later matching. Caution: A line number alone is not a globally unique document identifier.

Field and screenshot	Entry rule and example	Purpose and implication
Item - Figure 2	Required selected item; search supports item or barcode. Example: Training stocked item	Supplies item nature, description, UOM and applicable purchasing defaults. Caution: Use the correct company item and review its policy override and posting group.
Description - Figure 2	Read-only, defaulted from Item Master. Example: Training stocked item	Describes the selected product or service. Caution: Do not substitute description text for the item identity.
UOM - Figure 2	Read-only item unit display. Example: Each	Defines the quantity unit. Caution: Do not compare a supplier carton price with an Each quantity without an approved conversion.
Quantity - Figure 2	Required positive number remaining greater than zero at company quantity precision. Example: 10	Defines the quantity ordered. Caution: This does not put ten units on hand or mark them received.
Price - Figure 2	Required unit price at applicable commercial unit-price precision. Example: 100.00 per Each	Sets the commercial line price before discount and tax. Caution: Confirm currency and UOM; amount precision and unit-price precision can differ.
Disc % - Figure 2	Optional non-negative discount percentage below 100%. Example: 5.00	Reduces the gross quantity-times-price amount. Caution: Check the calculated discount and base; do not enter a tax percentage here.
Disc Amt - Figure 2	Read-only calculated discount amount in the screen. Example: 50.00 on 1000.00 at 5%	Shows the money value of the discount. Caution: Do not add this figure again as another discount.
Tax Code - Figure 2	Optional selected applicable tax code; item/supplier defaults can populate it. Example: Approved purchase tax code, or none for a genuinely tax-free example	Calculates chargeable and projected withholding tax. Caution: Review jurisdiction, effective rules and recoverability; a default is not tax advice.
Base Amount - Figure 2	Calculated quantity times price less discount. Example: 950.00	Provides the taxable commercial base before chargeable tax. Caution: Check rounding and supplier quotation differences before approval.
Chargeable Tax - Figure 2	Calculated chargeable tax amount. Example: 0.00 in the no-tax example	Adds applicable tax to the commercial base. Caution: It is not the same as withholding or proof of input-tax recovery.
Total Amount including Tax - Figure 2	Calculated base plus chargeable tax. Example: 950.00 with no tax	Shows the gross line commitment. Caution: Do not interpret it as net cash after withholding.
Projected Withholding Tax - Figure 2	Calculated projected WHT, following the tax code's signed convention. Example: 0.00	Explains the anticipated tax deduction from supplier cash. Caution: Do not manually reverse its sign or assume it is already posted.

Field and screenshot	Entry rule and example	Purpose and implication
Net Payable after Projected WHT - Figure 2	Calculated gross adjusted for projected WHT. Example: 950.00 with no withholding	Shows expected net supplier cash for the line. Caution: Use actual invoice and application amounts for settlement.
Cost Center - Figure 2	Optional selected current-company cost center. Example: Operations	Attributes the commercial line to an internal responsibility centre. Caution: It does not replace an expense account, approval group or location.
Del - Figure 2	Row removal control while editing. Example: X on an unwanted unsaved line	Removes that line from the proposed order content. Caution: Check the selected line and dependencies; removing an order line does not reverse stock or invoices.

Goods receipt header field reference

Figure 3 Goods receipt header

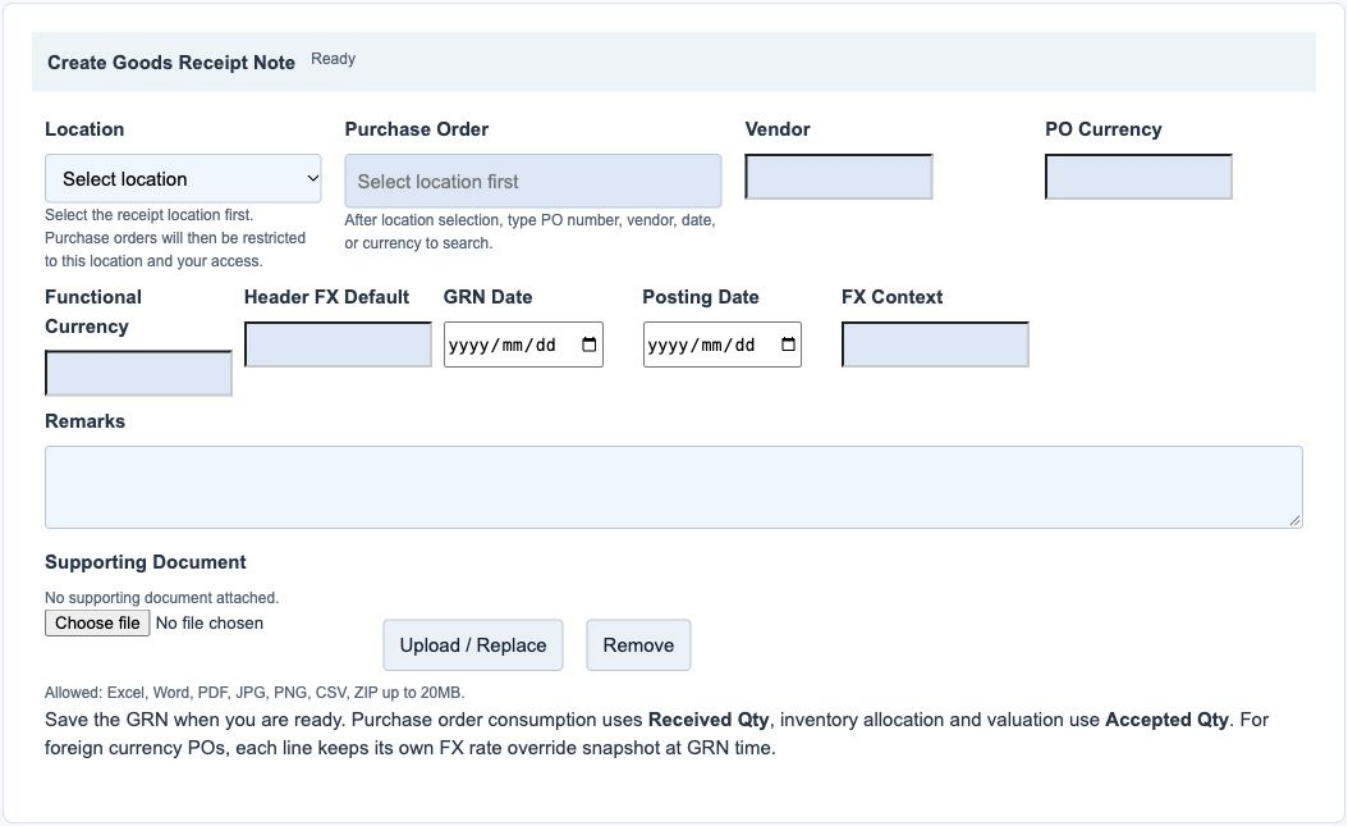


Figure 3. Illustrative training screen: Goods receipt header.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 3	Required before selecting a purchase order. Example: Main Office	Restricts eligible orders to the location and your access. Caution: Confirm the actual receiving location before choosing an order.

Field and screenshot	Entry rule and example	Purpose and implication
Purchase Order - Figure 3	Required selected open, approved purchase order. Example: The authorised supplier order	Supplies the vendor and eligible receipt lines. Caution: Closed or unapproved orders are not receipt sources; draft orders are not approvals.
Vendor - Figure 3	Read-only derived from the selected order. Example: Training Supplier	Identifies whose goods are being received. Caution: A mismatch with the delivery note needs investigation, not manual replacement of a hidden ID.
PO Currency - Figure 3	Read-only order-currency display. Example: USD	Identifies the unit-cost currency. Caution: This is not necessarily the company's functional currency.
Functional Currency - Figure 3	Read-only company currency. Example: USD in a same-currency example	Identifies the inventory ledger valuation currency. Caution: Compare reports in the same currency basis.
Header FX Default - Figure 3	Read-only initial rate context. Example: 1 for same currency	Provides the initial conversion context for receipt lines. Caution: Review the line FX Rate and Posting Date; do not assume the PO date's rate is always the receipt rate.
GRN Date - Figure 3	Required physical receipt/document date. Example: 2026-10-16	Records when the goods receipt document is dated. Caution: Do not backdate to conceal a late receipt.
Posting Date - Figure 3	Required accounting date in an eligible open period. Example: 2026-10-16	Dates downstream inventory and receipt-accrual accounting. Caution: It is distinct from the PO Ledger Date and GRN Date.
FX Context - Figure 3	Read-only rate explanation. Example: PO currency matches functional currency	Explains the rate basis or missing-rate context. Caution: Resolve a missing rate before relying on functional cost.
Remarks - Figure 3	Optional receiving narrative. Example: Outer packaging checked	Records operational receiving notes. Caution: Rejected goods and quantities belong in their dedicated fields as well.
Supporting Document - Figure 3	Optional receiving evidence; upload controls apply to the saved document state. Example: Delivery note.pdf	Links the receipt to supporting documentation. Caution: Do not upload confidential supplier information to an unrelated company or assume a draft attachment proves posting.

Goods receipt line grid field reference

Figure 4 Goods receipt line grid

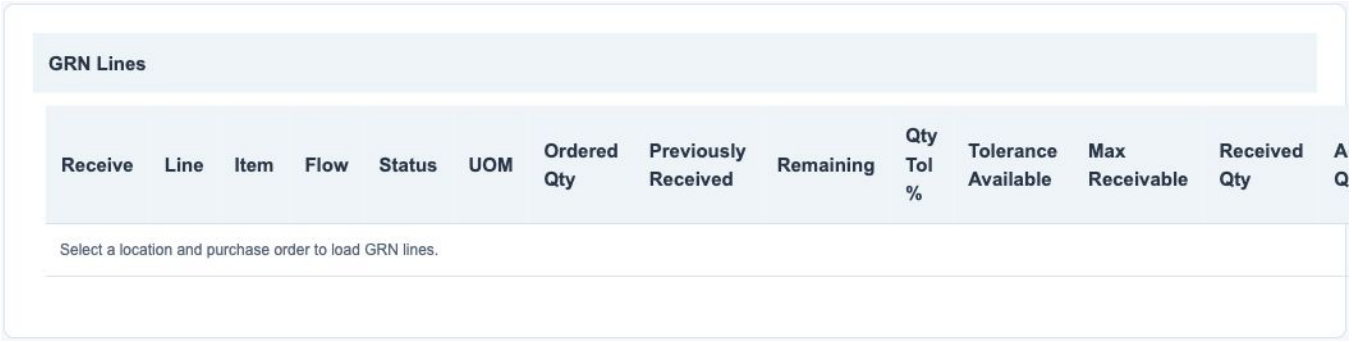


Figure 4. Illustrative training screen: Goods receipt line grid.

Figure 4 continued. Illustrative training screen: Receiving acceptance cost FX and allocation columns.

Field and screenshot	Entry rule and example	Purpose and implication
Receive - Figure 4	Selection checkbox for an eligible line. Example: Checked for the delivered line	Identifies the lines included in this receipt. Caution: Do not select lines for goods not delivered.
Line - Figure 4	Read-only source line number. Example: 10	Links the receipt to the order line. Caution: Check item and order identity as well as the number.
Item - Figure 4	Read-only selected order item. Example: Training stocked item	Identifies the goods received. Caution: A similar description does not mean the same SKU.
Flow - Figure 4	Read-only effective receipt flow. Example: TWO_STEP_GRN	Explains whether separate GRN receiving applies. Caution: Do not force a one-step item into separate GRN receiving.
Status - Figure 4	Read-only eligibility or line-status information. Example: Eligible receiving status	Explains whether the line can be received. Caution: Resolve a blocked status rather than changing policy solely to bypass it.
UOM - Figure 4	Read-only order unit. Example: Each	Defines all quantity columns on the line. Caution: Count and compare in this UOM.
Ordered Qty - Figure 4	Read-only ordered-quantity snapshot. Example: 10	Provides the commercial quantity baseline. Caution: It is not remaining stock or quantity already received.

Field and screenshot	Entry rule and example	Purpose and implication
Previously Received - Figure 4	Calculated prior receipt quantity used by the receiving calculation. Example: 4	Shows earlier receiving activity considered for this order line. Caution: Check receipt and return history when the figure differs from physical expectations.
Remaining - Figure 4	Calculated remaining order quantity. Example: 6 before any tolerance addition	Shows the ordinary unreceived quantity. Caution: Do not confuse remaining with Max Receivable when tolerance applies.
Qty Tol % - Figure 4	Read-only effective quantity tolerance. Example: 5.00%	Shows the policy tolerance applied to the line. Caution: An enabled item override may differ from location policy.
Tolerance Available - Figure 4	Calculated additional tolerance quantity available. Example: 0.50 on an otherwise unreceived ten-unit order at 5%	Separates tolerance headroom from normal remaining quantity. Caution: This is cumulative headroom, not a fresh allowance for every receipt.
Max Receivable - Figure 4	Calculated maximum current receipt quantity. Example: 10.50 for that unreceived example	Combines the applicable receiving balance and tolerance. Caution: Recheck after other receipts or returns; do not rely on a stale screen.
Received Qty - Figure 4	Required non-negative actual delivered quantity on a selected line. Example: 10	Records the physical quantity presented for receipt. Caution: Accepted plus Rejected must equal Received; count goods rather than copying the PO blindly.
Accepted Qty - Figure 4	Required non-negative accepted portion. Example: 9	Determines accepted receipt quantity and related allocation. Caution: Do not include rejected goods in stock accepted for use.
Rejected Qty - Figure 4	Required non-negative rejected portion, including zero. Example: 1	Separately identifies goods not accepted. Caution: 9 accepted plus 1 rejected must reconcile to 10 received.
Unit Cost - Figure 4	Read-only PO-derived unit cost in PO currency. Example: 100.00	Provides the receipt costing basis from the commercial source. Caution: It is not an editable supplier invoice price.
FX Rate - Figure 4	Positive line conversion rate; editable only when permitted by currency/state. Example: 1 for same-currency receipt	Converts the line unit cost into functional currency. Caution: Use the approved rate for the receipt posting context; do not use zero or invert the rate.
Functional Unit Cost - Figure 4	Calculated unit cost in company currency. Example: 100.00 when rate is 1	Shows the functional receipt cost basis. Caution: It is a unit cost, not the total receipt value.
Allocated Qty - Figure 4	Calculated allocation quantity. Example: 9 accepted units allocated	Shows how much accepted quantity has warehouse/tracking allocation. Caution: For applicable inventory lines it must agree with accepted quantity before posting.

Field and screenshot	Entry rule and example	Purpose and implication
Allocation - Figure 4	Manage Allocation or View Allocation according to state. Example: The approved receiving warehouse and bin	Opens the receiving allocation detail for applicable stock. Caution: Warehouse, bin, lot/serial and expiry requirements still apply; choosing a PO alone does not allocate stock.

Read the receiving gate pass summary

The GRN's **Gate Pass Groups** table is an output summary associated with valid allocations and posting, not another PO or invoice. **Gate Pass #** identifies the record; **Type** identifies its movement purpose; **Location** and **Warehouse** identify receiving ownership and storage; **Date** dates the movement; **Vehicle**, **Driver** and **Transporter** describe transport; **Condition** describes the goods condition recorded for that group.

Blank transport details are not proof that the receipt failed. Gate pass evidence does not replace stock allocation, the GRN posting state or the accounting journal. Record only operationally necessary transport information under your privacy policy.

Work through a simple receiving example

Assume a no-tax same-currency order for ten units at 100 each, with no discount and no earlier receipt. The order commitment is 1000. If ten units arrive and one is rejected, Received Qty is 10, Accepted Qty is 9 and Rejected Qty is 1. The applicable allocation covers nine accepted units.

At a functional rate of 1 and receipt unit cost of 100, the nine accepted units have an illustrative receipt value of 900. The ordinary two-step accounting relationship is an inventory asset debit of 900 and a GRNI credit of 900. The supplier invoice and any price or tax differences remain separate. This arithmetic assumes no other costs, tax, currency differences or returns; compare your actual posted records rather than forcing them to these example amounts.

Review receiving and accounting evidence

Review	Compare	Difference to investigate
Commercial authorisation	PO supplier, approval and open status	Draft/unapproved source, changed supplier or closed order
Physical quantities	Delivery evidence, accepted/rejected quantities and receipt history	Missing goods, duplicate receipt or unexplained tolerance use
Allocation	Accepted quantity versus warehouse/bin/tracking detail	Wrong location, unavailable bin, incomplete lot/serial data
Posting	GRN state, actual inventory movement and linked journal	Saved draft mistaken for posting or incomplete downstream processing
Receipt accrual	Receipt values versus matched supplier invoices and GRNI	Uninvoiced receipts, price/FX differences or incorrect matching

Use a consistent company, location, as-of date and currency basis. The purchasing reports include receipt and GRNI reconciliation views; report names alone are not proof that a document's stock and journal have completed. Investigate a missing journal or movement before duplicating the transaction.

Resolve common order and receipt problems

Problem	What to review
Supplier or item search is empty	Company/location access, supplier role, active records and an actual selected result
PO is absent from GRN search	Location, Open status, Approved state and eligible two-step inventory lines
Receipt exceeds the limit	Cumulative receipts/returns, current effective tolerance and Max Receivable
Allocation blocks posting	Accepted quantity, receiving warehouse/location, required bins and item tracking
FX or functional cost is missing	Receipt Posting Date, company currency, valid dated rate and permitted line override
Order changes are blocked	Draft/posted GRN dependencies and protected linked commercial fields
Posted receipt needs correction	Preserve the trail and review matched invoices/returns before any authorised correction

Do not enable negative stock, widen tolerance, change policy or create duplicate documents solely to bypass an unexplained error.

Use Vendor Transactions for supplier invoices, Vendor Charges and vendor notes. Use Vendor Payments for cash paid or advanced, then apply that payment to the intended open supplier lines. Receiving goods, recording a liability, allocating a note and sending money are different events.

This guide is for authorised purchasing and accounting users in their selected company and permitted locations. It explains which document to choose and how to recognise the result. The detailed regular form fields remain in vendor invoices and payments.

Choose the vendor document by its effect

Requirement	RavenLedger route	Expected commercial effect
Record an ordinary supplier invoice	Invoice	Increases the amount payable; match the applicable PO/receipt or invoice-only policy.
Record an additional supplier charge	Vendor Charge where applicable	Increases the amount payable. This is not the reducing vendor Debit Note route.
Record a supplier service or expense	Invoice with an eligible non-inventory item	Uses the item's non-inventory posting design; item selection is still required.
Record stocked purchases	Invoice with an inventory item and supported matching/receipt allocation	Stock receipt and liability accounting depend on the configured purchasing policy.
Reduce a supplier amount due	Vendor Credit Note or Vendor Debit Note, according to the approved business evidence	Both ordinary vendor note types are reducing documents in this release. They have negative quantities and positive prices in the regular form.
Purchase or adjust a fixed asset	Supported fixed-asset purchasing/capitalisation route	Use the actual asset/event controls; a normal expense invoice does not replace capitalisation.
Pay or advance cash	Vendor Payment followed by application where appropriate	Payment save does not automatically clear a specific invoice or prove bank execution.
Receive money back from a supplier	Supported refund against the eligible original payment	A vendor note alone does not put cash back into the bank.

Do not infer the sign from the word Debit alone. A customer Debit Note increases receivables; a vendor Debit Note in this release reduces payables. For an additional supplier liability, use the supported Invoice/Vendor Charge design, not a reducing note with a forced sign.

Prepare supplier item tax and account mappings

Confirm the active supplier, supplier liability account, location, document dates, purchasing policy and permitted matching sources. A supplier reference is evidence, not a guarantee of duplicate protection: check the original invoice number, date, currency and amount against existing records.

Select the actual item even for a service/expense purchase. Non-inventory items use their charge-account design; inventory items require the correct stock and receipt mappings. Review vendor tax defaults independently of customer tax defaults, and verify whether withholding is recognised at invoice posting or when cash is applied.

Before payments, prepare a bank account in the payment currency and its required supplier-prepayment mapping. Review the functional FX basis for the invoice and payment separately. See tax and currency applications.

Choose the correct purchase matching route

Policy and item	Match source	Receipt consequence
Two-Way inventory	Eligible approved PO Line	Invoice receipt allocation supplies the one-step stock receiving detail.
Three-Way inventory with two-step receipts	Eligible posted GRN Line	Goods were already received; invoice matching clears the receipt basis rather than receiving the same stock twice.
Three-Way non-inventory	Eligible PO Line	No stock GRN is required for the non-inventory charge.
Invoice Only	No PO/GRN match required by that policy	Inventory still requires the applicable one-step receipt allocation.

Do not change purchasing policy to make one invoice pass validation. Resolve missing approval, receipt, quantities, tolerances or account mappings through the responsible process. Read purchasing setup and orders and receipts.

Save and reconcile a supplier invoice

1. Open Vendor Transactions in the selected company and choose the new-document action. Select Invoice and the intended supplier/location.

2. Enter the supplier's invoice reference, Transaction Date, Ledger Date, currency, functional FX rate and terms. Compare the supplier's external evidence with the proposed record.

3. Add the eligible items, quantities, prices and permitted discounts. Select the required PO Line or posted GRN Line; complete one-step inventory receipt allocations only where that route applies.

4. Review vendor tax, withholding timing, base, chargeable tax, gross and net payable. Check both transaction and functional figures and any receipt/price/FX differences.

5. Save once and retain the generated number. Reopen the saved document, matched quantities and linked processing/journals.

6. Reconcile supplier open items, stock/expense or GRNI, tax and functional GL. Check that stock was not received twice and that an unapplied payment was not mistaken for settlement.

Use regular invoice/payment fields and the tax examples for the controls and calculations. A supplier PDF, imported row count or saved header is not proof of completed posting.

Record a vendor charge

Use the permitted Vendor Charge route for an additional supplier amount due, with the approved item/account, tax treatment and source evidence. Review whether the charge is an expense, stock-related cost or another supported adjustment; do not choose an inventory cost adjustment merely because an invoice has no physical quantity.

Ordinary positive invoice-like lines increase the supplier liability. Amount-only cost/FX/system transactions have separate rules and are not a workaround for an invalid ordinary line. Reconcile the charge's actual account destination and supplier open amount after processing.

Record a vendor debit or credit note

1. Establish the reason, supplier's original reference and approved reducing amount. Select the note type that matches the business evidence and local process.

2. In Vendor Transactions, choose Debit Note or Credit Note. Use the same supplier and the intended location, dates and currency. Review the negative quantity and positive price in the regular form.

3. Select the required item and approved account/tax treatment. For returned inventory, follow the applicable goods-return and allocation/matching controls, including the eligible GRN Return source where required.

4. Save once and reopen the note. Verify its negative net/open amount and the actual stock, cost, tax and liability effects.

5. Apply the eligible note to the intended supplier invoice or Vendor Charge separately. If cash must be returned, use the supported payment-refund route instead of treating note allocation as a bank receipt.

Do not reverse physical goods twice by combining a goods return with a second unlinked inventory note. Equally, a price-only financial reduction does not by itself prove that any goods have left the warehouse.

Apply a vendor note to an open invoice

Open the saved eligible note line's Apply controls. Choose the exact target Invoice or Vendor Charge line, and verify the company, supplier, currency and current open amount. The normal note lookup filters eligible targets to the note's currency when the source note is supplied.

Control or display	Currency and purpose	Entry or review rule
Target document and line	The invoice/charge being reduced	Match the supplier's original evidence and the intended open line.
Applied Amount	Target invoice currency	Enter a positive amount within the target's current open balance.
Note Applied Amount	Source note currency	Positive amount consumed from the negative note's available credit; review remaining source capacity.
Cross Currency Rate	Target units per one source-note unit	Same-currency applications use 1. Do not transfer the cash-application rate direction to this screen.

Control or display	Currency and purpose	Entry or review rule
Functional Applied Amount	Target application at the target document's functional FX basis	Compare it with the source note's functional value and the linked FX result.
Transaction Date and Ledger Date	Application and accounting dates	Must satisfy the source/target date checks and open-period controls.
Application and FX journals	Separate application accounting	Inspect the actual linked records and posted state, not merely the original invoice journal.

Apply once and reopen both documents. Applying USD100 from a USD100 reducing note to a USD1,000 invoice leaves invoice USD900 and source note zero when there are no other applications.

Distinguish foreign currency from different currencies

A USD note applied to a USD invoice is same-currency even in a PKR company. Its cross rate is 1, but different document FX bases can still produce a functional exchange difference. For example, USD100 at PKR285 is PKR28,500, while USD100 of an invoice at PKR280 is PKR28,000. Reconcile the PKR500 difference to the actual linked FX accounting; do not alter the document history to remove it.

Do not assume a EUR note can be allocated to a USD invoice because cross-rate columns exist. The standard vendor note lookup normally restricts targets to the note currency. Do not bypass the picker or manipulate requests to force an unavailable target. Ask the accounting owner to choose a supported correction route. The separate cross-currency cash route is described in receipt and payment applications.

Record and apply a vendor payment

Save the payment for the actual supplier and bank, in that bank's currency, with the actual cash amount and its functional FX rate. Review the initially unapplied amount. Recording a payment is not sending a bank instruction or automatically allocating it to an invoice.

Use the eligible saved payment's transaction-line selection and application controls. Review Gross Open Amount, Projected WHT, Net Cash Payable and Functional Net Cash. Net Cash Applied is in the target transaction's currency; Payment Applied Amount consumes the payment currency. Review both amounts, the cross rate, dates and resulting residuals before applying once.

Where withholding is recognised at settlement, the protected system withholding record is separate from the cash application. Do not pay the gross amount and also deduct withholding a second time. Read the partial and cross-currency examples.

Correct an allocation or refund safely

Need	Supported control and check	Avoid
Correct an unsaved form	Fix the entry before Save	A second document for the same supplier evidence.
Correct a saved editable invoice	Review its source matches, applications, locks and actual journals before authorised maintenance	Changing type, deleting history or bypassing purchase policy.
Correct an ordinary note allocation	Use its supported edit/remove controls where permitted; reopen source and target	Treating removal as cancellation of the note or physical return.
Correct a payment application	Correct/unapply the original cash application and inspect both balances	Deleting its protected system WHT allocation manually.
Refund an unused eligible payment amount	Use the original payment's supported refund controls and separate treasury authorisation	Assuming a supplier credit note proves cash was received.
Undo an inventory receipt/return	Use the permitted originating goods movement process and dependency checks	A GL plug that leaves stock quantities or GRNI wrong.

After an uncertain save, locate the payment, application, note allocation and processing state before retrying. Existing applications and document dependencies can restrict commercial edits; do not create duplicates to avoid a lock.

Keep vendor evidence separate from Pakistan customer e invoicing

A supplier's tax invoice, your vendor accounting record and the supplier's authority-submitted document are different evidence. Retain the supplier's invoice/note and accepted reference where applicable. Do not send vendor documents through a customer FBR route merely because both are called invoices.

FBR and provincial service-tax treatment depend on the transaction and applicable jurisdiction. The official FBR provisions and the company's approved country process determine the applicable evidence; a successful RavenLedger save is not proof of statutory deductibility or authority acceptance.

Reconcile the complete purchase trail

Match supplier invoice/note references, PO/GRN/return quantities, inventory or expense destinations, GRNI clearing, supplier open items, payment applications and tax. Use the same company, supplier, locations, cutoff and currency across reports. Compare transaction-currency residuals separately from functional GL and FX.

Use the regular payables reconciliation checks, individual report parameters, inventory reconciliation and GL close controls. A zero supplier balance does not prove the bank statement is reconciled.

Resolve common invoice and note problems

Symptom	Check
Service invoice requires an item	Select the approved non-inventory item and charge posting group; free text alone is not an item.
Vendor Debit Note increases the intended liability	Recheck the required business event: ordinary vendor notes reduce AP; an additional charge uses the supported invoice-like route.
PO or GRN source is absent	Supplier, company/location, approval/posting, remaining quantity, matching policy and earlier invoices.
Note target is absent	Supplier, currency, eligible invoice/charge type, current open amount and earlier allocations.
Payment cash and invoice gross differ	Withholding timing, existing notes/applications, currency and rounding; do not force gross cash.
System WHT is locked	Correct the originating payment application, not its protected child record.
Payment saved but invoice is open	Inspect its actual application and processing state; a payment reference alone is not settlement.

Continue with fields and bulk entry

Vendor invoice and payment fields, customer invoices and notes, tax and currency applications, purchasing policy, purchase bulk guidance, vendor transaction template and bank reconciliation.

A vendor invoice records a supplier liability. A vendor payment records money paid or advanced from a company bank account. Applying that payment associates its cash with specific eligible invoice lines. Keep these records separate: entering a supplier reference is not applying a payment, and saving a payment record is not instructing or proving a bank transfer.

This field reference covers ordinary **Invoice** and **Vendor Payment** screens for authorised payables and accounting users. Credit/debit notes, refunds, miscellaneous payments, payment batches, specialised asset/cost adjustments and trade-reference dialogs have different purposes; do not use them as shortcuts for an ordinary invoice or payment correction.

Confirm prerequisites and source evidence

Confirm Current Company, permitted Location, supplier identity, active account/sub-account mappings, open accounting dates, item/UOM, tax defaults, rates and supporting evidence. For a payment, review the company's selected bank account and its bank GL and supplier-prepayment accounts. The vendor's own banking references are separate beneficiary information.

Match supplier, external invoice reference, date, amount and earlier records before entering another invoice. A Vendor Invoice Number is useful evidence, not a guarantee that duplicate entry is impossible. After an interruption, inspect the existing record and related processing before retrying.

Distinguish the invoice matching routes

Effective line policy	Source evidence	Inventory implication
Two-Way inventory	Approved eligible PO Line	One-step invoice receipt allocation supplies the stock receiving detail
Three-Way two-step inventory	Posted eligible GRN Line; its PO source is derived	Goods were already received; do not receive the same stock again on the invoice
Non-inventory with PO matching	Eligible PO Line	Purchased service/charge does not create ordinary inventory on hand
Invoice Only	No PO/GRN match source required by that policy	Inventory items still need their applicable one-step receipt allocation

Check the item's enabled override and the effective line policy. The location policy alone may not describe every item. A source line must agree with supplier, item, company/location, currency, eligible balance and applicable tolerance. An arbitrary source number in text is not a selected matching record.

The ordinary line Contra Account derives from the item's purchasing posting group. Purchasing policy can prevent replacement. In a GRN match, the receipt accrual and applicable differences are handled through the matching accounting design; the visible account field is not permission to bypass the GRNI trail with an unrelated expense account.

Read invoice amounts and withholding

Base Amount is quantity times price after discount. Chargeable Tax adds applicable tax to that base. Withholding Tax is separate and follows the tax code's recognition policy. Gross, net cash, transaction currency and functional currency must not be treated as interchangeable amounts.

Some withholding is recognised at invoice entry; some is recognised on settlement. The payment lookup distinguishes **Gross Open Amount**, **Projected WHT** and **Net Cash Payable**, with **Functional Net Cash** for the company-currency view. Read these together rather than applying the gross amount as cash and deducting withholding again.

Invoice and payment field references

Figures use ordinary blank forms and fictional reference values. The grids continue horizontally; fields to the right may require scrolling. Balances are calculated displays, not amounts for users to overwrite. Conditional specialist controls are identified so they are not mistaken for routine entry fields.

Vendor invoice header field reference

Figure 1 Vendor invoice header

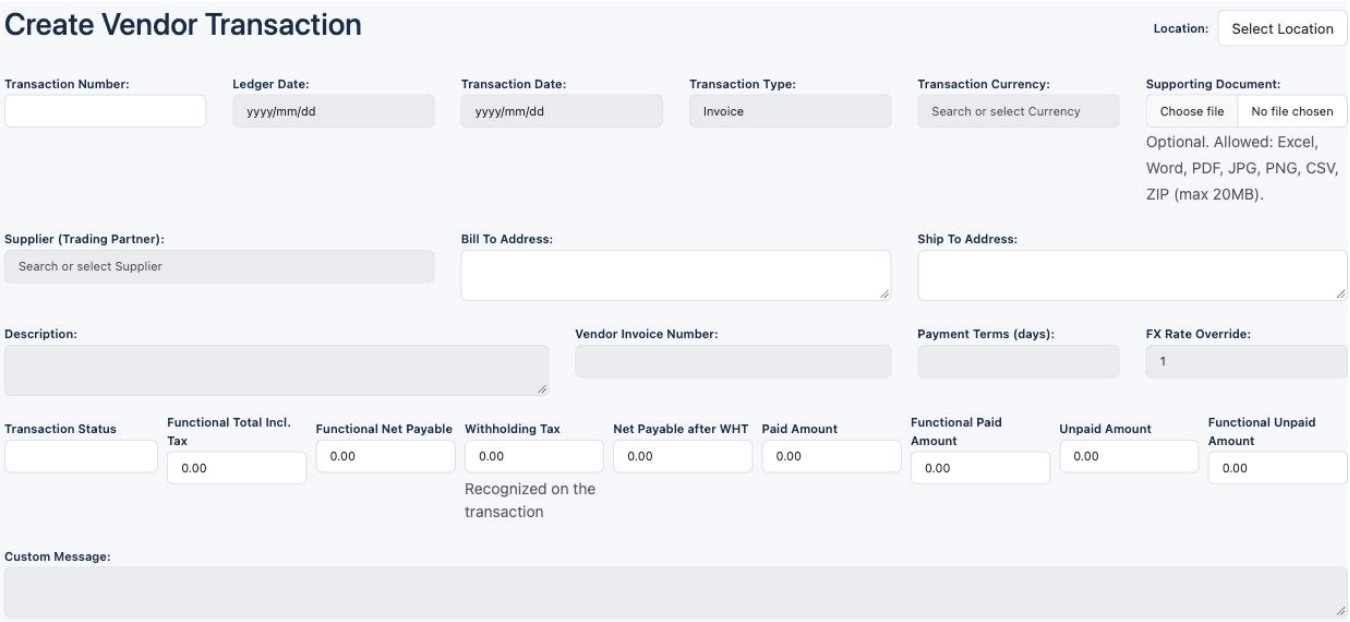


Figure 1. Illustrative training screen: Vendor invoice header.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 1	Required permitted company location before dependent choices. Example: Main Office	Sets document ownership and location purchasing policy. Caution: Confirm Current Company and location before selecting supplier and source lines.
Transaction Number - Figure 1	Generated read-only identity. Example: Assigned to the recorded invoice	Identifies the internal vendor transaction, separately from the supplier's reference. Caution: Retain company/location/type with the number; do not type a supplier invoice number here.

Field and screenshot	Entry rule and example	Purpose and implication
Ledger Date - Figure 1	Required accounting date in an eligible period. Example: 2026-10-16	Sets the invoice accounting context and dated currency conversion. Caution: A correct Transaction Date does not make a closed Ledger Date eligible.
Transaction Date - Figure 1	Required supplier document date. Example: 2026-10-15	Records the commercial invoice date. Caution: It is separate from receipt date and posting date.
Transaction Type - Figure 1	Choose Invoice for this reference; type is locked on existing transactions. Example: Invoice	Distinguishes invoices from Vendor Charge, Credit Note and Debit Note. Caution: Do not choose a note type or negative quantity as a substitute for a reviewed correction workflow.
Transaction Currency - Figure 1	Required selected currency, or functional currency where foreign currency is disabled. Example: USD	Denominates invoice prices, taxes and supplier balance. Caution: Check the source PO/GRN currency and actual supplier invoice; selecting currency is not selecting an FX rate.
Supporting Document - Figure 1	Optional permitted supplier evidence. Example: Supplier invoice.pdf	Links the transaction to supporting documents. Caution: Inspect the actual file and its access; a document upload does not validate tax treatment or posting.
Supplier (Trading Partner) - Figure 1	Required actual selected vendor-capable partner. Example: Training Supplier	Links the invoice, source matching, tax defaults and payable control. Caution: Confirm legal supplier identity; customer defaults are separate.
Bill To Address - Figure 1	Derived supplier/address display in this form. Example: Fictional supplier address	Provides the address context shown for the selected partner. Caution: Check the displayed wording and legal invoice; do not assume this label defines the company's tax registration.
Ship To Address - Figure 1	Derived address display from selected partner details. Example: Fictional delivery address	Provides the address context displayed on the document. Caution: An address is not the actual inventory warehouse allocation.
Description - Figure 1	Required document narrative within the configured description limit. Example: October supplies	Explains the invoice purpose. Caution: Keep internal credentials and unnecessary personal data out of narratives.
Vendor Invoice Number - Figure 1	Supplier's external reference; optional in the underlying header. Example: SUP-2026-0100	Supports supplier correspondence and duplicate review. Caution: Check supplier, reference, date, amount and existing records; do not assume the field alone prevents duplicates.
Payment Terms (days) - Figure 1	Required non-negative whole days; review the supplier default. Example: 30	Sets the commercial due-date basis used by the invoice. Caution: Do not change terms merely to hide an overdue balance.

Field and screenshot	Entry rule and example	Purpose and implication
FX Rate Override - Figure 1	Positive permitted rate; locked when transaction and functional currency match. Example: 1 for same currency	Converts transaction amounts to company functional currency. Caution: Confirm rate direction and accounting date; payment conversion can later differ.
Custom Message - Figure 1	Optional document message. Example: Reference the delivery note	Adds applicable document-output narrative. Caution: Review supplier-facing content before any email or export.

Vendor invoice balances field reference

Field and screenshot	Entry rule and example	Purpose and implication
Transaction Status - Figure 1	Calculated status display. Example: Unpaid	Summarises the recorded transaction's settlement state. Caution: A settlement label is not proof that every inventory or GL process completed.
Functional Total Incl. Tax - Figure 1	Calculated gross in company currency. Example: 1000.00 in the no-tax same-currency example	Shows gross accounting value before withholding effects. Caution: Do not compare it directly with a foreign-currency supplier statement.
Functional Net Payable - Figure 1	Calculated net payable in company currency. Example: 1000.00 without WHT	Shows the functional net liability measure. Caution: Read it with the withholding recognition context.
Withholding Tax - Figure 1	Calculated invoice withholding display. Example: 0.00 without WHT	Separates WHT from chargeable tax and cash. Caution: The tax code and recognition timing determine whether withholding is recognised now or at settlement.
Net Payable after WHT - Figure 1	Calculated net in transaction currency. Example: 1000.00 without WHT	Shows net supplier amount after applicable WHT presentation. Caution: Do not subtract the same withholding again when applying payment.
Paid Amount - Figure 1	Calculated recorded settlement in transaction currency. Example: 400.00 in a partial-settlement example	Summarises the recorded applied balance. Caution: It is not an independent bank-statement confirmation.
Functional Paid Amount - Figure 1	Calculated applied balance in company currency. Example: 400.00 at rate 1	Supports functional-currency reconciliation. Caution: Rates and realised differences can make it unlike a simple current-rate conversion.
Unpaid Amount - Figure 1	Calculated remaining transaction-currency balance. Example: 600.00 after a 400.00 application to 1000.00	Identifies the remaining invoice balance. Caution: Check line-level applications and notes if it differs from expectations.
Functional Unpaid Amount - Figure 1	Calculated remaining functional balance. Example: 600.00 at rate 1	Supports the supplier-control reconciliation in company currency. Caution: Use the same as-of date and currency basis as the ledger report.

Vendor invoice line grid field reference

Figure 2 Vendor invoice line grid

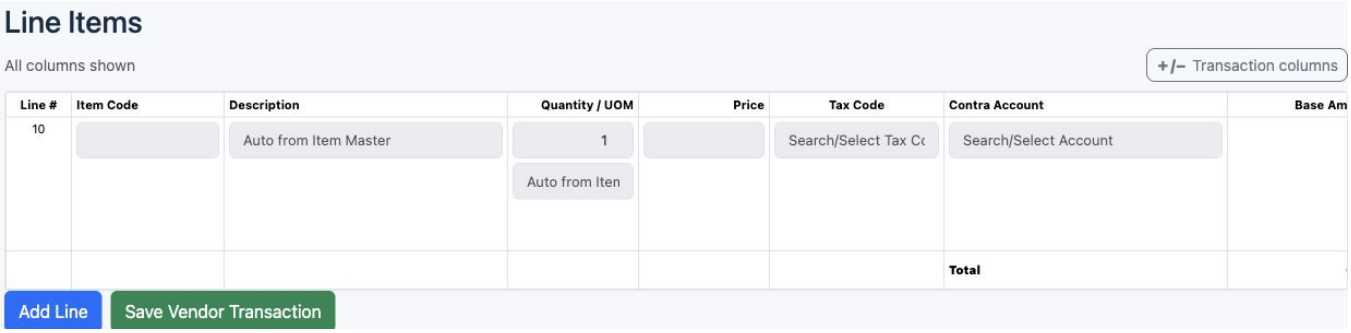


Figure 2. Illustrative training screen: Vendor invoice line grid.

Figure 2 continued. Illustrative training screen: Invoice amounts taxes and discount columns.

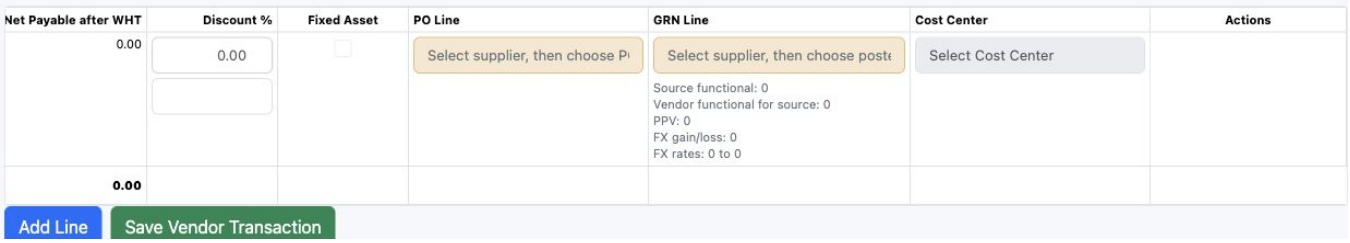


Figure 2 continued. Illustrative training screen: Invoice source matching metrics cost center and actions.

Field and screenshot	Entry rule and example	Purpose and implication
Line # - Figure 2	Assigned line identity. Example: 10	Identifies the invoice line used by matching and settlement. Caution: Applications are to a specific line, not only a header total.
Item Code - Figure 2	Required selected item for the ordinary purchasing line. Example: Training stocked item	Supplies description, UOM, posting group and effective purchasing policy. Caution: Review stock versus non-stock nature before entering quantities or allocating.
Description - Figure 2	Derived item description in the ordinary item line. Example: Training stocked item	Explains the selected line item. Caution: A text match is not a source-document match.
Quantity / UOM - Figure 2	Required positive invoice quantity in the displayed item unit. Example: 10 Each	Defines the quantity being invoiced and compared to the source. Caution: Review eligible remaining PO/GRN quantities and prior invoices; do not duplicate a receipt.

Field and screenshot	Entry rule and example	Purpose and implication
Price - Figure 2	Required invoice unit price at applicable commercial price precision. Example: 100.00 per Each	Provides the invoice commercial base. Caution: Review source price, discount, effective tolerance and price variance.
Tax Code - Figure 2	Selected applicable purchase tax code; defaults can come from item or supplier. Example: Approved purchase tax code	Calculates chargeable and withholding amounts. Caution: Verify jurisdiction, date and tax recoverability; a familiar code is not legal approval.
Contra Account - Figure 2	Item-derived inventory asset or charge/expense account; editable only under the purchasing override policy. Example: Approved item purchasing account	Determines the line account selection, subject to matching/accounting rules. Caution: Review the full same-company account/sub-account. Do not treat this as the supplier-control or bank account.
Base Amount - Figure 2	Calculated quantity times price after discount. Example: 1000.00 at ten times 100	Provides the line's pre-tax amount. Caution: Check rounding and source-price differences before relying on totals.
Chargeable Tax - Figure 2	Calculated chargeable tax. Example: 0.00 in the no-tax example	Adds applicable tax to the commercial base. Caution: Tax recovery depends on the applicable rules; this is not WHT.
Total Amount including Tax - Figure 2	Calculated gross line value. Example: 1000.00 without tax	Shows base plus chargeable tax before WHT presentation. Caution: Do not confuse gross invoice value with net cash payable.
Withholding Tax - Figure 2	Calculated under the tax code and recognition policy. Example: 0.00	Shows the withholding component. Caution: Recognition at invoice and settlement are different designs; do not double-deduct.
Net Payable after WHT - Figure 2	Calculated net supplier amount. Example: 1000.00 without WHT	Shows the line's net payment measure. Caution: Review Gross Open Amount and Net Cash Payable when selecting a payment target.
Discount % - Figure 2	Optional non-negative commercial discount below 100%. Example: 5.00	Reduces the invoice base before applicable tax calculations. Caution: Do not enter a withholding or chargeable tax rate here.
Fixed discount amount (auto) - Figure 2	Read-only calculated display beneath Discount %. Example: 50.00 on a 1000.00 line at 5%	Shows the money value of the commercial discount. Caution: Do not count it as another deduction in addition to Discount %.
Fixed Asset - Figure 2	Conditional specialised fixed-asset checkbox/context. Example: Unchecked for ordinary supplies	Identifies applicable capital-procurement context. Caution: Do not treat the checkbox as capitalisation or change protected system item defaults.
PO Line - Figure 2	Required source where effective policy specifies PO matching; derived/locked when sourced through a GRN. Example: Approved PO line 10	Links the commercial quantity and price to the order. Caution: Check supplier, item, currency, location, remaining quantity and tolerances.

Field and screenshot	Entry rule and example	Purpose and implication
GRN Line - Figure 2	Required posted receipt source for three-way two-step inventory matching. Example: Posted GRN line for the accepted goods	Matches the supplier invoice to goods already received. Caution: Do not allocate a second receipt at invoice entry for that same two-step stock.
Source functional - Figure 2	Calculated source receipt value for the matching context. Example: 900.00 in a same-currency nine-unit receipt at 100	Provides the functional source baseline for variance comparison. Caution: It is not an extra invoice line or a field to overwrite.
Vendor functional for source - Figure 2	Calculated invoice-side functional value associated with the matched source. Example: 900.00 when matched prices and rates agree	Supports comparison of source and vendor values. Caution: Review matched quantities and rates rather than comparing only header totals.
PPV - Figure 2	Calculated purchase price variance for the match. Example: 0.00 where prices agree	Separates commercial price differences from receipt cost. Caution: Do not confuse price variance with withholding or realised payment FX.
FX gain/loss - Figure 2	Calculated match-related functional exchange difference. Example: 0.00 where source and vendor rates agree	Separates matching exchange differences from commercial price differences. Caution: It is not necessarily the later payment-application Gain/Loss.
FX rates - Figure 2	Read-only source and vendor rate comparison. Example: 1 to 1 for same currency	Explains rate context behind source matching metrics. Caution: A displayed zero in a blank reference is not an acceptable transaction conversion rate.
Cost Center - Figure 2	Optional selected company cost center where applicable. Example: Operations	Attributes the purchasing cost. Caution: It does not override the account classification or location policy.
Actions - Figure 2	Contextual line controls, including applicable inventory allocation or related detail. Example: Review allocation for a one-step stock line	Provides the relevant detail for the line nature and state. Caution: Two-step stock uses the earlier GRN allocation; specialised allocation and correction actions require their own approved procedure.

Vendor payment identity and supplier field reference

Figure 3 Vendor payment identity and supplier

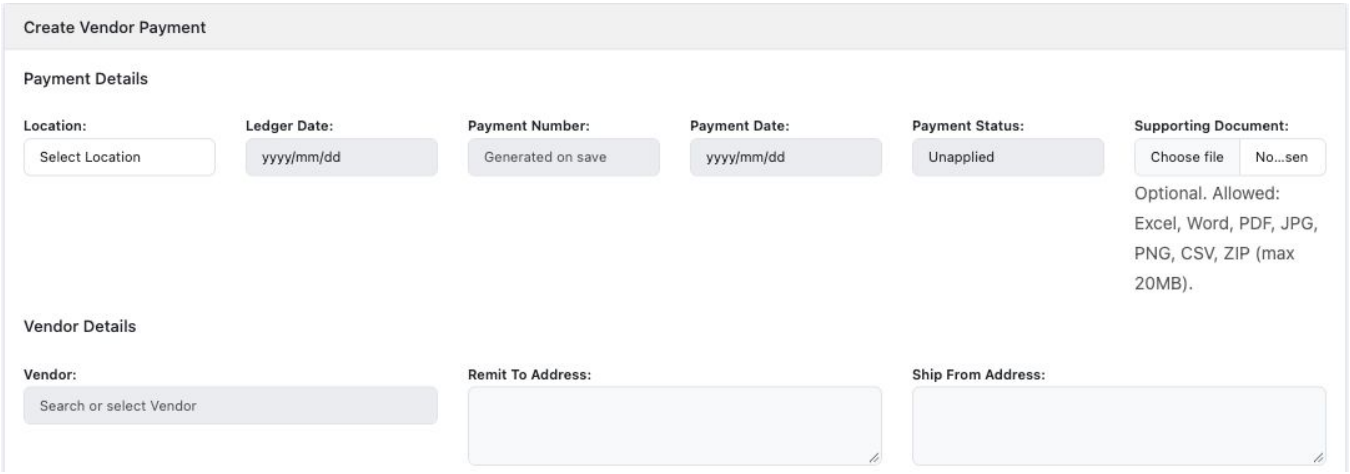


Figure 3. Illustrative training screen: Vendor payment identity and supplier.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 3	Required permitted company location. Example: Main Office	Identifies the payment's location. Caution: Confirm Current Company and location before selecting vendor or bank.
Ledger Date - Figure 3	Required eligible accounting date. Example: 2026-10-16	Dates the payment accounting record. Caution: Do not assume the invoice date or Payment Date opens a closed accounting period.
Payment Number - Figure 3	Generated read-only payment identity. Example: Assigned to the recorded payment	Identifies the internal payment voucher. Caution: It is not the external bank transaction reference.
Payment Date - Figure 3	Required payment document date. Example: 2026-10-16	Records the business payment date. Caution: Recording this date does not instruct a bank transfer.
Payment Status - Figure 3	Calculated status display such as Unapplied, Partially Applied or Fully Applied. Example: Unapplied	Summarises how the payment has been assigned to vendor transactions. Caution: Fully Applied does not by itself prove bank clearance or GL completion.
Supporting Document - Figure 3	Optional permitted file; screen allows Excel, Word, PDF, JPG, PNG, CSV or ZIP up to 20 MB. Example: Payment advice.pdf	Stores supporting payment evidence. Caution: Verify destination company and file contents; uploading advice is not bank execution.
Vendor - Figure 3	Required selected vendor-capable trading partner. Example: Training Supplier	Identifies whose invoices or advance the payment concerns. Caution: Confirm the legal recipient independently before any real bank instruction.

Field and screenshot	Entry rule and example	Purpose and implication
Remit To Address - Figure 3	Derived vendor address display. Example: Fictional supplier remit address	Provides the selected supplier's remittance context. Caution: An address is not independent verification of beneficiary bank details.
Ship From Address - Figure 3	Derived vendor address display. Example: Fictional dispatch address	Shows the supplier shipping context. Caution: It does not select the inventory warehouse or change invoice ownership.

Company bank and payment amounts field reference

Figure 4 Company bank and payment amounts

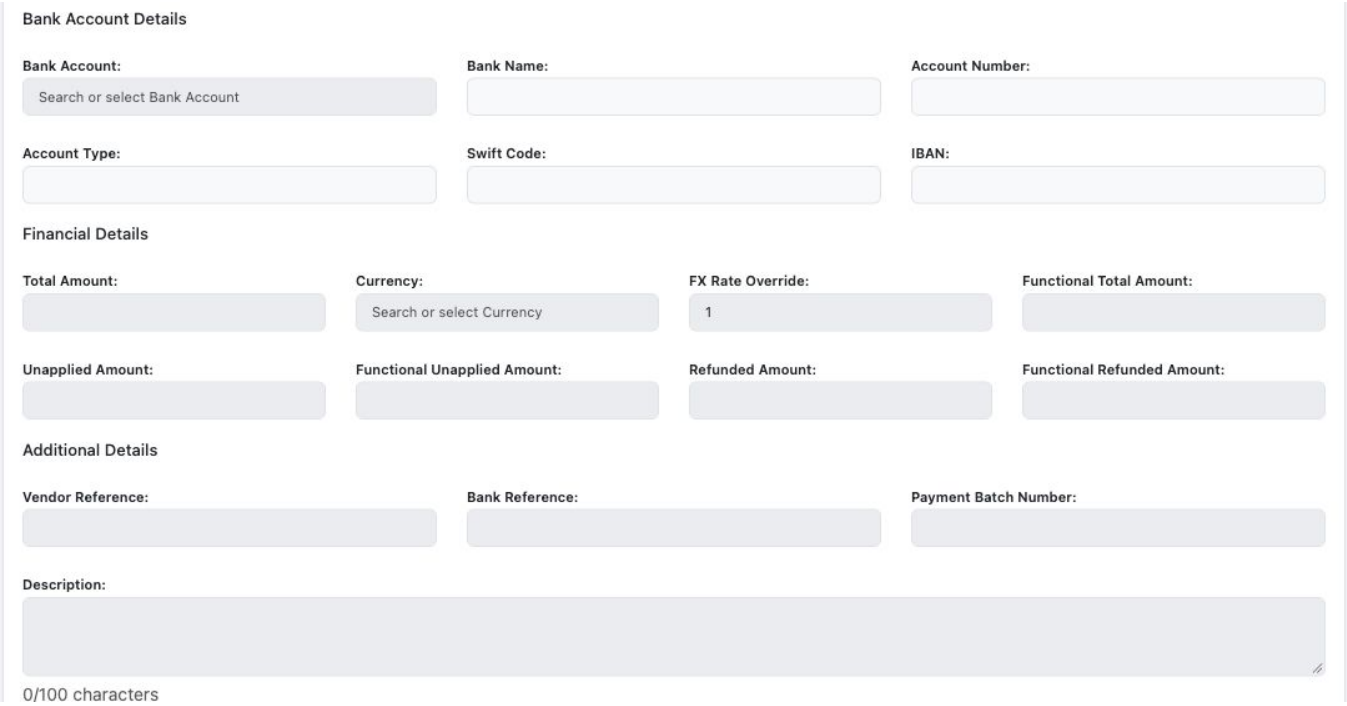


Figure 4. Illustrative training screen: Company bank and payment amounts.

Field and screenshot	Entry rule and example	Purpose and implication
Bank Account - Figure 4	Required selected company bank account. Example: Approved operating bank	Supplies the company's bank GL and supplier-prepayment mappings. Caution: This is the payer's account, not the vendor's beneficiary account. Verify both mappings before use.
Bank Name - Figure 4	Read-only selected bank detail. Example: Training Bank	Helps identify the company's bank account. Caution: Do not infer beneficiary verification from this display.
Account Number - Figure 4	Read-only selected company bank detail. Example: Fictional training number	Helps distinguish company accounts. Caution: Treat actual bank identifiers as sensitive and avoid unnecessary screenshots or exports.

Field and screenshot	Entry rule and example	Purpose and implication
Account Type - Figure 4	Read-only bank-account type. Example: Business account	Describes the selected company account. Caution: It is not the Chart of Account classification.
Swift Code - Figure 4	Read-only bank reference where held. Example: Fictional reference	Shows the selected bank account's stored SWIFT reference. Caution: It is not verification of a supplier's bank change.
IBAN - Figure 4	Read-only bank reference where held. Example: Fictional reference or blank	Shows the selected company account's stored IBAN. Caution: Do not invent an IBAN where the account does not use one.
Total Amount - Figure 4	Required positive amount for an ordinary payment at company amount precision. Example: 400.00	Records money paid or advanced in the payment currency. Caution: This creates an accounting/payment record, not proof of a bank transfer or bank clearance.
Currency - Figure 4	Required payment currency; permitted choices depend on company foreign-currency settings and dates. Example: USD	Denominates the payment, which may differ from invoice currency. Caution: Check bank account and currency compatibility; do not compare unlike-currency amounts directly.
FX Rate Override - Figure 4	Positive permitted rate; locked for functional-currency payments. Example: 1 for same currency	Converts payment amount into functional currency. Caution: It is not the invoice rate or the application cross-currency rate.
Functional Total Amount - Figure 4	Calculated, read-only. Example: 400.00 at rate 1	Shows payment value in company currency. Caution: Review the actual rate and rounding; do not overwrite the calculated figure.
Vendor Reference - Figure 4	Optional supplier-facing reference. Example: SUP-2026-0100	Supports remittance correspondence and matching. Caution: A text reference does not apply payment to that invoice.
Bank Reference - Figure 4	Optional external bank reference. Example: Fictional transfer reference	Supports tracing the separately authorised bank transaction. Caution: A typed reference does not prove bank execution or reconciliation.
Payment Batch Number - Figure 4	Read-only when supplied by a payment batch. Example: Blank for an ordinary standalone entry	Identifies batch origin where applicable. Caution: Do not fabricate a batch identity or assume this field submits a bank file.
Description - Figure 4	Payment narrative; screen limit 100 characters. Example: Partial settlement of October supplies	Explains the payment purpose. Caution: Keep credentials and full unnecessary banking details out of free text.

Vendor payment balances field reference

Field and screenshot	Entry rule and example	Purpose and implication
Unapplied Amount - Figure 4	Calculated remaining payment-currency balance. Example: 400.00 before applying the payment	Shows money still available for application after applicable refunds and allocations. Caution: Unapplied is not a missing payment; it may be an intentional supplier advance.
Functional Unapplied Amount - Figure 4	Calculated remaining balance in company currency. Example: 400.00 at rate 1	Supports advance/prepayment reconciliation. Caution: Read alongside payment currency and functional ledger values.
Refunded Amount - Figure 4	Calculated recorded refunds in payment currency. Example: 0.00 for an ordinary unrefunded payment	Shows the amount already refunded against the payment. Caution: Refunds are a separate controlled workflow, not an editable balance field.
Functional Refunded Amount - Figure 4	Calculated recorded refunds in company currency. Example: 0.00	Supports the functional refund balance review. Caution: Do not infer an actual bank receipt solely from this display.

Payment application grid field reference

Figure 5 Payment application grid

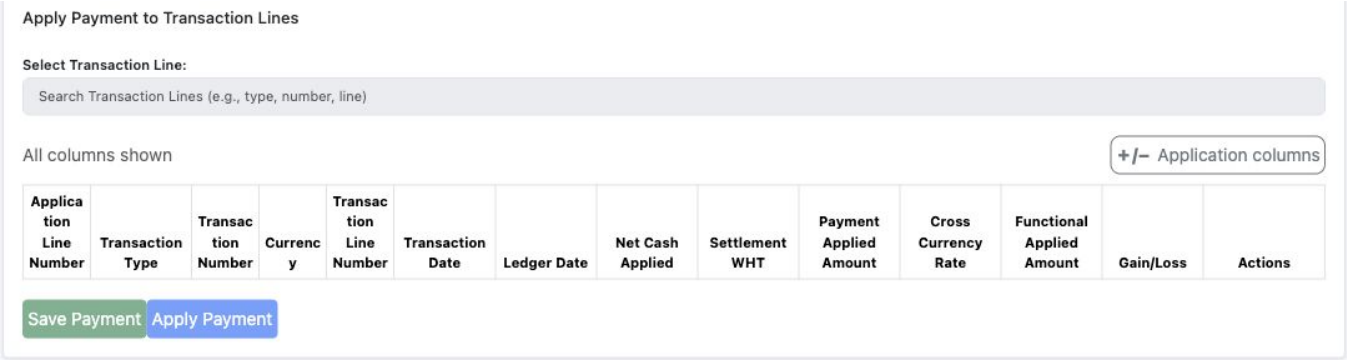


Figure 5. Illustrative training screen: Payment application grid.

Field and screenshot	Entry rule and example	Purpose and implication
Select Transaction Line - Figure 5	Search and choose an eligible vendor transaction line; selection does not itself complete application. Example: Invoice line 10	Adds the intended settlement target to the application context. Caution: Check company, supplier, location, currency, open amount and prior applications.
Application Line Number - Figure 5	Generated application-row identity. Example: 10	Identifies the allocation within the payment. Caution: It is distinct from the invoice transaction line number.
Transaction Type - Figure 5	Read-only selected target type. Example: Invoice	Identifies the kind of transaction being settled. Caution: Do not assume all note types are interchangeable with invoices.

Field and screenshot	Entry rule and example	Purpose and implication
Transaction Number - Figure 5	Read-only selected invoice identity. Example: The intended supplier invoice	Links the payment allocation to the invoice. Caution: Check the supplier's external reference as well as this internal number.
Currency - Figure 5	Read-only target invoice currency. Example: USD	Denominates Net Cash Applied for this row. Caution: It can differ from the payment header currency.
Transaction Line Number - Figure 5	Read-only target line identity. Example: 10	Identifies which invoice line is settled. Caution: A header total is not proof every intended line was selected.
Transaction Date - Figure 5	Required application business date. Example: 2026-10-16	Dates the settlement association. Caution: It is separate from the payment and invoice dates.
Ledger Date - Figure 5	Required eligible application accounting date. Example: 2026-10-16	Dates the settlement accounting effect. Caution: Review period controls and report cutoff separately from the payment header.
Net Cash Applied - Figure 5	Positive cash application in target invoice currency within the eligible balance. Example: 400.00 for a same-currency partial settlement	Specifies net cash assigned to the invoice line. Caution: It excludes separately recognised Settlement WHT; do not enter gross including WHT blindly.
Settlement WHT - Figure 5	Calculated applicable withholding recognised on settlement. Example: 0.00 in the no-tax example	Separates withholding from cash paid. Caution: Do not deduct invoice-recognised withholding a second time.
Payment Applied Amount - Figure 5	Amount consumed in payment currency; same-currency rows derive/lock it to the relevant cash amount. Example: 400.00 for the same-currency example	Reduces the payment's unapplied balance. Caution: It is not necessarily equal numerically to Net Cash Applied across currencies.
Cross Currency Rate - Figure 5	Calculated payment-to-target conversion rate. Example: 1 when payment and invoice currencies match	Explains conversion between payment and invoice cash amounts. Caution: Do not confuse it with either document's functional FX rate or invert it.
Functional Applied Amount - Figure 5	Calculated settlement value in company currency. Example: 400.00 at rate 1	Supports functional supplier/prepayment reconciliation. Caution: Use the generated settlement and FX records, not a manually forced total.
Gain/Loss - Figure 5	Calculated functional-currency exchange difference; negative values may appear in parentheses. Example: 0.00 at equal same-currency rates	Shows applicable realised FX impact. Caution: It is not a bank fee, price variance or tax amount.
Actions - Figure 5	Contextual Remove or Update controls for eligible application rows. Example: Review the selected row before acting	Changes the allocation between payment and invoice. Caution: Removal is not refunding money; changes can affect balances and journals and require authority.

Understand payment allocation and currency

The payment header's Currency denominates Total Amount and Unapplied Amount. The selected invoice line's Currency denominates **Net Cash Applied**. **Payment Applied Amount** is the corresponding consumption of payment currency. The cross-currency rate connects payment currency to target invoice currency; each document's functional FX rate has a different purpose.

The transaction-line search displays Location, Transaction Type, Transaction Number, Currency and Line Number to identify the target. **Gross Open Amount** shows the outstanding gross basis, **Projected WHT** shows the anticipated withholding component, **Net Cash Payable** shows cash available for settlement and **Functional Net Cash** shows its company-currency equivalent. Select the intended invoice line, not merely the first number matching a reference.

An application has its own Transaction Date and Ledger Date. Review both, the target open cash balance, payment availability, Settlement WHT and actual saved application records. A selected row or an entered amount is not proof that an allocation has completed. **Remove** changes the association; it is not sending money back to the bank or cancelling the supplier invoice.

Follow the accounting relationships

Record or event	Ordinary relationship	Review separately
Purchase order	Non-posting commercial commitment	Approval, source lines and remaining quantities
Two-step stock receipt	Inventory debit and GRNI credit for accepted goods	Stock allocation, receipt value, posting and later matching
Supplier invoice	Approved stock/expense or receipt-clearing accounting, applicable taxes and supplier liability	Match quantities, GRNI clearing, price/FX differences and actual journal
Ordinary vendor payment	Supplier-prepayment/advance debit and bank credit under the company's bank mappings	Unapplied balance and the actual bank transaction
Payment application	Reduces the supplier open liability against the payment/prepayment allocation, with applicable WHT and realised FX	Both invoice and payment balances, settlement journals and report cutoff

The payment's bank account needs a **supplier prepayment** mapping even where the business intends immediate invoice settlement. Do not assume a new payment directly clears a particular invoice without its application. Generated accounting may complete separately from the screen save; investigate missing linked journals rather than entering duplicate payments or balancing plugs.

Work through a partial payment example

Assume an ordinary service invoice of 1000 in the company's functional currency, with no discount, tax, withholding or FX difference. A separate payment of 400 starts with 400 unapplied. A 400 application to the intended invoice line consumes 400 of the payment and leaves 600 on the invoice. The payment's remaining unapplied amount is zero if there are no other applications or refunds.

The illustrative accounting relationship is expense debit 1000 and supplier liability credit 1000 for the invoice; supplier advance debit 400 and bank credit 400 for the payment; then supplier liability debit 400 and advance credit 400 for the application. Actual account names, journal timing and linked records must follow your approved setup. This arithmetic is not a tax or foreign-currency example.

Reconcile the purchase to payment trail

Reconciliation	Compare on the same company and cutoff	Investigate
Source matching	PO, accepted GRN quantities, returns and invoiced quantities	Duplicate receipt/invoice, wrong source or quantity/price exception
GRNI	Receipt accruals and matched supplier invoice clearing	Received-not-invoiced goods, price/FX differences or missing processing
Supplier balance	Invoice lines, credits, applications and vendor open-item/statement detail	Unallocated payments, wrong supplier/line or different as-of dates
Advances	Unapplied payment balances and supplier-prepayment GL	A payment saved but not allocated, refunds or missing journals
Bank	Payment register, bank GL and actual bank statement/reconciliation	Unexecuted or duplicated bank payment, fees, currency or timing differences
Functional accounts	Posted journals and control-account totals in company currency	FX differences, rounding, period cutoff or incomplete downstream processing

Use report filters consistently for company, location, date and currency. Reconcile transaction-currency open items and functional-currency controls on their own bases. An Unpaid or Fully Applied screen label does not certify that the bank statement, stock and GL all reconcile.

Resolve common payables problems

What you see	Safe response
PO or GRN source is unavailable	Check effective policy, approved/open PO, posted GRN, supplier/location/currency and remaining eligible quantity
Contra Account cannot be edited	Review the item posting group and purchasing override control with the authorised accountant
Invoice or payment remains locked	Another session or document dependencies may control editing; do not work around locks with duplicate records
Payment is Unapplied	Review the intended invoice-line allocation; it may also be an intentional advance
Payment target is absent	Review supplier, company, currency, open cash balance and earlier applications; do not force a closed line
Cash and gross invoice balance differ	Review chargeable tax, WHT recognition and existing settlements before changing amounts
Foreign-currency figures differ	Separate target currency, payment currency and functional amounts; review rates and realised FX
Save returns an error or journal is absent	Inspect the recorded document, balances and linked processing with the authorised administrator before retrying

Bank execution, beneficiary changes and approval of real payments follow your organisation's separate treasury controls. RavenLedger's accounting record and a typed Bank Reference do not replace those controls.

Inventory and costing

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Set up item masters and sales prices	197
Set up warehouses and bin controls	213
Configure inventory classifications, posting groups and policies	219
Understand inventory movements and reconciliation	228

Bulk imports and item updates

Template and exact column reference	What this operation does
Item Master - Inventory Item Master, Bulk Import	Create items; no stock quantity or value is loaded.
Item Master Bulk Update - Item Master, Bulk Update	Update existing items and currency prices; price DELETE is not item deletion.
Inventory Adjustments - Inventory Adjustments	Create quantity/value adjustment records; inspect saved status and tracking.
Inventory Transfers - Inventory Transfers	Create stock transfers between intended source and destination.

Follow this module bulk procedure

1. Decide whether you are creating items, updating existing items, adjusting stock or transferring stock. Open Item Master > Bulk Import for new items, Item Master > Bulk Update for existing details/prices, or the relevant adjustment/transfer list.

2. Prepare UOM, classifications, posting groups, warehouses/bins and tracking policy. For an update, download a narrowly filtered current item snapshot and retain a secure unchanged copy; keep original item_number identities.

3. For Item Master Bulk Update, retain unrelated current values. Blank handling is field-specific; present blank text/numeric/lookup cells can clear values. Review currency-price UPSERT versus DELETE deliberately; DELETE removes a price row, not the item.

4. For stock files, check source/destination, quantity/value, dates and all required lot/serial/expiry allocations. Keep each document's parent and allocation rows together. Validate and inspect changed fields or proposed movements before committing once.

5. Reopen saved item/price rows, including active/default status, or reconcile movement quantities, valuation and GL. Item creation/update does not load stock. Do not use a second whole-file import as a correction or duplicate an opening stock load.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely. For step-by-step existing-item and price changes, use Item Master Bulk Update.

An item master defines what the business buys, sells or produces, its base unit and how consuming processes handle posting, pricing, tracking and planning. Create the master before entering stock receipts, sales or production. Creating an item does not establish stock on hand or inventory value.

This guide is for authorised operational users, accountants and Tenant Administrators within their subscription workspace. The tenant is the subscription/account workspace. Platform operations and tenant database management are outside the guide.

Prepare the item design

Confirm Current Company, GL precision, commercial price precision and relevant locations. Have approved units of measure, classifications and active inventory/non-inventory posting groups ready. Review the group's underlying accounts before selecting it.

Choose Inventory for a stocked item and Non-inventory for an eligible charge/service item. Decide base UOM, buy/sell/produce eligibility, tracking and negative-stock policy before first use. A package code, authority quantity unit or physical dimension does not automatically create a stock-unit conversion.

The training example is an inventory component in EA (Each), available for purchase and sale, with no tracking or hazardous-material classification. Its active USD selling price is 25.125000, using commercial price precision six and GL amount precision two. This is not an inventory cost, market quotation or tax recommendation.

Price precision caution: an existing price can appear with fewer decimals than the stored value, for example 25.125000 displayed as 25.13. Re-saving the shortened value can change the price. Do not routinely re-save high-precision price rows; ask authorised support to review the value and edit path first.

Create and verify an item

1. Open the item master create action in the inventory area when permitted and confirm the company.

2. Enter Description and the approved base UOM. Check the item nature and choose a matching active posting group; review classification if used.

3. Choose buy/sell/produce and POS flags deliberately. For a sellable item, add at least one active currency sales-price row and verify its currency and unit price.

4. Review the item-level customer/vendor tax defaults. Complete e-invoice references only under the relevant supported country's reviewed design.

5. Decide tracking and any hazardous/dimension information. Enable purchasing overrides or MRP only when their dependent policy and planning values are ready.

6. Add optional approved evidence, save and reopen the item. Confirm the generated item number, nature, UOM, posting group, eligibility, price rows and tracking values before using it on transactions.

If a selector or price-row control fails to load, stop and ask authorised support to review it; do not alter hidden IDs. Setup success is not an inventory allocation, journal posting, fiscal submission or costing reconciliation.

Currency prices and derived default price

Price rows belong to the item and currency. A currency may appear only once per item, and a sellable item must retain at least one active price row. Add/remove actions and the row's Active flag are different: removal marks a row for deletion when the parent item is saved; deactivation retains a row but removes it from active defaulting.

The view derives the hidden Default Sales Price from price rows and synchronises its primary/default row. When no eligible default is already selected, the reviewed synchronisation prefers an active functional-currency row, otherwise an available active row. Verify the result after save rather than treating the hidden default flag as a user-entered second price.

Commercial price precision can differ from GL quantity/amount precision. In the example the unit price retains six decimals; accounting extensions still follow the consuming transaction's GL-rounding path. A sales price is not a stock acquisition cost or a guarantee of the price ultimately approved on every document.

Price-row identity, parent item and default selection are managed by the application. Maintain the visible currency, price and Active values; do not alter hidden record identities.

Tracking and structural changes

Design	Required combination	Important consequence
None	Expiry off and Shelf Life empty	No lot/serial identity is configured by this choice
Lot	Expiry off and Shelf Life empty	Lot identity is separate from expiry tracking
Serial	Expiry off and Shelf Life empty	Serial allocation requires a separate transaction walkthrough
Lot + Expiry	Expiry on and positive Shelf Life	Actual lot/expiry allocation must still be captured on consuming operations
Non-inventory	Tracking None, no expiry/shelf life, cannot be produced	A charge item does not become stock by selecting a warehouse later

After inventory use, the form locks eight structural fields: nature, base UOM, tracking method, expiry flag, shelf life, sale eligibility, purchase eligibility and negative-inventory policy. Production eligibility also locks when used as a finished good in a batch. These are not merely disabled-looking controls to work around; review a new-item/correction plan when the design is wrong.

Posting-group changes and effects on existing balances need accounting review; do not assume every consequential setting has the same lock.

Purchasing planning and compliance

With Override Location Purchasing Policy off, review the effective inherited location/purchasing setup. When enabling an override, use compatible matching/receipt flow and nonnegative price/quantity tolerances. Invoice Only or Two-Way requires One-Step AP Receipt in the reviewed validation; Three-Way requires Two-Step GRN. Do not weaken matching or increase tolerances just to clear an exception.

MRP is material requirements planning. Enabled planning requires a supply type, lead time and reorder point; safety stock must not exceed the reorder point. Multiples and minimums use the item's base quantity unit and GL quantity precision. Preferred Supplier choices are active same-company Vendor/Both partners. Planning values and in-process flags are assumptions, not actual available stock or purchase/production approval.

The e-invoice section explains what each reference stores, not which code is legally correct for a product or country. The origin cleaner checks a two-letter alphabetic shape and uppercases it; it is not full ISO-membership or origin verification. Packaging/UOM and exemption references do not independently establish conversion or tax entitlement. Country-specific validation and authority acceptance remain separate.

Form fields and screenshot references

The following register explains all 59 item-master fields and seven actual inline price-row fields. Hidden company/default/price identities are identified as managed values, not editable controls. Blank examples in conditional sections are not a valid populated compliance or MRP configuration.

Item identity and tax defaults field reference

Figure 1 Item identity and tax defaults

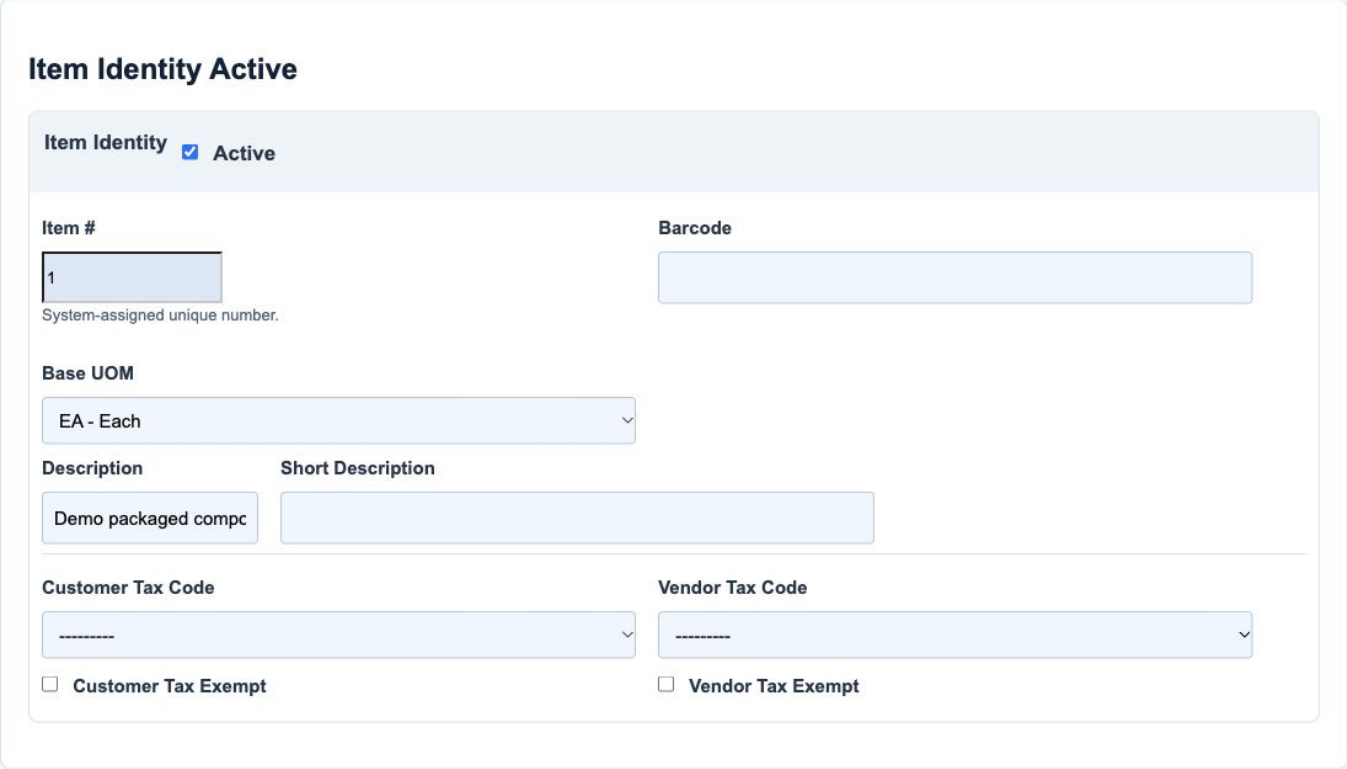


Figure 1. Illustrative training screen: Item identity and tax defaults. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Company - Figure 1; related section only, hidden/managed value is not a visible input	Required base field. Context identity, not an independent visible choice. Example: Current company	Associates the item master with the selected company. Caution: Verify company context; the hidden form value is not a company-switch control.

Field and screenshot	Entry rule and example	Purpose and implication
Description - Figure 1	Required base field. Maximum 100 characters. Example: Demo packaged component	Names the item on searches and consuming documents. Caution: Use a stable description that distinguishes similar products.
Short description - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Maximum 64 characters. Example: Demo component	Provides a shorter business label for consuming displays. Caution: Do not replace the full identity with an ambiguous abbreviation.
Active - Figure 1	Checkbox; the new-field default is True. Example: Checked	Makes the item available where consuming paths filter active items. Caution: Deactivation does not reverse stock or remove transaction history.
Base UOM - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Required base-unit choice. Example: EA - Each	Defines the base unit in which item quantities are understood. Caution: It is locked after use; a code change is not a quantity conversion.
Barcode - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Maximum 64 characters. Example: Synthetic internal product identifier	Provides a barcode/reference used by applicable item searches. Caution: Do not assume barcode uniqueness or authority registration is guaranteed.
Customer tax code - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Same-company active choices; mutually exclusive with customer exemption. Example: Approved active sales tax header	Supplies an item-level customer tax default in consuming sales paths. Caution: Do not select both a customer tax header and Customer Tax Exempt.
Customer tax exempt - Figure 1	Checkbox; the new-field default is False. Cannot coexist with Customer Tax Code. Example: Off unless approved	Explicitly marks customer-side item tax exemption for defaulting. Caution: A checkbox does not establish legal entitlement to an exemption.
Vendor tax code - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Cannot coexist with Vendor Tax Exempt; same-company active choices. Example: Approved active purchase tax header	Supplies an item-level vendor tax default in consuming purchasing paths. Caution: Review purchase treatment independently of the sales default.
Vendor tax exempt - Figure 1	Checkbox; the new-field default is False. Cannot coexist with Vendor Tax Code. Example: Off unless approved	Explicitly marks vendor-side item tax exemption for defaulting. Caution: Keep the approved exemption basis outside this example.

Currency sales price rows field reference

Figure 2 Currency sales price rows

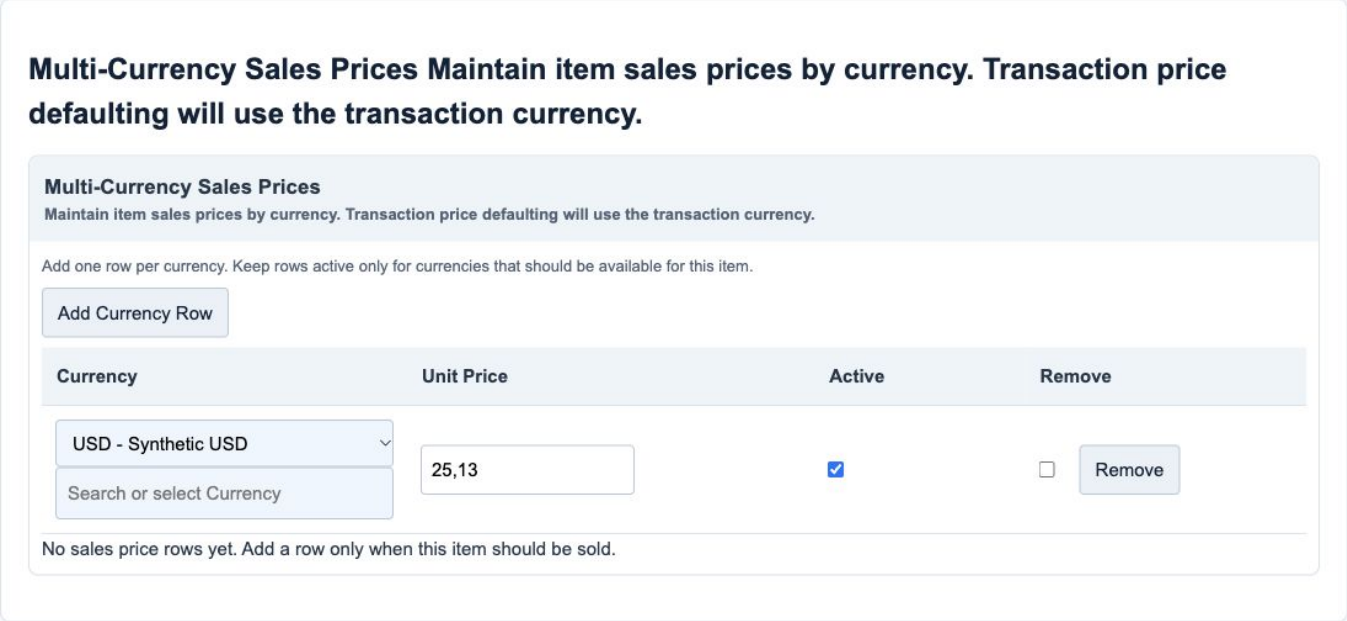


Figure 2. Illustrative training screen: Currency sales price rows. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Default sales price - Figure 2; related section only, hidden/managed value is not a visible input	Base field permits blank/unchecked; conditional rules still apply. Derived by the create/update view from currency price rows; see Figure 2. Example: Derived from the selected active price row	Maintains the compatibility/default price used by consuming fallback paths. Caution: This hidden amount is not an additional independent selling-price field.
Currency - Figure 2	Base field permits blank/unchecked; conditional rules still apply. One row per currency per item; select a real supported currency. Example: USD	Identifies the currency of this sales-price row. Caution: Do not use a functional-currency price as if it were a foreign-currency quotation.
Unit price - Figure 2	Base field permits blank/unchecked; conditional rules still apply. Nonnegative; commercial unit-price precision applies, six decimals in the example. Example: 25.125000	Provides the item's selling-price default for this transaction currency. Caution: This is not inventory cost or an instruction to recalculate old invoices.
Is default - Figure 2; related section only, hidden/managed value is not a visible input	Base field permits blank/unchecked; conditional rules still apply. Hidden internal row flag; view synchronisation selects an eligible active default. Example: System-selected primary row	Marks the row used by compatibility/default-price fallback paths. Caution: Do not edit the hidden flag; review the saved price list and default amount.
Active - Figure 2	Checkbox; the new-field default is True. Default row cannot remain the active default when deactivated. Example: Checked	Makes the price row eligible for active-price defaulting. Caution: A sellable item must retain at least one active price row.

Field and screenshot	Entry rule and example	Purpose and implication
Price row identity - Figure 2; related section only, hidden/managed value is not a visible input	Required base field. Hidden managed identifier, not a price-entry field. Example: Existing row identity	Identifies the price record when editing a saved item. Caution: Do not type, copy or alter this hidden record identity.
Delete - Figure 2	Row-removal flag controlled by the Remove action. Controlled by the row Remove action; deleting is distinct from deactivating. Example: Remove only an unwanted price row	Marks a price row for removal on the parent form's save. Caution: Review before saving; do not remove the last active price of a sellable item.
Item - Figure 2; related section only, hidden/managed value is not a visible input	Base field permits blank/unchecked; conditional rules still apply. Hidden parent identity managed by the formset and view. Example: Current parent item	Binds the inline price to its item master. Caution: Do not attempt to move a price row by changing hidden form data.

E invoicing references field reference

Figure 3 E invoicing references

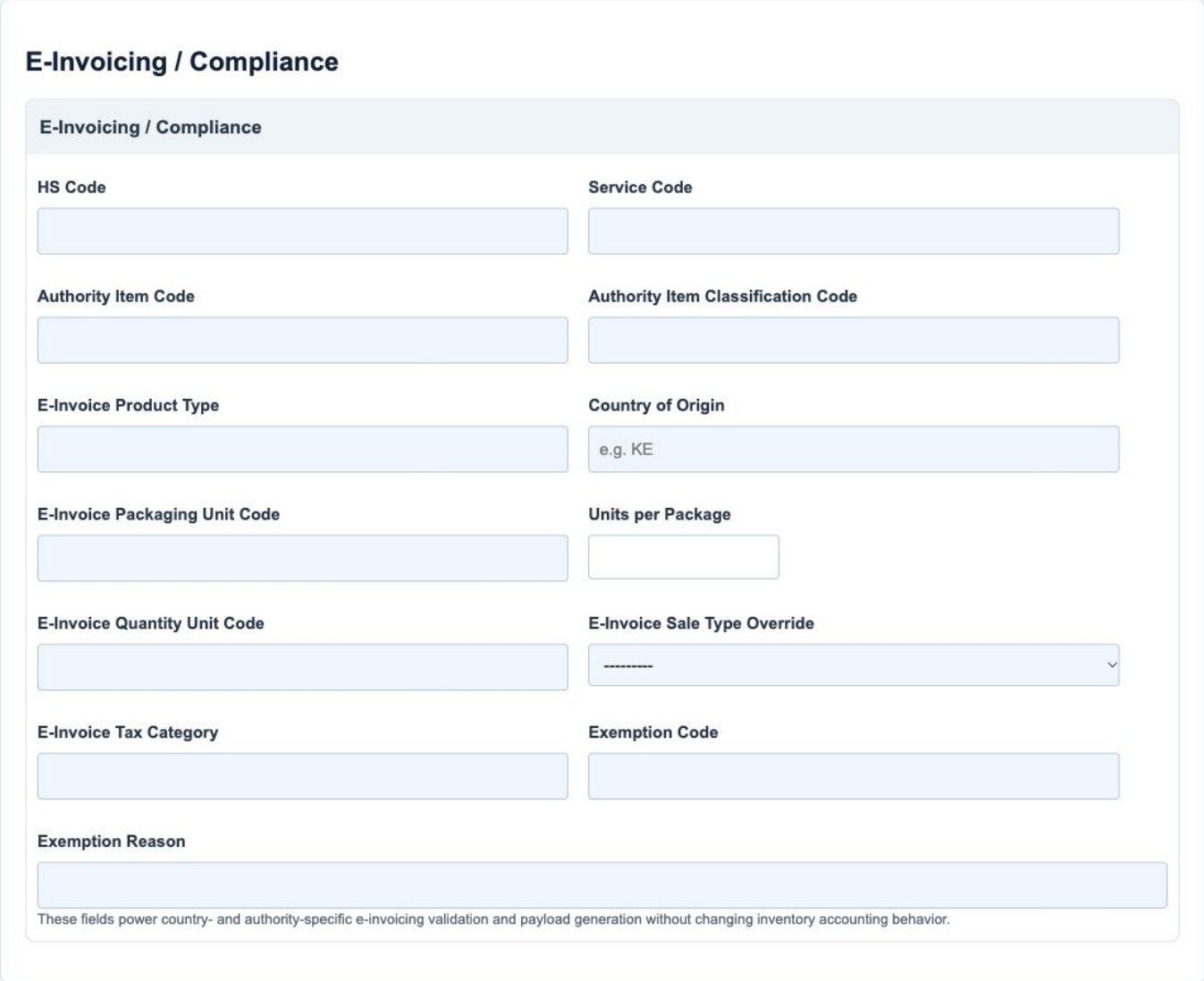


Figure 3. Illustrative training screen: E invoicing references. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
HS Code - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 50 characters. Example: Approved commodity classification	Supplies an HS classification reference for consuming fiscal payloads. Caution: Do not derive a tariff classification from an item name alone.
Service Code - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 50 characters. Example: Approved service classification	Supplies a service-code reference where a country integration requires it. Caution: A value valid for one authority may not be valid for another.
Authority Item Code - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 50 characters. Example: Authority-approved item code	Supplies the authority item identity where supported by a fiscal path. Caution: An item number and an authority item code are different identifiers.

Field and screenshot	Entry rule and example	Purpose and implication
Authority Item Classification Code - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 50 characters. Example: Authority-approved classification	Supplies the item classification code for consuming e-invoice integrations. Caution: A stored code is not evidence that an authority accepted it.
E-Invoice Product Type - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 20 characters. Example: Approved product type	Supplies a country/integration-specific product-type value. Caution: Confirm the supported country's code list rather than guessing.
Country of Origin - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 2 characters. Uppercased; the form checks two alphabetic characters, not membership of a complete ISO register. Example: ZA, if supported by evidence	Records the product-origin reference for consuming fiscal payloads. Caution: Two-letter shape validation does not prove the stated origin.
E-Invoice Packaging Unit Code - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 16 characters. Example: Approved packaging code	Provides the authority packaging-unit reference. Caution: Packaging code is not the base stock UOM.
Units per Package - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Must be greater than zero when supplied. Example: 12	Describes the packaged quantity for consuming fiscal information. Caution: This metadata does not automatically convert stock quantities or pack prices.
E-Invoice Tax Category - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 50 characters. Example: Approved authority tax category	Supplies the authority-specific tax-category reference. Caution: Do not use this field to bypass the item's transaction tax review.
Exemption Code - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 50 characters. Example: Approved exemption reference	Records an authority exemption code for supported payloads. Caution: A code alone does not establish eligibility for tax exemption.
Exemption Reason - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 255 characters. Example: Approved exemption explanation	Explains the exemption basis for consuming fiscal data. Caution: Keep the explanation consistent with the approved code and treatment.
E-Invoice Quantity Unit Code - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 16 characters. Example: Approved authority quantity-unit code	Provides a fiscal quantity-unit reference separate from the base UOM. Caution: Do not assume an authority UOM code creates a unit conversion.
E-Invoice Sale Type Override - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Choices: Goods, Services, Exempt, Zero Rated. Example: Blank unless a reviewed override is needed	Overrides the default fiscal sale type in consuming integration paths. Caution: Use only the supported country's reviewed mapping, not a universal tax rule.

Nature and posting field reference

Figure 4 Nature and posting

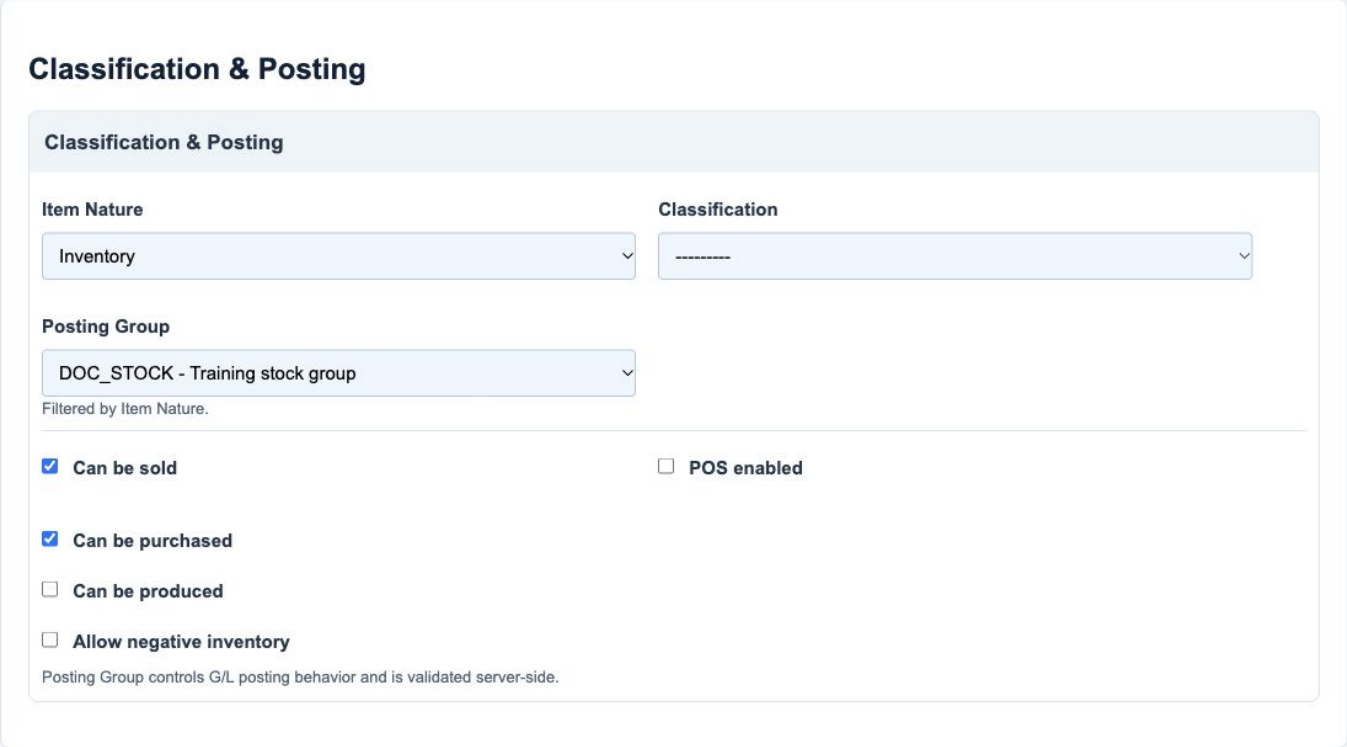


Figure 4. Illustrative training screen: Nature and posting. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Item Nature - Figure 4	Required base field. Required. Non-inventory cannot carry lot/serial/expiry tracking or be produced. Choices: Inventory, Non-inventory. Example: Inventory	Distinguishes stocked Inventory from Non-inventory charges and filters posting groups. Caution: Decide before first use; nature is locked after inventory use.
Classification - Figure 4	Base field permits blank/unchecked; conditional rules still apply. Choices are company-scoped; classification setup is a separate prerequisite. Example: Approved company classification	Groups the item for categorisation and consuming filters. Caution: Classification is not the same as the GL posting group.
Posting Group - Figure 4	Base field permits blank/unchecked; conditional rules still apply. Required active same-company group matching nature; system SYS_ groups excluded from normal selection. Example: Training stock group	Links item nature to the inventory, COGS/sales or charge posting design. Caution: Check the group's accounts before use; a valid choice is not a complete posting test.
Pos enabled - Figure 4	Checkbox; the new-field default is False. Requires Can be sold and a positive derived default sales price. Example: Off for the stock-master example	Makes the item eligible for applicable POS selection/defaulting. Caution: Enabling it does not create a terminal, price approval or fiscal acceptance.
Can be sold - Figure 4	Checkbox; the new-field default is True. At least one active currency sales-price row is required when enabled. Example: Checked	Allows the item in consuming sales paths and requires active price setup. Caution: Plan before first use; the flag locks after inventory use.

Field and screenshot	Entry rule and example	Purpose and implication
Can be purchased - Figure 4	Checkbox; the new-field default is True. Locks after inventory use. Example: Checked	Allows the item in consuming purchasing paths. Caution: Changing this is not a cancellation of outstanding purchase documents.
Can be produced - Figure 4	Checkbox; the new-field default is False. Only Inventory items; cannot change after use as a finished good in a batch. Example: Off unless used as a finished good	Allows eligible inventory items to participate as produced items. Caution: A checked flag does not create a formula, batch or production receipt.
Allow negative inventory - Figure 4	Checkbox; the new-field default is False. Locked after inventory use; complete posting controls still apply. Example: Off	Selects the item's negative-stock policy in consuming inventory controls. Caution: Negative stock can affect costing and availability; do not enable it just to bypass a shortage.

Purchasing policy overrides field reference

Figure 5 Purchasing policy overrides

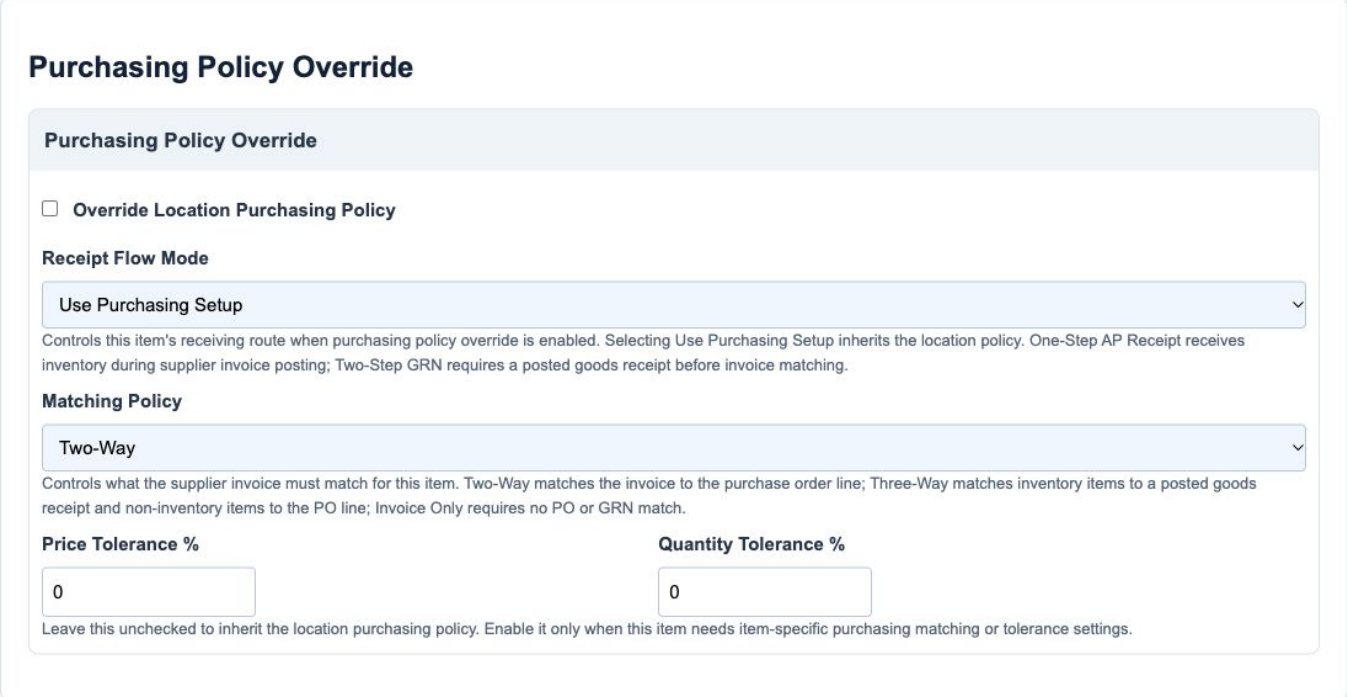


Figure 5. Illustrative training screen: Purchasing policy overrides. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Override Location Purchasing Policy - Figure 5	Checkbox; the new-field default is False. When enabled, matching, receipt flow and both tolerances must form a valid policy. Example: Off to follow the normal policy	Enables item-specific matching and tolerance controls. Caution: Review the effective item, location and purchasing setup together.

Field and screenshot	Entry rule and example	Purpose and implication
Matching Policy - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Invoice Only/Two-Way require One-Step AP Receipt; Three-Way requires Two-Step GRN under override validation. Choices: Two-Way, Three-Way, Invoice Only. Example: Two-Way, if an override is approved	Selects Two-Way, Three-Way or Invoice Only matching at item level. Caution: Do not weaken matching merely to clear an invoice error.
Price Tolerance % - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Required and nonnegative when override is enabled; uses GL precision. Example: 0.00 for strict matching	Sets the allowed item-level price variance percentage under the override. Caution: A tolerance is an approval/control design, not a price markup.
Quantity Tolerance % - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Required and nonnegative when override is enabled; uses GL precision. Example: 0.00 for strict matching	Sets the allowed item-level quantity variance percentage under the override. Caution: It does not change stock units or an order's approved quantity.
Receipt Flow Mode - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Must be compatible with an enabled matching override. Choices: Use Purchasing Setup, One-Step AP Receipt, Two-Step GRN. Example: Use Purchasing Setup	Chooses inherited, One-Step AP Receipt or Two-Step GRN flow. Caution: A receipt-flow choice is not evidence that a receipt was posted.

MRP planning field reference

Figure 6 MRP planning

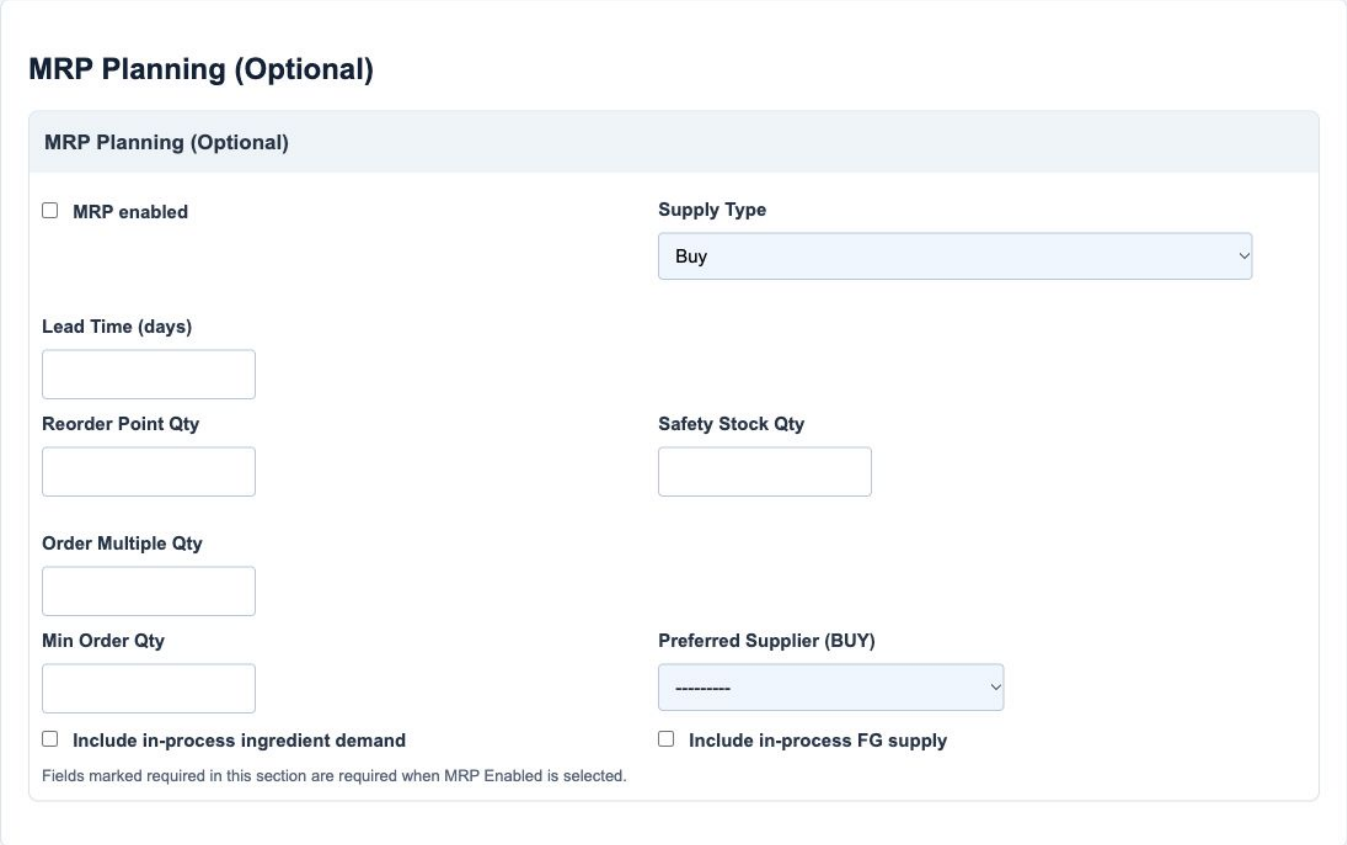


Figure 6. Illustrative training screen: MRP planning. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
MRP Enabled - Figure 6	Checkbox; the new-field default is False. When enabled, supply type, lead time and reorder point are required. Example: Off for the basic example	Includes the item in applicable material-requirements planning logic. Caution: Planning suggestions are not purchase or production authorisations.
Supply Type - Figure 6	Base field permits blank/unchecked; conditional rules still apply. Choices: Buy, Make. Example: Buy	Selects Buy or Make planning strategy. Caution: A Make choice does not create a formula or a production batch.
Lead Time (days) - Figure 6	Base field permits blank/unchecked; conditional rules still apply. Nonnegative; required when MRP is enabled. Example: 5	Sets planning lead time in days. Caution: Use a realistic approved planning assumption and review changes.
Reorder Point Qty - Figure 6	Base field permits blank/unchecked; conditional rules still apply. Nonnegative and required when MRP is enabled; uses GL quantity precision. Example: 100.00	Sets the reorder threshold quantity used by planning. Caution: Interpret the number in the item's base unit, not package metadata.
Safety Stock Qty - Figure 6	Base field permits blank/unchecked; conditional rules still apply. Nonnegative and no greater than Reorder Point when MRP is enabled. Example: 20.00	Defines the planning safety-stock quantity. Caution: It is a planning parameter, not actual stock on hand.

Field and screenshot	Entry rule and example	Purpose and implication
Order Multiple Qty - Figure 6	Base field permits blank/unchecked; conditional rules still apply. Must be greater than zero when supplied under enabled MRP. Example: 10.00	Defines the planning order-quantity multiple when supplied. Caution: Check feasibility with the supplier or production policy.
Min Order Qty - Figure 6	Base field permits blank/unchecked; conditional rules still apply. Nonnegative when supplied under enabled MRP. Example: 10.00	Defines the minimum planning order quantity. Caution: A minimum is not the stock opening balance.
Include In-Process Ingredient Demand - Figure 6	Checkbox; the new-field default is True. Example: According to approved planning policy	Includes eligible in-process ingredient demand in planning. Caution: Review work-in-process assumptions before relying on a recommendation.
Include In-Process FG Supply - Figure 6	Checkbox; the new-field default is True. Example: According to approved planning policy	Includes eligible in-process finished-goods supply in planning. Caution: Planned supply is not completed or available warehouse stock.
Preferred Supplier - Figure 6	Base field permits blank/unchecked; conditional rules still apply. Active same-company Vendor/Both choices; selection requiredness depends on the planning design, not a universal mandatory rule. Example: Demo Customer and Vendor	Provides a preferred supply source for planning defaults. Caution: A preferred source is not a purchase commitment or approved quote.

Inventory tracking field reference

Figure 7 Inventory tracking

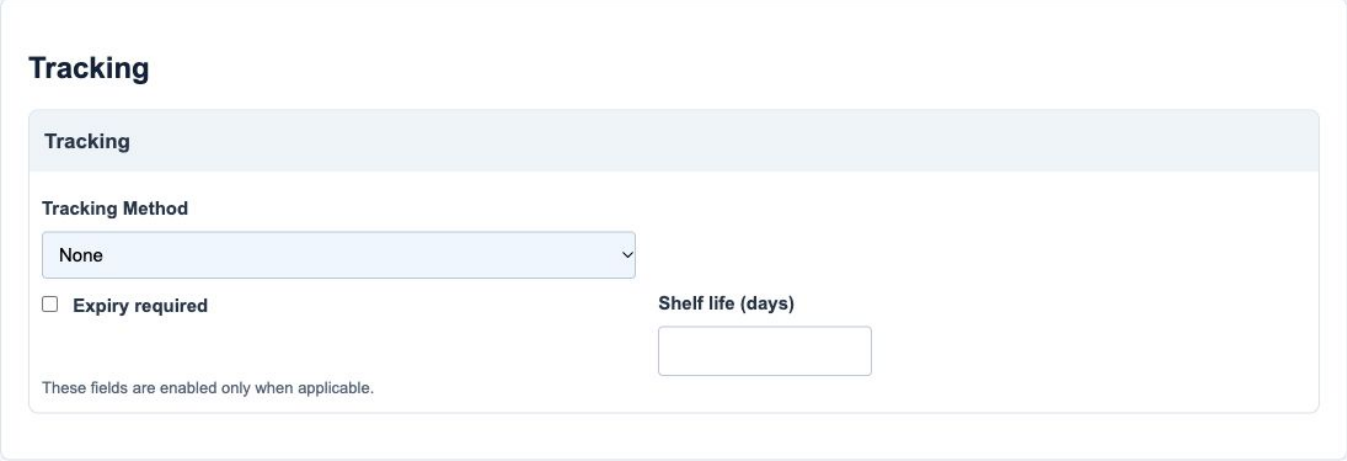


Figure 7. Illustrative training screen: Inventory tracking. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Tracking method - Figure 7	Required base field. Locked after inventory use; Non-inventory normalises to None. Choices: None, Lot, Serial, Lot + Expiry. Example: None for the basic example	Determines whether stock identity uses None, Lot, Serial or Lot + Expiry. Caution: Choose before use; tracked receipts/issues need additional allocation data.
Shelf life days - Figure 7	Base field permits blank/unchecked; conditional rules still apply. Positive and required for Lot + Expiry; empty for None, Lot or Serial. Example: 90 for an approved Lot + Expiry design	Supplies shelf-life days used with expiry-tracked inventory. Caution: A configured duration does not prove an actual lot's expiry date.
Expiry required - Figure 7	Checkbox; the new-field default is False. Required for Lot + Expiry and disallowed for the other tracking modes. Example: Checked only with Lot + Expiry	Requires expiry handling with the Lot + Expiry tracking design. Caution: Do not enable expiry for an untracked, serial-only or non-inventory item.

Hazards and dimensions field reference

Figure 8 Hazards and dimensions

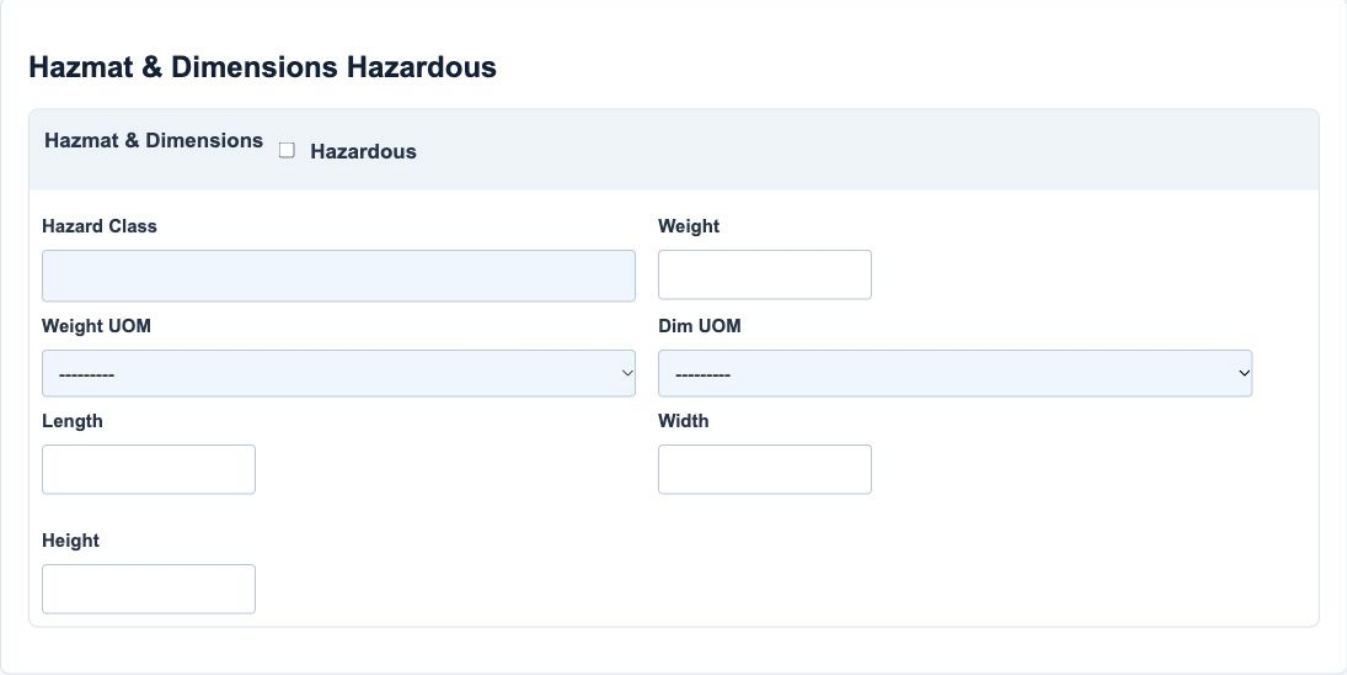


Figure 8. Illustrative training screen: Hazards and dimensions. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Is hazardous - Figure 8	Checkbox; the new-field default is False. When enabled, Hazard Class is required. Example: Off for the basic example	Marks the item as hazardous in its master information. Caution: This does not certify dangerous-goods storage or shipping compliance.

Field and screenshot	Entry rule and example	Purpose and implication
Hazard class - Figure 8	Base field permits blank/unchecked; conditional rules still apply. Maximum 64 characters. Required when Hazardous is on; must be empty when off. Example: Approved hazard classification	Records the hazardous-material class for the item. Caution: Use competent safety classification, not a guessed label.
Weight - Figure 8	Base field permits blank/unchecked; conditional rules still apply. Example: Approved measured weight	Describes the item's weight reference for consuming processes. Caution: A weight value without the correct unit can be misleading.
Weight uom - Figure 8	Base field permits blank/unchecked; conditional rules still apply. Example: Approved weight unit	Identifies the unit associated with Weight. Caution: Review unit suitability; the visible list is not a certification of unit compatibility.
Length - Figure 8	Base field permits blank/unchecked; conditional rules still apply. Example: Approved measured dimension	Describes item length in the selected Dimension UOM. Caution: Keep the measurement convention consistent; it does not convert the stock base unit.
Width - Figure 8	Base field permits blank/unchecked; conditional rules still apply. Example: Approved measured dimension	Describes item width in the selected Dimension UOM. Caution: Keep the measurement convention consistent; it does not convert the stock base unit.
Height - Figure 8	Base field permits blank/unchecked; conditional rules still apply. Example: Approved measured dimension	Describes item height in the selected Dimension UOM. Caution: Keep the measurement convention consistent; it does not convert the stock base unit.
Dimension uom - Figure 8	Base field permits blank/unchecked; conditional rules still apply. Example: Approved length unit	Identifies the unit used for Length, Width and Height. Caution: Use a consistent dimension convention; it is not the base stock unit.

Supporting documents field reference

Figure 9 Supporting documents

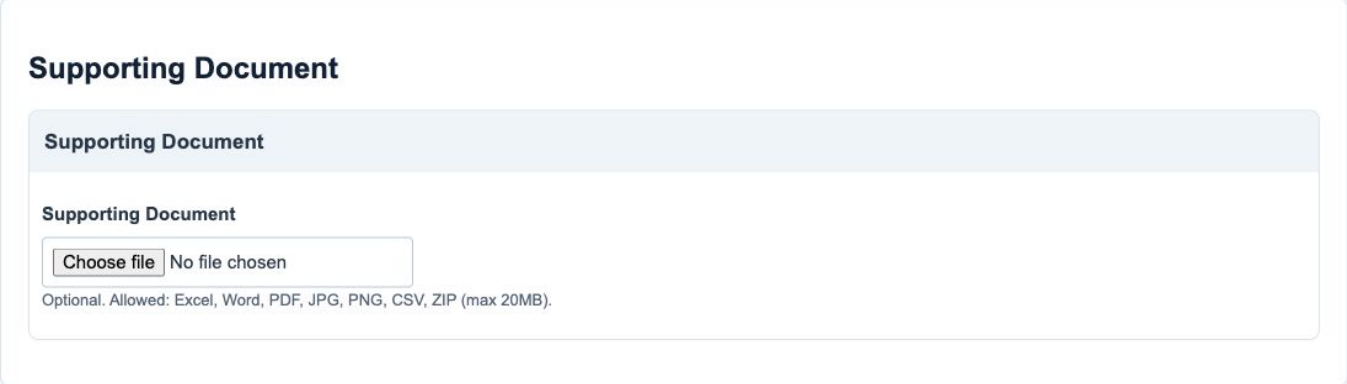


Figure 9. Illustrative training screen: Supporting documents. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Supporting Document - Figure 9	Base field permits blank/unchecked; conditional rules still apply. Allowed Excel, Word, PDF, JPG/JPEG, PNG, CSV or ZIP; maximum 20MB. Example: Optional approved item specification	Attaches supporting item evidence through the document-save path. Caution: No real document was uploaded for these illustrations.

Generated displays and actions

Display or action	Meaning	Review point
Item number	Generated company item identity	Do not invent a replacement identity for an item with history
Save and Cancel	Save the parent master/price changes or leave unsaved entry	Reopen and compare the saved values; Cancel is not transaction reversal
Add Currency and row Remove	Maintain inline sales-price rows	Keep unique currencies and at least one active row for a sellable item; review the price precision caution before editing
Supporting document and conditional delete	Attach or remove evidence through the separate save path	Preserve required evidence before authorised removal
Costing method	Not a user-editable field in this item form	Review inventory/costing setup separately rather than assuming a selectable method here
Active/POS flags	Control eligibility in consuming workflows	They do not create a terminal, stock quantity or authority submission

A warehouse belongs to one company location, also described as an operating unit. It identifies where inventory is handled; bins/locators subdivide that warehouse. Plan these identities before stock operations so documents and allocations refer to the intended location and storage structure.

This chapter is for authorised inventory users and Tenant Administrators within their subscription workspace. A tenant is that subscription/account workspace, not an individual administrator. Platform and tenant database-management procedures are outside scope.

Prepare the location and storage design

Confirm Current Company and the intended active company location. Prepare a clear warehouse code/name and address, decide whether this is the location's default, and decide whether bins will be used. Bins and locators are two labels for the same subdivision in this warehouse form, not two separate levels to configure here.

The training example is DOC-MAIN, Training Main Warehouse, at Main Office. It is a default warehouse with bins enabled. A warehouse master does not establish bins, stock quantities or inventory value.

Warehouse edit caution: saving an existing warehouse can clear contact/details values and reset its mixed-items setting, even though those controls are not shown on this screen. If your organisation relies on these values, stop routine editing and ask authorised support to review preservation before saving changes.

Create and verify the warehouse

1. Open the warehouse create action from the inventory area when permitted and confirm the company.

2. Select the active company location, then enter the code and name. Review the spelling and location before the first save.

3. Review Active and Default Warehouse. Only one default is allowed per company/location; do not assume selecting a new default automatically clears the old one.

4. Set Uses Bins according to the approved storage design. With bins enabled, both receipt and issue bin requirements are forced on. With bins disabled, both are forced off.

5. Add the optional address and authorised supporting document if needed. Save and reopen; compare the normalised code, location, name, default and bin settings.

6. Before stock entry, create and verify the required bin/locator masters through their separate workflow. Do not use this setup exercise to post opening quantities or move stock.

The Location field is locked after creation, even if the warehouse has never held stock. To correct an incorrect location, create the appropriate warehouse and plan a controlled Inventory Transfer where stock exists; do not rename or edit an existing warehouse as if it moved historical allocations.

Defaults bins and post use restrictions

The default warehouse is scoped to a location, not the whole subscription. If changing a default, review and save the previous default off before assigning the new one; coordinate the change with consuming document entry. An inactive warehouse is not a disposal of its stock.

When Uses Bins is on, receipt and issue requirements are not independent optional choices in the reviewed form: cleaning sets both true. When off, it sets both false. Review the saved state rather than relying on the appearance of a disabled or dependent checkbox.

After warehouse allocation use, bin structure flags have additional restrictions. Do not change warehouse structure to resolve a shortage, expired lot or wrong-bin allocation; use the approved correction workflow.

Form fields and screenshot references

The register covers the 15 fields represented on the warehouse screen. Company is supplied by the current context; generated IDs and creator/updater timestamps are not user inputs.

Warehouse ownership and identity field reference

Figure 1 Warehouse ownership and identity

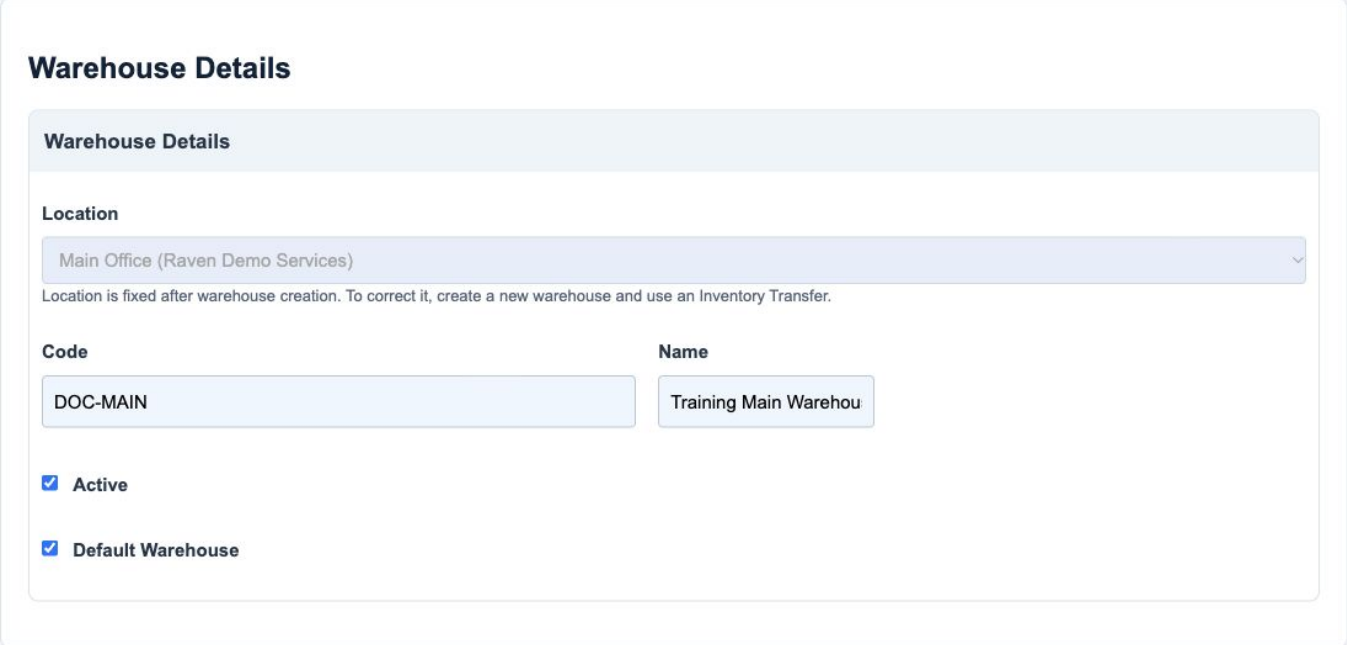


Figure 1. Illustrative training screen: Warehouse ownership and identity. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 1	Required base field. Required active same-company location; disabled on edit, even before stock use. Example: Main Office	Determines the operating unit that permanently owns the warehouse. Caution: If the location is wrong after creation, create a correct warehouse and plan a controlled Inventory Transfer.
Code - Figure 1	Required base field. Maximum 50 characters. Trimmed and uppercased; unique within company/location. Example: DOC-MAIN	Identifies the warehouse within its company location. Caution: Keep the code stable so staff can recognise the correct storage site.

Field and screenshot	Entry rule and example	Purpose and implication
Name - Figure 1	Required base field. Maximum 100 characters. Trimmed; unique within company/location. Example: Training Main Warehouse	Provides the human-readable warehouse identity. Caution: Similar names can cause allocation mistakes; use a clear storage-site description.
Active - Figure 1	Checkbox; the new-field default is True. Example: Checked	Marks the warehouse available in consuming active-warehouse paths. Caution: Deactivation does not move or remove existing stock.
Is default - Figure 1	Checkbox; the new-field default is False. Only one default warehouse per company/location; switch the old default off before assigning another. Example: Checked for the approved location default	Marks the preferred warehouse for this location. Caution: A default is not a global warehouse for every location.

Bins and locators field reference

Figure 2 Bins and locators

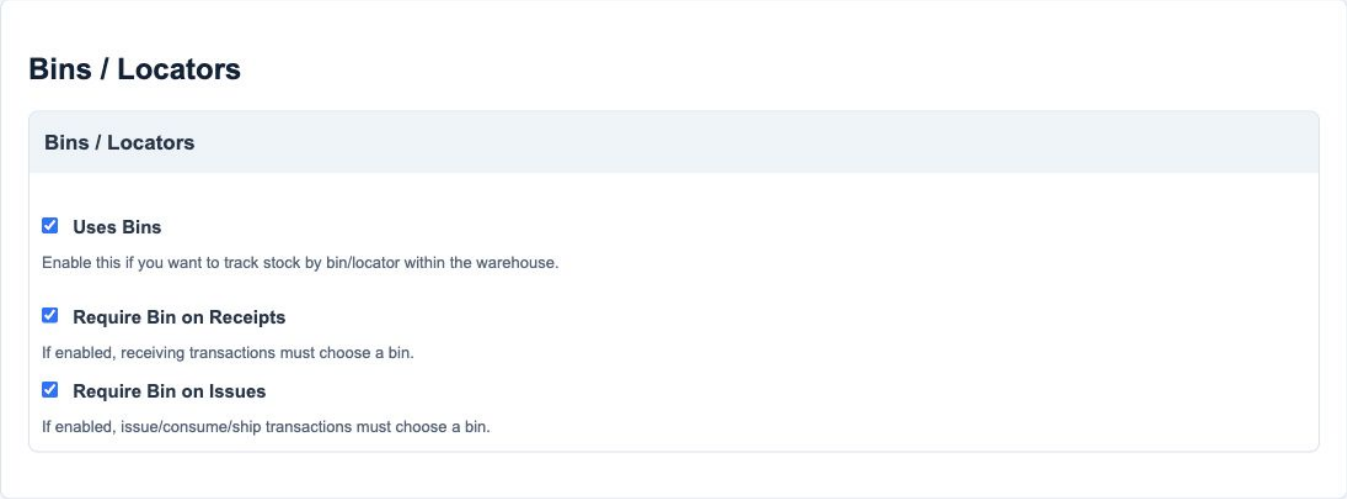


Figure 2. Illustrative training screen: Bins and locators. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Uses Bins - Figure 2	Checkbox; the new-field default is False. Enabling it forces both receipt and issue bin requirements on; disabling it forces both off. Example: Checked only for a planned bin design	Enables bin/locator tracking in the warehouse. Caution: Decide before stock use; prepare actual bin records before allocating tracked stock.
Require Bin on Receipts - Figure 2	Checkbox; the new-field default is False. The form normalises this to the Uses Bins setting. Example: Managed by Uses Bins	Determines whether receipt allocation requires a bin. Caution: This is not an independent optional toggle when bins are enabled.
Require Bin on Issues - Figure 2	Checkbox; the new-field default is False. The form normalises this to the Uses Bins setting. Example: Managed by Uses Bins	Determines whether issue allocation requires a bin. Caution: Check bin readiness before attempting issues from a tracked warehouse.

Warehouse address field reference

Figure 3 Warehouse address

Figure 3. Illustrative training screen: Warehouse address. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Address line 1 - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 255 characters. Example: 1 Training Road	Records the warehouse address line 1 for address identification. Caution: An address change does not transfer warehouse ownership or move stock.

Field and screenshot	Entry rule and example	Purpose and implication
Address line 2 - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 255 characters. Example: Unit 2, if applicable	Records the warehouse address line 2 for address identification. Caution: An address change does not transfer warehouse ownership or move stock.
City - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 100 characters. Example: Demo City	Records the warehouse city for address identification. Caution: An address change does not transfer warehouse ownership or move stock.
Province - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 100 characters. Example: Demo Province	Records the warehouse province for address identification. Caution: An address change does not transfer warehouse ownership or move stock.
Postal code - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 32 characters. Example: Approved postal code	Records the warehouse postal code for address identification. Caution: An address change does not transfer warehouse ownership or move stock.
Country - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Maximum 64 characters. Example: South Africa	Records the warehouse country for address identification. Caution: An address change does not transfer warehouse ownership or move stock.

Supporting documents field reference

Figure 4 Supporting documents

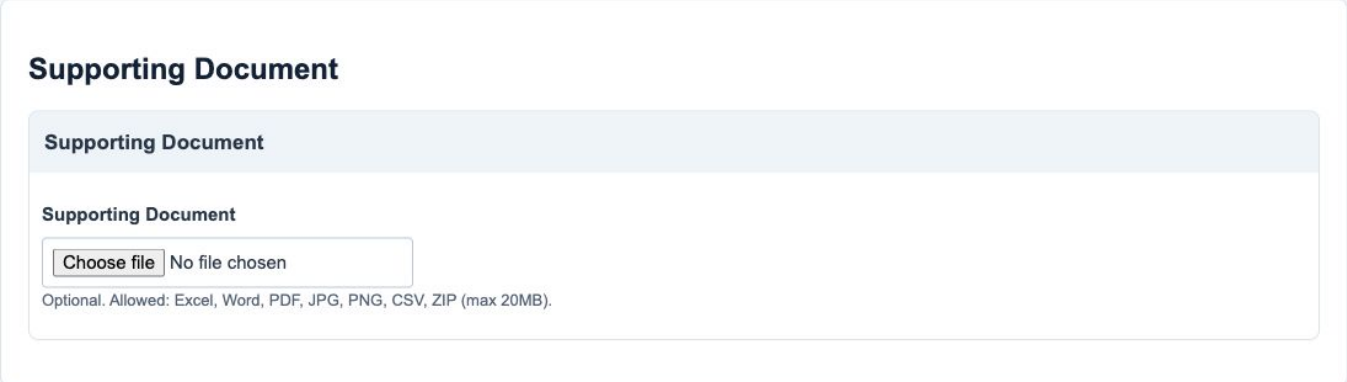


Figure 4. Illustrative training screen: Supporting documents. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Supporting Document - Figure 4	Base field permits blank/unchecked; conditional rules still apply. Allowed Excel, Word, PDF, JPG/JPEG, PNG, CSV or ZIP; maximum 20MB. Example: Optional approved warehouse plan	Attaches warehouse supporting evidence through the document-save path. Caution: No attachment was uploaded or removed in this exercise.

Documents displays and actions

Action or display	Meaning	Safe response
Save	Creates or updates the warehouse master	Reopen and compare ownership/default/bin settings; observe the preservation warning before edits
Cancel	Leaves unsaved form entry	It does not undo prior warehouse use or inventory movements
Locked Location	Permanent location identity after creation	Create a corrected warehouse and use an approved transfer when necessary
Existing supporting document	Conditional evidence link/removal controls	Obtain authority for removal and preserve required records
Warehouse list filters/options	Help identify warehouses and locations in consuming screens	Confirm both the company location and warehouse identity

Warehouse code is trimmed and uppercased; code and name are unique within company/location. Address changes describe the site but do not move inventory. A warehouse/bin master is not a stock balance, and a default selection is not a user permission grant.

Prepare the item classifications, accounting mappings and company inventory policy before using stock documents. These settings describe how items are organised and which accounts or defaults consuming processes can use. They do not create stock, record a receipt, move goods or post an opening balance.

This reference is for authorised inventory users, accountants and Tenant Administrators within their own subscription workspace. Confirm Current Company before opening setup. Obtain the responsible accountant's approval for account mappings and the operations owner's agreement on warehouse, bin and negative-stock policy.

Understand the setup relationships

Setup	What it provides	What it does not replace
Classification	Brand, Category and optional Sub Category for item organisation	Posting accounts, tax codes or fiscal product classification
Posting Group	Inventory asset/COGS mappings or a non-inventory charge mapping	Customer revenue, tax, bank or every module-specific posting rule
Item Master	Item nature, base UOM, posting-group selection and operational flags	Stock quantities, allocation or a completed purchase/sale
Warehouse	Location ownership, default and bin requirements	A stock balance or automatic permission to every location
Inventory Setup	Company costing display, warehouse fallback and negative-stock policy	Physical counts, opening balances or a change to historic transactions

An Inventory item needs an Inventory posting group. A Non-inventory item needs a Non-inventory (Charge) group. Classification is descriptive and is not the same as the posting group or an e-invoice authority classification.

Find the setup screens

In the application sidebar, open **Inventory**. Its setup links include **Setup**, **Classifications**, **Item Master**, **Posting Groups** and **Warehouse Master**, subject to access. View permission does not authorise changing accounts or policy.

Classifications provides **Add Classification** and row-level **View**, **Audit** and **Edit** actions when permitted. **Posting Groups** provides **Add Posting Group**, a row selector and actions for the selected record. **Setup** displays the company's existing policy or offers **Create Setup** when no record exists. Review an existing record before proposing another setup.

Review classification descriptions

Use an agreed naming scheme for Brand, Category and Sub Category. For example, Demo Brand / Components / Fasteners is one classification record. Item masters select that record; typing a category on this screen does not create an item or classify all existing items automatically.

Search the existing list before adding a classification. Its Search matches Brand, Category and Sub Category. **Reset** removes the search filter; it does not clear saved classifications. Sub Category may be blank, so do not rely on a blank field to prevent duplicate business descriptions.

Review posting group design

For a stocked item, **Type: Inventory** requires both **Inventory Asset Account** and **COGS Account**. For an eligible non-stock charge, **Type: Non-inventory (Charge)** requires **Charge / Expense Account**. Changing the type clears the incompatible mappings; it is not a conversion of existing stock into an expense.

Review the complete company-account-sub-account combination, active status and accounting purpose for every mapping. Use the current company's approved Asset and Expense destinations as appropriate. A suggestion, a similar account name or a form accepting a selection is not accounting approval.

Keep protected system groups, including **SYS_FA_CWIP** and **SYS_PAYROLL_CLEAR**, intact. Do not rename, repurpose, reclassify or deactivate them to resolve a setup error. Changing an ordinary group already used by items requires review of those items, linked processes and historical reporting; changing a mapping does not reverse earlier journals.

Figures 3 and 4 show selected account descriptions. In the application, choose an actual account-search result; typed text alone may not select an account. If a selector fails to load, stop and obtain help rather than altering hidden identifiers.

Form fields and screen references

The references cover the twelve business form controls and the fixed Costing Method display. Company is supplied by the current context and is not a separate choice on these forms. Figures use fictional training values; conditional account sections depend on the selected Type.

Classification field reference

Figure 1 Classification

Figure 1. Illustrative training screen: Classification. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Brand - Figure 1	Required text, maximum 100 characters. Example: Demo Brand	Groups items by their brand description for organisation and selection. Caution: Reuse the agreed spelling; this is not a tax classification or posting account.
Category - Figure 1	Required text, maximum 100 characters. Example: Components	Adds the business category within this classification record. Caution: A category name does not configure the inventory accounting mappings.
Sub Category - Figure 1	Optional text, maximum 100 characters. Example: Fasteners	Provides a further descriptive subdivision when the business needs it. Caution: Search existing classifications before adding a record, including where Sub Category is blank.

Posting group identity field reference

Figure 2 Posting group identity

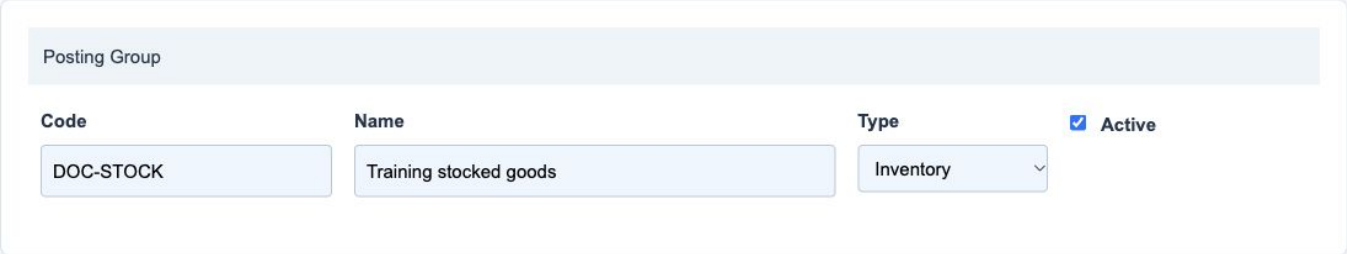


Figure 2. Illustrative training screen: Posting group identity. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 2	Required text, maximum 32 characters; unique within the company. Example: DOC-STOCK	Identifies the posting group selected on item masters. Caution: Agree a consistent code; never rename a system group or repurpose a used group as a different accounting design.
Name - Figure 2	Required text, maximum 128 characters. Example: Training stocked goods	Describes the accounting purpose of the group for selection and review. Caution: A familiar name is not proof that its underlying accounts are correct.
Type - Figure 2	Required selection: Inventory or Non-inventory (Charge). New groups default to Inventory. Example: Inventory	Determines which account mappings are applicable and which item nature can use the group. Caution: Changing Type clears incompatible account selections. Do not change the type of a used group without an approved accounting plan.
Active - Figure 2	Checkbox; checked by default for a new group. Example: Checked	Makes the group eligible for active item posting-group choices. Caution: Deactivation does not reverse stock movements or journals and can affect future item choices.

Inventory account mappings field reference

Figure 3 Inventory account mappings

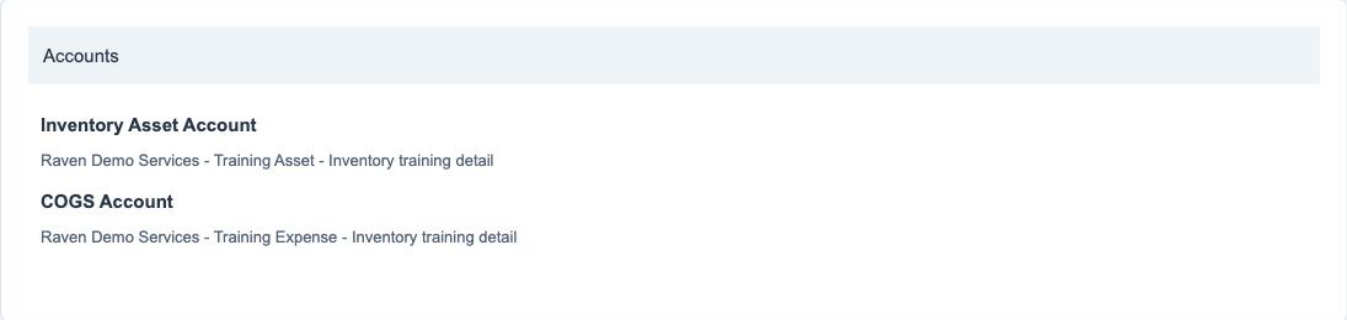


Figure 3. Illustrative training screen: Inventory account mappings. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Inventory Asset Account - Figure 3	Required for Type Inventory; choose the approved account result. Example: The approved inventory asset posting combination	Supplies the inventory-asset mapping for consuming stock accounting processes. Caution: Confirm the full current-company account/sub-account, active status and Asset classification. Do not use another company's account or rely on its name alone.
COGS Account - Figure 3	Required for Type Inventory; choose the approved account result. Example: The approved cost-of-goods-sold posting combination	Supplies the cost-of-goods-sold mapping used by applicable consuming stock processes. Caution: Confirm company, active status and the approved Expense classification; this field is not the sales revenue account.

Non inventory charge account field reference

Figure 4 Non inventory charge account

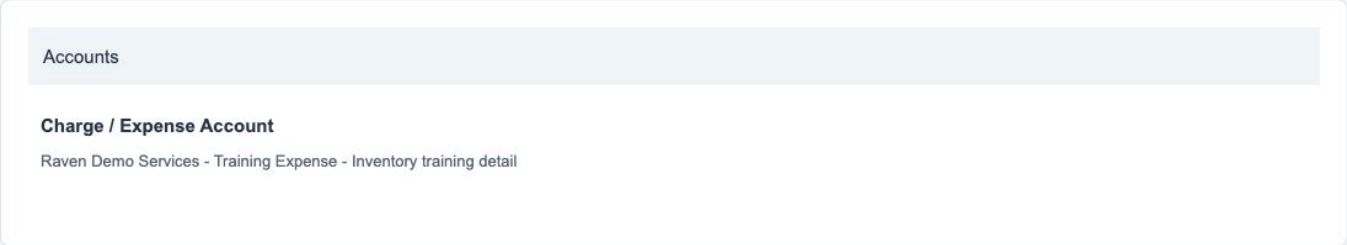


Figure 4. Illustrative training screen: Non inventory charge account. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Charge / Expense Account - Figure 4	Required for Type Non-inventory (Charge); the inventory asset and COGS mappings are not applicable. Example: The approved purchased-service expense posting combination	Supplies the expense/charge mapping for applicable non-stock purchasing processes. Caution: Use the current company's approved active account. This does not by itself configure customer revenue, tax or every transaction's counterpart.

Inventory policy field reference

Figure 5 Inventory policy

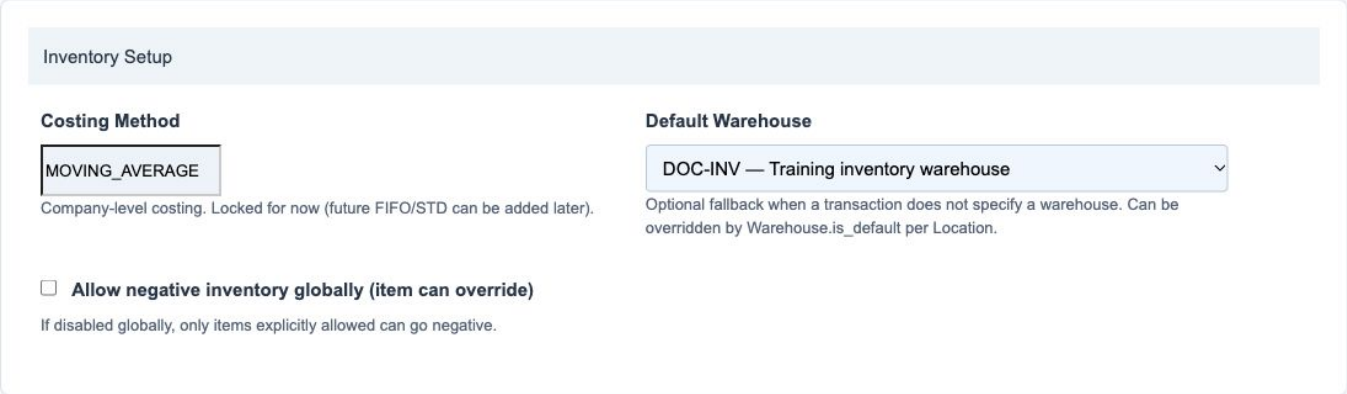


Figure 5. Illustrative training screen: Inventory policy. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Costing Method - Figure 5	Read-only MOVING_AVERAGE display; not an editable form field. Example: MOVING_AVERAGE	Identifies the supported company-level inventory costing method. Caution: FIFO and standard costing are not selectable here. A policy record does not create opening quantities or calculate a stock balance by itself.
Default Warehouse - Figure 5	Optional active warehouse from the selected company. Example: DOC-INV - Training inventory warehouse	Provides a company fallback where a consuming workflow uses that default. Location-specific warehouse defaults can take precedence. Caution: Check the actual document warehouse and location. A fallback is not a user access grant, stock transfer or universal override of transaction choices.
Allow negative inventory globally (item can override) - Figure 5	Checkbox; off by default. Item-level permission is separate. Example: Unchecked under a no-negative-stock policy	Enables the company-wide negative-stock policy in applicable allocation, adjustment and transfer paths. Global off still permits an item explicitly allowed to go negative. Caution: Global on is not narrowed by leaving an item's flag off in these paths. Negative permission does not bypass tracking, bin, serial, date or other validation rules.

Understand negative inventory policy

The global switch and the item's **Allow negative inventory** setting are separate. In the allocation, adjustment and transfer policy paths, either enabled flag permits the negative-stock policy. An item flag left off does not cancel a global allowance.

Global setting	Item setting	Negative-stock policy in these paths
Off	Off	Not permitted by these flags
Off	On	Permitted by the item flag
On	Off	Permitted by the global flag
On	On	Permitted by both flags

This permission does not guarantee that an issue can be completed. Lot/serial tracking, expiry, warehouse/bin requirements, dates, document state and other validations still apply. Do not enable negative inventory merely to bypass a shortage; resolve the quantity, timing or allocation under the approved process.

Distinguish warehouse defaults

An explicit document warehouse, a location's Default Warehouse flag and the company fallback are different settings. Check the actual location and warehouse on every consuming document. A company fallback may belong to a different location from the transaction and is not permission to use it there.

Changing a default does not move stock, change earlier documents or create missing bin records. Existing warehouse edits also have the preservation caution described in the warehouse guide. Coordinate changes with document entry and verify the saved policy before relying on defaults.

Prepare bin selection safely

Bins, also called locators on some screens, subdivide a warehouse. Their hierarchy is **Company** → **Location** → **Warehouse** → **Bin**. A bin code identifies a place within its warehouse; the same code in another warehouse is not the same storage location.

Before allocation	Example	Why it matters
Confirm the company, location and warehouse	Raven Demo Services / Main Office / DOC-INV	Similar warehouse names do not establish ownership or access
Use the approved active bin identity	R01-L01	Bin codes are trimmed and uppercased; uniqueness is within the warehouse
Check Uses Bins and receipt/issue requirements	Bins enabled	Required bin allocation is not satisfied by selecting only the warehouse
Distinguish bins from lots and serials	R01-L01 is a place, not a product batch	A valid bin does not replace required lot, expiry or serial identity

The warehouse setup form does not create bin masters. If the required bin is unavailable, stop and ask the authorised inventory administrator to arrange it through the supported process. Do not guess an extra menu, enter an invented bin code or assume every transaction creates missing bins automatically.

Search lists and understand actions

Screen or action	Meaning	Caution
Classifications Search	Filters Brand, Category and Sub Category	Search existing descriptions before adding another record
Posting Groups Search	Filters Code or Name	Confirm Type and Active as well as the displayed name
Posting Groups Sel	Chooses the row targeted by View, Audit or Edit	Check the selected-group label before acting
Inventory Setup list	Shows Company, Costing Method, Default Warehouse and Allow Negative (Global)	These displays describe policy, not stock on hand
Save	Submits the current master/settings change	Reopen and compare the intended values; do not use it to correct stock balances
Cancel	Leaves the unsaved form	Does not reverse an earlier save or stock transaction
Audit	Shows available record attribution/history	It is not a stock movement report, accounting journal or permission grant

Check setup before using stock documents

Confirm the selected company's chart/sub-accounts, active account mappings, matching item nature and posting group, base UOM, relevant tax defaults, location, warehouse and bin availability. Review the negative-stock design and fixed moving-average costing display with the responsible owners.

Use approved opening and transaction procedures for receipts, issues, transfers and valuations. Reconcile item quantities, warehouse/bin detail, inventory value and the relevant ledger accounts on a consistent date/company/currency basis. A saved master record alone does not establish a completed or reconciled stock transaction.

Resolve setup problems

What you see	Safe response
No permitted setup link	Confirm duties, company context and the specific function permission with the Tenant Administrator
Missing inventory asset or COGS	Check Type and select both approved accounts for Inventory
Missing charge account	Select the approved charge account for Non-inventory (Charge)
Wrong account remains suggested or accepted	Verify company, active status and account type independently; stop if the design is unclear
Changing Type removes account selections	The fields are no longer applicable; do not use a type change as a historical correction
Default Warehouse is absent	Check its company, active status and the selected context; do not create a duplicate warehouse to bypass a mismatch
FIFO or standard costing cannot be selected	Costing Method is fixed to MOVING_AVERAGE in this screen
A shortage is rejected despite policy flags	Review actual stock, tracking, bins, dates and document rules; do not bypass controls
Required bin is unavailable	Confirm its warehouse/location and active identity with the authorised inventory administrator before allocating

Use an inventory adjustment to record an approved quantity or value correction. Use an inventory transfer to relocate stock within the current company. Neither replaces a supplier receipt, supplier invoice, customer sale or physical count. This reference explains their fields and the balances to review after processing.

It is for authorised stores, inventory and accounting users within their own subscription workspace. Agree quantities and physical identities with the stock custodian and valuation and contra accounts with the responsible accountant. Confirm Current Company before entering a document.

Choose the right stock document

Business event	Appropriate record	Accounting distinction
Receive an approved purchase through two-step receiving	Goods Receipt Note and its accepted allocation	Receipt creates inventory and receipt accrual; a matched invoice clears that accrual
Invoice-based receiving under an eligible one-step policy	Vendor invoice and its receiving allocation	Do not add another adjustment for the same stock
An approved count discrepancy or value correction	Inventory Adjustment	Changes quantity and/or inventory value against its contra account
Move existing goods between warehouses or bins	Inventory Transfer	Source decreases and destination increases; company quantity is unchanged
Record a supplier liability or pay it	Vendor invoice, payment and application	These are not interchangeable with stock adjustments or transfers

Opening inventory is an accounting cutover, not a reason to create a second receipt. Agree the cutover date, physical counts, valuation and offset with your accountant; check earlier purchases and opening journals before recording any opening quantity or value.

Confirm prerequisites and dates

Check active stocked items, base UOM, matching Inventory posting group, inventory asset mapping, permitted locations, active warehouses and required bins. A non-inventory service or charge is not eligible for these stock forms. Use the item's existing tracking policy; changing the master is not a correction of an already posted movement.

Ledger Date controls the accounting and inventory timeline. Transaction Date describes the business event and cannot be later than Ledger Date on these forms. Use an open period and the true approved dates. Backdating can affect later stock availability and moving-average valuation; do not change a date merely to bypass a rejection.

Find the movement screens

In **Inventory**, use **Inventory Adjustments** or **Inventory Transfers**, subject to access. The lists provide the relevant create and record actions. View a saved record before choosing another action, especially after an interrupted save. A menu being visible is not permission to every company, location or record.

Read the adjustment form

An adjustment has a signed quantity and an Extended Cost per line. Extended Cost is the total functional-currency value change, not a unit price. A quantity increase is positive; a quantity decrease is negative. A zero-quantity value adjustment changes valuation without adding goods and needs an existing positive quantity basis.

Where quantity is non-zero and Extended Cost is zero, posting derives the value from the company's current moving-average basis. Zero does not promise free stock or no accounting impact. A full depletion removes the remaining company value rather than leaving a rounding residue. Review the resulting transaction and journal, not just a displayed average multiplied back by quantity.

A supplied non-zero Extended Cost is an explicit value change. Its sign and relationship to quantity must reflect the approved correction. Do not experiment with signs, override cost to hide a difference, or select the inventory asset itself as an offset to make a journal appear balanced.

Inventory adjustment header field reference

Figure 1 Inventory adjustment header

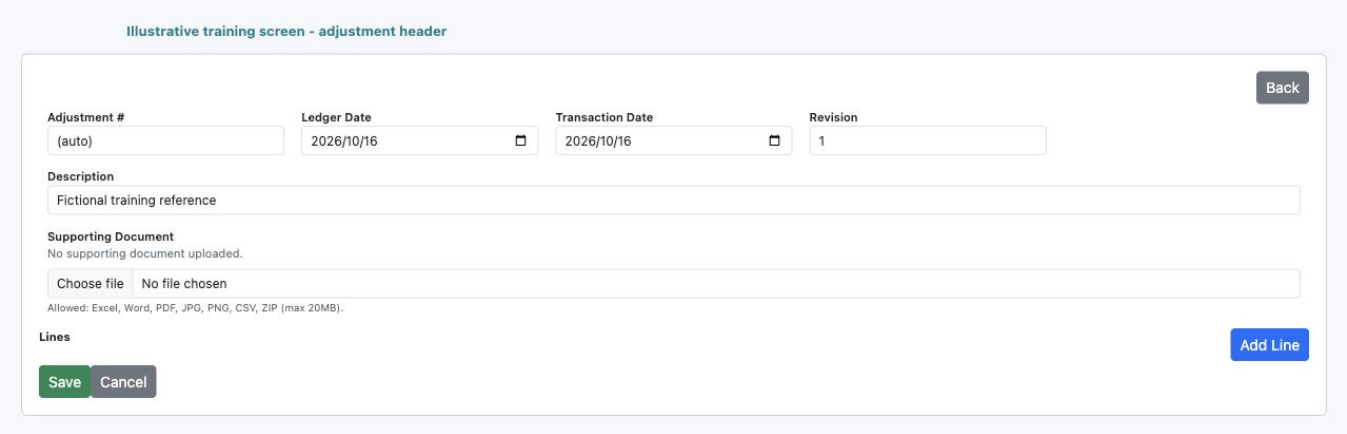


Figure 1. Illustrative training screen: Inventory adjustment header.

Field and screenshot	Entry rule and example	Purpose and implication
Adjustment # - Figure 1	System assigned; read only. Example: (auto) before save	Identifies the saved adjustment for subsequent review. Caution: Do not use an invented number as proof a record exists.
Ledger Date - Figure 1	Required open accounting date. Example: 16 October 2026	Places the correction on the accounting and inventory timeline. Caution: Backdating can affect later availability and costing.

Field and screenshot	Entry rule and example	Purpose and implication
Transaction Date - Figure 1	Required; no later than Ledger Date. Example: 16 October 2026	Records the business event date separately from posting cutoff. Caution: Do not move dates merely to avoid a period restriction.
Revision - Figure 1	System maintained; read only. Example: 1	Identifies the document revision used by processing. Caution: It is not the application or guide version.
Description - Figure 1	Required meaningful business explanation. Example: Approved count loss in receiving bin	Explains the reason for the stock or value correction. Caution: A description is not evidence of approval by itself.
Supporting Document - Figure 1	Optional permitted file; maximum 20 MB. Example: Approved fictional count sheet.pdf	Attaches evidence to the adjustment; Excel Word PDF JPG JPEG PNG CSV and ZIP are permitted types subject to validation. Caution: Renaming a prohibited file does not make its contents acceptable.
Existing document link - Figure 1	Shown when a file already exists. Example: Count sheet.pdf	Opens the saved supporting evidence for review. Caution: This conditional link is absent from the no-file illustration.
Delete current supporting document - Figure 1	Conditional checkbox when a file exists. Example: Leave unchecked to retain the file	Requests removal of the existing evidence when saved. Caution: Removing evidence is not reversal of the stock transaction; follow retention policy.
Add Line - Figure 1	Adds an unsaved line. Example: Add a different approved stocked item	Extends the adjustment detail before save. Caution: Non-serial items cannot repeat within one adjustment.
Save - Figure 1	Submits the complete adjustment. Example: Save once after review	Records the document and queues processing. Caution: A successful save does not certify stock and journal completion.
Back and Cancel - Figure 1	Return to the list. Example: Cancel an unsaved entry	Leave the form without being a stock correction. Caution: Neither action reverses a previously saved transaction.

Inventory adjustment line grid field reference

Figure 2 Inventory adjustment line grid

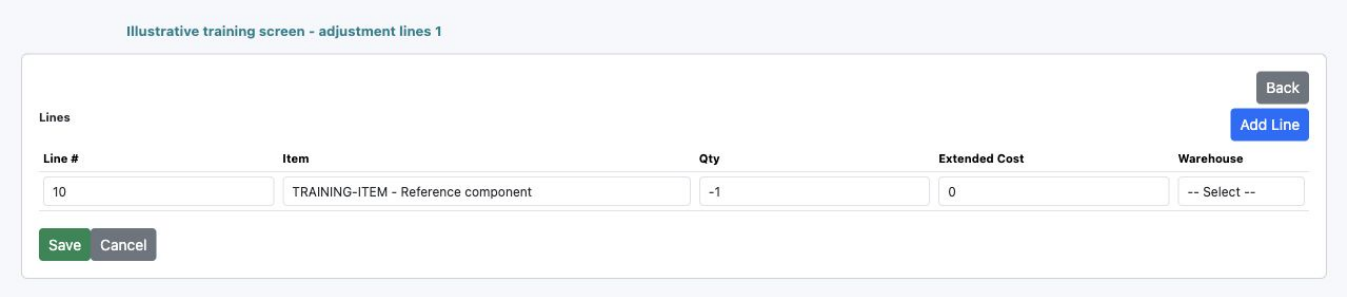


Figure 2. Illustrative training screen: Inventory adjustment line grid.

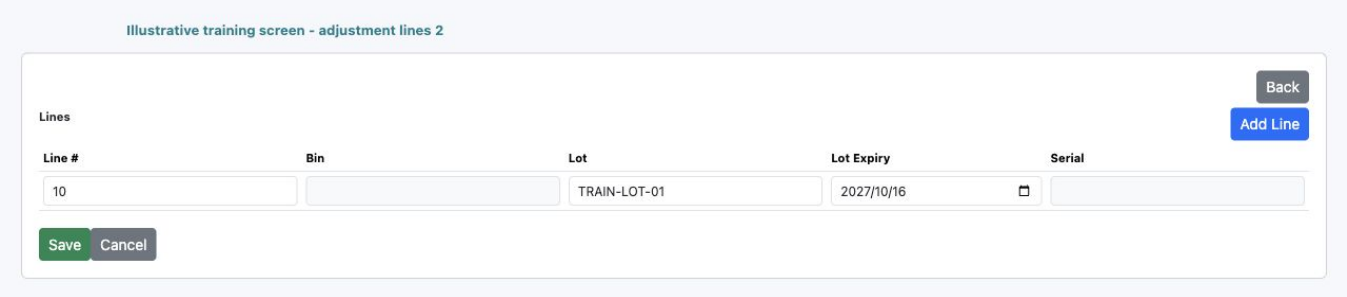


Figure 2 continued. Illustrative training screen: Bin lot expiry and serial columns.

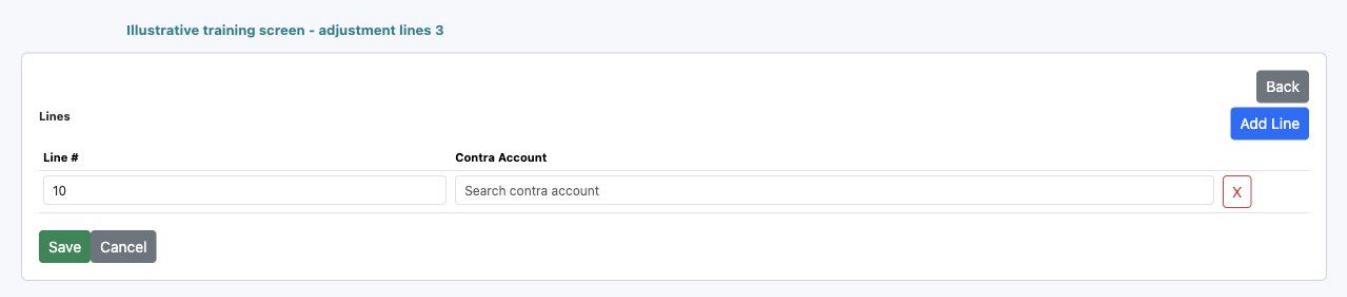


Figure 2 continued. Illustrative training screen: Contra account and line removal columns.

Field and screenshot	Entry rule and example	Purpose and implication
Line # - Figure 2	System seeded sequence; read only. Example: 10	Identifies the detail line within the document. Caution: It is not an inventory item or ledger account number.
Item - Figure 2	Required active Inventory item selected from search. Example: TRAINING-ITEM	Supplies tracking UOM and the inventory posting group. Caution: Typing a description alone may not select an item identity.
Qty - Figure 2	Signed quantity in base UOM; zero only for an eligible value-only correction. Example: -1	Changes physical stock when non-zero. Caution: Serial items require one unit or minus one unit per serial line.
Extended Cost - Figure 2	Total functional value change, not unit cost. Example: 0 to derive the moving-average value for a quantity movement	Supplies explicit value or allows posting to derive it when quantity is non-zero and value is zero. Caution: Zero entered cost does not promise zero posted cost.

Field and screenshot	Entry rule and example	Purpose and implication
Warehouse - Figure 2	Required active warehouse of the current company. Example: Warehouse A	Determines the physical location and quantity balance affected. Caution: A default is not permission to adjust another warehouse.
Bin - Figure 2	Required when the selected warehouse uses bins. Example: R01	Identifies the storage place inside the warehouse. Caution: Confirm the actual bin identity before entering a code.
Lot - Figure 2	Conditional on Lot or Lot + Expiry tracking. Example: TRAIN-LOT-01	Identifies the batch being added or removed. Caution: A lot is not the same as a warehouse bin.
Lot Expiry - Figure 2	Required for Lot + Expiry and any item requiring expiry. Example: 16 October 2027	Preserves the expiry identity of the affected batch. Caution: Do not invent or extend an expiry to bypass availability controls.
Serial - Figure 2	Required for Serial tracking; inapplicable otherwise. Example: TRAIN-SERIAL-001	Identifies an individual unit. Caution: Do not reuse the same serial on duplicate lines.
Contra Account - Figure 2	Required active current-company account selected from search. Example: Approved inventory loss expense	Offsets the inventory asset movement in the journal. Caution: Select the accountant-approved purpose; form acceptance does not approve classification.
X - Figure 2	Removes an unsaved detail line when more than one exists. Example: Remove a duplicate before Save	Changes the form payload before submission. Caution: It does not delete or reverse a posted movement.

Inventory transfer header field reference

Figure 3 Inventory transfer header

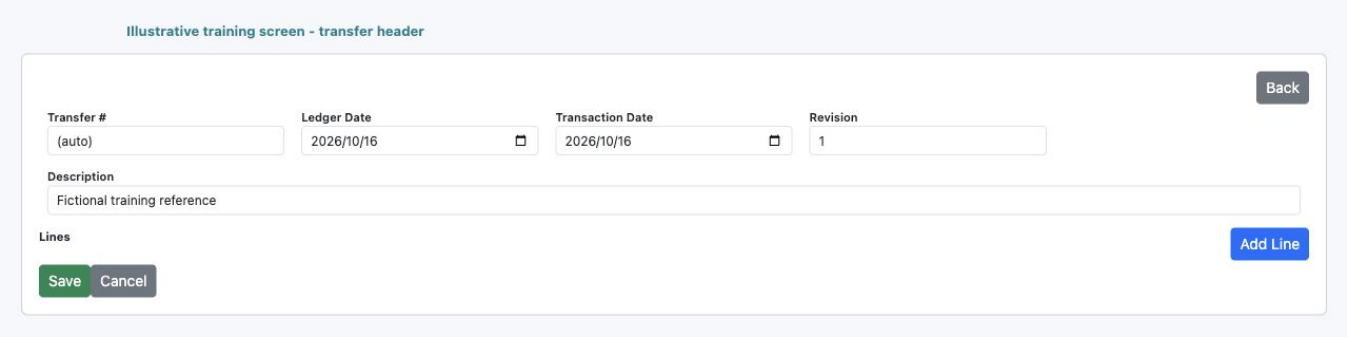


Figure 3. Illustrative training screen: Inventory transfer header.

Field and screenshot	Entry rule and example	Purpose and implication
Transfer # - Figure 3	System assigned; read only. Example: (auto) before save	Identifies the saved transfer for follow-up. Caution: A copied record receives a separate transaction identity.

Field and screenshot	Entry rule and example	Purpose and implication
Ledger Date - Figure 3	Required date in an open period. Example: 16 October 2026	Controls the inventory and accounting cutoff for both sides. Caution: A transfer is not a way to bypass closed periods.
Transaction Date - Figure 3	Required; not later than Ledger Date. Example: 16 October 2026	Describes when the physical movement occurred. Caution: Do not confuse it with processing completion time.
Revision - Figure 3	System maintained; read only. Example: 1	Identifies the version of the transfer being processed. Caution: Do not treat it as an approval level.
Description - Figure 3	Required explanation of the movement. Example: Move three components to Warehouse B	Explains why goods move between physical identities. Caution: It does not change company ownership of the stock.
Add Line - Figure 3	Adds another unsaved transfer detail. Example: Another eligible item	Allows separate item and physical allocation detail. Caution: Review each source and destination independently.
Save - Figure 3	Submits the complete transfer. Example: Save the reviewed transfer once	Records the document and initiates posting. Caution: Inspect status and both stock sides before considering the move complete.
Back and Cancel - Figure 3	Return to the transfer list. Example: Cancel before saving	Leave the unsaved form. Caution: They do not undo an existing transfer.

Inventory transfer line grid field reference

Figure 4 Inventory transfer line grid

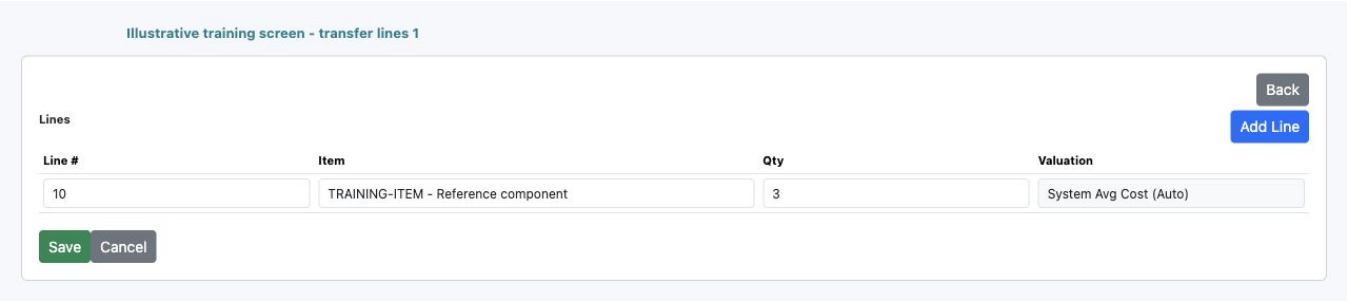


Figure 4. Illustrative training screen: Inventory transfer line grid.

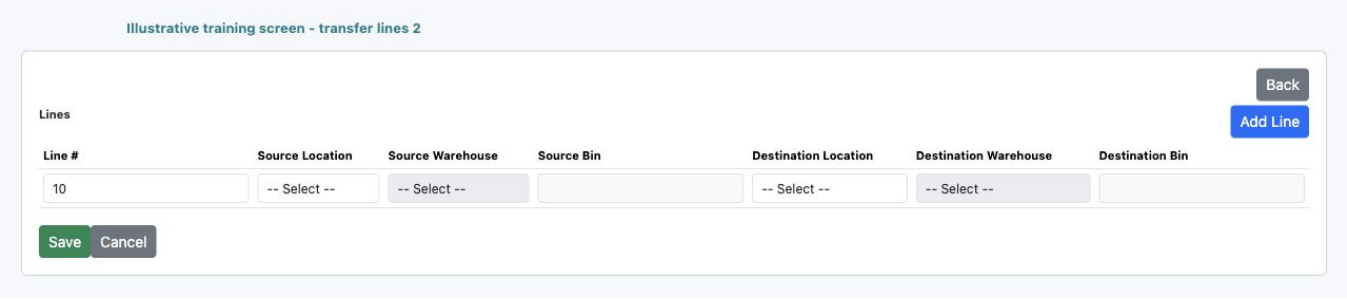


Figure 4 continued. Illustrative training screen: Source and destination location warehouse and bin columns.

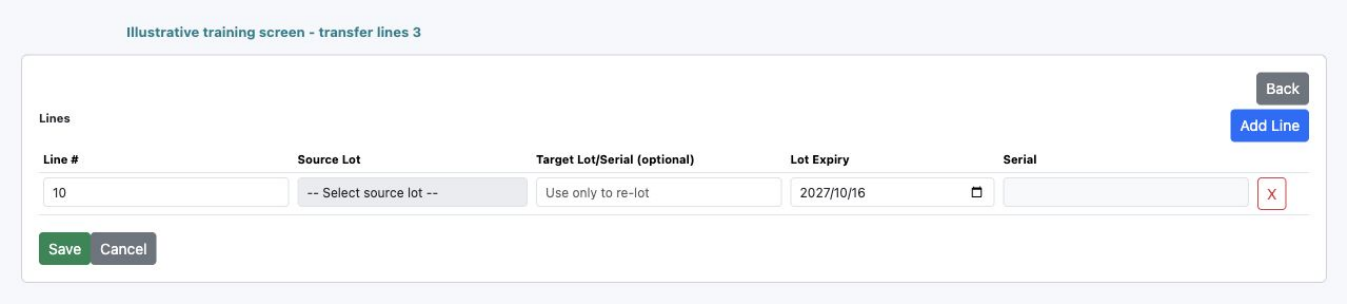


Figure 4 continued. Illustrative training screen: Tracking and line removal columns.

Field and screenshot	Entry rule and example	Purpose and implication
Line # - Figure 4	System seeded sequence; read only. Example: 10	Identifies the transfer detail. Caution: It is not the source document number.
Item - Figure 4	Required active stocked item selected from search. Example: TRAINING-ITEM	Identifies stock to relocate and its tracking policy. Caution: A non-inventory charge cannot be moved as physical stock.
Qty - Figure 4	Required positive quantity in base UOM. Example: 3	Decreases source stock and increases destination stock by the same quantity. Caution: Do not enter a negative number to reverse direction; review the proper correction process.
Valuation - Figure 4	System-driven moving-average value; not a price entry. Example: 300 for three units at an example basis of 100	Carries the source value to destination at posting. Caution: The saved value can differ from multiplying a rounded displayed average.
Source Location - Figure 4	Required current-company source identity. Example: Main Office	Controls which source warehouses are eligible. Caution: Choose the location that actually owns the source warehouse.
Source Warehouse - Figure 4	Required active warehouse belonging to Source Location. Example: Warehouse A	Identifies stock leaving the source. Caution: A same-named warehouse elsewhere is not the same balance.
Source Bin - Figure 4	Required when Source Warehouse uses bins. Example: R01	Identifies the storage place from which goods leave. Caution: Available company quantity does not establish availability in this bin.
Destination Location - Figure 4	Required current-company destination identity. Example: Main Office	Defines the destination warehouse scope. Caution: This is not an intercompany ownership transfer.
Destination Warehouse - Figure 4	Required active warehouse of Destination Location. Example: Warehouse B	Identifies stock receiving the movement. Caution: Review the actual receiving warehouse rather than relying on a default.
Destination Bin - Figure 4	Required when Destination Warehouse uses bins. Example: D01	Identifies the receiving storage place. Caution: Do not substitute an unapproved code for an unavailable bin.

Field and screenshot	Entry rule and example	Purpose and implication
Source Lot - Figure 4	Conditional required lot identity for tracked goods. Example: TRAIN-LOT-01	Identifies the batch leaving the source. Caution: A destination lot label does not prove the source batch is available.
Target Lot/Serial (optional) - Figure 4	Leave blank for a routine identity-preserving transfer. Example: Blank	Can specify a changed destination tracking identity in specialised transfers. Caution: This is not merely a supplier reference; deliberate re-lot or re-serial needs traceability review.
Lot Expiry - Figure 4	Conditional on the item's tracking requirements. Example: 16 October 2027	Supplies expiry detail for eligible tracked movement. Caution: Preserve the genuine batch expiry and review destination identity.
Serial - Figure 4	Required for serial-tracked stock. Example: TRAIN-SERIAL-001	Identifies the source unit being moved. Caution: Serial transfers require a positive one-unit line.
X - Figure 4	Removes an unsaved detail when more than one exists. Example: Remove a mistaken extra line	Changes the pending transfer detail only. Caution: It is not a reversal of a previously posted transfer.

Understand tracking and bin identity

Item tracking	Required identity	Practical implication
None	Item and physical warehouse/bin as applicable	Lot and serial controls are disabled or inapplicable
Lot	Source or adjustment Lot; expiry if the item requires it	The same text in another warehouse does not establish the same physical stock
Lot + Expiry	Lot and Lot Expiry	Preserve the correct batch and expiry, not only the total quantity
Serial	Serial, with one unit per serial line	Adjustments use quantity 1 or -1; transfers use a positive one-unit line

Bins identify storage places, not batches or individual units. These movement forms require a Bin when the selected warehouse uses bins. Confirm the existing warehouse/bin identity even if a field permits typed text; do not assume typing an unfamiliar code is harmless or that a bin lookup proves a physical count.

On the transfer grid, **Source Lot** identifies the batch leaving the source. **Target Lot/Serial (optional)** can change destination tracking identity; it is not an ordinary supplier reference. For a routine move, preserve identity and leave the optional target blank. Any deliberate re-lot or re-serial requires the organisation's traceability approval and a review of the resulting tracking records.

Understand saving processing and journals

Save records the document and starts downstream posting. **PROCESSING** means it is not yet confirmed complete; **FAILED** and its message require investigation. **POSTED** on a stock document does not, by itself, establish that its linked journal is posted or that every report and bank balance reconciles.

On a saved record, inspect status, quantities, value and any available **View Journal** link. Confirm the linked journal's own posting status and accounts. After an error or delay, inspect the recorded document and processing with the authorised administrator before creating a replacement. Repeated entry is not a safe retry mechanism.

Reconcile a purchase receipt and settlement

The following fictional example uses company currency, no tax and a unit cost of 100. Nine units are accepted from ten received; one rejected unit is not added to stock. It shows expected balances, not values to enter into your company.

Completed event	Stock qty / value	Inventory GL	GRNI GL
Approve order for 10 units	0 / 0	0	0
Post receipt of 9 accepted units	9 / 900	900 debit	900 credit
Post matched invoice for 9 units	9 / 900	900 debit	0
Post and apply both payments	9 / 900	900 debit	0

Supplier and bank balances progress separately:

Completed event	Payable GL	Advance GL	Bank GL movement
Post matched invoice for 900	900 credit	0	0
Post payment of 400 before application	900 credit	400 debit	400 credit
Apply the 400 payment	500 credit	0	400 credit
Post and apply the remaining 500	0	0	900 credit

The payment is initially an advance until application clears that amount against payables. A bank GL credit records the accounting movement; it does not establish bank execution or statement reconciliation. Taxes, withholding and foreign currencies introduce additional amounts and accounts and must be reconciled on their own bases.

Reconcile a transfer and quantity loss

Continuing the example, move 3 of the 9 units from Warehouse A to Warehouse B. A holds 6, B holds 3 and company stock remains 9 units valued at 900. A transfer posts equal source and destination values; with one item posting-group asset account, its net company inventory GL movement is zero.

An approved loss adjustment of -1 in A, with Extended Cost 0, then consumes 100 from the moving-average basis. A holds 5 and B holds 3: company quantity is 8, inventory value and inventory GL are 800, and the approved loss expense is debited 100. Check warehouse/bin detail as well as the company total.

A value-only increase of 80 on 8 units would leave quantity at 8 and increase company value to 880, with an average of 110. The offset depends on the approved correction. This is not an increase in physical stock, a purchase invoice or an instruction to recognise income.

Choose consistent reconciliation reports

Question	Report or record	Basis and interpretation
What is currently on hand at each warehouse?	Inventory On-Hand By Warehouse	Current quantities; use Location and Warehouse filters consistently
Does current quantity agree with company cost?	Inventory Valuation Summary	Current On Hand Qty, Cost Qty, Avg Cost and Inventory Value; not a historical cutoff
What was quantity and value at a cutoff?	Inventory Valuation As Of Date	Dated movement totals by location/warehouse/item; choose the matching ledger cutoff
Which movements explain a change?	Inventory Transaction Register	Signed Quantity and Ext Cost in the selected date range, with source, warehouse, lot and bin
What receipts remain uninvoiced?	Purchase GRNI Reconciliation Detail	Source and matched quantities/functional values; Open Only excludes fully matched lines
What does the supplier still owe or remain owed?	AP open transactions and AP Vendor Statement	Confirm currency, dates and settlement timing; these reports are not a substitute for historical payment reconstruction
Does the accounting control agree?	Posted journal and relevant inventory, GRNI, AP, advance and bank accounts	Functional currency, consistent cutoff and completed processing

For **Inventory Valuation As Of Date**, As of date is required. Location is optional; choose Location before Warehouse, which must belong to it. Item number / barcode / description narrows the selected item. Include zero balances can reveal cleared rows and residual values. Leaving a filter blank widens scope; it does not restrict results to a document currently open elsewhere.

For **Inventory Transaction Register**, From date and To date are required, with From no later than To. Optional Item, Warehouse and Source module narrow the movements. Source module is a module code filter, not an individual document number. Quantity and Ext Cost are additive movements; Unit Cost is a rate and must not be summed. A same-company transfer has both outbound and inbound rows.

Run the same company and cutoff across the reports and ledger. Compare quantities in the same base UOM and values in functional currency. A current summary includes movements after a historical cutoff; do not compare it directly to an earlier ledger balance. Keep the exported evidence and explanation of each genuine reconciling item under your normal close controls.

Handle differences without duplicating stock

What differs	Check first	Safe response
Document saved but stock absent	Document status, failure message, allocations and downstream processing	Investigate the existing record; do not enter a duplicate receipt or adjustment
Quantity agrees but inventory GL differs	Journal existence/status, item mapping, dates and value-only movements	Trace the source and journal; do not post an unexplained plug to the asset account
Warehouse totals do not match the company	Locations, filters, transfers, bins and incomplete movements	Reconcile all relevant warehouses on a consistent basis
GRNI remains after invoicing	Actual matched receipt line, accepted quantity, tolerance and journal	A typed supplier reference alone does not match or clear GRNI
Payment saved but supplier remains open	Payment application and its journal	Check application separately from cash payment and bank statement
Negative stock is rejected	Available warehouse/bin/tracking quantity and historical dates	Resolve the shortage; do not enable negative inventory merely to force a save
A non-serial item appears twice on an adjustment	Duplicate line and physical scope	Use one line per non-serial item in that adjustment; do not hide distinct events in duplicates

Review corrections and supporting evidence

Posted adjustments and transfers are not ordinary editable drafts. **Copy** creates a new transaction; it is not an amendment or undo. **Reverse** is a separate consequential operation, not deletion of history. Review original and later movements, current stock, periods, tracking and linked accounting with the authorised accountant before using a correction action.

Attach approved count sheets or other permitted evidence to an adjustment when appropriate. A file upload supports the audit trail but does not approve the transaction or change quantities by itself. Keep sensitive personal information out of filenames and attachments unless it is necessary and authorised.

Complete the inventory review

Confirm the saved document number, correct physical identity, status, signed quantities, functional value and linked journal. Compare warehouse totals, company quantity and cost, dated movements and the relevant ledger balances. For purchases, include GRNI and supplier balances; for payments, include advances and the actual bank reconciliation. Resolve differences through their originating process rather than another unexplained stock entry.

Manufacturing

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Set up manufacturing and review production batches	240
Record manufacturing formulas, batches and completion	245

Formula imports, changes and batch imports

Template and exact column reference	What this operation does
Formulas - Production Formulas, Bulk Upload	Create new formula/version data and linked material/overhead lists.
Formulas Bulk Change - Production Formulas, Bulk Change	Create/update company/code/version; fully replace material and overhead lists.
Production Batches - Production Batches, Bulk Upload	Create batches; issue and completion remain separate controlled events.

Follow this module bulk procedure

1. Prepare inventory accounts, WIP/overhead mappings, eligible items/UOM, warehouses, tracking and formula ownership. Choose Formulas > Bulk Upload for new formulas, Formulas > Bulk Change for controlled formula changes, or Production Batches > Bulk Upload.

2. For Bulk Change, download the current existing-data workbook using Status, Code From/To, Output Item, Updated Since and Limit as appropriate. Preserve Formulas, Material Lines and Overhead Lines with consistent External Key (Ext Key) relationships.

3. Keep the intended Formula Code and Version No. Existing company/code/version combinations are updated; missing combinations can create. Supply the COMPLETE intended material and overhead lists: omitted existing lines are removed.

4. Set Status, QC and Joint Cost Method explicitly; blanks can default to INACTIVE, No and PHYSICAL_QTY. Check derived overhead amounts and the full proposed lists, then validate and commit the approved file once.

5. Reopen every affected formula/version and compare all retained/removed lines, quantities, overheads and status. For imported batches, inspect the saved state and follow release/issue/completion controls separately; reconcile WIP, material consumption and finished output when those events occur.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely. Read formula replacement and blank defaults before changing existing versions.

Prepare the manufacturing configuration before recording production batches. Use this chapter for setup and field meanings; use batch transactions for recording inputs, outputs and the sequence of financial actions. It is for authorised production and cost-accounting users in the selected company.

Prepare manufacturing in dependency order

WIP means work in progress: production cost accumulated before finished output is recognised. UOM means unit of measure. Prepare approved accounts, items, UOMs, warehouses, bins and tracking policies before configuring production.

1. Open Production Setup and review the WIP, abnormal-loss and abnormal-gain mappings and default finished warehouse against the approved design. Save only intended setup changes, not a transaction workaround.

2. In Overhead Master, establish the approved overhead code, basis, rate and credit destination. A Per Unit rate and a Per Batch rate cannot be compared without their quantities.

3. In Formulas, identify the intended output and version. Review material requirements, output roles/loss assumptions, overheads and the selected joint-cost allocation basis in the field references below.

4. Confirm the actual material stock, eligible formula, location, warehouses, tracking identities, dates and quality responsibilities before starting a batch. A formula describes requirements; it does not create available stock.

5. Continue to the batch preparation and posting checklist. After processing, compare input/output quantities and WIP/finished-cost journals rather than treating a saved batch as completed production.

Keep production WIP separate from asset capital work in progress. If setup or stock is missing, resolve that prerequisite; do not use an adjustment or transfer as a substitute for manufacture.

Separate production from ordinary stock movement

Manufacturing consumes materials and overhead to produce finished outputs. A warehouse transfer only relocates the same item; an inventory adjustment records an approved correction. Do not use either as a substitute for a production batch and its cost trail.

Prepare production accounting

In Production Setup, choose the WIP account, abnormal-loss expense, abnormal-gain income and default finished warehouse. Confirm item posting groups, inventory asset accounts, UOM, locations, bins, tracking, negative-stock policy and open dates. Production WIP and asset capital-work-in-progress are different processes even if their names look similar.

Define overhead masters

Overhead Master identifies code, name, type, basis, rate and credit account. Per Batch and Per Unit rates imply different cost amounts. Attach permitted evidence when appropriate. Changing a master does not reverse an earlier batch; inspect formulas and future consuming processes before changing a used definition.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Production Overhead Master field reference

Figure 1 Production Overhead Master

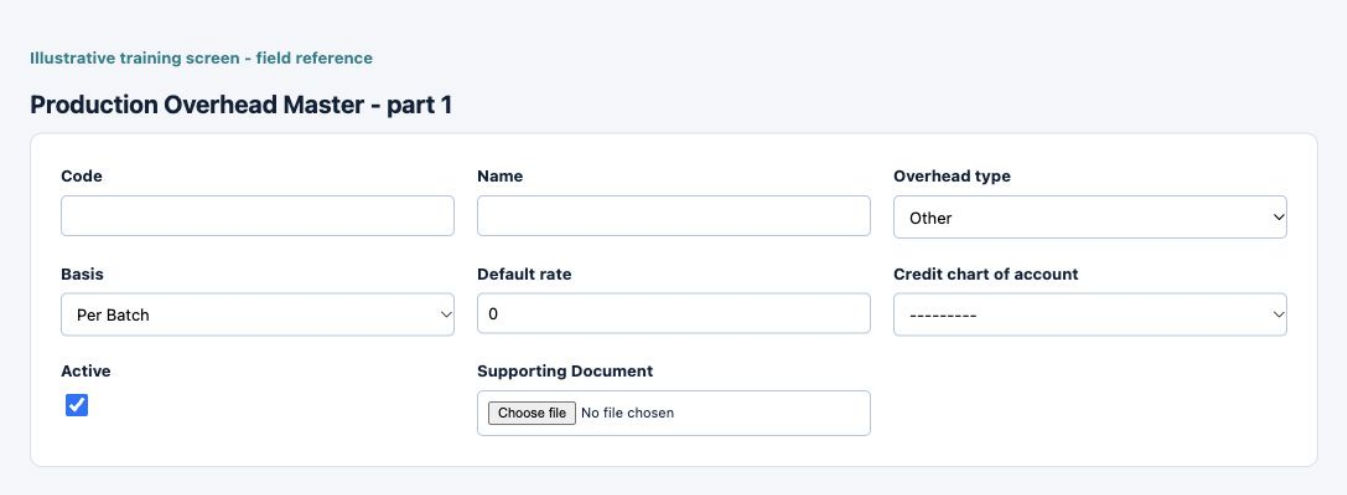


Figure 1. Illustrative training screen: Production Overhead Master.

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 1	Required entry. Maximum 32 characters. Example: TRAIN-001	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Confirm the saved value and affected workflow before relying on the result.
Name - Figure 1	Required entry. Maximum 100 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Confirm the saved value and affected workflow before relying on the result.
Overhead type - Figure 1	Required entry. Choices: Labor, Machine, Rent, Depreciation, Other. Example: Labor	Identifies the nature of production overhead. The selected type, basis and rate must represent the approved cost design. Caution: Confirm the saved value and affected workflow before relying on the result.
Basis - Figure 1	Required entry. Choices: Per Batch, Per Unit. Example: Per Batch	Basis used to interpret the overhead rate. A rate per unit and a fixed amount are not interchangeable. Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
Default rate - Figure 1	Required entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 25.00 on the selected basis	Default overhead rate used by consuming formula or batch processes. Review the basis and resulting amount; changing a default is not a historical cost correction. Caution: Confirm the saved value and affected workflow before relying on the result.
Credit chart of account - Figure 1	Required entry. Example: Approved active company posting account	Credit-side offset when the overhead is absorbed into production. It is distinct from WIP and finished-goods inventory accounts. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Active - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Confirm the saved value and affected workflow before relying on the result.
Supporting Document - Figure 1	Optional or policy-dependent entry. Example: Approved supporting document.pdf	Supporting evidence upload, subject to the displayed type and size limits. It does not approve the record or post any financial transaction. Optional. Allowed: Excel, Word, PDF, JPG, PNG, CSV, ZIP (max 20MB). Caution: Confirm the saved value and affected workflow before relying on the result.

Production Setup field reference

Figure 2 Production Setup

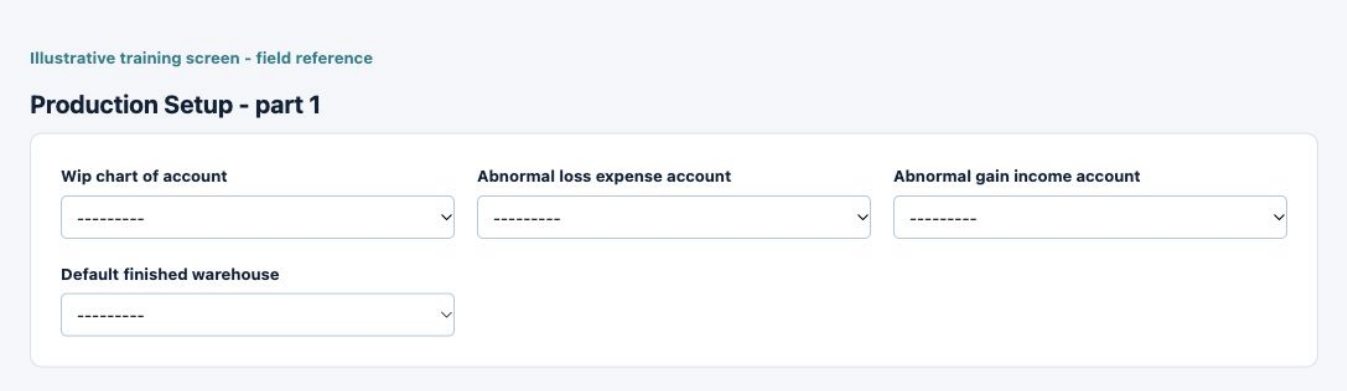


Figure 2. Illustrative training screen: Production Setup.

Field and screenshot	Entry rule and example	Purpose and implication
Wip chart of account - Figure 2	Required entry. Example: Approved active company posting account	Work-in-progress destination for production costs before completion. Reconcile open batches and posted WIP before period close. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Abnormal loss expense account - Figure 2	Required entry. Example: Approved active company posting account	Expense destination for production loss classified as abnormal by the production process. Do not hide abnormal loss by increasing normal-loss allowances. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Abnormal gain income account - Figure 2	Required entry. Example: Approved active company posting account	Income destination for abnormal production gains. Investigate quantities and assumptions before accepting a gain as an ordinary output. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Default finished warehouse - Figure 2	Optional or policy-dependent entry. Example: The approved business value or selected record	Warehouse default for the relevant production or terminal process. A default does not move stock or override location, bin and tracking requirements. Caution: Confirm the saved value and affected workflow before relying on the result.

Read formula headers and versions

Formulas describe the output item, standard batch quantity, version, status and material/overhead requirements. A description is not a material line. Review the applicable formula version before starting a batch; a later revision must not be treated as the historical design used by an earlier batch.

Understand material and output grids

Material rows identify item, UOM, standard quantity and normal-loss assumptions. Output rows identify output item, role, standard quantity, normal-loss mode/value and any allocation inputs required by the joint-cost method. Market value, net realisable value and fixed allocation percentages are different bases; enter only the basis relevant to the chosen method. Overhead rows supply the defined overhead and standard amount.

Review the production batch

A batch selects location and formula, ledger/transaction dates and description. Output rows distinguish planned quantity, actual quantity, actual loss, normal loss, abnormal loss/gain and allocated cost. Material rows distinguish standard requirement, expected loss, actual issue/loss, available stock and issue warehouse/bin/lot/serial identity. Warehouse and tracking identities are physical controls, not merely cost labels.

Distinguish WIP from completion

Save, Post WIP, Reverse WIP, Complete or Post WIP & Complete, and Cancel have different consequences and are subject to the batch state and authority. Posting WIP accumulates eligible material/overhead cost; completion recognises the finished outputs and applicable variance accounting. Inspect the actual linked journals and stock movements rather than assuming Save completes every stage.

Review quality and traceability

QC Status and QC Notes record quality context. Preserve output and input lot/expiry/serial identity and actual quantities. A passed label is not a substitute for the organisation's inspection evidence. Review deliberate rework, loss or output substitution through the approved production correction process.

Reconcile batch cost and stock

Reconcile Material Cost plus Overhead Cost to Total Cost, WIP movement, finished inventory and abnormal variance accounts. For a simple example, materials 800 plus overhead 200 give a cost pool 1000 before applicable allocation/loss treatment. A 100-unit output does not automatically mean all losses should be charged at 10 each; the formula method and actual classification control allocation.

Control reversals and period close

Before reversing or cancelling, inspect later material issues, completed outputs, sales/consumption and the batch's current state. Do not delete the audit trail or enter duplicate outputs after an interruption. At close, reconcile open batches, posted WIP, material/finished quantities, inventory valuation and the relevant functional-currency ledger accounts.

Resolve a production prerequisite or result

Situation	What to do
Item, formula or warehouse is unavailable	Check company/location, active/eligible setup, formula version and stock/tracking prerequisites before creating a batch.
Batch saved but output is not ready	Check the batch state, WIP/completion actions, quality release, stock movements and actual journals. Save is not completion.
Cost or stock does not reconcile	Trace actual issues, outputs/losses, allocation basis and linked WIP/completion records. Do not add a duplicate batch or unexplained stock adjustment.

Continue with the related task

Batch transactions and allocation examples, items, warehouses, tracking conditions and inventory reconciliation.

Recipes joint outputs material consumption quality release and production costing. For authorised operational users and Tenant Administrators working within their subscription workspace.

Prepare production prerequisites

Use the Manufacturing area in the correct company and location. Confirm production setup, active materials and output items, posting groups, overhead codes, warehouses and tracking rules. The Manufacturing setup guide explains those foundations. A formula is a reusable specification; a batch is the record of actual production.

Review the recipe before making a batch

Identify the active formula and version, its standard batch scale and main/co-product/by-product outputs. Review every material, unit, normal-loss rule and overhead. Select the approved joint-cost basis. Physical Quantity uses output quantities, Market Value uses market-value inputs, NRV uses net realisable value inputs and Fixed Percent uses the declared allocation split. These choices allocate production cost; they do not invoice a customer.

Prepare quantities and stock identities

Choose Location before Formula. Review Ledger Date, Transaction Date and the proposed rows. Enter measured consumption and output rather than copying standards automatically. Identify the material issue warehouse separately from each output receipt warehouse; complete required bins, lots, serials and expiry details. Review available stock for the selected identities, not just the item total.

Field explanations and training references

Each listed control has an entry rule, example, implication and caution. Figures use fictional training values. Available controls depend on the saved state, permissions, country, item tracking and company policy; select actual application records rather than copying the example text.

Formula header field reference

Figure 1 Formula header

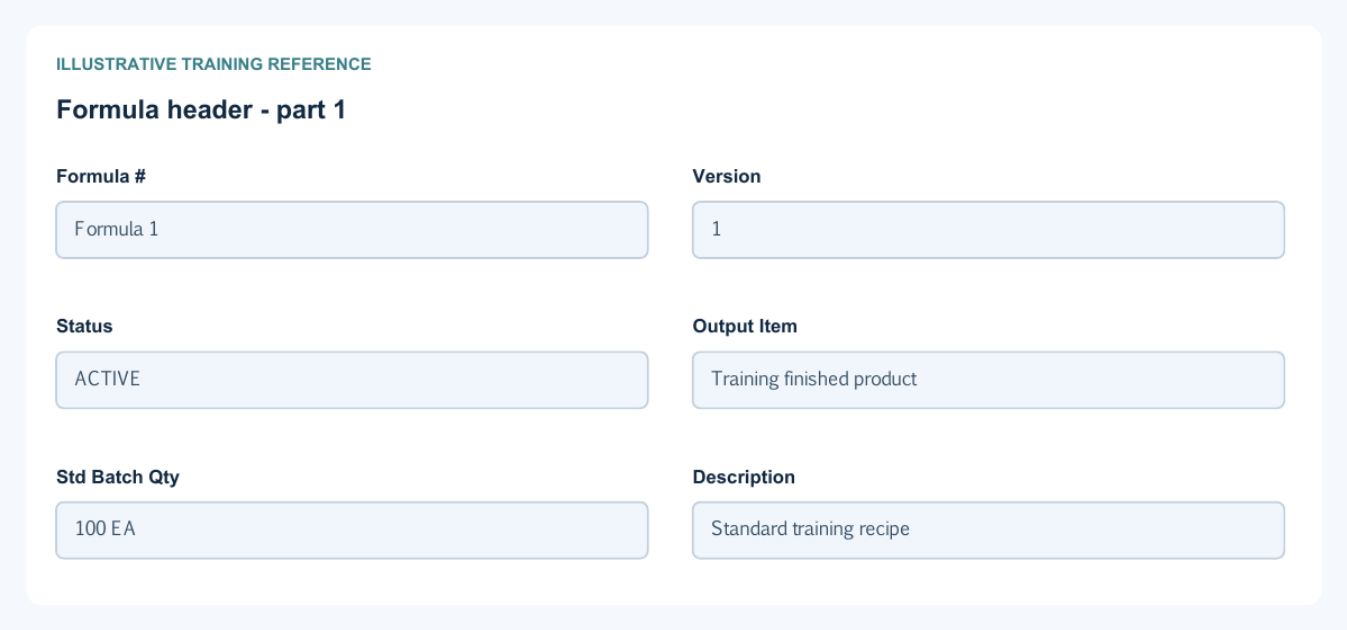


Figure 1. Illustrative training reference: Formula header.

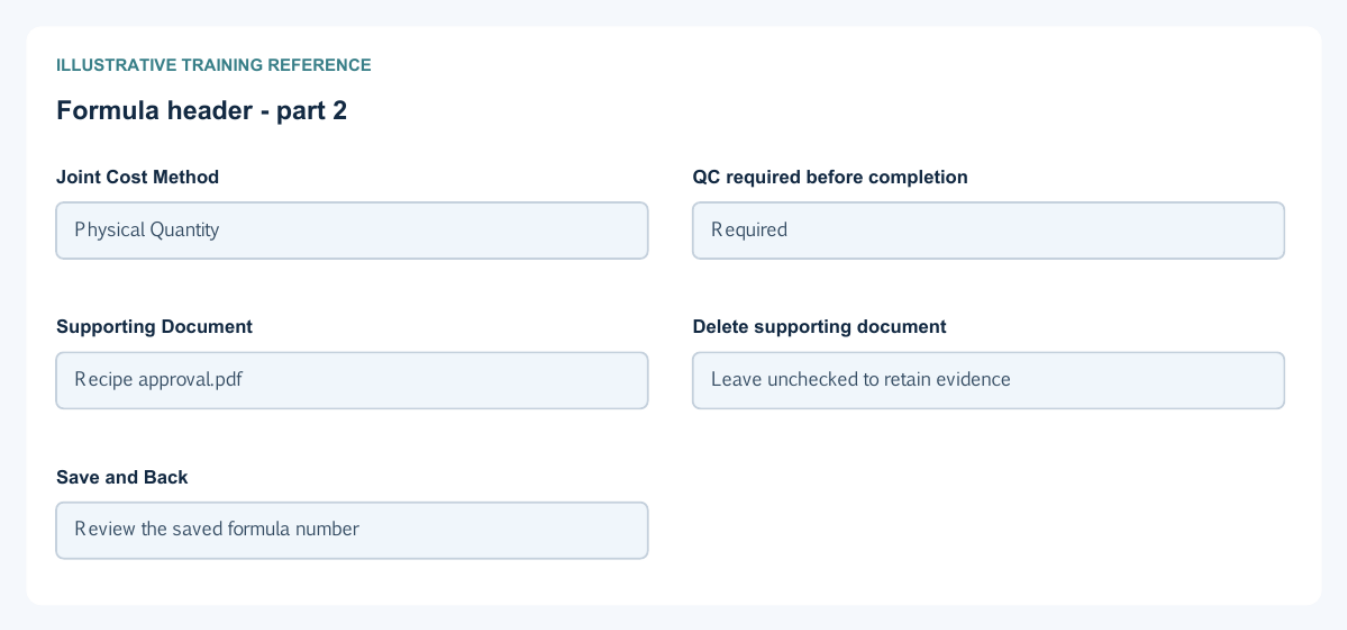


Figure 1 continued. Illustrative training reference: Formula header continued.

Field and figure	Entry rule and example	Purpose and implication
Formula # - Figure 1	Generated reference. Example: Formula 1	Identifies the reusable recipe rather than a stock movement. Caution: Keep the reference when discussing a batch.
Version - Figure 1	Required formula revision. Example: 1	Distinguishes versions of the manufacturing specification. Caution: Do not assume changing a recipe rewrites earlier batches.

Field and figure	Entry rule and example	Purpose and implication
Status - Figure 1	Select ACTIVE or INACTIVE. Example: ACTIVE	Controls whether the formula is available for new production. Caution: Inactive is not a reversal of earlier production.
Output Item - Figure 1	Select the main permitted inventory item. Example: Training finished product	Identifies the main product and its manufacturing defaults. Caution: Select an actual record, not just typed search text.
Std Batch Qty - Figure 1	Positive standard batch quantity. Example: 100 EA	Provides the formula scale used for production planning. Caution: Check units before scaling quantities.
Description - Figure 1	Optional factual description. Example: Standard training recipe	Explains the purpose of this version. Caution: Keep specifications and approval evidence consistent.
Joint Cost Method - Figure 1	Choose the approved method: Physical Quantity, Market Value, NRV or Fixed Percent. Example: Physical Quantity	Controls allocation of joint production cost among outputs. Caution: Changing the method changes product costing, not customer selling prices.
QC required before completion - Figure 1	Enable when quality release is mandatory. Example: Required	Makes the completion process depend on the batch quality result. Caution: Do not record a pass without authorised inspection evidence.
Supporting Document - Figure 1	Optional approved specification attachment. Example: Recipe approval.pdf	Retains supporting evidence with the formula. Caution: Avoid confidential or unrelated personal data in shared training files.
Delete supporting document - Figure 1	Conditional explicit removal of the existing attachment. Example: Leave unchecked to retain evidence	Removes the attachment through the supported save operation. Caution: Attachment removal does not cancel a formula or batch.
Save and Back - Figure 1	Save the permitted formula changes or leave the form. Example: Review the saved formula number	Retains the recipe for later selection. Caution: Saving a formula does not consume material or create finished stock.

Formula output material and overhead lines field reference

Figure 2 Formula output material and overhead lines

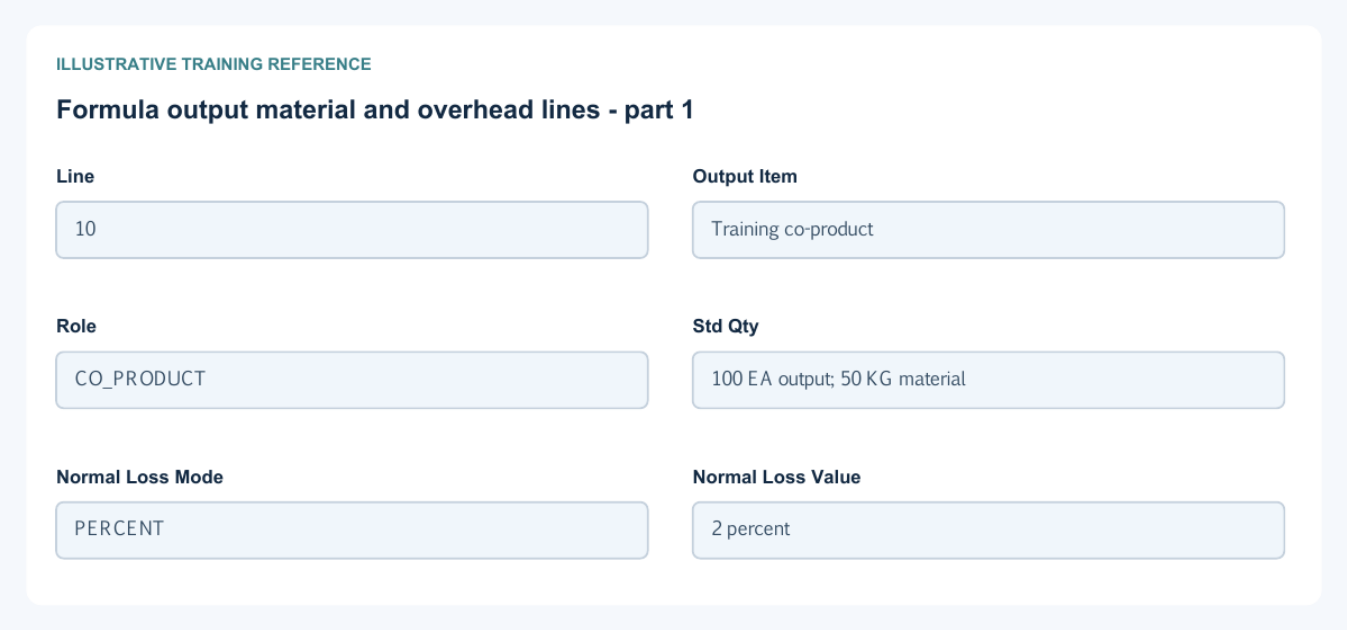


Figure 2. Illustrative training reference: Formula output material and overhead lines.

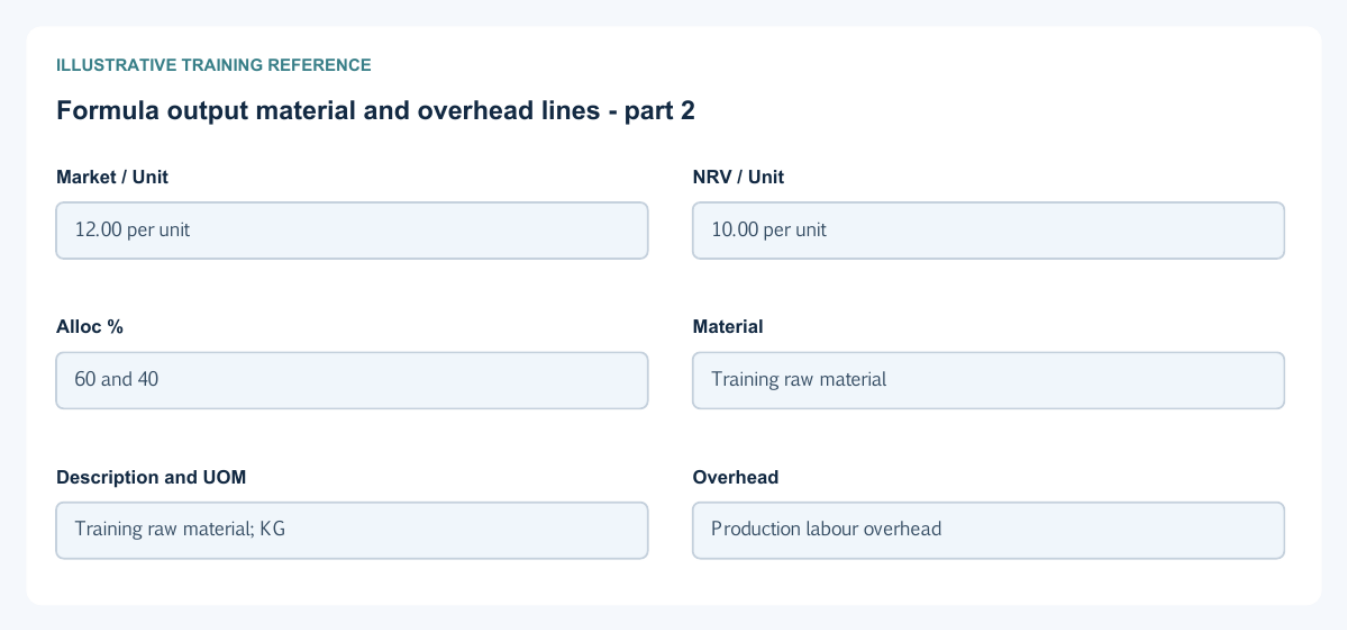


Figure 2 continued. Illustrative training reference: Formula output material and overhead lines continued.

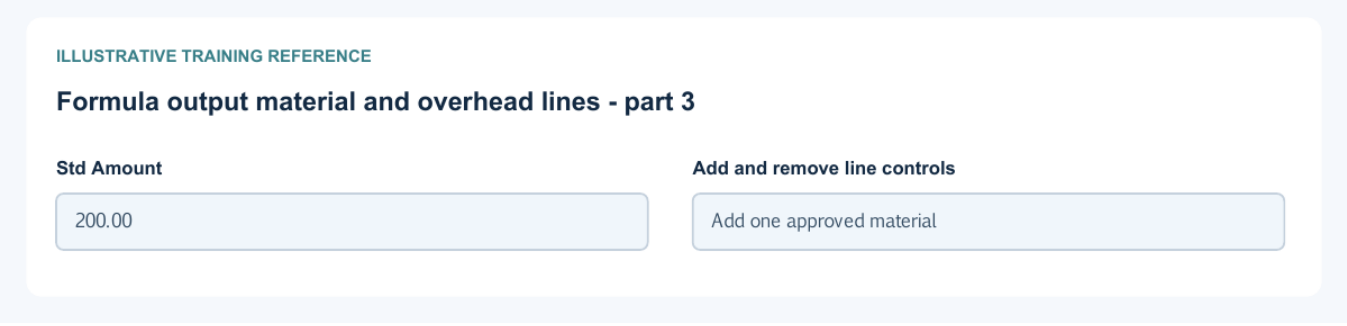


Figure 2 continued. Illustrative training reference: Formula output material and overhead lines continued.

Field and figure	Entry rule and example	Purpose and implication
Line - Figure 2	Line identity within each grid. Example: 10	Distinguishes formula rows and later batch references. Caution: Output, material and overhead grids are different sets of rows.
Output Item - Figure 2	Select each intended product. Example: Training co-product	Defines the output mix. Caution: Avoid accidental duplicate output identities.
Role - Figure 2	Choose MAIN, CO_PRODUCT or BY_PRODUCT as permitted. Example: CO_PRODUCT	Distinguishes the main product and other outputs for allocation. Caution: A by-product is not automatically valued at an arbitrary zero cost.
Std Qty - Figure 2	Positive standard quantity in the relevant output or material row. Example: 100 EA output; 50 KG material	Defines the recipe's quantities at its standard scale. Caution: Output quantity and material consumption have different meanings and units.
Normal Loss Mode - Figure 2	Choose NONE, PERCENT or FIXED_QTY. Example: PERCENT	Defines how expected normal loss is measured. Caution: A percentage is not a fixed number of units.
Normal Loss Value - Figure 2	Value consistent with the selected loss mode. Example: 2 percent	Supplies the normal-loss allowance used by the recipe. Caution: Do not combine incompatible units or conceal unusual loss in the allowance.
Market / Unit - Figure 2	Approved market-value input when needed by the joint-cost method. Example: 12.00 per unit	Supplies a relative allocation basis. Caution: This is not a customer invoice price or sales journal.
NRV / Unit - Figure 2	Approved net realisable value input when applicable. Example: 10.00 per unit	Supplies the NRV allocation basis. Caution: Document the basis and keep units consistent across outputs.
Alloc % - Figure 2	Allocation percentage when Fixed Percent is used. Example: 60 and 40	Defines the approved split of joint cost. Caution: Review the complete output allocation, not one percentage in isolation.
Material - Figure 2	Select an eligible inventory material. Example: Training raw material	Identifies the item to be consumed. Caution: A description alone does not identify stock.
Description and UOM - Figure 2	Item-derived reference displays. Example: Training raw material; KG	Confirms the selected material and measurement unit. Caution: Changing a quantity does not convert its unit.
Overhead - Figure 2	Select the configured overhead code. Example: Production labour overhead	Links the overhead to its setup and accounts. Caution: Do not substitute a material item or manually bypass account setup.
Std Amount - Figure 2	Nonnegative formula overhead amount. Example: 200.00	Defines standard overhead for the formula scale. Caution: It is a standard, not proof of actual cost incurred.

Field and figure	Entry rule and example	Purpose and implication
Add and remove line controls - Figure 2	Maintain permitted rows before saving. Example: Add one approved material	Changes the proposed recipe. Caution: Do not remove required main-output or historical records to force a save.

Batch header and quality field reference

Figure 3 Batch header and quality

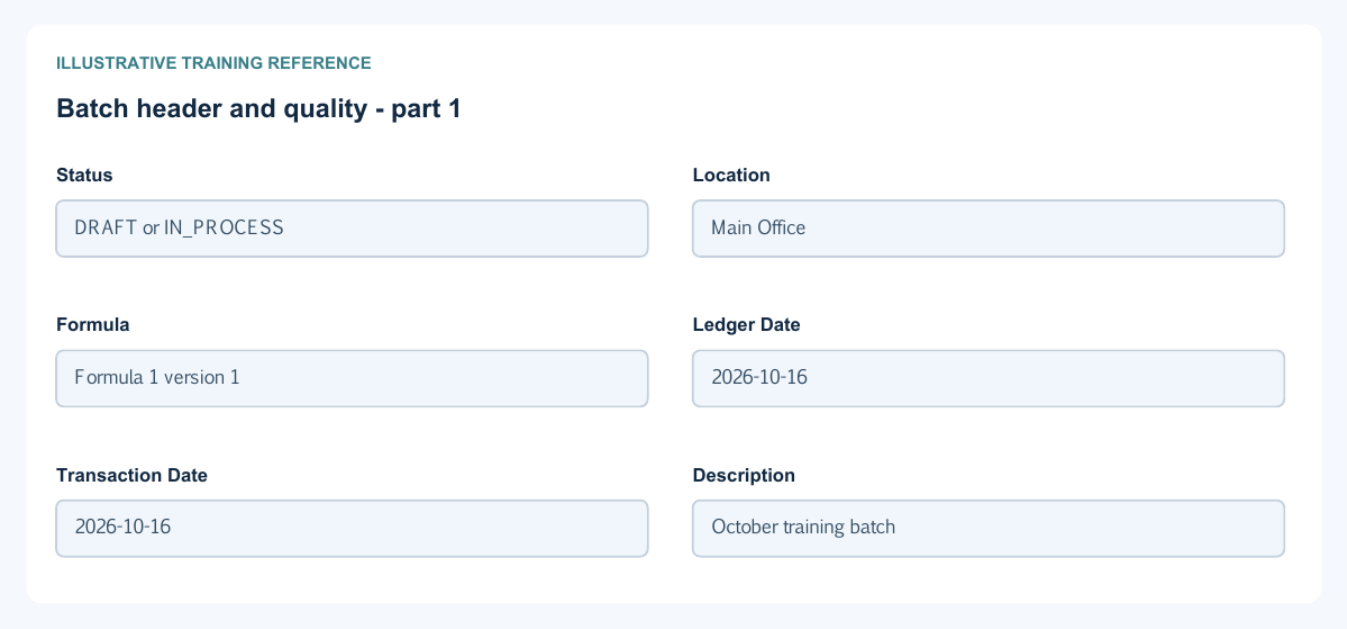


Figure 3. Illustrative training reference: Batch header and quality.

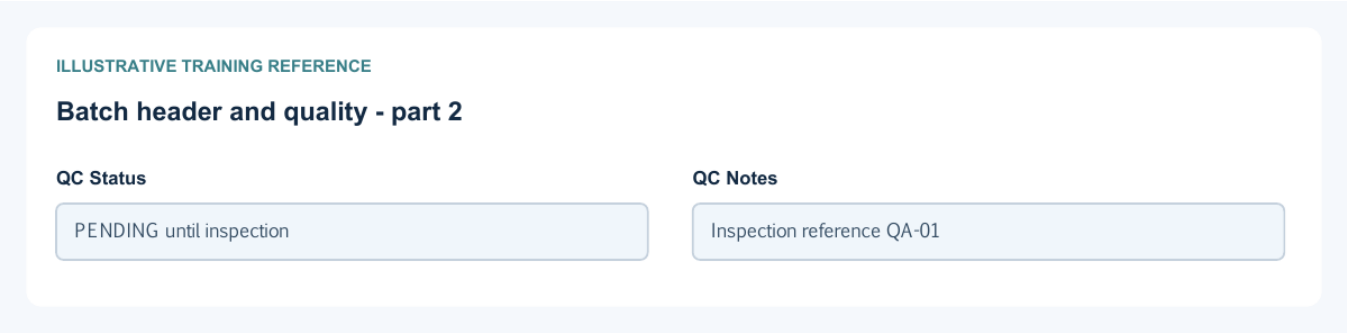


Figure 3 continued. Illustrative training reference: Batch header and quality continued.

Field and figure	Entry rule and example	Purpose and implication
Status - Figure 3	Read-only saved workflow state. Example: DRAFT or IN_PROCESS	Distinguishes preparation, work in progress and completed production. Caution: A queued request is not a completed stock or journal posting.
Location - Figure 3	Required first selection. Example: Main Office	Scopes eligible formulas, warehouses and production work. Caution: Review company and location before filling line allocations.

Field and figure	Entry rule and example	Purpose and implication
Formula - Figure 3	Required eligible active formula. Example: Formula 1 version 1	Supplies the recipe and output/material/overhead defaults. Caution: Recheck all rows after changing the formula.
Ledger Date - Figure 3	Required eligible open-period date. Example: 2026-10-16	Controls the accounting timeline of production. Caution: Do not use another date to bypass a closed period.
Transaction Date - Figure 3	Required business date no later than Ledger Date. Example: 2026-10-16	Records when the production transaction occurred. Caution: Document and ledger dates have different purposes.
Description - Figure 3	Optional batch explanation. Example: October training batch	Identifies the operational reason or reference. Caution: It does not replace stock identities or quality evidence.
QC Status - Figure 3	Choose a permitted result: NA, PENDING, PASSED or FAILED. Example: PENDING until inspection	Records quality status; choices depend on the formula's quality requirement. Caution: A required quality release must be satisfied before completion.
QC Notes - Figure 3	Factual inspection notes while permitted. Example: Inspection reference QA-01	Retains the reason and inspection reference. Caution: Keep failed inspection evidence; do not overwrite it merely to unlock completion.

Batch outputs and receipts field reference

Figure 4 Batch outputs and receipts

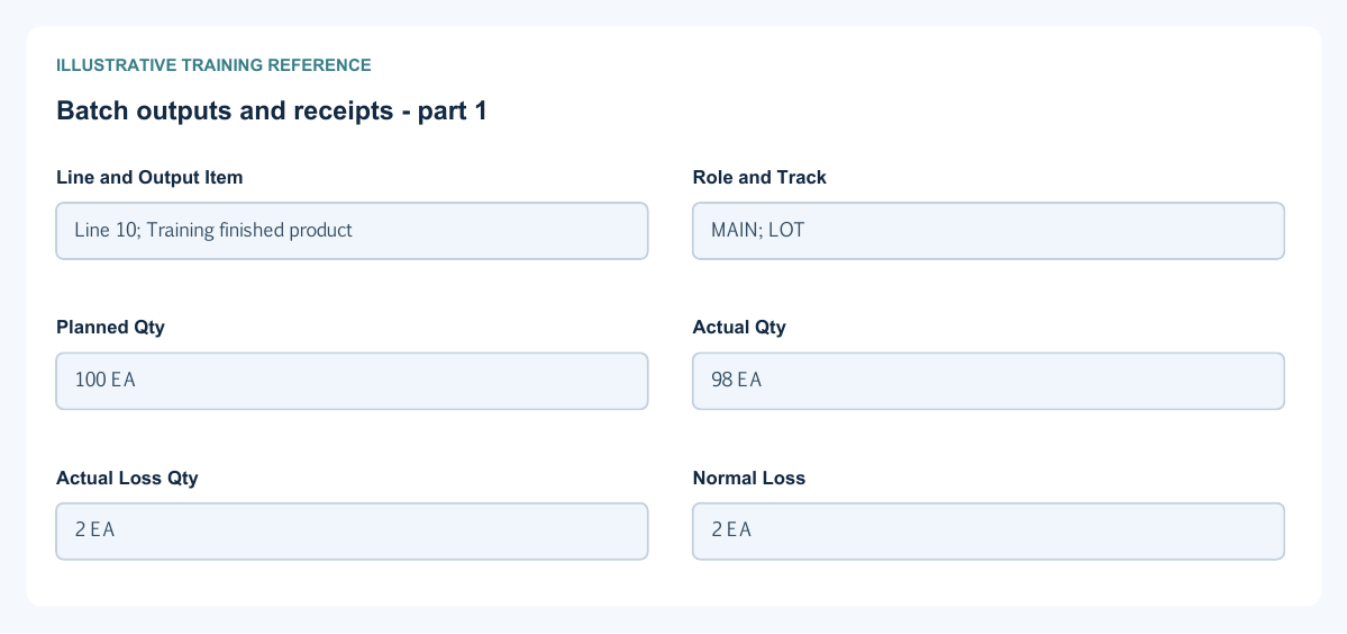


Figure 4. Illustrative training reference: Batch outputs and receipts.

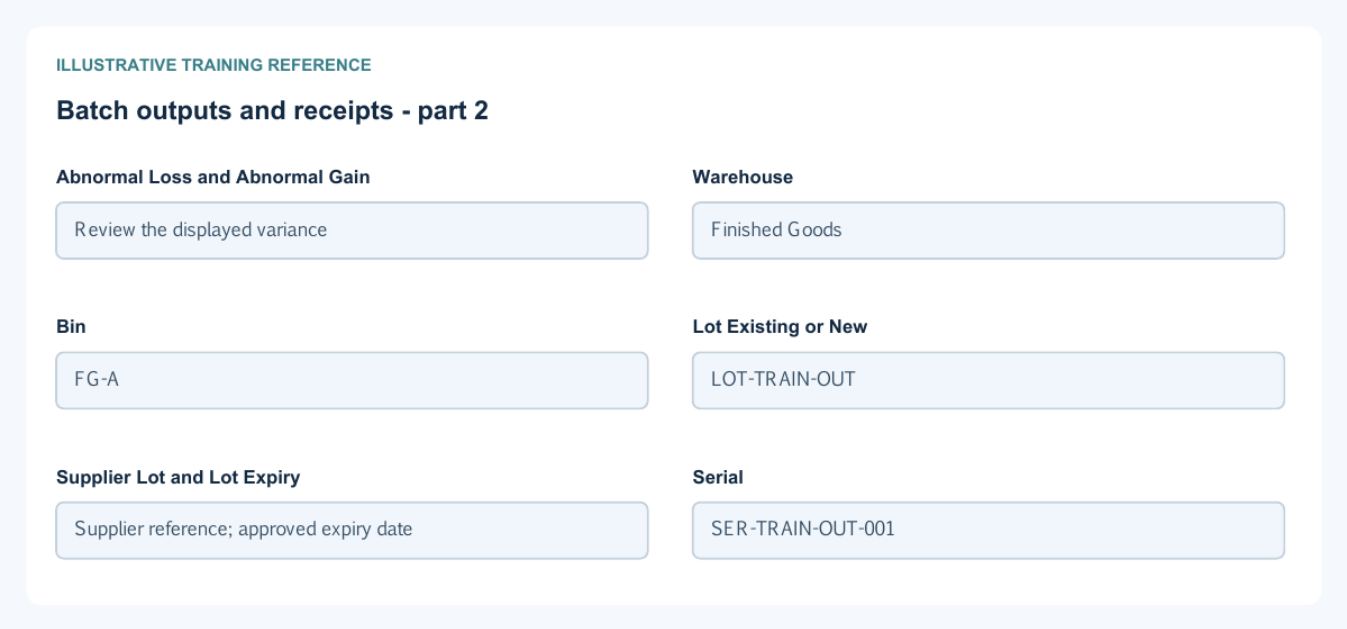


Figure 4 continued. Illustrative training reference: Batch outputs and receipts continued.

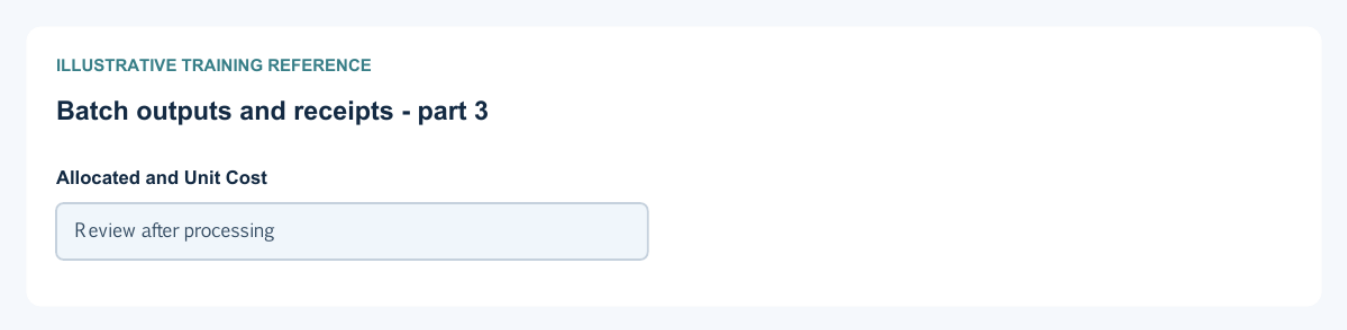


Figure 4 continued. Illustrative training reference: Batch outputs and receipts continued.

Field and figure	Entry rule and example	Purpose and implication
Line and Output Item - Figure 4	Formula-derived or permitted output row identity. Example: Line 10; Training finished product	Identifies the product being received. Caution: Confirm all co-products and by-products before completion.
Role and Track - Figure 4	Output role and item tracking reference. Example: MAIN; LOT	Identifies allocation role and required tracking detail. Caution: Tracking is not disabled by leaving the fields blank.
Planned Qty - Figure 4	Planned output quantity. Example: 100 EA	Records intended production volume. Caution: It is not the quantity actually received.
Actual Qty - Figure 4	Actual output quantity for completion. Example: 98 EA	Determines the declared finished output quantity. Caution: Use measured output, not the planned quantity by habit.
Actual Loss Qty - Figure 4	Measured output loss quantity. Example: 2 EA	Supplies the loss analysis for that output. Caution: Do not also reduce quantities a second time without understanding the calculation.

Field and figure	Entry rule and example	Purpose and implication
Normal Loss - Figure 4	Calculated loss within the allowance. Example: 2 EA	Separates expected loss from exceptional variance. Caution: It is not an editable replacement for the actual measurement.
Abnormal Loss and Abnormal Gain - Figure 4	Calculated differences outside the normal basis. Example: Review the displayed variance	Identify exceptional production differences. Caution: Investigate unexpected values before completion.
Warehouse - Figure 4	Required receipt warehouse in the permitted location. Example: Finished Goods	Identifies the receiving stock store. Caution: It can differ from the material issue warehouse.
Bin - Figure 4	Conditional when the receipt warehouse uses bins. Example: FG-A	Identifies the receipt storage bin. Caution: Use an actual permitted bin; do not invent one in a note.
Lot Existing or New - Figure 4	Required for lot-tracked output as applicable. Example: LOT-TRAIN-OUT	Identifies the internal output lot. Caution: Check whether you are selecting existing stock identity or creating a new lot.
Supplier Lot and Lot Expiry - Figure 4	Conditional supplementary lot and expiry data. Example: Supplier reference; approved expiry date	Preserve traceability and shelf-life details. Caution: A supplier lot does not replace the internal lot identifier.
Serial - Figure 4	Required for serial-tracked output. Example: SER-TRAIN-OUT-001	Identifies an individual finished unit. Caution: Do not duplicate serials or use fractional serial units.
Allocated and Unit Cost - Figure 4	Calculated output cost displays. Example: Review after processing	Show the production cost allocation and resulting output unit cost. Caution: These are not selling prices or manual balancing entries.

Batch consumption overhead and actions field reference

Figure 5 Batch consumption overhead and actions

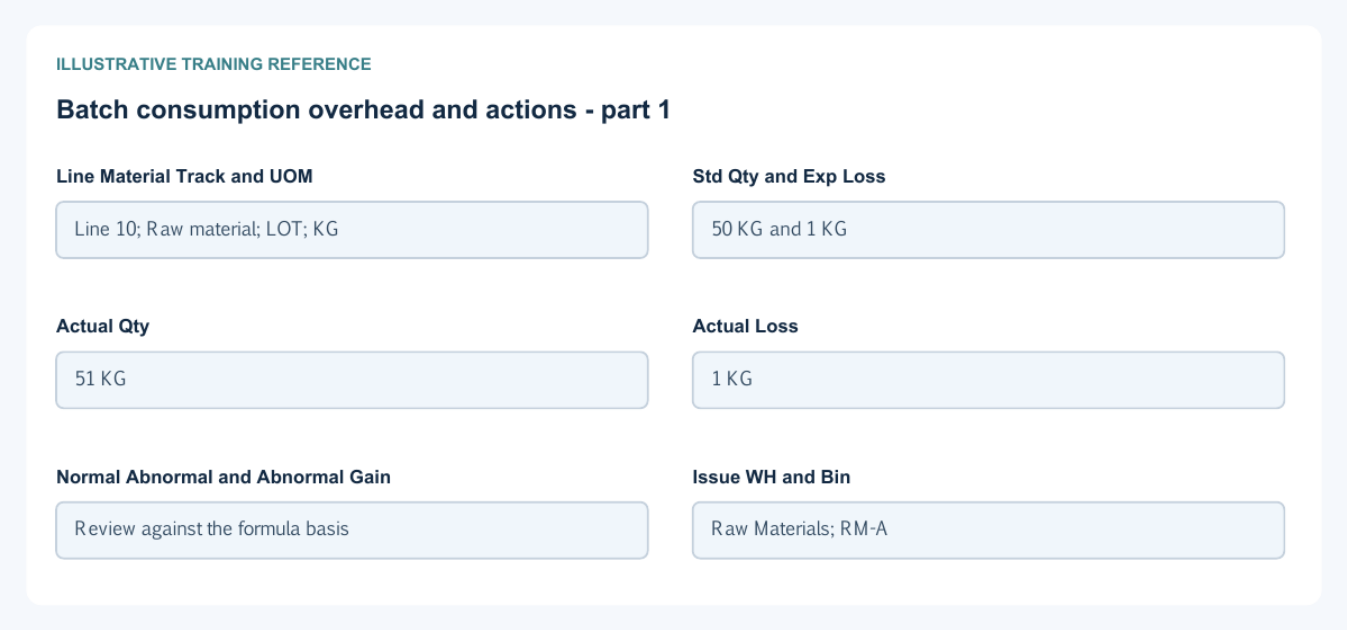


Figure 5. Illustrative training reference: Batch consumption overhead and actions.

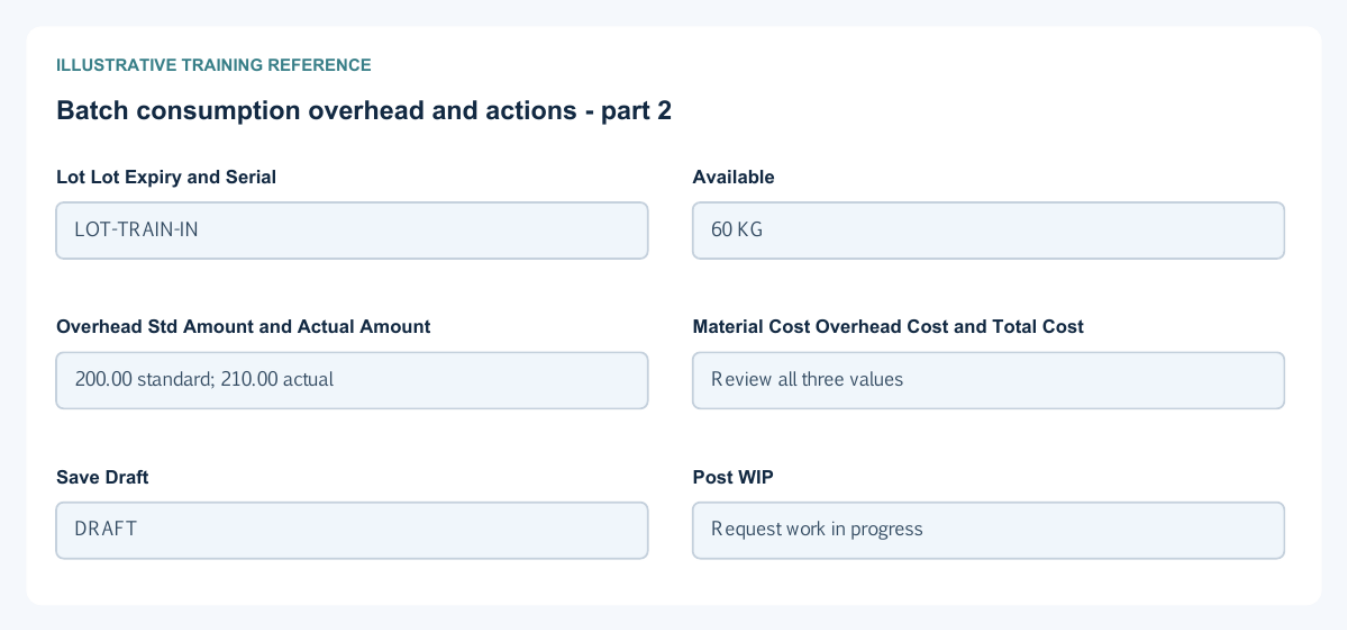


Figure 5 continued. Illustrative training reference: Batch consumption overhead and actions continued.

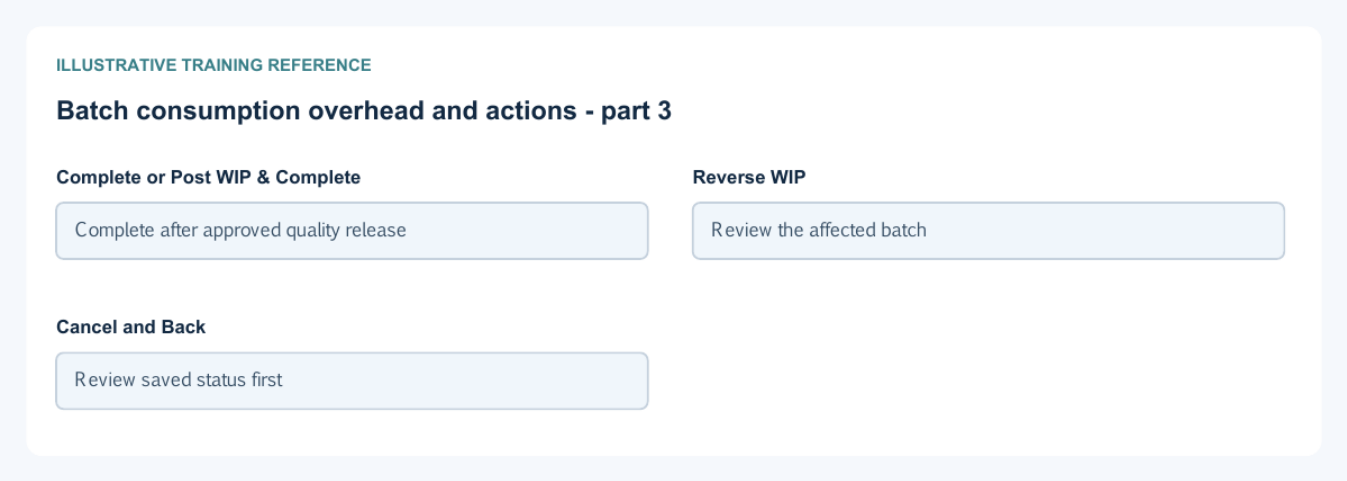


Figure 5 continued. Illustrative training reference: Batch consumption overhead and actions continued.

Field and figure	Entry rule and example	Purpose and implication
Line Material Track and UOM - Figure 5	Material identity and measurement displays. Example: Line 10; Raw material; LOT; KG	Identify what will be consumed and how it is tracked. Caution: Check the actual item rather than relying on a similar description.
Std Qty and Exp Loss - Figure 5	Recipe-derived quantity and expected-loss displays. Example: 50 KG and 1 KG	Provide the standard consumption basis and normal-loss allowance. Caution: They are not independent additional receipts.
Actual Qty - Figure 5	Actual gross consumption quantity. Example: 51 KG	Records the material issued to the batch. Caution: Include the measured consumption and review its relationship to loss.
Actual Loss - Figure 5	Actual measured material loss. Example: 1 KG	Separates consumed loss from productive input. Caution: Do not enter a percentage in a quantity field.
Normal Abnormal and Abnormal Gain - Figure 5	Calculated material variance displays. Example: Review against the formula basis	Separate normal loss, excess loss and gain. Caution: Investigate an unexplained gain as carefully as an excess loss.
Issue WH and Bin - Figure 5	Required permitted source warehouse and conditional bin. Example: Raw Materials; RM-A	Identify where material is taken from. Caution: Output receipt location does not select the source stock automatically.
Lot Lot Expiry and Serial - Figure 5	Required stock identities according to tracking. Example: LOT-TRAIN-IN	Select the existing material identity being consumed. Caution: Expiry and serial restrictions still apply even if total quantity is available.
Available - Figure 5	Read-only availability for the selected stock context. Example: 60 KG	Helps compare requested consumption with available stock. Caution: Availability can change before processing; refresh after an error.
Overhead Std Amount and Actual Amount - Figure 5	Standard display and permitted actual cost input. Example: 200.00 standard; 210.00 actual	Distinguish planned overhead from the amount assigned to this batch. Caution: Do not add material cost again as overhead.

Field and figure	Entry rule and example	Purpose and implication
Material Cost Overhead Cost and Total Cost - Figure 5	Calculated summary. Example: Review all three values	Summarise the batch's costing basis. Caution: A displayed estimate alone is not a posted ledger balance.
Save Draft - Figure 5	Save editable batch data. Example: DRAFT	Retains preparation before the consequential actions. Caution: It does not prove consumption, completion or a posted journal.
Post WIP - Figure 5	Available for an eligible saved batch. Example: Request work in progress	Requests movement of material and production cost into work in progress. Caution: Wait for processing and inspect the saved batch, stock and journal result before retrying.
Complete or Post WIP & Complete - Figure 5	Available according to the saved WIP state. Example: Complete after approved quality release	Requests completion and finished-output costing; the combined action also handles the WIP stage. Caution: Confirm outputs, tracking, loss and quality before acting.
Reverse WIP - Figure 5	Conditional for eligible in-process work with WIP but no completion journal. Example: Review the affected batch	Requests the supported reversal of work in progress. Caution: It is not a general reversal of completed production.
Cancel and Back - Figure 5	Cancel only where the saved state permits; Back leaves the form. Example: Review saved status first	Cancel is distinct from WIP reversal and completed-output correction. Caution: After an interrupted request inspect existing results before submitting again.

Understand normal and abnormal loss

For a material standard net quantity of 50 KG and a 2 percent normal allowance, the reference calculation gives expected loss of 1 KG and gross consumption of 51 KG. Actual loss is measured in KG, not percent. Review calculated normal, abnormal and gain columns against actual measurements and the saved formula basis. This illustrative quantity example is not a posted batch result.

Keep draft work, quality and completion separate

Save Draft retains preparation. Post WIP requests the work-in-progress stage; Complete requests finished-output processing. Without an existing WIP journal the form offers Post WIP & Complete. Required quality release must be satisfied before completion. Wait for the saved processing result; a queued message is not proof that stock or journals have posted.

Reconcile production quantity and value

After processing, reopen the batch and confirm its saved status, WIP/completion references and resulting journals. Compare material consumption by item, warehouse and tracking identity with inventory movements. Compare finished output quantities and allocated costs with stock valuation. Explain remaining WIP, overhead and abnormal-loss accounts using the same company and dates. Do not force the ledger to match an unprocessed screen estimate.

Correct preparation and interrupted actions safely

Correct editable Draft quantities and allocations before consequential actions. Reverse WIP applies only to the supported in-process state with a WIP journal and no completion journal; Cancel is not the same action. Completed production is not an ordinary editable Draft. After an interrupted request inspect the batch, stock and journals before retrying, and obtain the authorised correction route for completed output.

Walk through the batch in dependency order

1. Prepare and review the active formula, materials, output items, overhead design and production mappings before creating the actual batch. A formula does not reserve or consume stock by itself.

2. On the batch, confirm company, Location, Formula/version, Ledger Date and Transaction Date. Review the populated standard rows, then enter actual measured material consumption, output and loss. Confirm each issue/receipt warehouse and its required stock identity.

3. Save Draft and reopen the saved batch. Check its number and complete rows; saving preparation is not WIP or finished-goods posting.

4. Under the batch's permitted state, request Post WIP or the offered Post WIP & Complete route. For separate completion, satisfy required quality release before Complete. Inspect the existing result after an interruption before requesting the action again.

5. Confirm actual saved status and the linked WIP/completion journals, inventory issues/receipts and cost results. Reconcile the outputs and remaining WIP before treating the batch as finished accounting.

Compare joint cost methods with an example

Assume an illustrative functional-currency cost pool of 1,000, comprising materials 800 and overhead 200, with two eligible joint outputs and no by-product, loss, gain, rounding difference or other adjustment. Output A has quantity 80 and output B quantity 20 in comparable units. This is a calculation example, not a saved batch or a direction to change an approved formula.

Approved basis	Example inputs	Cost allocation before other adjustments
Physical Quantity	A 80 units; B 20 units	A 800 and B 200; the 80/20 quantity split determines the shares
Market Value	A 80 units at 11.25 per unit = 900; B 20 units at 5 per unit = 100	A 900 and B 100; enter the correct per-unit market value, not the combined basis total
NRV	A 80 units at supported NRV 7.50 per unit = 600; B 20 units at 20 per unit = 400	A 600 and B 400; NRV per unit is not interchangeable with gross selling price
Fixed Percent	A 70 percent; B 30 percent	A 700 and B 300; the eligible split must be complete and valid

Each allocation sums to the same 1,000 pool, but the unit costs differ. Do not compare unlike UOMs as if they were equivalent physical quantities. Review by-product treatment, actual losses/gains, quality, overhead and the resulting saved costs separately when those conditions apply.

Check a WIP to completion bridge

For the same simplified example, expected production accounting accumulates eligible materials 800 and overhead 200 into WIP 1,000, then transfers the applicable completed cost from WIP to finished inventory. If all production is legitimately complete with no other adjustments, the batch-related WIP movement should clear. The raw-material issue is not another finished-goods receipt, and overhead absorption is not a second bank payment.

Use the actual material/output stock movements and posted journals for the same company, dates and batch. A leftover WIP amount can mean incomplete output, loss/variance, pending processing or a scope difference; investigate the source rather than posting a manual clearing amount. Reverse WIP is not a supported way to undo already completed/sold finished output.

Related user guides

Manufacturing setup, items, warehouses, inventory movements and accounting controls.

Point of sale

Module setup, everyday tasks and data-loading prerequisites

Chapter	Page
Configure POS terminals and control checkout	260
Process POS checkout, returns and session close	266

Data-loading prerequisites and limits

Use Inventory Item Master Bulk Import or Bulk Update to prepare eligible POS items and currency prices. POS Enabled and item eligibility still apply. Those files do not create checkout tickets, tenders, completed sales or fiscal acceptance.

Continue with the Inventory and costing bulk guidance.

Configure a point-of-sale terminal and understand its responsibilities before cashier use. Use checkout returns and session close for the transaction controls and worked tender example. A terminal is the sales-point setup, a session groups cashier activity, and a ticket is one sale or return.

Prepare the terminal before the first session

An authorised POS administrator needs the approved company/location, warehouse and item setup, walk-in customer, cash/card accounting destinations and receipt-printing design. A cashier needs the permitted terminal/session and should not change posting setup to overcome a checkout exception.

1. In POS, open POS Terminals. Identify the intended terminal and review its company, location, warehouse, customer and cash/card destinations using the fields below.

2. Check mixed-tender, tracking and receipt settings against the approved design. Receipt printing and any local printer agent are separate from card authorisation and fiscal authority connections.

3. Save only the intended configuration and reopen the terminal to compare its saved values. A terminal master does not create stock, cash in a drawer or a completed sale.

4. Review the relevant POS Sessions context and opening-cash responsibility. Then use POS Checkout and the checkout guide to record activity under the correct cashier/session.

5. Check existing POS Tickets after a delayed save and compare POS Daily Report/POS Detail Report, cash, card settlement and stock/GL evidence before closing the session.

Do not print a second sale as a recovery for a missing receipt. First find the existing ticket and inspect its accounting and fiscal state. COGS means cost of goods sold; it is separate from ticket revenue and tender received.

Separate terminal session and ticket

A terminal is the configured sales point. A session groups cashier activity. A ticket is the individual sale or return. Opening a session is not a sale, and a printed receipt does not by itself prove accounting completion or fiscal acceptance.

Prepare the terminal

In POS Terminals, confirm current company, location, terminal identity, warehouse, walk-in customer, cash/card bank destinations and active state. Eligible bank choices depend on location and functional-currency design. Review mixed-payment and lot allocation policy before use; a cashier should not change accounting defaults merely to complete a sale.

Control receipt printing

Receipt Print Mode, Auto Print on Finalize and approved local-agent/printer settings control output. Use trusted printing infrastructure. A local print-agent address is not a fiscal authority connection. Never put passwords or access tokens in the URL, receipt note or printer name.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

POS Terminal field reference

Figure 1 POS Terminal

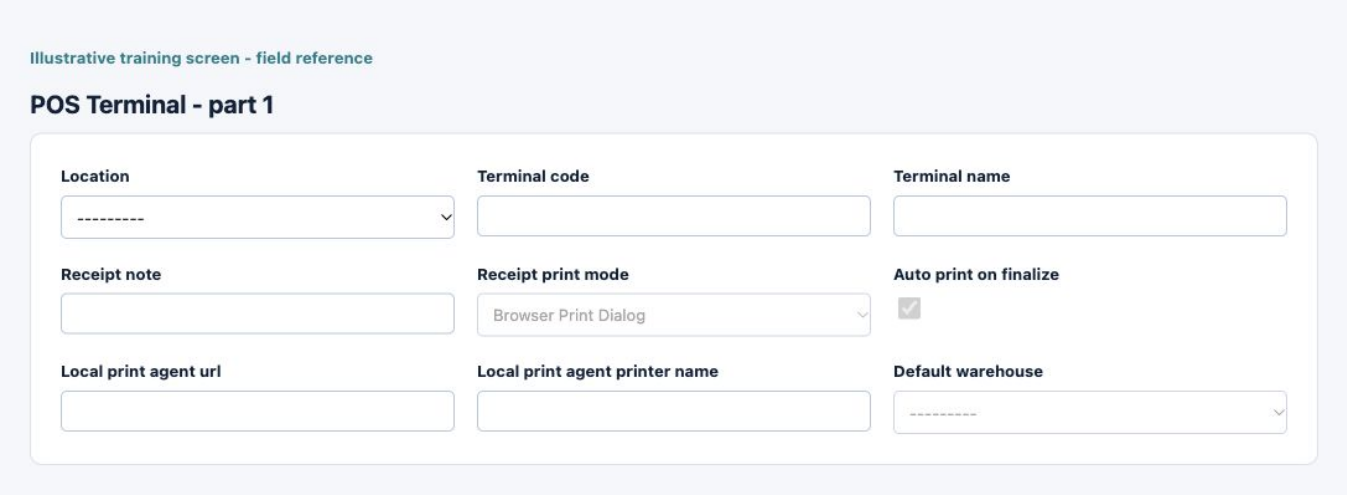


Figure 1. Illustrative training screen: POS Terminal.

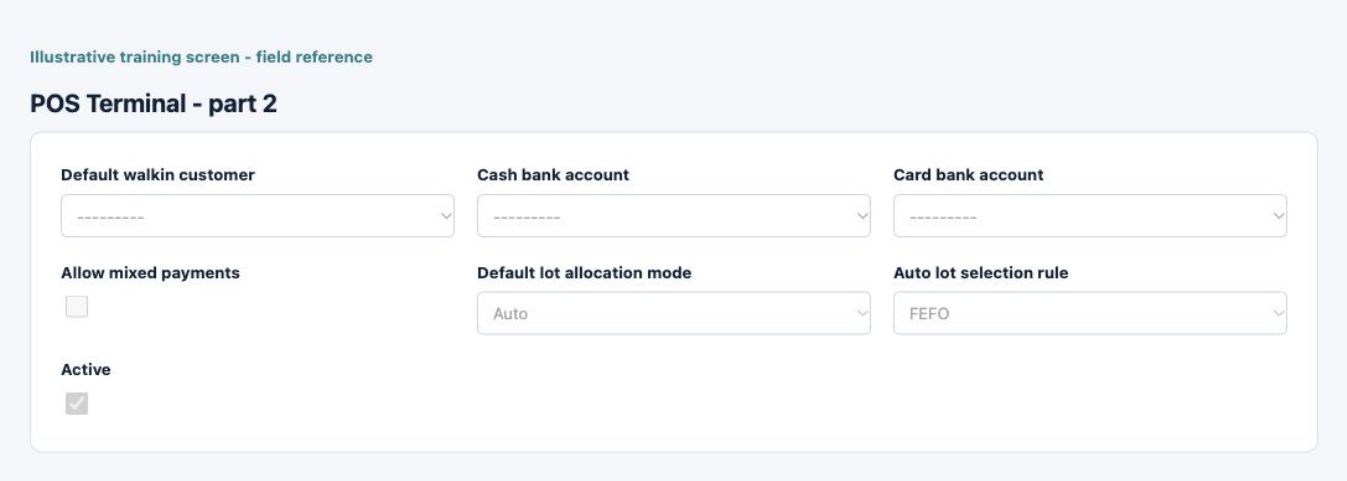


Figure 1 continued. Illustrative training screen: Additional POS Terminal fields.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 1	Required entry. Example: Main Office	Select the current-company operating location or permitted locations. This determines operational scope; a shared name does not establish access to another location. Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
Terminal code - Figure 1	Required entry. Maximum 32 characters. Example: POS-TRAIN	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Confirm the saved value and affected workflow before relying on the result.
Terminal name - Figure 1	Required entry. Maximum 128 characters. Example: Training Counter	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Confirm the saved value and affected workflow before relying on the result.
Receipt note - Figure 1	Optional or policy-dependent entry. Maximum 120 characters. Example: Thank you for your business	Business note printed on POS receipts. It cannot turn a provisional accounting receipt into an authority-accepted fiscal document. Optional short note printed on POS receipts (max 120 characters). Caution: Confirm the saved value and affected workflow before relying on the result.
Receipt print mode - Figure 1	Required entry. Choices: Preview Only, Browser Print Dialog, Local Print Agent. Example: Preview Only	Receipt output mode or automatic printing preference. Printing is separate from accounting completion and fiscal acceptance. How this POS terminal should print receipts after checkout. Caution: Confirm the saved value and affected workflow before relying on the result.
Auto print on finalize - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Receipt output mode or automatic printing preference. Printing is separate from accounting completion and fiscal acceptance. If enabled, finalize checkout automatically opens or prints the POS receipt using the selected mode. Caution: Confirm the saved value and affected workflow before relying on the result.
Local print agent url - Figure 1	Optional or policy-dependent entry. Maximum 255 characters. Example: The approved business value or selected record	Approved local print-agent endpoint or printer name. Configure only trusted printing infrastructure; never place secrets in a URL or send documents to an unapproved destination. Local print agent URL used for silent receipt printing when this terminal is set to Local Print Agent mode. Caution: Confirm the saved value and affected workflow before relying on the result.
Local print agent printer name - Figure 1	Optional or policy-dependent entry. Maximum 120 characters. Example: The approved business value or selected record	Approved local print-agent endpoint or printer name. Configure only trusted printing infrastructure; never place secrets in a URL or send documents to an unapproved destination. Optional receipt printer name sent to the local print agent. Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
Default warehouse - Figure 1	Required entry. Example: The approved business value or selected record	Warehouse default for the relevant production or terminal process. A default does not move stock or override location, bin and tracking requirements. Caution: Confirm the saved value and affected workflow before relying on the result.
Default walkin customer - Figure 1	Required entry. Example: The approved business value or selected record	Default customer for ordinary anonymous retail sales. It is not a substitute for required buyer identity on a regulated or named-customer transaction. Shared walk-in customer profile for anonymous POS sales. Caution: Confirm the saved value and affected workflow before relying on the result.
Cash bank account - Figure 1	Optional or policy-dependent entry. Example: Approved active company posting account	Company cash/card accounting destination for terminal tenders. It does not perform card acquiring or a bank transfer; reconcile actual takings and settlements. Bank/Cash account used when POS payment mode is CASH. Caution: Protect sensitive information and use independently verified authorised evidence.
Card bank account - Figure 1	Optional or policy-dependent entry. Example: Approved active company posting account	Company cash/card accounting destination for terminal tenders. It does not perform card acquiring or a bank transfer; reconcile actual takings and settlements. Bank account used when POS payment mode is CARD/credit. Caution: Protect sensitive information and use independently verified authorised evidence.
Allow mixed payments - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Permits a cash/card split at the terminal. Both bank mappings and country fiscal payment treatment must be reviewed. If enabled, cashier can split POS settlement between cash and card in one checkout. Caution: Confirm the saved value and affected workflow before relying on the result.
Default lot allocation mode - Figure 1	Required entry. Choices: Auto, Manual. Example: Auto	Default allocation mode and lot-selection rule used at checkout. Availability, expiry, serial and bin rules still apply. Default lot allocation mode for LOT tracked items on this terminal. Caution: Confirm the saved value and affected workflow before relying on the result.
Auto lot selection rule - Figure 1	Required entry. Choices: FIFO, LIFO, FEFO. Example: FIFO	Default allocation mode and lot-selection rule used at checkout. Availability, expiry, serial and bin rules still apply. Auto lot picking rule for POS (FIFO/LIFO/FEFO). Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
Active - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Confirm the saved value and affected workflow before relying on the result.

Review session context

Confirm the intended terminal, current cashier and session before recording activity. Use the POS Sessions list to review session identity and state. Follow your organisation's opening cash and custody controls; do not reuse another cashier's session to bypass a restriction.

Review item selection and quantity

Select the actual item/barcode and check quantity, price, discount, applicable tax and stock allocation. Confirm warehouse, bin and lot/serial identity where required. An automatic lot rule is not permission to sell expired or unavailable stock, and a walk-in customer default does not satisfy a requirement for a named buyer.

Review tender before finalising

Keep gross sale, withholding where applicable, net payable, tendered cash/card and change distinct. Mixed tender requires the approved split and both accounting destinations. Do not represent a card-accounting record as proof of an authorised card transaction or settlement received from the acquirer.

Check saved ticket and fiscal status

After a delay or interruption, inspect the existing POS ticket and its accounting/fiscal state before starting another sale. Provisional output must remain distinguishable from an accepted fiscal receipt. Country-specific preparation, validation, export, background processing and authority acceptance are separate stages.

Use returns through the supported process

A return has commercial, inventory, payment/refund and potentially fiscal-note implications. Identify the original sale and eligible return balance; check item quantity, tax and tracking. Do not use a new negative ordinary sale to imitate a supported return or assume a refund record executes a bank/card refund.

Reconcile the session

Compare POS Daily/Detail reports, saved tickets, tender totals, actual cash, card settlement, inventory/COGS and relevant posted ledger destinations on a consistent company/date/session basis. A difference can arise from timing, change, refunds, failed posting or card fees; investigate rather than overwriting the counted balance.

Close safely and preserve evidence

Follow the organisation's cashier/supervisor review before closing. Retain approved counts and exception explanations. Closing a session is not fiscal acceptance of every ticket or reconciliation of every bank movement. Keep customer identities and payment information out of unnecessary exported or printed copies.

Resolve a terminal or ticket problem

Situation	What to do
Terminal or item is unavailable	Check company/location, assigned cashier/session, terminal Active, item POS eligibility and available tracked stock. Ask the authorised supervisor to resolve setup.
Sale response or receipt is missing	Find the existing POS Ticket and inspect its status before another checkout. Printing and accounting/fiscal completion are separate checks.
Cash or card totals differ	Compare opening cash, tender retained, change, returns/refunds, cash counts and actual card settlement; do not change the ticket merely to force a session balance.

Continue with the related task

Checkout returns and session close, conditional stock/country controls, cash and bank and electronic invoicing.

Cashier sessions tracked stock tenders receipt states and reconciliation. For authorised operational users and Tenant Administrators working within their subscription workspace.

Prepare the cashier workspace

Use the Point of sale area in the correct company. Confirm your permitted terminal, location, payment modes, active items, prices, tax setup and stock source. The POS setup guide explains terminal configuration. Opening a session is an operational action; it is not a bank opening balance or a cash deposit.

Prepare a ticket for the correct customer

Use an eligible open Session and check its Location and Warehouse. Choose Walkin or an actual Loyalty Customer as appropriate. Scan or select items, then review description, quantity, unit, unit price and tax. Allocate required lot or serial identities. If you change Warehouse, recheck the stock allocations rather than assuming they still apply.

Review tender before confirmation

Choose an allowed Cash, Card or Mixed mode. Review the amount allocated to each tender against the confirmation Net Amount Due. For card payments retain only the permitted reference and record authorisation only after it has genuinely been received. Never enter a card PIN, security code or full card number in the ticket reference.

Field explanations and training references

Each listed control has an entry rule, example, implication and caution. Figures use fictional training values. Available controls depend on the saved state, permissions, country, item tracking and company policy; select actual application records rather than copying the example text.

Sessions and checkout context field reference

Figure 1 Sessions and checkout context

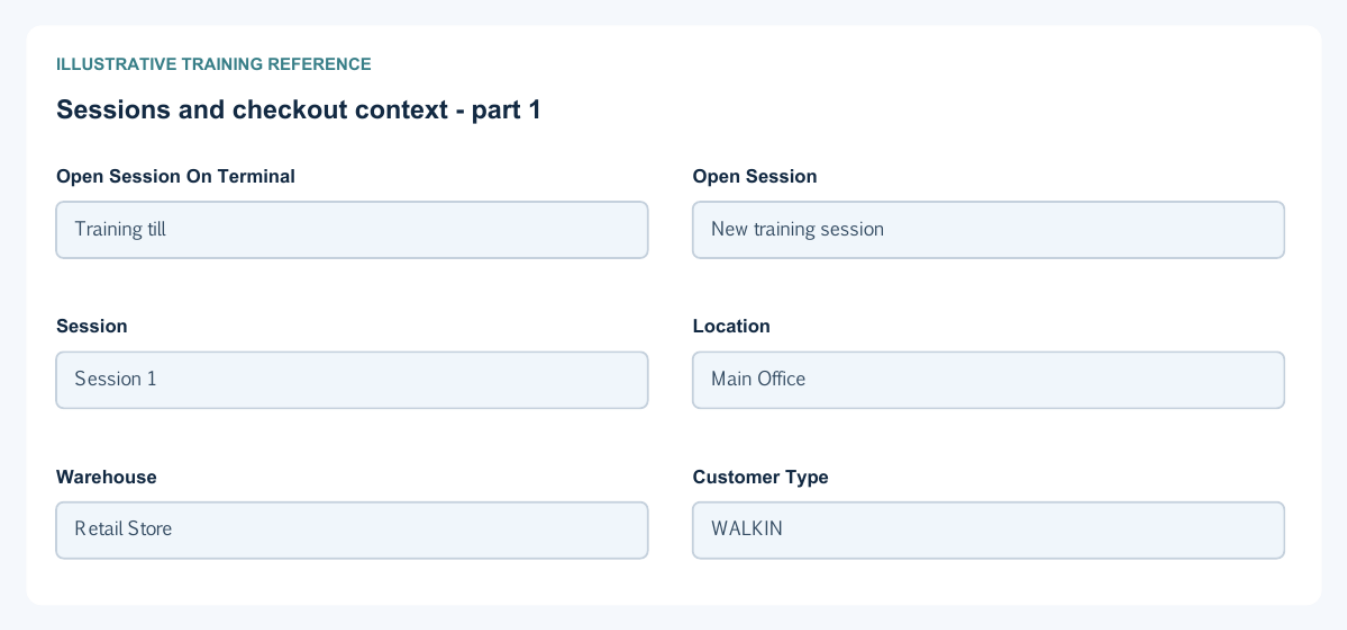


Figure 1. Illustrative training reference: Sessions and checkout context.

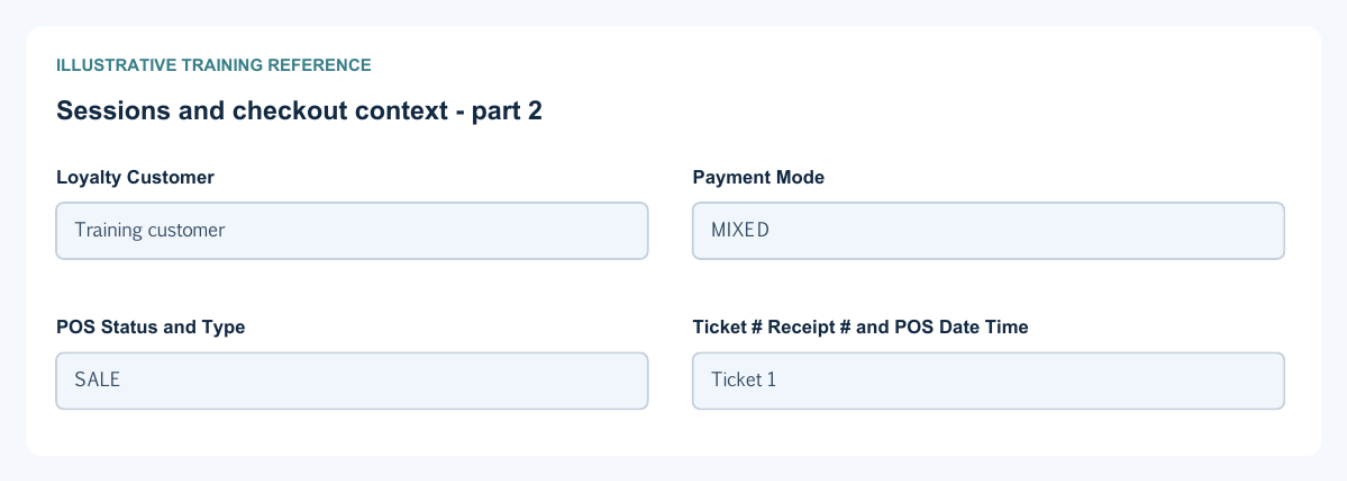


Figure 1 continued. Illustrative training reference: Sessions and checkout context continued.

Field and figure	Entry rule and example	Purpose and implication
Open Session On Terminal - Figure 1	Select an authorised active terminal. Example: Training till	Identifies the terminal for a new cashier session. Caution: A terminal is not a company or a warehouse.
Open Session - Figure 1	Open the selected terminal session where permitted. Example: New training session	Creates the operating session used for tickets. Caution: Review existing sessions to avoid opening a duplicate.
Session - Figure 1	Select an eligible open session. Example: Session 1	Links the ticket to the terminal, cashier and session context. Caution: Do not use another cashier's session to bypass access.

Field and figure	Entry rule and example	Purpose and implication
Location - Figure 1	Read-only terminal/session location. Example: Main Office	Identifies the operational site for the ticket. Caution: A displayed location does not grant access to another site.
Warehouse - Figure 1	Select an active eligible warehouse within the terminal location. Example: Retail Store	Sets the checkout stock source; changing it invalidates existing allocations. Caution: Reallocate tracked lines after changing it.
Customer Type - Figure 1	Choose WALKIN or LOYALTY. Example: WALKIN	Determines the ticket's customer treatment. Caution: Do not use the loyalty option without selecting the intended customer.
Loyalty Customer - Figure 1	Required actual customer selection when LOYALTY applies. Example: Training customer	Links the ticket to the correct loyalty/customer identity. Caution: Typed search text is not a selected record.
Payment Mode - Figure 1	Choose an allowed CASH, CARD or MIXED mode. Example: MIXED	Determines which tender inputs are used. Caution: Terminal policy can limit available modes.
POS Status and Type - Figure 1	Read-only saved ticket state and sale/return identity. Example: SALE	Distinguish the workflow and direction. Caution: A return is not a new negative-price sale.
Ticket # Receipt # and POS Date Time - Figure 1	Generated identifiers and time displays. Example: Ticket 1	Identify the saved transaction and related receipt. Caution: A generated identifier alone does not prove fiscal acceptance or bank settlement.

Ticket items and stock identity field reference

Figure 2 Ticket items and stock identity

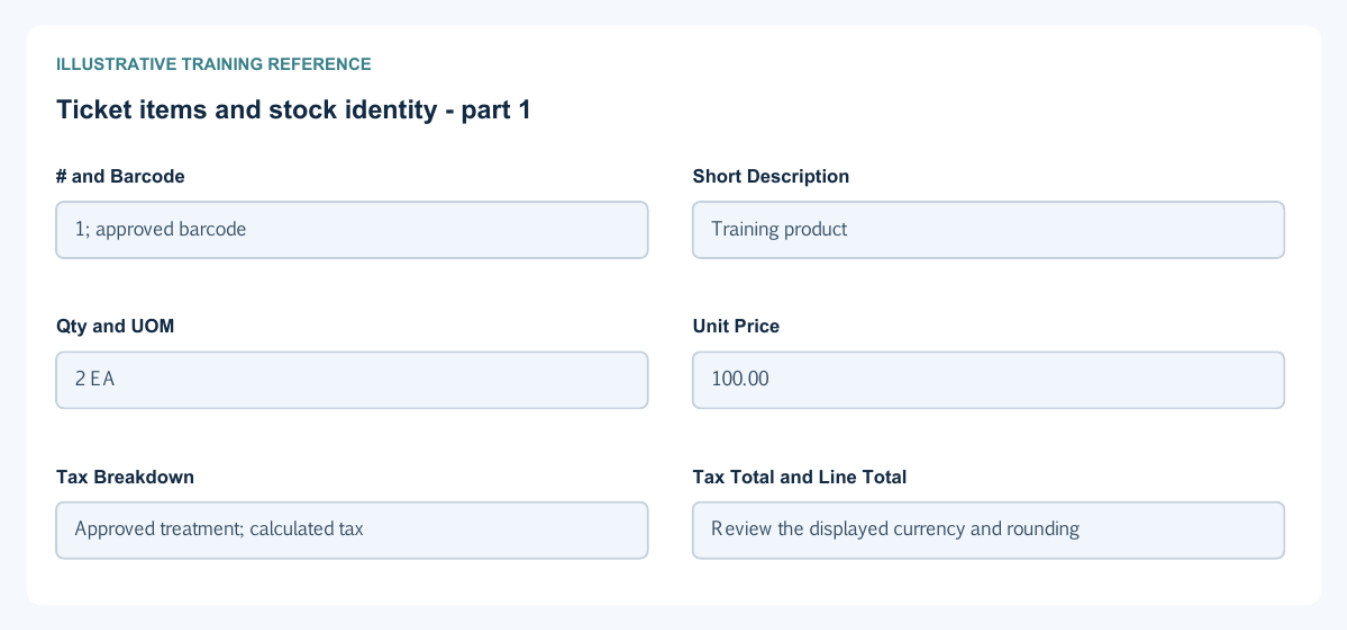


Figure 2. Illustrative training reference: Ticket items and stock identity.

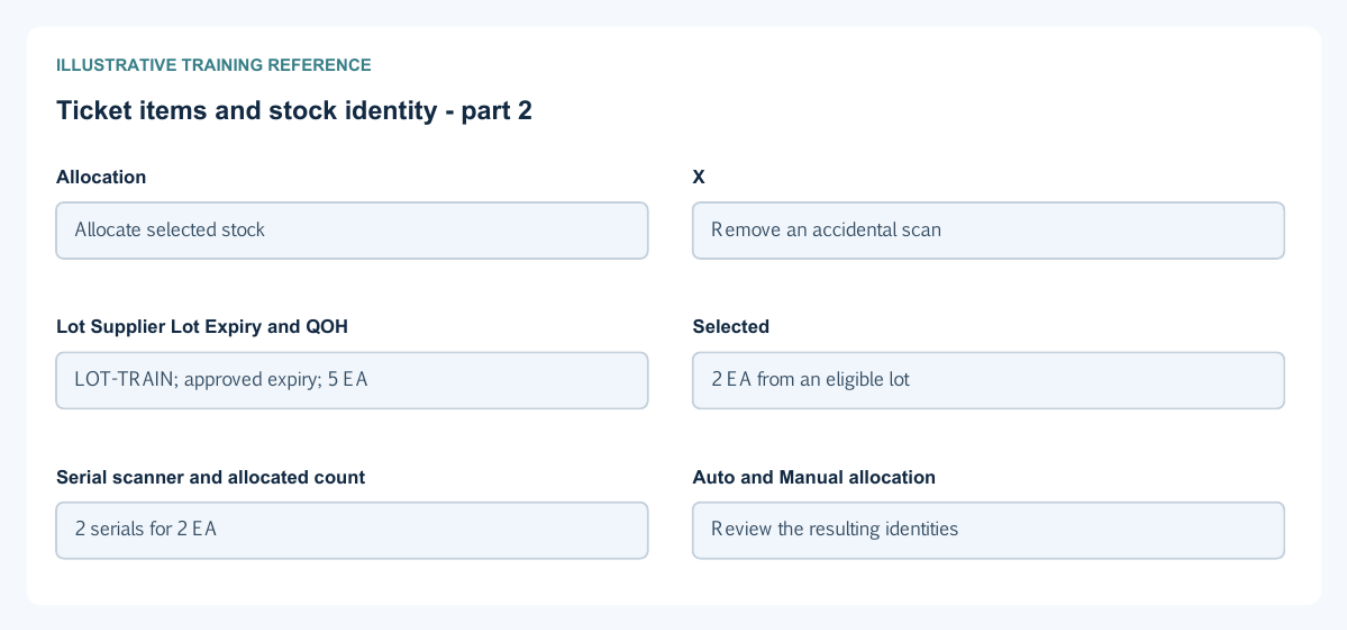


Figure 2 continued. Illustrative training reference: Ticket items and stock identity continued.

Field and figure	Entry rule and example	Purpose and implication
# and Barcode - Figure 2	Line sequence and item lookup/scan reference. Example: 1; approved barcode	Locate and identify the scanned sale item. Caution: Confirm the resolved item after scanning; duplicate scans can change quantity.
Short Description - Figure 2	Resolved item description. Example: Training product	Helps the cashier recognise the selected product. Caution: A matching description does not prove price or stock identity.

Field and figure	Entry rule and example	Purpose and implication
Qty and UOM - Figure 2	Permitted sale quantity and item unit. Example: 2 EA	Define the units sold. Caution: Serial-tracked quantities require matching individual units.
Unit Price - Figure 2	Item/price-derived amount, with override only where allowed. Example: 100.00	Values one sale unit. Caution: Use authorised price overrides and reasons; original-sale return price is fixed.
Tax Breakdown - Figure 2	Tax Code Line, Rate % and Amount displays. Example: Approved treatment; calculated tax	Explain how the ticket line's tax total is formed. Caution: Do not substitute an invented tax rate to obtain a desired net total.
Tax Total and Line Total - Figure 2	Calculated line amounts. Example: Review the displayed currency and rounding	Show tax and the resulting line value. Caution: Do not add tax again when the displayed price already includes it.
Allocation - Figure 2	Open stock allocation for lines needing tracking. Example: Allocate selected stock	Supplies the lot/serial identities for the checkout line. Caution: Unallocated tracked quantity prevents a valid checkout.
X - Figure 2	Remove a proposed line where permitted. Example: Remove an accidental scan	Changes the unsaved ticket. Caution: It does not reverse a finalised sale or receipt.
Lot Supplier Lot Expiry and QOH - Figure 2	Read-only available-lot details. Example: LOT-TRAIN; approved expiry; 5 EA	Identify eligible stock and quantity on hand for the selected warehouse. Caution: A total warehouse quantity does not make every lot eligible.
Selected - Figure 2	Select the quantity or identities to allocate. Example: 2 EA from an eligible lot	Matches the tracked stock to the ticket quantity. Caution: Avoid over-allocation and duplicate identities.
Serial scanner and allocated count - Figure 2	Scan or select eligible serials and review the count. Example: 2 serials for 2 EA	Identifies the individual units being sold. Caution: A repeated scan is not a second distinct unit.
Auto and Manual allocation - Figure 2	Use only the allocation modes available for this item and terminal. Example: Review the resulting identities	Control how eligible stock identities are proposed. Caution: Automatic allocation still requires review of identity, expiry and quantities.

Tender and confirmation field reference

Figure 3 Tender and confirmation

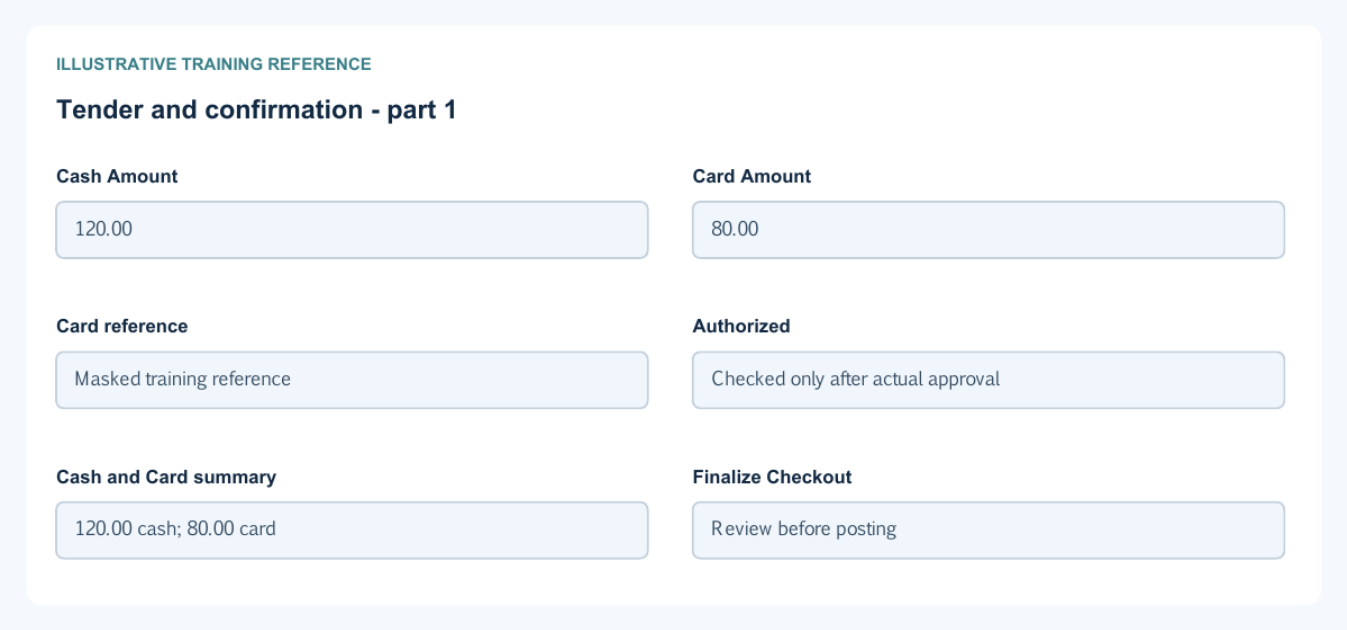


Figure 3. Illustrative training reference: Tender and confirmation.

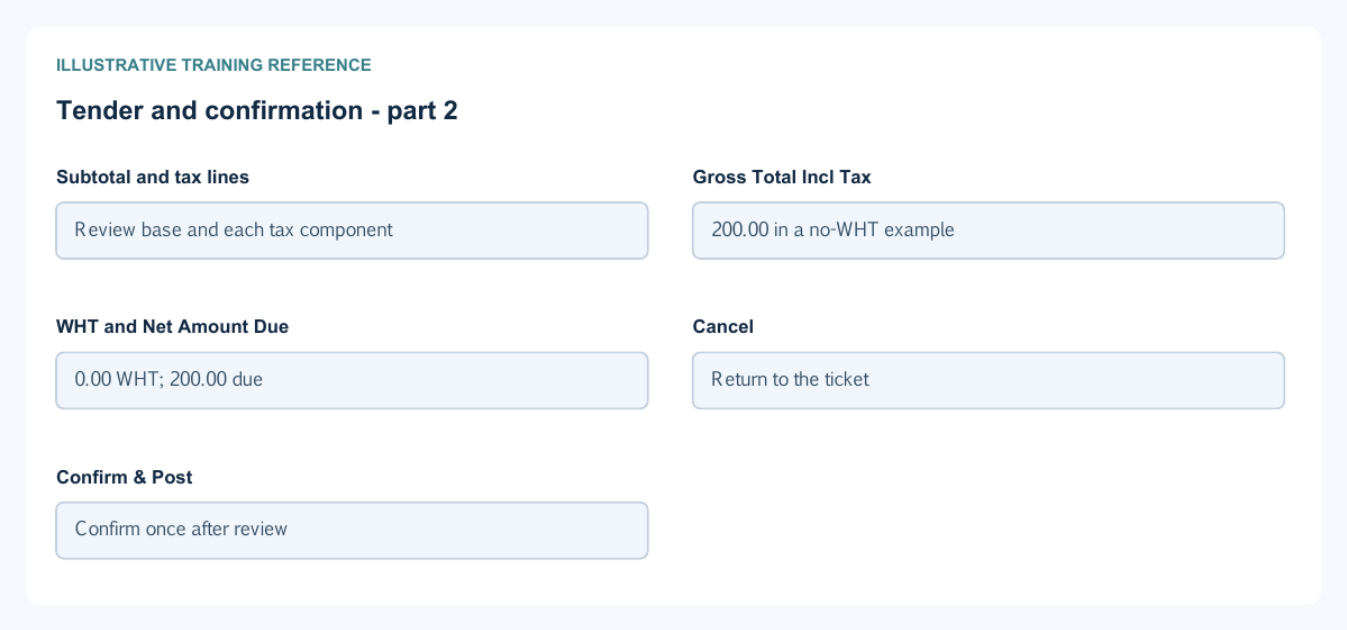


Figure 3 continued. Illustrative training reference: Tender and confirmation continued.

Field and figure	Entry rule and example	Purpose and implication
Cash Amount - Figure 3	Amount assigned to the cash tender where enabled. Example: 120.00	Contributes to the ticket settlement split. Caution: Check the displayed amount due and supported tender validation; do not assume change calculation.
Card Amount - Figure 3	Amount assigned to the card tender where enabled. Example: 80.00	Separates card settlement from cash. Caution: This does not itself contact a card processor or prove bank credit.

Field and figure	Entry rule and example	Purpose and implication
Card reference - Figure 3	Approved external transaction reference. Example: Masked training reference	Supports matching to the terminal/acquirer evidence. Caution: Never enter a full card number, PIN or security code.
Authorized - Figure 3	Record verified card authorisation where required. Example: Checked only after actual approval	Confirms the cashier's authorisation declaration. Caution: The checkbox is not a bank authorisation request.
Cash and Card summary - Figure 3	Read-only tender split. Example: 120.00 cash; 80.00 card	Shows how the transaction is being settled. Caution: Compare the split with the net amount due before confirming.
Finalize Checkout - Figure 3	Open the final confirmation for an eligible ticket. Example: Review before posting	Separates preparation from the final confirmation. Caution: Do not click repeatedly after a slow response.
Subtotal and tax lines - Figure 3	Calculated confirmation details. Example: Review base and each tax component	Provide the final pricing and tax breakdown. Caution: A preview is not a saved receipt.
Gross Total Incl Tax - Figure 3	Calculated gross ticket amount. Example: 200.00 in a no-WHT example	Includes chargeable tax in the confirmed sale value. Caution: Do not subtract withholding from the tax lines themselves.
WHT and Net Amount Due - Figure 3	Calculated withholding and net tender requirement. Example: 0.00 WHT; 200.00 due	Separate withholding treatment from the amount being settled by the selected tenders. Caution: Review the applicable customer and tax configuration.
Cancel - Figure 3	Dismiss final confirmation before committing. Example: Return to the ticket	Allows review of the proposed checkout. Caution: Cancelling the dialog does not reverse an already saved transaction.
Confirm & Post - Figure 3	Consequential checkout confirmation. Example: Confirm once after review	Requests the saved sale/return, associated accounting and stock processing. Caution: Check the saved outcome and receipt status before printing or retrying.

Returns receipts and session close field reference

Figure 4 Returns receipts and session close

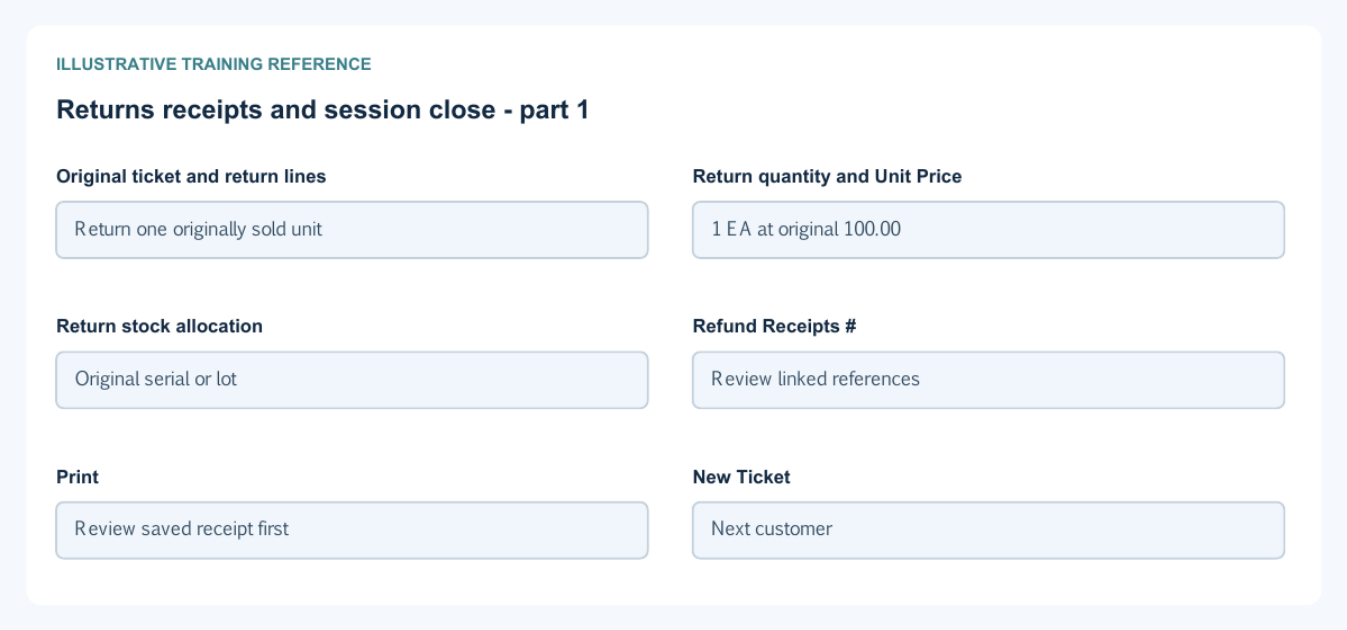


Figure 4. Illustrative training reference: Returns receipts and session close.

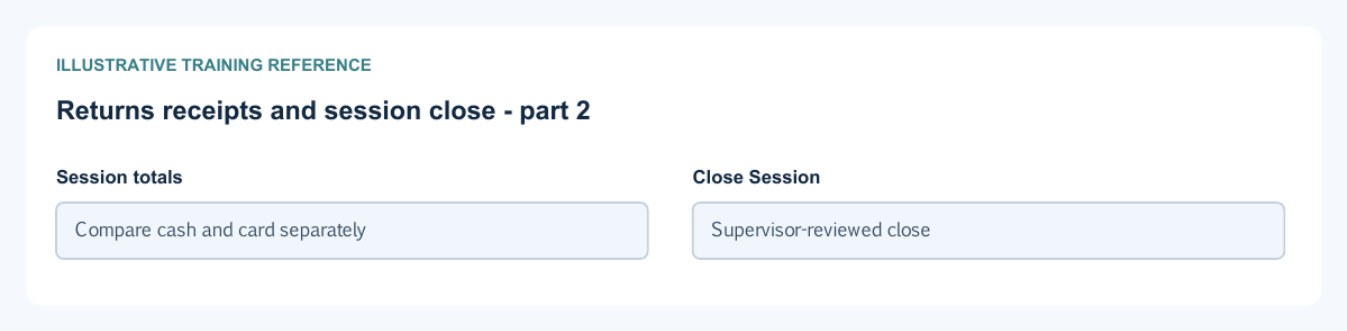


Figure 4 continued. Illustrative training reference: Returns receipts and session close continued.

Field and figure	Entry rule and example	Purpose and implication
Original ticket and return lines - Figure 4	Use the eligible original sale and its return action. Example: Return one originally sold unit	Preserve the original transaction and remaining return capacity. Caution: Do not create an unrelated negative sale to imitate a return.
Return quantity and Unit Price - Figure 4	Return only eligible remaining units at the original-sale price. Example: 1 EA at original 100.00	Limits the correction to the original transaction basis. Caution: Do not reprice historical returns using today's price list.
Return stock allocation - Figure 4	Original-sale tracked identities are fixed as applicable. Example: Original serial or lot	Maintains traceability of returned stock. Caution: Do not select an unrelated unit just because it has the same item code.
Refund Receipts # - Figure 4	Saved refund receipt references. Example: Review linked references	Identifies the accounting refund records associated with a return. Caution: It does not prove external bank/card settlement or authority acceptance.

Field and figure	Entry rule and example	Purpose and implication
Print - Figure 4	Use the available saved receipt output. Example: Review saved receipt first	Produces the customer-facing output allowed by the saved state. Caution: Pakistan final SALE output requires the saved authority acceptance/reference; pending is not accepted.
New Ticket - Figure 4	Start another ticket after reviewing the saved result. Example: Next customer	Clears preparation for a separate transaction. Caution: Do not start over to conceal an unresolved checkout result.
Session totals - Figure 4	Read-only saved sales, returns and tender summary. Example: Compare cash and card separately	Support cashier close and reconciliation. Caution: Gross sales are not cash in the till; returns and tender splits matter.
Close Session - Figure 4	Close the eligible session after resolving outstanding work. Example: Supervisor-reviewed close	Ends the cashier session for further checkout work. Caution: Closing is not a physical cash count, deposit, card settlement or bank reconciliation.

Confirm once and check the saved result

Finalize Checkout opens a confirmation containing subtotal, tax, gross total, withholding and net amount due. Cancel returns to preparation; Confirm & Post is the consequential action. After it completes, check the saved ticket, receipt references, stock movement and accounting outcome. A slow response is a reason to inspect the saved transaction, not to confirm repeatedly.

Separate receipt printing from fiscal acceptance

Print only the output available for the saved state. A ticket number, a queued submission or an accounting journal is not a tax-authority acceptance. Pakistan final SALE receipts require the saved acceptance/reference; pending or failed processing must not be presented as accepted. The electronic-invoicing guide explains the country-specific boundaries. A return does not automatically contact an authority or settle a card refund.

Return against the original transaction

Use the original sale and the permitted return action. Review remaining return quantity, original price and original tracked stock identities. Reconcile the saved return and its linked refund receipts separately from any actual cash handed over or external card settlement. Do not replace this process with a negative-priced new sale, an unrelated serial or a customer credit application.

Close the session and reconcile tenders

Before Close Session, resolve pending tickets, errors, returns and receipt exceptions. Compare saved cash sales less cash refunds with the cashier records; compare card amounts with terminal/acquirer evidence. Reconcile stock issues and returns to the selected warehouse and accounting to the related journals. Session close does not perform the physical cash count, deposit or bank-statement reconciliation.

Recover from a failed checkout without duplication

Keep the session, ticket, time and displayed error reference. Refresh and inspect the saved ticket and receipt before trying again. Escalate missing or inconsistent stock, journals or fiscal state through your authorised supervisor or support channel. Never print an accepted receipt or collect payment twice to conceal an unresolved status.

Work through a mixed tender and partial return

Assume a fictional sale with net amount due 120 in company currency, no withholding, an approved split of cash 70 and card 50, and no separate change. The two confirmed tenders total 120. If the customer hands over cash 100 for the cash portion of 70, the 30 change is not additional revenue or an extra card tender. Use the form's own due/change calculation and retain genuine card authorisation evidence.

For a later permitted partial return with amount due back 30, review the original sale, remaining returnable quantities, original tax/price and required stock identities. A saved refund receipt and the actual cash/card refund are separate evidence. Do not assume that the original 70/50 split determines an automatic proportional refund or that an external acquirer was contacted.

If the approved refund is cash 30, the simplified session's net retained cash from these events is 70 minus 30 = 40, and its card sale is still 50 before external settlement/fees. If the approved refund is through card instead, cash remains 70 and the card settlement must reflect the authorised refund separately. Never record both routes for the same refund simply to obtain a zero balance.

Reconcile cashier activity before close

Comparison	Evidence	What a difference can mean
Net ticket amount due to tenders	Saved sale/return and confirmed tender split	Missing/duplicate tender, withholding treatment, change or incomplete processing
Cash movement to physical custody	Opening cash, actual cash received/refunded and authorised non-sale movements	Counting error, unrecorded handover or a failed/duplicate ticket; opening float is not sales revenue
Card tender to acquirer settlement	Authorisation, capture/refund and dated settlement/fees	Timing, fees, failed capture or refund still pending; accounting alone is not bank evidence
Item sale/return to stock	Item, UOM, warehouse/bin and original lot/serial allocation	Wrong identity, missing stock posting or return not completed
POS result to GL and fiscal evidence	Posted journals, receipt/document and applicable authority state	Pending accounting or country processing; printed output is not proof of acceptance

Use the same company, terminal, session and reporting dates. Have the authorised cashier/supervisor investigate unexplained differences before Close Session. Closing does not itself make a cash deposit, settle a card batch or fix an authority rejection.

Recognise the result you need

The task is not finished merely because Finalize Checkout was clicked. Identify the saved ticket/return, confirm no accidental duplicate, inspect stock and accounting, retain the actual tender/refund evidence and use only the receipt available for the saved fiscal state. On a failed or delayed action, give support the ticket/session reference before repeating the consequential action.

Related user guides

POS setup, inventory setup, taxation, electronic invoicing and cash and bank.

Fixed assets

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Manage fixed asset setup and the asset lifecycle	278
Record asset capitalisation, depreciation, adjustments and disposal	286

Bulk asset imports

Template and exact column reference	What this operation does
Asset Master - Fixed Assets Asset Master	Create asset records; agree acquisition/opening treatment to avoid duplication.
Asset Adjustments - Fixed Assets Adjustments	Create adjustments against existing assets; verify value and GL.
Asset Disposals - Fixed Assets Disposals	Create disposal transactions, not deletion of asset history.

Follow this module bulk procedure

1. Confirm the asset group, location, depreciation and GL mappings, open dates and the approved migration/acquisition approach. Choose Asset Master, Asset Adjustments or Asset Disposals in its own list.

2. Download the current template for that action. New asset records and adjustments/disposals against existing assets are different events; verify the exact asset identity before loading a transaction.

3. Check dates, amount/basis, increase/decrease or disposal category, proceeds and contra account with the asset owner. Do not duplicate acquisition invoices, opening journals or an existing disposal.

4. Validate the complete intended file, review identities/totals and commit once. Inspect the saved register and transaction state, not only the job's created count.

5. Reconcile cost, accumulated depreciation, carrying value and GL; for disposals also reconcile proceeds and gain/loss. Read the asset transaction cautions and use the supported correction path rather than using disposal to delete an asset.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely.

Prepare fixed-asset accounting and identify the right acquisition route before processing transactions. Use this chapter for setup and field meanings, then asset transactions for capitalisation, depreciation, adjustments and disposal. It is for authorised asset accountants in the selected company.

Prepare the asset lifecycle in order

Have the approved asset policy, cost evidence, useful life, residual value and commencement dates ready. CWIP means capital work in progress for asset costs not yet capitalised; accumulated depreciation is the total depreciation already recognised, not the cost of the asset.

1. In Assets, review Asset Setup for approved commencement, CWIP and disposal mappings. Do not change a company mapping to hide an individual asset difference.

2. Prepare Asset Categories with the appropriate gross-cost, accumulated-depreciation and expense destinations and method/life/rate. Use Asset Groups for organisation where needed; a group does not replace category mappings.

3. Identify the Asset Master, company/location and acquisition evidence. Decide one supported source route for each cost: ordinary/manual, opening history, late capitalisation or eligible CWIP. Do not load the same cost through two routes.

4. Follow asset transactions for the selected financial action, checking its dates, saved identity and actual posted result. Creating the asset master alone does not prove capitalisation or payment.

5. Use Asset Ledger and the relevant reports to compare cost, accumulated depreciation and carrying value with the matching GL accounts at the same cutoff. Keep proceeds/cash settlement separate from disposal gain or loss.

Before a disposal without proceeds, read the specific asset disposal caution. Do not invent a cash receipt or expected proceeds to avoid a failed save.

Separate asset masters from financial events

An asset master identifies an asset; acquisition, capitalisation, depreciation, adjustment and disposal are distinct events. Creating a master does not prove a supplier invoice was posted, the cost is capitalised or the asset is paid for.

Prepare asset setup

Confirm depreciation commencement, late-capitalisation reason policy, capital-work-in-progress and disposal mappings. Keep asset CWIP separate from production WIP, bank and expense accounts. Obtain the responsible accountant's approval for methods, lives, residual values and dates.

Define categories and groups

Asset Categories provide gross cost, accumulated depreciation and depreciation expense destinations plus method/life/rate. Asset Groups organise records without replacing category mappings. Straight-line and reducing-balance inputs have different purposes; the category form clears the rate when a non-reducing-balance method applies.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Asset Setup field reference

Figure 1 Asset Setup

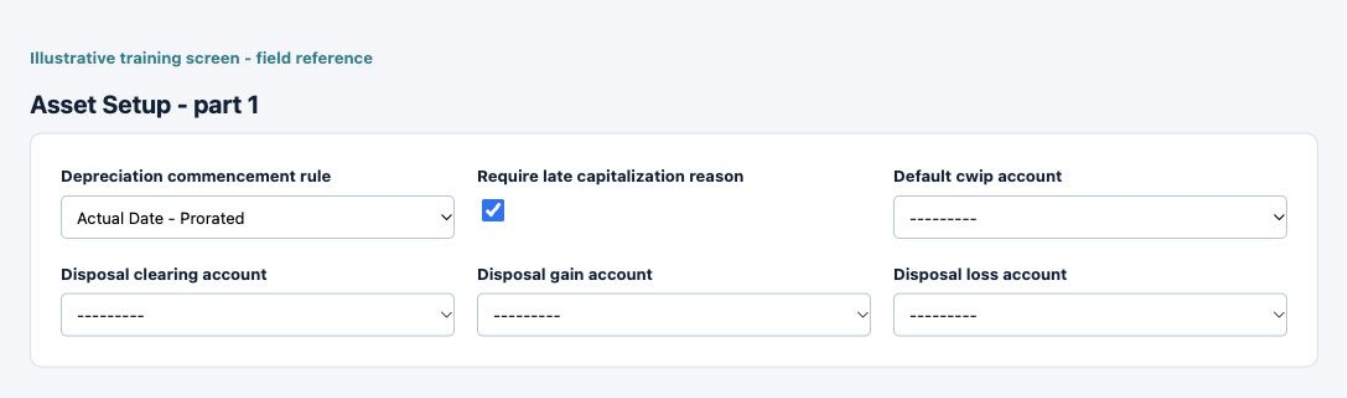


Figure 1. Illustrative training screen: Asset Setup.

Field and screenshot	Entry rule and example	Purpose and implication
Depreciation commencement rule - Figure 1	Required entry. Choices: Actual Date - Prorated, Full In-Service Month, Next Month. Example: Actual Date - Prorated	Company rule determining when depreciation starts relative to the asset dates. Agree it with the asset accountant before processing runs. Caution: Confirm the saved value and affected workflow before relying on the result.
Require late capitalization reason - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Requires an explanation for eligible late capitalisation. It is a review control, not permission to bypass accounting periods or alter historical depreciation silently. Caution: Confirm the saved value and affected workflow before relying on the result.
Default cwip account - Figure 1	Required entry. Example: Approved active company posting account	Default capital-work-in-progress destination before eligible costs are capitalised to an asset. It is distinct from the production WIP account. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Disposal clearing account - Figure 1	Optional or policy-dependent entry. Example: Approved active company posting account	Intermediate disposal destination used to separate disposal accounting from cash settlement. Reconcile residual amounts and proceeds. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.

Field and screenshot	Entry rule and example	Purpose and implication
Disposal gain account - Figure 1	Required entry. Example: Approved active company posting account	Approved gain or loss destination for asset disposal differences. Keep gain and loss purposes distinct and inspect the linked disposal journal. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Disposal loss account - Figure 1	Required entry. Example: Approved active company posting account	Approved gain or loss destination for asset disposal differences. Keep gain and loss purposes distinct and inspect the linked disposal journal. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.

Asset Category field reference

Figure 2 Asset Category

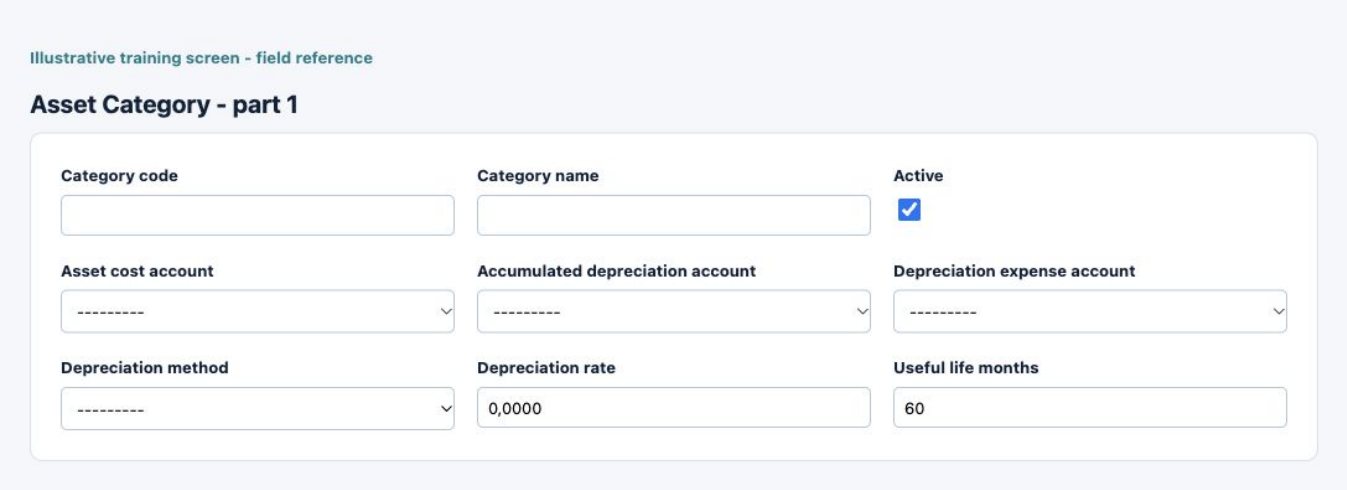


Figure 2. Illustrative training screen: Asset Category.

Field and screenshot	Entry rule and example	Purpose and implication
Category code - Figure 2	Required entry. Maximum 30 characters. Example: EQUIP	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Confirm the saved value and affected workflow before relying on the result.
Category name - Figure 2	Required entry. Maximum 100 characters. Example: Equipment	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
Active - Figure 2	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Confirm the saved value and affected workflow before relying on the result.
Asset cost account - Figure 2	Required entry. Example: Approved active company posting account	Gross asset cost destination for this category. Category mapping does not itself acquire or capitalise an asset. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Accumulated depreciation account - Figure 2	Required entry. Example: Approved active company posting account	Accumulated depreciation destination, separate from gross asset cost and current depreciation expense. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Depreciation expense account - Figure 2	Required entry. Example: Approved active company posting account	Period expense destination for calculated depreciation. Reconcile the run and asset ledger rather than posting an unexplained manual plug. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Depreciation method - Figure 2	Required entry. Example: The approved business value or selected record	Method selected for the asset category. Straight-line uses useful life; reducing-balance uses the applicable rate. Review eligibility before changing a used category. Caution: Confirm the saved value and affected workflow before relying on the result.
Depreciation rate - Figure 2	Optional or policy-dependent entry. Form precision up to 4 decimal places; consuming company policy also applies. Example: 10.00 for an eligible reducing-balance design	Rate relevant to reducing-balance depreciation. The category form clears the rate for other methods; it is not a straight-line useful-life substitute. Caution: Confirm the saved value and affected workflow before relying on the result.
Useful life months - Figure 2	Required entry. Example: 36	Estimated useful life measured in months. Do not enter years as months or assume that a rate field overrides the selected method. Caution: Confirm the saved value and affected workflow before relying on the result.

Asset Master field reference

Figure 3 Asset Master

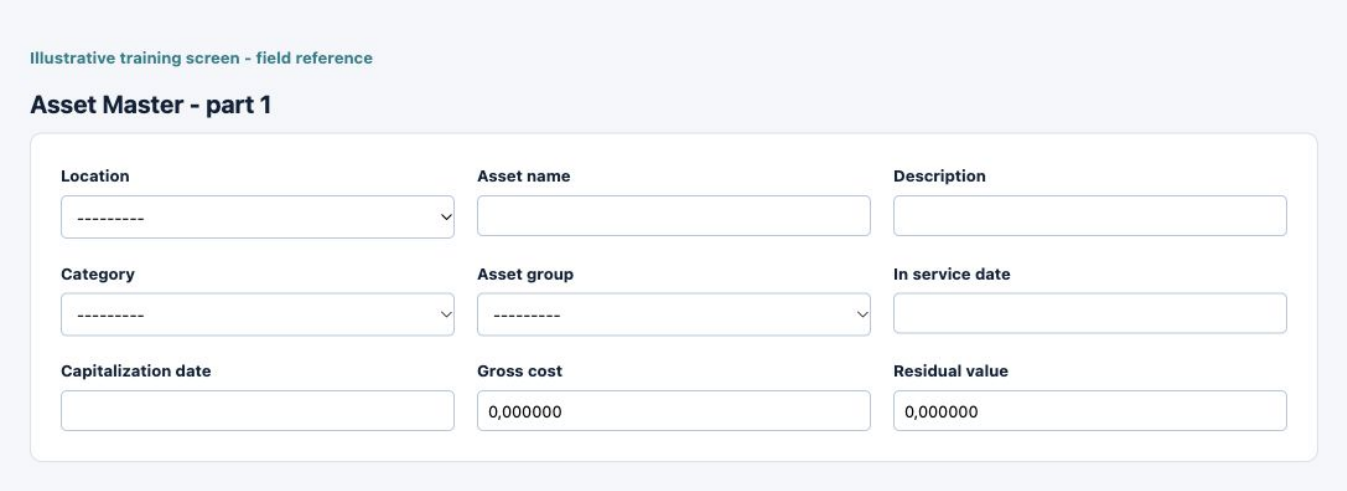


Figure 3. Illustrative training screen: Asset Master.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 3	Required entry. Example: Main Office	Select the current-company operating location or permitted locations. This determines operational scope; a shared name does not establish access to another location. Caution: Confirm the saved value and affected workflow before relying on the result.
Asset name - Figure 3	Required entry. Maximum 150 characters. Example: Training equipment	Business identity of the asset in operational and ledger review. Keep serial/tag evidence and supporting acquisition records consistent. Caution: Confirm the saved value and affected workflow before relying on the result.
Description - Figure 3	Optional or policy-dependent entry. Maximum 255 characters. Example: Approved business purpose	Business explanation supporting the record and its review. Text does not replace source documents, approval or calculated accounting values. Caution: Confirm the saved value and affected workflow before relying on the result.
Category - Figure 3	Required entry. Example: The approved business value or selected record	Asset category supplying the depreciation design and accounting mappings. A similarly named category may have different destinations. Caution: Confirm the saved value and affected workflow before relying on the result.
Asset group - Figure 3	Optional or policy-dependent entry. Example: The approved business value or selected record	Optional grouping for asset organisation and reporting. It does not replace category mappings or asset location. Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
In service date - Figure 3	Required entry. Example: 16 October 2026, on the approved effective basis	Date the asset is placed into service. This is separate from purchase, invoice and capitalisation dates and affects depreciation review. Caution: Confirm the saved value and affected workflow before relying on the result.
Capitalization date - Figure 3	Required entry. Example: 16 October 2026, on the approved effective basis	Date eligible cost is recognised as a capitalised asset. Check period, commencement rule and acquisition evidence before use. Caution: Confirm the saved value and affected workflow before relying on the result.
Gross cost - Figure 3	Required entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 1200.00	Gross asset value in the applicable asset accounting basis. Do not confuse it with residual value, net carrying amount or a new supplier payment. Caution: Confirm the saved value and affected workflow before relying on the result.
Residual value - Figure 3	Required entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 120.00	Estimated amount remaining at the end of useful life. It affects the depreciable basis and is not accumulated depreciation. Caution: Confirm the saved value and affected workflow before relying on the result.

Asset Group field reference

Figure 4 Asset Group

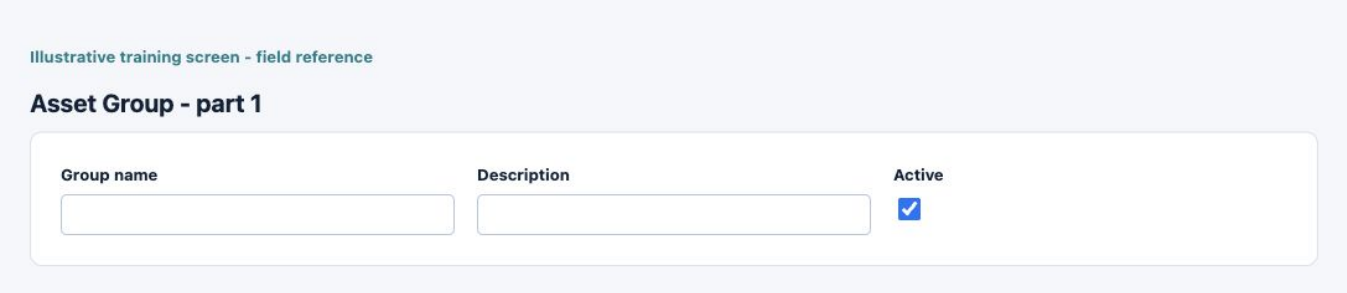


Figure 4. Illustrative training screen: Asset Group.

Field and screenshot	Entry rule and example	Purpose and implication
Group name - Figure 4	Required entry. Maximum 100 characters. Example: Office equipment	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Confirm the saved value and affected workflow before relying on the result.
Description - Figure 4	Optional or policy-dependent entry. Maximum 255 characters. Example: Approved business purpose	Business explanation supporting the record and its review. Text does not replace source documents, approval or calculated accounting values. Caution: Confirm the saved value and affected workflow before relying on the result.
Active - Figure 4	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Confirm the saved value and affected workflow before relying on the result.

Review the asset master

Confirm company/location, asset name, category/group, in-service and capitalisation dates, gross cost and residual value. The in-service date is not automatically the supplier invoice date. Check supporting identity and acquisition evidence before relying on an opening or imported amount.

Trace acquisition and capitalisation

Use the supported acquisition/capitalisation process and inspect the Asset Capitalization workbench source evidence. A Fixed Asset selection on a purchase line does not by itself establish completed capitalisation. Reconcile eligible CWIP costs into the asset and preserve the source invoice/cost trail.

Review depreciation runs

Confirm run period, eligible assets, commencement rules and calculated amounts before processing. Reconcile gross cost minus accumulated depreciation to carrying value, with approved residual/life assumptions. For example, USD 1,200 cost and USD 120 residual over 36 months gives a simple USD 30-per-month depreciable basis before the configured commencement and period treatment.

Use adjustments for supported changes

Asset Adjustment is not an ordinary supplier invoice or manual alteration of accumulated depreciation. Identify the asset, date, reason and intended change and inspect the resulting ledger/journal. Do not use an adjustment to conceal missing acquisition or depreciation records.

Review disposal and proceeds separately

Disposal can remove asset cost and accumulated depreciation and recognise the relevant gain/loss and clearing. Proceeds and actual cash settlement need their own evidence. A disposal gain is not equivalent to the gross proceeds received, and a disposal record is not a bank instruction.

Reconcile the asset ledger

Use Asset Ledger and relevant reports to explain opening balance, additions, capitalisations, depreciation, adjustments and disposals. Compare category totals to the corresponding GL accounts with the same company, currency and cutoff. Investigate assets with inconsistent dates or balances instead of posting a balancing plug.

Preserve history and approvals

Before editing a used category, reversing a transaction or changing a capitalisation date, inspect posted history and subsequent runs. Keep the approved valuation and source evidence. Physical custody changes, impairment decisions and accounting-policy approval follow the organisation's controls; a form accepting a value is not policy approval.

Resolve an asset setup or balance difference

Situation	What to do
Cost appears twice	Trace manual/opening/CWIP and supplier sources to identify duplicate recognition. Do not offset it with unexplained depreciation or a balancing journal.
Depreciation differs	Check cost, residual, method, life, commencement dates, opening history and run state. A master change is not a correction of posted depreciation.
Disposal or settlement is unclear	Review the original asset, supported disposal path, clearing and actual cash separately. Do not invent proceeds or assume a saved disposal instructs a bank.

Continue with the related task

Asset transactions and safety cautions, vendor procurement, GL controls and account review schedules.

Manual opening late and CWIP assets depreciation runs carrying values and disposal settlement. For authorised operational users and Tenant Administrators working within their subscription workspace.

Prepare asset accounting and dates

Use the Fixed assets area for the selected company and permitted location. Confirm Asset Setup, categories, depreciation methods, useful lives, commencement policy and cost/accumulated-depreciation/expense/clearing accounts. Establish whether this is a current acquisition, a historical opening balance, late entry, CWIP capitalisation, adjustment or disposal before selecting a screen.

Choose one capitalisation route for each cost

Manual capitalisation records the asset with an approved contra account. Opening brings forward approved cost, accumulated depreciation and elapsed-life history at cutover. Late entry uses its historical dates, catch-up boundary and reason. The CWIP workbench selects eligible uncapitalised source cost and creates or adds to an asset. Do not use manual capitalisation as well as CWIP for the same cost, or duplicate balances already included in an opening migration.

Review depreciation before finalising

Use the depreciation Run Date to identify the intended month and calculate DRAFT first. Review eligible assets, useful life, residual value, commencement policy and amounts. FINAL applies the supported depreciation and creates its journal; Draft alone does not change the asset carrying balance. Review a saved journal status and register rather than treating the existence of a run as posting proof.

Field explanations and training references

Each listed control has an entry rule, example, implication and caution. Figures use fictional training values. Available controls depend on the saved state, permissions, country, item tracking and company policy; select actual application records rather than copying the example text.

Manual capitalisation and historical assets field reference

Figure 1 Manual capitalisation and historical assets

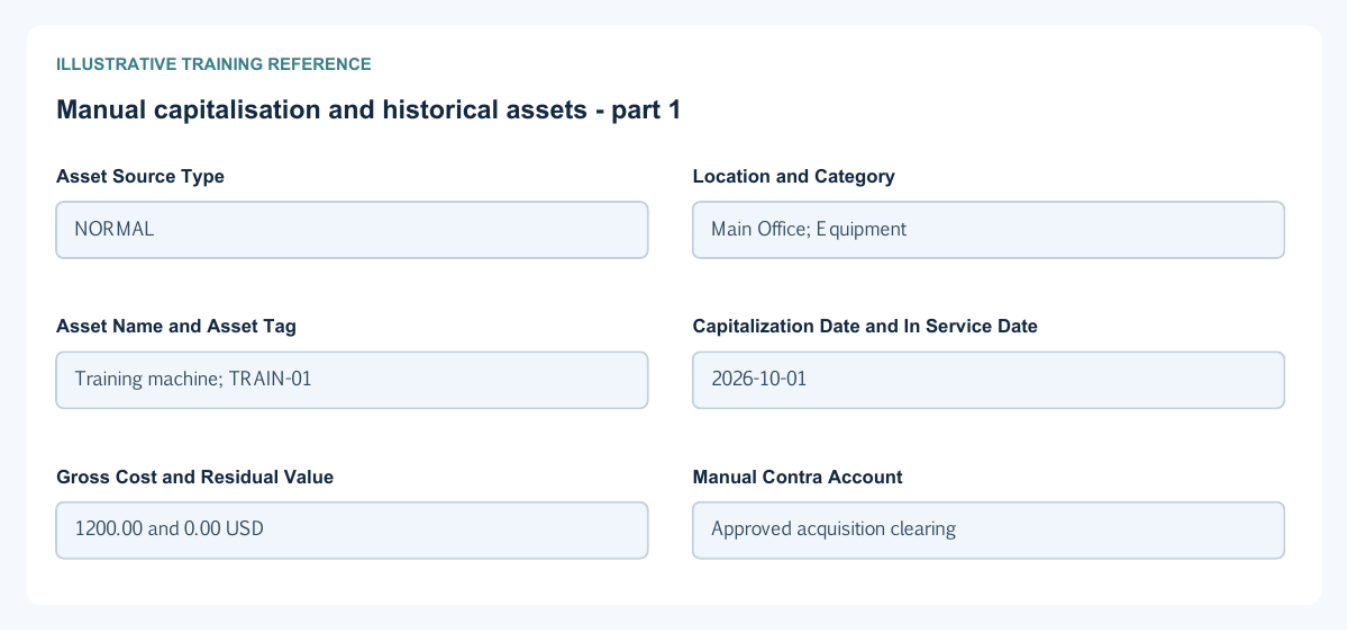


Figure 1. Illustrative training reference: Manual capitalisation and historical assets.

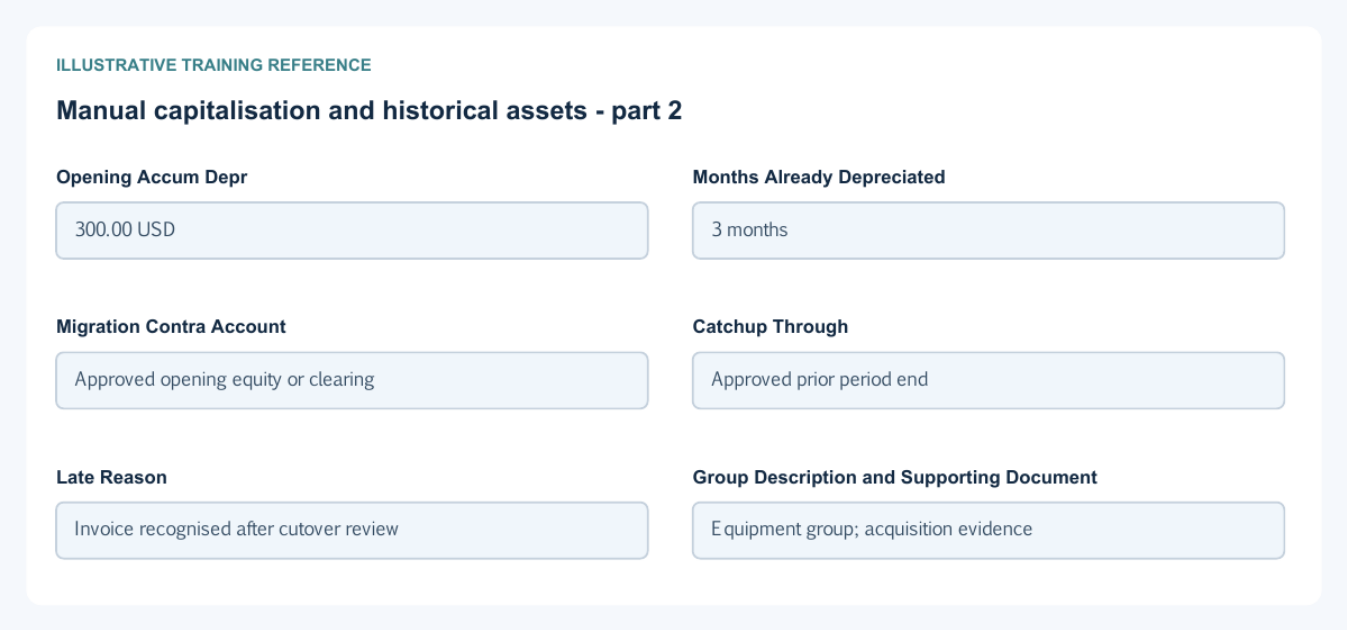


Figure 1 continued. Illustrative training reference: Manual capitalisation and historical assets continued.

Figure 1 continued. Illustrative training reference: Manual capitalisation and historical assets continued.

Field and figure	Entry rule and example	Purpose and implication
Asset Source Type - Figure 1	Choose the supported Normal, Late or Opening route. Example: NORMAL	Distinguishes current capitalisation, late entry and opening migration. Caution: Do not use Opening to bypass the organisation's cutover controls.
Location and Category - Figure 1	Required permitted location and configured category. Example: Main Office; Equipment	Scope the asset and supply cost, depreciation and expense account defaults. Caution: A category is an accounting decision, not just a descriptive tag.
Asset Name and Asset Tag - Figure 1	Required name and optional identification as shown. Example: Training machine; TRAIN-01	Identify the physical asset. Caution: Do not duplicate a tag merely to record an adjustment.
Capitalization Date and In Service Date - Figure 1	Required supported acquisition/accounting and use dates. Example: 2026-10-01	Establish cost recognition and the depreciation start basis. Caution: The two dates need not mean the same business event.
Gross Cost and Residual Value - Figure 1	Nonnegative supported values with residual not above cost. Example: 1200.00 and 0.00 USD	Define initial cost and the depreciable amount. Caution: Do not use residual value to hide an impairment or disposal.
Manual Contra Account - Figure 1	Required approved offset account for manual capitalisation. Example: Approved acquisition clearing	Balances the manual asset journal. Caution: Do not credit a bank account unless that matches the actual approved source transaction.
Opening Accum Depr - Figure 1	Conditional historical accumulated depreciation for opening assets. Example: 300.00 USD	Brings forward the approved accumulated balance. Caution: It is not a new cash payment or current-month depreciation expense.
Months Already Depreciated - Figure 1	Conditional opening-history input. Example: 3 months	Supplies consumed useful-life history for the opening route. Caution: Reconcile months with the approved opening register and dates.
Migration Contra Account - Figure 1	Conditional opening migration offset. Example: Approved opening equity or clearing	Balances the opening asset balances. Caution: Do not duplicate an already migrated GL balance.
Catchup Through - Figure 1	Conditional catch-up boundary for historical capitalisation. Example: Approved prior period end	Defines how far the historical depreciation calculation should reach. Caution: Review open-period rules and the depreciation commencement policy.
Late Reason - Figure 1	Required explanation where the late route requests it. Example: Invoice recognised after cutover review	Retains why the asset is entering late. Caution: A reason does not authorise reopening closed periods.
Group Description and Supporting Document - Figure 1	Optional configured grouping, factual notes and approved attachment. Example: Equipment group; acquisition evidence	Support reporting and traceability. Caution: Protect supplier and personal information in shared evidence.

Field and figure	Entry rule and example	Purpose and implication
Save - Figure 1	Consequential asset creation through the selected route. Example: Review the saved asset and journal	Creates the asset and applicable accounting records. Caution: An ordinary edit must not be used to recreate acquisition cost already recorded.

CWIP capitalisation workbench field reference

Figure 2 CWIP capitalisation workbench

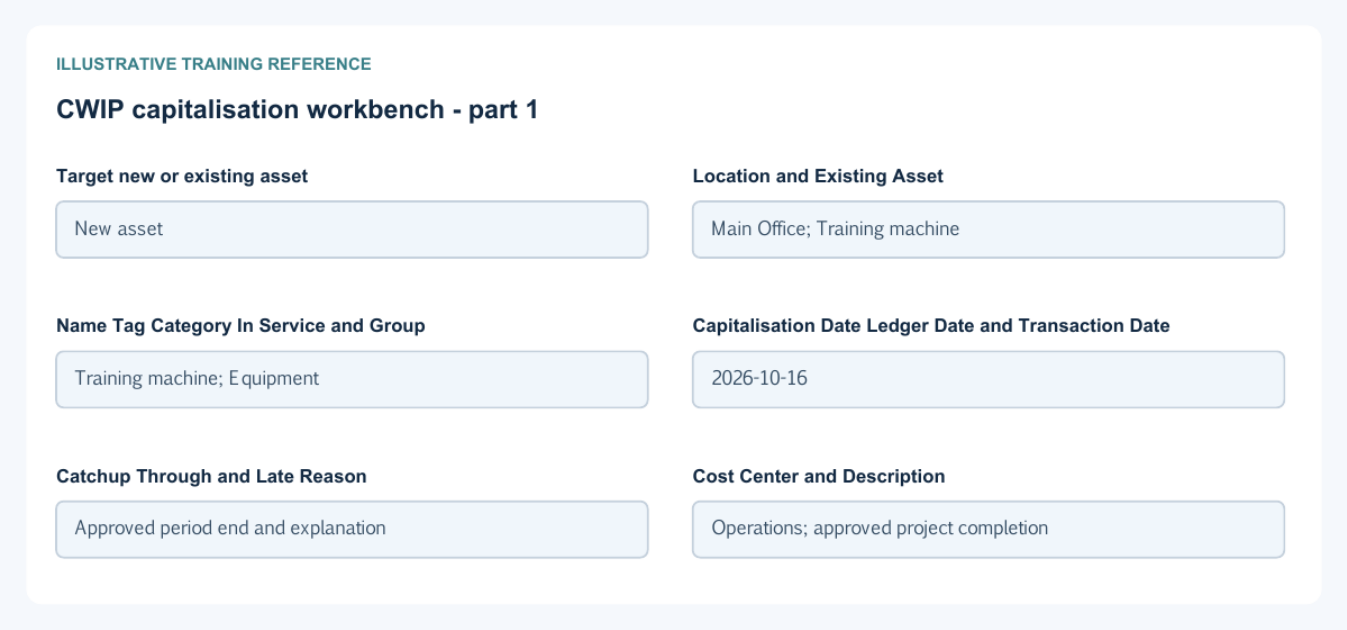


Figure 2. Illustrative training reference: CWIP capitalisation workbench.

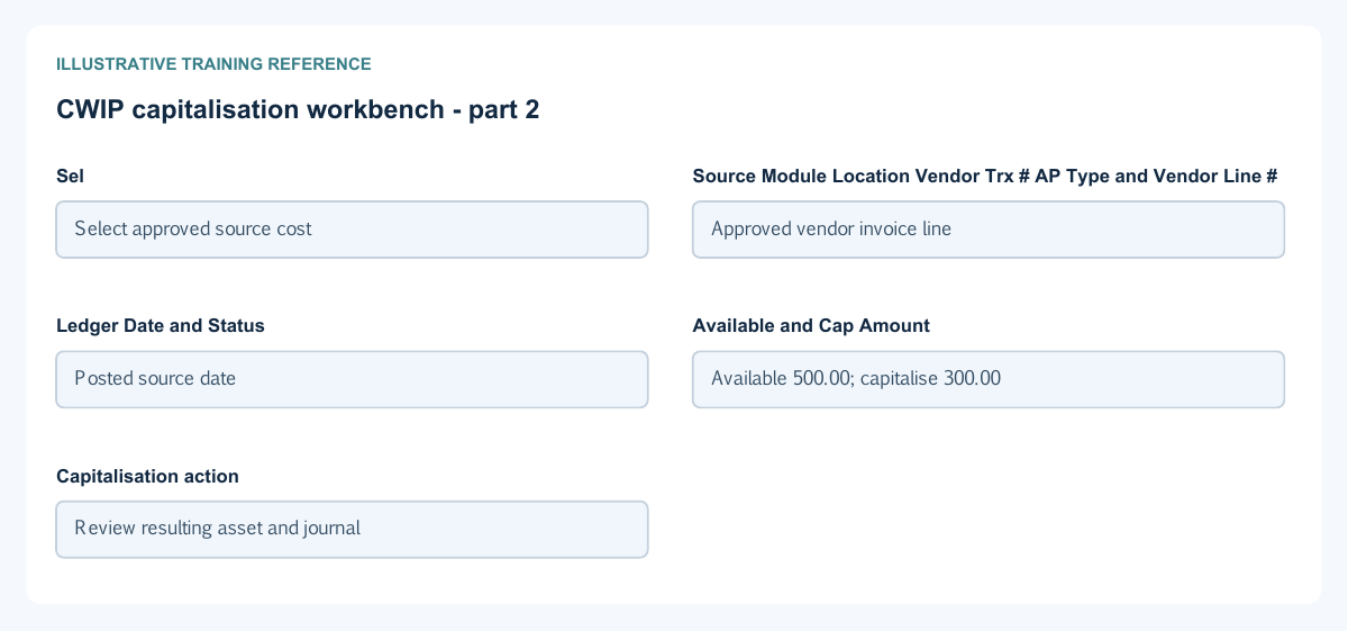


Figure 2 continued. Illustrative training reference: CWIP capitalisation workbench continued.

Field and figure	Entry rule and example	Purpose and implication
Target new or existing asset - Figure 2	Choose the intended capitalisation target. Example: New asset	Determines whether selected CWIP costs create or add to an asset. Caution: Do not create a duplicate asset when the cost belongs to an existing one.
Location and Existing Asset - Figure 2	Required location and conditional actual existing-asset selection. Example: Main Office; Training machine	Scope the capitalisation target. Caution: Confirm company, status and asset identity before selecting source costs.
Name Tag Category In Service and Group - Figure 2	Conditional new-asset details. Example: Training machine; Equipment	Define the new asset's identity, accounting defaults and use date. Caution: These details are not an instruction to alter an existing asset's historical category.
Capitalisation Date Ledger Date and Transaction Date - Figure 2	Required eligible dates. Example: 2026-10-16	Distinguish recognition, posting and business dates for the workbench transaction. Caution: Review period and timeline rules rather than copying today's date blindly.
Catchup Through and Late Reason - Figure 2	Conditional historical-capitalisation inputs. Example: Approved period end and explanation	Support the late-capitalisation route. Caution: Catch-up may create additional depreciation, so review its separate amount.
Cost Center and Description - Figure 2	Optional permitted analysis and factual explanation. Example: Operations; approved project completion	Attribute and describe the capitalisation. Caution: A cost center is not the source warehouse or target asset category.
Sel - Figure 2	Explicit selection of a source row. Example: Select approved source cost	Determines which available CWIP rows are being capitalised. Caution: Review each selected row rather than relying on a bulk selection.
Source Module Location Vendor Trx # AP Type and Vendor Line # - Figure 2	Read-only source identity. Example: Approved vendor invoice line	Links capitalisation back to the original cost. Caution: The displayed source is not a new supplier invoice or payment.
Ledger Date and Status - Figure 2	Read-only source-row accounting date and state. Example: Posted source date	Help establish whether the source is eligible. Caution: Do not confuse the source date with the target capitalisation date.
Available and Cap Amount - Figure 2	Available uncapitalised amount and selected capitalisation amount. Example: Available 500.00; capitalise 300.00	Limit the amount taken from the source and preserve the remainder. Caution: Do not exceed availability or capitalise the same cost again through a manual route.
Capitalisation action - Figure 2	Consequential confirmation after source and target review. Example: Review resulting asset and journal	Transfers selected eligible CWIP cost to the asset. Caution: It is not an additional cash disbursement.

Depreciation runs and reversals field reference

Figure 3 Depreciation runs and reversals

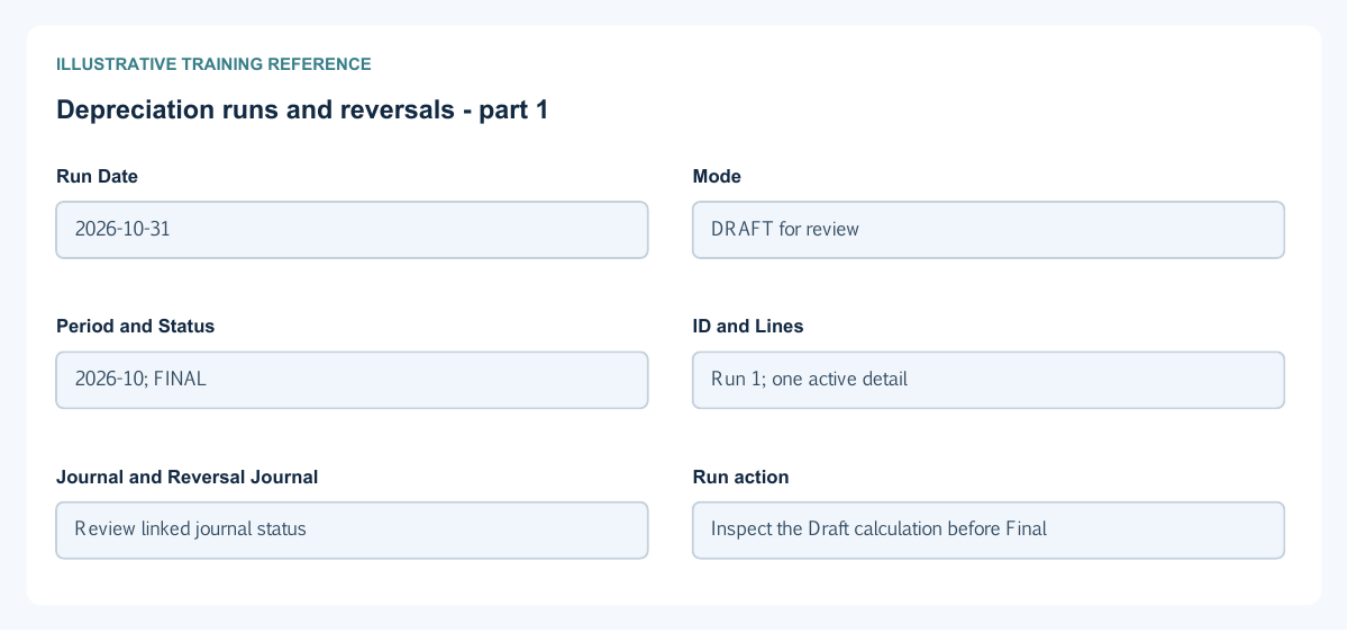


Figure 3. Illustrative training reference: Depreciation runs and reversals.

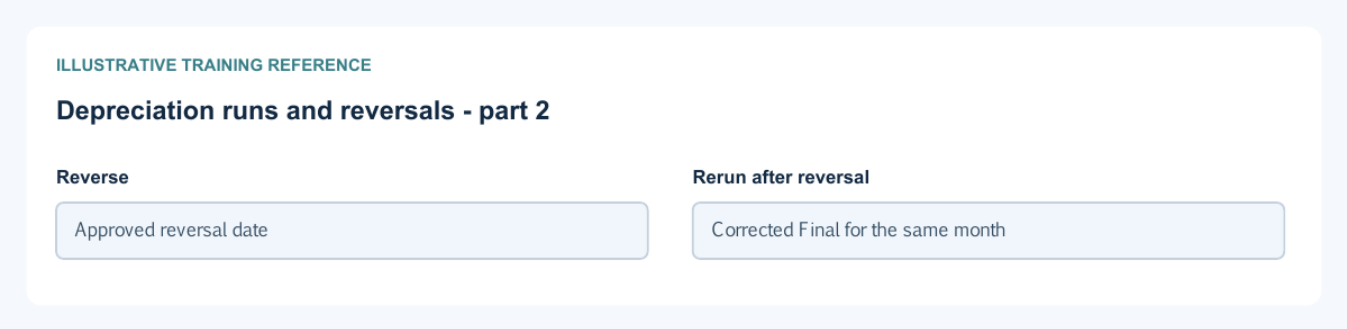


Figure 3 continued. Illustrative training reference: Depreciation runs and reversals continued.

Field and figure	Entry rule and example	Purpose and implication
Run Date - Figure 3	Required date identifying the depreciation month. Example: 2026-10-31	Provides the period and run accounting context. Caution: Check it against the last finalised depreciation period.
Mode - Figure 3	Choose DRAFT or FINAL. Example: DRAFT for review	Separates calculation review from applying depreciation. Caution: A Draft is not a posted expense or change to accumulated depreciation.
Period and Status - Figure 3	Derived saved run displays. Example: 2026-10; FINAL	Identify the affected month and run lifecycle. Caution: A later reversal remains part of history; do not delete it to rerun.
ID and Lines - Figure 3	Generated run identity and calculated detail count. Example: Run 1; one active detail	Identify the run and allow inspection of its details. Caution: A line count does not prove every expected asset was eligible.

Field and figure	Entry rule and example	Purpose and implication
Journal and Reversal Journal - Figure 3	Saved accounting references where applicable. Example: Review linked journal status	Link the run to the depreciation and reversal journals. Caution: A journal reference alone is not proof that its posting has completed.
Run action - Figure 3	Calculate the chosen mode for the selected month. Example: Inspect the Draft calculation before Final	Final applies eligible depreciation and creates the applicable journal. Caution: Do not finalise the same month twice or assume a changed date avoids duplicate protection.
Reverse - Figure 3	Use the eligible saved-run reversal action. Example: Approved reversal date	Restores the supported depreciation effect while retaining history. Caution: Review chronology, open periods and later transactions before reversing.
Rerun after reversal - Figure 3	Use the ordinary eligible run process after checking the reversal. Example: Corrected Final for the same month	Retains prior run history and new active depreciation detail. Caution: Do not add a manual expense as well as the rerun.

Asset value adjustments field reference

Figure 4 Asset value adjustments

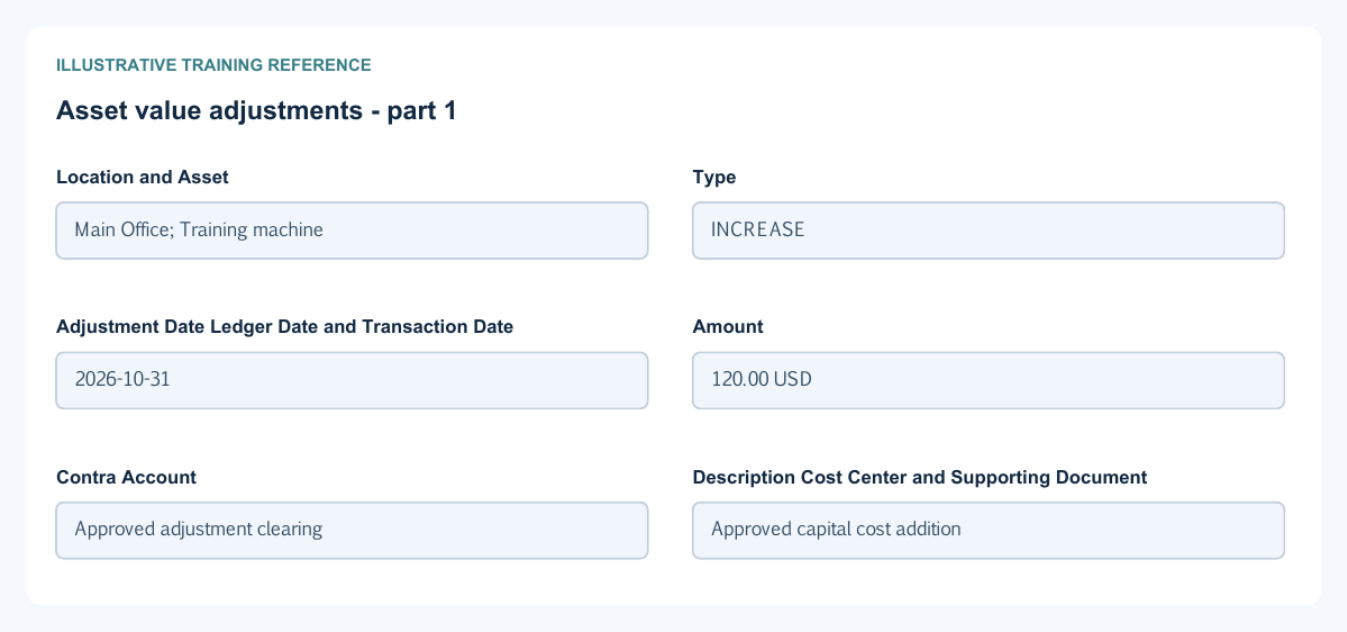


Figure 4. Illustrative training reference: Asset value adjustments.

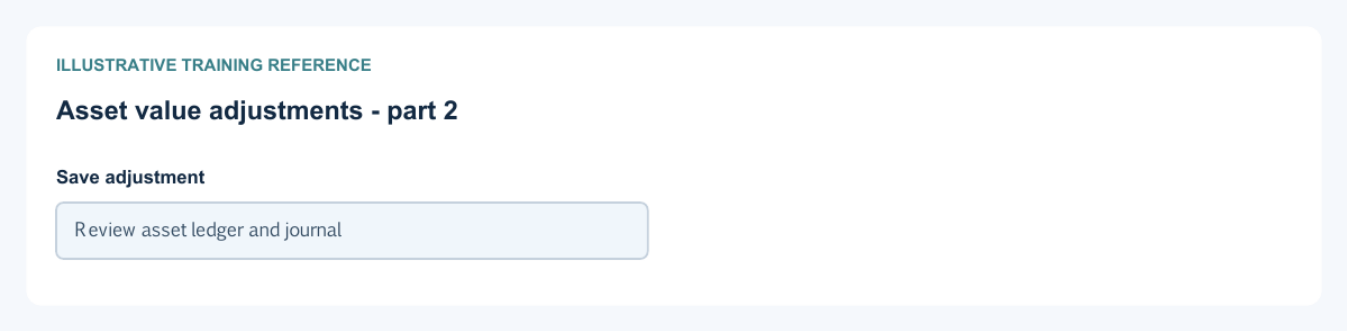


Figure 4 continued. Illustrative training reference: Asset value adjustments continued.

Field and figure	Entry rule and example	Purpose and implication
Location and Asset - Figure 4	Required permitted location and actual asset selection. Example: Main Office; Training machine	Identify the asset being adjusted. Caution: Do not rely on a similar asset name or tag.
Type - Figure 4	Choose INCREASE or DECREASE. Example: INCREASE	Controls the direction of the asset-value adjustment. Caution: Enter a positive Amount; do not reverse the direction again with a minus sign.
Adjustment Date Ledger Date and Transaction Date - Figure 4	Required eligible dates. Example: 2026-10-31	Record the business event and posting timeline. Caution: Do not backdate around later depreciation or closed periods.
Amount - Figure 4	Positive adjustment amount. Example: 120.00 USD	Changes the permitted asset cost and corresponding carrying value. Caution: A decrease must respect the service's accumulated-depreciation/residual floors.
Contra Account - Figure 4	Required approved offset account. Example: Approved adjustment clearing	Balances the asset adjustment journal. Caution: An adjustment is not automatically a supplier credit, refund or impairment policy decision.
Description Cost Center and Supporting Document - Figure 4	Optional explanation, analysis and approved evidence. Example: Approved capital cost addition	Explain and support the adjustment. Caution: Keep the approval basis and do not duplicate source procurement cost.
Save adjustment - Figure 4	Consequential saved change. Example: Review asset ledger and journal	Creates the adjustment and its accounting effect. Caution: Compare the refreshed register with the posted journal, not only a success notice.

Disposal and asset reconciliation field reference

Figure 5 Disposal and asset reconciliation

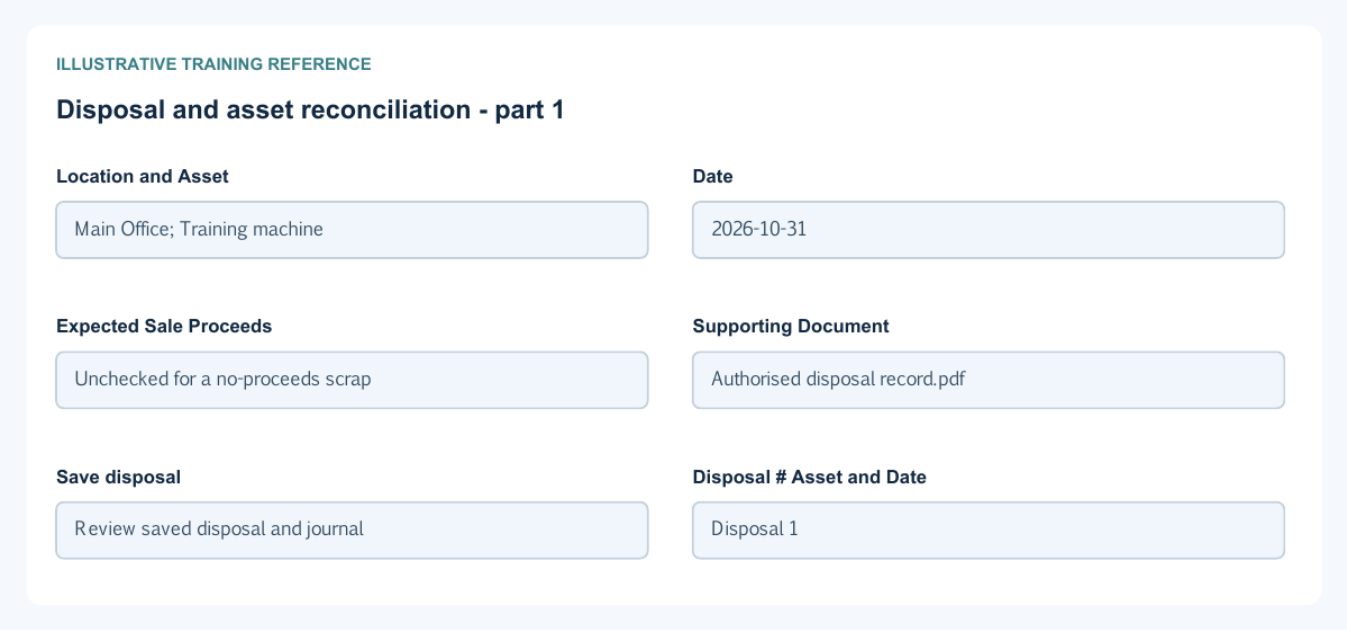


Figure 5. Illustrative training reference: Disposal and asset reconciliation.

Figure 5 continued. Illustrative training reference: Disposal and asset reconciliation continued.

Field and figure	Entry rule and example	Purpose and implication
Location and Asset - Figure 5	Required eligible asset selection in the permitted location. Example: Main Office; Training machine	Identify what is being disposed. Caution: Review cost, accumulated depreciation and carrying value first.
Date - Figure 5	Required eligible disposal date. Example: 2026-10-31	Dates the removal of the asset and disposal journal. Caution: Check depreciation through the intended disposal point and period restrictions.

Field and figure	Entry rule and example	Purpose and implication
Expected Sale Proceeds - Figure 5	Select only when disposal proceeds are expected. Example: Unchecked for a no-proceeds scrap	Distinguishes scrap/write-off from the clearing and later sale-settlement route. Caution: This form does not collect a bank account or the final sale receipt.
Supporting Document - Figure 5	Optional approved disposal evidence. Example: Authorised disposal record.pdf	Retains approval and supporting reference. Caution: Removing an attachment is not reversing a disposal.
Save disposal - Figure 5	Consequential action after review. Example: Review saved disposal and journal	Requests removal of cost and accumulated depreciation under the applicable loss or clearing treatment. Caution: The no-proceeds save can fail in this release; arrange an authorised support review and inspect saved records before retrying.
Disposal # Asset and Date - Figure 5	Read-only saved disposal identity. Example: Disposal 1	Link the disposal to its asset and date. Caution: Use the complete identity when reconciling.
Status NBV Proceeds and Final Gain Loss - Figure 5	Saved disposal financial and settlement displays. Example: Review the saved amounts	Separate carrying value, realised proceeds and final settlement result. Caution: Expected proceeds are not cash received; an open settlement needs its own reconciliation.
Disposal JE and Settlement JE - Figure 5	Read-only journal links where applicable. Example: Review both journals	Distinguish removal from subsequent settlement. Caution: Do not count clearing as both a disposal loss and an independent sale receipt.
Asset register and asset ledger - Figure 5	Use the supported reports for the same company and date. Example: As of 2026-10-31	Compare gross cost, accumulated depreciation, net book value and movements. Caution: Match filters and include disposed assets where needed to explain the change.

Follow a simple carrying value example

Illustrative functional-currency example: a USD 1200 asset with zero residual, straight-line useful life of 12 months and a full in-service-month policy has USD 100 monthly depreciation. After one Final month, gross cost remains 1200, accumulated depreciation is 100 and net book value is 1100. Draft calculates for review without applying the balance. A supported reversal restores the affected depreciation; a later rerun must not duplicate the active monthly expense.

Distinguish adjustments from disposal

An approved positive INCREASE of USD 120 in the preceding example gives gross cost 1320 and net book value 1220 before any further depreciation. A DECREASE must respect the permitted floors. A no-proceeds scrap then removes cost 1320 and accumulated depreciation 100 and recognises loss 1220. These numbers illustrate relationships; actual dates, eligibility and journal status must be checked in your records. Adjustments do not automatically create supplier credits or bank refunds.

Handle expected proceeds as a separate settlement

The disposal form asks whether sale proceeds are expected; it does not ask for a bank receipt. A proceeds-expected disposal uses its supported clearing and later settlement route. The no-proceeds save can fail in this release: arrange an authorised support review before recording a scrap/write-off, and inspect saved records before retrying after any error. Do not enter fictitious sale proceeds to work around the problem. Review Disposal JE and Settlement JE separately and explain any remaining open clearing balance. The expected-proceeds checkbox does not record an actual sale or cash receipt.

Reconcile asset reports to the general ledger

Use the same company, date and disposed-asset filters in the asset register, asset ledger and GL. Reconcile opening cost plus capitalisations and increases less decreases and disposals to closing cost. Reconcile opening accumulated depreciation plus final depreciation less reversals and disposal removals to the closing balance. Confirm net book value equals gross cost less accumulated depreciation within the system basis and explain all clearing accounts.

Correct an error without deleting asset history

Use the supported Draft, depreciation reversal or adjustment route for the actual saved state. Inspect later depreciation, adjustment and disposal dependencies before reversing. Keep source procurement, capitalisation, reversal and settlement references. Do not recreate an asset or edit an opening balance to erase a posted history or a closed-period restriction.

Compare opening, late and CWIP routes

Situation	Information to reconcile before entry	Result to check
Opening asset at cutover	Approved gross cost, accumulated depreciation, elapsed useful life, dates and matching opening GL	Register gross/NBV and historical depreciation agree without posting the same opening twice
Late capitalisation	Historical acquisition/in-service dates, open ledger date, catch-up boundary, reason and previous expense/asset records	Eligible catch-up and current depreciation are distinct; a current save date does not rewrite the historical event
CWIP capitalisation	Eligible uncapitalised source costs, prior capitalisations, selected amount, target asset/category and dates	Source cost is used once; resulting asset cost and CWIP clearing reconcile
Addition to an existing asset	Approved cost change and current asset history	Correct asset identity, gross/NBV movement and future depreciation basis

For an illustrative opening, gross cost 12,000 less accumulated depreciation 3,000 gives NBV 9,000. The 3,000 is historical accumulated depreciation, not automatically a new current-period expense. If a legacy opening journal already established these GL balances, the migration design must avoid a second

capitalisation of the same cost. Agree the supported route and control-account reconciliation with the accountant before entry.

For illustrative CWIP sources of 6,000 and 4,000, a complete eligible capitalisation totals 10,000. Confirm whether the workbench creates a new asset or adds to the intended existing one, and reconcile the selected source utilisation. A remaining 2,000 after capitalising only 8,000 is not automatically a loss: identify the uncapitalised source, eligibility and timing. Do not also create a manual 10,000 asset for those same costs.

Separate disposal carrying value, proceeds and cash

Suppose an asset's cost is 1,320, accumulated depreciation 100 and NBV 1,220. A separately approved proceeds expectation is not a received cash amount. Reconcile cost/accumulated-depreciation removal, disposal clearing, gain/loss and any later supported sale/settlement documents using their actual dates and posted state.

The no-proceeds constraint described above still applies: do not turn on expected proceeds, choose a fictitious bank or create imaginary receipts to force a scrap through. If support is reviewing a failed disposal, inspect whether any saved asset/disposal/journal exists before retrying. An illustrative disposal calculation does not prove that the save completed.

Complete an asset review checklist

1. Identify the asset by its saved number, category, location and source cost; exclude duplicate manual/opening/CWIP routes.

2. Confirm gross cost, residual value, useful-life/method, in-service/capitalisation dates and actual depreciation period.

3. Compare Draft with Final, reversal/rerun history, adjustments and later dependencies. Check actual posted journals rather than only a run number.

4. Tie the asset register and asset ledger to cost, accumulated depreciation, expense and clearing GL using the same company, as-of date and disposed-asset filters.

5. Retain acquisition, calculation, approval and settlement evidence. Document unresolved differences and use the supported correction route; do not edit history to conceal them.

Related user guides

Fixed asset setup, vendor invoices, general ledger controls, reporting and cash and bank.

HR attendance and payroll

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Manage employees, attendance and payroll records	299
Process payroll activities, advances, funds and settlements	338

Bulk HR and payroll-input imports

Template and exact column reference	What this operation does
Employee Master - HR Employees	Create HR employees, not login users or salary payments.
HR Earnings Setup - HR Earnings Setup	Create earning codes; replay does not update existing codes.
Employee Compensation Master - HR Employee Compensation	Create effective versions; the preceding version can be closed.
Payroll Variable Inputs - HR Payroll Variable Inputs	Add inputs to a DRAFT payroll run; not payroll posting or payment.

Follow this module bulk procedure

1. Restrict access to employee/pay data. Prepare employee identities, departments/designations, earning/deduction setup, effective compensation, payroll tax and employee payable mappings in the correct company.

2. Select Employee Master, HR Earnings Setup, Employee Compensation Master or Payroll Variable Inputs from its intended list. Download the current template; an employee import is not a user-account or salary-payment import.

3. Load prerequisite employees/earning codes before compensation versions, and compensation before rate-based variable inputs. Review effective dates and overlaps: a new compensation version can close the preceding version.

4. For variable inputs, select the intended DRAFT payroll run, employee, earning/deduction code and activity date within that run month. Check whether the method expects units with an effective rate or an input amount; avoid duplicating attendance/manual inputs.

5. Validate, commit once and compare created employee/version/input identities. Reopen new and preceding compensation versions and reconcile the intended draft payroll calculation, tax, deductions and net pay. Importing inputs does not post payroll or execute salary payments.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely.

Prepare employee, compensation and attendance records for payroll, with access appropriate to each duty. HR means human resources. This guide is for authorised HR/payroll administrators; employees should use their assigned self-service functions rather than payroll setup. Use payroll transactions for run actions and payment reconciliation.

Prepare HR and payroll in dependency order

Have approved employment/compensation records, payroll accounts, policy periods, work calendars and privacy permissions ready. An employee record, application login and payable trading-partner relationship are separate identities.

1. In HRMS, review HRMS Setup and the approved payroll tax, earning, deduction and fund definitions before assigning them to employees. Do not infer a statutory rule from an example rate or amount.

2. Maintain the intended employee identity, location, dates/status and independently verified banking details. An employee master is not automatically an application login and does not grant payroll access.

3. Establish the employee's effective compensation and applicable assignments. Compare start/end dates and the mid-period policy before changing a value that could affect the current pay period.

4. Where attendance is used, prepare positions, calendars, policies and effective assignments before employee self-service/enrolment. Review accepted attendance and exceptions rather than assuming a submitted attempt was accepted.

5. Continue to payroll transactions for calculation, posting, linked payables and actual payment review. Check run/payslip/AP balances; a displayed Paid state is not by itself proof of full settlement.

AP means accounts payable. Employee tax, biometrics and bank records are sensitive: collect and export only what the authorised process needs. Employment termination, final settlement and application-user deactivation require their own controlled actions.

Separate employee identity and application access

An Employee record is an HR identity, not automatically an application login. User administration, job position, payroll classification and customer/vendor trading-partner roles are different relationships. Restrict HR data to authorised personnel and employees using their own self-service functions.

Prepare HRMS setup

Review salary expense, supplier liability, payroll clearing and employee advance mappings, employee partner defaults, company timezone, policy year/periods, mid-period salary treatment and payslip footer. These defaults must agree with the accountant's design and the HR owner's policy; changing setup is not a historical payroll correction.

Maintain employee details responsibly

Confirm location, employee identity, job title/category, contact/address, employment dates/status, position/cost centre and approved banking details. Employment Category is descriptive reporting classification and does not change payroll calculation. A termination date does not itself complete final settlement or remove application-user access.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Employee field reference

Figure 1 Employee

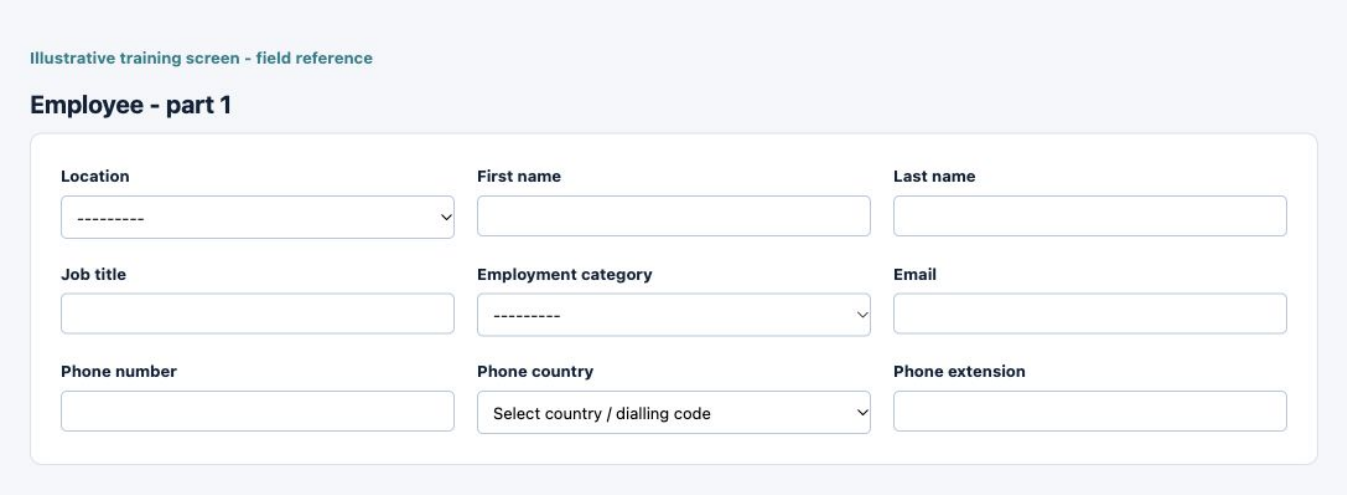


Figure 1. Illustrative training screen: Employee.

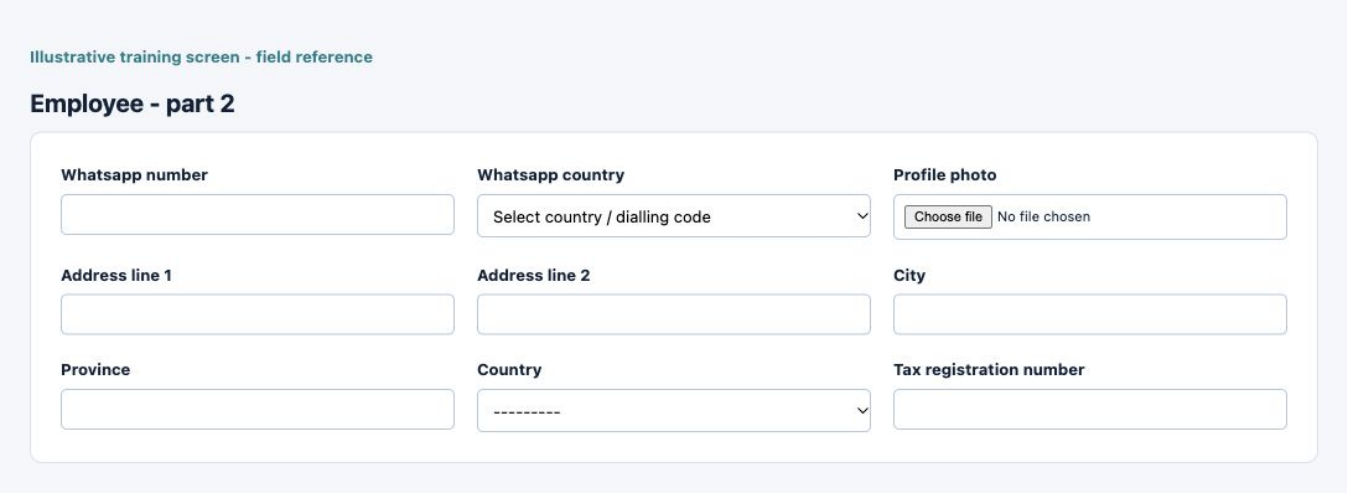


Figure 1 continued. Illustrative training screen: Additional Employee fields.

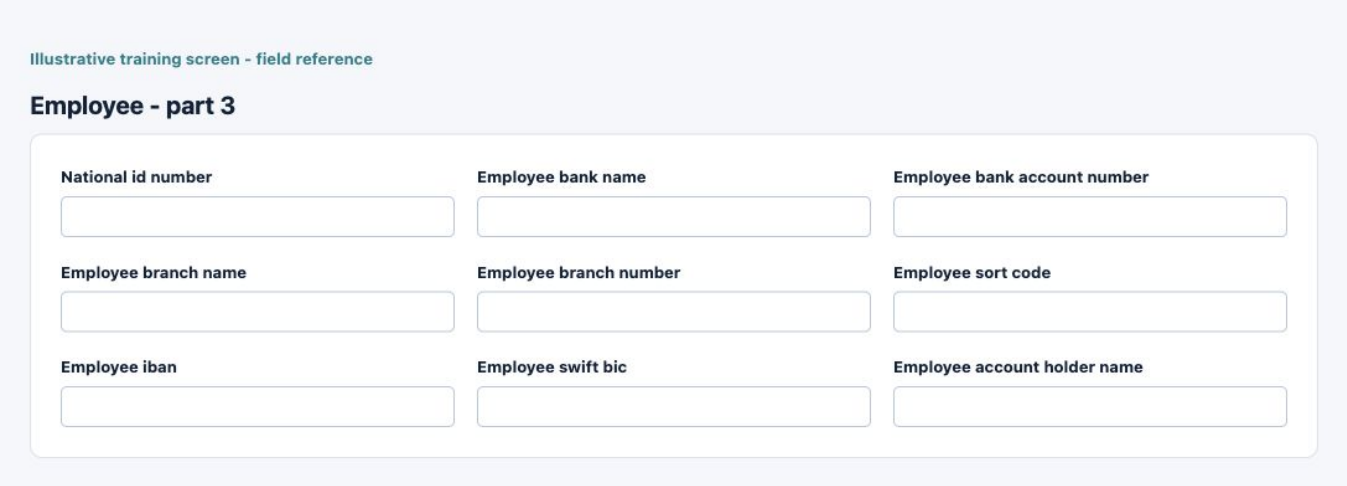


Figure 1 continued. Illustrative training screen: Additional Employee fields.

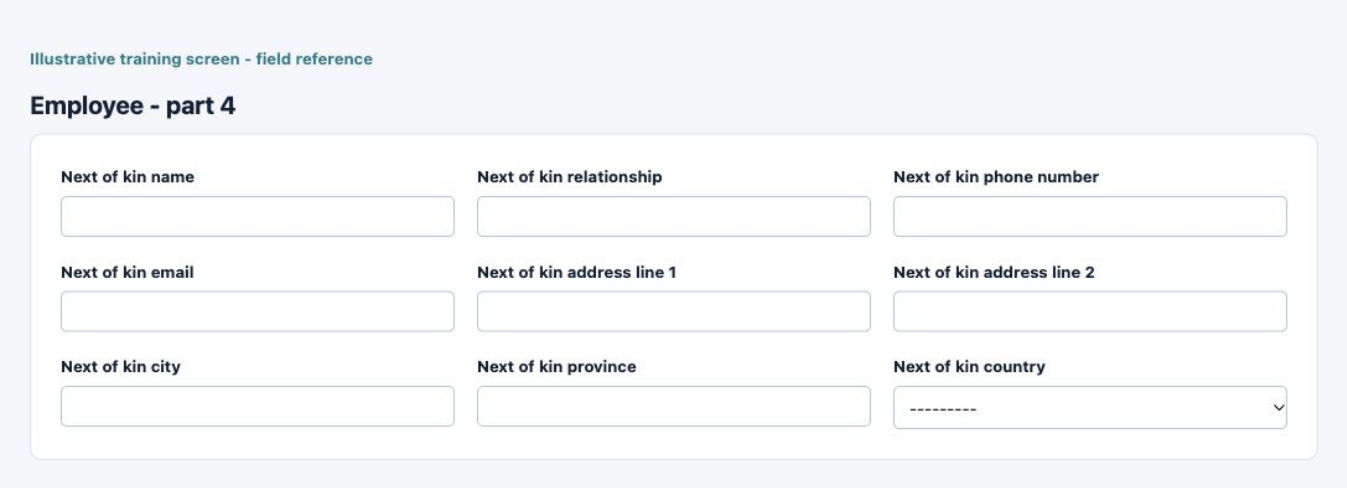


Figure 1 continued. Illustrative training screen: Additional Employee fields.

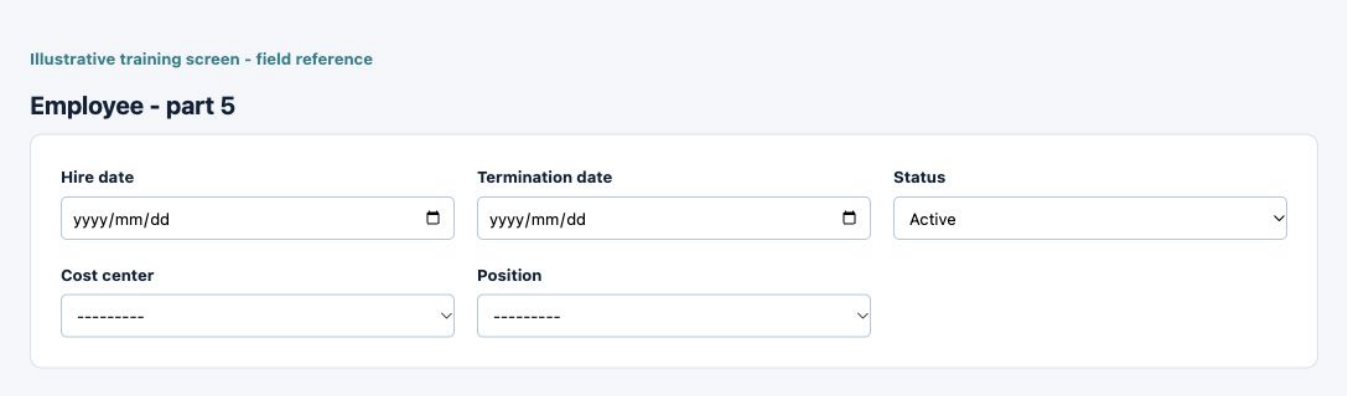


Figure 1 continued. Illustrative training screen: Additional Employee fields.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 1	Required entry. Example: Main Office	Select the current-company operating location or permitted locations. This determines operational scope; a shared name does not establish access to another location. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
First name - Figure 1	Required entry. Maximum 100 characters. Example: Amina	Employee personal identity used across HR records. Use the authorised identity and restrict access to personnel information. Caution: Keep personnel access and effective records consistent with approved HR policy.
Last name - Figure 1	Required entry. Maximum 100 characters. Example: Khan	Employee personal identity used across HR records. Use the authorised identity and restrict access to personnel information. Caution: Keep personnel access and effective records consistent with approved HR policy.
Job title - Figure 1	Optional or policy-dependent entry. Maximum 120 characters. Example: Stores Coordinator	Descriptive job title. This text is separate from the Position selection and its attendance/leave policy relationships. Caution: Keep personnel access and effective records consistent with approved HR policy.
Employment category - Figure 1	Optional or policy-dependent entry. Choices: Permanent, Fixed-term, Temporary, Casual, Intern. Example: Permanent	Reporting classification for the employee. The form explicitly states that this classification does not change payroll calculation. Optional reporting classification; it does not change payroll calculation. Caution: Keep personnel access and effective records consistent with approved HR policy.
Email - Figure 1	Optional or policy-dependent entry. Maximum 254 characters. Example: person@example.invalid	Contact email used by the relevant employee or portal process. A matching address is not itself a grant of application access or authority over every account. Caution: Keep personnel access and effective records consistent with approved HR policy.
Phone number - Figure 1	Optional or policy-dependent entry. Maximum 30 characters. Example: Verified contact (masked)	Approved contact number for the employee. Review country context and privacy; a telephone field is not an attendance device or login identity. Caution: Keep personnel access and effective records consistent with approved HR policy.
Phone country - Figure 1	Optional or policy-dependent entry. Example: Afghanistan (+93)	Country context used when interpreting the associated contact number. It does not change employment location or payroll tax jurisdiction by itself. Caution: Keep personnel access and effective records consistent with approved HR policy.
Phone extension - Figure 1	Optional or policy-dependent entry. Maximum 10 characters. Example: 204	Internal telephone extension, separate from the main contact number. Leave it blank when not applicable. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Whatsapp number - Figure 1	Optional or policy-dependent entry. Maximum 30 characters. Example: Verified contact (masked)	Approved contact number for the employee. Review country context and privacy; a telephone field is not an attendance device or login identity. Caution: Keep personnel access and effective records consistent with approved HR policy.
Whatsapp country - Figure 1	Optional or policy-dependent entry. Example: Afghanistan (+93)	Country context used when interpreting the associated contact number. It does not change employment location or payroll tax jurisdiction by itself. Caution: Keep personnel access and effective records consistent with approved HR policy.
Profile photo - Figure 1	Optional or policy-dependent entry. Maximum 100 characters. Example: Approved fictional training image	Employee profile image used by HR presentation. Do not treat a profile photo as completed biometric enrollment or attendance consent. Caution: Keep personnel access and effective records consistent with approved HR policy.
Address line 1 - Figure 1	Optional or policy-dependent entry. Maximum 255 characters. Example: 1 Training Road	Employee address component used for approved HR contact records. It is not the company or location address and should not contain unnecessary personal information. Caution: Keep personnel access and effective records consistent with approved HR policy.
Address line 2 - Figure 1	Optional or policy-dependent entry. Maximum 255 characters. Example: Training Building	Employee address component used for approved HR contact records. It is not the company or location address and should not contain unnecessary personal information. Caution: Keep personnel access and effective records consistent with approved HR policy.
City - Figure 1	Optional or policy-dependent entry. Maximum 100 characters. Example: Training City	Employee address component used for approved HR contact records. It is not the company or location address and should not contain unnecessary personal information. Caution: Keep personnel access and effective records consistent with approved HR policy.
Province - Figure 1	Optional or policy-dependent entry. Maximum 100 characters. Example: Training Province	Employee address component used for approved HR contact records. It is not the company or location address and should not contain unnecessary personal information. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Country - Figure 1	Optional or policy-dependent entry. Example: South Africa for this fictional example	Country relevant to this record. It is distinct from transaction currency and does not by itself activate a tax or e-invoicing route. Caution: Keep personnel access and effective records consistent with approved HR policy.
Tax registration number - Figure 1	Required entry. Maximum 64 characters. Example: The approved business value or selected record	Sensitive employee tax or identity reference. Use verified authorised data, restrict access and avoid exposing it in screenshots or general exports. Caution: Keep personnel access and effective records consistent with approved HR policy.
National id number - Figure 1	Required entry. Maximum 64 characters. Example: The approved business value or selected record	Sensitive employee tax or identity reference. Use verified authorised data, restrict access and avoid exposing it in screenshots or general exports. Caution: Protect sensitive information and use independently verified authorised evidence.
Employee bank name - Figure 1	Required entry. Maximum 128 characters. Example: Fictional Training Bank	Identifies the financial institution, not its ledger account. Check it against approved account evidence before use. Caution: Protect sensitive information and use independently verified authorised evidence.
Employee bank account number - Figure 1	Required entry. Maximum 64 characters. Example: Verified beneficiary account (masked)	Bank account identity. Preserve leading zeros and verify beneficiary details independently; entering it does not execute a bank payment. Caution: Protect sensitive information and use independently verified authorised evidence.
Employee branch name - Figure 1	Required entry. Maximum 128 characters. Example: The approved business value or selected record	Bank branch/routing information for the employee account where applicable. Verify it with the beneficiary account, not in isolation. Caution: Keep personnel access and effective records consistent with approved HR policy.
Employee branch number - Figure 1	Required entry. Maximum 32 characters. Example: The approved business value or selected record	Bank branch/routing information for the employee account where applicable. Verify it with the beneficiary account, not in isolation. Caution: Keep personnel access and effective records consistent with approved HR policy.
Employee sort code - Figure 1	Required entry. Maximum 32 characters. Example: The approved business value or selected record	Bank branch/routing information for the employee account where applicable. Verify it with the beneficiary account, not in isolation. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Employee iban - Figure 1	Required entry. Maximum 64 characters. Example: Verified IBAN (masked)	International account identifier where applicable. Preserve the approved value; it does not replace bank verification or treasury authorisation. Caution: Protect sensitive information and use independently verified authorised evidence.
Employee swift bic - Figure 1	Required entry. Maximum 11 characters. Example: Verified SWIFT/BIC	Bank routing identifier for applicable banking arrangements. A syntactically accepted code is not proof of a valid beneficiary. Caution: Keep personnel access and effective records consistent with approved HR policy.
Employee account holder name - Figure 1	Required entry. Maximum 128 characters. Example: Amina Khan	Name of the bank account holder. It should agree with approved banking evidence, not merely the employee or company display name. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Next of kin name - Figure 1	Optional or policy-dependent entry. Maximum 150 characters. Example: Approved emergency-contact detail (masked)	Emergency-contact name for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.
Next of kin relationship - Figure 1	Optional or policy-dependent entry. Maximum 80 characters. Example: Approved emergency-contact detail (masked)	Emergency-contact relationship for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.
Next of kin phone number - Figure 1	Optional or policy-dependent entry. Maximum 30 characters. Example: Approved emergency-contact detail (masked)	Emergency-contact phone number for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.
Next of kin email - Figure 1	Optional or policy-dependent entry. Maximum 254 characters. Example: Approved emergency-contact detail (masked)	Emergency-contact email for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Next of kin address line 1 - Figure 1	Optional or policy-dependent entry. Maximum 255 characters. Example: Approved emergency-contact detail (masked)	Emergency-contact address line 1 for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.
Next of kin address line 2 - Figure 1	Optional or policy-dependent entry. Maximum 255 characters. Example: Approved emergency-contact detail (masked)	Emergency-contact address line 2 for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.
Next of kin city - Figure 1	Optional or policy-dependent entry. Maximum 100 characters. Example: Approved emergency-contact detail (masked)	Emergency-contact city for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.
Next of kin province - Figure 1	Optional or policy-dependent entry. Maximum 100 characters. Example: Approved emergency-contact detail (masked)	Emergency-contact province for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.
Next of kin country - Figure 1	Optional or policy-dependent entry. Example: Approved emergency-contact detail (masked)	Emergency-contact country for the employee. Use only necessary authorised contact information; it is not a payroll beneficiary or application access grant. Caution: Keep personnel access and effective records consistent with approved HR policy.
Hire date - Figure 1	Required entry. Example: 16 October 2026, on the approved effective basis	Employment boundary date used by applicable HR/payroll processes. A termination date is not a completed final settlement or automatic application-user offboarding. Caution: Keep personnel access and effective records consistent with approved HR policy.
Termination date - Figure 1	Optional or policy-dependent entry. Example: 16 October 2026, on the approved effective basis	Employment boundary date used by applicable HR/payroll processes. A termination date is not a completed final settlement or automatic application-user offboarding. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Status - Figure 1	Required entry. Choices: Active, Terminated, On Hold. Example: Active	Operational state of this record. Check the specific record and allowed actions; a status label alone does not certify posting, payment or approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Cost center - Figure 1	Optional or policy-dependent entry. Example: The approved business value or selected record	Cost-centre assignment for analysis and allocation. It is distinct from the employee location and the underlying expense account. Caution: Keep personnel access and effective records consistent with approved HR policy.
Position - Figure 1	Optional or policy-dependent entry. Example: The approved business value or selected record	Position master assigned to the employee or policy relationship. Check effective dates and linked attendance/leave settings. Caution: Keep personnel access and effective records consistent with approved HR policy.

Employee Compensation field reference

Figure 2 Employee Compensation

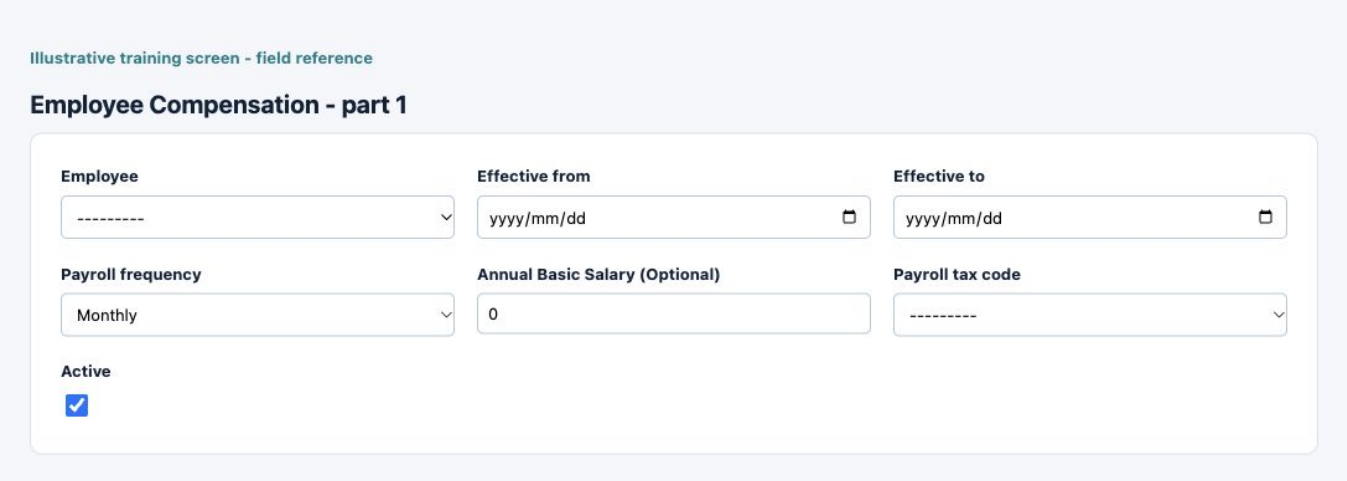


Figure 2. Illustrative training screen: Employee Compensation.

Field and screenshot	Entry rule and example	Purpose and implication
Employee - Figure 2	Required entry. Example: Training Employee	Select the intended employee identity in the current company. Names alone may not distinguish different employee records. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Effective from - Figure 2	Required entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective to - Figure 2	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Payroll frequency - Figure 2	Required entry. Choices: Annual, Monthly, Every 4 Weeks, Semi-monthly, Biweekly, Weekly. Example: Annual	Frequency for the employee compensation. It determines the applicable payroll period basis and must agree with payroll policy. Caution: Keep personnel access and effective records consistent with approved HR policy.
Annual Basic Salary (Optional) - Figure 2	Fixed compensation amount, or blank for activity-only employees. Example: 1000.00 on the selected frequency	Fixed basic compensation on the selected frequency basis. It can be blank for activity-only employees; this is not necessarily the final taxable or net-pay amount. Leave blank for employees paid only by hourly, daily, shift, or unit activity. Caution: Keep personnel access and effective records consistent with approved HR policy.
Payroll tax code - Figure 2	Required entry. Example: The approved business value or selected record	Effective payroll tax configuration applied to compensation. Review the applicable year, periods and slabs before calculating a run. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 2	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Payroll Tax Code field reference

Figure 3 HR Payroll Tax Code

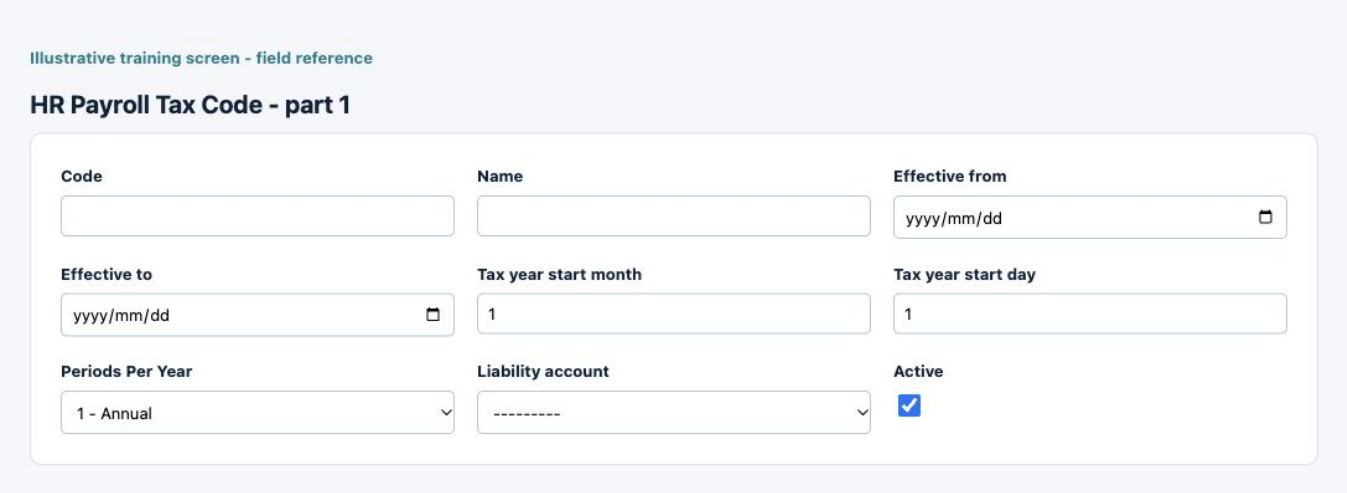


Figure 3. Illustrative training screen: HR Payroll Tax Code.

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 3	Required entry. Maximum 32 characters. Example: TRAIN-001	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Keep personnel access and effective records consistent with approved HR policy.
Name - Figure 3	Required entry. Maximum 100 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective from - Figure 3	Optional or policy-dependent entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective to - Figure 3	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Tax year start month - Figure 3	Required entry. Example: 1	Start month or day defining the payroll tax year. This is separate from a calendar payroll run date. Tax year start month (1-12). Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Tax year start day - Figure 3	Required entry. Example: 1	Start month or day defining the payroll tax year. This is separate from a calendar payroll run date. Tax year start day (1-31). Caution: Keep personnel access and effective records consistent with approved HR policy.
Periods Per Year - Figure 3	Required entry. Choices: 1 - Annual, 12 - Monthly, 13 - Every 4 weeks, 24 - Semi-monthly, 26 - Biweekly, 52 - Weekly. Example: 1 - Annual	Annual period count for the relevant policy, tax or attendance calculation. Do not assume monthly, fortnightly and weekly bases are interchangeable. Caution: Keep personnel access and effective records consistent with approved HR policy.
Liability account - Figure 3	Required entry. Example: Approved active company posting account	Approved company ledger mapping for the tax, deduction or liability concerned. Select an active account with the correct accounting purpose; a search result alone is not approval. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Active - Figure 3	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

Payroll run header field reference

Figure 4 Payroll run header

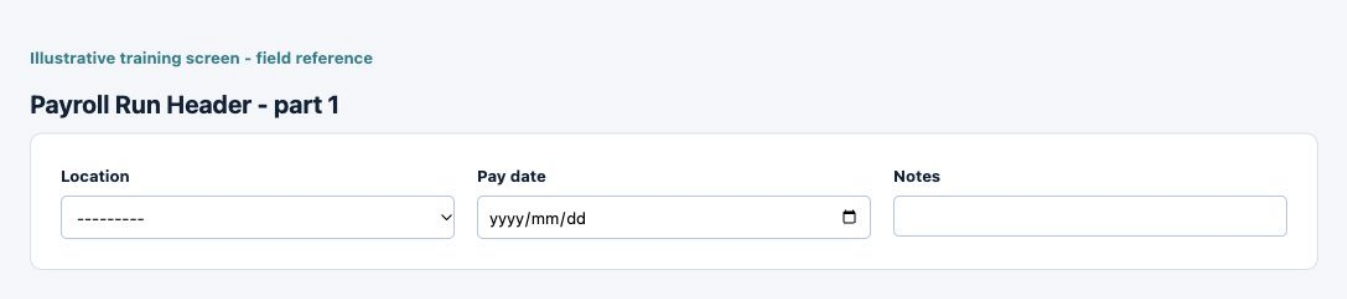


Figure 4. Illustrative training screen: Payroll run header.

Field and screenshot	Entry rule and example	Purpose and implication
Location - Figure 4	Required entry. Example: Main Office	Select the current-company operating location or permitted locations. This determines operational scope; a shared name does not establish access to another location. Caution: Keep personnel access and effective records consistent with approved HR policy.
Pay date - Figure 4	Required entry. Example: 16 October 2026, on the approved effective basis	Intended payroll payment date. It is not proof that a bank payment occurred or that every payroll liability has been settled. Caution: Keep personnel access and effective records consistent with approved HR policy.
Notes - Figure 4	Optional or policy-dependent entry. Maximum 255 characters. Example: Relevant supporting explanation	Business explanation supporting the record and its review. Text does not replace source documents, approval or calculated accounting values. Caution: Keep personnel access and effective records consistent with approved HR policy.

HRMS accounting and policy defaults field reference

Figure 5 HRMS accounting and policy defaults

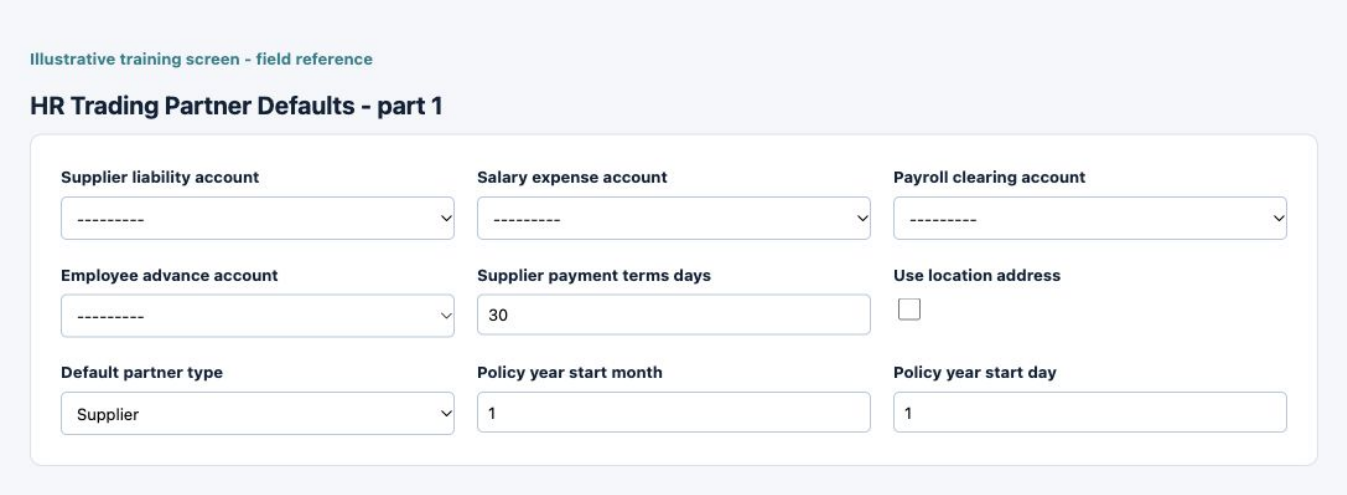


Figure 5. Illustrative training screen: HRMS accounting and policy defaults.

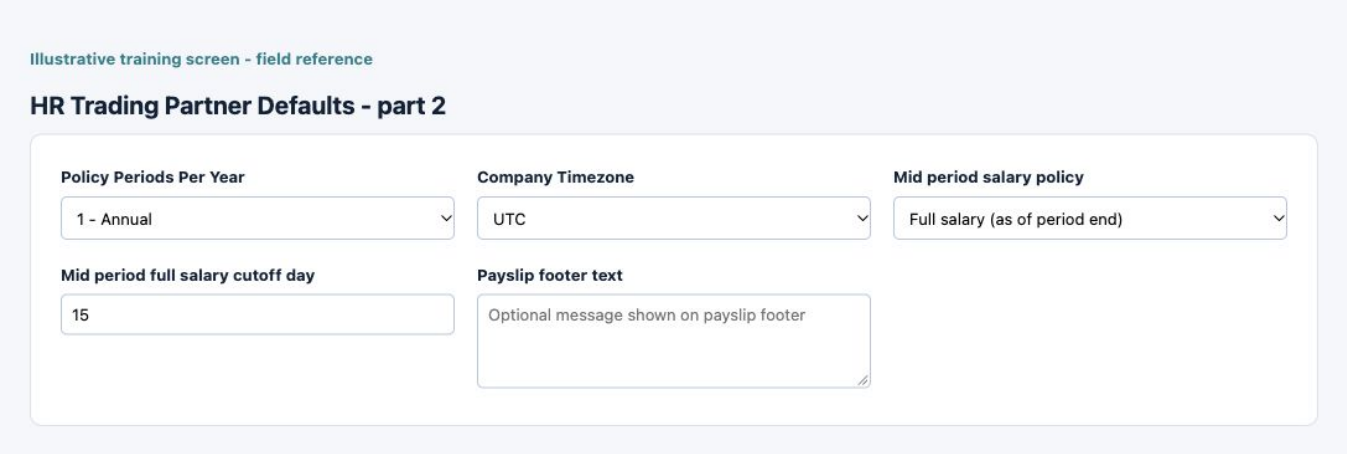


Figure 5 continued. Illustrative training screen: Additional HRMS accounting and policy defaults fields.

Field and screenshot	Entry rule and example	Purpose and implication
Supplier liability account - Figure 5	Required entry. Example: Approved active company posting account	Liability destination for supplier or employee trading-partner balances under this setup. It must not be substituted for the bank or advance account. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Salary expense account - Figure 5	Required entry. Example: Approved active company posting account	Expense destination for the relevant salary or earning charge. Check the approved account purpose and current company before selection. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Payroll clearing account - Figure 5	Required entry. Example: Approved active company posting account	Intermediate payroll settlement destination. Reconcile it against payroll liabilities and settlement records rather than treating it as a bank account. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Employee advance account - Figure 5	Required entry. Example: Approved active company posting account	Asset destination for amounts advanced before settlement. Reconcile outstanding advances separately from expense and supplier liabilities. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Supplier payment terms days - Figure 5	Required entry. Example: 30	Default payment terms for generated employee supplier records, measured in days. This does not replace the payroll pay date. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Use location address - Figure 5	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether employee trading-partner address defaults use location rather than company details. It does not copy the employee private address automatically. If enabled, employee trading partners inherit the employee location address for bill/ship defaults. If disabled, company address is used. Caution: Keep personnel access and effective records consistent with approved HR policy.
Default partner type - Figure 5	Required entry. Choices: Supplier, Both. Example: Supplier	Default trading-partner role used by the employee linkage. Employee identity and customer/vendor ledger roles remain distinct. Caution: Keep personnel access and effective records consistent with approved HR policy.
Policy year start month - Figure 5	Required entry. Example: 1	Start month or day of the company HR policy year. Review it independently from the tax year and calendar year. Company policy year start month (1-12). Caution: Keep personnel access and effective records consistent with approved HR policy.
Policy year start day - Figure 5	Required entry. Example: 1	Start month or day of the company HR policy year. Review it independently from the tax year and calendar year. Company policy year start day (1-31). Caution: Keep personnel access and effective records consistent with approved HR policy.
Policy Periods Per Year - Figure 5	Required entry. Choices: 1 - Annual, 12 - Monthly, 13 - Every 4 weeks, 24 - Semi-monthly, 26 - Biweekly, 52 - Weekly. Example: 1 - Annual	Annual period count for the relevant policy, tax or attendance calculation. Do not assume monthly, fortnightly and weekly bases are interchangeable. Caution: Keep personnel access and effective records consistent with approved HR policy.
Company Timezone - Figure 5	Required entry. Example: Africa/Abidjan	Timezone used by applicable HR date/time interpretation. It does not change the actual instant of a recorded attendance event. Caution: Keep personnel access and effective records consistent with approved HR policy.
Mid period salary policy - Figure 5	Required entry. Choices: Full salary (as of period end), Prorate by active days in payroll period, Full salary if effective day is on/before cutoff; prorate after cutoff, No salary if hire date is after cutoff day. Example: Full salary (as of period end)	Treatment when compensation starts or changes inside a payroll period. Review the policy before interpreting pro-rated or full-period salary. Controls salary treatment when compensation starts/changes inside payroll period. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Mid period full salary cutoff day - Figure 5	Required entry. Example: 15 under the selected policy	Cutoff day used by the selected mid-period policy, within the supported 1-28 range. It is not a general salary-payment deadline. Cutoff day in month (1-28). Caution: Keep personnel access and effective records consistent with approved HR policy.
Payslip footer text - Figure 5	Optional or policy-dependent entry. Maximum 500 characters. Example: Contact authorised payroll support for queries	Optional text printed on payslips. It does not change earnings, tax or payment calculations. Optional footer note shown at the bottom of employee payslips. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Tax Setup field reference

Figure 6 HR Tax Setup

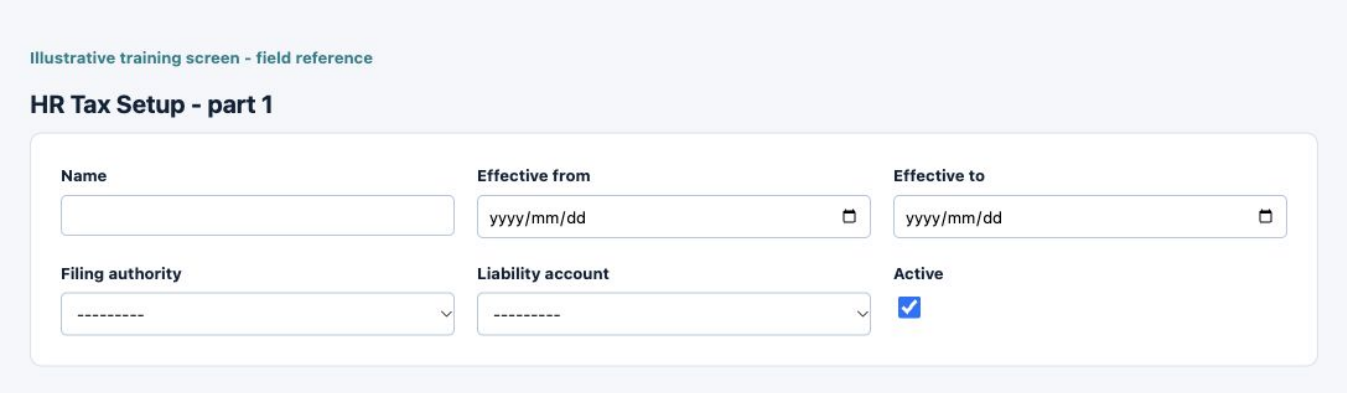


Figure 6. Illustrative training screen: HR Tax Setup.

Field and screenshot	Entry rule and example	Purpose and implication
Name - Figure 6	Required entry. Maximum 100 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective from - Figure 6	Required entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Effective to - Figure 6	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Filing authority - Figure 6	Required entry. Example: The approved business value or selected record	Payroll tax filing authority reference. The reference is not a tax return submission or evidence of payment to that authority. Caution: Keep personnel access and effective records consistent with approved HR policy.
Liability account - Figure 6	Required entry. Example: Approved active company posting account	Approved company ledger mapping for the tax, deduction or liability concerned. Select an active account with the correct accounting purpose; a search result alone is not approval. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Active - Figure 6	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Tax Slab field reference

Figure 7 HR Tax Slab

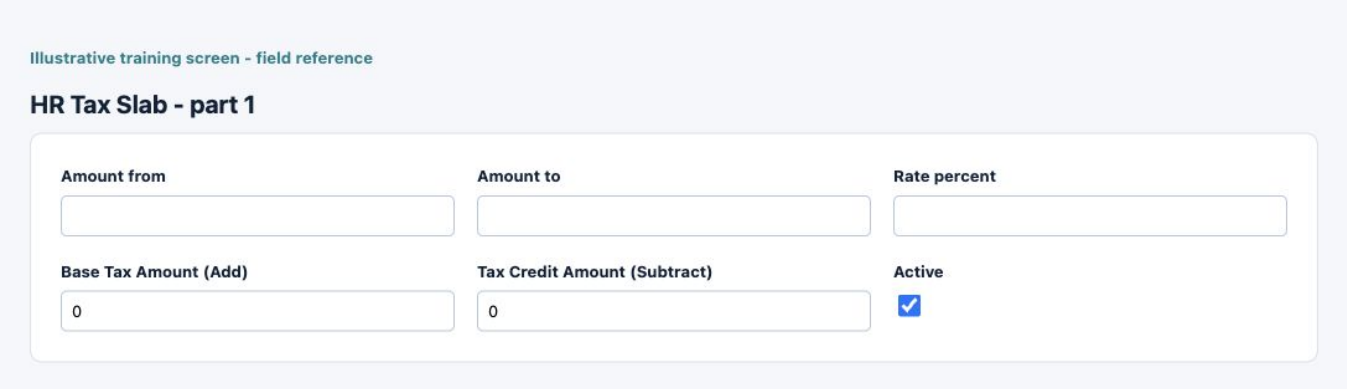


Figure 7. Illustrative training screen: HR Tax Slab.

Field and screenshot	Entry rule and example	Purpose and implication
Amount from - Figure 7	Required entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 0.00	Lower or upper monetary boundary of a tax slab. Review ordering, coverage and the applicable tax-year basis before activating the schedule. Caution: Keep personnel access and effective records consistent with approved HR policy.
Amount to - Figure 7	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 10000.00	Lower or upper monetary boundary of a tax slab. Review ordering, coverage and the applicable tax-year basis before activating the schedule. Caution: Keep personnel access and effective records consistent with approved HR policy.
Rate percent - Figure 7	Required entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 10.00	Percentage applied by the selected calculation rule. Enter percentage units, not a currency amount or an assumed decimal fraction. Caution: Keep personnel access and effective records consistent with approved HR policy.
Base Tax Amount (Add) - Figure 7	Required entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 0.00	Fixed tax component for the slab calculation. It is distinct from the percentage rate and any tax credit. Caution: Keep personnel access and effective records consistent with approved HR policy.
Tax Credit Amount (Subtract) - Figure 7	Required entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 0.00	Credit component used by the payroll tax calculation. Do not treat it as cash already paid to an employee. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 7	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Deduction Setup field reference

Figure 8 HR Deduction Setup

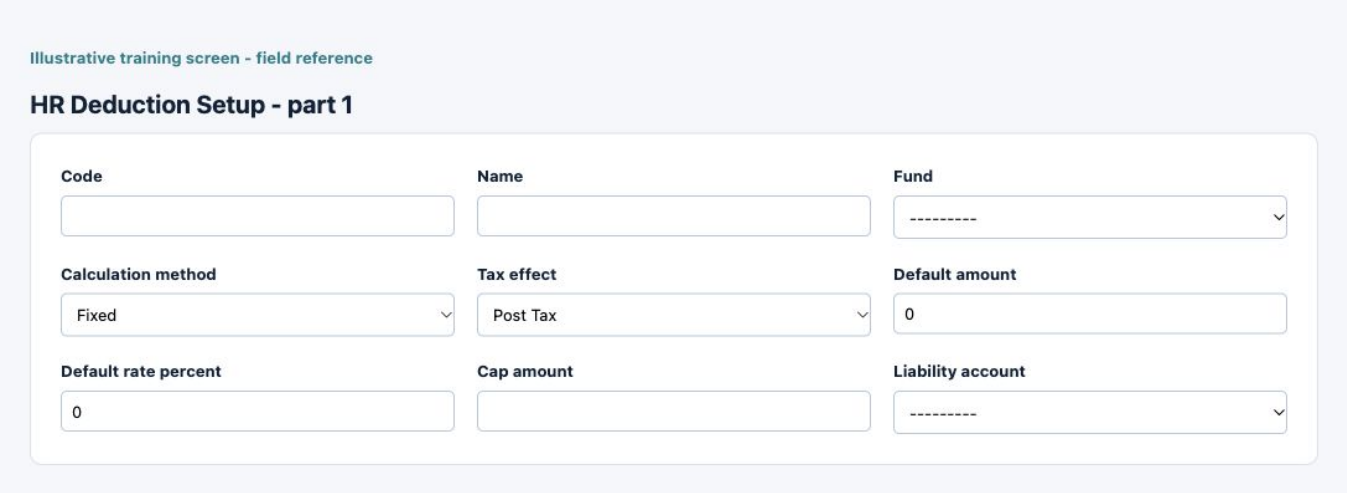


Figure 8. Illustrative training screen: HR Deduction Setup.

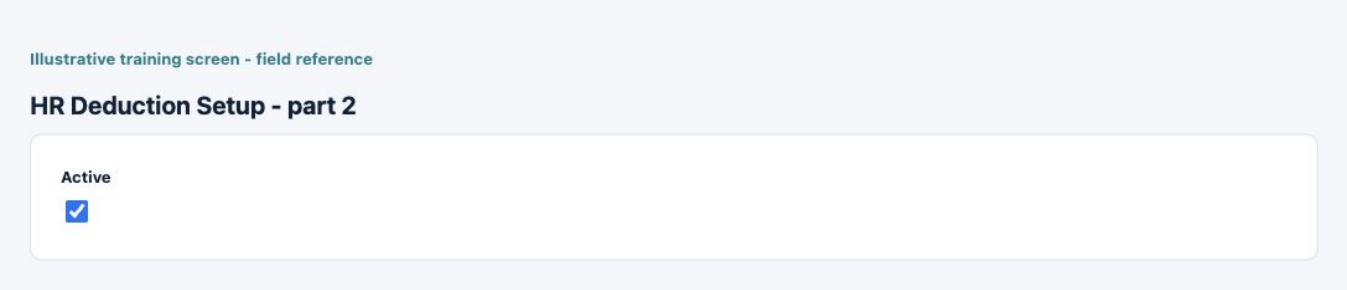


Figure 8 continued. Illustrative training screen: Additional HR Deduction Setup fields.

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 8	Required entry. Maximum 32 characters. Example: TRAIN-001	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Keep personnel access and effective records consistent with approved HR policy.
Name - Figure 8	Required entry. Maximum 100 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Fund - Figure 8	Optional or policy-dependent entry. Example: The approved business value or selected record	Fund associated with an earning or deduction. Linking a fund does not by itself create a withdrawal or settle its liability. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Calculation method - Figure 8	Required entry. Choices: Fixed, Percent. Example: Fixed	Method used to calculate the earning or deduction. Amount and rate inputs have different meanings under different methods. Caution: Keep personnel access and effective records consistent with approved HR policy.
Tax effect - Figure 8	Required entry. Choices: Pre Tax, Post Tax, Employer Only. Example: Pre Tax	Controls the configured tax treatment of the earning/deduction. This application setting is not a legal determination of taxability. Caution: Keep personnel access and effective records consistent with approved HR policy.
Default amount - Figure 8	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 100.00	Default monetary amount for the earning or deduction method. An employee-specific assignment may change the effective amount. Caution: Keep personnel access and effective records consistent with approved HR policy.
Default rate percent - Figure 8	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 5.00	Percentage applied by the selected calculation rule. Enter percentage units, not a currency amount or an assumed decimal fraction. Caution: Keep personnel access and effective records consistent with approved HR policy.
Cap amount - Figure 8	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 200.00	Limit on the calculated deduction where applicable. A cap is not the employee remaining fund or advance balance. Caution: Keep personnel access and effective records consistent with approved HR policy.
Liability account - Figure 8	Required entry. Example: Approved active company posting account	Approved company ledger mapping for the tax, deduction or liability concerned. Select an active account with the correct accounting purpose; a search result alone is not approval. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Active - Figure 8	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Earning Setup field reference

Figure 9 HR Earning Setup

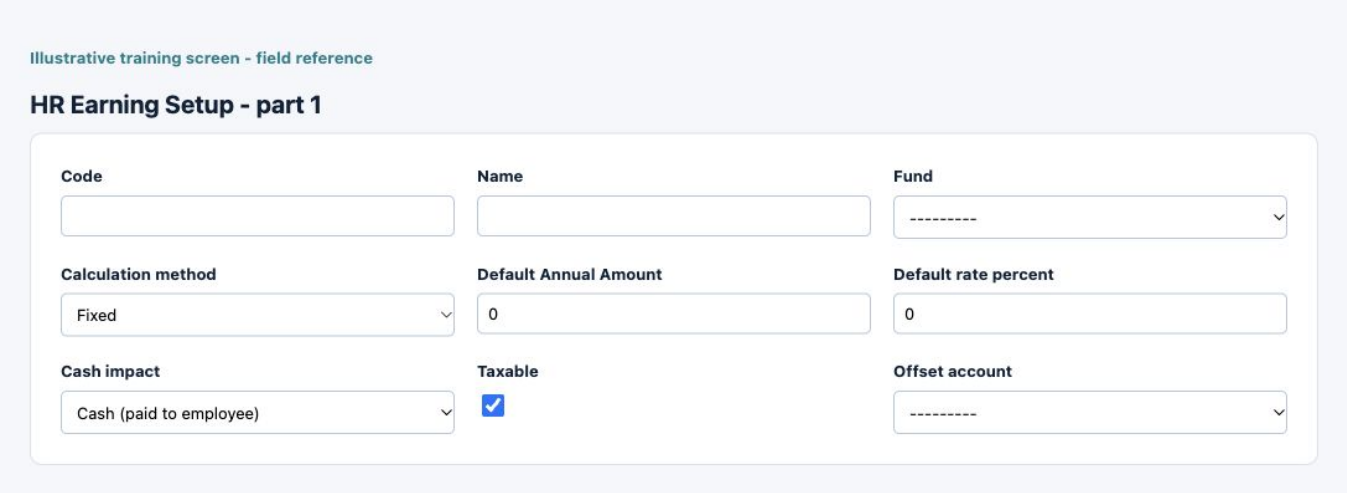


Figure 9. Illustrative training screen: HR Earning Setup.

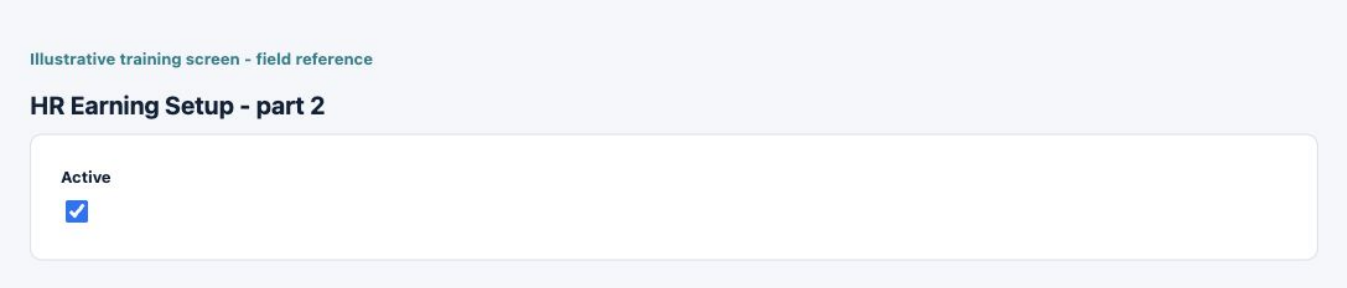


Figure 9 continued. Illustrative training screen: Additional HR Earning Setup fields.

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 9	Required entry. Maximum 32 characters. Example: TRAIN-001	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Keep personnel access and effective records consistent with approved HR policy.
Name - Figure 9	Required entry. Maximum 100 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Fund - Figure 9	Optional or policy-dependent entry. Example: The approved business value or selected record	Fund associated with an earning or deduction. Linking a fund does not by itself create a withdrawal or settle its liability. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Calculation method - Figure 9	Required entry. Choices: Fixed, Percent of Basic Salary, Hourly rate, Daily rate, Shift rate, Unit rate. Example: Fixed	Method used to calculate the earning or deduction. Amount and rate inputs have different meanings under different methods. Caution: Keep personnel access and effective records consistent with approved HR policy.
Default Annual Amount - Figure 9	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 100.00	Default monetary amount for the earning or deduction method. An employee-specific assignment may change the effective amount. Caution: Keep personnel access and effective records consistent with approved HR policy.
Default rate percent - Figure 9	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 5.00	Percentage applied by the selected calculation rule. Enter percentage units, not a currency amount or an assumed decimal fraction. Caution: Keep personnel access and effective records consistent with approved HR policy.
Cash impact - Figure 9	Required entry. Choices: Cash (paid to employee), Non-cash (taxable benefit only). Example: Cash (paid to employee)	Distinguishes an earning affecting payable cash from other configured benefits. Review net pay separately from total earnings. Caution: Keep personnel access and effective records consistent with approved HR policy.
Taxable - Figure 9	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls the configured tax treatment of the earning/deduction. This application setting is not a legal determination of taxability. Caution: Keep personnel access and effective records consistent with approved HR policy.
Offset account - Figure 9	Optional or policy-dependent entry. Example: Approved active company posting account	Expense destination for the relevant salary or earning charge. Check the approved account purpose and current company before selection. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Active - Figure 9	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Fund Master field reference

Figure 10 HR Fund Master

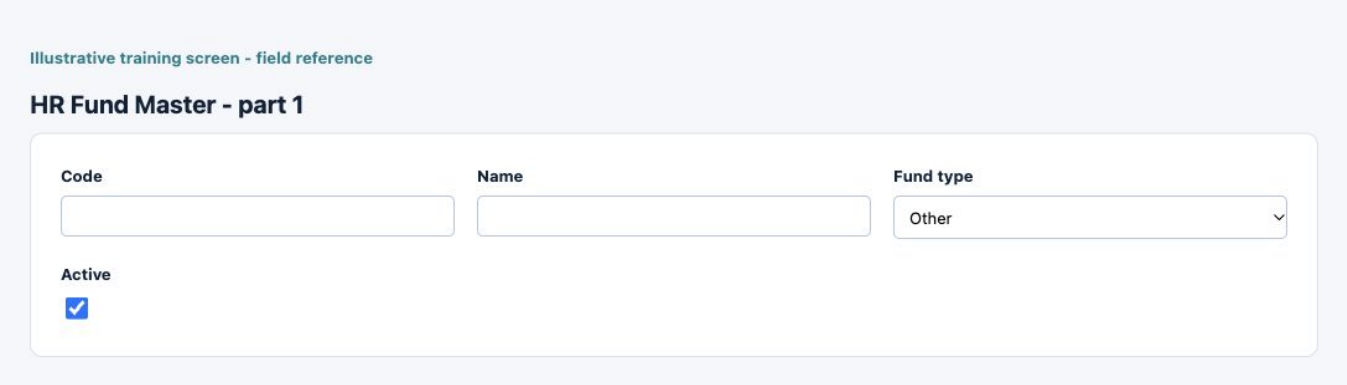


Figure 10. Illustrative training screen: HR Fund Master.

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 10	Required entry. Maximum 32 characters. Example: TRAIN-001	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Keep personnel access and effective records consistent with approved HR policy.
Name - Figure 10	Required entry. Maximum 120 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Fund type - Figure 10	Required entry. Choices: Retirement, Pension, Provident, Social Security, Insurance, Other. Example: Retirement	Classification of the HR fund. Confirm its accounting and employee entitlement purpose rather than inferring it from the name. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 10	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

Employee Earning Assignment field reference

Figure 11 Employee Earning Assignment

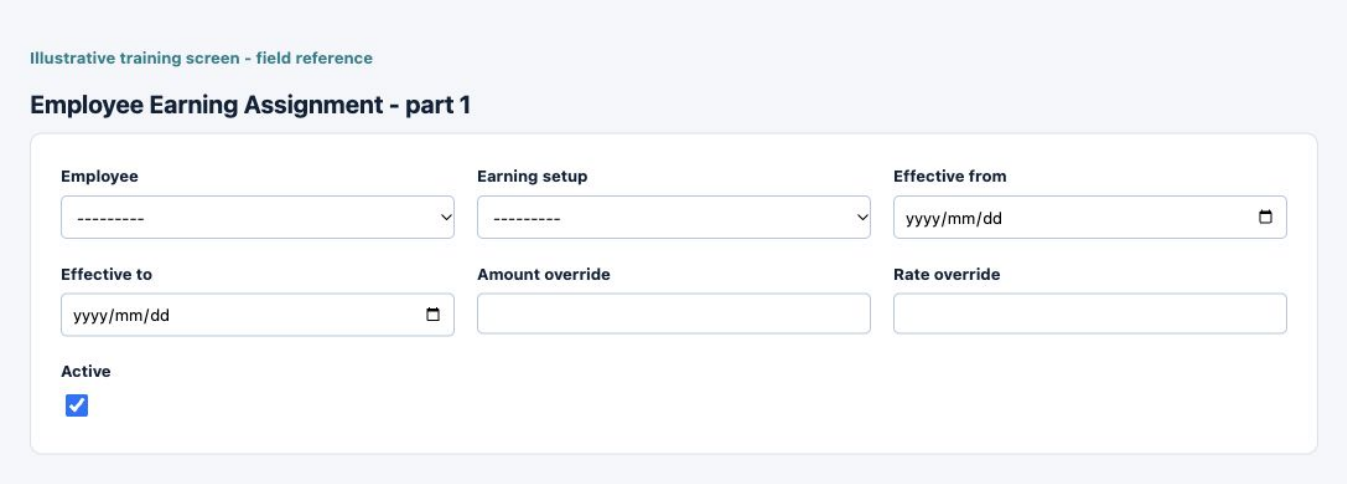


Figure 11. Illustrative training screen: Employee Earning Assignment.

Field and screenshot	Entry rule and example	Purpose and implication
Employee - Figure 11	Required entry. Example: Training Employee	Select the intended employee identity in the current company. Names alone may not distinguish different employee records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Earning setup - Figure 11	Required entry. Example: The approved business value or selected record	Select the relevant earning or deduction definition for the employee. Check its method, accounts, tax treatment and active state. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective from - Figure 11	Required entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective to - Figure 11	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Amount override - Figure 11	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 125.00	Employee-specific replacement for the corresponding default amount or rate. Review which method uses it and the effective date range. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Rate override - Figure 11	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 6.00	Employee-specific replacement for the corresponding default amount or rate. Review which method uses it and the effective date range. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 11	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

Employee Deduction Assignment field reference

Figure 12 Employee Deduction Assignment

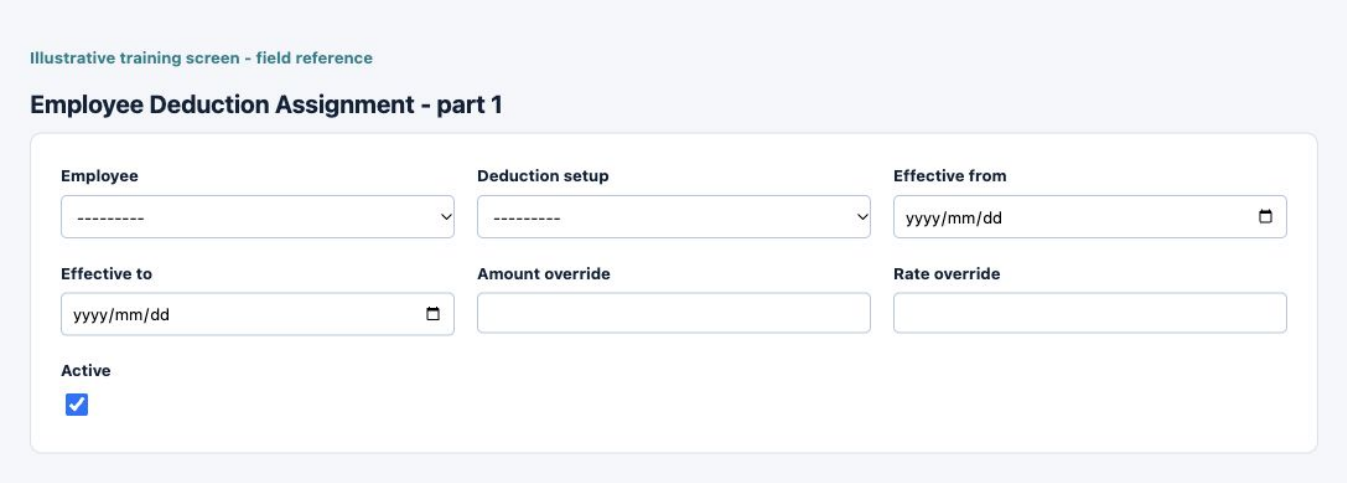


Figure 12. Illustrative training screen: Employee Deduction Assignment.

Field and screenshot	Entry rule and example	Purpose and implication
Employee - Figure 12	Required entry. Example: Training Employee	Select the intended employee identity in the current company. Names alone may not distinguish different employee records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Deduction setup - Figure 12	Required entry. Example: The approved business value or selected record	Select the relevant earning or deduction definition for the employee. Check its method, accounts, tax treatment and active state. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Effective from - Figure 12	Required entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective to - Figure 12	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Amount override - Figure 12	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 125.00	Employee-specific replacement for the corresponding default amount or rate. Review which method uses it and the effective date range. Caution: Keep personnel access and effective records consistent with approved HR policy.
Rate override - Figure 12	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 6.00	Employee-specific replacement for the corresponding default amount or rate. Review which method uses it and the effective date range. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 12	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Position Master field reference

Figure 13 HR Position Master

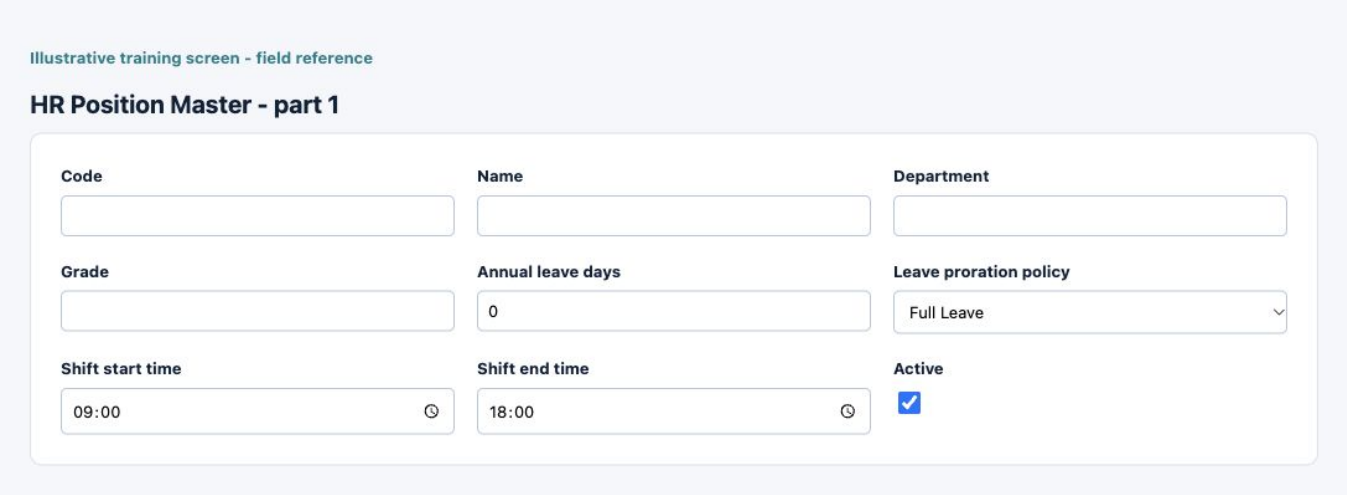


Figure 13. Illustrative training screen: HR Position Master.

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 13	Required entry. Maximum 32 characters. Example: TRAIN-001	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Keep personnel access and effective records consistent with approved HR policy.
Name - Figure 13	Required entry. Maximum 120 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Department - Figure 13	Optional or policy-dependent entry. Maximum 120 characters. Example: The approved business value or selected record	Organisational classification of a position. This does not independently grant application permissions or set salary. Caution: Keep personnel access and effective records consistent with approved HR policy.
Grade - Figure 13	Optional or policy-dependent entry. Maximum 64 characters. Example: The approved business value or selected record	Organisational classification of a position. This does not independently grant application permissions or set salary. Caution: Keep personnel access and effective records consistent with approved HR policy.
Annual leave days - Figure 13	Required entry. Form precision up to 2 decimal places; consuming company policy also applies. Example: 20 under the approved policy	Position leave entitlement or pro-ration design. Review policy-year dates and employment boundaries rather than assuming a full-year allocation. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Leave proration policy - Figure 13	Required entry. Choices: Full Leave, Pro-rated Leave. Example: Full Leave	Position leave entitlement or pro-ration design. Review policy-year dates and employment boundaries rather than assuming a full-year allocation. Caution: Keep personnel access and effective records consistent with approved HR policy.
Shift start time - Figure 13	Required entry. Example: The approved business value or selected record	Scheduled shift boundary used by the position. Check timezone, overnight work and effective attendance policy. Caution: Keep personnel access and effective records consistent with approved HR policy.
Shift end time - Figure 13	Required entry. Example: The approved business value or selected record	Scheduled shift boundary used by the position. Check timezone, overnight work and effective attendance policy. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 13	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Holiday Calendar Header field reference

Figure 14 HR Holiday Calendar Header

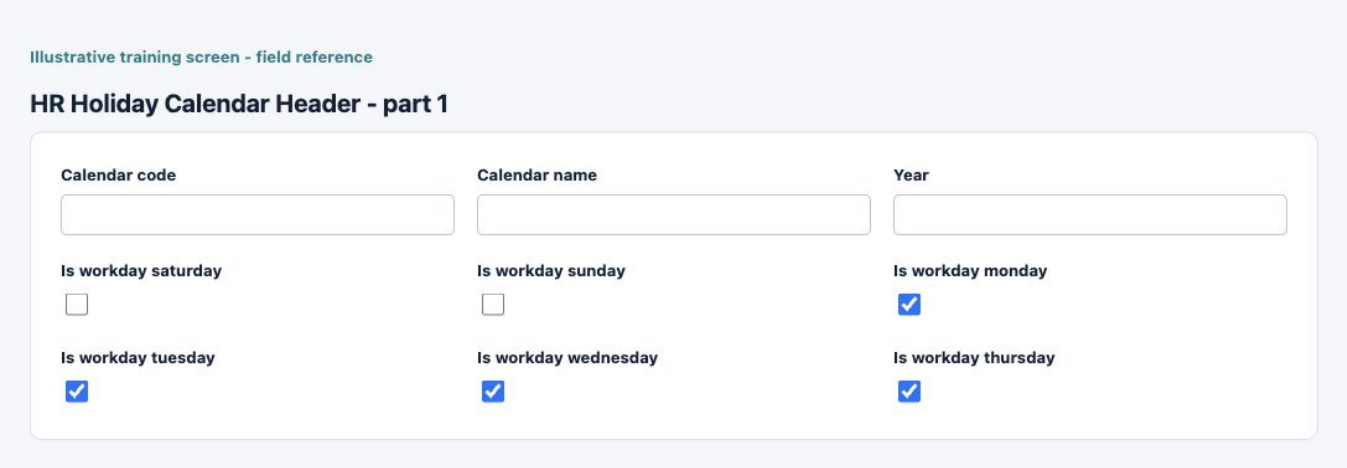


Figure 14. Illustrative training screen: HR Holiday Calendar Header.

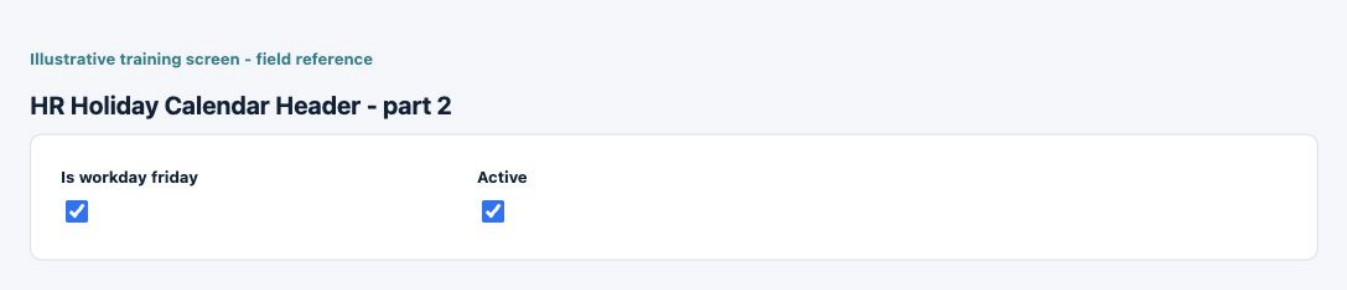


Figure 14 continued. Illustrative training screen: Additional HR Holiday Calendar Header fields.

Field and screenshot	Entry rule and example	Purpose and implication
Calendar code - Figure 14	Required entry. Maximum 32 characters. Example: CAL-2026	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Keep personnel access and effective records consistent with approved HR policy.
Calendar name - Figure 14	Required entry. Maximum 120 characters. Example: Training calendar 2026	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Year - Figure 14	Required entry. Example: 2026	Calendar or first-review year for this record. In review setup it must be combined with the selected frequency and month/quarter when applicable. Caution: Keep personnel access and effective records consistent with approved HR policy.
Is workday saturday - Figure 14	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Whether Saturday is ordinarily a workday in this calendar. Individual holiday entries and effective policy still need review. Caution: Keep personnel access and effective records consistent with approved HR policy.
Is workday sunday - Figure 14	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Whether Sunday is ordinarily a workday in this calendar. Individual holiday entries and effective policy still need review. Caution: Keep personnel access and effective records consistent with approved HR policy.
Is workday monday - Figure 14	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Whether Monday is ordinarily a workday in this calendar. Individual holiday entries and effective policy still need review. Caution: Keep personnel access and effective records consistent with approved HR policy.
Is workday tuesday - Figure 14	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Whether Tuesday is ordinarily a workday in this calendar. Individual holiday entries and effective policy still need review. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Is workday wednesday - Figure 14	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Whether Wednesday is ordinarily a workday in this calendar. Individual holiday entries and effective policy still need review. Caution: Keep personnel access and effective records consistent with approved HR policy.
Is workday thursday - Figure 14	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Whether Thursday is ordinarily a workday in this calendar. Individual holiday entries and effective policy still need review. Caution: Keep personnel access and effective records consistent with approved HR policy.
Is workday friday - Figure 14	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Whether Friday is ordinarily a workday in this calendar. Individual holiday entries and effective policy still need review. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 14	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Holiday Calendar Line field reference

Figure 15 HR Holiday Calendar Line

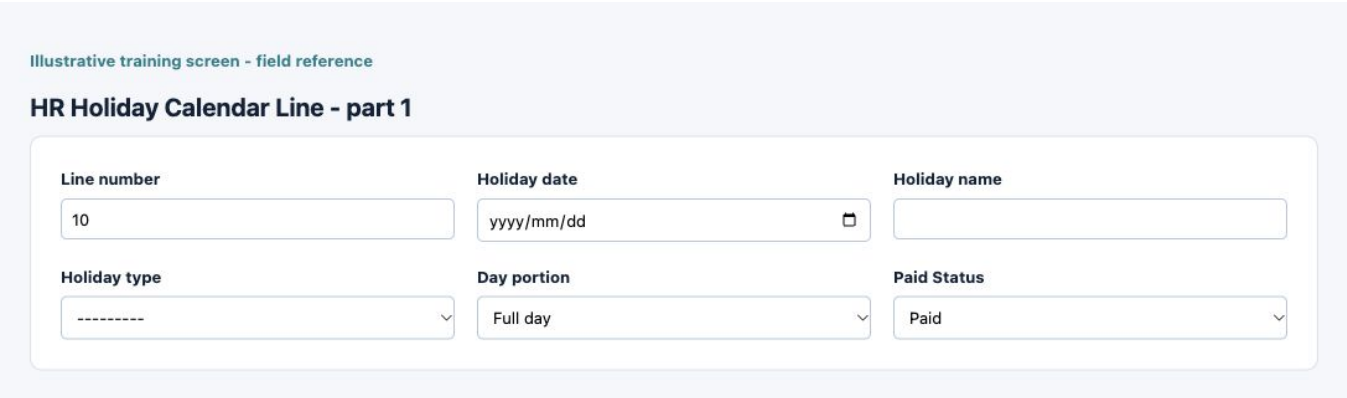


Figure 15. Illustrative training screen: HR Holiday Calendar Line.

Field and screenshot	Entry rule and example	Purpose and implication
Line number - Figure 15	Required entry. Example: 10	Sequence identifying the detail within its parent record. It is not a ledger account or external document reference. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Holiday date - Figure 15	Required entry. Example: 16 October 2026, on the approved effective basis	Date, description or classification of the holiday entry. Check the correct calendar year and applicable employee policy. Caution: Keep personnel access and effective records consistent with approved HR policy.
Holiday name - Figure 15	Required entry. Maximum 160 characters. Example: Approved holiday	Date, description or classification of the holiday entry. Check the correct calendar year and applicable employee policy. Caution: Keep personnel access and effective records consistent with approved HR policy.
Holiday type - Figure 15	Optional or policy-dependent entry. Choices: Public, Optional, Company Holiday, Regional. Example: Public	Date, description or classification of the holiday entry. Check the correct calendar year and applicable employee policy. Caution: Keep personnel access and effective records consistent with approved HR policy.
Day portion - Figure 15	Required entry. Choices: Full day, Half day. Example: Full day	Full/partial-day and paid/unpaid treatment of the holiday. These affect applicable attendance/payroll interpretation and should follow approved policy. Caution: Keep personnel access and effective records consistent with approved HR policy.
Paid Status - Figure 15	Required entry. Choices: Paid, Unpaid. Example: Paid	Full/partial-day and paid/unpaid treatment of the holiday. These affect applicable attendance/payroll interpretation and should follow approved policy. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Attendance Policy field reference

Figure 16 HR Attendance Policy

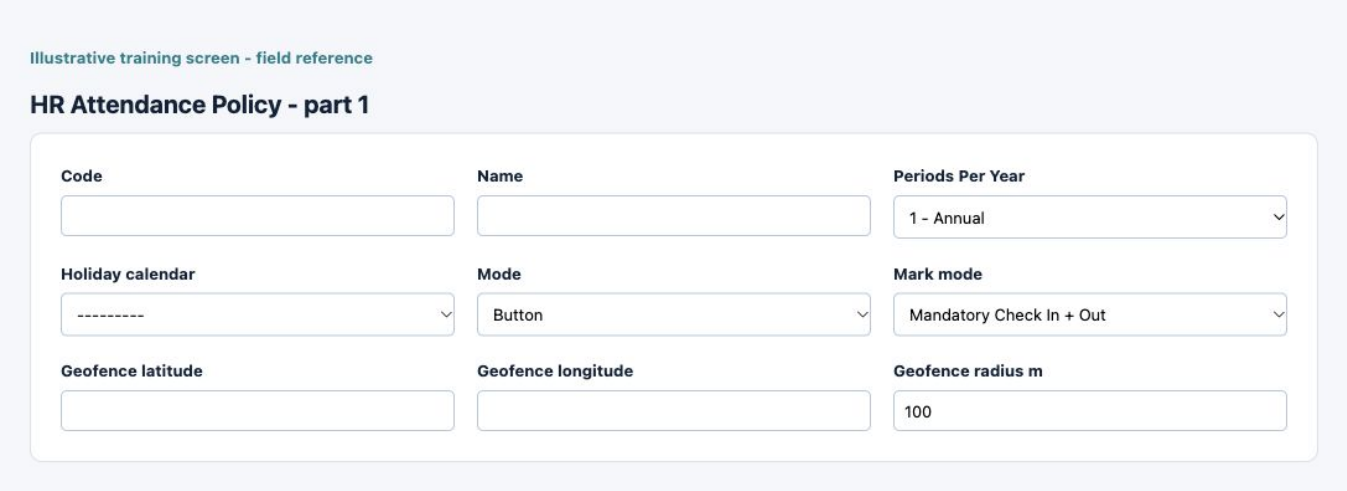


Figure 16. Illustrative training screen: HR Attendance Policy.

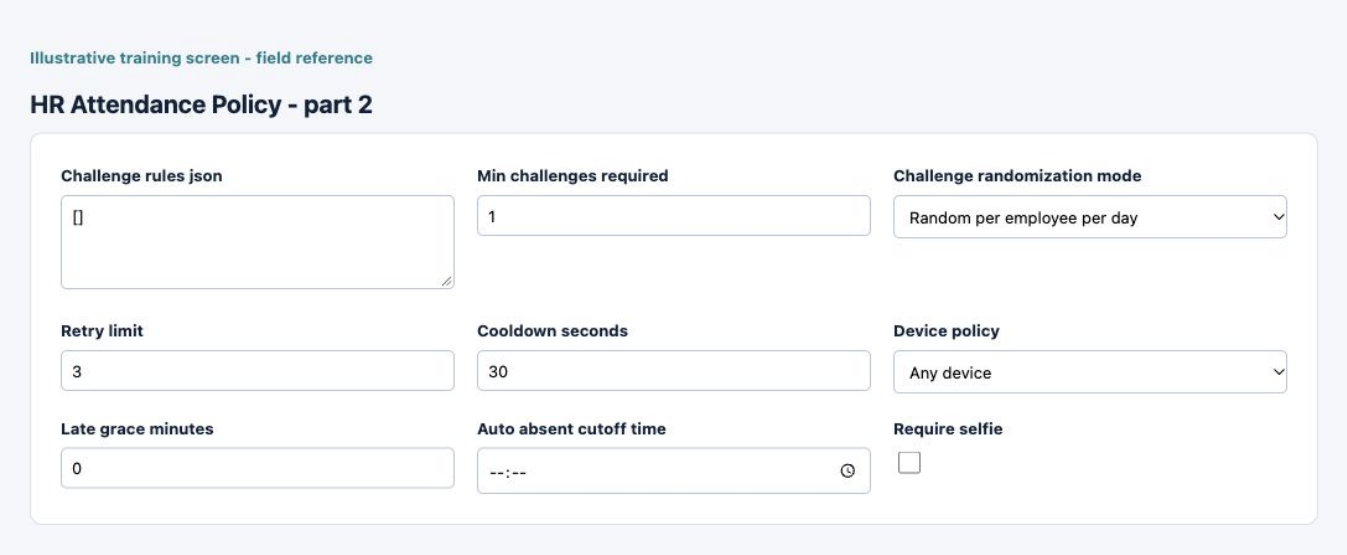


Figure 16 continued. Illustrative training screen: Additional HR Attendance Policy fields.

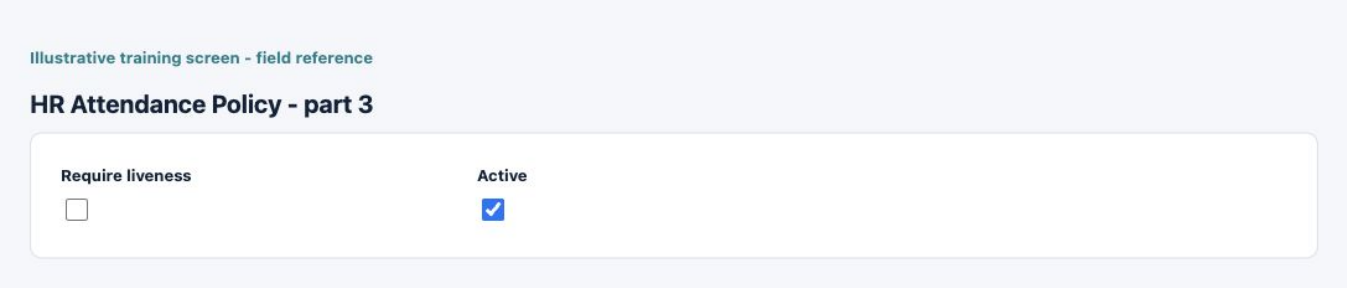


Figure 16 continued. Illustrative training screen: Additional HR Attendance Policy fields.

Field and screenshot	Entry rule and example	Purpose and implication
Code - Figure 16	Required entry. Maximum 32 characters. Example: TRAIN-001	Business code identifying the configuration or master record. Use a stable naming scheme and check existing records before adding another. Caution: Keep personnel access and effective records consistent with approved HR policy.
Name - Figure 16	Required entry. Maximum 120 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Caution: Keep personnel access and effective records consistent with approved HR policy.
Periods Per Year - Figure 16	Required entry. Choices: 1 - Annual, 12 - Monthly, 13 - Every 4 weeks, 24 - Semi-monthly, 26 - Biweekly, 52 - Weekly. Example: 1 - Annual	Annual period count for the relevant policy, tax or attendance calculation. Do not assume monthly, fortnightly and weekly bases are interchangeable. Caution: Keep personnel access and effective records consistent with approved HR policy.
Holiday calendar - Figure 16	Required entry. Example: The approved business value or selected record	Calendar supplying workday and holiday context for this attendance policy. It is not automatically the same as every location calendar. Caution: Keep personnel access and effective records consistent with approved HR policy.
Mode - Figure 16	Required entry. Choices: Button, Geo, Selfie, Selfie + Geo, Liveness, Liveness + Geo. Example: Button	Configured attendance or marking mode. Review its required evidence and device behaviour before assigning it to employees. Caution: Keep personnel access and effective records consistent with approved HR policy.
Mark mode - Figure 16	Required entry. Choices: Mandatory Check In, Mandatory Check In + Out. Example: Mandatory Check In	Configured attendance or marking mode. Review its required evidence and device behaviour before assigning it to employees. Caution: Keep personnel access and effective records consistent with approved HR policy.
Geofence latitude - Figure 16	Optional or policy-dependent entry. Form precision up to 7 decimal places; consuming company policy also applies. Example: The approved workplace coordinate/radius (masked)	Coordinates or radius in metres defining the configured attendance zone. This is sensitive workplace location policy, not proof of a valid attendance event. Caution: Protect sensitive information and use independently verified authorised evidence.
Geofence longitude - Figure 16	Optional or policy-dependent entry. Form precision up to 7 decimal places; consuming company policy also applies. Example: The approved workplace coordinate/radius (masked)	Coordinates or radius in metres defining the configured attendance zone. This is sensitive workplace location policy, not proof of a valid attendance event. Caution: Protect sensitive information and use independently verified authorised evidence.

Field and screenshot	Entry rule and example	Purpose and implication
Geofence radius m - Figure 16	Required entry. Form precision up to 2 decimal places; consuming company policy also applies. Example: The approved workplace coordinate/radius (masked)	Coordinates or radius in metres defining the configured attendance zone. This is sensitive workplace location policy, not proof of a valid attendance event. Caution: Protect sensitive information and use independently verified authorised evidence.
Challenge rules json - Figure 16	Optional or policy-dependent entry. Example: The approved business value or selected record	Structured challenge configuration used by the supported attendance policy. Use an approved supported configuration, not arbitrary executable code or personal credentials. Caution: Keep personnel access and effective records consistent with approved HR policy.
Min challenges required - Figure 16	Required entry. Example: 2	Challenge requirement or selection policy for attendance verification. Review it with liveness, retry and privacy settings. Caution: Keep personnel access and effective records consistent with approved HR policy.
Challenge randomization mode - Figure 16	Required entry. Choices: Random per employee per day, Same random for all employees per day. Example: Random per employee per day	Challenge requirement or selection policy for attendance verification. Review it with liveness, retry and privacy settings. Caution: Keep personnel access and effective records consistent with approved HR policy.
Retry limit - Figure 16	Required entry. Example: 3	Attempt limit or waiting period in seconds for attendance challenges. These are verification controls, not a reason to repeatedly submit the same event. Caution: Keep personnel access and effective records consistent with approved HR policy.
Cooldown seconds - Figure 16	Required entry. Example: 60	Attempt limit or waiting period in seconds for attendance challenges. These are verification controls, not a reason to repeatedly submit the same event. Caution: Keep personnel access and effective records consistent with approved HR policy.
Device policy - Figure 16	Required entry. Choices: Any device, Known devices only. Example: Any device	Device restriction policy for attendance capture. It is separate from application-user permissions and biometric consent. Caution: Keep personnel access and effective records consistent with approved HR policy.
Late grace minutes - Figure 16	Required entry. Example: 5 under the approved policy	Allowed lateness interval in minutes for the attendance policy. A grace window is not a change to scheduled shift time. Caution: Keep personnel access and effective records consistent with approved HR policy.

Field and screenshot	Entry rule and example	Purpose and implication
Auto absent cutoff time - Figure 16	Optional or policy-dependent entry. Example: The approved business value or selected record	Policy cutoff time for applicable automatic absence treatment. Review timezone and actual accepted attendance before payroll. Caution: Keep personnel access and effective records consistent with approved HR policy.
Require selfie - Figure 16	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls required attendance evidence. A stored photo alone does not prove a successful liveness check or accepted attendance. Caution: Protect sensitive information and use independently verified authorised evidence.
Require liveness - Figure 16	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls required attendance evidence. A stored photo alone does not prove a successful liveness check or accepted attendance. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 16	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

HR Position Policy Map field reference

Figure 17 HR Position Policy Map

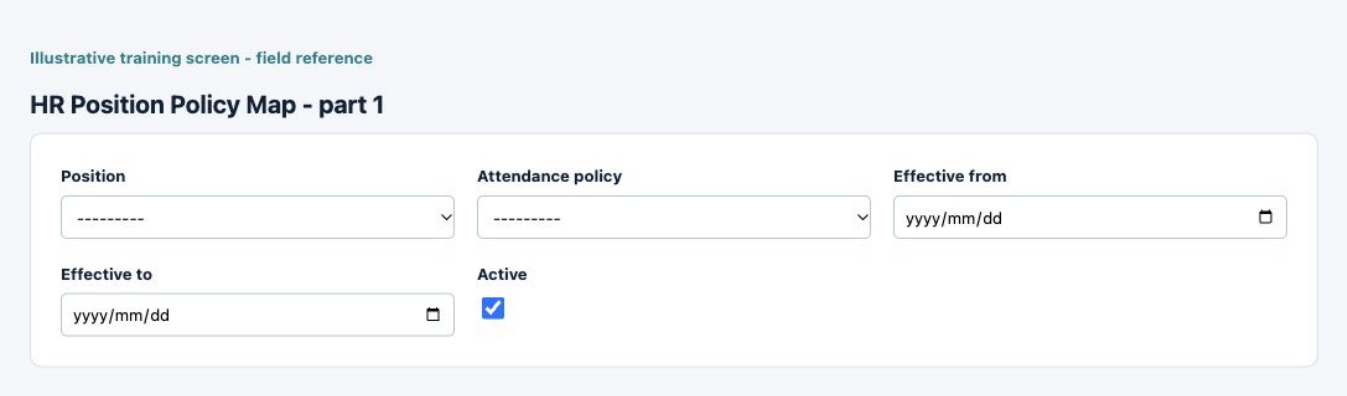


Figure 17. Illustrative training screen: HR Position Policy Map.

Field and screenshot	Entry rule and example	Purpose and implication
Position - Figure 17	Required entry. Example: The approved business value or selected record	Position master assigned to the employee or policy relationship. Check effective dates and linked attendance/leave settings. Caution: Keep personnel access and effective records consistent with approved HR policy.
Attendance policy - Figure 17	Required entry. Example: The approved business value or selected record	Policy linked to a position over the specified effective dates. Confirm the employee position assignment as well as the policy itself. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective from - Figure 17	Required entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective to - Figure 17	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 17	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

Employee Position Assignment field reference

Figure 18 Employee Position Assignment

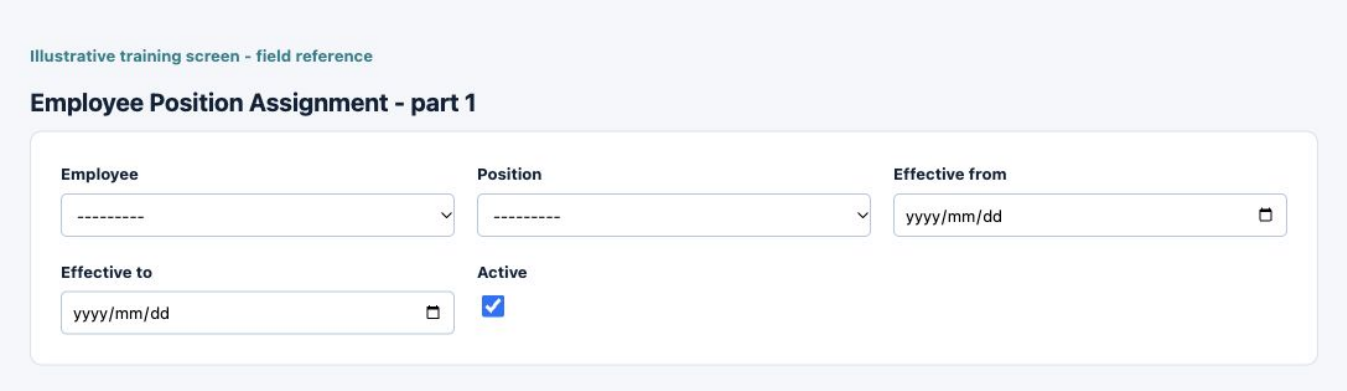


Figure 18. Illustrative training screen: Employee Position Assignment.

Field and screenshot	Entry rule and example	Purpose and implication
Employee - Figure 18	Required entry. Example: Training Employee	Select the intended employee identity in the current company. Names alone may not distinguish different employee records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Position - Figure 18	Required entry. Example: The approved business value or selected record	Position master assigned to the employee or policy relationship. Check effective dates and linked attendance/leave settings. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective from - Figure 18	Required entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: Keep personnel access and effective records consistent with approved HR policy.
Effective to - Figure 18	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: Keep personnel access and effective records consistent with approved HR policy.
Active - Figure 18	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Keep personnel access and effective records consistent with approved HR policy.

Employee Biometric Enrollment field reference

Figure 19 Employee Biometric Enrollment

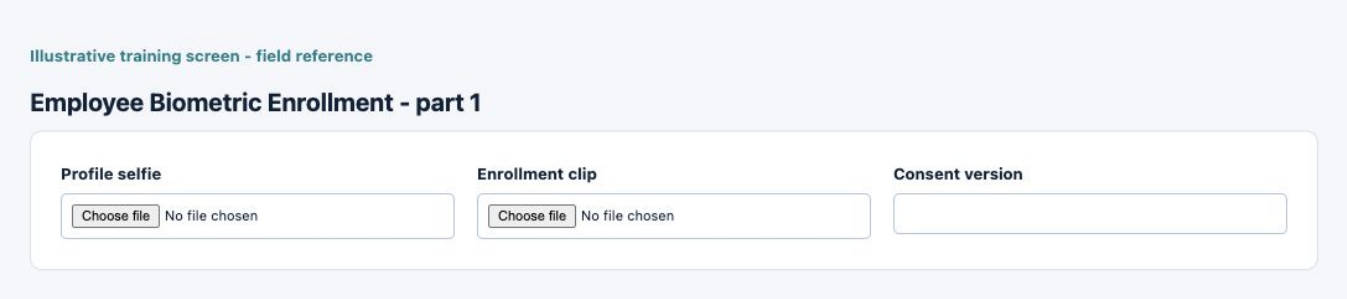


Figure 19. Illustrative training screen: Employee Biometric Enrollment.

Field and screenshot	Entry rule and example	Purpose and implication
Profile selfie - Figure 19	Optional or policy-dependent entry. Maximum 100 characters. Example: Private employee evidence	Biometric enrollment evidence collected through the approved employee process. Handle it as sensitive data; uploading it is not proof that enrollment or attendance succeeded. Caution: Protect sensitive information and use independently verified authorised evidence.
Enrollment clip - Figure 19	Optional or policy-dependent entry. Maximum 100 characters. Example: Private enrollment evidence	Biometric enrollment evidence collected through the approved employee process. Handle it as sensitive data; uploading it is not proof that enrollment or attendance succeeded. Caution: Protect sensitive information and use independently verified authorised evidence.
Consent version - Figure 19	Optional or policy-dependent entry. Maximum 32 characters. Example: The approved business value or selected record	Version of the consent statement associated with enrollment. Use the organisation-approved consent process and do not invent evidence of consent. Caution: Keep personnel access and effective records consistent with approved HR policy.

Use effective compensation records

Employee Compensation defines frequency, basic salary, payroll tax code, active state and effective dates. Basic salary may be blank for activity-only employees. Review effective changes within a period under the configured mid-period policy; do not assume a new amount replaces earlier earned compensation silently.

Configure earnings, deductions, funds and tax

Earning/deduction definitions distinguish calculation method, defaults, employee overrides, tax effect, cash impact, caps and ledger/fund mappings. Assignments have their own effective dates. Payroll tax codes and slabs use an annual period basis, boundaries, base tax, rates and credits. Configuration is not a legal determination; use the organisation's approved current payroll rules.

Prepare positions, calendars and attendance policies

Positions define organisation, shift and leave policy. Holiday calendars define working days and specific holiday treatment. Attendance policies define marking mode, timezone-related cutoff/grace, device/geofence and challenge/evidence requirements. Employee-position and position-policy assignments connect these records over effective dates.

Protect biometric and attendance evidence

Biometric Enrollment and My Attendance collect sensitive evidence through the permitted employee process. Consent version, profile selfie, enrollment clip, liveness and challenge settings are different controls. A profile photo or submitted attendance attempt is not proof of successful enrollment or an accepted attendance record. Do not share biometric images or challenge codes in ordinary support screenshots.

Review payroll calculation and approval

A payroll run identifies its location and pay date and uses eligible effective employees/compensation/activity. Review earnings, deductions, tax, fund/advance balances and resulting net payable before approving or posting. For a simple example, gross USD 1,000 less approved deductions USD 100 gives USD 900 before any other applicable components; the payslip and configured calculation explain the actual result.

Keep advances, withdrawals and final settlement distinct

Employee Advances, Fund Withdrawals and Final Settlements have separate purposes. Review the employee, location, effective date, eligible balance, supporting evidence and resulting accounting. A recorded settlement or pay date does not execute a bank payment or prove beneficiary verification.

Reconcile payroll and employee self service

Compare run totals, employee payslips, salary expense, payroll/supplier liabilities, clearing, advances, funds and actual payment evidence. Review attendance exceptions before payroll where relevant. My Payslips and My Attendance Records are scoped employee views; access to HR setup is not required for ordinary self-service.

Control changes and retain evidence

Review overlapping effective dates, duplicate assignments, terminated employees, unapproved bank changes and missing policy mappings before recalculating. Preserve original payslips and explanations for corrections. Employment decisions, privacy consent and statutory compliance remain governed organisational decisions, not automatic conclusions from a field or calculated score.

Resolve an HR or payroll prerequisite

Situation	What to do
Employee is absent from a run	Check location, eligibility/status, effective compensation/assignments and pay-period inputs. Do not create a second employee identity.
Attendance attempt did not create a record	Inspect its accepted/result state and relevant policy with the authorised HR owner; a photo or submission alone is not accepted attendance.
Payroll shows Paid but a liability remains	Compare the linked payable, actual applied payments and residual balance. HR status alone does not establish complete cash settlement.

Continue with the related task

Payroll runs and reconciliation, vendor payments, user administration and report parameters.

Monthly inputs tax overrides payroll review employee obligations and payment evidence. For authorised operational users and Tenant Administrators working within their subscription workspace.

Prepare the authorised payroll scope

Use the HR area in the correct company and permitted location. Confirm employee effective dates, pay structures, variable earning/deduction codes, funds, tax setup, employee payables mapping and HR clearing accounts. The HR setup guide explains those controls. A Tenant Administrator administers their subscription workspace; that role does not by itself justify unrestricted sharing of employee payroll or attendance.

Prepare the monthly run and activities

Review Payroll Run Date and Payroll Month before saving the Draft. Add each approved variable input for the actual Employee, Type and Code. Check whether the calculation expects a quantity or an input value, and record the truthful Source and reason. Reconcile manual, attendance, import and API inputs to avoid counting the same activity twice. A Source label does not import or approve external activity.

Calculate and review before posting

Calculate Draft after the inputs are ready and again after relevant changes. Review every employee row, non-cash taxable benefits, tax, deductions, employer contributions and net pay. Review authorised tax overrides against Engine Tax and retain their reasons. Do not add non-cash taxable benefits to cash pay or subtract employer contributions from employees simply because those values appear in the review table.

Field explanations and training references

Each listed control has an entry rule, example, implication and caution. Figures use fictional training values. Available controls depend on the saved state, permissions, country, item tracking and company policy; select actual application records rather than copying the example text.

Payroll run header and accounting references field reference

Figure 1 Payroll run header and accounting references

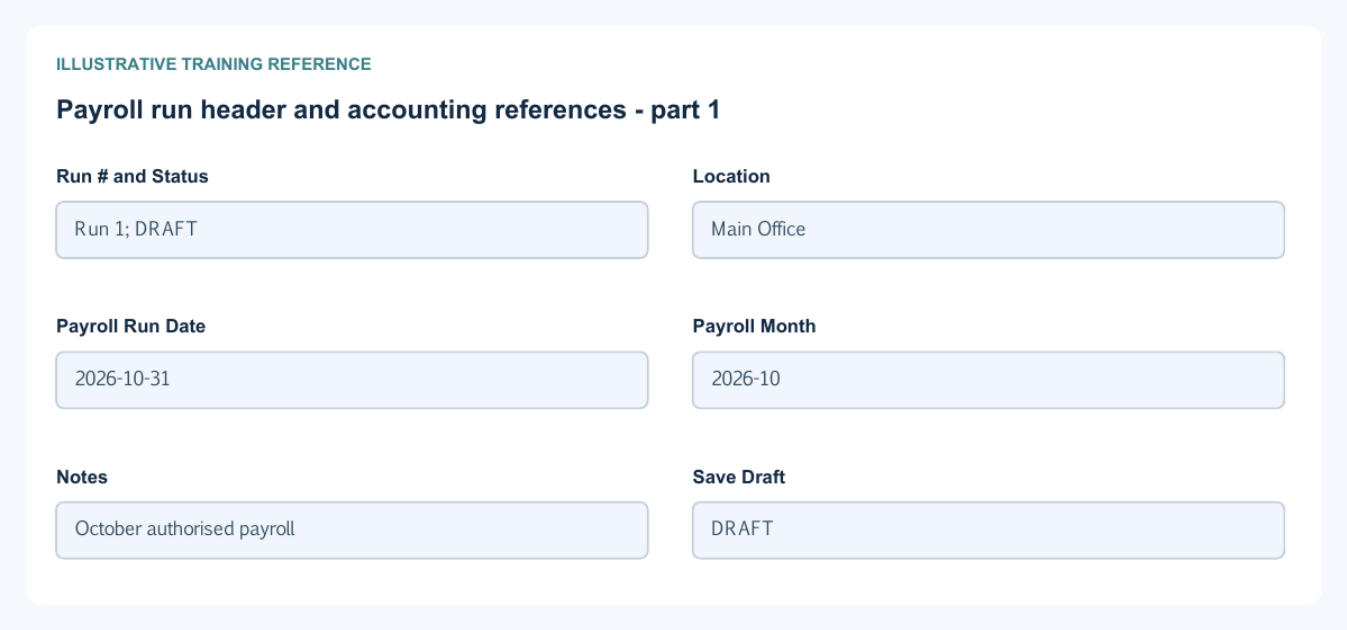


Figure 1. Illustrative training reference: Payroll run header and accounting references.

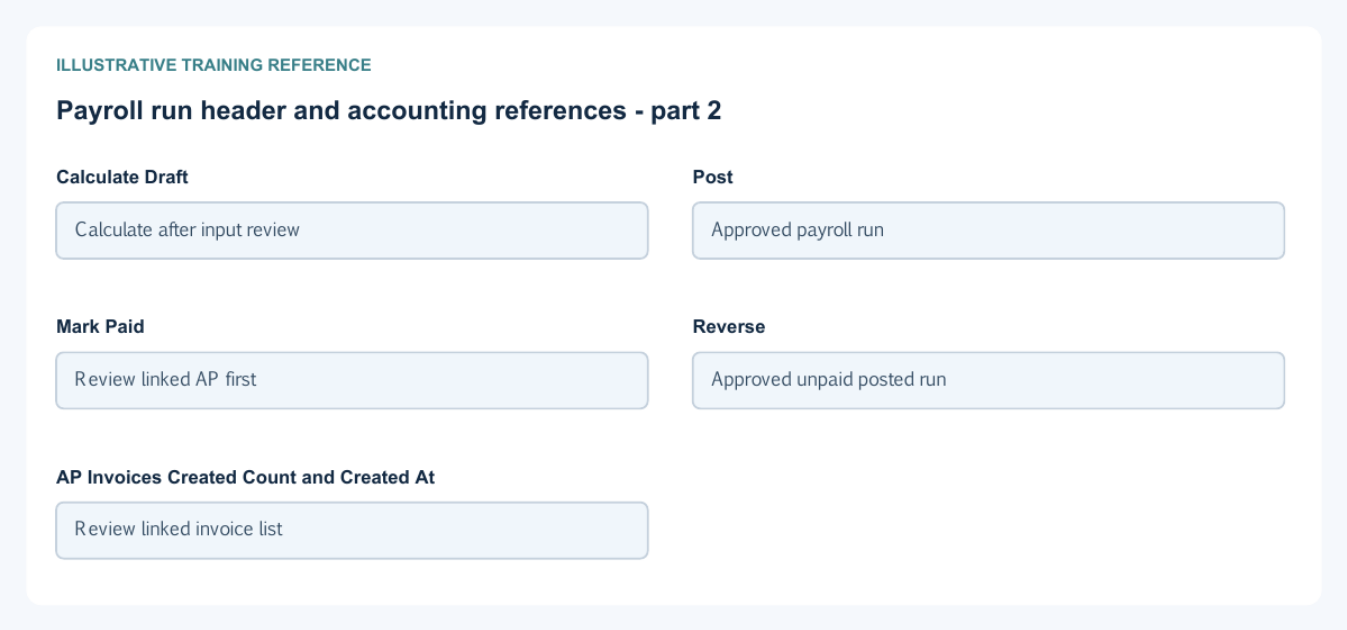


Figure 1 continued. Illustrative training reference: Payroll run header and accounting references continued.

Field and figure	Entry rule and example	Purpose and implication
Run # and Status - Figure 1	Generated run identity and workflow state. Example: Run 1; DRAFT	Identify the payroll cycle and whether inputs remain editable. Caution: Do not infer full payment solely from PAID.
Location - Figure 1	Required permitted payroll location. Example: Main Office	Scopes the payroll employees and context. Caution: A location selection does not grant access to other employees.

Field and figure	Entry rule and example	Purpose and implication
Payroll Run Date - Figure 1	Required supported date. Example: 2026-10-31	Identifies the payroll run's date and monthly context. Caution: Check the period before saving or recalculating.
Payroll Month - Figure 1	Derived monthly period display. Example: 2026-10	Shows which month's compensation is being calculated. Caution: Changing a date can change the intended period; recheck all activity.
Notes - Figure 1	Optional factual payroll explanation. Example: October authorised payroll	Records the business reference. Caution: Avoid medical, identity or bank details in free-text notes.
Save Draft - Figure 1	Save the editable run. Example: DRAFT	Retains run preparation. Caution: Saving is not calculating, posting or paying employees.
Calculate Draft - Figure 1	Available for an eligible saved Draft. Example: Calculate after input review	Builds employee lines and amounts for review. Caution: Input changes can make results stale; recalculate before posting.
Post - Figure 1	Available for a current calculated Draft with lines. Example: Approved payroll run	Requests payroll posting and associated obligations. Caution: Review results and linked records after processing; do not pay twice after a slow response.
Mark Paid - Figure 1	Available after posting, subject to actual AP-payment evidence. Example: Review linked AP first	Synchronises payment status; manual unsupported marking is rejected. Caution: Any positive linked AP payment can trigger PAID; inspect all unpaid balances to establish full settlement.
Reverse - Figure 1	Available only under the saved workflow and dependency restrictions. Example: Approved unpaid posted run	Requests the supported payroll reversal. Caution: Paid/partially paid AP and later posted periods must be addressed through their supported correction paths first.
AP Invoices Created Count and Created At - Figure 1	Read-only linked-payables indicators. Example: Review linked invoice list	Identify generated employee/authority obligations and creation timing. Caution: A count or flag does not prove journals posted or payments completed.

Variable employee activities field reference

Figure 2 Variable employee activities

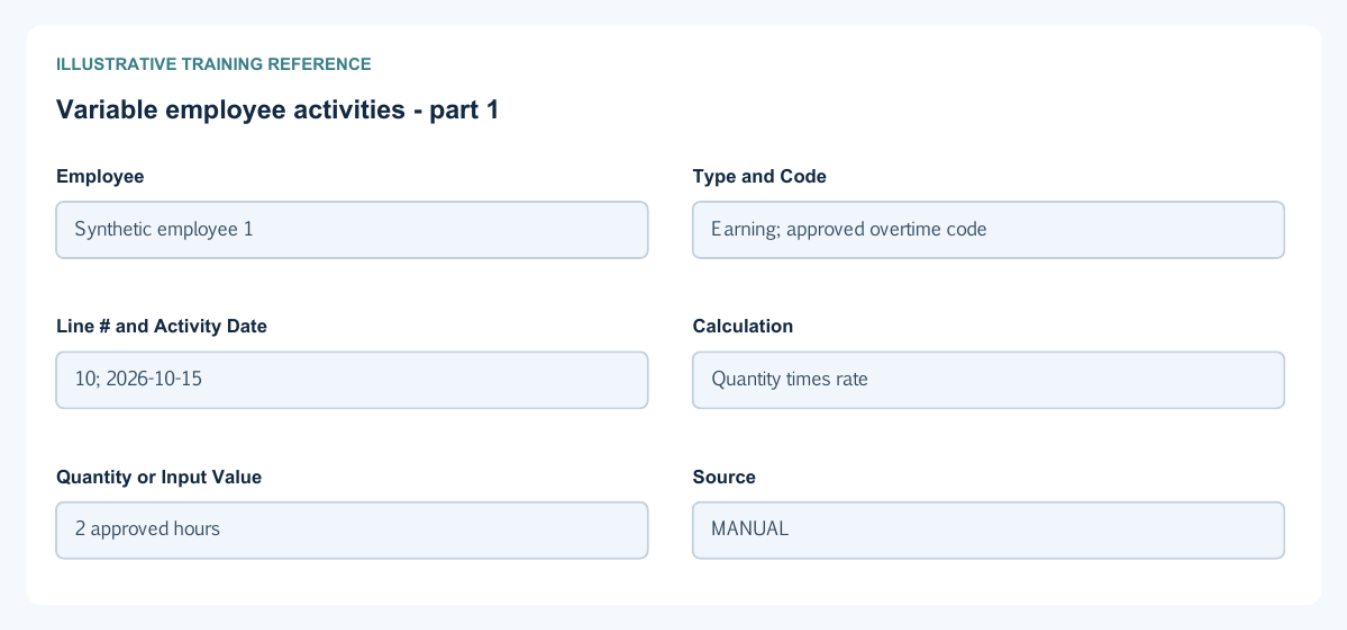


Figure 2. Illustrative training reference: Variable employee activities.

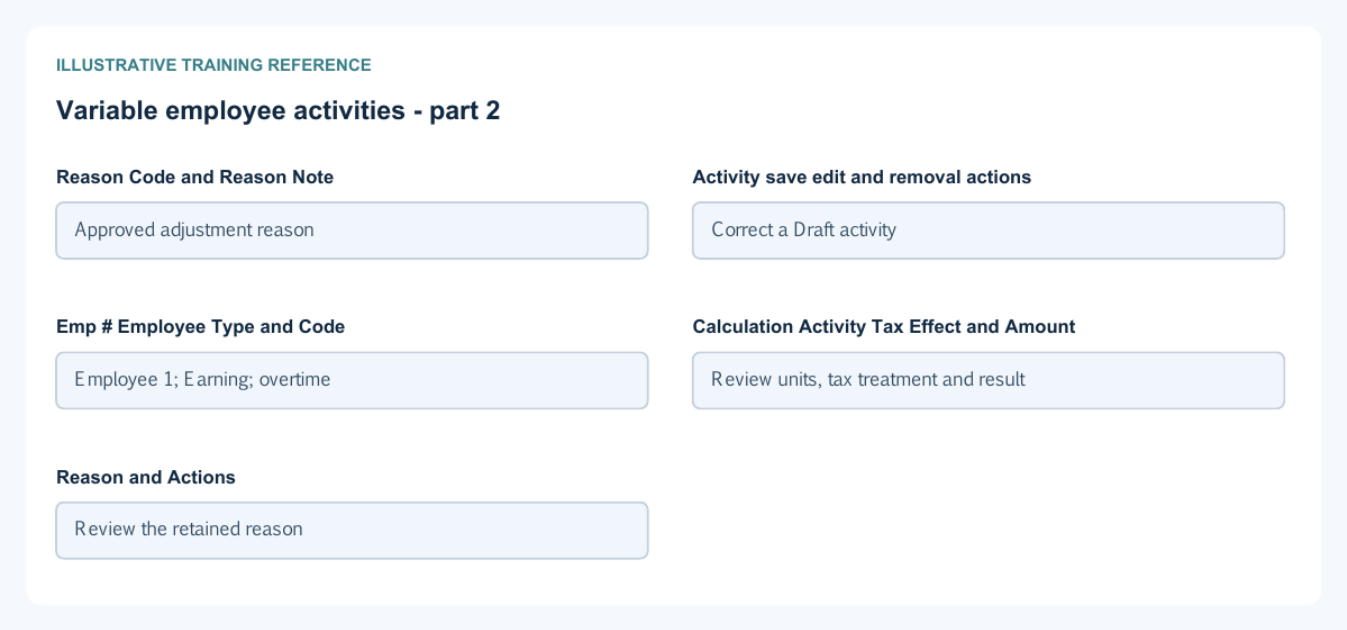


Figure 2 continued. Illustrative training reference: Variable employee activities continued.

Field and figure	Entry rule and example	Purpose and implication
Employee - Figure 2	Required actual employee selection. Example: Synthetic employee 1	Identifies whose monthly activity is being recorded. Caution: Use only employees within the authorised company/location scope.
Type and Code - Figure 2	Choose Earning or Deduction and an eligible configured code. Example: Earning; approved overtime code	Determine calculation, tax and accounting treatment. Caution: A code must have the intended configuration; its name alone is insufficient.

Field and figure	Entry rule and example	Purpose and implication
Line # and Activity Date - Figure 2	Activity row identity and eligible business date. Example: 10; 2026-10-15	Distinguish multiple activities and place them in the payroll period. Caution: Avoid duplicate source activity and dates outside the intended month.
Calculation - Figure 2	Configured calculation reference. Example: Quantity times rate	Explains how an activity produces a monetary result. Caution: Do not type a final amount into a quantity-based calculation unless that is the configured input.
Quantity or Input Value - Figure 2	Required value under the selected calculation. Example: 2 approved hours	Supplies units or the configured monetary input. Caution: Check whether the label is Quantity or Input Value; the meaning changes with the code.
Source - Figure 2	Choose the truthful provenance: Manual, Attendance, Import or API. Example: MANUAL	Records where the activity originated. Caution: Selecting Attendance does not automatically import attendance records.
Reason Code and Reason Note - Figure 2	Required where the code or action requires explanation. Example: Approved adjustment reason	Retain the basis for the variable input. Caution: Do not store sensitive employee information unrelated to payroll calculation.
Activity save edit and removal actions - Figure 2	Available while the run and permissions allow. Example: Correct a Draft activity	Maintain the source inputs used by the next calculation. Caution: Removing a proposed activity is not reversing posted payroll.
Emp # Employee Type and Code - Figure 2	Read-only saved activity identity columns. Example: Employee 1; Earning; overtime	Help review who and what will be calculated. Caution: Review the employee number as well as the name.
Calculation Activity Tax Effect and Amount - Figure 2	Saved activity calculation and financial displays. Example: Review units, tax treatment and result	Explain how the input contributes to the calculated run. Caution: An activity amount is not an employee bank payment.
Reason and Actions - Figure 2	Saved explanation and permitted maintenance controls. Example: Review the retained reason	Support traceability and correction before posting. Caution: Do not overwrite source evidence to make a variance disappear.

Manual tax and calculated employee results field reference

Figure 3 Manual tax and calculated employee results

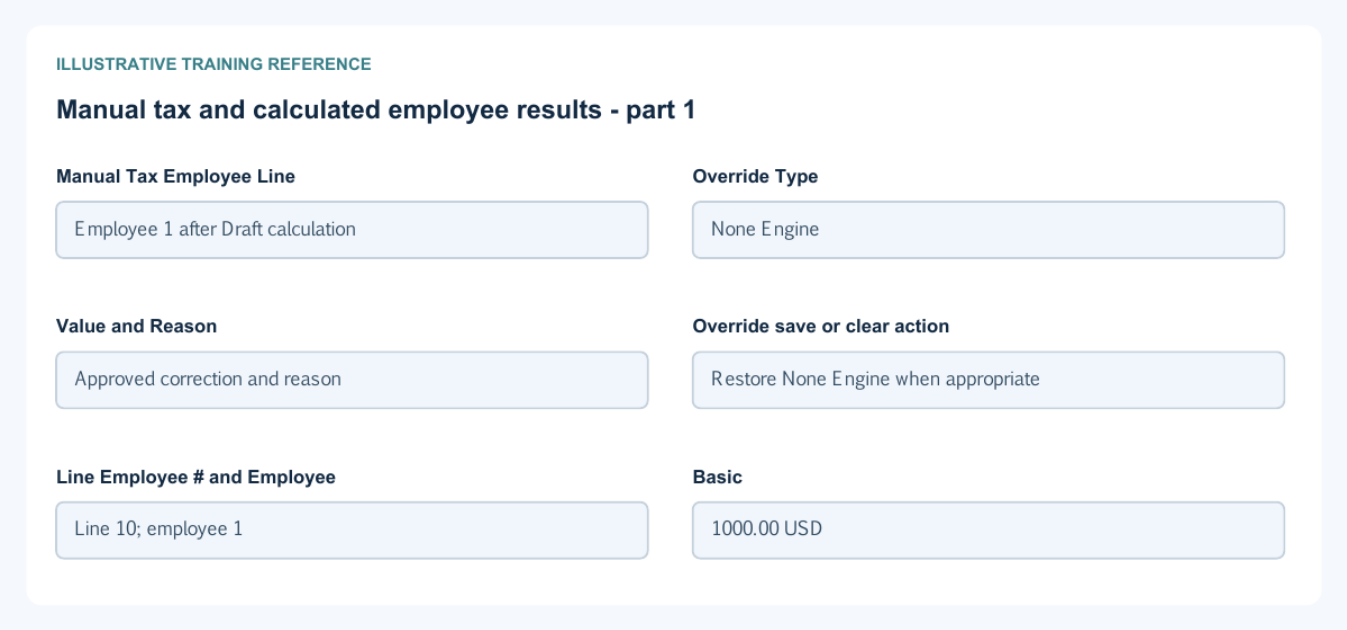


Figure 3. Illustrative training reference: Manual tax and calculated employee results.

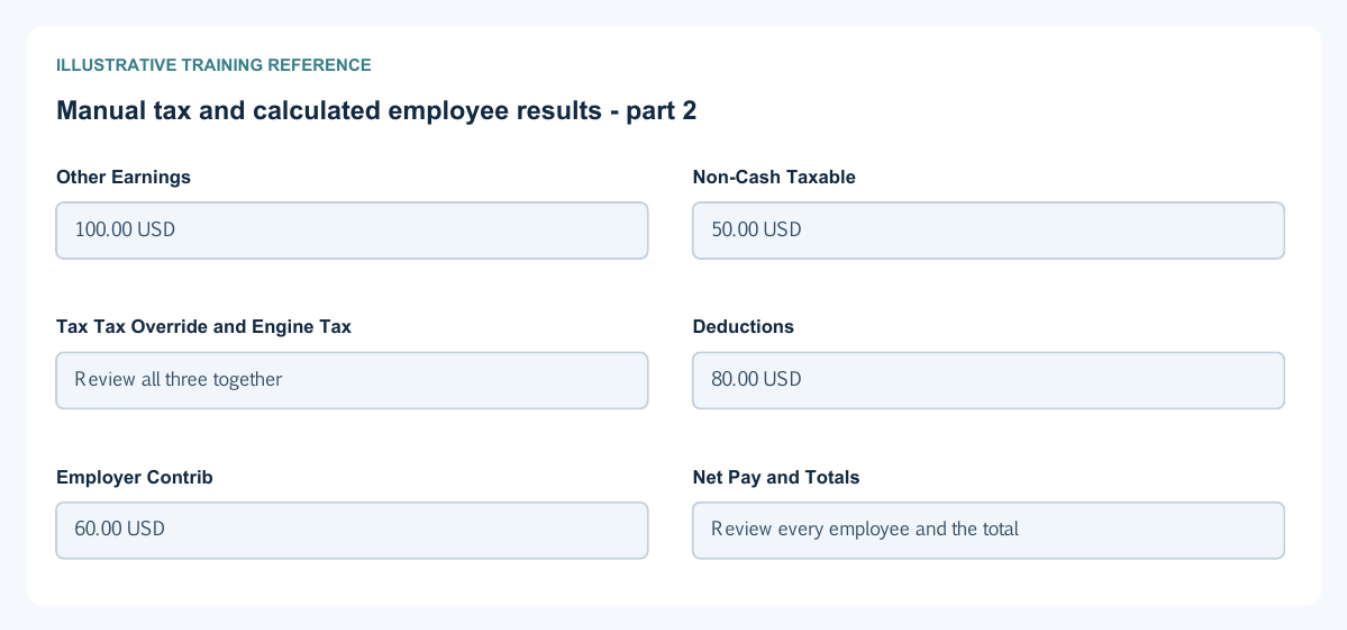


Figure 3 continued. Illustrative training reference: Manual tax and calculated employee results continued.

Field and figure	Entry rule and example	Purpose and implication
Manual Tax Employee Line - Figure 3	Select an actual calculated payroll line. Example: Employee 1 after Draft calculation	Scopes an authorised override to one employee result. Caution: Do not select an activity row instead of the employee payroll line.
Override Type - Figure 3	None Engine, Amount or Percent of Taxable. Example: None Engine	Determines whether the engine amount or an authorised manual basis is used. Caution: An override requires the organisation's payroll/tax authority; it is not a tax-exemption switch.

Field and figure	Entry rule and example	Purpose and implication
Value and Reason - Figure 3	Conditional override value and required explanation. Example: Approved correction and reason	Record the alternative tax basis and audit explanation. Caution: A percent is not an amount; confirm the label and authorised basis.
Override save or clear action - Figure 3	Maintain only while permitted in Draft. Example: Restore None Engine when appropriate	Retains or removes the deliberate override. Caution: Recheck the calculated Tax and Engine Tax rather than assuming a field clear changed posting.
Line Employee # and Employee - Figure 3	Calculated employee-row identity. Example: Line 10; employee 1	Identify the employee result and payslip basis. Caution: Keep payroll exports restricted to authorised recipients.
Basic - Figure 3	Calculated basic earnings. Example: 1000.00 USD	Shows the core pay component. Caution: The amount depends on employee setup, dates and calculation rules.
Other Earnings - Figure 3	Calculated cash earnings display. Example: 100.00 USD	Shows additional cash earnings in the review table. Caution: Do not add non-cash taxable benefits to cash payable a second time.
Non-Cash Taxable - Figure 3	Calculated taxable benefit display. Example: 50.00 USD	Shows benefits that affect the tax basis without becoming cash wages. Caution: Taxable does not necessarily mean payable in cash.
Tax Tax Override and Engine Tax - Figure 3	Calculated tax, override marker and engine reference. Example: Review all three together	Explain the effect of an authorised override against the engine calculation. Caution: A manual override is not independent confirmation of tax compliance.
Deductions - Figure 3	Calculated employee deductions. Example: 80.00 USD	Reduce the employee settlement according to configured deductions. Caution: Avoid deducting the same advance manually and through configured recovery.
Employer Contrib - Figure 3	Calculated employer contributions. Example: 60.00 USD	Identify the employer's separate contribution obligation. Caution: Do not automatically subtract this from employee Net Pay.
Net Pay and Totals - Figure 3	Calculated employee cash result and run totals. Example: Review every employee and the total	Show the intended net payable after the applicable calculation. Caution: Tie the totals to linked AP, journals and payslips, not only the run header.

Employee advances and fund withdrawals field reference

Figure 4 Employee advances and fund withdrawals

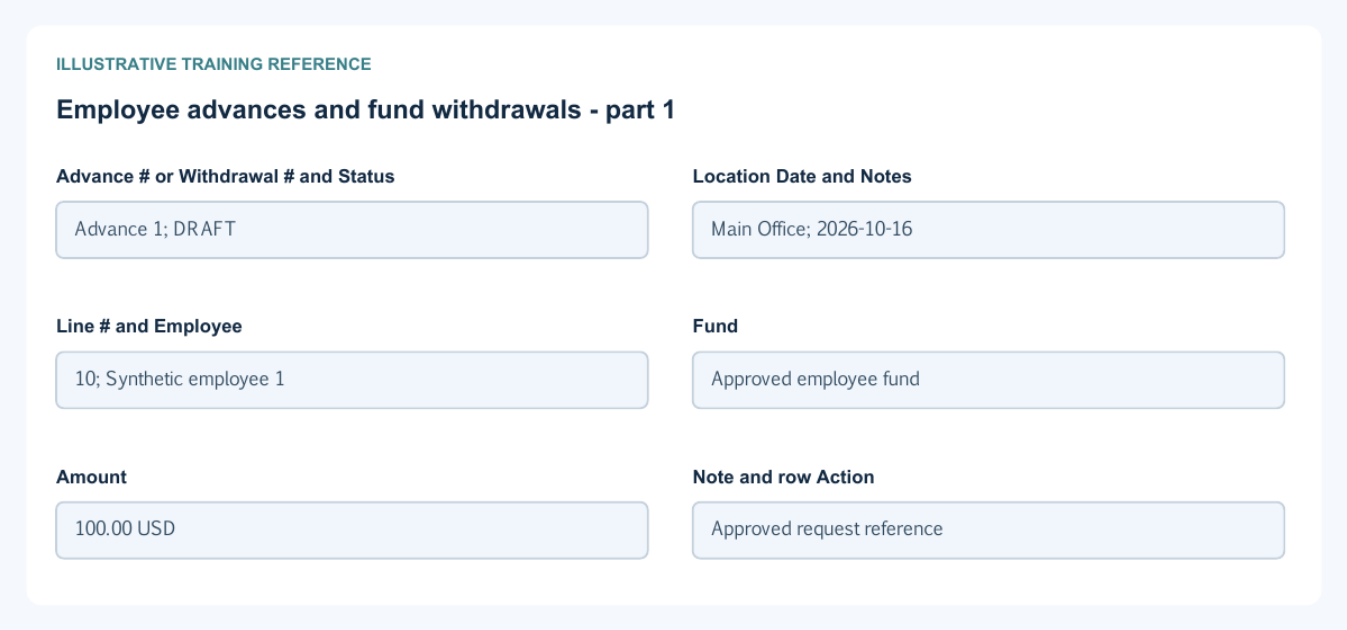


Figure 4. Illustrative training reference: Employee advances and fund withdrawals.

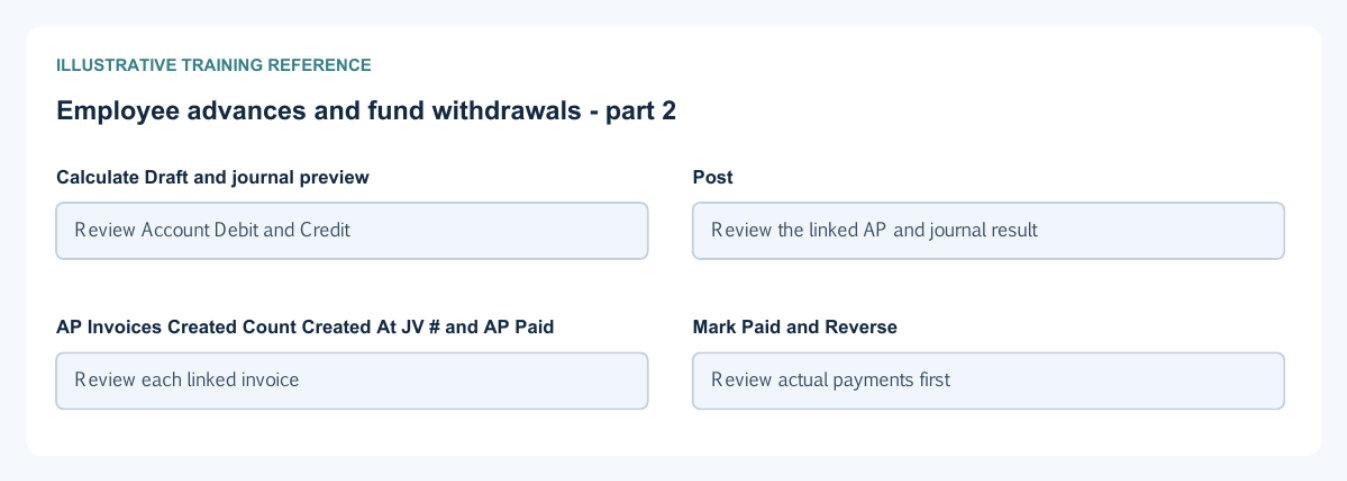


Figure 4 continued. Illustrative training reference: Employee advances and fund withdrawals continued.

Field and figure	Entry rule and example	Purpose and implication
Advance # or Withdrawal # and Status - Figure 4	Generated identity and saved state. Example: Advance 1; DRAFT	Distinguish an employee advance from withdrawal of an accumulated fund. Caution: They are different accounting transactions.
Location Date and Notes - Figure 4	Required permitted location and date; optional explanation. Example: Main Office; 2026-10-16	Scope and date the obligation. Caution: Do not use notes to override employee or fund eligibility.
Line # and Employee - Figure 4	Required line identity and eligible employee selection. Example: 10; Synthetic employee 1	Identify the recipient on each line. Caution: Review employee vendor/payables setup before posting.

Field and figure	Entry rule and example	Purpose and implication
Fund - Figure 4	Required only for a fund withdrawal line. Example: Approved employee fund	Selects the accumulated fund and related liability. Caution: An employee advance does not withdraw an accrued fund merely because the employee matches.
Amount - Figure 4	Positive eligible line amount. Example: 100.00 USD	Defines the advance or requested fund withdrawal. Caution: Review fund availability and advance recovery arrangements before posting.
Note and row Action - Figure 4	Optional line explanation and Draft row maintenance. Example: Approved request reference	Support the line's business basis. Caution: Row removal does not cancel a posted payable or recover paid cash.
Calculate Draft and journal preview - Figure 4	Available for the saved editable Draft. Example: Review Account Debit and Credit	Show the proposed advance/fund obligation and clearing entries. Caution: A preview is not a posted journal.
Post - Figure 4	Consequential eligible saved-Draft action. Example: Review the linked AP and journal result	Creates the supported obligation, journal and employee payable processing. Caution: It does not by itself send money to the employee's bank.
AP Invoices Created Count Created At JV # and AP Paid - Figure 4	Read-only linked accounting/payment displays. Example: Review each linked invoice	Connect the HR document with its financial records. Caution: AP Paid can reflect some payment; check remaining unpaid amounts.
Mark Paid and Reverse - Figure 4	Use only where permitted by the saved state and AP dependencies. Example: Review actual payments first	Synchronise supported payment status or request the supported correction. Caution: Paid or partially paid linked AP must not be bypassed through direct HR edits.

Final settlements attendance and employee evidence field reference

Figure 5 Final settlements attendance and employee evidence

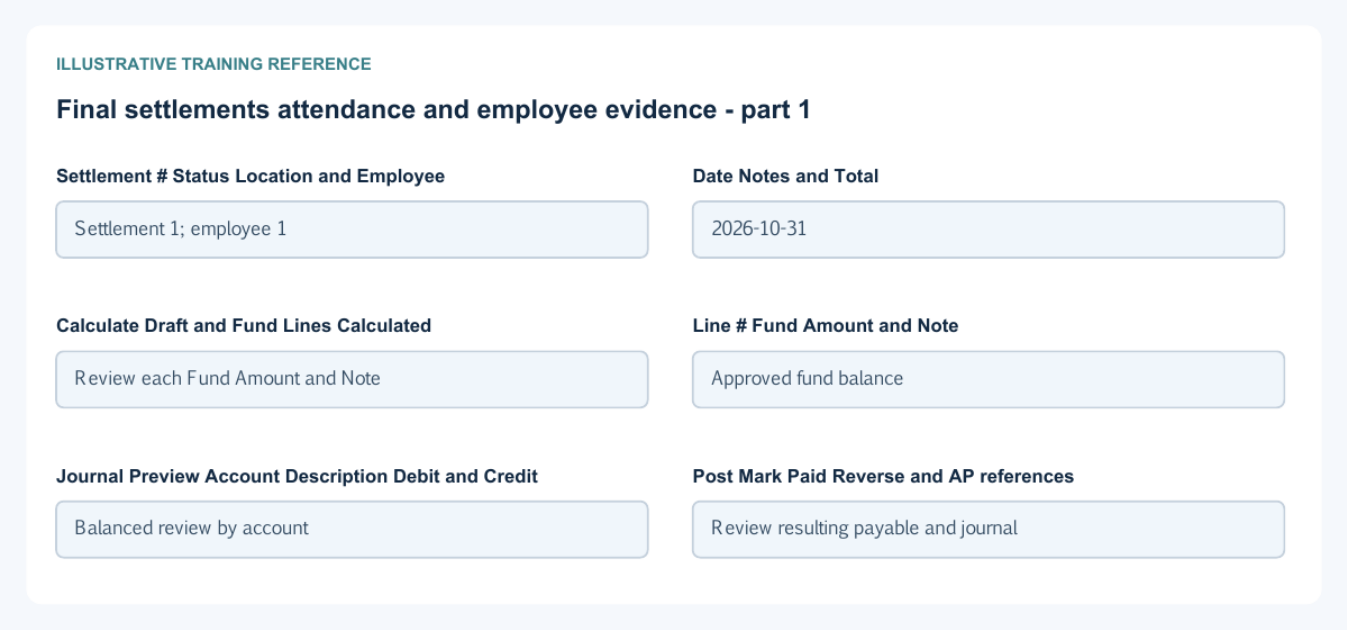


Figure 5. Illustrative training reference: Final settlements attendance and employee evidence.

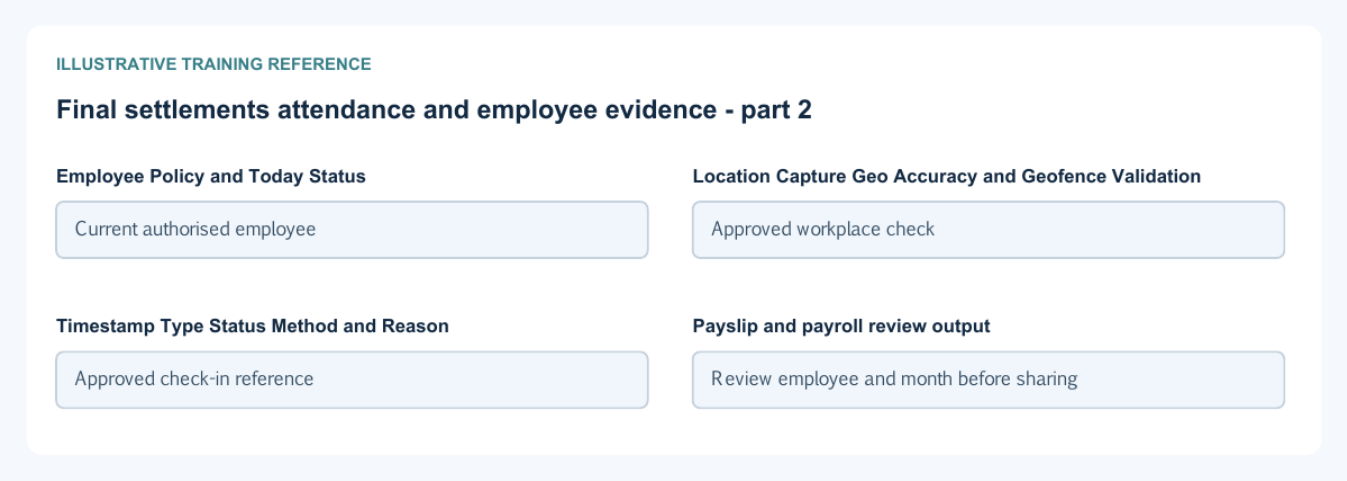


Figure 5 continued. Illustrative training reference: Final settlements attendance and employee evidence continued.

Field and figure	Entry rule and example	Purpose and implication
Settlement # Status Location and Employee - Figure 5	Generated identity and required permitted context. Example: Settlement 1; employee 1	Identify whose accumulated-fund settlement is being calculated. Caution: This screen is not a general-purpose termination-benefit calculator.
Date Notes and Total - Figure 5	Required eligible date, optional explanation and calculated total. Example: 2026-10-31	Date and describe the settlement and display the calculated obligation. Caution: The Total is not an editable bank-payment instruction.

Field and figure	Entry rule and example	Purpose and implication
Calculate Draft and Fund Lines Calculated - Figure 5	Calculate eligible fund balances for the selected employee/date. Example: Review each Fund Amount and Note	Build the supported fund settlement lines. Caution: Review prior withdrawals and fund history; do not add unrelated leave/severance amounts by assumption.
Line # Fund Amount and Note - Figure 5	Calculated settlement detail. Example: Approved fund balance	Explain the components of the settlement Total. Caution: Do not treat a balance display as approval to pay.
Journal Preview Account Description Debit and Credit - Figure 5	Read-only proposed journal lines. Example: Balanced review by account	Show the proposed fund liability and clearing treatment. Caution: A balanced preview can still use the wrong employee, date or account.
Post Mark Paid Reverse and AP references - Figure 5	Conditional saved-workflow controls and linked evidence. Example: Review resulting payable and journal	Connect settlement calculation, posting and payment evidence. Caution: Partial AP payment can trigger paid status; use unpaid balances to confirm complete settlement.
Employee Policy and Today Status - Figure 5	Self-service attendance identity and policy displays. Example: Current authorised employee	Identify whose attendance is shown and the relevant attendance rules. Caution: Self-service does not authorise viewing other employees' attendance.
Location Capture Geo Accuracy and Geofence Validation - Figure 5	Conditional attendance location and accuracy results. Example: Approved workplace check	Explain location capture and whether it meets the configured geofence. Caution: Only grant location permission where the workplace policy requires it; accuracy and validation are separate results.
Timestamp Type Status Method and Reason - Figure 5	Read-only attendance history columns. Example: Approved check-in reference	Explain when and how an attendance event was recorded and its result. Caution: An event does not automatically establish payable hours or approve an absence.
Payslip and payroll review output - Figure 5	Use the permitted employee/run document. Example: Review employee and month before sharing	Provide employee compensation evidence separately from bank settlement. Caution: Restrict payroll, attendance and fund exports; never use real employee data in public training screenshots.

Keep HR posting, AP and payment separate

Post requests the supported payroll accounting and linked payables processing. Reopen the run and review generated AP invoices, applicable journals and the payroll review output. Vendor payments and applications settle the linked obligations; posting payroll alone does not transfer money. Use the AP references to trace employees and authorities separately.

Read Paid as a status, not full settlement proof

The released payroll and related HR payment checks can mark a document PAID when a linked AP invoice has any paid amount, including a partial payment. To confirm full settlement, inspect every linked invoice and its remaining unpaid balance, payment/application records and bank evidence. For example, a USD 1000 obligation paid by USD 100 still has USD 900 outstanding regardless of an HR Paid label.

Distinguish advances, fund withdrawals and final settlements

An Employee Advance creates the supported recoverable advance and payable obligation. A Fund Withdrawal draws against the selected accumulated fund under its eligibility rules. Final Settlement calculates the supported employee fund balances for a date; it is not an automatic calculation of every legal termination benefit. Review fund history, earlier withdrawals, liabilities and employee balances before posting or paying.

Reconcile payroll and employee obligations

Compare employee/run totals and payslips with posted salary, tax, fund, advance, contribution and clearing entries. Tie linked AP balances to the employee and authority obligations. Trace each payment application and residual amount; reconcile bank settlement separately. Explain differences caused by non-cash benefits, employer contributions, partial payments and timing rather than forcing totals to match by changing tax.

Correct in dependency order and protect employee data

Correct permitted Draft inputs and recalculate before posting. Payroll reversal is restricted by paid/partially paid linked AP, existing reversals and later posted payroll periods. Use authorised AP/bank and later-period correction paths first where required; do not bypass the checks with manual database edits. Limit payroll, payslip, attendance and fund outputs to approved recipients. Location capture is an attendance-policy permission, not a reason to grant unrelated device access.

Work through gross pay, benefits and deductions

Assume an illustrative payroll calculation in one functional currency: basic cash salary 1,000, cash allowance 100, non-cash taxable benefit 50, employee tax 120 and another employee cash deduction 30. Cash earnings are 1,100 and illustrative cash net pay is 1,100 minus 120 minus 30 = 950. A taxable-basis display can include the non-cash 50, but that does not make cash pay 1,000. The figures and tax amount are fictional, not a tax rate or statutory calculation.

An employer contribution of 40, if applicable under the approved setup, is a separate employer expense/liability; do not automatically deduct it from that 950 employee cash pay. Check the actual run's taxable/non-taxable and cash/non-cash design, effective compensation and every earning/deduction/fund code before accepting totals.

Follow the run to each payable and payment

Stage	What to inspect	What remains separate
Inputs	Employee, payroll month, effective compensation, approved variable activities and source	An imported/activity Source label is not proof it was approved or not counted twice
Calculation	Per-employee earnings, benefits, tax, deductions, employer contributions and net pay	A Draft calculation is not a payable or bank transfer
Posting	Saved run status, linked AP invoices, journals and any failure details	A queued request or linked invoice count is not complete payment
Employee settlement	Actual employee AP invoice, payment/application and residual	HR Paid can reflect a partial payment; review all remaining balances
Tax and funds	Authority/fund liabilities, due dates, separate AP/payment evidence where applicable	Paying the employee does not necessarily settle the authority or fund
Reconciliation	Payroll review, payslips, HR-to-AP report, GL and bank	Keep the same company, month, date/currency basis and permitted location scope

For an employee payable of 950 paid by 600, the remaining employee payable is 350 before other applications. Do not treat that as an unpaid gross salary of 500 or as full settlement because an HR status reads Paid. Investigate each linked invoice and payment rather than changing payroll tax or benefits to make a report agree.

Check attendance and effective dates before calculation

Confirm the employee's applicable position, attendance policy, company timezone, shift/holiday calendar, accepted attendance and authorised exception adjustments. A profile photo is not completed biometric enrolment; a captured attempt is not necessarily accepted attendance. Missing or disputed attendance must be resolved through the approved HR process before it affects payroll.

Use the effective compensation dates for the actual payroll period. Check the mid-period policy and any cutoff rather than assuming a full monthly salary or inventing a daily rate. Employment termination, payroll final settlement and application-user offboarding are separate tasks. Restrict employee identity, bank, biometric and payslip evidence to authorised recipients.

Verify corrections before recalculating

For an editable Draft, correct the actual input, recalculate and compare the changed employee/run totals. For a posted run, review linked payments/applications, paid/partially paid AP and later payroll periods before requesting a supported reversal. Retain original and replacement references. A manual GL correction does not amend an employee's payslip, fund history or AP balance.

Related user guides

HR and payroll setup, vendor payments and applications, accounting controls, approvals and audit and cash and bank.

Taxation

Module setup, everyday tasks and data-loading prerequisites

Chapter	Page
Configure tax codes and understand withholding	353

Data-loading prerequisites and limits

Prepare tax codes and country rules in their supported setup screens. Item, partner and transaction templates can carry supported tax selections; they do not replace tax-code configuration or authority registration. Review resolved customer/vendor tax and withholding after importing those records.

Continue with the Imports documents and common controls bulk guidance.

Set up approved transaction tax codes and understand how their lines affect invoice and settlement calculations. This guide is for authorised tax/accounting users in the selected company. It does not prescribe a statutory rate, register a business for tax or submit an electronic invoice.

Prepare and verify a tax code

Have the tax owner's approved design for the tax basis, rate, inclusive/exclusive treatment, withholding timing, ledger destination and authority reference. Chargeable tax adds or extracts tax under its configured calculation; withholding concerns an amount retained from settlement. They are not interchangeable.

1. In Taxation, open Tax Code Headers and search for an existing suitable code before using Create Tax Code Header.

2. Enter Name and optional Description, and review Active. A clear name helps selection but does not determine the calculation.

3. Use Add Line for each approved component. Complete the field reference below, including type, recognition where applicable, nature, rank, posting account, percentage and any Applied To dependencies.

4. Review Exclude Base together with Applied To. Do not tick it merely to mark a transaction exempt; it changes the amount on which the line calculates. Remove accidental empty lines before Save.

5. Reopen the saved header and review all lines, then check a representative authorised transaction's line tax and totals before making this the normal default. Reopen the consuming transaction to confirm its actual selected code, not just the master name.

Maintain customer and vendor defaults and item defaults separately. Follow electronic invoicing for fiscal-document evidence and invoice/payment guidance for settlement-stage effects.

Separate tax configuration from country fiscal processing

Tax Code Headers group tax lines used by transaction calculations. Country e-invoice treatment, authority connections and tax registration evidence are separate. Selecting a tax code does not submit a return or establish that the transaction meets all statutory requirements.

Prepare approved tax design

Confirm current company, active posting accounts, chargeable/withholding treatment, rates, dependency order and recognition timing with the authorised tax/accounting owner. Use the approved applicable rules and effective operational setup; do not infer a country tax rate from a training example.

Read tax headers and line identities

A header supplies name, description and active state. Each tax line supplies name/description, Tax Type, Withholding Recognition, Tax Nature, Rank, Chart of Account, Percentage, Tax Authority, Active, Applied To and Exclude Base. The ledger destination must reflect the line's actual purpose.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Tax Code Header field reference

Figure 1 Tax Code Header

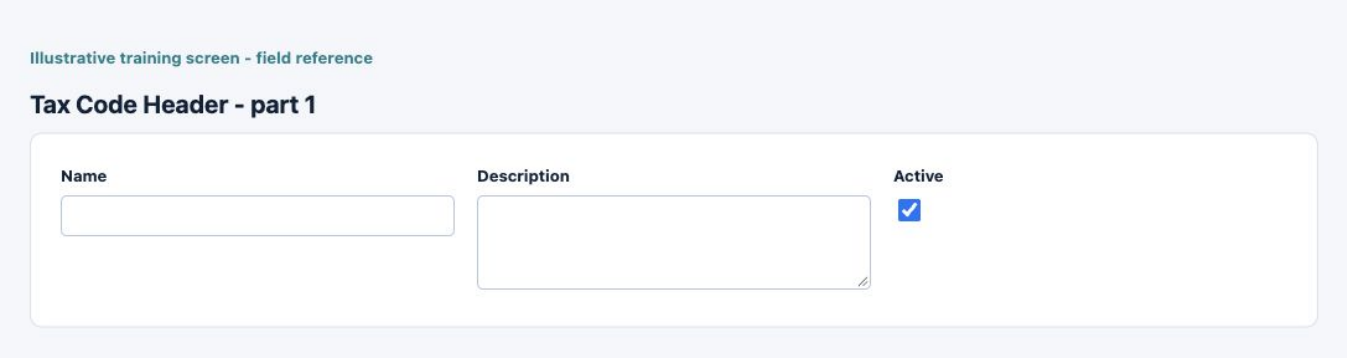


Figure 1. Illustrative training screen: Tax Code Header.

Field and screenshot	Entry rule and example	Purpose and implication
Name - Figure 1	Required entry. Maximum 50 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Enter the name of the tax group. Caution: Confirm the saved value and affected workflow before relying on the result.
Description - Figure 1	Optional or policy-dependent entry. Maximum 100 characters. Example: Approved business purpose	Business explanation supporting the record and its review. Text does not replace source documents, approval or calculated accounting values. Provide a description for the tax group (optional). Caution: Confirm the saved value and affected workflow before relying on the result.
Active - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Indicates whether the tax group is active. Caution: Confirm the saved value and affected workflow before relying on the result.

Tax Code Line field reference

Figure 2 Tax Code Line

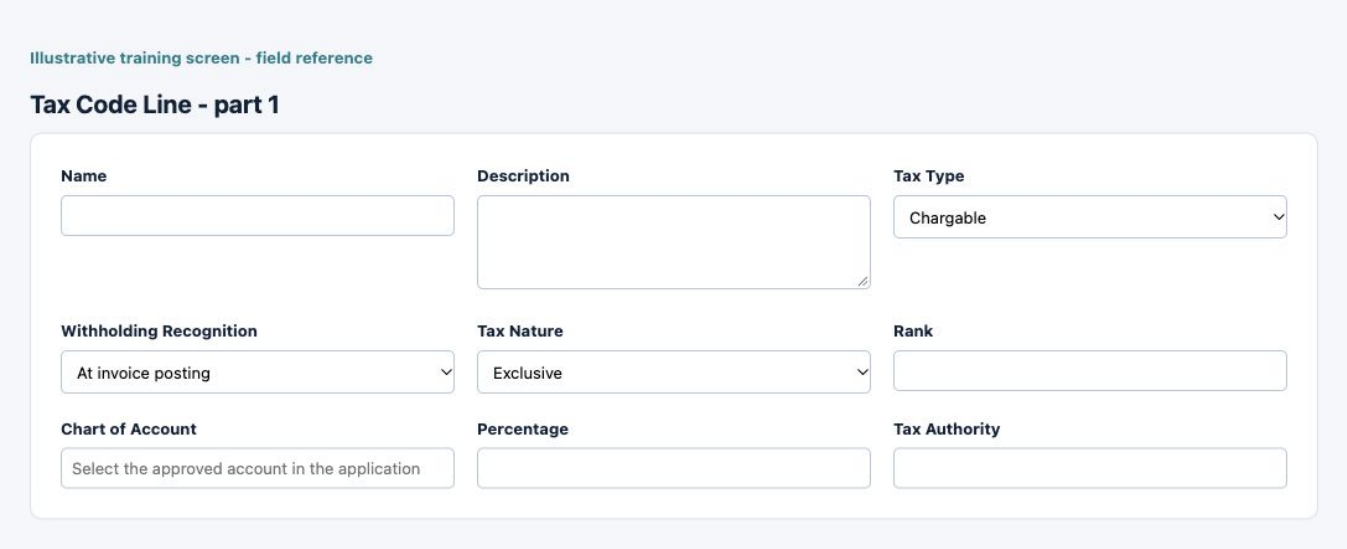


Figure 2. Illustrative training screen: Tax Code Line.

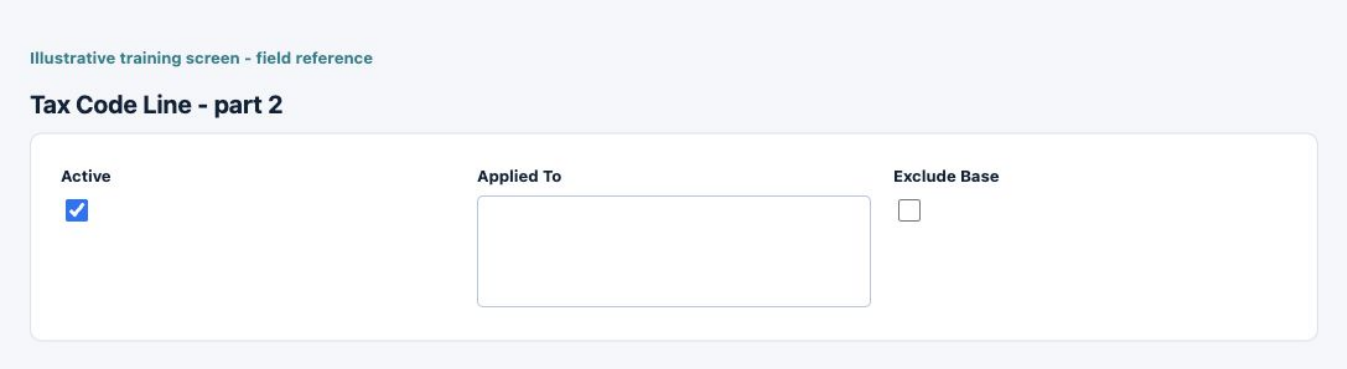


Figure 2 continued. Illustrative training screen: Additional Tax Code Line fields.

Field and screenshot	Entry rule and example	Purpose and implication
Name - Figure 2	Required entry. Maximum 50 characters. Example: Training configuration	Business description used to recognise this record in lists and selections; it is not a posting account or an approval. Name of the tax code (e.g., VAT, GST). Caution: Confirm the saved value and affected workflow before relying on the result.
Description - Figure 2	Optional or policy-dependent entry. Maximum 100 characters. Example: Approved business purpose	Business explanation supporting the record and its review. Text does not replace source documents, approval or calculated accounting values. Description of the tax code. Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
Tax Type - Figure 2	Required entry. Choices: Chargable, Withholding. Example: Chargable	Distinguishes chargeable tax from withholding. This is separate from tax nature and from the country-specific fiscal treatment. Type of the tax code. Caution: Confirm the saved value and affected workflow before relying on the result.
Withholding Recognition - Figure 2	Required for withholding; recognition changes can be locked after use. Example: At invoice posting	Selects invoice-stage or settlement-stage withholding recognition. Keep gross liability, tax liability and cash settlement separate; used timing may be locked. For withholding tax only: recognize the tax when the invoice is posted or when a payment/receipt is applied. Caution: Confirm the saved value and affected workflow before relying on the result.
Tax Nature - Figure 2	Required entry. Choices: Inclusive, Exclusive. Example: Inclusive	Classifies the configured tax line for the application calculation. It is not the same as chargeable-versus-withholding type or a country fiscal treatment. Nature of the tax code (Inclusive/Exclusive). Caution: Confirm the saved value and affected workflow before relying on the result.
Rank - Figure 2	Required entry. Example: 1	Order used to evaluate related tax lines. Review dependencies so a later line does not refer to an unavailable calculation basis. Rank to determine the order of tax application. Caution: Confirm the saved value and affected workflow before relying on the result.
Chart of Account - Figure 2	Required entry. Example: Approved active company posting account	Approved company ledger mapping for the tax, deduction or liability concerned. Select an active account with the correct accounting purpose; a search result alone is not approval. Chart of Account associated with this tax code. Caution: Form acceptance is not accounting approval; inspect company, active state and purpose.
Percentage - Figure 2	Required entry. Form precision up to 2 decimal places; consuming company policy also applies. Example: 10.00	Percentage applied by the selected calculation rule. Enter percentage units, not a currency amount or an assumed decimal fraction. Percentage rate of the tax. Caution: Confirm the saved value and affected workflow before relying on the result.
Tax Authority - Figure 2	Required entry. Maximum 50 characters. Example: The approved business value or selected record	Business authority reference on the tax line. It does not create an e-invoice connection, credential or regulatory submission. Name of the tax authority (e.g., IRS, State Tax Department). Caution: Confirm the saved value and affected workflow before relying on the result.

Field and screenshot	Entry rule and example	Purpose and implication
Active - Figure 2	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Indicates whether the tax code is active. Caution: Confirm the saved value and affected workflow before relying on the result.
Applied To - Figure 2	Optional or policy-dependent entry. Example: The approved business value or selected record	Selected other tax lines included in this line calculation basis, subject to supported type rules. Leaving it blank is not the same as selecting every tax line. Select the tax code line(s) on which this tax is applied. For chargeable taxes, select other chargeable taxes of the same type. For withholding taxes, select chargeable taxes to include in the base amount when exclude base is unchecked. Leave blank if not applicable. Caution: Confirm the saved value and affected workflow before relying on the result.
Exclude Base - Figure 2	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Excludes the document base so only selected Applied To tax amounts form the relevant basis. Review this together with type and dependencies to avoid double taxation. Check this if the base for this tax should be calculated solely on the tax amounts from the selected 'Applied To' lines, excluding the overall base. Uncheck to include the base amount and selected chargeable taxes for withholding taxes. Caution: Confirm the saved value and affected workflow before relying on the result.

Distinguish chargeable tax and withholding

Chargeable tax and withholding are not the same cash effect. Withholding can be recognised at invoice or settlement depending on the configured policy. Keep taxable base, added tax, gross liability, withholding liability and net cash distinct. Used recognition timing can be protected; do not force a policy change through a copied identifier.

Understand rank and dependencies

Rank controls evaluation order. Applied To selects supported other tax lines contributing to the basis. Exclude Base changes whether the document base is included; it is not an instruction to exempt the entire document. Review the dependency graph and supported type rules before activating compounded taxes.

Check a simple calculation

For an illustrative USD 100 base with a 10% chargeable line and no other rules, added tax USD 10 gives gross USD 110. A withholding amount is not automatically another added tax. Whether withholding uses USD 100, USD 110 or another approved basis depends on selected dependencies and recognition policy; do not deduct the same withholding twice.

Review customer and vendor defaults separately

Item and trading-partner customer defaults are separate from vendor defaults. Item-side exemption and explicit selections can change the effective result. A customer tax setting is not automatically the supplier purchase treatment. Review the actual selected or cleared transaction code rather than relying on a similarly named default.

Handle copies and imports deliberately

A copied new transaction and a historical reversal have different purposes. Review current defaults for a new copy while preserving the supported source history for a true reversal. Import choices such as automatic/default treatment, none/exemption and explicit code need deliberate review in the preview; an empty spreadsheet cell is not a universal instruction to remove tax.

Reconcile tax and settlement

Compare line-level calculations, transaction totals, tax account postings, invoice/payment application timing and relevant reports on the same company/currency/date basis. For settlement-stage withholding, inspect the application evidence rather than assuming invoice entry created the final withholding journal.

Control corrections and access

Keep tax mapping changes under authorised review. Investigate incorrect defaults or dependent bases at their source; do not overwrite tax values just to match a cash figure. Preserve supporting invoices and explanations and keep credentials/authority tokens out of tax descriptions or attachments.

Resolve a tax calculation difference

Situation	What to do
Unexpected tax code on a new line	Review the actual selected code, explicit exemption and separate item/customer/vendor defaults; a similar master name does not establish the same result.
Tax basis or amount differs	Check inclusive/exclusive nature, rank, Applied To, Exclude Base, percentage units and consuming document rounding before changing amounts.
Withholding appears at another stage	Review the configured invoice/settlement recognition and actual applications; do not record the same withholding twice.

Continue with the related task

Trading partners, items, vendor invoices/payments, customer invoices/receipts and fiscal evidence.

Country specific e invoicing

Module setup, everyday tasks and data-loading prerequisites

Chapter	Page
Understand country electronic invoicing and evidence	361
Use conditional country and stock tracking controls	372

Data-loading prerequisites and limits

Item, partner and customer-transaction templates include supported country/fiscal fields where applicable. Import success is not fiscal submission or authority acceptance. Maintain credentials through authorised profile controls; never put signing secrets or OTPs in ordinary workbooks.

Continue with the Imports documents and common controls bulk guidance.

Use this guide to read electronic-invoice profiles and document evidence without confusing accounting completion with authority acceptance. It is for authorised fiscal users; profile and connection maintenance belongs to the organisation's authorised administrators. Country, document type and environment determine the applicable route.

Review one electronic document safely

Have the original accounting document number, intended country/environment and permission to view its fiscal evidence. An adapter is the configured country/provider route; a payload is the electronic data prepared for that route. Neither word means that an authority has accepted the document.

1. Open E-Invoice Documents in the selected company and identify the source document by its exact accounting reference, business type and party. Do not substitute another invoice merely because the amount matches.

2. Compare country, environment, currency, totals and party identifiers with the source. A sandbox result belongs to testing, not the production authority record.

3. Read the document status, validation messages and available submission/lifecycle evidence. Identify the actual authority reference where acceptance exists; a downloaded file or successful transport response alone is not that evidence.

4. If work is queued or a response is uncertain, inspect the existing document and logs before asking the authorised fiscal owner to act. Do not create a second accounting invoice or send another request solely to get a clearer response.

5. Retain the accounting source and its matching fiscal evidence. Use the supported country/document correction path under the tax owner's authority when correction is needed; do not overwrite the original accepted reference.

Use conditional controls for country/tracking-dependent fields and POS checkout for provisional versus accepted receipts. This review sequence does not instruct you to transmit, resubmit or replay a historical document.

Separate accounting and fiscal documents

An accounting invoice, prepared electronic document, validated payload, transmitted request and authority-accepted invoice are different records/stages. A successful accounting save or printable PDF does not by itself prove fiscal acceptance.

Confirm country route and permitted duties

Use the country route approved for your company and environment. Pakistan and Kenya have different document, buyer, reference and submission requirements. Not every format, adapter or capability listed in setup is available for every document type. Ordinary users should review document evidence; profile/connection changes belong to authorised administrators.

Review company profiles

Company E-Invoice Profiles identify adapter, country, authority, format, submission model, environment, active dates, default business process and approved connection references. Legal-name or registration overrides require verified evidence. Profile attributes are supported configuration options, not a way to enable an unsupported route by entering arbitrary values.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Company E-Invoice Profile field reference

Figure 1 Company E-Invoice Profile

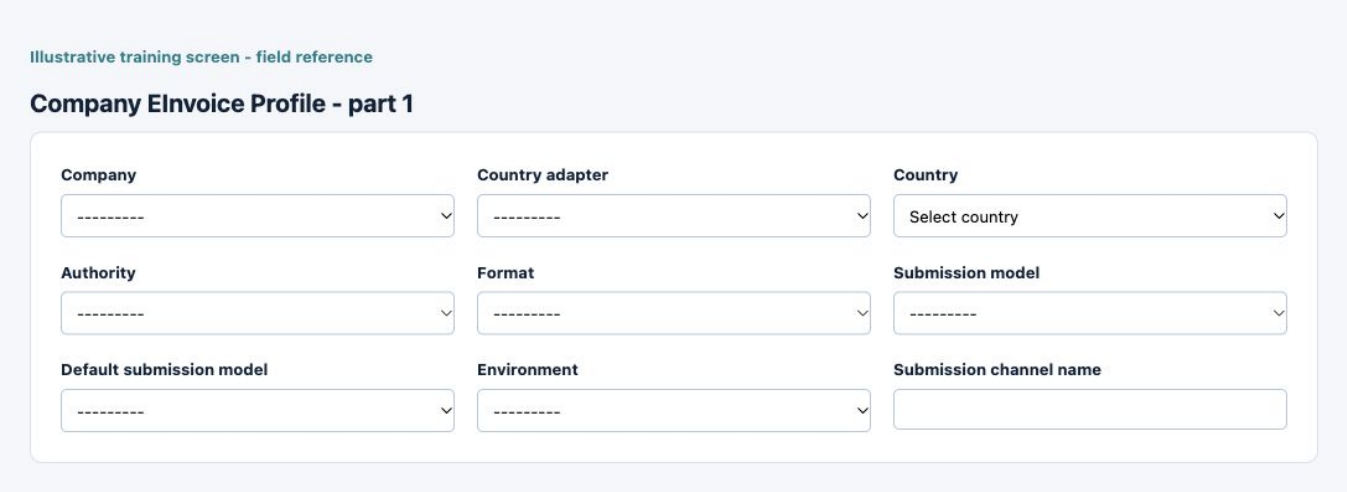


Figure 1. Illustrative training screen: Company E-Invoice Profile.

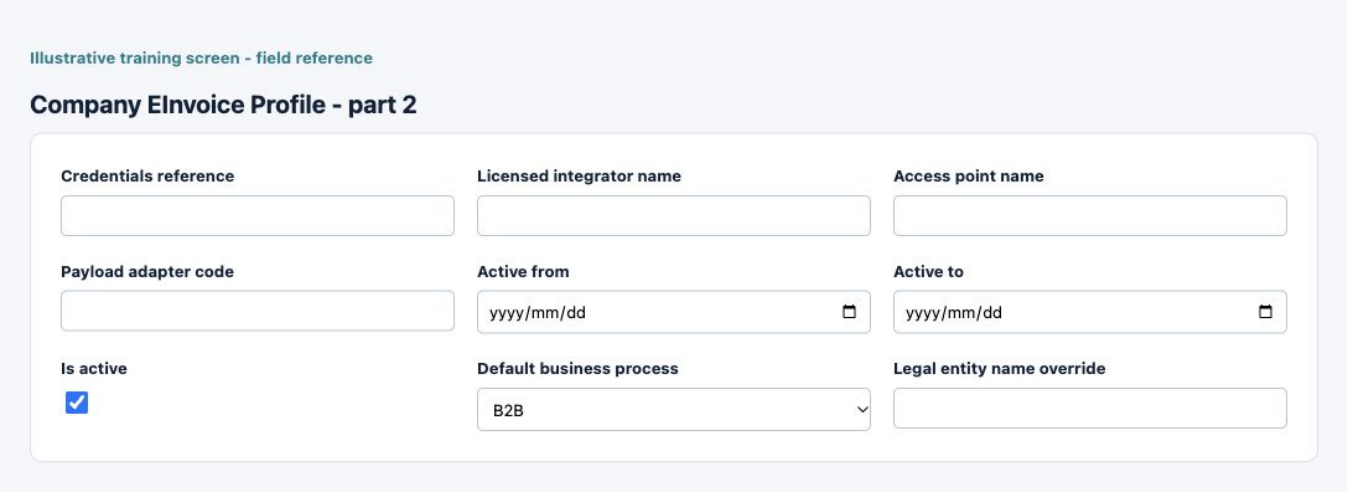


Figure 1 continued. Illustrative training screen: Additional Company E-Invoice Profile fields.

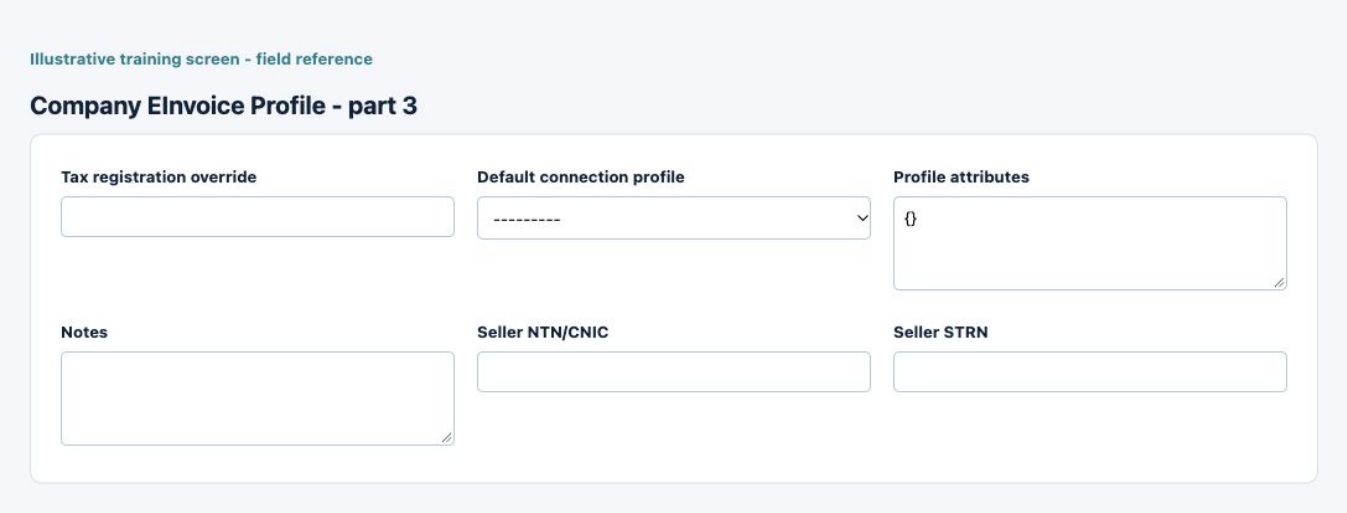


Figure 1 continued. Illustrative training screen: Additional Company E-Invoice Profile fields.

Field and screenshot	Entry rule and example	Purpose and implication
Company - Figure 1	Required entry. Example: Raven Demo Services	Current accounting company context; not a choice of subscription workspace or permission to another company. Caution: Configuration or local preparation is not proof of authority acceptance.
Country adapter - Figure 1	Optional or policy-dependent entry. Example: The approved business value or selected record	Select the approved country adapter, authority or document format for the route. A configured choice does not prove connectivity, certification or authority acceptance. Caution: Configuration or local preparation is not proof of authority acceptance.
Country - Figure 1	Required entry. Maximum 2 characters. Example: The approved Pakistan or Kenya route	Country relevant to this record. It is distinct from transaction currency and does not by itself activate a tax or e-invoicing route. Caution: Configuration or local preparation is not proof of authority acceptance.
Authority - Figure 1	Required entry. Example: The approved business value or selected record	Select the approved country adapter, authority or document format for the route. A configured choice does not prove connectivity, certification or authority acceptance. Caution: Configuration or local preparation is not proof of authority acceptance.
Format - Figure 1	Required entry. Example: The approved business value or selected record	Select the approved country adapter, authority or document format for the route. A configured choice does not prove connectivity, certification or authority acceptance. Caution: Configuration or local preparation is not proof of authority acceptance.

Field and screenshot	Entry rule and example	Purpose and implication
Submission model - Figure 1	Required entry. Choices: Manual Export, Direct API, Peppol Access Point, Licensed Integrator, PRAL, Accredited Service Provider, GSP, Government Platform, Client Agent, Relay Server, Provider Managed. Example: Manual Export	Configured delivery model or named channel for fiscal processing. Preparation, export, transmission and acceptance are different stages. Caution: Configuration or local preparation is not proof of authority acceptance.
Default submission model - Figure 1	Optional or policy-dependent entry. Choices: Manual Export, Direct API, Peppol Access Point, Licensed Integrator, PRAL, Accredited Service Provider, GSP, Government Platform, Client Agent, Relay Server, Provider Managed. Example: Manual Export	Configured delivery model or named channel for fiscal processing. Preparation, export, transmission and acceptance are different stages. Caution: Configuration or local preparation is not proof of authority acceptance.
Environment - Figure 1	Required entry. Choices: Sandbox, Production. Example: Sandbox	Sandbox versus production context for the e-invoice route. Credentials, connection and evidence must match; sandbox acceptance is not production approval. Caution: Configuration or local preparation is not proof of authority acceptance.
Submission channel name - Figure 1	Optional or policy-dependent entry. Maximum 150 characters. Example: The approved business value or selected record	Configured delivery model or named channel for fiscal processing. Preparation, export, transmission and acceptance are different stages. Caution: Configuration or local preparation is not proof of authority acceptance.
Credentials reference - Figure 1	Optional or policy-dependent entry. Maximum 255 characters. Example: Approved credential reference, not its secret	Reference to an approved credential record, not a place to paste passwords, tokens or signing keys. Credential custody remains with the authorised administrator. Caution: Configuration or local preparation is not proof of authority acceptance.
Licensed integrator name - Figure 1	Optional or policy-dependent entry. Maximum 150 characters. Example: Approved integrator	Approved integrator or access-point reference for the configured route. Typing a provider name does not establish a connection or licence. Caution: Configuration or local preparation is not proof of authority acceptance.
Access point name - Figure 1	Optional or policy-dependent entry. Maximum 150 characters. Example: Approved receiving access point	Approved integrator or access-point reference for the configured route. Typing a provider name does not establish a connection or licence. Caution: Configuration or local preparation is not proof of authority acceptance.
Payload adapter code - Figure 1	Optional or policy-dependent entry. Maximum 80 characters. Example: The approved business value or selected record	Supported payload adapter selection for the route. Use the approved value; do not guess an adapter to bypass country validation. Caution: Configuration or local preparation is not proof of authority acceptance.

Field and screenshot	Entry rule and example	Purpose and implication
Active from - Figure 1	Required entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: Configuration or local preparation is not proof of authority acceptance.
Active to - Figure 1	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: Configuration or local preparation is not proof of authority acceptance.
Is active - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Controls whether this configuration remains available for relevant use. Turning it off does not reverse earlier transactions or erase history. Caution: Configuration or local preparation is not proof of authority acceptance.
Default business process - Figure 1	Required entry. Choices: B2B, B2G, B2C, Export, Import. Example: The approved process for this route	Default business-process reference for the e-invoice profile. Check compatibility with document type and buyer requirements. Caution: Configuration or local preparation is not proof of authority acceptance.
Legal entity name override - Figure 1	Optional or policy-dependent entry. Maximum 255 characters. Example: Verified legal name	Profile-specific legal-name or registration override. Use only verified authorised values, not a convenient replacement for company legal identity. Caution: Configuration or local preparation is not proof of authority acceptance.
Tax registration override - Figure 1	Optional or policy-dependent entry. Maximum 100 characters. Example: Verified registration (masked)	Profile-specific legal-name or registration override. Use only verified authorised values, not a convenient replacement for company legal identity. Caution: Configuration or local preparation is not proof of authority acceptance.
Default connection profile - Figure 1	Optional or policy-dependent entry. Example: The approved business value or selected record	Approved connection selected for this company/profile. Check company, environment and route without sharing credential values. Caution: Configuration or local preparation is not proof of authority acceptance.

Field and screenshot	Entry rule and example	Purpose and implication
Profile attributes - Figure 1	Optional or policy-dependent entry. Example: The approved business value or selected record	Additional supported country/profile options. Change only reviewed options for the applicable route; arbitrary values do not enable unsupported fiscal capabilities. Optional country- or authority-specific company attributes stored as JSON. Current regime guidance: Country / Authority Specific E-Invoicing. You can also store dynamic execution policy here, for example execution.source_modes, pos.enabled, pos.allow_offline_queue, and pos.block_completion_until_accepted. Caution: Configuration or local preparation is not proof of authority acceptance.
Notes - Figure 1	Optional or policy-dependent entry. Example: Relevant supporting explanation	Business explanation supporting the record and its review. Text does not replace source documents, approval or calculated accounting values. Caution: Configuration or local preparation is not proof of authority acceptance.
Seller NTN/CNIC - Figure 1	Optional or policy-dependent entry. Example: Verified seller NTN/CNIC (masked)	Pakistan seller or buyer registration reference where applicable. Preserve the verified identifier and distinguish NTN/CNIC from a separately maintained STRN. Use a clean Pakistan FBR seller NTN or CNIC without internal prefixes. Caution: Configuration or local preparation is not proof of authority acceptance.
Seller STRN - Figure 1	Optional or policy-dependent entry. Example: Verified separate STRN (masked)	Pakistan seller or buyer registration reference where applicable. Preserve the verified identifier and distinguish NTN/CNIC from a separately maintained STRN. Enter the seller STRN only if it is maintained separately from NTN/CNIC. Caution: Configuration or local preparation is not proof of authority acceptance.

Party E-Invoice Profile field reference

Figure 2 Party E-Invoice Profile

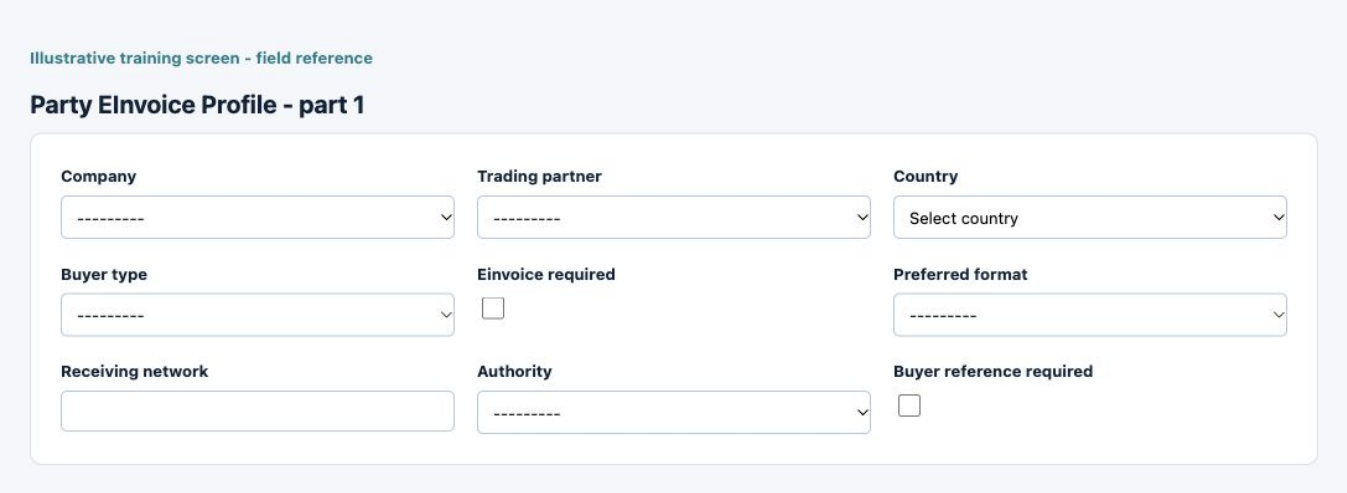


Figure 2. Illustrative training screen: Party E-Invoice Profile.

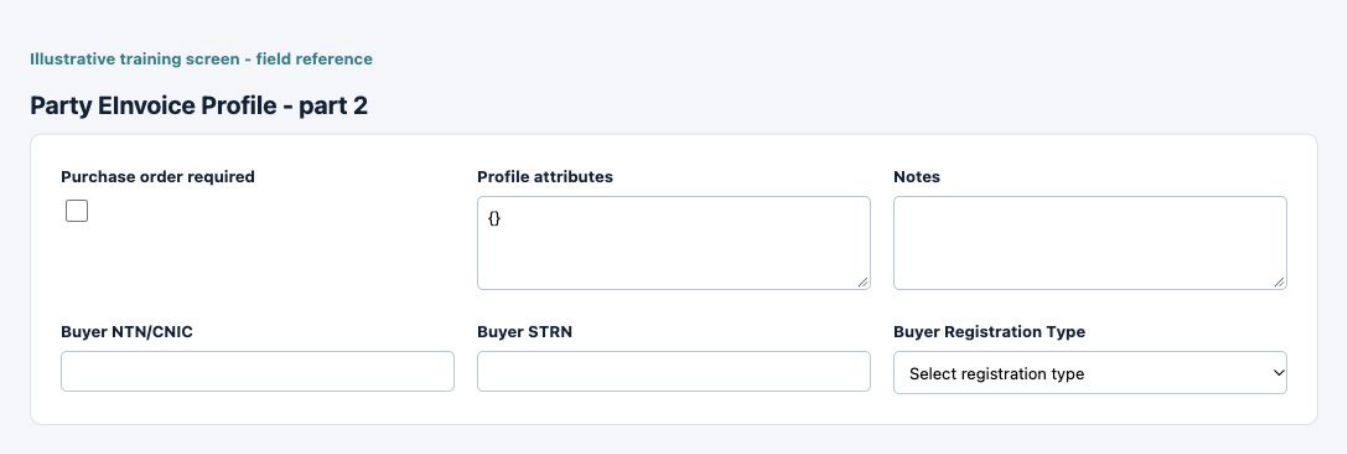


Figure 2 continued. Illustrative training screen: Additional Party E-Invoice Profile fields.

Field and screenshot	Entry rule and example	Purpose and implication
Company - Figure 2	Required entry. Example: Raven Demo Services	Current accounting company context; not a choice of subscription workspace or permission to another company. Caution: Configuration or local preparation is not proof of authority acceptance.
Trading partner - Figure 2	Required entry. Example: The approved business value or selected record	Current-company customer or supplier identity linked to this profile. Check the specific party rather than using an unrelated same-name contact. Caution: Configuration or local preparation is not proof of authority acceptance.
Country - Figure 2	Required entry. Maximum 2 characters. Example: The approved Pakistan or Kenya route	Country relevant to this record. It is distinct from transaction currency and does not by itself activate a tax or e-invoicing route. Caution: Configuration or local preparation is not proof of authority acceptance.

Field and screenshot	Entry rule and example	Purpose and implication
Buyer type - Figure 2	Required entry. Choices: Business, Government, Consumer, Export, Import. Example: Business	Buyer classification for the configured country process. Select the actual registration/business status supported by the evidence. Caution: Configuration or local preparation is not proof of authority acceptance.
Einvoice required - Figure 2	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Records the party requirement for electronic invoicing. It does not itself submit a document or override the supported country route. Caution: Configuration or local preparation is not proof of authority acceptance.
Preferred format - Figure 2	Optional or policy-dependent entry. Example: The approved business value or selected record	Select the approved country adapter, authority or document format for the route. A configured choice does not prove connectivity, certification or authority acceptance. Caution: Configuration or local preparation is not proof of authority acceptance.
Receiving network - Figure 2	Optional or policy-dependent entry. Maximum 100 characters. Example: The approved business value or selected record	Optional buyer receiving network/routing reference. It is not a credential or evidence that the receiver accepted a document. Optional network or routing reference such as Peppol or another buyer receiving channel. Caution: Configuration or local preparation is not proof of authority acceptance.
Authority - Figure 2	Optional or policy-dependent entry. Example: The approved business value or selected record	Select the approved country adapter, authority or document format for the route. A configured choice does not prove connectivity, certification or authority acceptance. Caution: Configuration or local preparation is not proof of authority acceptance.
Buyer reference required - Figure 2	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Requires the corresponding buyer reference or PO information for relevant invoices. It is distinct from procurement receipt matching in your own AP ledger. Caution: Configuration or local preparation is not proof of authority acceptance.
Purchase order required - Figure 2	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Requires the corresponding buyer reference or PO information for relevant invoices. It is distinct from procurement receipt matching in your own AP ledger. Caution: Configuration or local preparation is not proof of authority acceptance.

Field and screenshot	Entry rule and example	Purpose and implication
Profile attributes - Figure 2	Optional or policy-dependent entry. Example: The approved business value or selected record	Additional supported country/profile options. Change only reviewed options for the applicable route; arbitrary values do not enable unsupported fiscal capabilities. Optional country- or authority-specific buyer attributes stored as JSON. Current regime guidance: Country / Authority Specific E-Invoicing. Caution: Configuration or local preparation is not proof of authority acceptance.
Notes - Figure 2	Optional or policy-dependent entry. Example: Relevant supporting explanation	Business explanation supporting the record and its review. Text does not replace source documents, approval or calculated accounting values. Caution: Configuration or local preparation is not proof of authority acceptance.
Buyer NTN/CNIC - Figure 2	Optional or policy-dependent entry. Example: Verified buyer NTN/CNIC (masked)	Pakistan seller or buyer registration reference where applicable. Preserve the verified identifier and distinguish NTN/CNIC from a separately maintained STRN. Use a clean Pakistan FBR buyer NTN or CNIC without internal prefixes. Caution: Configuration or local preparation is not proof of authority acceptance.
Buyer STRN - Figure 2	Optional or policy-dependent entry. Example: Verified separate STRN (masked)	Pakistan seller or buyer registration reference where applicable. Preserve the verified identifier and distinguish NTN/CNIC from a separately maintained STRN. Enter the buyer STRN only if it is maintained separately from NTN/CNIC. Caution: Configuration or local preparation is not proof of authority acceptance.
Buyer Registration Type - Figure 2	Optional or policy-dependent entry. Choices: Registered, Unregistered. Example: Registered	Buyer classification for the configured country process. Select the actual registration/business status supported by the evidence. Choose whether the buyer is registered or unregistered for Pakistan FBR. Caution: Configuration or local preparation is not proof of authority acceptance.

Review party profiles and identifiers

Party E-Invoice Profiles link the correct trading partner to buyer classification, requirement, preferred format/network and buyer/PO reference requirements. Pakistan NTN/CNIC, a separately maintained STRN and registered/unregistered buyer status are distinct. Country-specific identifiers must be verified and must not contain internal prefixes merely because a company uses them elsewhere.

Protect connections and credentials

Credentials Reference is a reference, not a field for sharing a token or password. Keep sandbox and production settings/evidence separate. Country Adapter Registry, provider capability and transport/credential maintenance are not ordinary invoice-entry tasks; ask the authorised administrator to resolve an unavailable approved route without bypassing protection.

Read document and submission history

E-Invoice Documents, Submission Logs and Lifecycle Events provide different evidence. Inspect the source accounting document, business type, country/environment, document status, validation messages, authority identifiers and lifecycle events together. An HTTP response or exported file is not necessarily an accepted tax invoice.

Distinguish export from online submission

A manual JSON/ZIP export prepares a file for the approved external process; downloading it does not transmit it. Direct online submission requires the supported configured/certified route and authorised credentials. After timeout, inspect the existing status/log/evidence before requesting another submission; do not create a duplicate accounting invoice as a retry.

Understand POS country boundaries

Pakistan and Kenya POS workflows can use profile-specific review/background policies for eligible new sales. An opt-in for new sales is not permission to replay historical invoices. Returns and adjustment notes follow their own reviewed country path. A provisional POS receipt remains different from an authority-accepted fiscal output.

Handle corrections through the supported document type

Credit/debit notes, returns and vendor documents have country/type-specific restrictions. Preserve the original accepted reference and the true correction purpose. Do not classify an unsupported note as an ordinary invoice just to make a submit action available.

Retain evidence and reconcile

Keep the accounting source, prepared payload/export, validation result, submission/lifecycle history and accepted authority references under the organisation's retention rules. Compare amounts, currency, tax and party identity. Reconcile accounting and fiscal states without overwriting original accepted evidence. Escalate uncertain authority status before resubmission; current legal filing requirements must be confirmed through the approved tax owner.

Resolve a fiscal evidence question

Situation	What to do
Route or action is unavailable	Confirm company, country, document type, environment and permission with the authorised fiscal owner; a listed capability is not permission to force an unsupported request.
Status is uncertain after a timeout	Inspect the existing document, submission/lifecycle evidence and authority reference before any authorised retry. Do not duplicate the accounting invoice.
Accounting and fiscal totals differ	Compare the same source/version, party identifiers, currency, line tax and correction references. Preserve accepted evidence and escalate the mismatch.

Continue with the related task

Conditional country controls, tax codes, customer invoices, vendor documents and POS receipts.

Controls appear according to company country, enabled profile, document type, item nature, tracking method, saved state and user permission. A hidden section does not mean that a duty, fiscal registration or physical-stock control is unnecessary. Confirm context before copying or correcting a document.

Decide which controls apply

Condition	What to review	Practical implication
Service or non-inventory item	Commercial quantity, price, tax and posting accounts	Do not create warehouse allocations for an item without inventory movement
Inventory item without lot or serial tracking	Location, warehouse, quantity and required bin	Stock still needs the correct physical site and quantity
Lot-tracked item	Lot number and supplier lot where applicable	One commercial line can require several allocation rows
Expiry-controlled item	Lot expiry, shelf-life policy and available stock	Do not replace the real expiry with a convenient future date
Serial-tracked item	Each actual serial and its supported quantity	Reusing a serial or assuming one row represents many units can invalidate traceability
Warehouse uses bins	Required receiving/issue bin inside that warehouse	A bin from another warehouse is not interchangeable
Transfer changes lot or serial	Source identity, target identity and expiry	Preserve the physical source-to-target trace; do not relabel unrelated stock
Receipt, dispatch or gate-pass details enabled	Carrier, vehicle, driver, package and delivery references	Transport evidence does not replace inventory allocation or accounting posting

Allocation and transport fields

Field or control	Entry and example	Implication and caution
Location and Warehouse	Choose the actual site and stock store.	Must match parent context and access; changing a label does not move stock.
Bin	Required according to warehouse receipt/issue settings.	Select a bin belonging to that warehouse.
Quantity	Physical allocation quantity in the required line unit.	Allocation total must reconcile to the commercial line, with its transaction-specific sign.
Lot No / Supplier Lot No	Actual internal and supplier tracking references.	Different lots require distinct rows; supplier lot is not a substitute for the internal lot.
Serial No	Actual individual tracked identity.	Avoid duplicate serials and unsupported quantities.
Expiry Date	Actual tracked expiry date when required.	Keep consistent across the lot and source evidence.
Vehicle Number / Transporter Name	Actual delivery details where offered.	Transport evidence does not determine fiscal acceptance or stock costing.
Driver Name / Mobile / ID	Only the business-required details.	Restrict access and avoid unnecessary personal data.
Delivery Note / Manufacturing Reference	Actual supporting source references.	Do not use reference text as a substitute for a saved source link.
Package Count / Goods Condition	Actual package/condition observation.	Package count may differ from inventory units.
Reference 1 / Reference 2 / Remarks	Concise explanation for the movement.	Not a place for passwords, credentials or unrelated sensitive data.
Save allocation / Save parent	Complete both steps when the dialog updates the parent form.	Reopen the source and confirm allocations, stock and posting state.

For an illustrative receipt of ten units split between two lots, allocate six units to the first lot and four to the second, with the correct warehouse/bin and expiry on each. The allocations total ten in the line's required quantity basis. For serial items, enter actual individual serials and use the screen's quantity rules. For an issue or return, preserve the signed quantity convention used by that transaction screen; do not copy a receipt allocation unchanged.

Saving an allocation dialog may update the parent form rather than save the entire source transaction. Return to the parent, confirm the quantities and complete its Save/approval/posting process. After reopening, verify the saved allocation and actual stock movement. An allocated, queued or completed-looking form is not sufficient evidence that costing and GL finished.

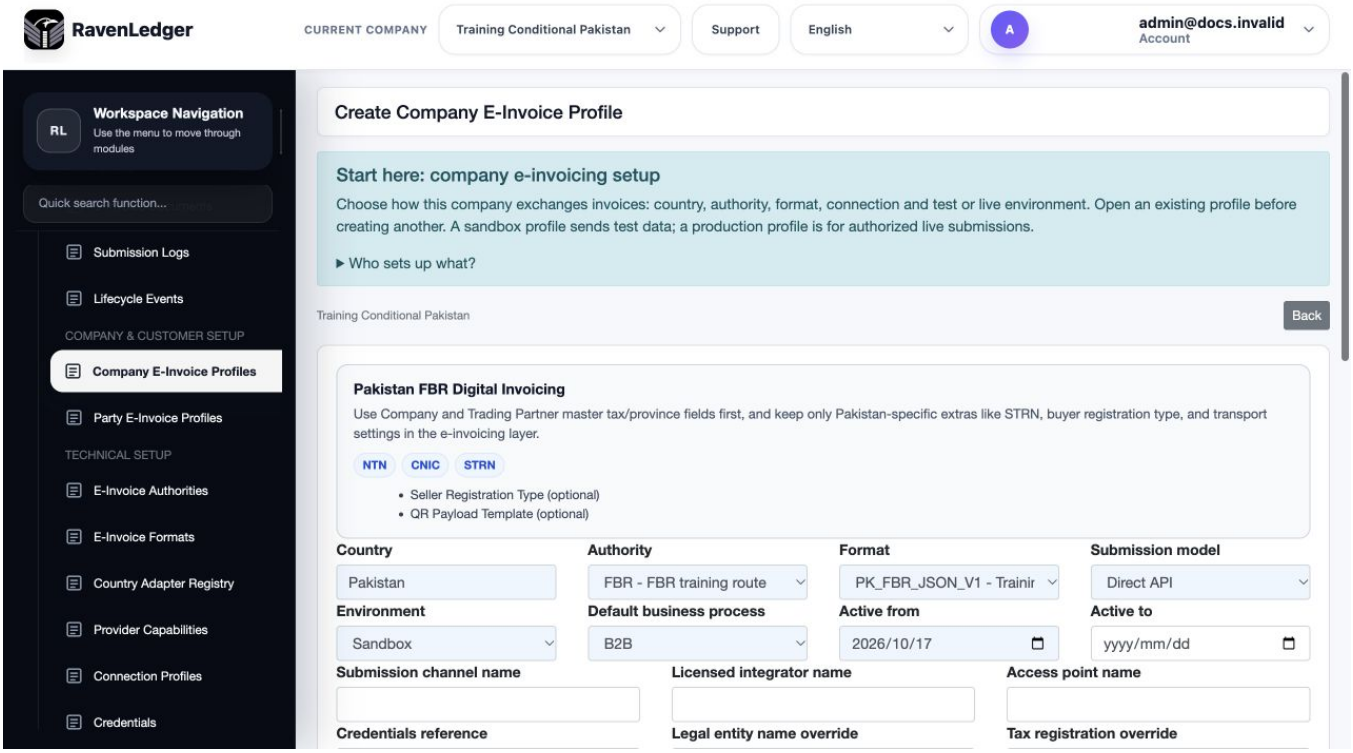
Electronic invoice route fields

Open E-Invoicing > Company E-Invoice Profiles in the correct company. Open the existing profile before creating another. The country-specific sections follow the company country; changing an invoice's delivery address does not change the company's fiscal route.

Field or control	Entry and example	Implication and caution
Country	Read the saved route value.	Company/source fiscal country, not a free-text shipment destination.
Country Adapter	Review the configured country behaviour in the relevant registry/readiness view.	Not a separate selector on this company-profile form; it does not prove regulatory certification.
Authority / Network	Read the saved route value.	Intended authority/network, such as the configured FBR or KRA route.
Format / Payload Adapter	Read the saved route value.	Document format and generator; generated payload is not accepted submission.
Submission Model / Transport Adapter	Read the saved route value.	Configured delivery method; export and live submission have different outcomes.
Provider / Connection Profile	Read the saved route value.	Configured route identity; do not expose its secrets in a screenshot or note.
Environment	Read the saved route value.	Confirm test versus production; never submit synthetic examples to a real authority.
Direction / Signing Method	Read the saved route value.	Configured inbound/outbound and signing basis; not an editable invoice workaround.

These route fields explain the chosen connection. They are not a place to paste API credentials or change an authority endpoint during invoice entry. Readiness checks for Business Profile, Country Adapter, Payload Adapter, Connection Profile, Credentials, Certificate / Signing, Provider Compatibility and Ready To Submit identify prerequisites. READY is not authority acceptance of an invoice.

Set up the Pakistan company profile

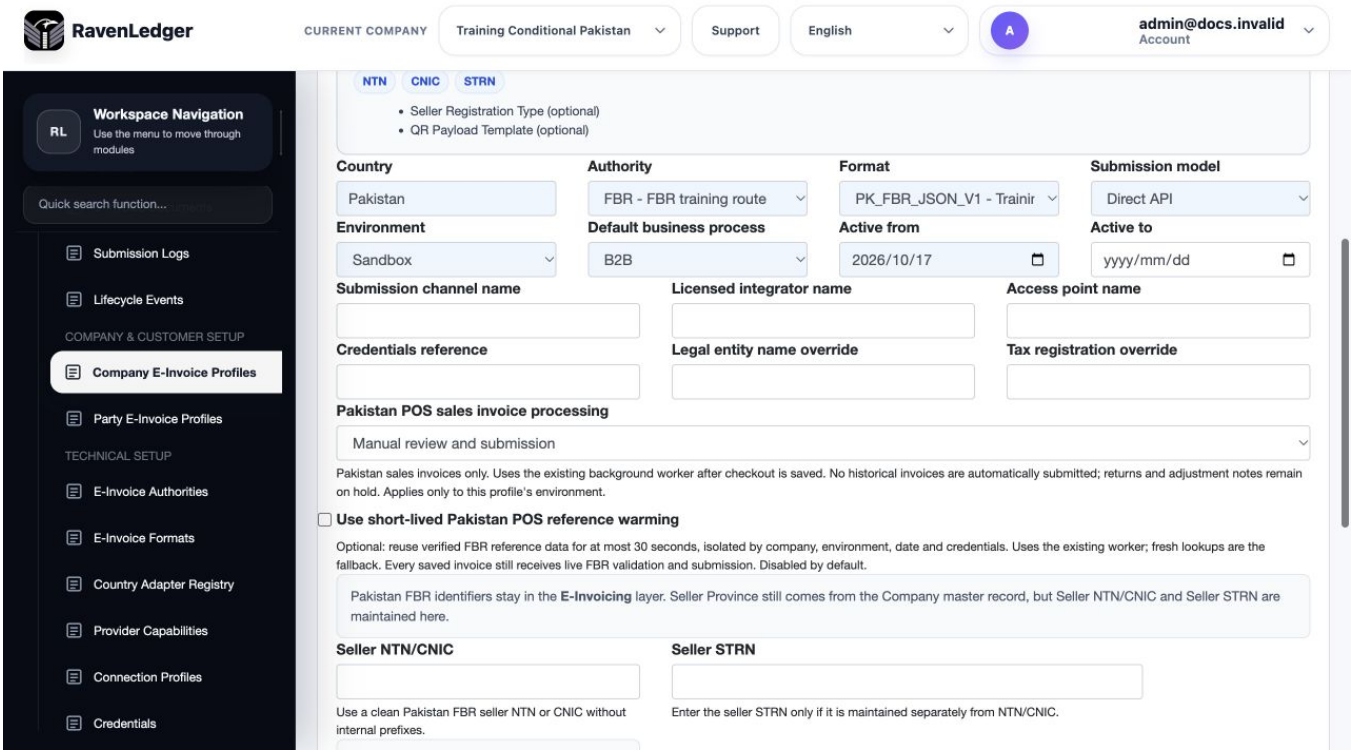


Pakistan company e-invoice profile showing the FBR route and Sandbox environment

Training example: the unsaved Pakistan profile uses Sandbox. Blank credentials and seller identifiers mean this is not a complete submission-ready profile. Direct API describes the selected transport, not a successful connection or accepted invoice.

Visible field	What to enter or select	Why it matters
Country, Authority and Format	Confirm the company's Pakistan route and the approved authority/format combination.	A format name alone does not establish compatibility or registration.
Submission model and Environment	Use the approved transport and explicitly confirm Sandbox or Production.	Never change to Production merely to remove a validation warning.
Default business process	Select the process applicable to this company's documents, such as the training B2B example.	It supplies a default; the actual transaction and buyer must still be appropriate.
Active from / Active to	Enter the intended validity dates; leave the end date blank only when appropriate.	Check profile validity on the transaction date.
Submission channel / Licensed integrator / Access point	Use the approved route details where applicable.	These labels are not substitutes for the configured connection and credentials.
Credentials reference	Enter the approved reference used by the configured route, not the secret itself.	Provider/connection/signing prerequisites are maintained through their relevant setup records, not additional selectors on this profile form.

Visible field	What to enter or select	Why it matters
Legal entity name override / Tax registration override	Use only an approved difference from the base company details.	An override does not change the Company's country or replace its underlying registration.
Active / Notes	Set availability deliberately and record a short, non-sensitive business explanation.	Active does not mean connection-ready or authority-accepted.
Advanced Profile Attributes (JSON)	Leave unchanged unless an authorised administrator has a documented requirement.	Prefer the named country controls; do not paste secrets or speculative JSON to bypass validation.

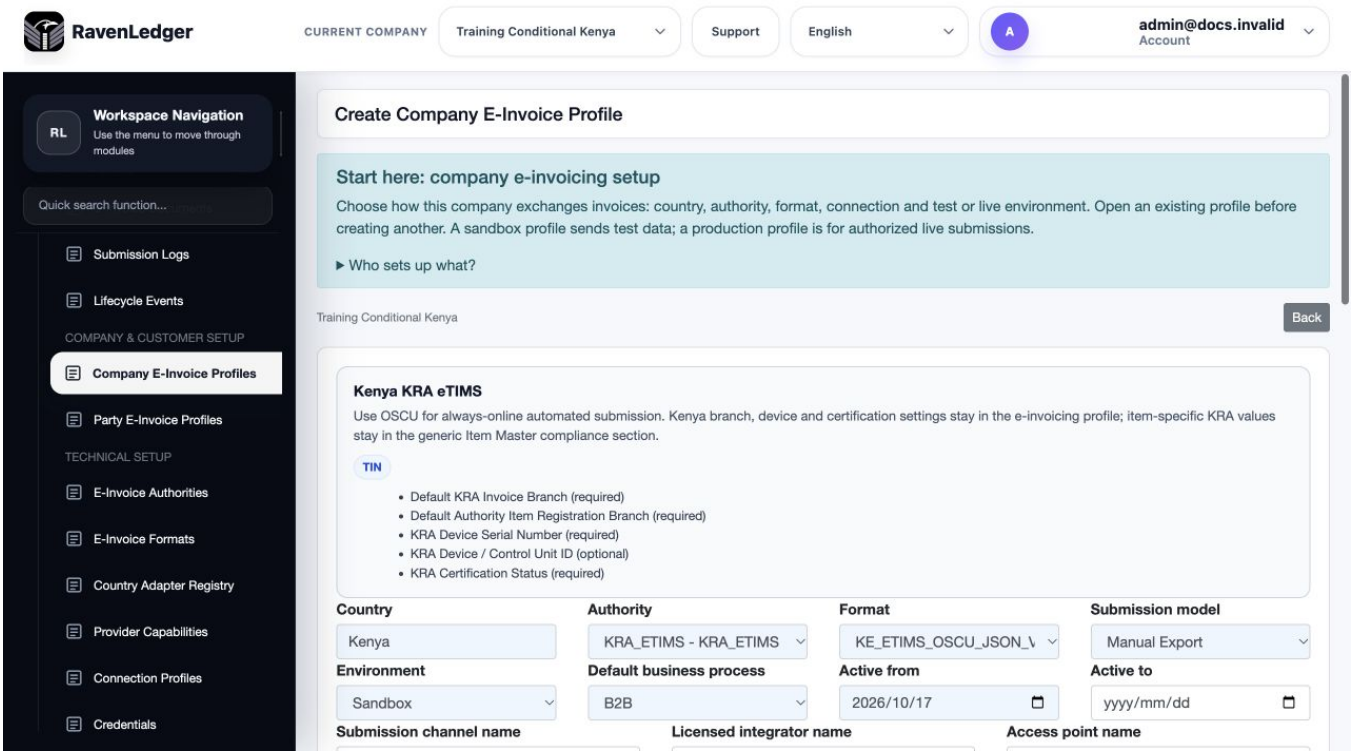


Pakistan POS processing controls with manual processing selected and blank seller NTN CNIC and STRN

Training example: manual review is selected, background warming is off, and seller identifiers are blank. Enter only the actual registered identifiers approved for the company. Seller NTN/CNIC and Seller STRN are distinct fields, not interchangeable reference numbers.

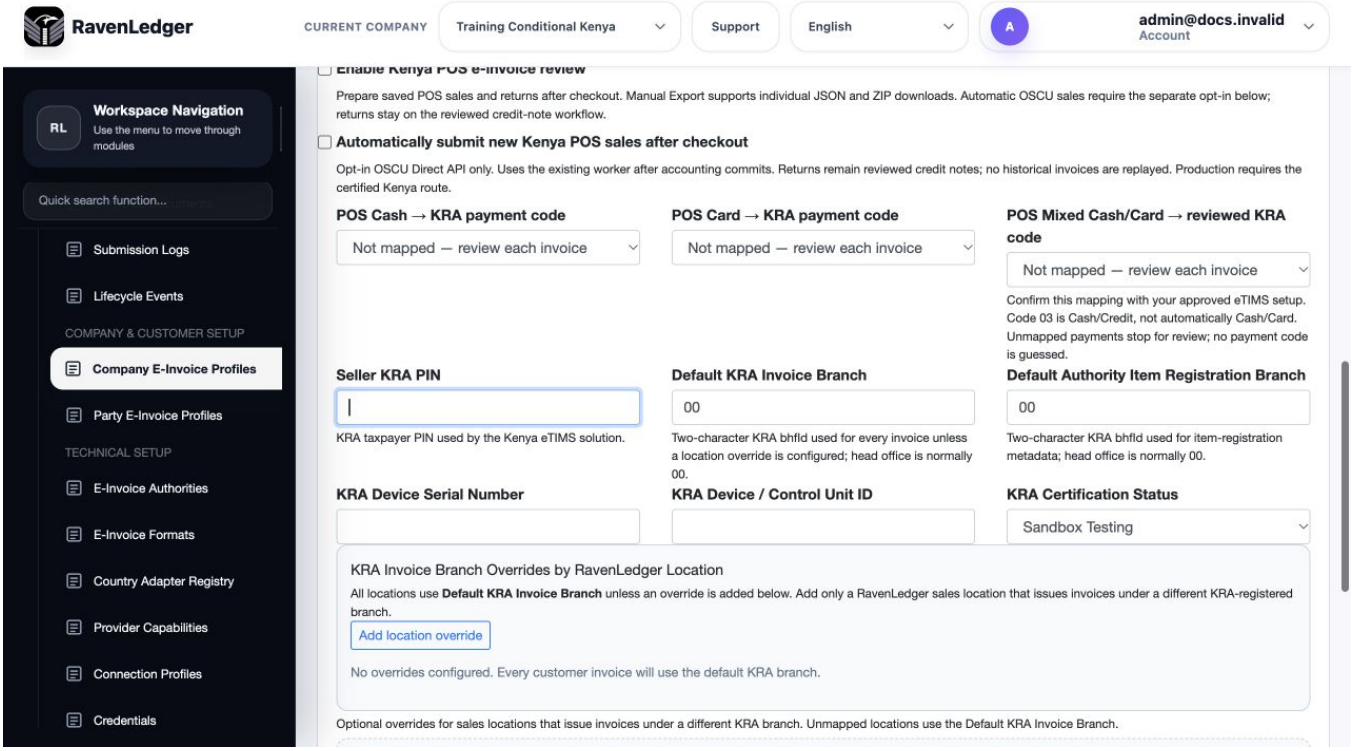
Pakistan POS sales invoice processing can remain manual or use the explicit automatic-after-checkout option when authorised and configured. Automatic processing is for its supported POS sale route; it is not blanket automation for ERP invoices, vendor documents or restricted customer notes. Background warming is a separate setting, not proof that checkout, the worker or FBR has completed. Check the saved source's processing state and final authority response before treating a provisional receipt as final.

Set up the Kenya company profile



Kenya company e-invoice profile showing the KRA eTIMS route Manual Export and Sandbox

Training example: this unsaved Kenya profile uses Manual Export and Sandbox. Export prepares the supported file; it does not prove portal compatibility, delivery or KRA acceptance. Blank seller/device credentials must be completed through the approved onboarding process before live use.

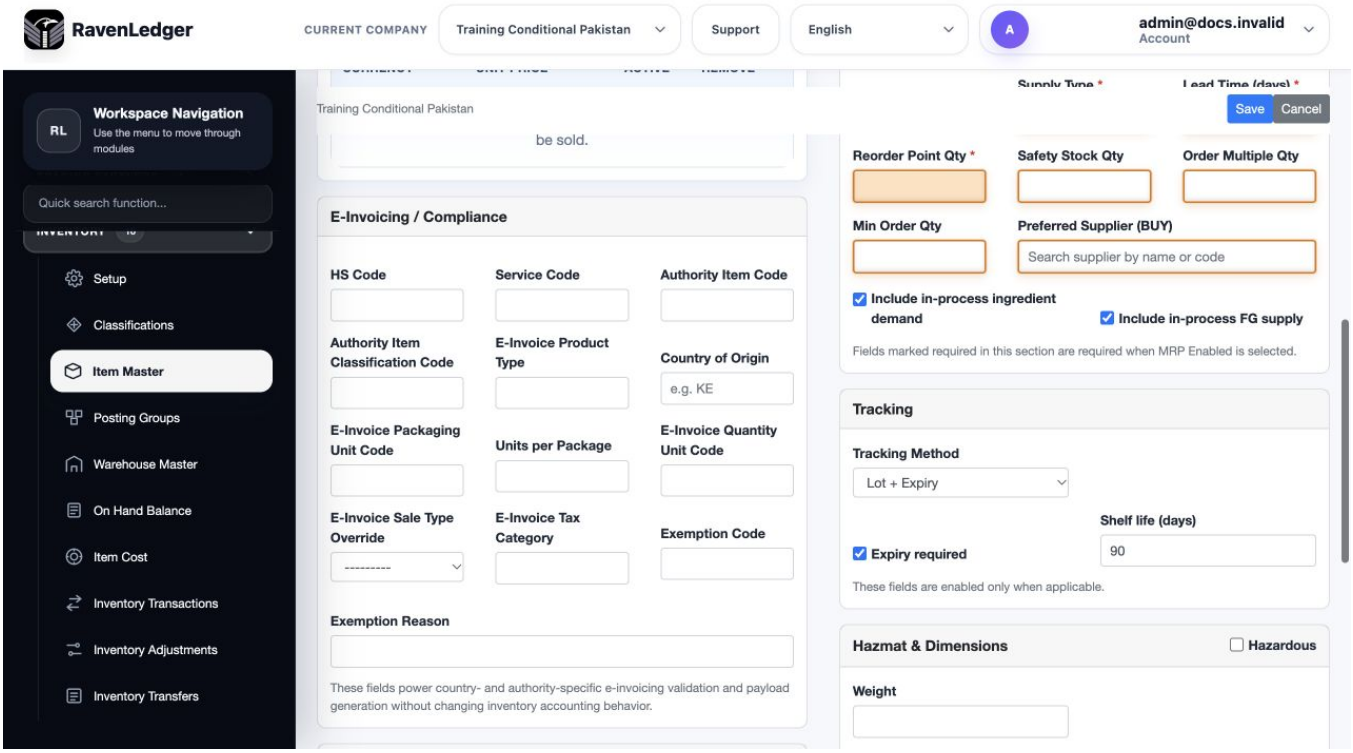


Kenya branch device certification and POS controls in Sandbox testing with automatic submission off

Visible field or group	How to use it	Implication
Seller KRA PIN	Use the company's actual registered seller identity.	Do not copy a training value or another company's PIN.
Default KRA Invoice Branch	Select the registered invoicing branch.	The unsaved 00 example is not a universal branch instruction.
Default Authority Item Registration Branch	Use the branch approved for item registration.	Item-registration and invoice-branch roles are different even when their codes match.
KRA Device Serial Number / Device or Control Unit ID	Use the assigned device details where required.	A made-up device identifier does not make the route ready.
KRA Certification Status	Record the genuine onboarding state.	Sandbox Testing in the example is not certified production operation.
Kenya POS opt-in and automatic processing	Enable only the approved, supported route after setup.	Both are off in the example; Kenya settings do not enable Pakistan POS processing.
Payment-method mappings	Map each supported method according to the actual configured authority meanings.	Do not infer a code from its number or treat Cash/Credit as Cash/Card. Unmapped methods need resolution before use.
Location overrides	Add only approved location-specific branch/device differences where offered.	Confirm the effective location route instead of assuming the company default always applies.

Use electronic invoicing for document processing and history. These profile settings do not replace the source invoice's validation, permitted correction path or genuine authority response.

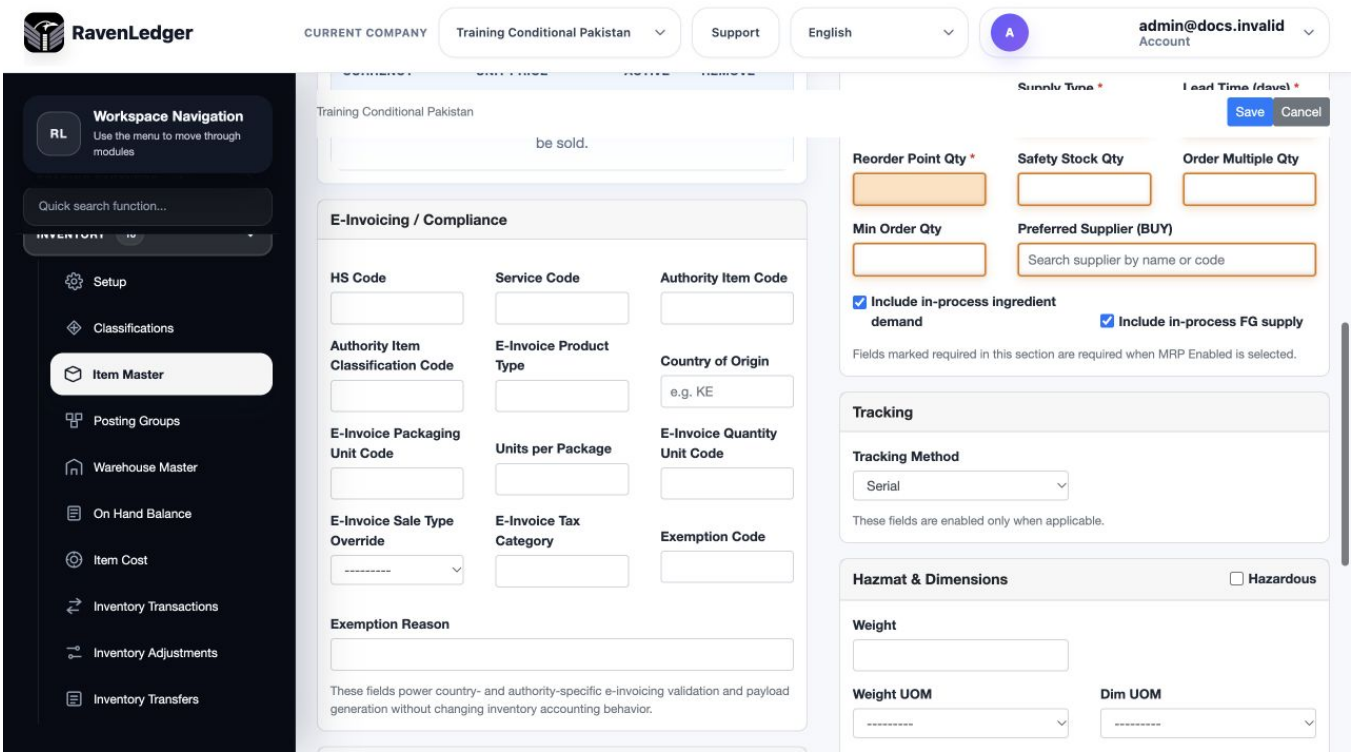
Choose item tracking and expiry controls



Inventory item tracking set to Lot plus Expiry with Expiry required checked and shelf life of 90 days

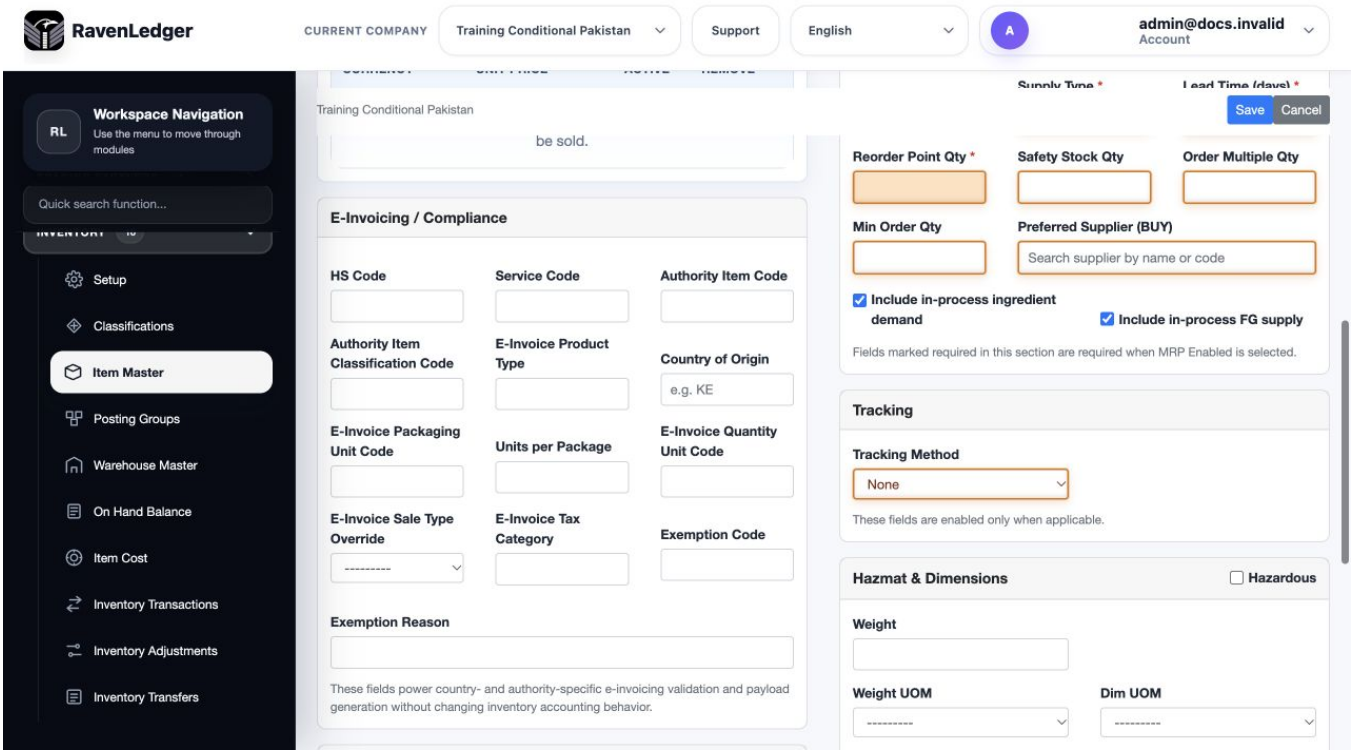
Open Inventory > Item Master and choose the item's nature before selecting Tracking Method. Complete the item's UOM, posting and other required setup separately; the following unsaved examples isolate the tracking choices and are not complete item records.

Training example: Lot + Expiry displays Expiry required and Shelf life (days). The fictional 90-day shelf life is a planning/default policy, not the actual expiry date of every received lot. Record the real lot identity and expiry in transaction allocations and check the source evidence.



Inventory item tracking set to Serial with expiry and shelf-life controls hidden

Serial identifies individual units. In this screen the lot-expiry controls are not displayed for Serial. Do not invent a shared lot or reuse a serial to bypass allocation requirements; follow the transaction's supported serial quantities.

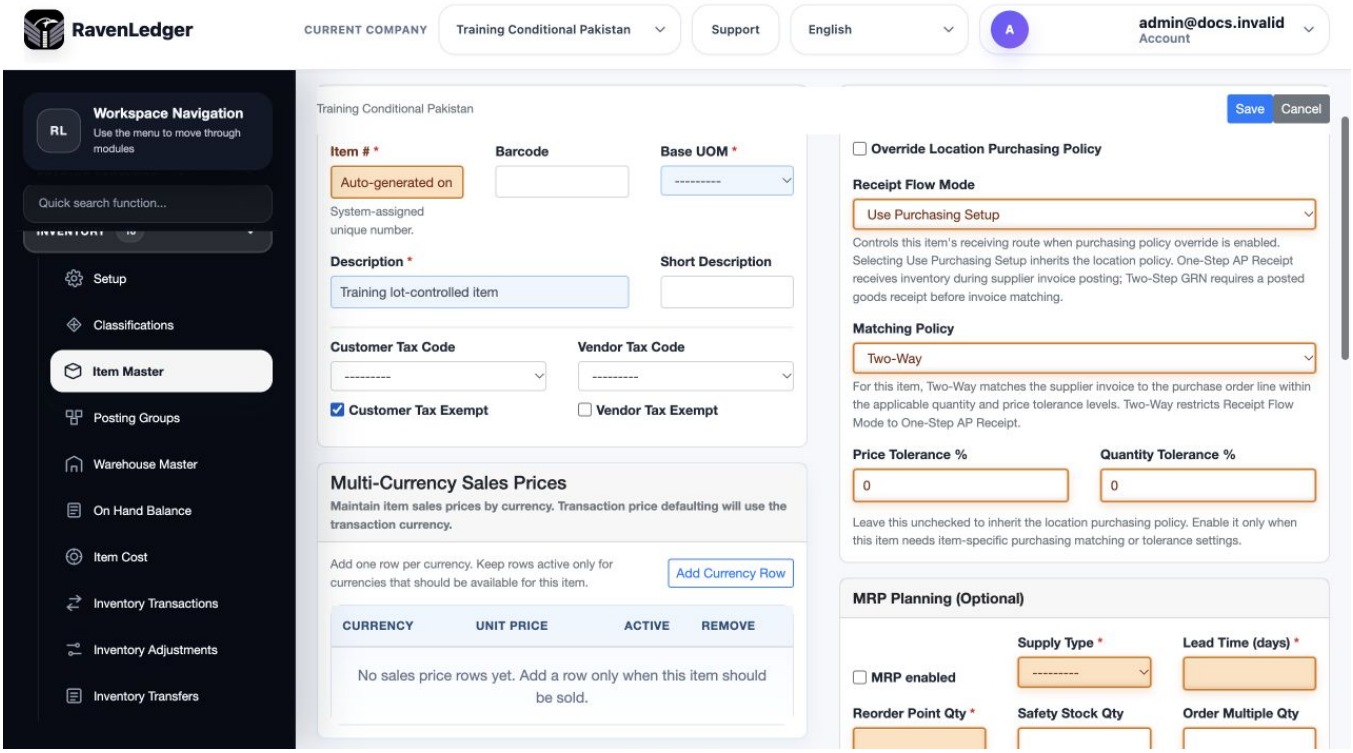


Non-inventory item has Tracking Method None disabled

For a non-inventory item the screen fixes Tracking Method to None and hides the expiry controls. This does not remove commercial quantity, tax, fiscal-classification or posting requirements. Do not add warehouse

stock allocations to simulate service delivery. Use Items and prices for the remaining item setup and inventory movements for stock transactions.

Separate item tax exemptions from fiscal classifications

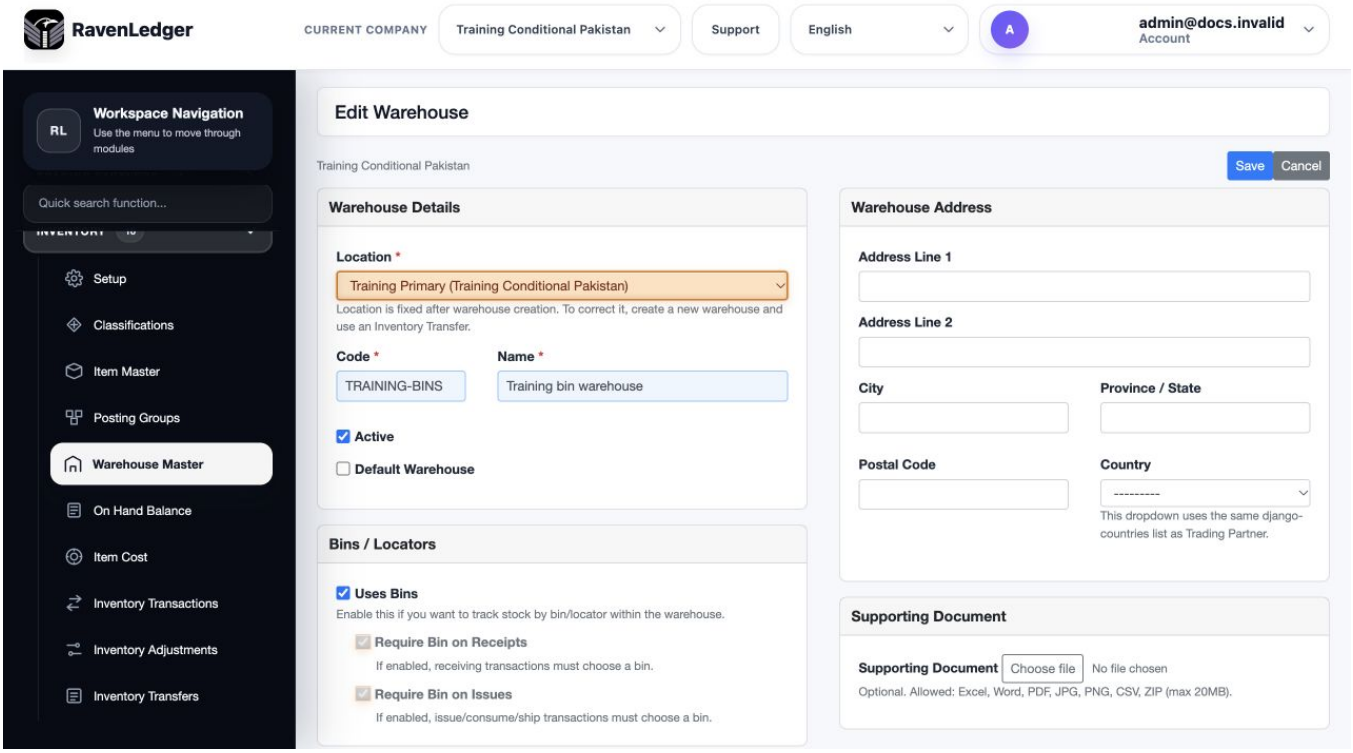


Item identity and tax controls with Customer Tax Exempt checked and Vendor Tax Exempt unchecked

Training example: Customer Tax Exempt is checked, Vendor Tax Exempt is not, and no customer tax code is selected. Customer and vendor defaults are separate; one side's exemption does not establish the other side's treatment or a legal entitlement.

The E-Invoicing / Compliance section separately contains HS Code, Service Code, Authority Item Code, Authority Item Classification Code, E-Invoice Product Type, Country of Origin, packaging/quantity unit codes, Units per Package, Sale Type Override, Tax Category, Exemption Code and Exemption Reason. Complete only the applicable values using approved classifications. A Customer Tax Exempt checkbox does not by itself supply a country-specific exemption code, classify the fiscal sale type or establish the legal reason. Review the resulting invoice line and tax breakdown rather than assuming all defaults were applied.

Check bin-controlled warehouses

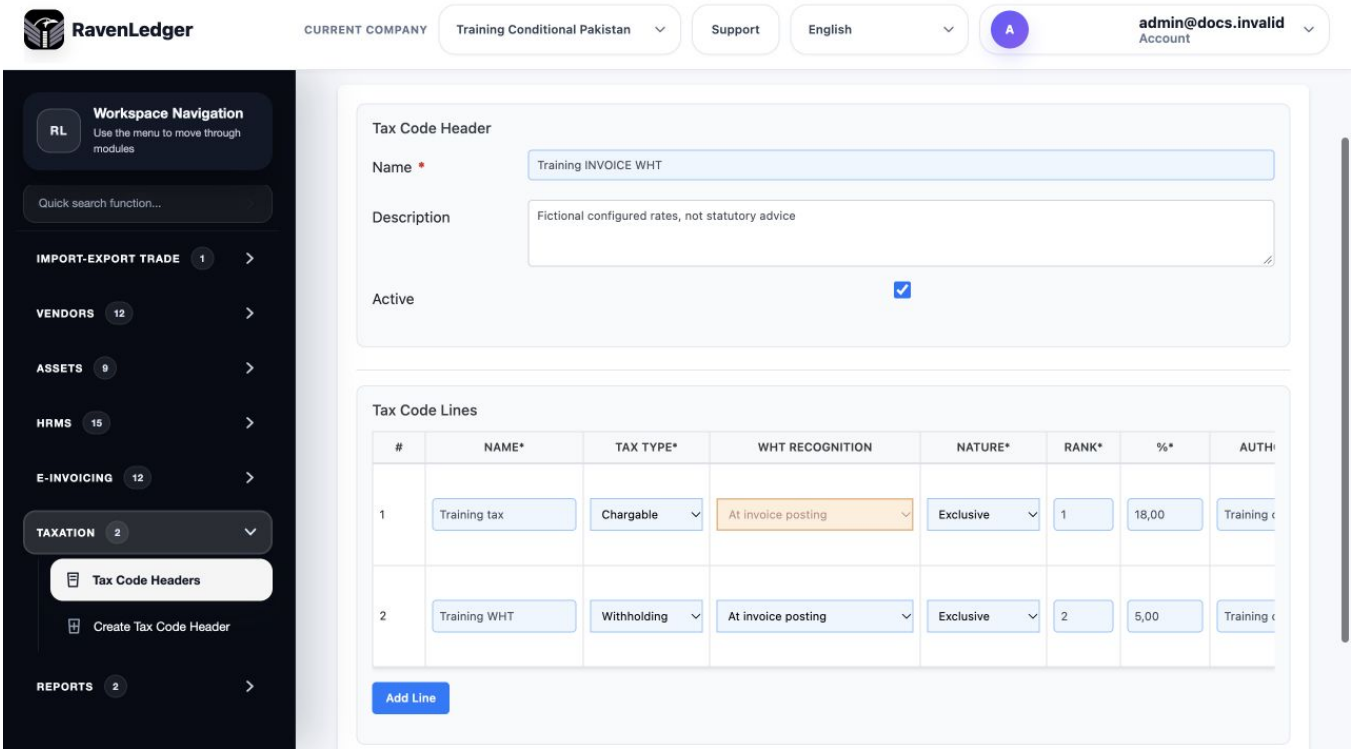


Edit Warehouse showing Uses Bins and the disabled Require Bin on Receipts and Issues indicators

Training example: Uses Bins is checked. Require Bin on Receipts and Require Bin on Issues are shown as checked, disabled indicators on this released edit screen, not editable switches in this view. Confirm the applicable receiving/issuing policy and actual allocation requirements before a movement. A checked warehouse flag does not create bin records or opening stock.

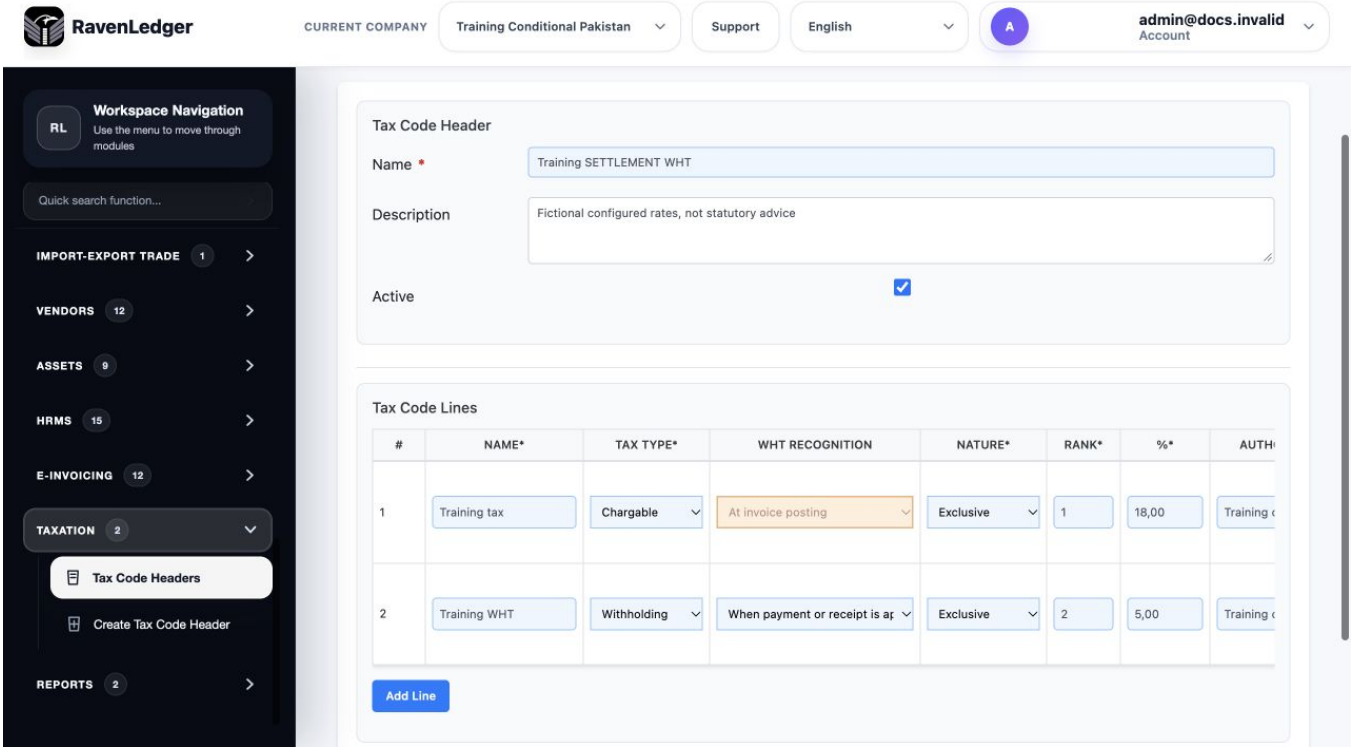
Location is fixed after warehouse creation in this form. Use the displayed new-warehouse and Inventory Transfer route for a location correction, subject to the warehouse guide's safety caution. Do not assume an address edit moves inventory or clears stock balances. Reopen the record after an authorised edit and verify preserved settings before recording stock.

Choose withholding recognition at invoice or application



Customer-side tax code with Withholding recognition set to At invoice posting

Open Taxation > Tax Code Headers and inspect the individual tax lines. These two customer-side examples use fictional 18% chargeable tax and 5% withholding solely to show controls; they are not Pakistan statutory rates or a recommendation to configure these percentages.



Customer-side tax code with Withholding recognition set to When payment or receipt is applied

Control	Meaning	What to check
Tax Type	Chargeable tax and Withholding have different accounting roles.	The application label spells chargeable as Chargable. Select by the intended meaning, not row order.
WHT Recognition	At invoice posting recognises applicable WHT with invoice posting; When payment or receipt is applied defers recognition to the supported settlement application.	This is the WHT line's timing. The chargeable line's disabled timing control is not an editable withholding setting.
Nature, Rank and Percentage	Inclusive/exclusive nature, calculation ordering and configured rate affect the breakdown.	Use approved rates and calculation bases; the example's figures are fictional.
Authority and Chart of Account	Identify the relevant authority and posting destination for that line.	Scroll the wide table sideways to inspect the account column. These customer examples use an output-tax liability and a separate WHT receivable asset; vendor input tax/WHT payable need their own appropriate mapping.
Applied To and Exclude Base	Influence which amounts form the calculation base.	An available option is not necessarily selected. Training tax is available but not selected under the example's WHT Applied To; Exclude Base is unchecked. Do not infer a tax-on-tax selection from the screenshot's left-hand columns.
Header/line Active	Controls availability of the configured code and its lines.	An active code still needs correct company, calculation and posting setup.

Before applying a receipt or payment, review the saved invoice's WHT timing, prior applications and remaining amount. A cash deposit date, an invoice balance and a tax recognition date are not automatically the same event. For a cross-currency application compare document, receipt/payment and functional-currency amounts separately, including realised FX and rounding; do not use the WHT amount as a plug for an exchange difference. See tax and cross-currency applications for the worked procedures and taxation for tax-code setup.

Pakistan document and correction states

Save the source invoice before fiscal actions and resolve unsaved changes first. Review validation, classification/treatment confirmation, saved document status, submission history and authority reference. A queued background submission, successful local validation or generated payload does not establish FBR acceptance. Preserve the returned accepted reference and any protected original.

For applicable correction screens, Original FBR document links each adjustment line to the original accepted document lines. Where the reference is derived from credit applications, review the relationship rather than trying to overwrite it. A permitted reference-only link does not itself create a financial credit application or refund. Selected lines must belong to the appropriate original document. The relationship can lock after submission.

Some Pakistan customer-note direct actions and POS-return fiscal routes are restricted in this application release. Follow the restriction displayed by the source record; do not call another action, import a fabricated

response or repeatedly retry to bypass it. A POS provisional receipt is not the final accepted fiscal receipt. Keep financial return/refund evidence separate from authority correction status.

Kenya export and response states

Check that the company route is Kenya with the intended KRA/eTIMS authority and environment. An exported payload is a file prepared for the supported external process, not proof of acceptance. Review the actual authority response and the document's current status/reference. Where response import is offered, use the genuine supported response file/text, not a manually invented success value.

The available treatment and correction actions depend on the document type. Do not assume a debit-note or a POS return has the same fiscal workflow as a new sale. Keep accepted originals intact and follow the displayed restriction for unsupported routes. Never reuse one invoice's authority reference for another invoice.

Fiscal controls and exception handling

Control or value	How to use it	Meaning and caution
Status, Validation and Submission	Read together with history and source state	Local validation and network submission are separate stages
UUID / IRN, Submission Reference, Authority Reference	Compare with the original response and source invoice	These identify distinct stages; a local UUID alone does not prove acceptance
Provider Status and Last Submitted At	Check freshness and last attempt	A stale response is not a new successful submission
Authority reason and remarks	Use the applicable configured reason and truthful explanation	Do not guess a legal reason from a generic example
Treatment confirmation reason	Explain the approved line classification where requested	Confirmation does not change tax law or make an unsupported route valid
Authority / Provider Response	Import the real response only when permitted	Never paste credentials or fabricated acceptance evidence
Refresh and history	Check the saved outcome after interruption	Do not create a second invoice solely because the first response was delayed

Vendor transactions remain accounting records and do not use customer fiscal submission actions in this release. An absent vendor fiscal panel is not a reason to submit a vendor invoice as a customer sale. Country obligations and registrations must be confirmed by the responsible country accountant using current authority requirements.

Reconcile corrections and access

After any correction, compare the source status, stock quantity/value, customer/vendor open balance, tax history, posted journal and report totals. A fiscal correction alone does not move physical goods or refund money. A financial credit alone does not establish authority acceptance. Preserve the original references across these records.

If a lookup or action is unavailable, confirm company, location, role, source state and the active country profile. Ask the Tenant Administrator for the specific duty rather than sharing another user's login. Limit driver/contact/employee data to the business purpose and restrict exported evidence.

Related guides

Electronic invoicing, Stocked sales, Inventory movements, Vendor invoices and POS checkout.

Reporting Center and dashboards

Module setup, everyday tasks and data-loading prerequisites

Chapter	Page
Review the financial Dashboard	388
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Use the Executive Dashboard	401
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Choose parameters for individual reports	417

Data-loading prerequisites and limits

Report export downloads a filtered snapshot; it is not an upload-ready update file and does not write changes back to the ledger. Use the relevant module's actual import template for business records, or the review schedule's own import for support.

Continue with the Balance Sheet Review and close bulk guidance.

Use Overview > Dashboard to review the selected company's Balance Sheet and Profit & Loss together. The Balance Sheet answers what the company holds and owes at the To Date. Profit & Loss answers what income and expenses were recorded during the selected period. Neither panel is a bank reconciliation or a list of unpaid invoices.

This guide is for authorised accountants and managers. Dashboard access can expose company-wide financial information: there is no location selector on this screen. Ask the Tenant Administrator for the appropriate dashboard access rather than assuming permission to one transaction grants permission to all company totals.

Choose the right dashboard

Screen	Use it for	Important boundary
Overview > Dashboard	Account-level Balance Sheet and period Profit & Loss	Balance Sheet is as of To Date; P&L uses From Date through To Date.
Cash Flow > Cash Flow Statement	Operating, investing and financing movement and the cash bridge	The screen is labelled Cash Flow Statement, not Cash Flow Dashboard. Review classification and reconciliation before relying on the result.
Overview > Executive Dashboard	Revenue, margins, management indicators, trends and module summaries	Some values are current balances and others are period activity; see the detailed metric guide.
Reporting Center	Detailed standard or approved user reports	Match each report's parameters, status and currency before comparison.

Read the Cash Flow Statement guide, Executive Dashboard guide and Reporting Center guide for their separate controls.

Prepare accounts and posting first

Confirm Current Company, functional currency, reporting account types, groups and posting sub-accounts. Asset, Liability, Equity, Income and Expense classifications determine the financial sections. Check the intended COGS and non-operating expense classifications with the accounting owner; those splits also depend on recognised account/group descriptions. Renaming an account can affect a management classification, so do not rename accounts merely to move a number on the dashboard.

Complete authorised journal approval and posting before expecting a financial result. An entry that is saved, queued, failed or awaiting approval is not a posted journal. Check linked journals for subledger transactions and use journal posting controls if processing is incomplete. Keep the system-maintained retained-earnings account intact.

Set the period and generate the view

1. Confirm Current Company, then open Overview > Dashboard.

2. Enter From Date and To Date. Use a valid chronological range and check the displayed dates after the refresh; the initial view normally starts on 1 January of the current calendar year, not the company's financial-year start.

3. Choose Reporting Account for combined parent-account rows, or Chart of Account for individual posting-account rows. A level button submits the form, so review the refreshed period as well as the selected level.

4. Choose Update after changing the dates. Read the displayed functional currency and section headings before comparing numbers.

5. Review totals, expand the investigation through linked amounts, then export the generated view where needed. Changing a report filter does not post, approve or correct a transaction.

Recognise the financial Dashboard screen

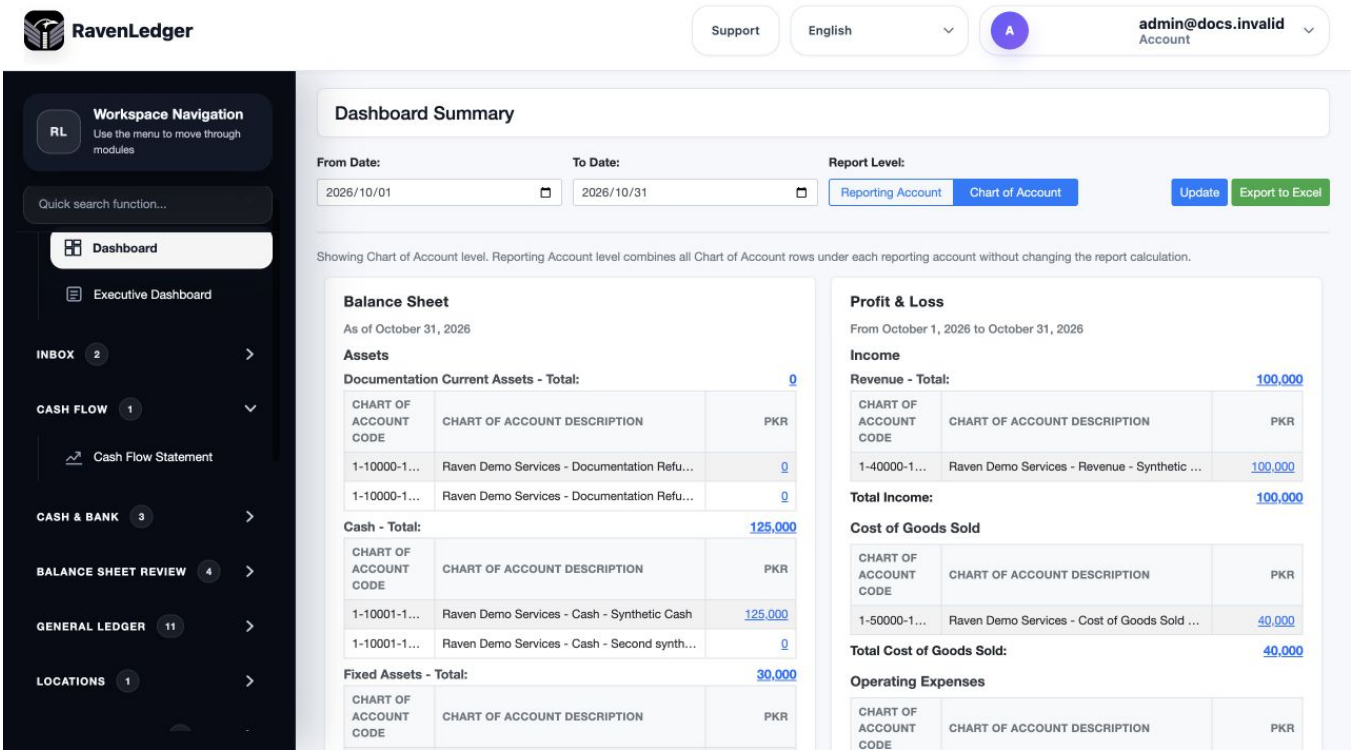


Figure 1. Training example: October 2026 at Chart of Account level. The Balance Sheet is at 31 October; Profit & Loss covers 1-31 October. Cash of PKR125,000 is a closing balance, while revenue of PKR100,000 is period activity. Scroll down in the application to review the remaining accounts and totals. These fictional figures are not suggested opening balances.

Understand every filter and action

Field or control	Purpose and default	Effect and check
Current Company	Company selected in the application header	All totals relate to this company; this is not a multi-company consolidation.
From Date	Start of the P&L movement period; initial calendar-year start	It does not remove earlier Balance Sheet balances from the closing position.
To Date	End of P&L period and Balance Sheet cutoff	Posted ledger dates through this day are relevant, including earlier Balance Sheet activity.
Report Level: Reporting Account	Combines posting accounts under their parent reporting account	Changes the row grouping, not the total or accounting classification.
Report Level: Chart of Account	Shows individual posting accounts; initial detail level	Use this level to isolate a particular posting account.
Update	Refreshes using the entered period and current level	Check the resulting headings, not only the dates still typed in the form.
Export to Excel	Downloads the generated summary with its period, currency and level	Update first; an export link reflects the last generated parameters, not unsent date edits. Protect the downloaded company data.
Linked amount	Opens transactions for that section, group or account	A period transaction drill-down is not automatically the full closing balance.
Journal number	Opens the linked journal in its permitted view	Reviewing a journal does not approve it or authorise editing.
Export Excel on the drill-down	Downloads the selected supporting transaction detail	Check filters and the complete total, not only the rows on the current page.
Back to Dashboard	Returns to the summary route with the period	Recheck Report Level; returning may restore the default detail level.

There is no dashboard Save button, transaction currency selector or location filter. The amounts are functional-currency values; they are not sums of unconverted invoice currencies.

Read the Balance Sheet and Profit and Loss

Display	Meaning	Reconciliation rule
Assets	Closing asset balances at To Date	Normal debit balances display positive; a credit asset balance can display negative.
Liabilities and Equity	Closing balances at To Date	Credit-nature balances are displayed positive, reversing the GL debit-minus-credit convention.
System retained earnings	Cumulative posted P&L contribution through To Date	Do not substitute the profit for only the selected From/To period or manually edit the system account.
Income	Period income movement	Net credits display as positive income. This is not cash collected.
Cost of Goods Sold	The identified cost-of-sales portion of expenses	It is part of Total Expenses, not an additional deduction from an already net profit.
Operating Expenses	Expenses not identified as COGS or non-operating	Review account descriptions and groups when the split is unexpected.
Non-Operating Expenses	The separately identified expense portion	It still contributes to Total Expenses and period profit.
Total Expenses	All expense movement for the period	Reconcile COGS plus operating plus non-operating expenses to this figure.
Profit / (Loss)	Income less Total Expenses	Positive is profit; negative is loss. It is not cash flow or a distributable-profit approval.
Group total	Sum of accounts in that displayed group	Reporting Account versus Chart of Account should preserve the section total.

Compare Assets with Liabilities plus Equity at the same cutoff. If the equation or a source control does not reconcile, inspect classification, postings and the actual supporting reports before using the figures in a close pack.

Investigate a number without confusing balance and movement

Click an account, group or total amount to open Dashboard Drill-down. Its filters identify Section, Group, Account, From and To where applicable. The table shows Ledger Date, Transaction Date, Journal #, Line #, Transactional Currency, Account, Description, Functional Debit and Functional Credit. Ledger Date is the accounting cutoff; Transactional Currency identifies the source currency, but the debit/credit columns remain functional amounts.

The top Debit, Credit and Net (Dr-Cr) totals cover the filtered result, not just a page of rows. Use the pagination controls for more rows. Income, liability and equity display signs can be the opposite of Net (Dr-Cr).

For a Balance Sheet link, the drill-down shows transactions within the selected period, whereas the summary includes earlier balances. In the training example, opening cash PKR100,000 plus October movement

PKR25,000 gives closing cash PKR125,000. An October-only transaction total of PKR25,000 is not a missing PKR100,000 posting. Compare opening balance plus movement with closing balance using the matching trial balance or transaction report.

When a system retained-earnings account opens a source breakdown, inspect the contributing income/expense records and displayed dates. A selected-period source list need not equal the cumulative retained-earnings summary. Do not post a plug journal to force them to match.

Work through a period example

Assume fictional PKR income of 100,000, COGS of 40,000, operating expenses of 20,000 and non-operating expenses of 5,000, all posted in October. Total Expenses is 65,000 and Profit is 35,000. Do not deduct COGS of 40,000 again from the 35,000 profit.

If the company also has profit from earlier periods, the system retained-earnings presentation can exceed October's 35,000. Changing From Date to 1 October changes P&L movement but not the same 31 October Balance Sheet closing position. These figures illustrate the relationships, not prescribed account balances or tax treatment.

Reconcile export and financial reports

Compare the dashboard with the trial balance and appropriate income/expense detail at the same company, ledger cutoff, posted state and functional currency. Use the same grouping when comparing rows; parent-account rows are not additional posting accounts. Compare full-precision or exported amounts where display rounding creates a small apparent difference.

For receivables, payables, stock, assets and banks, also reconcile the corresponding subledger. A balanced Balance Sheet does not prove that every customer balance, inventory quantity or bank statement is correct. Use report parameters, Balance Sheet Review and bank reconciliation.

Resolve common dashboard questions

Symptom	Check and safe action
A saved invoice or journal is absent	Check its actual posted journal, company and ledger date; do not save a duplicate.
The closing balance differs from drill-down Net	Include the opening balance and the section's display sign.
P&L changes when From Date changes	This is period movement; compare the intended dates and leave closing Balance Sheet logic separate.
COGS is included in Operating Expenses	Review the approved group/account descriptions and classification; do not change history to improve a chart.
Excel uses the previous period	Update the view first, then export and check the workbook heading.
Dashboard or journal link is unavailable	Ask the Tenant Administrator to review the appropriate access; a visible total is not permission to alter its source.
The financial statement remains inconsistent	Retain parameters and source journal identities and ask the accounting owner/support to investigate before closing.

Continue with the related task

Cash Flow Statement, Executive Dashboard, account setup, GL posting and close, Reporting Center and report parameters.

Open Cash Flow > Cash Flow Statement for the cash-flow dashboard. It groups account movements into Operating Activities, Investing Activities and Financing Activities, then compares the resulting cash bridge with Opening and Closing Cash & Cash Equivalents. Use it to investigate movement and classification; it is not a cash forecast, bank statement or payment instruction.

The amounts use the selected company's functional currency. There is no location filter or transaction-currency selector on this screen. This guide is for authorised accounting and treasury users with appropriate company-wide financial access.

Prepare cash flow classifications

Reporting Accounts carry a Cash Flow Category. Confirm that the intended cash and qualifying cash-equivalent accounts use Cash & Cash Equivalents, and that other accounts have the approved Operating, Investing or Financing category. A bank account record alone does not determine this classification. Review all posting sub-accounts beneath each reporting account because they inherit its reporting classification.

Keep the system retained-earnings account intact; its roll-forward is not an additional financing cash receipt. Review account types, mappings, backdated postings, revaluation and any balance-processing problem before relying on a historical view. Use account setup and the financial Dashboard to inspect the broader ledger.

For external financial statements, the accounting owner must also assess non-cash movements, exchange effects, classification, offsets and required disclosures. A zero reconciliation difference alone is not proof of IAS7 compliance. See the official IAS7 overview and the company's applicable accounting policy.

Generate and review the statement

1. Confirm Current Company and open Cash Flow > Cash Flow Statement.

2. Enter From Date and To Date as a valid chronological range. The initial default is the current calendar year to date, not necessarily your financial year.

3. Select Reporting Account for parent totals or Chart of Account for posting-account detail. The level button refreshes the form.

4. Choose Generate after date changes. Verify the displayed dates, currency and Report Level before investigating the values.

5. Review all three activity totals, opening cash, expected closing cash, actual closing cash and Reconciliation Difference. Follow linked values to supporting records and export the generated statement where needed.

Generating, changing the grouping or exporting does not create a bank movement, post a journal or correct a cash-flow category.

Recognise the Cash Flow Statement screen

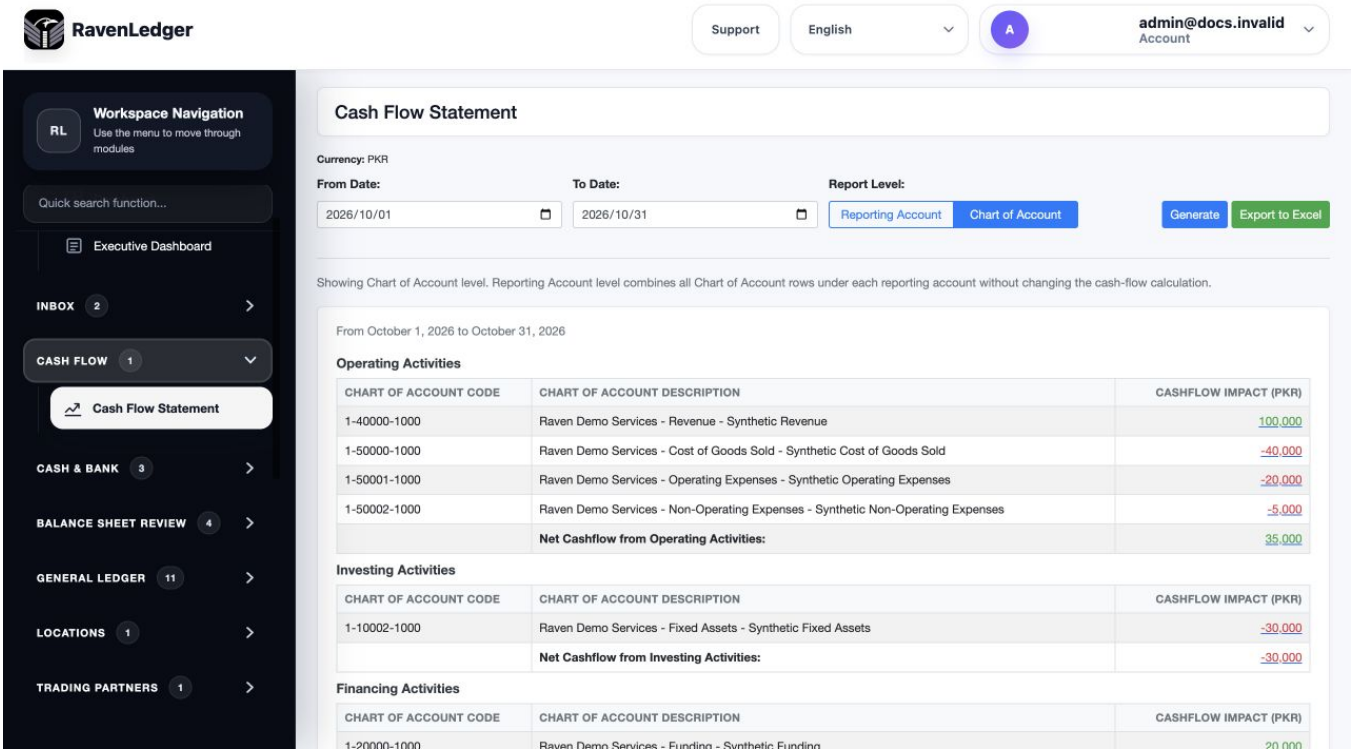


Figure 1. Training example: 1-31 October 2026. The visible operating rows total PKR35,000 and the investing activity is PKR30,000 outflow. Positive and negative values have different signs as well as colours. Scroll below Financing Activities to review the opening-to-closing cash bridge; this upper-screen view does not show every reconciliation total.

Understand every field and action

Field or control	Meaning	Implication and check
Currency	Company's functional currency	Not the currency of every bank or invoice; do not add source-currency values to these totals.
From Date	First day of the movement period	Opening cash is before this date.
To Date	Last day of the movement period and closing cutoff	Includes relevant balances through this date.
Report Level: Reporting Account	Combines posting accounts under each parent	Changes rows, not the underlying activity total.
Report Level: Chart of Account	Shows individual posting accounts; initial detail level	Useful for isolating a cash or mapped activity account.
Generate	Refreshes the view with entered parameters	Check the resulting period, not only unsent form values.
Export to Excel	Downloads the generated cash-flow statement	Generate first; the link reflects the last generated dates and level. Keep financial exports secure.
Linked activity amount	Opens posted journal activity for that account/category and period	The movement sign is different from the cash-flow impact described below.
Linked opening or closing cash	Opens cash-equivalent account activity for the selected period	This is not a separate opening/closing-balance transaction listing.
Journal # in drill-down	Opens the permitted journal view	Review the actual source and posting status; do not edit to force a report total.
Pagination controls	Show additional supporting rows	Top totals cover all matching rows, not only the visible page.
Back to Cash Flow	Returns with the dates	Recheck the Report Level because it may return to the default detail level.

The supporting detail has no separate Excel-export button on this screen. Use the statement export or an appropriate GL transaction report if a detailed workbook is required.

Read activity rows and signs correctly

Each activity table shows the selected account level's Code, Description and Cashflow Impact. The released calculation uses the inverse of the non-cash account's functional debit-minus-credit movement: a positive movement in an asset can therefore create a negative cash-flow impact, while a credit movement can create a positive impact.

Example account movement	GL movement Dr-Cr	Cash-flow bridge impact
Receivables increase by PKR20,000	+20,000	-20,000 in its approved activity category.
Payables increase by PKR15,000	-15,000	+15,000 in its approved activity category.
Equity funding is credited PKR50,000	-50,000	+50,000 if approved as financing.
Asset acquisition is debited PKR30,000	+30,000	-30,000 if approved as investing; assess any non-cash portion separately.

These are bridge relationships, not proof that every movement represents actual cash. For example, a non-cash asset/liability exchange can create offsetting category movements without a cash transfer. Review non-cash investing/financing movements and disclosures rather than treating every displayed movement as a cash receipt or payment.

Cash & Cash Equivalents accounts are excluded from the three activity tables because they provide the opening/closing cash comparison. The retained-earnings roll-forward is also excluded to avoid counting the P&L contribution twice. Unmapped or inappropriate categories can leave movements out of the bridge or place them in the wrong activity.

Interpret every reconciliation total

Total	Calculation or meaning	How to use it
Net Cashflow from Operating Activities	Sum of the operating rows	Investigate customer, supplier, expense and other approved operating effects. It is not simply net profit.
Net Cashflow from Investing Activities	Sum of the investing rows	Review approved asset/investment movements and any non-cash components.
Net Cashflow from Financing Activities	Sum of the financing rows	Review approved capital/funding movements and any non-cash components.
Net Cashflow from All Activities	Operating + Investing + Financing	This is the period's mapped bridge movement.
Opening Cash & Cash Equivalents	Cash-category balance before From Date	Tie to the preceding cutoff's approved GL cash-equivalent balance.
Expected Closing Cash (Opening + Net Cashflow)	Opening cash plus mapped activity total	An expected bridge result, not an independent bank balance.
Closing Cash & Cash Equivalents	Cash-category balance through To Date	Tie to the same-cutoff functional GL cash accounts.
Reconciliation Difference	Closing cash minus Expected Closing Cash	Investigate a nonzero difference; zero does not establish correct statutory classification or bank reconciliation.

Positive and negative amounts use colour as a visual aid. Always read the sign and label; colour alone is not an approval or a performance judgment.

Work through a complete cash bridge

Assume fictional PKR opening cash of 100,000, operating inflow of 40,000, investing outflow of 30,000 and financing inflow of 20,000. Net Cashflow is 30,000, Expected Closing Cash is 130,000, and actual Closing Cash of 130,000 gives Reconciliation Difference 0.

If actual Closing Cash is 128,000, the difference is -2,000. Investigate missing/misclassified movements, posting completeness and the cash-category balances. Do not create a PKR2,000 journal solely to make the report show zero. Bank fees, exchange effects and real corrections require their actual supported accounting treatment and evidence.

Understand the supporting transaction screen

The drill-down shows Category, Account, From and To where selected. Its columns are Ledger Date, Transaction Date, Journal #, Line #, Account, Description, Functional Debit and Functional Credit. The totals are Debit, Credit and Net (Dr-Cr) for all matching posted lines in that period.

For a non-cash activity account, the cash-flow impact normally has the opposite sign to the supporting Net (Dr-Cr). A receivables net debit of 20,000 therefore supports cash-flow impact -20,000, not +20,000. Category drill-downs may include rows that offset each other; inspect the account-level contribution.

The opening and closing cash links use the same selected-period cash-account activity. The training example's period movement of 25,000 cannot by itself demonstrate opening cash of 100,000 or closing cash of 125,000. Reconcile opening plus movement to closing using the appropriate balance/transaction report; widen the source dates only when that is the intended investigation. Do not mistake an empty period list for proof that no opening cash exists.

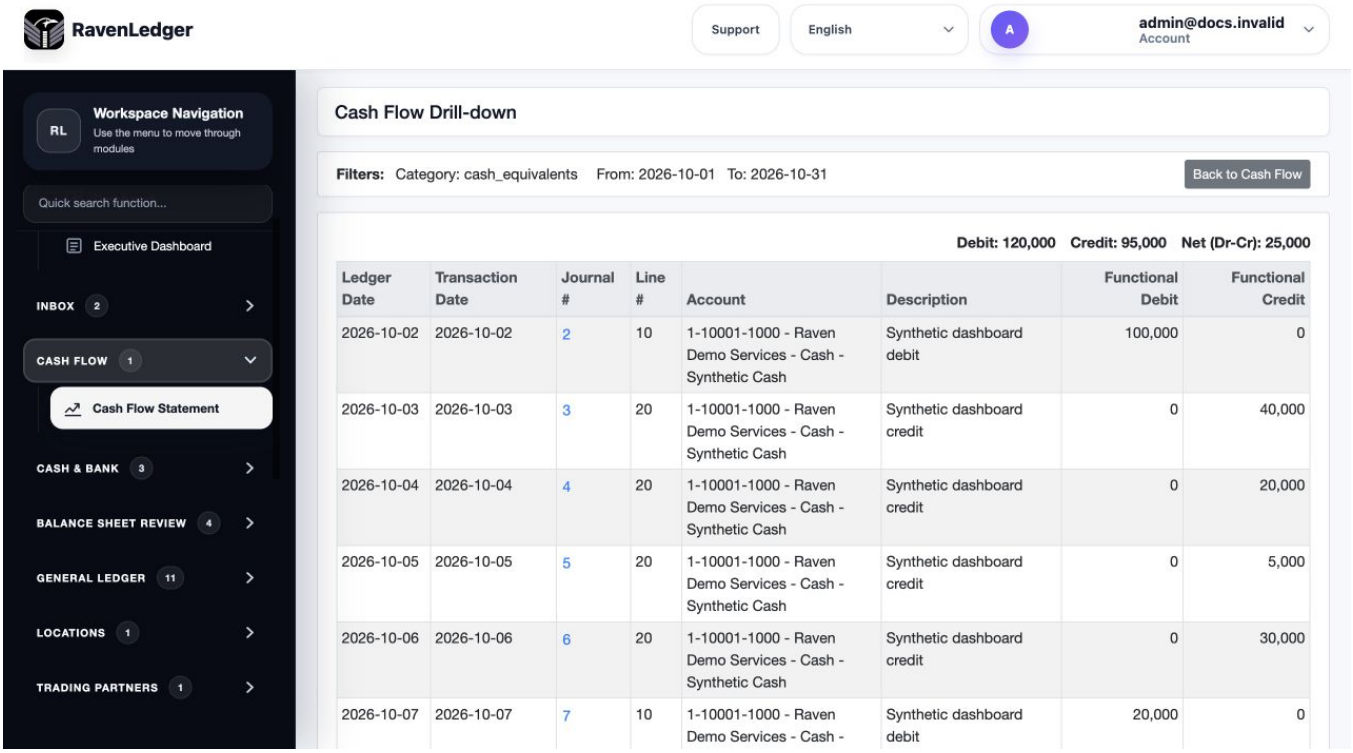


Figure 2. Training example: the selected-period cash detail shows debit PKR120,000, credit PKR95,000 and net movement PKR25,000. This is movement, not closing cash of PKR125,000: opening cash of PKR100,000 supplies the difference. Check the category and dates before following a Journal # link or comparing with a bank statement.

Reconcile foreign currency and the bank statement separately

Foreign-currency bank transactions appear here through their functional accounting. Review the actual conversion, posted revaluation and applicable cash-flow exchange-effect treatment with the accounting owner. This screen does not provide a separately labelled exchange-effect reconciliation line or a currency-by-currency bank statement.

Reconcile each real bank account against its statement using bank reconciliation. A reconciled GL cash bridge is not evidence that an electronic payment was executed, that a bank statement is complete or that a source currency has no difference.

Correct the cause and regenerate

Problem	Investigate	Safe next action
Opening or closing cash is missing	Reporting-account cash category, selected company, cutoff and actual ledger balance	Review setup and source records; do not classify every bank-related control as cash.
Activity is in the wrong category	Approved Reporting Account Cash Flow Category and inherited posting accounts	Obtain the accounting owner's classification decision before a permitted setup change; rerun prior comparisons if reporting changes.
Statement total and drill-down differ	Opening balance, inverse sign, cumulative balance versus period activity and posting dates	Compare the correct basis before treating it as a missing posting.
Reconciliation Difference is nonzero	Missing categories, wrong cash scope, processing, exchange or other adjustments	Retain the parameters and evidence and investigate; do not enter a balancing plug.
Excel uses an old date range	Last generated parameters	Generate, export again and inspect the workbook heading.
The period appears empty	Company, displayed dates, posted state and grouping	Use the source transaction/balance report; do not assume company-wide zero cash.

If an underlying transaction is wrong, use its authorised correction route and confirm posting before regenerating. A change to a report filter or a spreadsheet export does not change accounting records.

Continue with the related task

Financial Dashboard, Executive Dashboard, cash and bank setup, bank reconciliation, GL close, foreign-currency applications and report parameters.

Open Overview > Executive Dashboard for a management view of profitability, liquidity, trends and operating modules. Start with the selected company and dates, then follow a linked value to the supporting breakdown. A dashboard card is an investigation starting point, not a payment instruction, tax return, approval or independent financial statement.

This guide is for authorised managers and accountants. The Executive Dashboard gives broad company-level visibility, including payroll and supplier/customer information. A Tenant Administrator should assign Management / Executive Dashboard access only to appropriate users. Existing journal-view access also permits this dashboard in this release. Access to a source transaction can require its own permission; do not broaden a user's access merely to make a link open.

Prepare the financial and operational sources

Confirm the selected company, functional currency, account classifications and completed GL postings. Review customer/vendor documents, applications, current stock values, payroll, production, assets and POS in their source modules. A saved operational document and a posted GL result are not interchangeable.

The screen has no location selector. It is not a multi-company consolidation, and changing a module filter does not restrict the other company-wide KPI panels. If an executive should see only a location or limited business area, agree an appropriate reporting/access solution with the Tenant Administrator.

Apply the dates and display unit

1. Confirm Current Company and open Overview > Executive Dashboard.

2. Enter From and To, then choose Apply. Review the resulting period after loading completes. The initial dates are normally calendar year to date, not automatically the company's financial year.

3. Choose Display Unit: Actual, Thousands, Millions or Billions. The initial display is Thousands. For an exact comparison with a breakdown or source report, switch to Actual and use the underlying amount rather than a rounded chart label.

4. Review the four headline cards, trend, top parties, Balance Mix, module cards and Largest GL Balances. Read the basis for each metric below before comparing it with a period report.

5. Open a linked amount or trend point to investigate. Check the breakdown's period, units, status and supporting rows before returning to the dashboard.

Applying filters and changing Display Unit do not save transactions, post journals or alter accounting amounts. Changing a date input alone does not reload the figures; choose Apply. After any loading error, do not assume old cards have refreshed to the newly typed dates.

Recognise the Executive Dashboard screen

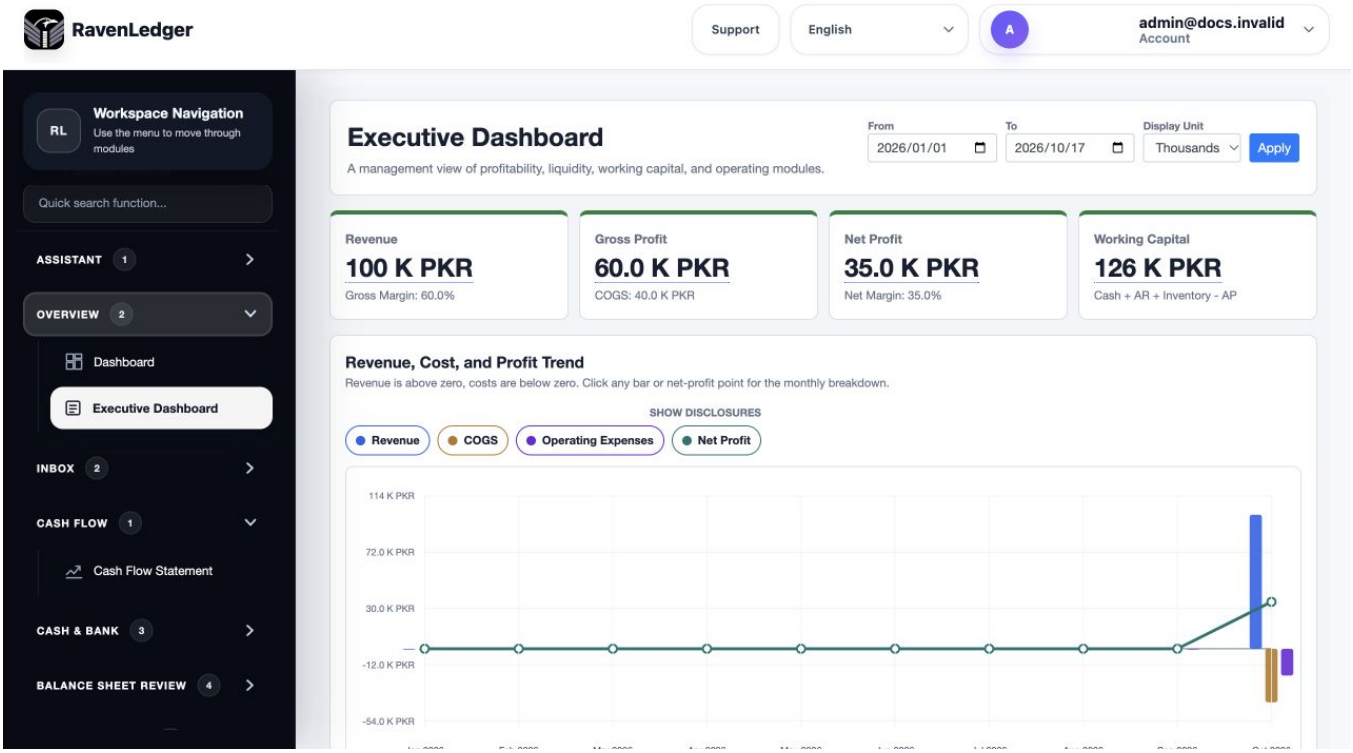


Figure 1. Training example: 1 January-17 October 2026 with Display Unit set to Thousands. Revenue 100 K PKR means PKR100,000, not PKR100. Gross profit is 60.0 K and net profit is 35.0 K. Working Capital displays a rounded 126 K and includes current operational balances; it is not simply the selected period's profit. Scroll down for the module cards and their Detail panel. Do not compare this year-to-date view with an October-only report without first matching the dates and source basis.

Understand every control

Control	Purpose	What it does not do
From and To	Select the period used by period-based metrics	Does not make every current master balance a historical snapshot.
Apply	Reloads data for the entered dates	Does not approve, post or correct source documents.
Display Unit	Scales monetary headline/chart/card values for reading	Does not change currencies, percentages, record counts or stored precision.
Show disclosures: Revenue, COGS, Operating Expenses, Net Profit	Show or hide the corresponding trend series	Does not remove transactions from totals; at least one series remains visible.
All Modules selector	Shows all module cards or one selected module and its Detail panel	Does not filter the headline cards, trend, top parties or Balance Mix to that module.
Linked headline or module value	Opens the configured supporting breakdown or source list	A count link may open a list rather than an amount reconciliation.
Linked bar or net-profit point	Opens the selected month's supporting financial breakdown	Compare that month's clipped period, not the entire dashboard range.
Linked customer/vendor bar	Opens that party's contributing period documents	Ranking is by net document amount, not necessarily overdue exposure or cash collected.
Linked Largest GL Balances amount	Opens GL transactions for the account through the cutoff	It is not the complete trial balance; only the largest balances are listed.
Back to Executive Dashboard	Returns from a breakdown	Recheck the period and Display Unit; filters may return to their initial values.

The page does not have a dedicated Excel-export, chart-type or Save control. Use Reporting Center, the financial Dashboard export or the relevant source report when a controlled workbook is required.

Read the headline indicators

Indicator	Calculation or source	Interpretation
Revenue	Posted GL income for the period	Not simply customer invoice gross or cash received. Income account design determines what is included.
Gross Profit	Revenue minus identified COGS	Review the recognised account/group classifications; it is not Revenue minus all expenses.
Gross Margin	Gross Profit / Revenue x 100	The display is 0 when Revenue is 0; this does not establish a meaningful zero-revenue margin.
Net Profit	Posted period income minus all period expenses	Includes the applicable non-operating expense portion even when that portion is not a separate trend bar.
Net Margin	Net Profit / Revenue x 100	Review negative/zero revenue and unusual credits before using it as a performance percentage.
Working Capital	Closing Cash + Open AR + current Inventory Stock Value - Open AP	A management indicator using the specific source bases below, not a full statutory current-assets-minus-current-liabilities calculation.

For example, fictional revenue of PKR100,000 less COGS of PKR40,000 gives Gross Profit of PKR60,000 and Gross Margin of 60%. If all expenses total PKR65,000, Net Profit is PKR35,000 and Net Margin is 35%. Do not subtract COGS again from an already calculated Net Profit.

Changing Display Unit to Thousands shows PKR100,000 as approximately 100K PKR. Counts and margins are not divided by 1,000. Rounded labels may not add exactly; compare unscaled values and full supporting totals.

Distinguish period figures from current balances

Area	Basis used in this release	Consequence for comparison
Revenue, costs, profit and monthly trend	Posted GL movement between From and To, by Ledger Date	Compare a posted period P&L, not all saved invoices.
Assets, liabilities and equity	Financial Dashboard's closing values at To	Compare the same-cutoff Balance Sheet and its display signs.
Open AR and Open AP	Current unpaid values of visible documents whose Ledger Dates fall within From/To	Earlier open documents are omitted, and later applications can change current unpaid values. These are not historical aging-as-of totals.
Top Customers and Top Vendors	Net receivable/payable document amounts for visible documents in the period	Notes and other visible document types can affect counts and amounts; this is not an invoice-only or collection-only ranking.
Inventory Stock Value and stock quantity	Current company inventory-cost records	Changing To to a prior month does not recreate historical stock valuation. Quantities can combine different item units and should not be treated as one product's quantity.
Asset gross cost and NBV	Current asset master values	Not a historical asset register at To; event counts have their separate dates.
Active employees, active items, active bank accounts, open POS sessions, open trade references	Current source status	Not the counts that necessarily existed at a past To Date.
Production batch cost and quantities	Batches with Ledger Dates in the period	Batch status counts are current across the company; planned/completed quantities can include different products and units.
Purchasing commitments	Full functional net payable on POs dated in the period	Not limited to approved or remaining uninvoiced quantities. Review approval and fulfilment separately.
Payroll amounts	Lines of payroll runs whose Pay Dates are in the period	Can include draft runs; the separate Posted Runs count does not filter all displayed pay amounts to posted-only.
POS sales	Checked-out tickets created in the period; sale totals less return totals	This uses ticket creation dates and source ticket totals, not the GL ledger-date revenue basis.
Trade Expected Amount	Current sum of reference Expected Amounts, including open and closed references	Source reference currencies are not converted by this sum. Do not treat a mixed-currency total as functional exposure.

Working Capital therefore combines a closing cash cutoff with period-selected current AR/AP and current stock. For a historical financial close, use the appropriate full-population aging, stock valuation, bank and GL reports instead. In a company with an older unpaid invoice, narrowing From Date can remove that invoice from Open AR even though the customer still owes it.

Review the trend and party charts

Revenue, Cost, and Profit Trend shows monthly values. Revenue bars are normally above zero; COGS and Operating Expenses are drawn below zero for visual comparison. Net Profit is a separate series. The first and last months use only dates inside the selected range, so a half-month result should not be compared with a full month without adjustment.

Use Show disclosures to simplify the chart; it changes visibility only. Non-operating expenses still affect Net Profit even though they are not a separate displayed cost series. Click a bar or net-profit point to inspect that month's breakdown.

Top Customers and Top Vendors show up to five parties, ranked by their period net document amounts. A high sales bar does not mean high cash collections, and a reducing note can affect the net ranking. Click the party amount and compare the source document types, dates and functional amounts.

Balance Mix displays Assets, Liabilities and Equity at the closing cutoff. Bar lengths compare magnitudes against the largest displayed value; they are not percentages of a 100% whole. Read signed amounts and confirm Assets = Liabilities + Equity separately.

Understand all twelve module cards

Module card	Primary and secondary values	Follow-up and caution
General Ledger	Net Profit; Gross Margin	Opens financial breakdowns. Reconcile to posted P&L and the approved COGS split.
Cash & Bank	Closing Cash; Active Bank Accounts	Closing cash uses Cash & Cash Equivalents classification, not simply every bank record. Bank count is current.
Accounts Receivable	Open AR; Invoices	Uses the selected period's visible document population and current unpaid values; the count is not necessarily only ordinary invoices.
Accounts Payable	Open AP; Bills	Same population/current-unpaid distinction on supplier documents; not full historical aging.
Purchasing	Commitment; Pending Approval	Commitment uses whole period PO values. Pending Approval counts Submitted POs; it is not an approval action.
Inventory	Stock Value; Active Items	Current stock valuation and active inventory-item count; reconcile quantities by item/UOM.
Production	Batch Cost; In Process	Cost is for period-dated batches; In Process is a current status count. Neither proves completed output was posted.
Human Resources	Net Pay; Active Employees	Pay-date period line totals can include draft runs; active employees is current. Treat payroll data as confidential.
Fixed Assets	Net Book Value; Active Assets	Current master values and active count; use asset reports for cutoff accounting.
Tax	Payroll Tax; Active Tax Codes	Payroll-tax detail and current setup count, not a complete tax return, FBR submission or tax-payable control.
Point of Sale	Net POS Sales; Open Sessions	Checked-out ticket totals less returns for the creation-date period, plus current open sessions. Check ticket currency and fiscal status separately.
Trading	Expected Amount; Open References	Current reference amounts/status; different registered currencies cannot be added as one functional amount.

Healthy, Watch and On Track are simple display signals, not audit opinions or configurable risk limits. For example, a nonzero open balance or an open session can trigger Watch without being overdue or erroneous. Inspect the source before acting.

Read the selected module Detail panel

The selector adds a Detail panel for the selected module. Use the following meanings; the initial label formatting and numeric precision are not a substitute for the source unit or status.

Detail area	Fields and interpretation
Accounts Receivable	Invoices is the count of visible period documents; Sales sums their functional net receivable; Collections sums their recorded functional paid amounts; Open Balance sums current functional unpaid amounts. Collections is not a separate receipt-date cash-flow report.
Accounts Payable	Bills, Purchases, Paid and Open Balance use visible period vendor documents and their current functional net/paid/unpaid amounts. They do not isolate cash paid during that date range.
Inventory	Active Items counts active inventory items; Stock Qty and Stock Value are current cost-record totals; Transactions In Period counts inventory transactions by transaction date. Mixed item quantities have different units.
Fixed Assets	Active Assets, Disposed Assets, Gross Cost and Net Book Value are current master measures. Adjustments In Period uses event Ledger Date; Disposals In Period uses Disposal Date.
Cash & Bank	Opening Cash, Net Cashflow, Closing Cash Equivalents, Operating Cashflow, Investing Cashflow and Financing Cashflow use the statement's cash bridge. Check the full Cash Flow Statement for Expected Closing Cash and Reconciliation Difference, which are not headline cards here.
Production	In Process Batches and Completed Batches are current statuses; Planned Qty Period, Completed Qty Period and Total Batch Cost Period use period batch Ledger Dates.
Purchasing	Purchase Orders counts period POs; Pending Approval counts Submitted, Approved Orders counts Approved, Open Orders counts Open; Commitment Value sums whole functional PO net amounts rather than remaining quantities.
Point of Sale	Tickets, Sales Tickets and Return Tickets count checked-out period-created tickets; Open Sessions is current; Net Sales subtracts returns; Tax Collected sums stored ticket tax. Confirm return tax signs and fiscal treatment in POS reports.
Human Resources	Active Employees is current; Payroll Runs, Draft Runs and Posted Runs use period Pay Dates; Posted Runs includes Posted/Paid statuses. Gross Pay, Payroll Tax and Net Pay are line totals, not proof of payroll posting or payment execution.
Tax	Active Tax Codes, Tax Code Lines and Payroll Tax Codes are active setup counts. Payroll Tax Period sums TAX details by payroll Pay Date; POS Tax Period comes from POS ticket tax. This is not all customer/vendor sales tax or withholding.
Trading	Open References, Closed References, Export References and Import References are current counts; Expected Amount sums stored amounts across the references, without a currency conversion or period restriction.

Selecting Cash & Bank shows the cash-flow Detail measures; bank counts remain on the card. For General Ledger, use the headline links and financial statements if no additional Detail figures are shown.

Whole-number Detail amounts can display as plain numbers without the monetary scale/suffix used on headline cards. Do not interpret an unlabelled Detail number as Thousands simply because Display Unit is Thousands. Check Actual and the supporting breakdown before copying values into a management pack.

Reconcile a supporting breakdown

The Executive Dashboard Breakdown shows From, To, Rows, an Amount label, functional currency, Reconciliation Basis and a total. The rows contain Date, Type, Number, Party / Source, Description, Status and the selected Amount. Rows is the full result count; pagination changes which rows are visible, not the total.

For a normal monetary metric, compare the unscaled dashboard value with the complete breakdown total using the same basis. Gross Profit and Net Profit breakdowns include negative costs/expenses; a negative cost contribution is intentional. A linked Number can open a more detailed account or document view, subject to access.

Do not compare that total with only one page's rows, or compare a current stock/asset amount with a historical ledger cutoff. For trade references, reconcile by registered currency before using exposure totals. Review the next-level GL drill-down's period versus closing-balance distinction in the financial Dashboard guide.

Largest GL Balances lists up to twelve accounts ranked by absolute closing magnitude. It uses available balance snapshots and normal-nature display signs; it is not a balanced trial balance and cannot demonstrate that every account was included. Use the full trial balance for close and reconciliation.

Resolve common questions safely

Question or symptom	Check and next action
Open AR/AP differs from the aging report	Compare document-date population, earlier open items, current versus historical unpaid amounts, source types and functional currency.
Profit does not match POS sales or customer invoice totals	GL Revenue, ticket gross/net, tax, dates, notes, unposted records and income mappings use different bases. Reconcile sources rather than forcing equality.
Historical stock/NBV or staff count looks unchanged	Those metrics are current master/cost balances; use the appropriate historical report.
A rounded card differs from supporting total	Select Actual, check full precision and include all pages/negative contributions.
A module shows zero despite known activity	Check period basis and the source module. Zero is not proof of no activity if data could not be loaded.
Loading fails or cards look stale	Keep the error and intended parameters, refresh/apply after resolving access or processing, and verify that the result actually updates. Do not save replacement source documents.
A source link is unavailable	Ask the Tenant Administrator to review the intended least-privilege access; dashboard access does not authorise changes.
A trading amount appears in the company currency	Check each reference currency; the displayed sum is not an automatic currency conversion.

Correct genuine errors in the originating module through its permitted workflow, confirm posting where needed and then reload. Editing a downloaded spreadsheet or changing a display unit cannot correct the application.

Continue with the related task

Financial Dashboard, Cash Flow Statement, Reporting Center, report parameters, customer notes and invoices, vendor notes and invoices, stock reconciliation, payroll, assets, POS and trade references.

Choose a report that answers a business question, set its parameters and retrieve the correct completed output. A report is normally a view of records, not a payment, posting or approval. Some registered operational jobs can change data; read the job's purpose before running it. This guide is for users with the relevant reporting and company/location access.

Run and check one standard report

Know the company, question, date basis, currency and required level of detail before starting. Use individual report parameters to choose applicable filters rather than guessing from a report title.

1. Confirm Current Company and open Reporting Center. Select the business module and search the report by its displayed title.

2. Read the report purpose. Do not use AR Auto-Apply Unapplied Receipts as a read-only balance report: its non-preview run can allocate receipts. See its specific action warning.

3. Complete the required parameters. Select real lookup results, the appropriate date range or as-of cutoff and the intended permitted locations. Review whether a blank optional filter means all eligible records.

4. Choose the supported output format and Run once. In job history, compare Report, Parameters, Format and Run at with the request you intended.

5. Wait for the matching job to complete, then Download its file. Check the output heading, parameters, currency and representative source records before using totals or sharing it.

An empty output is a result for the selected population, not proof that the whole company has no balance. Queued or failed jobs have no completed output to rely on; inspect the existing job and error before requesting another run.

Start with the business question

Reporting Center runs eligible standard and published user-defined reports. Decide whether you need transactions, current balances, an as-of snapshot, outstanding items or a summary before choosing a report. Similar titles do not guarantee the same currency, cutoff or grain.

Choose company module and report

Confirm Current Company. Use the module selection and report search to locate a permitted report by title/type/module. Availability depends on reporting, company and location access. An absent report is not permission to change another user's role or use an unauthorised direct link.

Review parameters and location scope

Fill the selected report's required date, as-of, account, customer/vendor, item, status, currency or location inputs as applicable. Date ranges differ from as-of cutoffs; a current stock summary is not historical valuation. Choose actual lookup records. Empty location choices can mean all permitted locations in supported report paths, not necessarily no locations.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Report selection and output controls field reference

Figure 1 Report selection and output controls

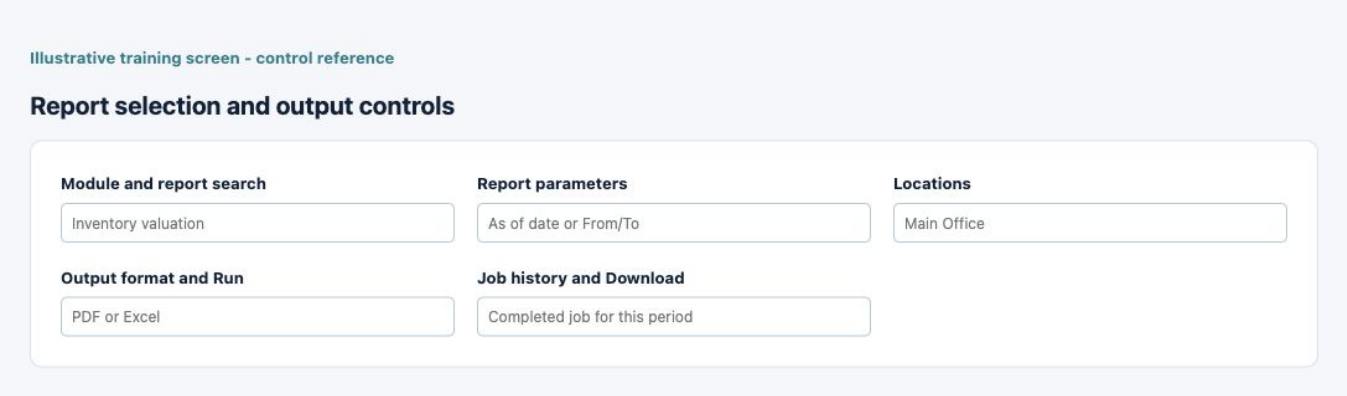


Figure 1. Illustrative training screen: Report selection and output controls.

Field and screenshot	Entry rule and example	Purpose and implication
Module and report search - Figure 1	Choose a permitted report. Example: Inventory valuation	Locates eligible reports by business context; availability follows access. Caution: Check the selected record, scope and current state before a consequential action.
Report parameters - Figure 1	Complete the fields for this report. Example: As of date or From/To	Controls the result basis; current and historical measures differ. Caution: Check the selected record, scope and current state before a consequential action.
Locations - Figure 1	Select the intended permitted scope. Example: Main Office	An empty selection can mean all allowed locations in supported paths. Caution: Check the selected record, scope and current state before a consequential action.
Output format and Run - Figure 1	Choose the supported output and submit. Example: PDF or Excel	Creates a report job, not an accounting entry. Caution: Check the selected record, scope and current state before a consequential action.
Job history and Download - Figure 1	Check status and applied parameters. Example: Completed job for this period	Retrieves the output of the identified run, not another historical file. Caution: Check the selected record, scope and current state before a consequential action.

User defined report design controls field reference

Figure 2 User defined report design controls

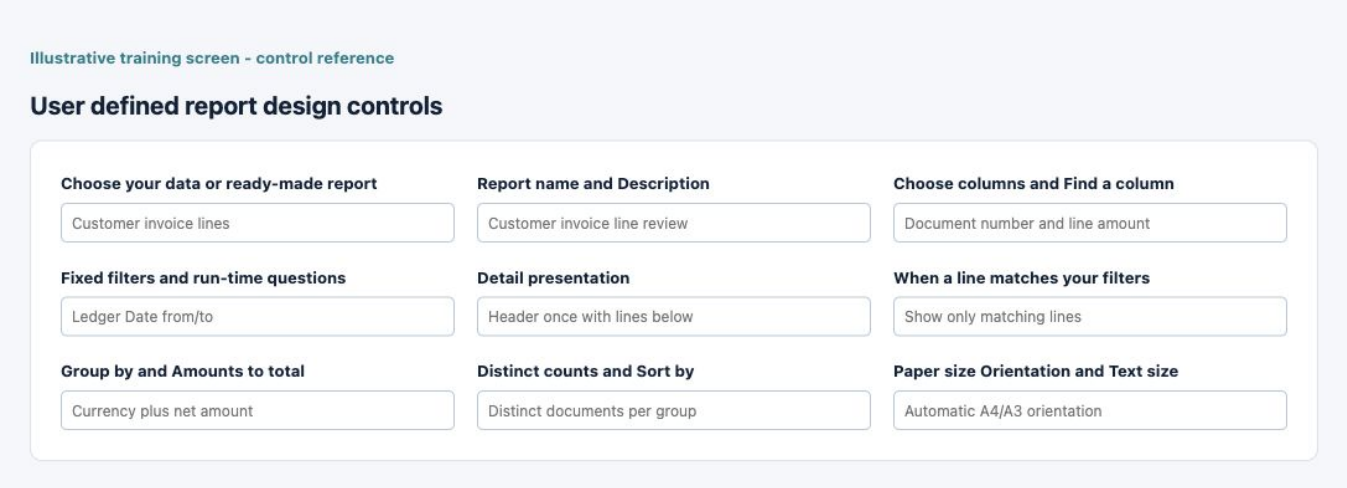


Figure 2. Illustrative training screen: User defined report design controls.

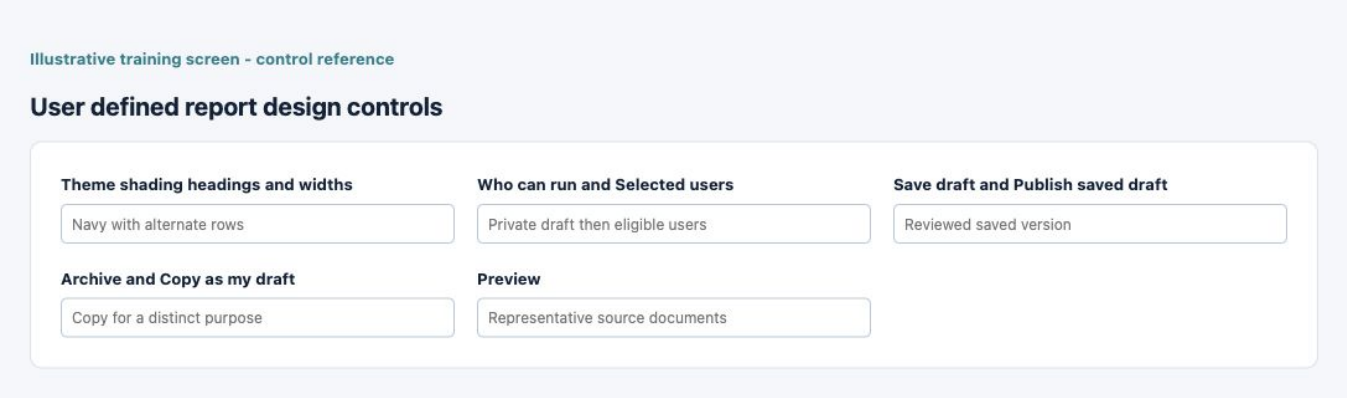


Figure 2 continued. Illustrative training screen: Additional User defined report design controls controls.

Field and screenshot	Entry rule and example	Purpose and implication
Choose your data or ready-made report - Figure 2	Select an authorised dataset or copy. Example: Customer invoice lines	Establishes row grain and starting columns without changing original reports. Caution: Check the selected record, scope and current state before a consequential action.
Report name and Description - Figure 2	Name the saved report meaningfully. Example: Customer invoice line review	Identifies the report definition; names do not alter source data. Caution: Check the selected record, scope and current state before a consequential action.
Choose columns and Find a column - Figure 2	Select supported fields, up to 24. Example: Document number and line amount	Controls detail output; do not repeat and total header amounts on every line. Caution: Check the selected record, scope and current state before a consequential action.

Field and screenshot	Entry rule and example	Purpose and implication
Fixed filters and run-time questions - Figure 2	Review every AND condition. Example: Ledger Date from/to	Restricts rows and allows supported parameters; never widens user access. Caution: Check the selected record, scope and current state before a consequential action.
Detail presentation - Figure 2	Choose flat or document sections. Example: Header once with lines below	Changes presentation of the selected detail, not accounting balances. Caution: Check the selected record, scope and current state before a consequential action.
When a line matches your filters - Figure 2	Choose matching lines or authorised document lines. Example: Show only matching lines	Determines detail inclusion; full document and matched-line totals can differ. Caution: Check the selected record, scope and current state before a consequential action.
Group by and Amounts to total - Figure 2	Choose the summary dimensions and additive measures. Example: Currency plus net amount	Replaces detail with summary and preserves required grouping safeguards. Caution: Check the selected record, scope and current state before a consequential action.
Distinct counts and Sort by - Figure 2	Choose the count grain and order. Example: Distinct documents per group	Counts lines/documents differently; overlapping group counts must not be blindly added. Caution: Check the selected record, scope and current state before a consequential action.
Paper size Orientation and Text size - Figure 2	Choose readable output layout. Example: Automatic A4/A3 orientation	Changes physical layout, not the dataset or amount precision. Caution: Check the selected record, scope and current state before a consequential action.
Theme shading headings and widths - Figure 2	Choose presentation settings. Example: Navy with alternate rows	Cosmetic changes preserve underlying source field meaning. Caution: Check the selected record, scope and current state before a consequential action.
Who can run and Selected users - Figure 2	Choose the tenant audience. Example: Private draft then eligible users	Sharing remains constrained by each running user's own permissions. Caution: Check the selected record, scope and current state before a consequential action.
Save draft and Publish saved draft - Figure 2	Keep editing and publication separate. Example: Reviewed saved version	A saved draft does not replace the published version until published again. Caution: Check the selected record, scope and current state before a consequential action.
Archive and Copy as my draft - Figure 2	Use the supported lifecycle action. Example: Copy for a distinct purpose	Archiving and copying are not edits to the original source transactions. Caution: Check the selected record, scope and current state before a consequential action.

Field and screenshot	Entry rule and example	Purpose and implication
Preview - Figure 2	Inspect a small saved-design sample. Example: Representative source documents	A limited preview is not the final PDF/Excel or a complete large extract. Caution: Check the selected record, scope and current state before a consequential action.

Run and follow the report job

Choose the supported output format and run the report. Inspect job history for Run at, Report, Parameters, Format, Status and Download. Queued/processing is not ready output. Download the completed job corresponding to the intended company and filters; a file retained from an earlier job may be stale.

Choose detail or summary deliberately

A line dataset has one row per eligible line; a header dataset represents documents. Never sum repeated document totals across line rows. Summaries replace detail columns, and required currency/status/item/UOM groupings protect interpretation. Rates, percentages, document numbers and ranks are not additive amounts.

Create a user-defined report

User-Defined Reports supports choosing an authorised data source or copying a ready-made report into a draft. Review business module, dataset grain, report name/description, selected columns, fixed filters and run-time questions. The source and every condition remain subject to the running user's access.

Control line filtering and totals

All conditions combine with AND. For document-line sources, Show only matching lines and Show all authorized lines of that document intentionally produce different detail. A matching-line total can differ from the full stored document total. Distinct documents counts each document once per group; adding counts across overlapping groups can overstate totals.

Review layout and output limits

Choose paper, orientation, text size, theme, row shading, headings and relative column widths for readability. Cosmetic headings do not change source meaning. Detail and wide output may use labelled sections; inspect row identifiers when comparing split columns. A small design preview is not the final PDF/Excel layout or a complete large-dataset extract.

Separate saving publishing and sharing

Save draft does not publish. Publishing makes the saved version available to its chosen audience subject to their own company/location/reporting access. Editing a draft does not replace the published version until republished. Archive removes availability through the supported lifecycle; copying creates a separate draft rather than editing another owner's report.

Validate and protect exports

Compare a small sample back to source documents and reconcile additive totals to the relevant ledger/subledger/report basis. Preserve applied-parameter metadata. Protect payroll, banking and personal data in downloaded files; changing a column title or exporting a report does not remove confidentiality obligations.

Resolve output and interpretation problems

Situation	What to do
Expected rows are missing	Check company/location access, date basis, status filters, Top-N and saved job parameters. An empty report does not establish a company-wide zero balance.
A total is overstated	Check line versus header grain, repeated document totals, currency grouping and whether only matching lines were requested. Do not add rates or percentages as amounts.
A download is unavailable or stale	Inspect the identified job status and run time. Use the completed output for the intended parameters, not an older local file with a similar name.

Continue with the related task

Individual report parameters, Balance Sheet Review, bank reconciliation and workflow handbook.

Select the current company, open Reporting Center and choose the intended report. Set its required parameters, review filters and output format, then run it once. Wait for the report job to complete and inspect the saved output and parameters. Available reports depend on your subscription, permissions and configuration. The reference below groups reports only when their parameter requirements and choices are identical.

Report parameter screen

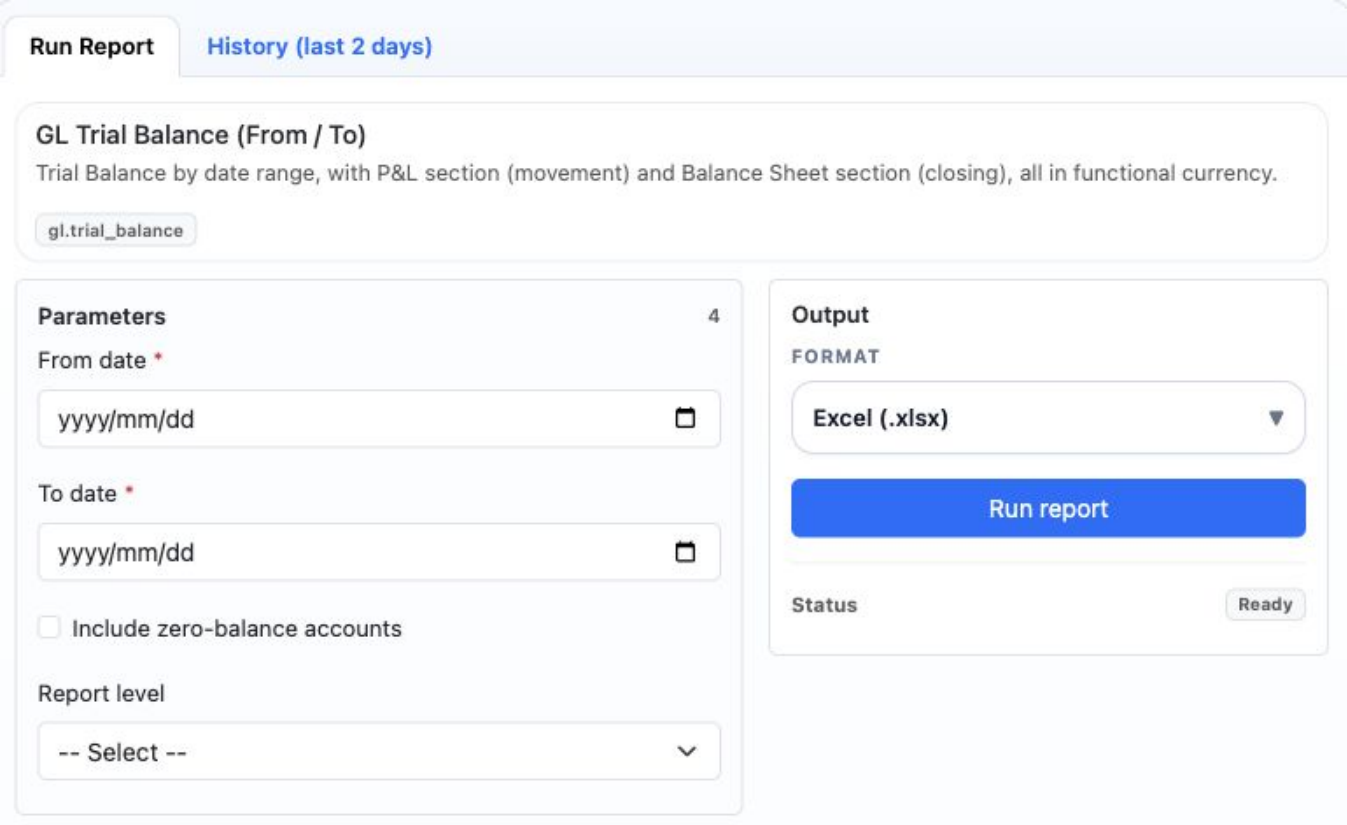


Figure 1. Application screen: Trial Balance parameters before Run report. No report has been run. Other reports have their own parameters listed below.

Read dates, filters and outputs

A date range describes activity; an as-of date describes a position. Confirm ledger versus transaction date where offered. Empty optional filters do not grant unrestricted access. Default values apply when a parameter is omitted; clearing a field can be different from explicitly choosing No or zero. Use the actual lookup control for record identifiers. Some reports expose additional filters after selecting a source, template or document type.

For a trial balance, compare opening, debit/credit movement and closing at the same account level. Income and expense openings use the report's period semantics; do not add pre-period profit again to the selected period. For bank, AR/AP, stock, asset and payroll reports, reconcile the detail to the relevant source records and GL using consistent dates, currencies, states and scope. Top-N and include/exclude filters can change the population. A completed job or empty output is not proof of a zero liability or complete posting.

Distinguish reports from actions

AR Auto-Apply Receipts is an operational job, not a read-only balance report. Its dry_run option defaults to False: running it without selecting a preview can apply receipts to customer transactions. Use an authorised preview first, inspect customer/location scope and proposed applications, then obtain approval before an actual application run. Retain the resulting application and accounting references. Do not use a report job retry as a way to repeat financial applications.

Find a standard report

Report	Parameter reference
AP Aging Summary (By Vendor) (ap.ap_aging_summary)	AP Aging Summary (By Vendor) parameters
AP Cash Requirements / Payment Forecast (ap.cash_requirements_forecast)	AP Cash Requirements / Payment Forecast parameters
AP Closed Purchase Orders (ap.po_closed_summary)	AP Closed Purchase Orders parameters
AP Employee Advance / Imprest Detail (ap.employee_imprest_tracking_detail)	AP Employee Advance / Imprest Detail parameters
AP Employee Advance / Imprest Summary (ap.employee_imprest_tracking)	AP Employee Advance / Imprest Summary parameters
AP GRN Match FX Detail (ap.grn_match_fx_detail)	AP GRN Match FX Detail parameters
AP Gate Pass Print Pack (ap.gate_pass_print_pack)	AP Gate Pass Print Pack parameters
AP Gate Pass Register (ap.gate_pass_register)	AP Gate Pass Print Pack parameters
AP Gate Pass Summary by Warehouse (ap.gate_pass_summary_by_warehouse)	AP Gate Pass Print Pack parameters
AP Input Tax Detail Register (tax.ap_input_tax_detail_register)	AP Input Tax Detail Register parameters
AP Item Spend Summary (ap.item_spend_summary)	AP Spend by Cost Center parameters
AP Miscellaneous Payment Monthly Trend (ap.misc_payment_monthly_trend)	AP Miscellaneous Payment Monthly Trend parameters
AP Miscellaneous Payment Register (ap.misc_payment_register)	AP Miscellaneous Payment Monthly Trend parameters
AP Miscellaneous Payment Vendor Activity (ap.misc_payment_vendor_activity)	AP Miscellaneous Payment Monthly Trend parameters
AP Monthly Spend Trend (ap.monthly_spend_trend)	AP Monthly Spend Trend parameters

Report	Parameter reference
AP Open Purchase Orders (ap.po_open_summary)	AP Closed Purchase Orders parameters
AP Open Transactions (ap.ap_open_transactions)	AP Open Transactions parameters
AP Payable Aging Detail (By Invoice) (ap.payable_aging_detail)	AP Payable Aging Detail (By Invoice) parameters
AP Payment Application Detail (ap.payment_application_detail)	AP Payment Application Detail parameters
AP Payment Batch Register (ap.payment_batch_register)	AP Payment Batch Register parameters
AP Payment Register (ap.ap_payment_register)	AP Payment Register parameters
AP Purchase Order Balance by Line (ap.po_balance_by_line)	AP Purchase Order Balance by Line parameters
AP Purchase Order Utilization Detail (ap.po_utilization_detail)	AP Purchase Order Utilization Detail parameters
AP Purchase Price Variance Detail (ap.purchase_price_variance_detail)	AP GRN Match FX Detail parameters
AP Sales Tax Invoice Register (ap.sales_tax_invoice_register)	AP Sales Tax Invoice Register parameters
AP Sales Tax Invoice Summary by Transaction Type (ap.sales_tax_invoice_summary_by_type)	AP Sales Tax Invoice Register parameters
AP Spend by Contra Account (ap.expense_account_spend)	AP Spend by Cost Center parameters
AP Spend by Cost Center (ap.cost_center_spend)	AP Spend by Cost Center parameters
AP Subledger to GL Reconciliation (ap.subledger_gl_reconciliation)	AP Subledger to GL Reconciliation parameters
AP Supplier Purchases by PO (ap.supplier_purchases_by_po)	AP Supplier Purchases by PO parameters
AP Supplier Purchases by Vendor (ap.supplier_purchases_by_vendor)	AP Supplier Purchases by Vendor parameters

Report	Parameter reference
AP Transaction Register (ap.transaction_register)	AP Transaction Register parameters
AP Unapplied Payments / Supplier Advances (ap.unapplied_payments)	AP Unapplied Payments / Supplier Advances parameters
AP Vendor Balance Summary (ap.vendor_balance_summary)	AP Payment Application Detail parameters
AP Vendor FX Exposure (ap.vendor_fx_exposure)	AP Vendor FX Exposure parameters
AP Vendor Item Spend Detail (ap.vendor_item_spend_detail)	AP Monthly Spend Trend parameters
AP Vendor Ledger Detail (ap.vendor_ledger_detail)	AP Vendor Ledger Detail parameters
AP Vendor Match Register (ap.vendor_match_register)	AP GRN Match FX Detail parameters
AP Vendor Note Allocation Detail (ap.vendor_note_allocation_detail)	AP Payment Application Detail parameters
AP Vendor Open Item Detail (ap.vendor_open_item_detail)	AP Vendor Open Item Detail parameters
AP Vendor Statement (ap.ap_vendor_statement)	AP Vendor Statement parameters
AP Withholding Tax Detail Register (tax.ap_withholding_tax_detail_register)	AP Input Tax Detail Register parameters
AP Withholding Tax Register (ap.withholding_tax_register)	AP Payment Application Detail parameters
AR Adjustments / Write-Off Register (ar.adjustment_writeoff_register)	AR Adjustments / Write-Off Register parameters
AR Aging Detail (ar.ar_aging_detail)	AR Aging Detail parameters
AR Aging Summary (By Customer) (ar.ar_aging_summary)	AR Aging Summary (By Customer) parameters
AR Auto-Apply Unapplied Receipts (Functional Currency) (ar.auto_apply_receipts)	AR Auto-Apply Unapplied Receipts (Functional Currency) parameters

Report	Parameter reference
AR Closed Sales Orders (ar.so_closed_summary)	AR Closed Sales Orders parameters
AR Collection / Cash Report (ar.collection_cash_report)	AR Collection / Cash Report parameters
AR Collection Forecast (ar.collection_forecast)	AR Aging Summary (By Customer) parameters
AR Credit Application Detail (ar.credit_application_detail)	AR Credit Application Detail parameters
AR Customer Balance Summary (ar.customer_balance_summary)	AR Credit Application Detail parameters
AR Customer Credit Exposure (ar.customer_credit_exposure)	AR Customer Credit Exposure parameters
AR Customer Ledger Detail (ar.customer_ledger_detail)	AR Customer Ledger Detail parameters
AR Customer Open Item Detail (ar.customer_open_item_detail)	AR Customer Open Item Detail parameters
AR Customer Sales by Customer (ar.customer_sales_by_customer)	AR Customer Sales by Customer parameters
AR Customer Sales by Invoice (ar.customer_sales_by_invoice)	AR Customer Sales by Invoice parameters
AR Customer Sales by Item (ar.customer_sales_by_item)	AR Customer Sales by Item parameters
AR Customer Statement (ar.ar_customer_statement)	AR Customer Statement parameters
AR Gate Pass Print Pack (ar.gate_pass_print_pack)	AR Gate Pass Print Pack parameters
AR Gate Pass Register (ar.gate_pass_register)	AR Gate Pass Print Pack parameters
AR Gate Pass Summary by Warehouse (ar.gate_pass_summary_by_warehouse)	AR Gate Pass Print Pack parameters
AR Margin by Customer (ar.margin_by_customer)	AR Customer Sales by Customer parameters

Report	Parameter reference
AR Miscellaneous Receipt Bank and Contra Analysis (ar.misc_receipt_bank_contra_analysis)	AR Miscellaneous Receipt Bank and Contra Analysis parameters
AR Miscellaneous Receipt Customer Activity (ar.misc_receipt_customer_activity)	AR Miscellaneous Receipt Customer Activity parameters
AR Miscellaneous Receipt Monthly Trend (ar.misc_receipt_monthly_trend)	AR Miscellaneous Receipt Monthly Trend parameters
AR Miscellaneous Receipt Register (ar.misc_receipt_register)	AR Miscellaneous Receipt Register parameters
AR Miscellaneous Receipt Status Activity (ar.misc_receipt_status_activity)	AR Miscellaneous Receipt Status Activity parameters
AR Open Sales Orders (ar.so_open_summary)	AR Closed Sales Orders parameters
AR Open Transactions (ar.ar_open_transactions)	AR Open Transactions parameters
AR Output Tax Detail Register (tax.ar_output_tax_detail_register)	AP Input Tax Detail Register parameters
AR Receipt Application Detail (ar.receipt_application_detail)	AR Credit Application Detail parameters
AR Receipt Register (ar.ar_receipt_register)	AP Payment Register parameters
AR Sales Order Balance by Line (ar.so_balance_by_line)	AR Sales Order Balance by Line parameters
AR Sales Order Fulfillment Detail (ar.so_utilization_detail)	AR Sales Order Fulfillment Detail parameters
AR Sales Tax Invoice Register (ar.sales_tax_invoice_register)	AR Sales Tax Invoice Register parameters
AR Sales Tax Invoice Summary by Transaction Type (ar.sales_tax_invoice_summary_by_type)	AR Sales Tax Invoice Register parameters
AR Subledger to GL Reconciliation (ar.subledger_gl_reconciliation)	AR Subledger to GL Reconciliation parameters

Report	Parameter reference
AR Transaction Register (ar.transaction_register)	AR Transaction Register parameters
AR Unapplied Receipts (ar.unapplied_receipts)	AR Unapplied Receipts parameters
AR Withholding Tax Detail Register (tax.ar_withholding_tax_detail_register)	AP Input Tax Detail Register parameters
Active Formula by Output Item (prod.active_formula_by_output_item)	FA Setup Listing parameters
Approval Controls & Reopened Reviews (bsr.approval_controls)	Approval Controls & Reopened Reviews parameters
Attendance Device Fingerprint Register (hr.attendance_device_fingerprint_register)	Attendance Device Fingerprint Register parameters
Attendance Face Match / Liveness Exception Report (hr.attendance_face_liveness_exception)	Attendance Device Fingerprint Register parameters
Attendance Geofence Exception Summary (hr.attendance_geofence_exception_summary)	Attendance Device Fingerprint Register parameters
Attendance Policy Compliance by Position (hr.attendance_policy_compliance_by_position)	Attendance Policy Compliance by Position parameters
Balance Sheet Reconciliation Register (bsr.review_register)	Balance Sheet Reconciliation Register parameters
Balance Sheet Review Audit History (bsr.review_history)	Balance Sheet Review Audit History parameters
Bank Account Balance Summary (cashbank.bank_account_balance_summary)	Bank Account Balance Summary parameters
Bank Account Ledger Detail (cashbank.bank_account_ledger_detail)	Bank Account Balance Summary parameters
Bank Account Master Listing (cashbank.bank_account_master_listing)	Bank Account Master Listing parameters

Report	Parameter reference
Bank Activity by Location (cashbank.bank_activity_by_location)	Bank Account Balance Summary parameters
Bank Payments and Receipts Report (cashbank.bank_payments_receipts)	Bank Account Balance Summary parameters
Bank Transfer FX Gain/Loss Report (cashbank.bank_transfer_fx_gain_loss)	Bank Account Balance Summary parameters
Bank Transfer Register (cashbank.bank_transfer_register)	Bank Account Balance Summary parameters
Batch Tracking Exceptions (prod.batch_tracking_exceptions)	Production Abnormal Loss / Gain GL Impact Report parameters
Batches Missing Inventory Transaction Link (prod.missing_inventory_transaction_link)	Production Abnormal Loss / Gain GL Impact Report parameters
Biometric Consent Register (hr.biometric_consent_register)	Attendance Policy Compliance by Position parameters
Biometric Enrollment Version Audit Report (hr.biometric_enrollment_version_audit)	Attendance Policy Compliance by Position parameters
Co-Product / By-Product Cost Allocation Report (prod.co_by_product_cost_allocation)	Production Abnormal Loss / Gain GL Impact Report parameters
Compensation Basic Salary Exception Report (hr.compensation_basic_salary_exception)	Attendance Policy Compliance by Position parameters
Compensation Effective-Dated Change Register (hr.compensation_effective_dated_change_register)	Compensation Effective-Dated Change Register parameters
Compensation by Department / Grade / Position Summary (hr.compensation_department_grade_position_summary)	Attendance Policy Compliance by Position parameters
Completed Batches Missing Completion Journal (prod.completed_missing_completion_journal)	Production Abnormal Loss / Gain GL Impact Report parameters
Completion & Account Coverage (bsr.coverage)	Completion & Account Coverage parameters

Report	Parameter reference
Customer / Supplier Tax Code Assignment Report (tax.customer_supplier_tax_code_assignment)	POS Loyalty Profile Listing parameters
Customer Interest Funnel Summary (customer_interest.funnel_summary)	Customer Interest Funnel Summary parameters
Customer Interest Lifecycle and Response Analysis (customer_interest.lifecycle_analysis)	Customer Interest Funnel Summary parameters
Customer Interest Register (customer_interest.register)	Customer Interest Funnel Summary parameters
Customer Interest Source and Owner Performance (customer_interest.source_owner_performance)	Customer Interest Funnel Summary parameters
Customer Invoice Detail - One or Range (ar.customer_invoice_detail)	Customer Invoice Detail - One or Range parameters
Deferred Withholding Tax Status (tax.deferred_withholding_tax_status)	AP Input Tax Detail Register parameters
E-Invoice Document Register (tax.einvoice_document_register)	E-Invoice Document Register parameters
E-Invoice Lifecycle Audit Report (tax.einvoice_lifecycle_audit)	E-Invoice Document Register parameters
E-Invoice Rejection / Exception Report (tax.einvoice_rejection_exception)	E-Invoice Document Register parameters
E-Invoice Submission Status Report (tax.einvoice_submission_status)	E-Invoice Document Register parameters
E-Invoice Tax Category / Exemption Report (tax.einvoice_tax_category_exemption)	E-Invoice Document Register parameters
Employee Active Without Position Assignment Report (hr.employee_active_without_position_assignment)	Attendance Policy Compliance by Position parameters

Report	Parameter reference
Employee Advance AP Reconciliation (hr.employee_advance_ap_reconciliation)	Employee Advance AP Reconciliation parameters
Employee Bank Details Exception Report (hr.employee_bank_details_exception)	Attendance Policy Compliance by Position parameters
Employee Biometric Enrollment Status Report (hr.biometric_enrollment_status)	Attendance Policy Compliance by Position parameters
Employee Deduction Assignment Register (hr.employee_deduction_assignment_register)	Attendance Policy Compliance by Position parameters
Employee Earning Assignment Register (hr.employee_earning_assignment_register)	Attendance Policy Compliance by Position parameters
Employee Next of Kin Listing (hr.employee_next_of_kin_listing)	Attendance Policy Compliance by Position parameters
Employee Position Assignment Register (hr.employee_position_assignment_register)	Attendance Policy Compliance by Position parameters
Employee Tax / National ID Exception Report (hr.employee_tax_national_id_exception)	Attendance Policy Compliance by Position parameters
Employee Trading Partner Link Exception Report (hr.employee_trading_partner_link_exception)	Attendance Policy Compliance by Position parameters
Employees Missing Compensation Report (hr.employees_missing_compensation)	Attendance Policy Compliance by Position parameters
FA Adjustment Register (fa.adjustment_register)	FA Adjustment Register parameters
FA Asset Additions Report (fa.asset_additions)	FA Adjustment Register parameters
FA Asset Group Listing (fa.asset_group_listing)	Bank Account Master Listing parameters
FA Asset Register (fa.asset_register)	FA Asset Register parameters

Report	Parameter reference
FA Asset Retirements / Disposals Detail (fa.asset_retirements_disposals_detail)	FA Adjustment Register parameters
FA Asset Tag / Physical Verification Listing (fa.asset_tag_physical_verification_listing)	FA Asset Tag / Physical Verification Listing parameters
FA Assets Fully Depreciated Report (fa.assets_fully_depreciated)	FA Asset Tag / Physical Verification Listing parameters
FA CWIP Aging Report (fa.cwip_aging)	FA CWIP Aging Report parameters
FA CWIP Source Register (fa.cwip_source_register)	FA CWIP Aging Report parameters
FA Capitalization Register (fa.capitalization_register)	FA Adjustment Register parameters
FA Capitalization Source Detail (fa.capitalization_source_detail)	FA Adjustment Register parameters
FA Category Listing (fa.category_listing)	Bank Account Master Listing parameters
FA Depreciation Forecast / Projection (fa.depreciation_forecast_projection)	FA Depreciation Forecast / Projection parameters
FA Depreciation Reversal Register (fa.depreciation_reversal_register)	FA Adjustment Register parameters
FA Depreciation Run Register (fa.depreciation_run_register)	FA Depreciation Run Register parameters
FA Depreciation Summary (fa.depreciation_summary)	FA Adjustment Register parameters
FA Disposal Settlement Register (fa.disposal_settlement_register)	FA Disposal Settlement Register parameters
FA Disposal Summary (fa.disposal_summary)	FA Disposal Settlement Register parameters
FA GL Account Mapping Report (fa.gl_account_mapping)	FA GL Account Mapping Report parameters
FA Ledger Detail (fa.ledger_detail)	FA Ledger Detail parameters

Report	Parameter reference
FA NBV by Category Summary (fa.nbv_by_category_summary)	FA Asset Tag / Physical Verification Listing parameters
FA NBV by Cost Center Summary (fa.nbv_by_cost_center_summary)	FA Asset Tag / Physical Verification Listing parameters
FA NBV by Location Summary (fa.nbv_by_location_summary)	FA Asset Tag / Physical Verification Listing parameters
FA Rollforward Summary (fa.rollforward_summary)	FA Rollforward Summary parameters
FA Setup Listing (fa.setup_listing)	FA Setup Listing parameters
Final Settlement AP Reconciliation (hr.final_settlement_ap_reconciliation)	Employee Advance AP Reconciliation parameters
Final Settlement Line Detail (hr.final_settlement_line_detail)	Employee Advance AP Reconciliation parameters
Finished Goods Lot / Serial Traceability (prod.finished_goods_lot_serial_traceability)	Production Abnormal Loss / Gain GL Impact Report parameters
Finished Goods Receipt Detail (prod.finished_goods_receipt_detail)	Production Abnormal Loss / Gain GL Impact Report parameters
Formula Cost Rollup / Standard Cost Report (prod.formula_cost_rollup)	Formula Cost Rollup / Standard Cost Report parameters
Formula Input / Output Loss by UOM (prod.formula_io_loss_by_uom)	Formula Input / Output Loss by UOM parameters
Formula Master Register (prod.formula_master_register)	Formula Cost Rollup / Standard Cost Report parameters
Formula Material Detail (prod.formula_material_detail)	Formula Cost Rollup / Standard Cost Report parameters
Formula Normal Loss Setup Report (prod.formula_normal_loss_setup)	Formula Cost Rollup / Standard Cost Report parameters
Formula Output Detail (prod.formula_output_detail)	Formula Cost Rollup / Standard Cost Report parameters

Report	Parameter reference
Formula Overhead Detail (prod.formula_overhead_detail)	Formula Cost Rollup / Standard Cost Report parameters
Formula Setup Exceptions (prod.formula_setup_exceptions)	Formula Cost Rollup / Standard Cost Report parameters
Formula Version Comparison (prod.formula_version_comparison)	Formula Cost Rollup / Standard Cost Report parameters
Fund Ledger Source Traceability Report (hr.fund_ledger_source_traceability)	Compensation Effective-Dated Change Register parameters
Fund Withdrawal AP Reconciliation (hr.fund_withdrawal_ap_reconciliation)	Employee Advance AP Reconciliation parameters
Fund Withdrawal Line Detail (hr.fund_withdrawal_line_detail)	Employee Advance AP Reconciliation parameters
Fund Withdrawal Register (hr.fund_withdrawal_register)	Employee Advance AP Reconciliation parameters
GL Account Activity (gl.account_activity)	GL Account Activity parameters
GL Balance Sheet Comparison (As Of Dates) (gl.trial_balance_comparison)	GL Balance Sheet Comparison (As Of Dates) parameters
GL Cost Center Journal Detail (gl.cost_center_journal_detail)	GL Cost Center Journal Detail parameters
GL Cost Center Monthly Trend (gl.cost_center_monthly_trend)	GL Cost Center Journal Detail parameters
GL Cost Center Spend By Account (gl.cost_center_spend_by_account)	GL Cost Center Spend By Account parameters
GL Cost Center Spend Summary (gl.cost_center_spend_summary)	GL Cost Center Journal Detail parameters
GL Journal Listing (gl.journal_listing)	GL Journal Listing parameters
GL Journal Voucher Report (gl.journal_voucher)	GL Journal Voucher Report parameters
GL Profit And Loss (gl.profit_and_loss)	GL Profit And Loss parameters

Report	Parameter reference
GL Trial Balance (From / To) (gl.trial_balance)	GL Trial Balance (From / To) parameters
GRN Pending Posting Register (purchase.grn_pending_posting_ register)	GRN Pending Posting Register parameters
GRN Rejection / Quality Exception Register (purchase.gr n_rejection_quality_exception_r egister)	GRN Rejection / Quality Exception Register parameters
HR Attendance Absence Register (Date Range) (hr.atten dance_absence_date_range)	HR Attendance Absence Register (Date Range) parameters
HR Attendance Day Summary (hr.attendance_day_summary)	HR Attendance Day Summary parameters
HR Attendance Exception Register (hr.attendance_excepti on_register)	HR Attendance Exception Register parameters
HR Attendance Monthly Absence Summary (hr.attendan ce_absence_monthly)	HR Attendance Monthly Absence Summary parameters
HR Attendance Policy Listing (hr.attendance_policy_listing)	Bank Account Master Listing parameters
HR Attendance Register (hr.attendance_register)	HR Attendance Register parameters
HR Compensation Line Register (hr.compensation_line_register)	HR Compensation Line Register parameters
HR Deduction Setup Catalog (hr.deduction_setup_catalog)	Bank Account Master Listing parameters
HR Earning Setup Catalog (hr.earning_setup_catalog)	Bank Account Master Listing parameters
HR Employee Advance Register (hr.employee_advance_register)	HR Employee Advance Register parameters
HR Employee Compensation Register (hr.compensation_register)	HR Employee Compensation Register parameters
HR Employee Headcount Summary (hr.employee_headco unt_summary)	HR Employee Headcount Summary parameters

Report	Parameter reference
HR Employee Leave Availability (hr.employee_leave_availability)	HR Employee Leave Availability parameters
HR Employee Master (hr.employee_master)	HR Employee Master parameters
HR Employee Movement (hr.employee_movement)	HR Employee Movement parameters
HR Employee Payslip Register (hr.employee_payslip_register)	HR Employee Payslip Register parameters
HR Final Settlement Register (hr.final_settlement_register)	HR Final Settlement Register parameters
HR Fund Contribution Register (hr.fund_contribution_register)	HR Fund Contribution Register parameters
HR Fund Register (Comprehensive) (hr.fund_register)	HR Fund Register (Comprehensive) parameters
HR Holiday Calendar Line Detail (hr.holiday_calendar_line_detail)	HR Holiday Calendar Line Detail parameters
HR Holiday Calendar Listing (hr.holiday_calendar_listing)	Bank Account Master Listing parameters
HR Monthly Payroll Review (hr.monthly_payroll_review)	HR Monthly Payroll Review parameters
HR Payroll Line Detail (hr.payroll_line_detail)	HR Payroll Line Detail parameters
HR Payroll Run Summary (hr.payroll_run_summary)	HR Payroll Run Summary parameters
HR Payroll Tax Code Register (hr.tax_code_register)	Bank Account Master Listing parameters
HR Payroll to AP Reconciliation (hr.payroll_ap_reconciliation)	HR Payroll to AP Reconciliation parameters
HR Position Master Listing (hr.position_master_listing)	Bank Account Master Listing parameters
HR Position Policy Map Listing (hr.position_policy_map_listing)	Bank Account Master Listing parameters
HR Tax Setup Register (hr.tax_setup_register)	Bank Account Master Listing parameters

Report	Parameter reference
HR Trading Partner / Payroll Defaults Listing (hr.trading_partner_defaults_listing)	FA Setup Listing parameters
Import-Export Trade Reference Register (trade.import_export_trade_reference)	Import-Export Trade Reference Register parameters
Inactive / Exception Tax Setup Report (tax.inactive_exception_tax_setup)	POS Loyalty Profile Listing parameters
Inventory Adjustment Register (inv.adjustment_register)	Inventory Adjustment Register parameters
Inventory Classification Listing (inv.classification_listing)	Bank Account Master Listing parameters
Inventory Cost by Company (inv.cost_by_company)	Inventory Cost by Company parameters
Inventory Cost by Warehouse (inv.cost_by_warehouse)	Inventory Cost by Warehouse parameters
Inventory Gate Pass Register (inv.gate_pass_register)	Inventory Gate Pass by Warehouse / Location parameters
Inventory Gate Pass Sequence Listing (inv.gate_pass_sequence_listing)	Inventory Gate Pass Sequence Listing parameters
Inventory Gate Pass by Warehouse / Location (inv.gate_pass_by_warehouse_location)	Inventory Gate Pass by Warehouse / Location parameters
Inventory Item Master List (inv.item_master_list)	Inventory Item Master List parameters
Inventory Lot-wise Tracking Register (inv.lot_tracking_register)	Inventory Lot-wise Tracking Register parameters
Inventory MRP Action Plan (inv.mrp_action_plan)	Inventory MRP Action Plan parameters
Inventory MRP Net Requirements (inv.mrp_net_requirements)	Inventory MRP Net Requirements parameters
Inventory Movement Value by Source Module (inv.movement_value_by_source_module)	Inventory Movement Value by Source Module parameters

Report	Parameter reference
Inventory On-Hand By Warehouse (inv.on_hand_by_warehouse)	Inventory On-Hand By Warehouse parameters
Inventory On-Hand by Bin (inv.on_hand_by_bin)	Inventory Cost by Warehouse parameters
Inventory On-Hand by Lot and Bin (inv.on_hand_by_lot_bin)	Inventory Cost by Warehouse parameters
Inventory Posting Failure / Exception Report (inv.posting_failure_exception)	Inventory Posting Failure / Exception Report parameters
Inventory Posting Group and GL Mapping Report (inv.posting_group_gl_mapping)	Bank Account Master Listing parameters
Inventory Receipt Allocation Detail (inv.receipt_allocation_detail)	Inventory Movement Value by Source Module parameters
Inventory Receipt Register (inv.receipt_register)	Inventory Movement Value by Source Module parameters
Inventory Reorder / Below Reorder Point Report (inv.reorder_below_point)	Inventory Reorder / Below Reorder Point Report parameters
Inventory Setup Listing (inv.setup_listing)	FA Setup Listing parameters
Inventory Source Document Traceability Report (inv.source_document_traceability)	Inventory Movement Value by Source Module parameters
Inventory Transaction Register (inv.transaction_register)	Inventory Transaction Register parameters
Inventory Transfer Line Detail (inv.transfer_line_detail)	Inventory Movement Value by Source Module parameters
Inventory Transfer Register (inv.transfer_register)	Inventory Movement Value by Source Module parameters
Inventory Transfer Status / Exception Report (inv.transfer_status_exception)	Inventory Posting Failure / Exception Report parameters
Inventory Valuation As Of Date (inv.valuation_as_of)	Inventory Valuation As Of Date parameters

Report	Parameter reference
Inventory Valuation Summary (inv.valuation_summary)	Inventory Valuation Summary parameters
Inventory Value by Posting Group / GL Reconciliation (inv.value_by_posting_group)	FA Setup Listing parameters
Inventory Warehouse Stock Summary (inv.warehouse_stock_summary)	Inventory Warehouse Stock Summary parameters
Item Barcode Register (inv.item_barcode_register)	Bank Account Master Listing parameters
Item Price List / Sales Price Register (inv.item_price_list)	Bank Account Master Listing parameters
Item Purchase Price History (purchase.item_purchase_price_history)	GRN Rejection / Quality Exception Register parameters
Item Tracking Configuration Exceptions (inv.tracking_configuration_exceptions)	Bank Account Master Listing parameters
Late Arrival Register (hr.late_arrival_register)	Attendance Device Fingerprint Register parameters
Lot Expiry Aging / Near-Expiry Report (inv.lot_expiry_aging)	Lot Expiry Aging / Near-Expiry Report parameters
Manual Bank Journal Register (cashbank.manual_bank_journal_register)	Bank Account Balance Summary parameters
Missing Checkout Register (hr.missing_checkout_register)	Attendance Device Fingerprint Register parameters
Negative Inventory Control Listing (inv.negative_inventory_control)	Bank Account Master Listing parameters
Non-Monthly Compensation Audit (hr.non_monthly_compensation_audit)	Attendance Policy Compliance by Position parameters
Open Batches Pending Completion (prod.open_batches_pending_completion)	Open Batches Pending Completion parameters
Open POS Session Aging Report (pos.open_session_aging)	POS Allocation Exception Report parameters

Report	Parameter reference
Open Reconciling Items & Ageing (bsr.open_items)	Open Reconciling Items & Ageing parameters
Output Cost per Unit Report (prod.output_cost_per_unit)	Production Abnormal Loss / Gain GL Impact Report parameters
POS AR Invoice Reconciliation Report (pos.ar_invoice_reconciliation)	POS Allocation Exception Report parameters
POS Allocation Exception Report (pos.allocation_exception)	POS Allocation Exception Report parameters
POS Allocation Register (pos.allocation_register)	POS Allocation Exception Report parameters
POS Cashier Session Summary (pos.cashier_session_summary)	POS Allocation Exception Report parameters
POS Checkout Exception Report (pos.checkout_exception)	POS Allocation Exception Report parameters
POS Daily Summary (pos.daily_summary)	POS Daily Summary parameters
POS Detail Register (pos.detail_register)	POS Detail Register parameters
POS Discount Register (pos.discount_register)	POS Allocation Exception Report parameters
POS E-Invoice Exception Report (pos.einvoice_exception)	POS Allocation Exception Report parameters
POS E-Invoice Status Report (pos.einvoice_status)	POS Allocation Exception Report parameters
POS Lot / Serial Allocation Detail (pos.lot_serial_allocation_detail)	POS Allocation Exception Report parameters
POS Loyalty Points Ledger (pos.loyalty_points_ledger)	POS Allocation Exception Report parameters
POS Loyalty Profile Listing (pos.loyalty_profile_listing)	POS Loyalty Profile Listing parameters
POS Loyalty Sales Summary (pos.loyalty_sales_summary)	POS Allocation Exception Report parameters

Report	Parameter reference
POS Mixed Payment Register (pos.mixed_payment_register)	POS Allocation Exception Report parameters
POS Payment Detail Register (pos.payment_detail_register)	POS Allocation Exception Report parameters
POS Payment Tender Summary (pos.payment_tender_summary)	POS Allocation Exception Report parameters
POS Receipt Reconciliation Report (pos.receipt_reconciliation)	POS Allocation Exception Report parameters
POS Refund Payment Status Report (pos.refund_payment_status)	POS Allocation Exception Report parameters
POS Return Against Original Sale Report (pos.return_against_original_sale)	POS Allocation Exception Report parameters
POS Return Line Detail (pos.return_line_detail)	POS Allocation Exception Report parameters
POS Return Register (pos.return_register)	POS Allocation Exception Report parameters
POS Sales Summary by Cashier (pos.sales_summary_by_cashier)	POS Allocation Exception Report parameters
POS Sales Summary by Customer Type (pos.sales_summary_by_customer_type)	POS Allocation Exception Report parameters
POS Sales Summary by Item (pos.sales_summary_by_item)	POS Allocation Exception Report parameters
POS Sales Summary by Location (pos.sales_summary_by_location)	POS Allocation Exception Report parameters
POS Sales Summary by Terminal (pos.sales_summary_by_terminal)	POS Allocation Exception Report parameters
POS Serial Return Audit Report (pos.serial_return_audit)	POS Allocation Exception Report parameters
POS Session Register (pos.session_register)	POS Allocation Exception Report parameters

Report	Parameter reference
POS Tax Summary (pos.tax_summary)	POS Allocation Exception Report parameters
POS Terminal Configuration Exception Report (pos.terminal_configuration_exception)	POS Loyalty Profile Listing parameters
POS Terminal Master Listing (pos.terminal_master_listing)	POS Loyalty Profile Listing parameters
POS Ticket Line Detail (pos.ticket_line_detail)	POS Allocation Exception Report parameters
POS Ticket Register (pos.ticket_register)	POS Allocation Exception Report parameters
Party Tax Identifier Listing (tax.party_tax_identifier_listing)	Party Tax Identifier Listing parameters
Payroll Deduction Liability Register (hr.payroll_deduction_liability_register)	Payroll Deduction Liability Register parameters
Payroll Employer Contribution Register (hr.payroll_employer_contribution_register)	Payroll Deduction Liability Register parameters
Payroll Gross-to-Net by Location / Cost Center (hr.payroll_gross_net_location_cost_center)	Payroll Deduction Liability Register parameters
Payroll Journal Traceability Report (hr.payroll_journal_traceability)	Payroll Deduction Liability Register parameters
Payroll Manual Tax Override Register (hr.payroll_manual_tax_override_register)	Payroll Deduction Liability Register parameters
Payroll Period Overlap / Control Exception Report (hr.payroll_period_overlap_control_exception)	Payroll Deduction Liability Register parameters
Payroll Reversal Register (hr.payroll_reversal_register)	Payroll Deduction Liability Register parameters
Payroll Tax Detail Register (tax.payroll_tax_detail_register)	Tax Authority Invoice Register parameters
Payroll Tax Liability Account Reconciliation (tax.payroll_tax_liability_account_reconciliation)	Tax Authority Invoice Register parameters

Report	Parameter reference
Payroll Tax Liability by Authority / Account (hr.payroll_tax_liability_authority_account)	Payroll Deduction Liability Register parameters
Payroll Tax Summary by Authority (tax.payroll_tax_summary_by_authority)	Tax Authority Invoice Register parameters
Payroll Tax Summary by Employee (tax.payroll_tax_summary_by_employee)	Tax Authority Invoice Register parameters
Payroll Variable Input Register (hr.payroll_variable_input_register)	Payroll Deduction Liability Register parameters
Payroll Variable Input Status / Approval Report (hr.payroll_variable_input_status_approval)	Payroll Deduction Liability Register parameters
Production Abnormal Loss / Gain GL Impact Report (prod.abnormal_loss_gain_gl_impact)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Batch Cancellation Register (prod.batch_cancellation_register)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Batch Cost Variance (prod.batch_cost_variance)	Production Batch Cost Variance parameters
Production Batch Input / Output Loss by UOM (prod.batch_io_loss_by_uom)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Batch Journal Traceability Report (prod.batch_journal_traceability)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Batch Lifecycle Report (prod.batch_lifecycle)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Batch Line Detail (prod.batch_line_detail)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Batch QC Status Report (prod.batch_qc_status)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Batch Register (prod.batch_register)	Production Abnormal Loss / Gain GL Impact Report parameters

Report	Parameter reference
Production Batch Status Summary (prod.batch_status_summary)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Daily Batch Report (prod.daily_batch_report)	Production Batch Cost Variance parameters
Production Daily Ingredient Consumption (prod.daily_ingredient_consumption)	Production Batch Cost Variance parameters
Production Formula Performance Summary (prod.formula_performance_summary)	Production Batch Cost Variance parameters
Production Loss & Variance Detail (Output + Materials) (prod.loss_line_variance_detail)	Production Batch Cost Variance parameters
Production Loss Analysis (prod.loss_analysis)	Production Batch Cost Variance parameters
Production Loss Trend Summary (prod.loss_trend_summary)	Production Loss Trend Summary parameters
Production Material Issue Lot / Serial Traceability (prod.material_issue_lot_serial_traceability)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Material Issue Register (prod.material_issue_register)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Material Issue Warehouse Summary (prod.material_issue_warehouse_summary)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Material Over-Issue Report (prod.material_over_issue)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Material Shortage / Under-Issue Report (prod.material_shortage_under_issue)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Material Variance Detail (prod.material_variance_detail)	Production Batch Cost Variance parameters
Production Output Register (prod.output_register)	Production Abnormal Loss / Gain GL Impact Report parameters

Report	Parameter reference
Production Output Yield (Main/Co/By) (prod.output_yield_main_co_by)	Production Batch Cost Variance parameters
Production Overhead Absorption Register (prod.overhead_absorption_register)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Overhead Master Listing (prod.overhead_master_listing)	Bank Account Master Listing parameters
Production Overhead Variance Detail (prod.overhead_variance_detail)	Production Batch Cost Variance parameters
Production Overhead by Type Summary (prod.overhead_by_type_summary)	Production Abnormal Loss / Gain GL Impact Report parameters
Production QC Exception Report (prod.qc_exception)	Production Abnormal Loss / Gain GL Impact Report parameters
Production Setup Listing (prod.setup_listing)	FA Setup Listing parameters
Production Setup Readiness (prod.setup_readiness)	FA Setup Listing parameters
Production Throughput Summary (prod.throughput_summary)	Production Batch Cost Variance parameters
Production WIP Aging (prod.wip_aging)	Production WIP Aging parameters
Production WIP to Finished Goods Reconciliation (prod.wip_fg_reconciliation)	Production Abnormal Loss / Gain GL Impact Report parameters
Purchase Approval Rule Listing (purchase.purchase_approval_rule_listing)	Bank Account Master Listing parameters
Purchase Commitment by Cost Center (purchase.purchase_commitment_by_cost_center)	GRN Rejection / Quality Exception Register parameters
Purchase Commitment by Item (purchase.purchase_commitment_by_item)	GRN Rejection / Quality Exception Register parameters

Report	Parameter reference
Purchase Commitment by Supplier (purchase.purchase_commitment_by_supplier)	GRN Rejection / Quality Exception Register parameters
Purchase Direct PO Match Register (purchase.direct_po_match_register)	Purchase Direct PO Match Register parameters
Purchase GRN Match FX Gain/Loss Detail (purchase.grn_match_fx_variance_detail)	Purchase GRN Match FX Gain/Loss Detail parameters
Purchase GRN Register (purchase.grn_register)	Purchase GRN Register parameters
Purchase GRNI Reconciliation Detail (purchase.grni_open_reconciliation)	Purchase GRNI Reconciliation Detail parameters
Purchase GRNI Reconciliation Summary by Account (purchase.grni_open_summary_by_account)	Purchase GRNI Reconciliation Detail parameters
Purchase Goods Return Register (purchase.goods_return_register)	Purchase Goods Return Register parameters
Purchase Matching Tolerance Exceptions (purchase.tolerance_exception_register)	Purchase Direct PO Match Register parameters
Purchase Open PO Reconciliation (purchase.open_po_reconciliation)	Purchase Open PO Reconciliation parameters
Purchase Order Approval Pending / Aging Report (purchase.purchase_order_approval_pending_aging)	Purchase Order Approval Pending / Aging Report parameters
Purchase Order Line Detail (purchase.purchase_order_line_detail)	GRN Rejection / Quality Exception Register parameters
Purchase Order Register (purchase.purchase_order_register)	Purchase Order Register parameters
Purchase Order Status Summary (purchase.purchase_order_status_summary)	Purchase Order Register parameters

Report	Parameter reference
Purchase Order Workflow Audit Report (purchase.purchase_order_workflow_audit)	Purchase Order Register parameters
Purchase Receipt Status Report (purchase.purchase_receipt_status)	GRN Rejection / Quality Exception Register parameters
Purchasing Setup Listing (purchase.purchasing_setup_listing)	FA Setup Listing parameters
Sales Lead Line Register (sales_lead.line_register)	Sales Lead Line Register parameters
Sales Quote Line Register (sales_quote.line_register)	Sales Quote Line Register parameters
Serial Number On-Hand / Status Register (inv.serial_on_hand_status)	Inventory Cost by Warehouse parameters
Slow Moving / Non-Moving Inventory Report (inv.slow_moving_inventory)	Slow Moving / Non-Moving Inventory Report parameters
Stock Allocation Register (inv.stock_allocation_register)	Stock Allocation Register parameters
Stock Allocation Serial Detail (inv.stock_allocation_serial_detail)	Stock Allocation Register parameters
Stock Allocation Split Detail (inv.stock_allocation_split_detail)	Stock Allocation Register parameters
Supplier Delivery Performance Report (purchase.supplier_delivery_performance)	GRN Pending Posting Register parameters
Supporting Schedule & Evidence Detail (bsr.schedule_evidence)	Balance Sheet Reconciliation Register parameters
Tax Account Reconciliation Detail (tax.tax_account_reconciliation_detail)	AP Input Tax Detail Register parameters
Tax Authority Invoice Register (tax.authority_invoice_register)	Tax Authority Invoice Register parameters
Tax Authority Mapping Report (tax.tax_authority_mapping)	POS Loyalty Profile Listing parameters

Report	Parameter reference
Tax Authority Master Listing (tax.tax_authority_master_listing)	POS Loyalty Profile Listing parameters
Tax Authority Reconciliation (tax.authority_reconciliation)	Tax Authority Invoice Register parameters
Tax Code COA Mapping Report (tax.tax_code_coa_mapping)	POS Loyalty Profile Listing parameters
Tax Code Dependency / Applied-To Setup Report (tax.tax_code_dependency_setup)	POS Loyalty Profile Listing parameters
Tax Code Line / Rate Register (tax.tax_code_line_rate_register)	POS Loyalty Profile Listing parameters
Tax Code Master Listing (tax.tax_code_master_listing)	POS Loyalty Profile Listing parameters
Tax Liability Line Register (tax.liability_line_register)	Tax Authority Invoice Register parameters
Tax Liability Monthly Trend (tax.liability_monthly_trend)	Tax Authority Invoice Register parameters
Tax Liability Summary By Authority (tax.liability_summary_by_authority)	Tax Authority Invoice Register parameters
Tax Rate Exception Report (tax.tax_rate_exception)	AP Input Tax Detail Register parameters
Tax by Code Summary (tax.tax_by_code_summary)	AP Input Tax Detail Register parameters
Tax by Counterparty Summary (tax.tax_by_counterparty_summary)	AP Input Tax Detail Register parameters
Tax by Location Summary (tax.tax_by_location_summary)	AP Input Tax Detail Register parameters
Taxable Base vs Tax Amount Summary (tax.taxable_base_vs_tax_amount_summary)	AP Input Tax Detail Register parameters
Trade Reference Reconciliation (trade.reference_reconciliation)	Import-Export Trade Reference Register parameters
Trading Partner Tax Registration Exception Report (tax.trading_partner_tax_registration_exception)	POS Loyalty Profile Listing parameters

Report	Parameter reference
Unmapped Tax Authority Transaction Report (tax.unmapped_tax_authority_transaction)	AP Input Tax Detail Register parameters
Warehouse Bin / Locator Master Listing (inv.warehouse_bin_listing)	Warehouse Bin / Locator Master Listing parameters
Warehouse Master Listing (inv.warehouse_master_listing)	Bank Account Master Listing parameters

AP Aging Summary (By Vendor) parameters

Report: ap.ap_aging_summary.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include zero-balance vendors (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AP Open Transactions parameters

Report: ap.ap_open_transactions.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Vendor contains (optional) (vendor_name)	Optional. Text.	Narrows vendors by the entered name criterion. It is not selection of a bank beneficiary or automatic consolidation of similarly named vendors.

AP Payment Register parameters

These reports use the same parameter requirements: AP Payment Register (ap.ap_payment_register), AR Receipt Register (ar.ar_receipt_register).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.

AP Vendor Statement parameters

Report: ap.ap_vendor_statement.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Vendor contains (optional) (vendor_name)	Optional. Text.	Narrows vendors by the entered name criterion. It is not selection of a bank beneficiary or automatic consolidation of similarly named vendors.

AP Cash Requirements / Payment Forecast parameters

Report: ap.cash_requirements_forecast.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Include zero vendors (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AP Spend by Cost Center parameters

These reports use the same parameter requirements: AP Spend by Cost Center (ap.cost_center_spend), AP Spend by Contra Account (ap.expense_account_spend), AP Item Spend Summary (ap.item_spend_summary).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Date basis (date_basis)	Optional. Choose one listed value. Default: LEDGER_DATE. Choices: LEDGER_DATE, TRANSACTION_DATE.	Selects the date used to include activity. Ledger and transaction dates can give different populations.
Document type (transaction_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE, VENDOR_CHARGE, DEBIT_NOTE, CREDIT_NOTE.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Item (optional) (item_id)	Optional. Whole-number selection/value.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Contra Account (optional) (contra_account_id)	Optional. Whole-number selection/value.	Restricts the report to selected contra account records. Select actual lookup results, not a guessed identifier.
Cost Center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Top N rows (top_n)	Optional. Whole-number selection/value. Default: 200. Minimum: 1. Maximum: 500.	Sets the top n rows limit or period. A limited population may not equal a whole-ledger total.

AP Employee Advance / Imprest Summary parameters

Report: ap.employee_imprest_tracking.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Employee Trading Partner (optional) (employee_tp_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee tp records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include Zero Activity (include_zero_activity)	Optional. Yes or No. Default: False.	Controls inclusion of zero activity rows. Review this option before comparing totals.

AP Employee Advance / Imprest Detail parameters

Report: ap.employee_imprest_tracking_detail.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Employee Trading Partner (employee_tp_id)	Required. Whole-number selection/value.	Restricts the report to selected employee tp records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AP Gate Pass Print Pack parameters

These reports use the same parameter requirements: AP Gate Pass Print Pack (ap.gate_pass_print_pack), AP Gate Pass Register (ap.gate_pass_register), AP Gate Pass Summary by Warehouse (ap.gate_pass_summary_by_warehouse).

Parameter	Entry requirements and choices	Effect on interpretation
Gate pass from date (gate_pass_from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.

Parameter	Entry requirements and choices	Effect on interpretation
Gate pass to date (gate_pass_to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Ledger from date (ledger_from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Ledger to date (ledger_to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (optional) (warehouse_id)	Optional. Whole-number selection/value.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Gate pass type (gate_pass_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INWARD, OUTWARD.	Restricts output to the offered gate-pass type. A gate pass is transport/release evidence, not proof of cash settlement.
Transaction type (transaction_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE, VENDOR_CHARGE, DEBIT_NOTE, CREDIT_NOTE.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.
Gate pass no. from (gate_pass_number_from)	Optional. Whole-number selection/value. Minimum: 1.	First gate-pass number in the selected number range. This is not the start date or the first inventory item.
Gate pass no. to (gate_pass_number_to)	Optional. Whole-number selection/value. Minimum: 1.	Last gate-pass number in the selected number range. Keep this separate from the report's date cutoff.

AP GRN Match FX Detail parameters

These reports use the same parameter requirements: AP GRN Match FX Detail (ap.grn_match_fx_detail), AP Purchase Price Variance Detail (ap.purchase_price_variance_detail), AP Vendor Match Register (ap.vendor_match_register).

Parameter	Entry requirements and choices	Effect on interpretation
From AP ledger date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To AP ledger date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.

Parameter	Entry requirements and choices	Effect on interpretation
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Transaction type (transaction_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE, VENDOR_CHARGE, DEBIT_NOTE, CREDIT_NOTE.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.

AP Miscellaneous Payment Monthly Trend parameters

These reports use the same parameter requirements: AP Miscellaneous Payment Monthly Trend (ap.misc_payment_monthly_trend), AP Miscellaneous Payment Register (ap.misc_payment_register), AP Miscellaneous Payment Vendor Activity (ap.misc_payment_vendor_activity).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Date basis (date_basis)	Optional. Choose one listed value. Default: LEDGER_DATE. Choices: LEDGER_DATE, RECEIPT_DATE.	Selects the date used to include activity. Ledger and transaction dates can give different populations.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, Incomplete, Complete, Reversed, Refund, Refunded.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Payment Type (payment_type)	Optional. Text. Default: ALL.	Restricts payments to the offered business category. Payment classification is not evidence of bank execution or full invoice settlement.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AP Monthly Spend Trend parameters

These reports use the same parameter requirements: AP Monthly Spend Trend (ap.monthly_spend_trend), AP Vendor Item Spend Detail (ap.vendor_item_spend_detail).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Date basis (date_basis)	Optional. Choose one listed value. Default: LEDGER_DATE. Choices: LEDGER_DATE, TRANSACTION_DATE.	Selects the date used to include activity. Ledger and transaction dates can give different populations.
Document type (transaction_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE, VENDOR_CHARGE, DEBIT_NOTE, CREDIT_NOTE.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Item (optional) (item_id)	Optional. Whole-number selection/value.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Contra Account (optional) (contra_account_id)	Optional. Whole-number selection/value.	Restricts the report to selected contra account records. Select actual lookup results, not a guessed identifier.
Cost Center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AP Payable Aging Detail (By Invoice) parameters

Report: ap.payable_aging_detail.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include zero balances (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AP Payment Application Detail parameters

These reports use the same parameter requirements: AP Payment Application Detail (ap.payment_application_detail), AP Vendor Balance Summary (ap.vendor_balance_summary), AP Vendor Note Allocation Detail (ap.vendor_note_allocation_detail), AP Withholding Tax Register (ap.withholding_tax_register).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.

AP Payment Batch Register parameters

Report: ap.payment_batch_register.

Parameter	Entry requirements and choices	Effect on interpretation
From ledger date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To ledger date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (status)	Optional. Choose one listed value. Choices: , DRAFT, PROCESSING, CONFIRMED, CANCELLED, REVERSED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

AP Purchase Order Balance by Line parameters

Report: ap.po_balance_by_line.

Parameter	Entry requirements and choices	Effect on interpretation
As of AP ledger date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
PO number (optional) (po_number)	Optional. Whole-number selection/value.	Narrows output by purchase-order number. Ordered, received, invoiced and outstanding quantities remain different measures.
PO status (optional) (po_status)	Optional. Choose one listed value. Choices: OPEN, CLOSED.	Restricts purchase orders by their saved lifecycle state. Closed or approved does not by itself mean fully received, invoiced and paid.
Approval status (optional) (approval_status)	Optional. Choose one listed value. Choices: APPROVED, PENDING.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

AP Closed Purchase Orders parameters

These reports use the same parameter requirements: AP Closed Purchase Orders (ap.po_closed_summary), AP Open Purchase Orders (ap.po_open_summary).

Parameter	Entry requirements and choices	Effect on interpretation
As of AP ledger date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
PO status (optional) (po_status)	Optional. Choose one listed value. Choices: OPEN, CLOSED.	Restricts purchase orders by their saved lifecycle state. Closed or approved does not by itself mean fully received, invoiced and paid.
Approval status (optional) (approval_status)	Optional. Choose one listed value. Choices: APPROVED, PENDING.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

AP Purchase Order Utilization Detail parameters

Report: ap.po_utilization_detail.

Parameter	Entry requirements and choices	Effect on interpretation
From AP ledger date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To AP ledger date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
PO number (optional) (po_number)	Optional. Whole-number selection/value.	Narrows output by purchase-order number. Ordered, received, invoiced and outstanding quantities remain different measures.
PO status (optional) (po_status)	Optional. Choose one listed value. Choices: OPEN, CLOSED.	Restricts purchase orders by their saved lifecycle state. Closed or approved does not by itself mean fully received, invoiced and paid.
Approval status (optional) (approval_status)	Optional. Choose one listed value. Choices: APPROVED, PENDING.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

AP Sales Tax Invoice Register parameters

These reports use the same parameter requirements: AP Sales Tax Invoice Register (ap.sales_tax_invoice_register), AP Sales Tax Invoice Summary by Transaction Type (ap.sales_tax_invoice_summary_by_type).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Date basis (date_basis)	Optional. Choose one listed value. Default: LEDGER_DATE. Choices: LEDGER_DATE, TRANSACTION_DATE.	Selects the date used to include activity. Ledger and transaction dates can give different populations.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Transaction type (transaction_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE, VENDOR_CHARGE, DEBIT_NOTE, CREDIT_NOTE.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.

AP Subledger to GL Reconciliation parameters

Report: ap.subledger_gl_reconciliation.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Include zero accounts (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AP Supplier Purchases by PO parameters

Report: ap.supplier_purchases_by_po.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
PO # (optional) (po_number)	Optional. Whole-number selection/value.	Narrows output by purchase-order number. Ordered, received, invoiced and outstanding quantities remain different measures.
PO status (optional) (po_status)	Optional. Choose one listed value. Choices: OPEN, CLOSED.	Restricts purchase orders by their saved lifecycle state. Closed or approved does not by itself mean fully received, invoiced and paid.
Approval status (optional) (approval_status)	Optional. Choose one listed value. Choices: APPROVED, PENDING.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AP Supplier Purchases by Vendor parameters

Report: ap.supplier_purchases_by_vendor.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AP Transaction Register parameters

Report: ap.transaction_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Transaction type (transaction_type)	Optional. Choose one listed value. Choices: , INVOICE, VENDOR_CHARGE, DEBIT_NOTE, CREDIT_NOTE, FX_ADJUSTMENT.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.
Status (status)	Optional. Choose one listed value. Choices: , UNPAID, PARTIALLY_PAID, PAID.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

AP Unapplied Payments / Supplier Advances parameters

Report: ap.unapplied_payments.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Include fully applied payments (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AP Vendor FX Exposure parameters

Report: ap.vendor_fx_exposure.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Include zero exposure (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AP Vendor Ledger Detail parameters

Report: ap.vendor_ledger_detail.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Original currency code (optional) (currency)	Optional. Text. Maximum characters: 3.	Selects the relevant currency population. Do not sum unlike currencies as one monetary total.

AP Vendor Open Item Detail parameters

Report: ap.vendor_open_item_detail.

Parameter	Entry requirements and choices	Effect on interpretation
Opening balance from (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.

Parameter	Entry requirements and choices	Effect on interpretation
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Original currency code (optional) (currency)	Optional. Text. Maximum characters: 3.	Selects the relevant currency population. Do not sum unlike currencies as one monetary total.

AR Adjustments / Write-Off Register parameters

Report: ar.adjustment_writeoff_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Adjustment type (adjustment_type)	Optional. Choose one listed value. Choices: , DEBIT_NOTE, CREDIT_NOTE, FX_ADJUSTMENT.	Restricts asset adjustments to the selected increase/decrease or other offered adjustment category; excluded categories no longer contribute to this output.

AR Aging Detail parameters

Report: ar.ar_aging_detail.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Include zero transactions (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AR Aging Summary (By Customer) parameters

These reports use the same parameter requirements: AR Aging Summary (By Customer) (ar.ar_aging_summary), AR Collection Forecast (ar.collection_forecast).

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Include zero customers (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AR Customer Statement parameters

Report: ar.ar_customer_statement.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Customer contains (optional) (customer_name)	Optional. Text.	Narrows customers by the entered name criterion. A name filter can include similarly named records; compare customer identities in the detail.

AR Open Transactions parameters

Report: ar.ar_open_transactions.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Customer contains (optional) (customer_name)	Optional. Text.	Narrows customers by the entered name criterion. A name filter can include similarly named records; compare customer identities in the detail.

AR Auto-Apply Unapplied Receipts (Functional Currency) parameters

Report: ar.auto_apply_receipts.

Parameter	Entry requirements and choices	Effect on interpretation
Company (company_id)	Read-only context. Company context is supplied/locked by the application. Confirm the selected company; do not type a database identifier.	Selects the reporting context within permitted access; does not grant access to another company or site.
Location (location_id)	Required. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Dry run (simulation only, no posting) (dry_run)	Optional. Yes or No. Default: False.	Chooses preview behaviour where offered. Review the report-specific action and permissions before running a non-preview operation.
Customer (optional) (customer_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier. Select location id first.

AR Collection / Cash Report parameters

Report: ar.collection_cash_report.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.

Parameter	Entry requirements and choices	Effect on interpretation
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Receipt status (optional) (receipt_status)	Optional. Text.	Restricts the relevant receipts to their saved status. It does not establish final bank clearance or fiscal acceptance.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AR Credit Application Detail parameters

These reports use the same parameter requirements: AR Credit Application Detail (ar.credit_application_detail), AR Customer Balance Summary (ar.customer_balance_summary), AR Receipt Application Detail (ar.receipt_application_detail).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.

AR Customer Credit Exposure parameters

Report: ar.customer_credit_exposure.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Include future-dated exposure (include_future)	Optional. Yes or No. Default: True.	Controls inclusion of future rows. Review this option before comparing totals.
Include zero exposure customers (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

Customer Invoice Detail - One or Range parameters

Report: ar.customer_invoice_detail.

Parameter	Entry requirements and choices	Effect on interpretation
Invoice number (or first number in range) (invoice_from)	Optional. Whole-number selection/value. Minimum: 1.	First invoice number included. This is a document-number filter, not a date or amount.
Last invoice number (leave blank for one invoice) (invoice_to)	Optional. Whole-number selection/value. Minimum: 1.	Last invoice number included. Leaving it blank selects the single invoice where supported.
From invoice date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To invoice date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value. Minimum: 1.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AR Customer Ledger Detail parameters

Report: ar.customer_ledger_detail.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Original currency code (optional) (currency)	Optional. Text. Maximum characters: 3.	Selects the relevant currency population. Do not sum unlike currencies as one monetary total.

AR Customer Open Item Detail parameters

Report: ar.customer_open_item_detail.

Parameter	Entry requirements and choices	Effect on interpretation
Opening balance from (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Original currency code (optional) (currency)	Optional. Text. Maximum characters: 3.	Selects the relevant currency population. Do not sum unlike currencies as one monetary total.

AR Customer Sales by Customer parameters

These reports use the same parameter requirements: AR Customer Sales by Customer (ar.customer_sales_by_customer), AR Margin by Customer (ar.margin_by_customer).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AR Customer Sales by Invoice parameters

Report: ar.customer_sales_by_invoice.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Invoice/AR # (optional) (invoice_number)	Optional. Whole-number selection/value.	Narrows output to the supplied invoice-number criterion. Confirm company, party and invoice type before interpreting its totals.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AR Customer Sales by Item parameters

Report: ar.customer_sales_by_item.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.

Parameter	Entry requirements and choices	Effect on interpretation
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Item code/name contains (optional) (item_keyword)	Optional. Text.	Narrows item records by the entered search text. Similar descriptions can still represent different items and units.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AR Gate Pass Print Pack parameters

These reports use the same parameter requirements: AR Gate Pass Print Pack (ar.gate_pass_print_pack), AR Gate Pass Register (ar.gate_pass_register), AR Gate Pass Summary by Warehouse (ar.gate_pass_summary_by_warehouse).

Parameter	Entry requirements and choices	Effect on interpretation
Gate pass from date (gate_pass_from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Gate pass to date (gate_pass_to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Ledger from date (ledger_from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Ledger to date (ledger_to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (optional) (warehouse_id)	Optional. Whole-number selection/value.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Gate pass type (gate_pass_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INWARD, OUTWARD.	Restricts output to the offered gate-pass type. A gate pass is transport/release evidence, not proof of cash settlement.
Transaction type (transaction_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE, DEBIT_NOTE, CREDIT_NOTE.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.

Parameter	Entry requirements and choices	Effect on interpretation
Gate pass no. from (gate_pass_number_from)	Optional. Whole-number selection/value. Minimum: 1.	First gate-pass number in the selected number range. This is not the start date or the first inventory item.
Gate pass no. to (gate_pass_number_to)	Optional. Whole-number selection/value. Minimum: 1.	Last gate-pass number in the selected number range. Keep this separate from the report's date cutoff.

AR Miscellaneous Receipt Bank and Contra Analysis parameters

Report: ar.misc_receipt_bank_contra_analysis.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, Incomplete, Complete, Reversed, Refund, Refunded.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Receipt type (receipt_type)	Optional. Text. Default: ALL.	Restricts receipts to the offered business category. It does not change a saved receipt or apply unapplied cash.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Currency code (optional) (currency_code)	Optional. Text.	Selects the relevant currency population. Do not sum unlike currencies as one monetary total.

AR Miscellaneous Receipt Customer Activity parameters

Report: ar.misc_receipt_customer_activity.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, Incomplete, Complete, Reversed, Refund, Refunded.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Receipt type (receipt_type)	Optional. Text. Default: ALL.	Restricts receipts to the offered business category. It does not change a saved receipt or apply unapplied cash.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AR Miscellaneous Receipt Monthly Trend parameters

Report: ar.misc_receipt_monthly_trend.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Receipt type (receipt_type)	Optional. Text. Default: ALL.	Restricts receipts to the offered business category. It does not change a saved receipt or apply unapplied cash.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

AR Miscellaneous Receipt Register parameters

Report: ar.misc_receipt_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, Incomplete, Complete, Reversed, Refund, Refunded.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Receipt type (receipt_type)	Optional. Text. Default: ALL.	Restricts receipts to the offered business category. It does not change a saved receipt or apply unapplied cash.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Receipt # from (optional) (receipt_number_from)	Optional. Whole-number selection/value.	First receipt number in the selected number range. It is not a date, amount or customer-number range.
Receipt # to (optional) (receipt_number_to)	Optional. Whole-number selection/value.	Last receipt number in the selected number range. Check the receipt date/status filters separately.

AR Miscellaneous Receipt Status Activity parameters

Report: ar.misc_receipt_status_activity.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.

Parameter	Entry requirements and choices	Effect on interpretation
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, Incomplete, Complete, Reversed, Refund, Refunded.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Receipt type (receipt_type)	Optional. Text. Default: ALL.	Restricts receipts to the offered business category. It does not change a saved receipt or apply unapplied cash.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include location breakdown (include_location_breakdown)	Optional. Yes or No. Default: True.	Controls inclusion of location breakdown rows. Review this option before comparing totals.

AR Sales Tax Invoice Register parameters

These reports use the same parameter requirements: AR Sales Tax Invoice Register (ar.sales_tax_invoice_register), AR Sales Tax Invoice Summary by Transaction Type (ar.sales_tax_invoice_summary_by_type).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Date basis (date_basis)	Optional. Choose one listed value. Default: LEDGER_DATE. Choices: LEDGER_DATE, TRANSACTION_DATE.	Selects the date used to include activity. Ledger and transaction dates can give different populations.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.

Parameter	Entry requirements and choices	Effect on interpretation
Transaction type (transaction_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE, DEBIT_NOTE, CREDIT_NOTE.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.

AR Sales Order Balance by Line parameters

Report: ar.so_balance_by_line.

Parameter	Entry requirements and choices	Effect on interpretation
As of AR ledger date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
SO number (optional) (so_number)	Optional. Whole-number selection/value.	Narrows output by sales-order number. Ordered, fulfilled, invoiced and collected amounts are separate measures.
SO status (optional) (so_status)	Optional. Choose one listed value. Choices: OPEN, CLOSED.	Restricts sales orders by their saved lifecycle state. A closed order does not itself prove full collection or fiscal acceptance.

AR Closed Sales Orders parameters

These reports use the same parameter requirements: AR Closed Sales Orders (ar.so_closed_summary), AR Open Sales Orders (ar.so_open_summary).

Parameter	Entry requirements and choices	Effect on interpretation
As of AR ledger date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.

AR Sales Order Fulfillment Detail parameters

Report: ar.so_utilization_detail.

Parameter	Entry requirements and choices	Effect on interpretation
From AR ledger date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To AR ledger date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
SO number (optional) (so_number)	Optional. Whole-number selection/value.	Narrows output by sales-order number. Ordered, fulfilled, invoiced and collected amounts are separate measures.

AR Subledger to GL Reconciliation parameters

Report: ar.subledger_gl_reconciliation.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Include zero accounts (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

AR Transaction Register parameters

Report: ar.transaction_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.

Parameter	Entry requirements and choices	Effect on interpretation
Transaction type (transaction_type)	Optional. Choose one listed value. Choices: , INVOICE, DEBIT_NOTE, CREDIT_NOTE, FX_ADJUSTMENT.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.
Status (status)	Optional. Choose one listed value. Choices: , UNPAID, PARTIALLY_PAID, PAID.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

AR Unapplied Receipts parameters

Report: ar.unapplied_receipts.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Include fully applied receipts (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

Approval Controls & Reopened Reviews parameters

Report: bsr.approval_controls.

Parameter	Entry requirements and choices	Effect on interpretation
Event date from (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Event date to (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Account code / description (optional) (account)	Optional. Text. Maximum characters: 200.	Narrows the account population using the displayed account criterion. Verify the selected account identity and report level before comparing balances.
Event category (event_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, APPROVAL, OVERRIDE, REOPENED.	Restricts lifecycle/audit events to the offered event type. An event entry does not by itself prove every downstream action completed.

Completion & Account Coverage parameters

Report: bsr.coverage.

Parameter	Entry requirements and choices	Effect on interpretation
Review as-of date from (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Review as-of date to (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Account code / description (optional) (account)	Optional. Text. Maximum characters: 200.	Narrows the account population using the displayed account criterion. Verify the selected account identity and report level before comparing balances.
Frequency (frequency)	Optional. Choose one listed value. Default: ALL. Choices: ALL, MONTHLY, QUARTERLY, ANNUAL.	Selects the offered period/reporting frequency. Compare the same frequency and date basis; snapshots are not additive flows.

Open Reconciling Items & Ageing parameters

Report: bsr.open_items.

Parameter	Entry requirements and choices	Effect on interpretation
Review as-of date from (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Review as-of date to (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Frequency (frequency)	Optional. Choose one listed value. Default: ALL. Choices: ALL, MONTHLY, QUARTERLY, ANNUAL.	Selects the offered period/reporting frequency. Compare the same frequency and date basis; snapshots are not additive flows.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, DRAFT, SUBMITTED, APPROVED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Account code / description (optional) (account)	Optional. Text. Maximum characters: 200.	Narrows the account population using the displayed account criterion. Verify the selected account identity and report level before comparing balances.
Risk (risk)	Optional. Choose one listed value. Default: ALL. Choices: ALL, LOW, MEDIUM, HIGH.	Restricts reviews/items to the offered risk category. A risk label is not a completed review or permission to bypass evidence.

Parameter	Entry requirements and choices	Effect on interpretation
Template (template)	Optional. Choose one listed value. Default: ALL. Choices: ALL, GENERAL, AR, AP, ACCRUAL, PREPAID, BANK, EQUITY.	Restricts account reviews to the selected schedule template. It does not change a review's saved template or supported balance.
Approval method (approval_method)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INDEPENDENT, AUTOMATIC, ADMIN_OVERRIDE, NOT_APPROVED.	Separates offered review/approval methods. Automatic and manual decisions have different evidence; this filter does not make an approval decision.
Ageing date (blank = company today) (ageing_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.

Balance Sheet Review Audit History parameters

Report: bsr.review_history.

Parameter	Entry requirements and choices	Effect on interpretation
Event date from (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Event date to (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Account code / description (optional) (account)	Optional. Text. Maximum characters: 200.	Narrows the account population using the displayed account criterion. Verify the selected account identity and report level before comparing balances.

Balance Sheet Reconciliation Register parameters

These reports use the same parameter requirements: Balance Sheet Reconciliation Register (bsr.review_register), Supporting Schedule & Evidence Detail (bsr.schedule_evidence).

Parameter	Entry requirements and choices	Effect on interpretation
Review as-of date from (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Review as-of date to (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.

Parameter	Entry requirements and choices	Effect on interpretation
Frequency (frequency)	Optional. Choose one listed value. Default: ALL. Choices: ALL, MONTHLY, QUARTERLY, ANNUAL.	Selects the offered period/reporting frequency. Compare the same frequency and date basis; snapshots are not additive flows.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, DRAFT, SUBMITTED, APPROVED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Account code / description (optional) (account)	Optional. Text. Maximum characters: 200.	Narrows the account population using the displayed account criterion. Verify the selected account identity and report level before comparing balances.
Risk (risk)	Optional. Choose one listed value. Default: ALL. Choices: ALL, LOW, MEDIUM, HIGH.	Restricts reviews/items to the offered risk category. A risk label is not a completed review or permission to bypass evidence.
Template (template)	Optional. Choose one listed value. Default: ALL. Choices: ALL, GENERAL, AR, AP, ACCRUAL, PREPAID, BANK, EQUITY.	Restricts account reviews to the selected schedule template. It does not change a review's saved template or supported balance.
Approval method (approval_method)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INDEPENDENT, AUTOMATIC, ADMIN_OVERRIDE, NOT_APPROVED.	Separates offered review/approval methods. Automatic and manual decisions have different evidence; this filter does not make an approval decision.

Bank Account Balance Summary parameters

These reports use the same parameter requirements: Bank Account Balance Summary (cashbank.bank_account_balance_summary), Bank Account Ledger Detail (cashbank.bank_account_ledger_detail), Bank Activity by Location (cashbank.bank_activity_by_location), Bank Payments and Receipts Report (cashbank.bank_payments_receipts), Bank Transfer FX Gain/Loss Report (cashbank.bank_transfer_fx_gain_loss), Bank Transfer Register (cashbank.bank_transfer_register), Manual Bank Journal Register (cashbank.manual_bank_journal_register).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Bank account (optional) (bank_account_id)	Optional. Whole-number selection/value.	Restricts the report to selected bank account records. Select actual lookup results, not a guessed identifier.

Bank Account Master Listing parameters

These reports use the same parameter requirements: Bank Account Master Listing (cashbank.bank_account_master_listing), FA Asset Group Listing (fa.asset_group_listing), FA Category Listing (fa.category_listing), HR Attendance Policy Listing (hr.attendance_policy_listing), HR Deduction Setup Catalog (hr.deduction_setup_catalog), HR Earning Setup Catalog (hr.earning_setup_catalog), HR Holiday Calendar Listing (hr.holiday_calendar_listing), HR Position Master Listing (hr.position_master_listing), HR Position Policy Map Listing (hr.position_policy_map_listing), HR Payroll Tax Code Register (hr.tax_code_register), HR Tax Setup Register (hr.tax_setup_register), Inventory Classification Listing (inv.classification_listing), Item Barcode Register (inv.item_barcode_register), Item Price List / Sales Price Register (inv.item_price_list), Negative Inventory Control Listing (inv.negative_inventory_control), Inventory Posting Group and GL Mapping Report (inv.posting_group_gl_mapping), Item Tracking Configuration Exceptions (inv.tracking_configuration_exceptions), Warehouse Master Listing (inv.warehouse_master_listing), Production Overhead Master Listing (prod.overhead_master_listing), Purchase Approval Rule Listing (purchase.purchase_approval_rule_listing).

Parameter	Entry requirements and choices	Effect on interpretation
Include inactive records (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

Customer Interest Funnel Summary parameters

These reports use the same parameter requirements: Customer Interest Funnel Summary (customer_interest.funnel_summary), Customer Interest Lifecycle and Response Analysis (customer_interest.lifecycle_analysis), Customer Interest Register (customer_interest.register), Customer Interest Source and Owner Performance (customer_interest.source_owner_performance).

Parameter	Entry requirements and choices	Effect on interpretation
Created from (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.

Parameter	Entry requirements and choices	Effect on interpretation
Created to (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Current status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, NEW, ASSIGNED, CONTACTED, QUALIFIED, DISQUALIFIED, DUPLICATE, CONVERTED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Source channel (source_channel)	Optional. Choose one listed value. Default: ALL. Choices: ALL, DIGITAL_BUSINESS_CARD, INTERNAL.	Narrows sales leads or relevant records to their recorded acquisition channel. It does not send a communication or change the customer relationship.
Interest type (interest_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, PRODUCT, SERVICE, PARTNERSHIP, SUPPORT, OTHER.	Restricts sales interest/lead records to the selected interest category. It does not calculate financial interest or a borrowing rate.
Preferred contact method (preferred_contact_method)	Optional. Choose one listed value. Default: ALL. Choices: ALL, EMAIL, PHONE, WHATSAPP, ANY.	Narrows records by the saved preferred contact channel. Running the report does not send a message or establish consent.
Source employee (optional) (source_employee_id)	Optional. Whole-number selection/value. Minimum: 1.	Restricts the report to selected source employee records. Select actual lookup results, not a guessed identifier.
Assigned owner name or email contains (optional) (assigned_owner)	Optional. Text. Maximum characters: 255.	Narrows reviews to the responsible assigned owner. This changes the reporting population, not the owner's permissions or the review assignment.
Notification status (notification_status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, SENT, FAILED, PENDING.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Lead / Quote linkage (conversion_status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, UNLINKED, LEAD_LINKED, QUOTE_LINKED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

FA Adjustment Register parameters

These reports use the same parameter requirements: FA Adjustment Register (fa.adjustment_register), FA Asset Additions Report (fa.asset_additions), FA Asset Retirements / Disposals Detail (fa.asset_retirements_disposals_detail), FA Capitalization Register (fa.capitalization_register), FA Capitalization Source Detail (fa.capitalization_source_detail), FA Depreciation Reversal Register (fa.depreciation_reversal_register), FA Depreciation Summary (fa.depreciation_summary).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.

FA Asset Register parameters

Report: fa.asset_register.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include disposed assets (include_disposed)	Optional. Yes or No. Default: True.	Controls inclusion of disposed rows. Review this option before comparing totals.

FA Asset Tag / Physical Verification Listing parameters

These reports use the same parameter requirements: FA Asset Tag / Physical Verification Listing (fa.asset_tag_physical_verification_listing), FA Assets Fully Depreciated Report (fa.assets_fully_depreciated), FA NBV by Category Summary (fa.nbv_by_category_summary), FA NBV by Cost Center Summary (fa.nbv_by_cost_center_summary), FA NBV by Location Summary (fa.nbv_by_location_summary).

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include disposed assets (include_disposed)	Optional. Yes or No. Default: False.	Controls inclusion of disposed rows. Review this option before comparing totals.

FA CWIP Aging Report parameters

These reports use the same parameter requirements: FA CWIP Aging Report (fa.cwip_aging), FA CWIP Source Register (fa.cwip_source_register).

Parameter	Entry requirements and choices	Effect on interpretation
From ledger date (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To ledger date (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, OPEN, PARTIAL, FULL.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

FA Depreciation Forecast / Projection parameters

Report: fa.depreciation_forecast_projection.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Projection months (months)	Optional. Whole-number selection/value. Default: 12. Minimum: 1. Maximum: 120.	Sets the projection months limit or period. A limited population may not equal a whole-ledger total.

FA Depreciation Run Register parameters

Report: fa.depreciation_run_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Run Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, DRAFT, FINAL, REVERSED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

FA Disposal Settlement Register parameters

These reports use the same parameter requirements: FA Disposal Settlement Register (fa.disposal_settlement_register), FA Disposal Summary (fa.disposal_summary).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Settlement Status (settlement_status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, OPEN, CLOSED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

FA GL Account Mapping Report parameters

Report: fa.gl_account_mapping.

Parameter	Entry requirements and choices	Effect on interpretation
Include inactive categories (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

FA Ledger Detail parameters

Report: fa.ledger_detail.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Event Type (event_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, CAPITALIZATION, DEPRECIATION, ADJUSTMENT, DISPOSAL, DISPOSAL_SETTLEMENT, REVERSAL.	Restricts lifecycle/audit events to the offered event type. An event entry does not by itself prove every downstream action completed.

FA Rollforward Summary parameters

Report: fa.rollforward_summary.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include zero-balance assets (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

FA Setup Listing parameters

These reports use the same parameter requirements: FA Setup Listing (fa.setup_listing), HR Trading Partner / Payroll Defaults Listing (hr.trading_partner_defaults_listing), Inventory Setup Listing (inv.setup_listing), Inventory Value by Posting Group / GL Reconciliation (inv.value_by_posting_group), Active Formula by Output Item (prod.active_formula_by_output_item), Production Setup Listing (prod.setup_listing), Production Setup Readiness (prod.setup_readiness), Purchasing Setup Listing (purchase.purchasing_setup_listing).

This report offers no additional report-specific parameter controls. Confirm the selected company and any source context before running it.

GL Account Activity parameters

Report: gl.account_activity.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Chart of Account (optional) (chart_of_account_id)	Optional. Whole-number selection/value.	Restricts the report to selected chart of account records. Select actual lookup results, not a guessed identifier.
Account code contains (optional) (account_code)	Optional. Text.	Restricts the account population by the supplied posting/account code. It is a filter, not an amount or account-mapping change.
Report level (report_level)	Optional. Choose one listed value. Default: sub_account. Choices: sub_account, account.	Changes account/sub-account aggregation, not the underlying postings. Compare like levels.

GL Cost Center Journal Detail parameters

These reports use the same parameter requirements: GL Cost Center Journal Detail (gl.cost_center_journal_detail), GL Cost Center Monthly Trend (gl.cost_center_monthly_trend), GL Cost Center Spend Summary (gl.cost_center_spend_summary).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Cost center name contains (optional) (cost_center_name)	Optional. Text.	Narrows cost-centre analysis by the entered name text. Check the actual cost-centre identity where names are similar.
Include unassigned (include_unassigned)	Optional. Yes or No. Default: False.	Controls inclusion of unassigned rows. Review this option before comparing totals.

GL Cost Center Spend By Account parameters

Report: gl.cost_center_spend_by_account.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.
Cost center name contains (optional) (cost_center_name)	Optional. Text.	Narrows cost-centre analysis by the entered name text. Check the actual cost-centre identity where names are similar.
Include unassigned (include_unassigned)	Optional. Yes or No. Default: False.	Controls inclusion of unassigned rows. Review this option before comparing totals.
Report level (report_level)	Optional. Choose one listed value. Default: sub_account. Choices: sub_account, account.	Changes account/sub-account aggregation, not the underlying postings. Compare like levels.

GL Journal Listing parameters

Report: gl.journal_listing.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Subledger (optional) (subledger)	Optional. Text.	Selects the offered subsidiary ledger or work category. AR and AP populations must be reconciled separately, not added as one unsigned balance.

GL Journal Voucher Report parameters

Report: gl.journal_voucher.

Parameter	Entry requirements and choices	Effect on interpretation
Date basis (date_basis)	Optional. Choose one listed value. Default: ledger. Choices: ledger, transaction.	Selects the date used to include activity. Ledger and transaction dates can give different populations.
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Journal number from (optional) (journal_number_from)	Optional. Whole-number selection/value. Minimum: 1.	First journal number in the selected number range. Journal-number order is separate from ledger/transaction-date order.
Journal number to (optional) (journal_number_to)	Optional. Whole-number selection/value. Minimum: 1.	Last journal number in the selected number range. Review date and posting-status filters independently.
Journal source (journal_source)	Optional. Choose one listed value. Choices: MANUAL, SUBLEDGER.	Restricts journals to the offered source process. Manual entries and module-generated entries should not be assumed to have the same correction path.
Subledger (optional) (subledger)	Optional. Text.	Selects the offered subsidiary ledger or work category. AR and AP populations must be reconciled separately, not added as one unsigned balance.
Source document reference contains (optional) (source_reference)	Optional. Text.	Narrows records by the originating document/reference criterion. Open the actual source to verify its identity, status and amounts.
Approval status (approval_status)	Optional. Choose one listed value. Choices: NOT_REQUIRED, DRAFT, PENDING_APPROVAL, APPROVED, REJECTED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Posting status (posting_status)	Optional. Choose one listed value. Choices: NOT_POSTED, QUEUED, POSTED, POST_FAILED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Transaction currency code (optional) (currency_code)	Optional. Text.	Selects the relevant currency population. Do not sum unlike currencies as one monetary total.
Contains chart of account (optional) (chart_of_account_id)	Optional. Whole-number selection/value.	Restricts the report to selected chart of account records. Select actual lookup results, not a guessed identifier.
Contains cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.

Parameter	Entry requirements and choices	Effect on interpretation
Voucher description contains (optional) (header_description)	Optional. Text.	Filters the document header's description text. It is different from a line-description filter and does not change a saved description.
Line description contains (optional) (line_description)	Optional. Text.	Filters text on individual document lines rather than header descriptions. Matching lines may be only part of the full document.
Created by name or email contains (optional) (created_by)	Optional. Text.	Narrows records by their creator. Creator, approver and poster can be different people; this is not a filter for all three roles.
Sort order (sort_order)	Optional. Choose one listed value. Default: ledger_journal. Choices: ledger_journal, transaction_journal, journal_number.	Changes the offered row ordering. It does not change saved records; review any separate row-limit or Top-N control before comparing the population.
Include approval and audit details (include_approval_audit)	Optional. Yes or No. Default: True.	Controls inclusion of approval audit rows. Review this option before comparing totals.

GL Profit And Loss parameters

Report: gl.profit_and_loss.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Include zero lines (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.
Report level (report_level)	Optional. Choose one listed value. Default: sub_account. Choices: sub_account, account.	Changes account/sub-account aggregation, not the underlying postings. Compare like levels.

GL Trial Balance (From / To) parameters

Report: gl.trial_balance.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Include zero-balance accounts (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.
Report level (report_level)	Optional. Choose one listed value. Default: sub_account. Choices: sub_account, account.	Changes account/sub-account aggregation, not the underlying postings. Compare like levels.

GL Balance Sheet Comparison (As Of Dates) parameters

Report: gl.trial_balance_comparison.

Parameter	Entry requirements and choices	Effect on interpretation
As-of date 1 (as_of_date_1)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
As-of date 2 (as_of_date_2)	Optional. Date YYYY-MM-DD. Empty/null is allowed where the screen supports it.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
As-of date 3 (as_of_date_3)	Optional. Date YYYY-MM-DD. Empty/null is allowed where the screen supports it.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
As-of date 4 (as_of_date_4)	Optional. Date YYYY-MM-DD. Empty/null is allowed where the screen supports it.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
As-of date 5 (as_of_date_5)	Optional. Date YYYY-MM-DD. Empty/null is allowed where the screen supports it.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Include zero-balance accounts (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.
Report level (report_level)	Optional. Choose one listed value. Default: sub_account. Choices: sub_account, account.	Changes account/sub-account aggregation, not the underlying postings. Compare like levels.

HR Attendance Absence Register (Date Range) parameters

Report: hr.attendance_absence_date_range.

Parameter	Entry requirements and choices	Effect on interpretation
From date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.

HR Attendance Monthly Absence Summary parameters

Report: hr.attendance_absence_monthly.

Parameter	Entry requirements and choices	Effect on interpretation
Year (optional) (year)	Optional. Whole-number selection/value.	Sets the year (optional) limit or period. A limited population may not equal a whole-ledger total.
Month (optional) (month)	Optional. Whole-number selection/value. Minimum: 1. Maximum: 12.	Sets the month (optional) limit or period. A limited population may not equal a whole-ledger total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.

HR Attendance Day Summary parameters

Report: hr.attendance_day_summary.

Parameter	Entry requirements and choices	Effect on interpretation
From date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.

Parameter	Entry requirements and choices	Effect on interpretation
To date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Attendance Device Fingerprint Register parameters

These reports use the same parameter requirements: Attendance Device Fingerprint Register (hr.attendance_device_fingerprint_register), Attendance Face Match / Liveness Exception Report (hr.attendance_face_liveness_exception), Attendance Geofence Exception Summary (hr.attendance_geofence_exception_summary), Late Arrival Register (hr.late_arrival_register), Missing Checkout Register (hr.missing_checkout_register).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.

HR Attendance Exception Register parameters

Report: hr.attendance_exception_register.

Parameter	Entry requirements and choices	Effect on interpretation
From raised date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To raised date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Attendance Policy Compliance by Position parameters

These reports use the same parameter requirements: Attendance Policy Compliance by Position (hr.attendance_policy_compliance_by_position), Biometric Consent Register (hr.biometric_consent_register), Employee Biometric Enrollment Status Report (hr.biometric_enrollment_status), Biometric Enrollment Version Audit Report (hr.biometric_enrollment_version_audit), Compensation Basic Salary Exception Report (hr.compensation_basic_salary_exception), Compensation by Department / Grade / Position Summary (hr.compensation_department_grade_position_summary), Employee Active Without Position Assignment Report (hr.employee_active_without_position_assignment), Employee Bank Details Exception Report (hr.employee_bank_details_exception), Employee Deduction Assignment Register (hr.employee_deduction_assignment_register), Employee Earning Assignment Register (hr.employee_earning_assignment_register), Employee Next of Kin Listing (hr.employee_next_of_kin_listing), Employee Position Assignment Register (hr.employee_position_assignment_register), Employee Tax / National ID Exception Report (hr.employee_tax_national_id_exception), Employee Trading Partner Link Exception Report (hr.employee_trading_partner_link_exception), Employees Missing Compensation Report (hr.employees_missing_compensation), Non-Monthly Compensation Audit (hr.non_monthly_compensation_audit).

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (optional) (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include inactive records (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

HR Attendance Register parameters

Report: hr.attendance_register.

Parameter	Entry requirements and choices	Effect on interpretation
From event date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To event date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Compensation Effective-Dated Change Register parameters

These reports use the same parameter requirements: Compensation Effective-Dated Change Register (hr.compensation_effective_dated_change_register), Fund Ledger Source Traceability Report (hr.fund_ledger_source_traceability).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.

HR Compensation Line Register parameters

Report: hr.compensation_line_register.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Line type (optional) (line_type)	Optional. Choose one listed value. Choices: BASIC, EARNING, DEDUCTION.	Restricts line categories such as item, charge or other offered types. Excluded line categories can explain a difference from the full document total.
Include inactive records (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

HR Employee Compensation Register parameters

Report: hr.compensation_register.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Include inactive records (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

Employee Advance AP Reconciliation parameters

These reports use the same parameter requirements: Employee Advance AP Reconciliation (hr.employee_advance_ap_reconciliation), Final Settlement AP Reconciliation (hr.final_settlement_ap_reconciliation), Final Settlement Line Detail (hr.final_settlement_line_detail), Fund Withdrawal AP Reconciliation (hr.fund_withdrawal_ap_reconciliation), Fund Withdrawal Line Detail (hr.fund_withdrawal_line_detail), Fund Withdrawal Register (hr.fund_withdrawal_register).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

HR Employee Advance Register parameters

Report: hr.employee_advance_register.

Parameter	Entry requirements and choices	Effect on interpretation
From advance date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To advance date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Status (optional) (status)	Optional. Choose one listed value. Choices: DRAFT, POSTED, PAID, REVERSED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

HR Employee Headcount Summary parameters

Report: hr.employee_headcount_summary.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.

HR Employee Leave Availability parameters

Report: hr.employee_leave_availability.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Employee status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

HR Employee Master parameters

Report: hr.employee_master.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Status (optional) (status)	Optional. Choose one listed value. Choices: ACTIVE, ON_HOLD, TERMINATED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Include inactive records (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

HR Employee Movement parameters

Report: hr.employee_movement.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.

HR Employee Payslip Register parameters

Report: hr.employee_payslip_register.

Parameter	Entry requirements and choices	Effect on interpretation
From pay date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To pay date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.

HR Final Settlement Register parameters

Report: hr.final_settlement_register.

Parameter	Entry requirements and choices	Effect on interpretation
From settlement date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To settlement date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.

Parameter	Entry requirements and choices	Effect on interpretation
Status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

HR Fund Contribution Register parameters

Report: hr.fund_contribution_register.

Parameter	Entry requirements and choices	Effect on interpretation
From pay date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To pay date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Fund (optional) (fund_id)	Optional. Whole-number selection/value.	Restricts the report to selected fund records. Select actual lookup results, not a guessed identifier.

HR Fund Register (Comprehensive) parameters

Report: hr.fund_register.

Parameter	Entry requirements and choices	Effect on interpretation
From entry date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To entry date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Employee (optional) (employee_id)	Optional. Whole-number selection/value.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.
Fund (optional) (fund_id)	Optional. Whole-number selection/value.	Restricts the report to selected fund records. Select actual lookup results, not a guessed identifier.

HR Holiday Calendar Line Detail parameters

Report: hr.holiday_calendar_line_detail.

Parameter	Entry requirements and choices	Effect on interpretation
Include inactive calendars (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

HR Monthly Payroll Review parameters

Report: hr.monthly_payroll_review.

Parameter	Entry requirements and choices	Effect on interpretation
Year (year)	Required. Whole-number selection/value. Minimum: 2000. Maximum: 9999.	Sets the year limit or period. A limited population may not equal a whole-ledger total.
Month (1-12) (month)	Required. Whole-number selection/value. Minimum: 1. Maximum: 12.	Sets the month (1-12) limit or period. A limited population may not equal a whole-ledger total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Status (optional) (status)	Optional. Choose one listed value. Choices: DRAFT, POSTED, PAID.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

HR Payroll to AP Reconciliation parameters

Report: hr.payroll_ap_reconciliation.

Parameter	Entry requirements and choices	Effect on interpretation
From pay date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To pay date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.

Payroll Deduction Liability Register parameters

These reports use the same parameter requirements: Payroll Deduction Liability Register (hr.payroll_deduction_liability_register), Payroll Employer Contribution Register (hr.payroll_employer_contribution_register), Payroll Gross-to-Net by Location / Cost Center (hr.payroll_gross_net_location_cost_center), Payroll Journal Traceability Report (hr.payroll_journal_traceability), Payroll Manual Tax Override Register (hr.payroll_manual_tax_override_register), Payroll Period Overlap / Control Exception Report (hr.payroll_period_overlap_control_exception), Payroll Reversal Register (hr.payroll_reversal_register), Payroll Tax Liability by Authority / Account (hr.payroll_tax_liability_authority_account), Payroll Variable Input Register (hr.payroll_variable_input_register), Payroll Variable Input Status / Approval Report (hr.payroll_variable_input_status_approval).

Parameter	Entry requirements and choices	Effect on interpretation
From pay date (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To pay date (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Payroll run (optional) (payroll_run_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected payroll run records. Select actual lookup results, not a guessed identifier.
Employee (optional) (employee_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected employee records. Select actual lookup results, not a guessed identifier.

HR Payroll Line Detail parameters

Report: hr.payroll_line_detail.

Parameter	Entry requirements and choices	Effect on interpretation
From pay date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To pay date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Payroll run # (optional) (run_number)	Optional. Whole-number selection/value.	Narrows output to the specified payroll/run identity. Check location, period and processing status rather than interpreting the number as a pay date.
Detail type (optional) (detail_type)	Optional. Choose one listed value. Choices: EARNING, DEDUCTION, TAX, EMPLOYER_CONTRIB.	Chooses the offered detail category. Read the selected category's row meaning before adding quantities or monetary totals.

HR Payroll Run Summary parameters

Report: hr.payroll_run_summary.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Status (optional) (status)	Optional. Choose one listed value. Choices: DRAFT, POSTED, PAID.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Inventory Adjustment Register parameters

Report: inv.adjustment_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (optional) (status)	Optional. Choose one listed value. Choices: , UNPOSTED, PROCESSING, POSTED, FAILED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Inventory Cost by Company parameters

Report: inv.cost_by_company.

Parameter	Entry requirements and choices	Effect on interpretation
Item (item_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Include zero values (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

Inventory Cost by Warehouse parameters

These reports use the same parameter requirements: Inventory Cost by Warehouse (inv.cost_by_warehouse), Inventory On-Hand by Bin (inv.on_hand_by_bin), Inventory On-Hand by Lot and Bin (inv.on_hand_by_lot_bin), Serial Number On-Hand / Status Register (inv.serial_on_hand_status).

Parameter	Entry requirements and choices	Effect on interpretation
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (warehouse_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Item (item_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Include zero quantities (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

Inventory Gate Pass by Warehouse / Location parameters

These reports use the same parameter requirements: Inventory Gate Pass by Warehouse / Location (inv.gate_pass_by_warehouse_location), Inventory Gate Pass Register (inv.gate_pass_register).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (warehouse_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Gate pass type (gate_pass_type)	Optional. Text.	Restricts output to the offered gate-pass type. A gate pass is transport/release evidence, not proof of cash settlement.
Source module (source_module)	Optional. Text.	Restricts movements/records to their originating module. It helps trace the source but can exclude valid movements from other modules.

Inventory Gate Pass Sequence Listing parameters

Report: inv.gate_pass_sequence_listing.

Parameter	Entry requirements and choices	Effect on interpretation
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (warehouse_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.

Inventory Item Master List parameters

Report: inv.item_master_list.

Parameter	Entry requirements and choices	Effect on interpretation
Include inactive items (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.
Item Nature (item_nature)	Optional. Choose one listed value. Choices: , INVENTORY, NON_INVENTORY.	Selects inventory or non-inventory records where offered. Non-inventory commercial amounts are not stock-on-hand quantities.

Lot Expiry Aging / Near-Expiry Report parameters

Report: inv.lot_expiry_aging.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Days ahead (days_ahead)	Optional. Whole-number selection/value. Default: 90. Minimum: 0. Maximum: 3650.	Sets the days ahead limit or period. A limited population may not equal a whole-ledger total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.

Parameter	Entry requirements and choices	Effect on interpretation
Warehouse (warehouse_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Include expired lots (include_expired)	Optional. Yes or No. Default: True.	Controls inclusion of expired rows. Review this option before comparing totals.

Inventory Lot-wise Tracking Register parameters

Report: inv.lot_tracking_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Item (optional) (item_id)	Optional. Whole-number selection/value.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Warehouse (optional) (warehouse_id)	Optional. Whole-number selection/value.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier.
Lot no contains (optional) (lot_no)	Optional. Text.	Narrows inventory tracking to the selected lot reference. Confirm item, warehouse and expiry context; a lot number alone need not identify one physical balance.
Source module (optional) (source_module)	Optional. Text.	Restricts movements/records to their originating module. It helps trace the source but can exclude valid movements from other modules.

Inventory Movement Value by Source Module parameters

These reports use the same parameter requirements: Inventory Movement Value by Source Module (inv.movement_value_by_source_module), Inventory Receipt Allocation Detail (inv.receipt_allocation_detail), Inventory Receipt Register (inv.receipt_register), Inventory Source Document Traceability Report (inv.source_document_traceability), Inventory Transfer Line Detail (inv.transfer_line_detail), Inventory Transfer Register (inv.transfer_register).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (warehouse_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Item (item_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.

Inventory MRP Action Plan parameters

Report: inv.mrp_action_plan.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Item (optional) (item_id)	Optional. Whole-number selection/value.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Only MRP-enabled items (only_mrp_enabled)	Optional. Yes or No. Default: True.	When enabled, includes only items with MRP planning enabled. It excludes other stock and therefore is not a whole-inventory total.
Include formula explosion demand (include_formula_explosion)	Optional. Yes or No. Default: True.	Controls inclusion of formula explosion rows. Review this option before comparing totals.
Include in-process production (include_in_process)	Optional. Yes or No. Default: True.	Controls inclusion of in process rows. Review this option before comparing totals.

Parameter	Entry requirements and choices	Effect on interpretation
Shortage only (shortage_only)	Optional. Yes or No. Default: True.	When enabled, retains planning rows with a shortage. The result excludes non-shortage items and is not a complete stock balance.

Inventory MRP Net Requirements parameters

Report: inv.mrp_net_requirements.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Item (optional) (item_id)	Optional. Whole-number selection/value.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Only MRP-enabled items (only_mrp_enabled)	Optional. Yes or No. Default: True.	When enabled, includes only items with MRP planning enabled. It excludes other stock and therefore is not a whole-inventory total.
Include formula explosion demand (include_formula_explosion)	Optional. Yes or No. Default: True.	Controls inclusion of formula explosion rows. Review this option before comparing totals.
Include in-process production (include_in_process)	Optional. Yes or No. Default: True.	Controls inclusion of in process rows. Review this option before comparing totals.
Include non-shortage items (include_non_shortage)	Optional. Yes or No. Default: True.	Controls inclusion of non shortage rows. Review this option before comparing totals.

Inventory On-Hand By Warehouse parameters

Report: inv.on_hand_by_warehouse.

Parameter	Entry requirements and choices	Effect on interpretation
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (optional) (warehouse_id)	Optional. Whole-number selection/value.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Include zero quantities (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

Inventory Posting Failure / Exception Report parameters

These reports use the same parameter requirements: Inventory Posting Failure / Exception Report (inv.posting_failure_exception), Inventory Transfer Status / Exception Report (inv.transfer_status_exception).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, UNPOSTED, PROCESSING, FAILED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Inventory Reorder / Below Reorder Point Report parameters

Report: inv.reorder_below_point.

Parameter	Entry requirements and choices	Effect on interpretation
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (warehouse_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Only below reorder point (shortage_only)	Optional. Yes or No. Default: True.	When enabled, retains planning rows with a shortage. The result excludes non-shortage items and is not a complete stock balance.

Slow Moving / Non-Moving Inventory Report parameters

Report: inv.slow_moving_inventory.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Inactive days (inactive_days)	Optional. Whole-number selection/value. Default: 90. Minimum: 1. Maximum: 3650.	Sets the inactive days limit or period. A limited population may not equal a whole-ledger total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (warehouse_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Include zero quantities (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

Stock Allocation Register parameters

These reports use the same parameter requirements: Stock Allocation Register (inv.stock_allocation_register), Stock Allocation Serial Detail (inv.stock_allocation_serial_detail), Stock Allocation Split Detail (inv.stock_allocation_split_detail).

Parameter	Entry requirements and choices	Effect on interpretation
Created from (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
Created to (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Source module (source_module)	Optional. Text.	Restricts movements/records to their originating module. It helps trace the source but can exclude valid movements from other modules.
Item (item_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.

Inventory Transaction Register parameters

Report: inv.transaction_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Item (optional) (item_id)	Optional. Whole-number selection/value.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Warehouse (optional) (warehouse_id)	Optional. Whole-number selection/value.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier.
Source module (optional) (source_module)	Optional. Text.	Restricts movements/records to their originating module. It helps trace the source but can exclude valid movements from other modules.

Inventory Valuation As Of Date parameters

Report: inv.valuation_as_of.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.

Parameter	Entry requirements and choices	Effect on interpretation
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (optional) (warehouse_id)	Optional. Whole-number selection/value.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier. Select location id first.
Item number / barcode / description (optional) (item_id)	Optional. Whole-number selection/value.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Include zero balances (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

Inventory Valuation Summary parameters

Report: inv.valuation_summary.

Parameter	Entry requirements and choices	Effect on interpretation
Include zero-value items (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

Warehouse Bin / Locator Master Listing parameters

Report: inv.warehouse_bin_listing.

Parameter	Entry requirements and choices	Effect on interpretation
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Warehouse (warehouse_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected warehouse records. Select actual lookup results, not a guessed identifier.
Include inactive records (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

Inventory Warehouse Stock Summary parameters

Report: inv.warehouse_stock_summary.

Parameter	Entry requirements and choices	Effect on interpretation
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Include zero-stock warehouses (include_zero)	Optional. Yes or No. Default: False.	Controls inclusion of zero rows. Review this option before comparing totals.

POS Allocation Exception Report parameters

These reports use the same parameter requirements: POS Allocation Exception Report (pos.allocation_exception), POS Allocation Register (pos.allocation_register), POS AR Invoice Reconciliation Report (pos.ar_invoice_reconciliation), POS Cashier Session Summary (pos.cashier_session_summary), POS Checkout Exception Report (pos.checkout_exception), POS Discount Register (pos.discount_register), POS E-Invoice Exception Report (pos.einvoice_exception), POS E-Invoice Status Report (pos.einvoice_status), POS Lot / Serial Allocation Detail (pos.lot_serial_allocation_detail), POS Loyalty Points Ledger (pos.loyalty_points_ledger), POS Loyalty Sales Summary (pos.loyalty_sales_summary), POS Mixed Payment Register (pos.mixed_payment_register), Open POS Session Aging Report (pos.open_session_aging), POS Payment Detail Register (pos.payment_detail_register), POS Payment Tender Summary (pos.payment_tender_summary), POS Receipt Reconciliation Report (pos.receipt_reconciliation), POS Refund Payment Status Report (pos.refund_payment_status), POS Return Against Original Sale Report (pos.return_against_original_sale), POS Return Line Detail (pos.return_line_detail), POS Return Register (pos.return_register), POS Sales Summary by Cashier (pos.sales_summary_by_cashier), POS Sales Summary by Customer Type (pos.sales_summary_by_customer_type), POS Sales Summary by Item (pos.sales_summary_by_item), POS Sales Summary by Location (pos.sales_summary_by_location), POS Sales Summary by Terminal (pos.sales_summary_by_terminal), POS Serial Return Audit Report (pos.serial_return_audit), POS Session Register (pos.session_register), POS Tax Summary (pos.tax_summary), POS Ticket Line Detail (pos.ticket_line_detail), POS Ticket Register (pos.ticket_register).

Parameter	Entry requirements and choices	Effect on interpretation
From date (date_from)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (date_to)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Parameter	Entry requirements and choices	Effect on interpretation
Terminal (optional) (terminal_code)	Optional. Text.	Narrows POS activity to the terminal code. Compare the intended location, session and dates; it is not a card-acquirer identifier.
Ticket # (ticket_no)	Optional. Whole-number selection/value.	Narrows output to the POS ticket reference. A receipt number identifies the event, not proof of card settlement or fiscal acceptance.

POS Daily Summary parameters

Report: pos.daily_summary.

Parameter	Entry requirements and choices	Effect on interpretation
From date (date_from)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (date_to)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Ticket status (status)	Optional. Choose one listed value. Default: CHECKED_OUT. Choices: ALL, CHECKED_OUT, CHECKOUT_REQUESTED, FAILED, DRAFT, VOID.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

POS Detail Register parameters

Report: pos.detail_register.

Parameter	Entry requirements and choices	Effect on interpretation
From date (date_from)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (date_to)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Ticket status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, CHECKED_OUT, CHECKOUT_REQUESTED, FAILED, DRAFT, VOID.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Parameter	Entry requirements and choices	Effect on interpretation
Terminal (optional) (terminal_code)	Optional. Text.	Narrows POS activity to the terminal code. Compare the intended location, session and dates; it is not a card-acquirer identifier.
Ticket # (ticket_no)	Optional. Whole-number selection/value.	Narrows output to the POS ticket reference. A receipt number identifies the event, not proof of card settlement or fiscal acceptance.

POS Loyalty Profile Listing parameters

These reports use the same parameter requirements: POS Loyalty Profile Listing (pos.loyalty_profile_listing), POS Terminal Configuration Exception Report (pos.terminal_configuration_exception), POS Terminal Master Listing (pos.terminal_master_listing), Customer / Supplier Tax Code Assignment Report (tax.customer_supplier_tax_code_assignment), Inactive / Exception Tax Setup Report (tax.inactive_exception_tax_setup), Tax Authority Mapping Report (tax.tax_authority_mapping), Tax Authority Master Listing (tax.tax_authority_master_listing), Tax Code COA Mapping Report (tax.tax_code_coa_mapping), Tax Code Dependency / Applied-To Setup Report (tax.tax_code_dependency_setup), Tax Code Line / Rate Register (tax.tax_code_line_rate_register), Tax Code Master Listing (tax.tax_code_master_listing), Trading Partner Tax Registration Exception Report (tax.trading_partner_tax_registration_exception).

Parameter	Entry requirements and choices	Effect on interpretation
Include inactive (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.

Production Abnormal Loss / Gain GL Impact Report parameters

These reports use the same parameter requirements: Production Abnormal Loss / Gain GL Impact Report (prod.abnormal_loss_gain_gl_impact), Production Batch Cancellation Register (prod.batch_cancellation_register), Production Batch Input / Output Loss by UOM (prod.batch_io_loss_by_uom), Production Batch Journal Traceability Report (prod.batch_journal_traceability), Production Batch Lifecycle Report (prod.batch_lifecycle), Production Batch Line Detail (prod.batch_line_detail), Production Batch QC Status Report (prod.batch_qc_status), Production Batch Register (prod.batch_register), Production Batch Status Summary (prod.batch_status_summary), Batch Tracking Exceptions (prod.batch_tracking_exceptions), Co-Product / By-Product Cost Allocation Report (prod.co_by_product_cost_allocation), Completed Batches Missing Completion Journal (prod.completed_missing_completion_journal), Finished Goods Lot / Serial Traceability (prod.finished_goods_lot_serial_traceability), Finished Goods Receipt Detail (prod.finished_goods_receipt_detail), Production Material Issue Lot / Serial Traceability (prod.material_issue_lot_serial_traceability), Production Material Issue Register (prod.material_issue_register), Production Material Issue Warehouse Summary (prod.material_issue_warehouse_summary), Production Material Over-Issue Report (prod.material_over_issue), Production Material Shortage / Under-Issue Report (prod.material_shortage_under_issue), Batches Missing Inventory Transaction Link (prod.missing_inventory_transaction_link), Output Cost per Unit Report (prod.output_cost_per_unit), Production Output Register (prod.output_register), Production Overhead Absorption Register (prod.overhead_absorption_register), Production Overhead by Type Summary (prod.overhead_by_type_summary), Production QC Exception Report (prod.qc_exception), Production WIP to Finished Goods Reconciliation (prod.wip_fg_reconciliation).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.
Batch status (status)	Optional. Choose one listed value. Choices: IN_PROCESS, COMPLETED, CANCELLED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Formula (formula_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected formula records. Select actual lookup results, not a guessed identifier.
Output item (output_item_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected output item records. Select actual lookup results, not a guessed identifier.

Production Batch Cost Variance parameters

These reports use the same parameter requirements: Production Batch Cost Variance (prod.batch_cost_variance), Production Daily Batch Report (prod.daily_batch_report), Production Daily Ingredient Consumption (prod.daily_ingredient_consumption), Production Formula Performance Summary (prod.formula_performance_summary), Production Loss Analysis (prod.loss_analysis), Production Loss & Variance Detail (Output + Materials) (prod.loss_line_variance_detail), Production Material Variance Detail (prod.material_variance_detail), Production Output Yield (Main/Co/By) (prod.output_yield_main_co_by), Production Overhead Variance Detail (prod.overhead_variance_detail), Production Throughput Summary (prod.throughput_summary).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Batch status (optional) (status)	Optional. Choose one listed value. Choices: IN_PROCESS, COMPLETED, CANCELLED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Formula (optional) (formula_id)	Optional. Whole-number selection/value.	Restricts the report to selected formula records. Select actual lookup results, not a guessed identifier.
Output item (optional) (output_item_id)	Optional. Whole-number selection/value.	Restricts the report to selected output item records. Select actual lookup results, not a guessed identifier.

Formula Cost Rollup / Standard Cost Report parameters

These reports use the same parameter requirements: Formula Cost Rollup / Standard Cost Report (prod.formula_cost_rollup), Formula Master Register (prod.formula_master_register), Formula Material Detail (prod.formula_material_detail), Formula Normal Loss Setup Report (prod.formula_normal_loss_setup), Formula Output Detail (prod.formula_output_detail), Formula Overhead Detail (prod.formula_overhead_detail), Formula Setup Exceptions (prod.formula_setup_exceptions), Formula Version Comparison (prod.formula_version_comparison).

Parameter	Entry requirements and choices	Effect on interpretation
Include inactive records (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.
Output item (output_item_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected output item records. Select actual lookup results, not a guessed identifier.

Formula Input / Output Loss by UOM parameters

Report: prod.formula_io_loss_by_uom.

Parameter	Entry requirements and choices	Effect on interpretation
Include inactive formulas (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.
Output item (output_item_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected output item records. Select actual lookup results, not a guessed identifier.

Production Loss Trend Summary parameters

Report: prod.loss_trend_summary.

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Batch status (optional) (status)	Optional. Choose one listed value. Choices: IN_PROCESS, COMPLETED, CANCELLED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Formula (optional) (formula_id)	Optional. Whole-number selection/value.	Restricts the report to selected formula records. Select actual lookup results, not a guessed identifier.

Parameter	Entry requirements and choices	Effect on interpretation
Output item (optional) (output_item_id)	Optional. Whole-number selection/value.	Restricts the report to selected output item records. Select actual lookup results, not a guessed identifier.
Trend level (granularity)	Optional. Choose one listed value. Default: MONTH. Choices: DAY, WEEK, MONTH, PERIOD.	Chooses the offered time/detail grouping. Changing grouping changes row interpretation; do not add repeated snapshots into a period movement.

Open Batches Pending Completion parameters

Report: prod.open_batches_pending_completion.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (location_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Selects the reporting context within permitted access; does not grant access to another company or site.

Production WIP Aging parameters

Report: prod.wip_aging.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Minimum open days (min_open_days)	Optional. Whole-number selection/value. Default: 0. Minimum: 0.	Sets the minimum open days limit or period. A limited population may not equal a whole-ledger total.
Include cancelled (include_cancelled)	Optional. Yes or No. Default: False.	Controls inclusion of cancelled rows. Review this option before comparing totals.

Purchase Direct PO Match Register parameters

These reports use the same parameter requirements: Purchase Direct PO Match Register (purchase.direct_po_match_register), Purchase Matching Tolerance Exceptions (purchase.tolerance_exception_register).

Parameter	Entry requirements and choices	Effect on interpretation
From AP ledger date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To AP ledger date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Match source (source_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, PO_LINE, GRN_LINE, GOODS_RETURN_LINE.	Restricts records to the offered source category. Opening/manual/module sources have different meanings; this does not convert existing records between them.

Purchase Goods Return Register parameters

Report: purchase.goods_return_register.

Parameter	Entry requirements and choices	Effect on interpretation
From goods return posting date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To goods return posting date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

Purchase GRN Match FX Gain/Loss Detail parameters

Report: purchase.grn_match_fx_variance_detail.

Parameter	Entry requirements and choices	Effect on interpretation
From AP ledger date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.

Parameter	Entry requirements and choices	Effect on interpretation
To AP ledger date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Source type (source_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, GRN_LINE, GOODS_RETURN_LINE.	Restricts records to the offered source category. Opening/manual/module sources have different meanings; this does not convert existing records between them.
AP transaction type (transaction_type)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE, VENDOR_CHARGE, DEBIT_NOTE, CREDIT_NOTE.	Restricts output to the offered invoice, note or other transaction types. Credits and reversals retain their report-specific sign and should not be treated as ordinary positive sales/purchases.
FX result (fx_result)	Optional. Choose one listed value. Default: ALL. Choices: ALL, GAIN, LOSS.	Restricts rows by the offered foreign-exchange result category. Compare amounts on the report's functional-currency basis, not unlike foreign units.

GRN Pending Posting Register parameters

These reports use the same parameter requirements: GRN Pending Posting Register (purchase.grn_pending_posting_register), Supplier Delivery Performance Report (purchase.supplier_delivery_performance).

Parameter	Entry requirements and choices	Effect on interpretation
From date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Supplier (optional) (supplier_id)	Optional. Whole-number selection/value.	Restricts the report to selected supplier records. Select actual lookup results, not a guessed identifier.

Purchase GRN Register parameters

Report: purchase.grn_register.

Parameter	Entry requirements and choices	Effect on interpretation
From GRN posting date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To GRN posting date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.

GRN Rejection / Quality Exception Register parameters

These reports use the same parameter requirements: GRN Rejection / Quality Exception Register (purchase.grn_rejection_quality_exception_register), Item Purchase Price History (purchase.item_purchase_price_history), Purchase Commitment by Cost Center (purchase.purchase_commitment_by_cost_center), Purchase Commitment by Item (purchase.purchase_commitment_by_item), Purchase Commitment by Supplier (purchase.purchase_commitment_by_supplier), Purchase Order Line Detail (purchase.purchase_order_line_detail), Purchase Receipt Status Report (purchase.purchase_receipt_status).

Parameter	Entry requirements and choices	Effect on interpretation
From date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Supplier (optional) (supplier_id)	Optional. Whole-number selection/value.	Restricts the report to selected supplier records. Select actual lookup results, not a guessed identifier.
PO number (optional) (po_number)	Optional. Whole-number selection/value.	Narrows output by purchase-order number. Ordered, received, invoiced and outstanding quantities remain different measures.
PO status (optional) (po_status)	Optional. Choose one listed value. Choices: OPEN, CLOSED, CANCELLED.	Restricts purchase orders by their saved lifecycle state. Closed or approved does not by itself mean fully received, invoiced and paid.

Parameter	Entry requirements and choices	Effect on interpretation
Approval status (optional) (approval_status)	Optional. Choose one listed value. Choices: DRAFT, SUBMITTED, APPROVED, REJECTED, REOPENED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Item (optional) (item_id)	Optional. Whole-number selection/value.	Restricts the report to selected item records. Select actual lookup results, not a guessed identifier.
Cost center (optional) (cost_center_id)	Optional. Whole-number selection/value.	Restricts the report to selected cost center records. Select actual lookup results, not a guessed identifier.

Purchase GRNI Reconciliation Detail parameters

These reports use the same parameter requirements: Purchase GRNI Reconciliation Detail (purchase.grni_open_reconciliation), Purchase GRNI Reconciliation Summary by Account (purchase.grni_open_summary_by_account).

Parameter	Entry requirements and choices	Effect on interpretation
As of date (as_of_date)	Required. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Scope (open_scope)	Optional. Choose one listed value. Default: OPEN_ONLY. Choices: OPEN_ONLY, ALL, CLOSED_ONLY.	Selects the offered definition of open items. Check whether the population is current or cutoff-based before treating it as historical outstanding.

Purchase Open PO Reconciliation parameters

Report: purchase.open_po_reconciliation.

Parameter	Entry requirements and choices	Effect on interpretation
From PO ledger date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To PO ledger date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.

Parameter	Entry requirements and choices	Effect on interpretation
As of activity date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Vendor (optional) (vendor_id)	Optional. Whole-number selection/value.	Restricts the report to selected vendor records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
PO number (optional) (po_number)	Optional. Whole-number selection/value.	Narrows output by purchase-order number. Ordered, received, invoiced and outstanding quantities remain different measures.
PO status (po_status)	Optional. Choose one listed value. Default: OPEN. Choices: ALL, OPEN, CLOSED, CANCELLED.	Restricts purchase orders by their saved lifecycle state. Closed or approved does not by itself mean fully received, invoiced and paid.
Approval status (approval_status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, APPROVED, PENDING.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Line scope (line_scope)	Optional. Choose one listed value. Default: OPEN_ONLY. Choices: OPEN_ONLY, ALL, CLOSED_ONLY.	Chooses which eligible lines contribute under the offered scope. Read whether matching lines or all authorised document lines are included before comparing totals.
Matching policy (matching_policy)	Optional. Choose one listed value. Default: ALL. Choices: ALL, INVOICE_ONLY, TWO_WAY, THREE_WAY.	Separates the offered purchasing matching policies. It reports the applicable population without changing order/receipt/invoice matching rules.
Receipt flow mode (receipt_flow_mode)	Optional. Choose one listed value. Default: ALL. Choices: ALL, ONE_STEP_AP_RECEIPT, TWO_STEP_GRN.	Separates the offered one-step/two-step receipt flows. It is a report filter, not a change to location/item purchasing policy.

Purchase Order Approval Pending / Aging Report parameters

Report: purchase.purchase_order_approval_pending_aging.

Parameter	Entry requirements and choices	Effect on interpretation
As of date (optional) (as_of_date)	Optional. Date YYYY-MM-DD.	Sets the balance or ageing cutoff. A snapshot is not the sum of monthly snapshots.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Supplier (optional) (supplier_id)	Optional. Whole-number selection/value.	Restricts the report to selected supplier records. Select actual lookup results, not a guessed identifier.

Purchase Order Register parameters

These reports use the same parameter requirements: Purchase Order Register (purchase.purchase_order_register), Purchase Order Status Summary (purchase.purchase_order_status_summary), Purchase Order Workflow Audit Report (purchase.purchase_order_workflow_audit).

Parameter	Entry requirements and choices	Effect on interpretation
From date (optional) (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (optional) (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Supplier (optional) (supplier_id)	Optional. Whole-number selection/value.	Restricts the report to selected supplier records. Select actual lookup results, not a guessed identifier.
PO number (optional) (po_number)	Optional. Whole-number selection/value.	Narrows output by purchase-order number. Ordered, received, invoiced and outstanding quantities remain different measures.
PO status (optional) (po_status)	Optional. Choose one listed value. Choices: OPEN, CLOSED, CANCELLED.	Restricts purchase orders by their saved lifecycle state. Closed or approved does not by itself mean fully received, invoiced and paid.
Approval status (optional) (approval_status)	Optional. Choose one listed value. Choices: DRAFT, SUBMITTED, APPROVED, REJECTED, REOPENED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Sales Lead Line Register parameters

Report: sales_lead.line_register.

Parameter	Entry requirements and choices	Effect on interpretation
From document date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To document date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, OPEN, CLOSED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Trading Partner Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Lead number (optional) (document_number)	Optional. Whole-number selection/value. Minimum: 1.	Narrows records by the document-number criterion. Confirm source/type as well as the number; document numbers are not monetary values.

Sales Quote Line Register parameters

Report: sales_quote.line_register.

Parameter	Entry requirements and choices	Effect on interpretation
From document date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To document date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Status (status)	Optional. Choose one listed value. Default: ALL. Choices: ALL, DRAFT, SENT, ACCEPTED, REJECTED, EXPIRED, CONVERTED, CANCELLED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Trading Partner Customer (optional) (customer_id)	Optional. Whole-number selection/value.	Restricts the report to selected customer records. Select actual lookup results, not a guessed identifier.
Locations (location_ids)	Optional. Multiple selections.	Selects the reporting context within permitted access; does not grant access to another company or site.
Quote number (optional) (document_number)	Optional. Whole-number selection/value. Minimum: 1.	Narrows records by the document-number criterion. Confirm source/type as well as the number; document numbers are not monetary values.

AP Input Tax Detail Register parameters

These reports use the same parameter requirements: AP Input Tax Detail Register (tax.ap_input_tax_detail_register), AP Withholding Tax Detail Register (tax.ap_withholding_tax_detail_register), AR Output Tax Detail Register (tax.ar_output_tax_detail_register), AR Withholding Tax Detail Register (tax.ar_withholding_tax_detail_register), Deferred Withholding Tax Status (tax.deferred_withholding_tax_status), Tax Account Reconciliation Detail (tax.tax_account_reconciliation_detail), Tax by Code Summary (tax.tax_by_code_summary), Tax by Counterparty Summary (tax.tax_by_counterparty_summary), Tax by Location Summary (tax.tax_by_location_summary), Tax Rate Exception Report (tax.tax_rate_exception), Taxable Base vs Tax Amount Summary (tax.taxable_base_vs_tax_amount_summary), Unmapped Tax Authority Transaction Report (tax.unmapped_tax_authority_transaction).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Tax scope (scope)	Optional. Choose one listed value. Default: ALL. Choices: ALL, BUSINESS, PAYROLL.	Chooses the offered reporting scope. Review its stated population and compare only like scope; it does not widen company/location permissions.
Source module (source_module)	Optional. Choose one listed value. Default: ALL. Choices: ALL, AP, AR, HR.	Restricts movements/records to their originating module. It helps trace the source but can exclude valid movements from other modules.
Tax authority (optional) (tax_authority_id)	Optional. Whole-number selection/value.	Restricts the report to selected tax authority records. Select actual lookup results, not a guessed identifier.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.
Trading partner (optional) (trading_partner_id)	Optional. Whole-number selection/value. Empty/null is allowed where the screen supports it.	Restricts the report to selected trading partner records. Select actual lookup results, not a guessed identifier.

Tax Authority Invoice Register parameters

These reports use the same parameter requirements: Tax Authority Invoice Register (tax.authority_invoice_register), Tax Authority Reconciliation (tax.authority_reconciliation), Tax Liability Line Register (tax.liability_line_register), Tax Liability Monthly Trend (tax.liability_monthly_trend), Tax Liability Summary By Authority (tax.liability_summary_by_authority), Payroll Tax Detail Register (tax.payroll_tax_detail_register), Payroll Tax Liability Account Reconciliation (tax.payroll_tax_liability_account_reconciliation), Payroll Tax Summary by Authority (tax.payroll_tax_summary_by_authority), Payroll Tax Summary by Employee (tax.payroll_tax_summary_by_employee).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Required. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Required. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Tax scope (scope)	Optional. Choose one listed value. Default: ALL. Choices: ALL, BUSINESS, PAYROLL.	Chooses the offered reporting scope. Review its stated population and compare only like scope; it does not widen company/location permissions.
Source module (source_module)	Optional. Choose one listed value. Default: ALL. Choices: ALL, AP, AR, HR.	Restricts movements/records to their originating module. It helps trace the source but can exclude valid movements from other modules.
Tax authority (optional) (tax_authority_id)	Optional. Whole-number selection/value.	Restricts the report to selected tax authority records. Select actual lookup results, not a guessed identifier.
Location (optional) (location_id)	Optional. Whole-number selection/value.	Selects the reporting context within permitted access; does not grant access to another company or site.

E-Invoice Document Register parameters

These reports use the same parameter requirements: E-Invoice Document Register (tax.einvoice_document_register), E-Invoice Lifecycle Audit Report (tax.einvoice_lifecycle_audit), E-Invoice Rejection / Exception Report (tax.einvoice_rejection_exception), E-Invoice Submission Status Report (tax.einvoice_submission_status), E-Invoice Tax Category / Exemption Report (tax.einvoice_tax_category_exemption).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Country (optional) (country)	Optional. Text.	Restricts the applicable records to the selected country. It does not activate an electronic-invoice route or change transaction currency.
Status (optional) (status)	Optional. Text.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.
Direction (optional) (direction)	Optional. Text.	Selects the offered movement direction. Keep receipts and issues/returns distinct and retain the report's signed-amount convention.

Party Tax Identifier Listing parameters

Report: tax.party_tax_identifier_listing.

Parameter	Entry requirements and choices	Effect on interpretation
Include inactive (include_inactive)	Optional. Yes or No. Default: False.	Controls inclusion of inactive rows. Review this option before comparing totals.
Party scope (optional) (party_scope)	Optional. Text.	Selects the offered party relationship/scope. Customer and vendor sides can have different balances; this is not an instruction to net them.

Import-Export Trade Reference Register parameters

These reports use the same parameter requirements: Import-Export Trade Reference Register (trade.import_export_trade_reference), Trade Reference Reconciliation (trade.reference_reconciliation).

Parameter	Entry requirements and choices	Effect on interpretation
From date (from_date)	Optional. Date YYYY-MM-DD.	Starts the selected range. Keep the same date basis in comparisons.
To date (to_date)	Optional. Date YYYY-MM-DD.	Ends the selected range. A different cutoff can explain a different total.
Date basis (date_basis)	Optional. Choose one listed value. Default: ANY. Choices: ANY, ISSUE, TARGET_REALIZATION, LINE_LEDGER, CASH_REALIZATION.	Selects the date used to include activity. Ledger and transaction dates can give different populations.
Internal number (internal_reference_no)	Optional. Text.	Narrows trade records by the generated internal reference. Do not substitute the external registration/reference number.
External reference (external_reference)	Optional. Text.	Narrows trade records by their external authority/bank reference. It is distinct from RavenLedger's generated internal trade reference.
Flow (flow)	Optional. Choose one listed value. Choices: , EXPORT, IMPORT.	Selects import or export trade flow. It does not mean inventory receipt versus issue or automatically create a customs submission.
Country / jurisdiction (country_code)	Optional. Text.	Restricts the applicable records by country code. Match the report's offered code format; it does not alter saved country profiles.
Party (party_id)	Optional. Whole-number selection/value.	Restricts the report to selected party records. Select actual lookup results, not a guessed identifier.

Parameter	Entry requirements and choices	Effect on interpretation
Register status (manual_status)	Optional. Choose one listed value. Choices: , OPEN, CLOSED.	Filters a particular lifecycle state. Approved, posted, paid and delivered are not interchangeable.

Keep reproducible evidence

Retain the output, job/reference, company, reporting dates, currency basis, selected states and filter values. Download only evidence you are authorised to retain. If a job fails, review the existing job and its error before retrying. Do not change the date range simply to remove an exception. User-defined report layouts and their dataset-specific fields are maintained separately in the Reporting Center guide.

Related guides

Reporting Center, GL and close, Bank reconciliation and Balance Sheet Review.

Balance Sheet Review and close

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Prepare and review balance sheet reconciliations	530
Prepare and approve account review schedules	539

Bulk review updates and support imports

Follow this module bulk procedure

1. Open the company's Balance Sheet Review setup. Select the intended accounts on the CURRENT results page and choose Bulk update selected accounts. Apply changes before changing page or search.

2. Choose only settings to change. Here blank controls can preserve existing settings; do not transfer that assumption to Excel import fields. Agree frequency and first review year/month/quarter when enabling or rescheduling reviews.

3. Check review requirement, tolerance, automatic approval, due-date rules and any requested reason for disabling review. Apply the selected-account changes once, then reopen the affected settings and resulting schedules.

4. For schedule support, save current manual edits and use the selected schedule's own template/import action. Confirm account, period, currency and its displayed file/line limits.

5. Schedule support imports APPEND. Compare added rows and support totals to source evidence; native support remains. Re-importing can add support again rather than replace it. Correct within the schedule process; neither route creates a chart account or posts a journal.

Save and recover safely

Selected-account updates and schedule-support imports use their own screen controls, not the shared workbook job procedure. Save manual edits before importing support. Reopen the affected account settings or schedule and verify the result before retrying; appending the same support again can duplicate it. Keep approved source evidence and reconciled totals securely.

Use this guide to understand account schedules supporting items evidence independent review and close. It is for authorised users and Tenant Administrators working within their own subscription workspace. A tenant is the subscription workspace; the Tenant Administrator manages its permitted users and settings, not the platform or other customers' data.

Separate reconciliation from journal posting

Balance Sheet Review organises support for an account balance and its reconciling items. It does not create a new chart of accounts, accounting period or correcting journal merely because a review is prepared or approved.

Configure account review schedules

Account Review Setup starts accounts as Not required/Monthly. Select the intended accounts on the current page before a bulk change. Blank update controls preserve existing values. Enabling or rescheduling requires the correct frequency and first year/month/quarter. Only completed periods are available; September becomes available on 1 October.

Use templates deliberately

Setup template changes affect newly created reviews. An existing Draft has its own Reconciliation template panel. Choose a template matching the support required for the account; do not change it merely to avoid required evidence or validation.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Account review bulk setup field reference

Figure 1 Account review bulk setup

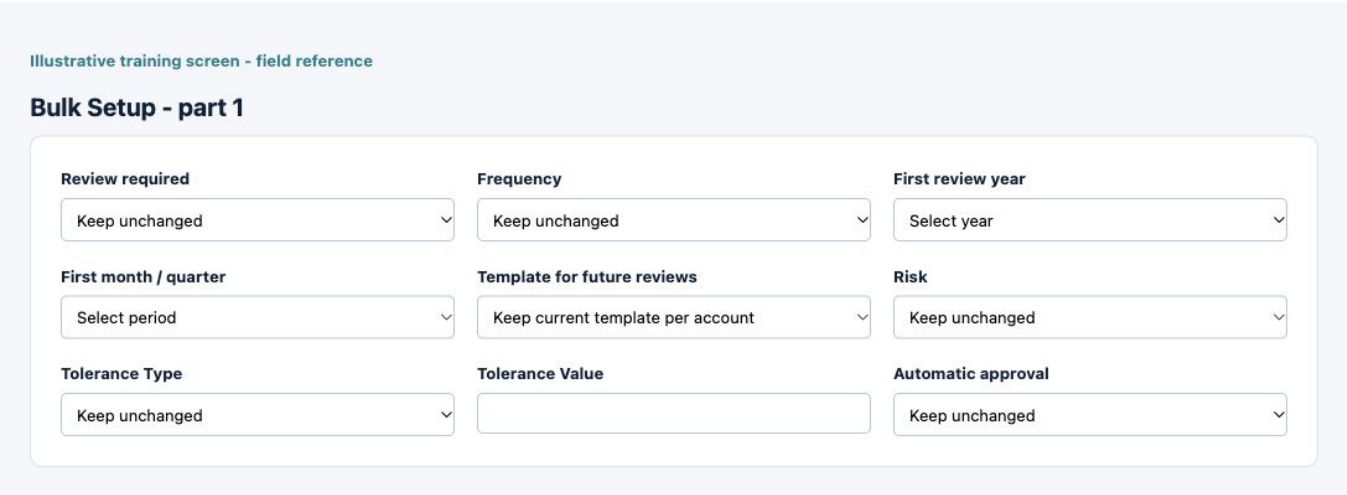


Figure 1. Illustrative training screen: Account review bulk setup.

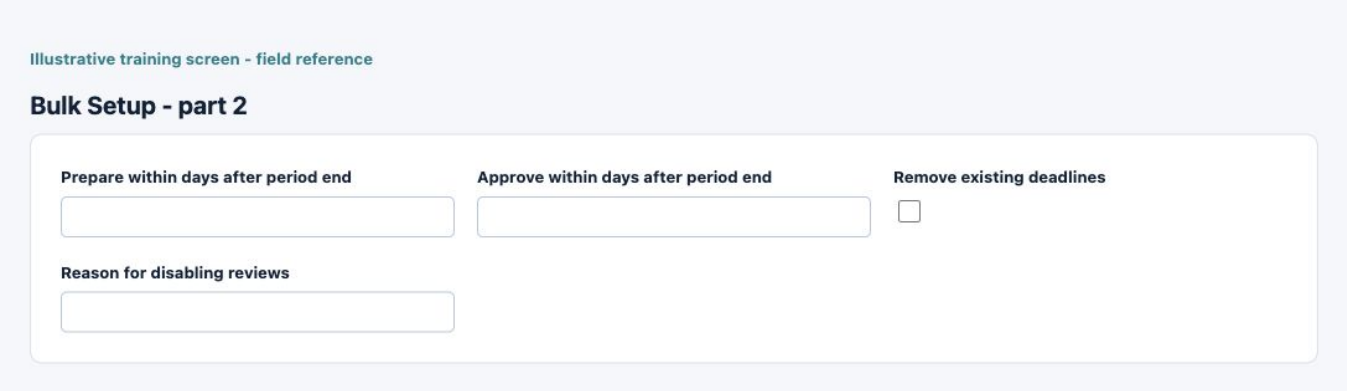


Figure 1 continued. Illustrative training screen: Additional Account review bulk setup fields.

Field and screenshot	Entry rule and example	Purpose and implication
Review required - Figure 1	Optional or policy-dependent entry. Choices: Yes, No. Example: Yes	Whether the selected balance-sheet accounts require reconciliation reviews. Disabling reviews is a governed change, not deletion of existing evidence. Caution: A review setting or support item does not amend or post the general ledger.
Frequency - Figure 1	Optional or policy-dependent entry. Choices: Monthly, Quarterly, Annual. Example: Monthly	Review frequency or first month/quarter for the selected schedule. Only completed periods are available; annual schedules use a year without a month/quarter. Caution: A review setting or support item does not amend or post the general ledger.
First review year - Figure 1	Optional or policy-dependent entry. Example: 2026	Calendar or first-review year for this record. In review setup it must be combined with the selected frequency and month/quarter when applicable. Caution: A review setting or support item does not amend or post the general ledger.
First month / quarter - Figure 1	Optional or policy-dependent entry. Choices: January, February, March, April, May, June, July, August, September, October, November, December. Example: January	Review frequency or first month/quarter for the selected schedule. Only completed periods are available; annual schedules use a year without a month/quarter. Caution: A review setting or support item does not amend or post the general ledger.
Template for future reviews - Figure 1	Optional or policy-dependent entry. Choices: General Account Support, Receivables, Payables, Accruals, Prepayments, Bank, Retained Earnings / Equity. Example: General Account Support	Template used for future reviews. Changing setup does not silently change an existing Draft review template. Caution: A review setting or support item does not amend or post the general ledger.
Risk - Figure 1	Optional or policy-dependent entry. Choices: Low, Medium, High. Example: Low	Risk classification used to organise account review. It does not alter ledger balances or independently prove a reconciliation is reliable. Caution: A review setting or support item does not amend or post the general ledger.

Field and screenshot	Entry rule and example	Purpose and implication
Tolerance Type - Figure 1	Optional or policy-dependent entry. Choices: Amount, Percentage. Example: Amount	Amount or percentage basis and value for acceptable review differences. A tolerance is not authority to post an unexplained accounting adjustment. Caution: A review setting or support item does not amend or post the general ledger.
Tolerance Value - Figure 1	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 10.00 on the selected basis	Amount or percentage basis and value for acceptable review differences. A tolerance is not authority to post an unexplained accounting adjustment. Caution: A review setting or support item does not amend or post the general ledger.
Automatic approval - Figure 1	Optional or policy-dependent entry. Choices: On, Off. Example: On	Enables the eligible automatic-review policy, not unconditional approval. Carry-forward, activity, template and prior-review controls still apply. Caution: A review setting or support item does not amend or post the general ledger.
Prepare within days after period end - Figure 1	Optional or policy-dependent entry. Example: 5	Target days after period end for preparation or approval. They are review deadlines, not accounting posting periods. Caution: A review setting or support item does not amend or post the general ledger.
Approve within days after period end - Figure 1	Optional or policy-dependent entry. Example: 10	Target days after period end for preparation or approval. They are review deadlines, not accounting posting periods. Caution: A review setting or support item does not amend or post the general ledger.
Remove existing deadlines - Figure 1	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Explicitly removes existing review deadlines in a bulk change. Blank deadline fields otherwise preserve existing settings. Caution: A review setting or support item does not amend or post the general ledger.
Reason for disabling reviews - Figure 1	Optional or policy-dependent entry. Maximum 500 characters. Example: Approved account-review exception	Reason for disabling required reviews on selected accounts. Preserve a meaningful governed rationale rather than a generic note. Caution: A review setting or support item does not amend or post the general ledger.

Reconciliation item field reference

Figure 2 Reconciliation item

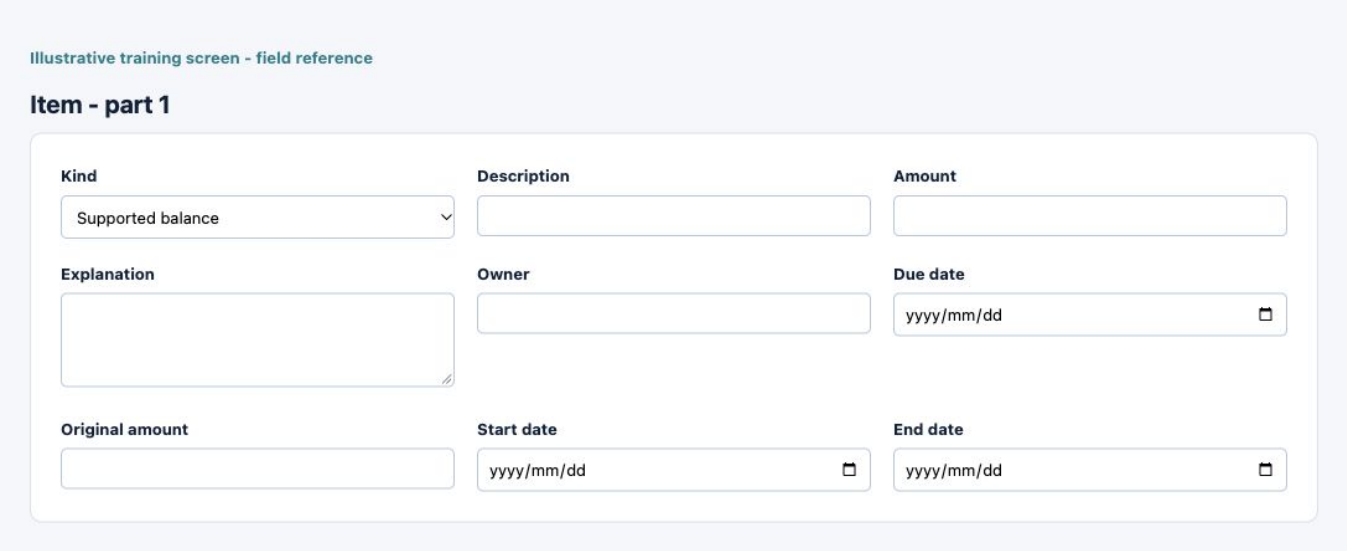


Figure 2. Illustrative training screen: Reconciliation item.

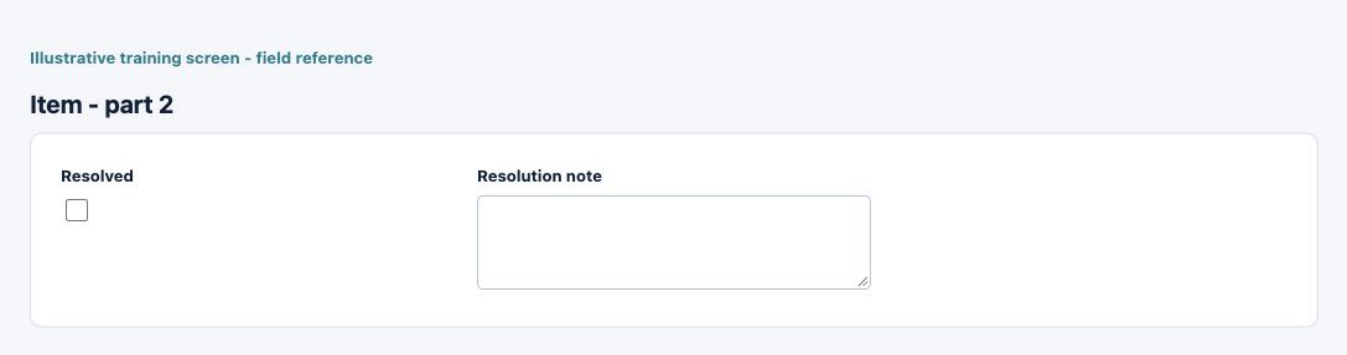


Figure 2 continued. Illustrative training screen: Additional Reconciliation item fields.

Field and screenshot	Entry rule and example	Purpose and implication
Kind - Figure 2	Required entry. Choices: Supported balance, Timing adjustment, Unresolved exception. Example: Supported balance	Classifies a reconciliation item, such as supporting, timing or exception. The type determines applicable explanation and clearance requirements. Caution: A review setting or support item does not amend or post the general ledger.
Description - Figure 2	Required entry. Maximum 500 characters. Example: Approved business purpose	Business explanation supporting the record and its review. Text does not replace source documents, approval or calculated accounting values. Caution: A review setting or support item does not amend or post the general ledger.

Field and screenshot	Entry rule and example	Purpose and implication
Amount - Figure 2	Required entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 100.00 with the correct sign	Amount supporting or explaining the review item, or its original scheduled value. Review currency, sign and period; it is not a posted correcting journal. Caution: A review setting or support item does not amend or post the general ledger.
Explanation - Figure 2	Optional or policy-dependent entry. Example: Documented reason for the difference	Reason and evidence for the reconciling item. Timing items require an explanation and clearance date. Caution: A review setting or support item does not amend or post the general ledger.
Owner - Figure 2	Optional or policy-dependent entry. Maximum 200 characters. Example: Designated responsible person	Responsible owner or expected clearance date for the reconciling item. Assignment is not proof that the item has cleared. Caution: A review setting or support item does not amend or post the general ledger.
Due date - Figure 2	Optional or policy-dependent entry. Example: 16 October 2026, on the approved effective basis	Responsible owner or expected clearance date for the reconciling item. Assignment is not proof that the item has cleared. Caution: A review setting or support item does not amend or post the general ledger.
Original amount - Figure 2	Optional or policy-dependent entry. Form precision up to 6 decimal places; consuming company policy also applies. Example: 1200.00	Amount supporting or explaining the review item, or its original scheduled value. Review currency, sign and period; it is not a posted correcting journal. Caution: A review setting or support item does not amend or post the general ledger.
Start date - Figure 2	Optional or policy-dependent entry. Example: 16 October 2026, on the approved effective basis	Start of this configuration or review-item period. Use the applicable business basis and check other effective records for overlap. Caution: A review setting or support item does not amend or post the general ledger.
End date - Figure 2	Optional or policy-dependent entry. Example: 31 October 2026, when an end is applicable	End of the applicable date range when present. A blank end can represent continuing applicability; it is not automatic deletion of older records. Caution: A review setting or support item does not amend or post the general ledger.
Resolved - Figure 2	Checkbox policy setting; review the saved on/off state. Example: The approved on/off policy	Resolution status or explanation for a reconciling item. A checked status does not remove the audit trail or amend the GL. Caution: A review setting or support item does not amend or post the general ledger.

Field and screenshot	Entry rule and example	Purpose and implication
Resolution note - Figure 2	Optional or policy-dependent entry. Example: Cleared against the identified source record	Resolution status or explanation for a reconciling item. A checked status does not remove the audit trail or amend the GL. Caution: A review setting or support item does not amend or post the general ledger.

Prepare the reconciliation

Open the intended company/account/period review. Confirm the GL balance and source refresh state, then add the appropriate support, timing or exception items. Enter a meaningful description, amount/sign, explanation, owner and due date where applicable. A support amount is not a correcting ledger entry.

Explain timing and unresolved items

Timing items require an explanation and expected clearance date. A resolved timing/exception item needs a resolution note. For example, a known deposit-in-transit can explain a difference only with its amount, source evidence and expected clearance; a tolerance alone is not that explanation.

Control schedules and evidence

Schedule templates can have extra template-specific fields such as original value and start/end dates. Review the resulting period calculation and attached evidence. Changes to source records can make a review stale; refresh and inspect affected support before relying on a prior approval.

Submit for independent review

Submission requires the applicable template and support requirements. A preparer/editor cannot approve the same review version through the ordinary independent-review path, including a Tenant Administrator. Reviewers should inspect support and exceptions, not just the final difference. Governed exceptional overrides are not ordinary user instructions.

Understand automatic approval and tolerance

Automatic approval is a conditional carry-forward control, not unconditional approval of any small difference. Prior approval, unchanged balances/activity, template/frequency and other eligibility checks matter. Amount and percentage tolerances have different bases; neither authorises an unexplained correcting journal.

Review history and changes after approval

Use history, evidence and status to understand who changed or reviewed a version. A later source change or reopened reconciliation needs renewed attention. Preserve the original evidence trail; copying a support value forward does not prove the new period is reconciled.

Coordinate with period close

Reconcile the review population, overdue preparation/approval, open exceptions and account ledger balances for the same completed period. Balance-sheet review approval and accounting period close are separate controls. Retain exported/pack evidence and explain exclusions under the organisation's close policy.

Reconcile each module to the same cutoff

Use one selected company and agreed inclusive ledger cutoff. Record report parameters, currency basis, location scope, generation time and posting state with the evidence. A report run for one branch, current stock or a different date cannot establish agreement with a whole-company period-end ledger.

Area	Compare	Investigate before signing off
Cash and bank	Each reconciled book balance to its bank GL account; statement balance adjusted for supported timing items	Unmatched or duplicate statement lines, sign errors, unposted bank entries, transfers represented on only one bank, and timing items that no longer clear
Customers	Open customer documents and applications to the receivables control account on the same date and currency basis	Unapplied cash or credits, future-dated applications, manual control-account journals, wrong customer/location and incomplete corrections
Vendors	Vendor open documents, payments and applications to the payables control account	Unapplied advances, receipt/invoice cutoff, withholding timing, duplicate invoices and failed or unposted payments
Inventory	Dated quantities and valuation by the required item/warehouse/tracking scope to inventory GL; reconcile quantity separately from value	Transfers in progress, backdating, non-costed or failed movements, value-only adjustments and a current-stock report used for a historical cutoff
Purchasing and GRNI	Received but uninvoiced receipt quantities and accrual values to the GRNI control account	Partial receipts/invoices, rejected quantities, matching differences, returns and one-sided posting
Manufacturing	Batch material, overhead, WIP, completion and variance records to their corresponding inventory and WIP/variance accounts	Uncompleted batches, incomplete material/output posting, loss or joint-cost allocation, and a batch status without its completed journals
Point of sale	Session sales, returns and tenders to receipt/payment evidence, cash/card clearing, stock movements and GL	Unconfirmed tenders, settlement fees/timing, partial returns, session cash differences and missing stock or fiscal processing
Fixed assets	Register gross cost, accumulated depreciation and net book value to the corresponding GL accounts	CWIP transfers, opening/catch-up entries, missing or reversed depreciation, adjustments and disposals that have not completed

Area	Compare	Investigate before signing off
HR and payroll	Authorised run totals, liabilities and linked AP/payment balances to payroll expense and liability accounts	Partial AP payments, advances/deductions, tax/fund settlement, and a Paid label used as proof of complete settlement
Tax and electronic invoices	Tax bases and amounts to the tax accounts and required document/authority evidence	Save versus queued/exported/accepted states, withholding timing, credit-note references and unresolved country exceptions
General ledger	Posted trial balance and account movements to the supporting schedules; debits to credits	Unposted/rejected journals, manual entries to control accounts, rounding/FX mapping and a correction excluded by the report dates

For example, if the receivables control is 1,200 and the same-date open-customer report is 1,000, the difference is 200; it is not automatically a bad debt, discount or rounding adjustment. Check report scope, posting, applications and direct GL entries first. Record the cause, supporting record and approved resolution rather than posting an unexplained balancing journal. This arithmetic illustrates the review method, not a saved transaction.

Resolve a difference without duplicating transactions

1. Re-run the relevant outputs with the same company, cutoff, currency and location scope. Keep the parameter evidence so another reviewer can repeat the comparison.

2. Identify the source record and distinguish Save, approval, posting, stock/cost processing, application, authority acceptance and bank settlement. Complete only the stage legitimately required by that record's workflow.

3. After a timeout, find the existing transaction and linked journals before resubmitting. A queued event or success message does not establish that all downstream stages completed.

4. Use the source module's permitted correction process. A manual GL journal may correct an authorised ledger entry but does not amend subsidiary quantities, open documents, assets, payroll or fiscal records.

5. Reconcile again after correction. Retain the original, correction/replacement references, reports, reason and approval. Update the review support and obtain the required independent decision.

Check related records and context

Before changing a saved record, confirm company, location, date/currency basis, current version and linked documents. After an interruption, inspect the existing record and relevant status/history before retrying. Preserve supporting evidence and use the supported correction process; changing a description or deleting an attachment is not a reversal.

Resolve access and data questions

Situation	Check	Safe response
A record or action is unavailable	Current company, location, role and record state	Ask the authorised Tenant Administrator to verify the specific duty; do not bypass scope
A saved value or balance differs	Source evidence, dates, currency and linked processing	Trace the originating record before adding another transaction
A document or export contains private data	Recipient, access and business need	Use the approved protected channel and retain only necessary copies

Related user guides

Guide library, company setup, user administration, accounting foundation and inventory reconciliation explain the shared context and controls.

Use the Balance Sheet Review schedule to substantiate one account at one completed period end. Saved support, evidence and the preparation conclusion belong together. A review does not post a journal, settle an invoice or replace the accounting period-close action.

Prepare the right account and period

Open Balance Sheet Review for the correct company, account and period. Confirm the template, currency, As of date and Revision. Amounts use company functional currency with debits positive and credits negative. A foreign bank statement must be supported on that functional-currency basis using the approved conversion evidence.

You need the assigned prepare/edit duty for Draft work and the appropriate approve duty for the independent decision. The preparer or editor cannot use normal approval on the same review version, including a Tenant Administrator. Assign a different authorised reviewer rather than sharing credentials.

Follow the preparation sequence

1. Review Summary and any What needs attention links. If balances are unavailable or require refresh, refresh and inspect the resulting source information before relying on totals.

2. Open Schedule. Check whether native open items already contribute. Add only the support or reconciling items needed; do not re-enter a customer/vendor balance already included natively.

3. Complete the common fields and applicable template breakdown below. Save schedule, then confirm the saved supported balance and remaining difference. Totals reflect the last successful save, not unsaved edits.

4. Open Documents, upload the relevant evidence, check each result, then select the appropriate uploaded documents on the schedule lines. Uploading a file alone does not add its amount to support.

5. In Summary, enter and save the Preparation conclusion explaining the account balance and any difference. Resolve the readiness messages before Submit.

6. Submit the saved revision. The independent reviewer checks the source, schedule, documents and conclusion before Approve or Return. Source changes can send the review back to Draft and require another review.

7. Retain the saved approved revision and, when needed, Prepare Review Pack. Wait for READY before Download ZIP and verify that its revision is the one intended.

Common schedule fields

Field or control	Entry rule and example	Implication
Type	Supported balance, Timing adjustment or Unresolved exception	Support and open timing items can contribute; exceptions do not create support
Description / reference	Required meaningful identity, for example Insurance policy INS-17	Identifies the actual support item; not a ledger correction
Signed amount	Functional-currency amount; debit positive, credit negative	Enter for manual items; calculated support uses its calculation fields instead
Explanation	State the reason, calculation and source	Required for timing items; do not use a generic plug description
Owner	Responsible person or duty	Follow-up responsibility, not a grant of system access
Expected clearance date / Document due / clearance date	Date appropriate to the template and item	Required for timing items; AR/AP label also identifies the document due-date context
Supporting documents	Tick relevant uploaded evidence belonging to this review	Upload first in Documents; a selection does not change the amount
Search supporting documents	Narrow document labels	Selected files remain selected; search is not evidence deletion
Resolved	Mark a genuine completed resolution	A resolved timing item contributes zero; review the resulting remaining difference
Resolution note	Explain the actual resolution/reference	Required for resolved timing/exception items
Carried item checked for this period	Confirm the item is still valid in this period	Appears for carried items; prior approval does not automatically substantiate the new period
Add line / Duplicate	Add preparation rows; Duplicate copies eligible fields	Recheck amount, dates and documents to prevent duplicate support
Remove	Tick the saved row to remove on Save schedule	Changes support and retains history; does not reverse GL
Save schedule	Persist the intended complete edit	Inspect saved totals and errors before leaving or starting another action

Description and the applicable calculation/evidence conditions must be complete. Do not fill unused fields simply because another template's example uses them.

Understand the supported balance

Supported balance equals native support plus manual support plus open timing adjustments. Remaining difference compares GL balance with that support. Resolved timing items and all exceptions contribute zero. Unresolved exceptions still block submission even if the numerical difference is within tolerance.

For example, a functional-currency bank GL debit balance of 18,000 can be supported by a statement closing balance of 20,000 and an outstanding payment of -2,000. The sum is 18,000. This does not authorise creating a new payment of 2,000: the timing item needs the actual outstanding payment evidence.

General Account Support

Use Counterparty, Document / agreement reference and Document date to identify the independent support. Enter the signed supported amount in the common field. The document date must not be after the review date. For a deposit, attach the agreement and evidence that the amount remains recoverable; a GL movement alone is not independent substantiation.

Receivables and Payables

Template field	Entry and condition	Meaning
Customer / Supplier	Identify the supported party	Required for manual open-document fallback; distinguish similar names
Invoice / credit reference	Genuine document identifier	Connect the support to the actual invoice or credit
Document date	Date no later than review date	Keeps future documents out of historical support
Support basis	Additional supported reconciling item or Manual open document (fallback only)	Fallback is not available when native open items already contribute
Signed original document amount	Original amount in functional-currency support basis	Required for fallback; retain invoice/credit sign
Signed settlements through review date	Same-sign settlements through the cutoff, enter 0 if none	Required for fallback; magnitude cannot exceed original
Supplier statement reference	Payables-specific optional reference	Identifies the statement evidence, not a payment instruction

Manual fallback calculates original less settlements. Receivable 1,000 less 300 gives 700. Payable -1,000 less -300 gives -700; entering +300 as the settlement against that liability is inconsistent. These illustrative amounts are functional currency, not a conversion of a foreign invoice at an assumed rate.

When native historical support is available, inspect its Customer / supplier, Invoice / credit reference, Ledger date, Document type, Due date, Original amount, Settlements through review date, Ageing and Outstanding at review date. Settlements can include applicable dated applications/adjustments, not cash alone. Do not add the same native open document again as manual support.

Accruals

Use Supplier / service provider and Document / agreement reference to identify services received. Service period start and Service period end must be ordered and end by the review date. Enter a manual supported amount or choose Calculation method Quantity x signed rate.

For the calculated method, complete Quantity, Signed rate (negative for liability) and Basis of estimate / calculation, plus both service dates. Quantity cannot be negative; use the rate's sign. For example, 3 service units at -10.125 produce -30.38 at two-decimal display precision under the supported calculation. Review the estimate and evidence; saving this schedule does not accrue an expense in GL.

Use a timing item's due date for the expected invoice/clearance date. Do not use future service periods to support an obligation as of an earlier review date.

Prepayments

Complete Supplier, Invoice / policy reference and Document date, then Original prepaid amount, Coverage start (first day of month) and Coverage end (last day of month). The supported method uses complete calendar months: coverage starts on a month's first day and ends on a month's final day. Other recognition methods belong in an appropriately supported General Account Support schedule.

Leave the manual signed amount blank for calculated prepaid support. For an illustrative original debit of 12,000 covering 1 January to 31 December, equal monthly recognition is 1,000; a 30 September review has three remaining months and support of 3,000. The entered original amount is not added again. A future or fully elapsed policy has different remaining support under the dates; check the saved calculation.

This schedule supports the remaining balance. It does not post the nine months' expense or correct missing amortisation journals. Reconcile the actual GL independently.

Bank

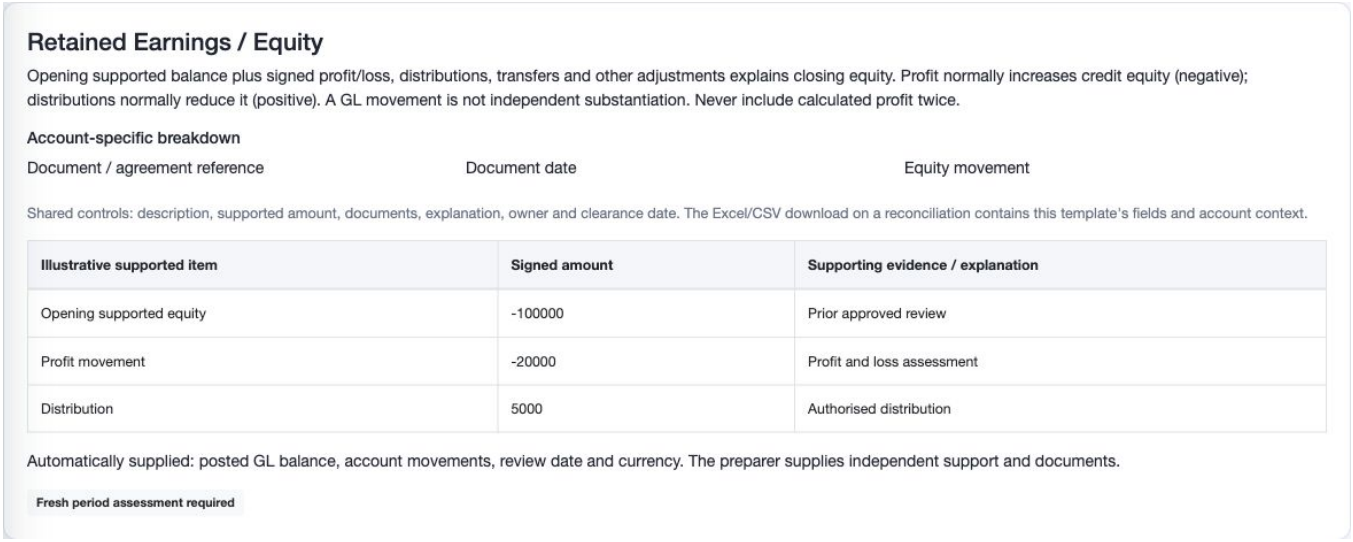
Complete Statement / transaction reference, Statement / transaction date and Bank reconciliation item. Categories are Statement closing balance, Outstanding deposit, Outstanding payment, Unrecorded charge and Other supported difference.

Enter exactly one Statement closing balance as a Supported balance line dated at the review date, in company functional currency. Attach the actual current dated statement in Documents. Imported statement lines are contextual evidence and do not supply independently verified closing-balance support.

Outstanding deposits are positive; outstanding payments and charges are negative. Explain timing items and their expected clearance dates. Investigate an unrecorded charge through the authorised bank/accounting process; a supporting schedule line does not book the charge. See worked bank reconciliation.

Retained Earnings and Equity

Use Document / agreement reference, Document date and Equity movement. Classify each line as Opening supported balance, Profit / loss movement, Distribution / dividend, Equity transfer or Other supported adjustment.



Retained Earnings / Equity

Opening supported balance plus signed profit/loss, distributions, transfers and other adjustments explains closing equity. Profit normally increases credit equity (negative); distributions normally reduce it (positive). A GL movement is not independent substantiation. Never include calculated profit twice.

Account-specific breakdown

Document / agreement reference Document date Equity movement

Shared controls: description, supported amount, documents, explanation, owner and clearance date. The Excel/CSV download on a reconciliation contains this template's fields and account context.

Illustrative supported item	Signed amount	Supporting evidence / explanation
Opening supported equity	-100000	Prior approved review
Profit movement	-20000	Profit and loss assessment
Distribution	5000	Authorised distribution

Automatically supplied: posted GL balance, account movements, review date and currency. The preparer supplies independent support and documents.

Fresh period assessment required

Figure 1. Application screen: the built-in illustrative equity template, not a saved company reconciliation. The signed examples explain the support basis.

Enter exactly one Opening supported balance line, including zero if appropriate, then substantiate the movements separately. For illustrative credit equity, opening -100,000 plus profit -20,000 plus distribution +5,000 gives -115,000. Do not add calculated retained profit a second time merely because it appears in the ledger comparison.

Retain prior approved support, the profit assessment and authorised distribution/transfer evidence. Choosing a category does not create a journal, declare a dividend or replace corporate approval.

Upload and maintain evidence

In Documents, Choose a supporting document accepts the displayed PDF, Excel, Word, CSV, JPG, PNG or ZIP types. Select up to 10 files, maximum 20 MB each and 50 MB combined. Optional Description is up to 255 characters. Inspect each upload result: some files can succeed while another is rejected, so do not blindly upload all again.

Uploads are available for permitted Draft work. To replace evidence, use Reason for superseding and Supersede document under authority. Superseded evidence remains in history; it is not erased. System-generated account snapshots are separately retained source evidence, not replacements for external statements or calculations.

Import additional schedule lines

Save edited lines first. Use Download Excel template or CSV template for this review, then Bulk Import, validate, inspect the preview and commit through the supported flow. The schedule supports at most 500 total lines and a 2 MB import file. Imports append; they do not replace existing lines.

Check Type, Description, Amount, Contribution, resulting Supported balance and Remaining difference before confirming additional support. Do not duplicate native or existing support. Keep the job/reference and inspect the saved schedule after processing; a validated file is not a completed import. Reconcile uploaded amounts and retained evidence separately.

Refresh, return, reopen and carry forward

Save current edits before Refresh account data. A changed source can invalidate the earlier conclusion or approval. Read the resulting figures, readiness links and source status; an unavailable balance is not zero. Do not submit against stale or unavailable source evidence.

An authorised reviewer can Return a submitted review or Reopen an approved review with a meaningful reason. The review returns to Draft and the earlier decision remains in Activity & Approvals. Complete the changed schedule/evidence/conclusion and submit the new version for an independent decision.

Carried items/evidence are a starting point for the next period, not automatic approval. Inspect the original support, current balance, dates, unresolved/overdue items and confirmation requirement. Automatic approval has specific prior-approval, no-activity, unchanged-support and eligibility conditions; a small difference alone is not sufficient.

Understand the current and future template controls

The Reconciliation template panel identifies the template and version for this account and period. Change template for this Draft and Apply template to this Draft affect that existing Draft only and require both setup-management and Draft-edit authority. Save current schedule edits first.

A different calculation template generally requires an empty schedule. The supported General to Equity conversion cannot retain template-specific details that would be reinterpreted. Existing evidence and history remain. Do not remove legitimate support simply to evade the safeguard. To change future reviews instead, use Template in Account Review Setup; that does not silently replace existing reviews. Submitted/approved templates remain locked until the authorised return/reopen process.

Check the result and recover safely

Situation	Meaning	Safe next action
Totals do not reflect typing	Totals show last successfully saved lines	Save schedule and check errors before refreshing or submitting
Review changed / reload required	Another edit or source change made the revision stale	Retain intended changes, reload and compare; do not overwrite blindly
Manual open document rejected	Native items already contribute, fields are incomplete or signs are inconsistent	Correct the basis without adding duplicate support
Bank or equity readiness issue	Required dated statement/evidence or opening line is missing	Supply genuine support, not an invented amount
Submitted/approved form is locked	Evidence and schedule are protected in that state	Ask the authorised reviewer to Return/Reopen with a reason
Pack is queued or failed	The archive is not ready	Inspect the existing pack/revision and request support; do not call it a completed close pack

Related guides

Balance Sheet Review and cross-module reconciliation, report parameters, journals and period close, imports and workflow handbook.

Approvals and audit

Module setup, everyday tasks and data-loading prerequisites

Chapter	Page
Review approvals and inspect audit evidence	547
Set up journal and purchase order approvals	551

Data-loading prerequisites and limits

Configure the journal/PO policy, groups, user membership and amount rules before importing documents. Creating an imported journal or order does not itself prove approval/posting. Use the supported approval queue and inspect the saved state; do not use import replay as an approval shortcut.

Continue with the Imports documents and common controls bulk guidance.

Use My Approvals to review work assigned to you and record an authorised decision. Use Approval History to inspect previous decisions. This guide is for assigned approvers and authorised auditors; it does not grant approval authority merely because someone is a Tenant Administrator.

Review one request from start to finish

Before starting, have the business evidence and permission to decide on this company, location and document type. The requester prepares the source document; the approver checks it independently under the applicable policy.

1. Open My Approvals and search the document, requester or supplier. Check company, document number, amount/currency, location and current status.

2. Expand the request or open its source document. Read the full lines and support, including the business reason; do not decide from the total alone.

3. If the current request and evidence are correct and within your authority, choose Approve. If it should not proceed, choose Reject and enter the meaningful rejection reason requested by the prompt.

4. Wait for the decision to finish. Processing or Finalizing is not a second request to click the same button. If delayed, use View in History when offered and inspect the existing source document before any further action.

5. Check Approval History for the decision and inspect the source's posting/operational status separately. Give the requester the document reference and reason when a correction is needed; an approval does not itself prove bank settlement or fiscal acceptance.

For preparing or correcting the underlying record, use manual journals, purchase orders or the relevant workflow handbook journey.

Understand assigned approval work

My Approvals shows eligible assigned approval work; History shows completed and superseded work items. A visible document or Tenant Administrator role is not universal approval authority over every workflow.

Find the correct request

Search document, requester or supplier. Compare document identity, subledger, amount/currency, requester, location, submitted time and status. A similar supplier name or number does not establish that two requests are the same transaction.

Inspect the underlying document

Open or expand the request to review its actual document and available detail. Journal lines show accounts, currency, debit/credit and functional amounts; commercial lines can show quantity, unit price and total. Inspect supporting evidence and the business reason before deciding.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Approval inbox controls field reference

Figure 1 Approval inbox controls

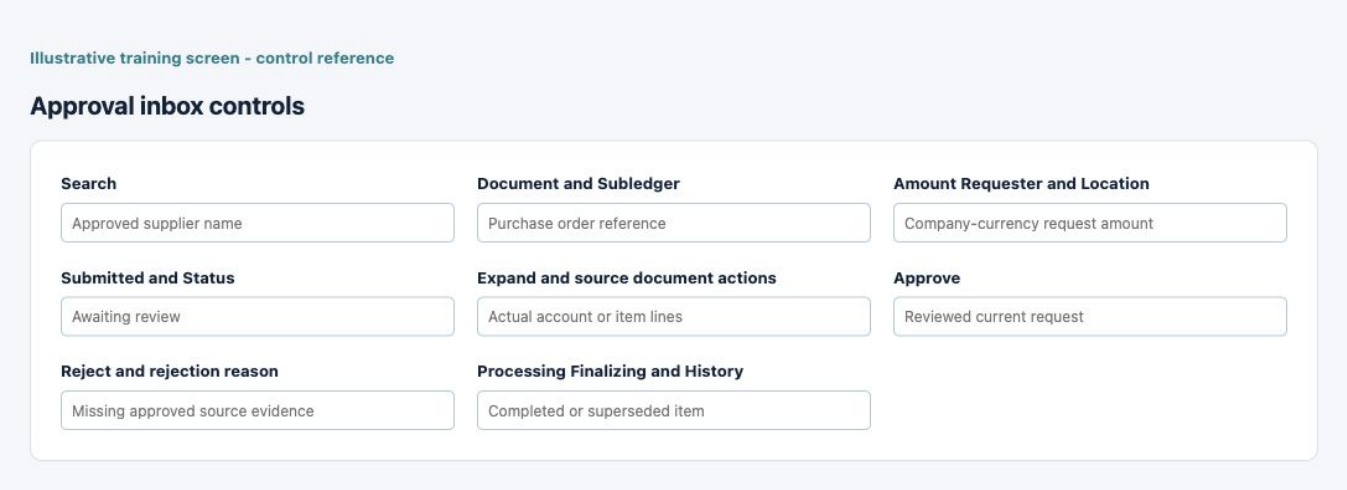


Figure 1. Illustrative training screen: Approval inbox controls.

Field and screenshot	Entry rule and example	Purpose and implication
Search - Figure 1	Search document requester or supplier. Example: Approved supplier name	Narrows assigned work; it does not approve or change a document. Caution: Check the selected record, scope and current state before a consequential action.
Document and Subledger - Figure 1	Inspect the exact identity and process. Example: Purchase order reference	Prevents deciding on a similarly named but different request. Caution: Check the selected record, scope and current state before a consequential action.
Amount Requester and Location - Figure 1	Review value, origin and scope. Example: Company-currency request amount	Context must agree with the underlying source and your authority. Caution: Check the selected record, scope and current state before a consequential action.
Submitted and Status - Figure 1	Inspect timing and current work state. Example: Awaiting review	An old or superseded request may not represent the current source version. Caution: Check the selected record, scope and current state before a consequential action.
Expand and source document actions - Figure 1	Review available document/line detail. Example: Actual account or item lines	Supports decision evidence; read functional and transaction amounts separately. Caution: Check the selected record, scope and current state before a consequential action.

Field and screenshot	Entry rule and example	Purpose and implication
Approve - Figure 1	Make an authorised decision. Example: Reviewed current request	Approval does not itself certify stock/GL/fiscal/bank completion. Caution: Check the selected record, scope and current state before a consequential action.
Reject and rejection reason - Figure 1	Provide the business reason. Example: Missing approved source evidence	Rejects the selected request under its workflow; preserve the explanation. Caution: Check the selected record, scope and current state before a consequential action.
Processing Finalizing and History - Figure 1	Check completion before retrying. Example: Completed or superseded item	History is an evidence trail, not approval of later edited versions. Caution: Check the selected record, scope and current state before a consequential action.

Distinguish approval and posting

Approval authorises the relevant document under its workflow. It does not by itself prove that a stock worker, financial journal, bank payment or fiscal authority request completed. Inspect the downstream record/status separately.

Make a deliberate decision

Approve and Reject are consequential decisions on the selected request. Rejection requires a meaningful reason in the decision prompt. Do not approve your own request where the workflow prevents it, use another person's session, or alter setup to route around independent review.

Handle processing and finalisation

Processing or Finalizing indicates the action is not yet reflected as a completed history item. After a delay, reload/review the existing request and document state with the authorised administrator. Repeated clicks or a duplicate source document are not a safe recovery method.

Understand superseded requests

An edited, withdrawn or superseded source can invalidate earlier work. Review the current version and assignment, not a stale browser tab or exported notification. A historical approval does not approve a later changed document automatically.

Read history and attribution

History and record Audit actions identify available actors, times and changes for the relevant object. They are not substitutes for supporting documents or bank/fiscal evidence. A creation timestamp and a posting timestamp can represent different stages.

Separate permissions and business responsibility

The Tenant Administrator manages access within the subscription workspace. Company/location duties, explicit approval permissions, groups and document rules still matter. A user who can view a record may not be able to edit, approve, reverse or post it.

Retain review evidence

Preserve the decision reason, document identity/version, supporting evidence and relevant resulting states. Escalate contradictory states or missing evidence without erasing history. Keep private payroll, bank and identity information out of unnecessary approval exports or screenshots.

Resolve a decision or history problem

Situation	What to do
Expected work is missing	Confirm the source is actually submitted and current, then ask the authorised administrator to review assignment and company/location authority.
Decision is still finalizing	Find the existing request in history and check the source state. Retain its reference and message for support; do not create another source document.
Source changed after review	Review the latest eligible version and request. A historical decision does not approve later changes.

Continue with the related task

Manual journals, purchase orders, Balance Sheet Review and user access.

Use this procedure before routine journal or purchase-order entry. An approval design needs a saved policy, active rules, eligible approvers and the correct access. A checkbox alone does not assign a reviewer. Journal and PO approvals are separate configurations; neither creates a universal approval policy for every module.

This task is for the authorised Tenant Administrator and accounting or purchasing configuration owner. A tenant is the subscription workspace; a company is a ledger within it. Agree who may request, configure and approve work before changing live settings. Keep existing pending work under controlled review while changing authority limits.

Choose the approval procedure

Task	Start here	Scope and amount basis
Manual journal approval setup	General Ledger, GL Setup and Manual Journal Approval Matrix	Company and optional transaction-currency filter; amount is total functional-currency debits, not debit plus credit
Purchase order approval setup	Vendors, Purchasing Setup and PO Approval Matrix	Location policy and rules; amount is functional net amount payable, not the foreign-currency PO total
Assign approvers	The colleague's Manage Access	Function permission, scope and appropriate approval group membership are separate
Decide on a submitted document	My Approvals and its source document	Review the current document, then check approval and downstream status separately

Use GL Setup fields, purchasing policy and rule fields, Manage Access fields and approval decision fields and illustrations alongside these steps. The illustrated field guides show controls; the sequence here explains how they fit together.

Prepare the authority design

1. Confirm Current Company, functional currency, amount precision and every location/currency used by the workflow.

2. Record the approved limits and intended groups. Decide whether a high-value band routes to a different group; do not assume that two rules create two sequential approvals.

3. Identify active named approvers and a separate requester. Plan absence cover without sharing sessions or credentials.

4. Separate configuration authority from routine approval duties. Review existing groups and rules before adding similar records.

5. Agree a controlled change window and representative checks. A setup change does not reverse or reapprove historical documents automatically.

The examples below use a fictional USD functional currency and two-decimal amount precision. Replace the amounts with your authorised limits; USD is not a system requirement.

Set up manual journal approval groups

Manual journal approval setup connects the company policy to its reviewers and amount limits. Complete the group, membership and rule steps together before users depend on the workflow.

1. Confirm the company, then open General Ledger and GL Setup. Review the existing Require Approval For Manual Journals setting. If the matrix link is hidden until enabled, coordinate enabling it during the controlled setup window, before users resume journal entry.

2. Open Manual Journal Approval Matrix. Review existing groups and rules before choosing Create Group.

3. Enter a meaningful Group Name, such as Journal reviewers, an explanatory Description and Active status. Company identifies the selected company and is not an instruction to switch ledgers.

4. Choose Save, then return to the matrix and open the saved group to compare name, company and active status.

A group is an authority pool, not a list of journals and not a permission grant. Creating it does not assign users or establish amount coverage. Keep the configuration window controlled until membership and rules are ready.

Assign manual journal approvers

1. In authorised user administration, open the intended colleague's Manage Access. You cannot use this form to change your own access or the primary account holder's access.

2. Review the active role and relevant company scope. Under Module Permissions, review the manual-journal approval capability separately from entry/edit and matrix-maintenance capabilities.

3. Under Manual Journal Approval Groups, select the intended company group. Confirm its displayed currency and amount scope; a group with no mapped rules is not complete routing.

4. Review Summary, choose Update Access, then reopen the saved access. Repeat for the approved cover person where applicable.

Ordinary approvers need the approval function and active membership of the matching active group. The Tenant Administrator has broader approval authority within the permitted company scope; use ordinary named roles when checking the intended business control, not the administrator account as the only test.

Set up manual journal amount rules

1. In Manual Journal Approval Matrix, choose Create Rule and select the company's Approval Group.

2. Leave Currency blank for an all-currency rule or select the intended transaction currency. The currency choice filters journals; it does not change the amount-limit denomination.

3. Enter Min Amount and, if limited, Max Amount in functional currency. Both boundaries are inclusive; blank Max Amount has no upper limit. Keep Min Amount non-negative and Max Amount at least Min Amount.

4. Set Active, choose Save, then reopen the rule and compare the group, currency and exact saved limits.

5. Review the whole matrix for gaps and overlaps, including all-currency and currency-specific rows. Resolve overlap feedback instead of disabling a rule simply to make a save pass.

For a balanced journal with USD 1,000 debit and USD 1,000 credit, the approval amount is USD 1,000, not USD 2,000. The journal's functional debit total supplies the comparison. A foreign-currency journal still uses its functional debit total for limits. Where matching rows coexist, the journal resolver prefers its transaction-currency rule before an all-currency rule; do not use that as a substitute for an unambiguous approved matrix.

Enable and verify manual journal approval

1. In GL Setup, confirm Require Approval For Manual Journals is on under the approved policy. Use the applicable Create or Update action and compare the saved detail. Do not replace other GL mappings while changing this setting.

2. In the approved training environment, prepare a balanced manual journal in an open period. Save it and check the saved lines before submitting for approval.

3. Submit the existing journal. Its approval state should become Pending Approval; submission is not a posted ledger entry. A matching active rule is required, so an uncovered amount or currency must be resolved in the intended matrix rather than bypassed.

4. Have the authorised ordinary reviewer inspect and decide on the same journal. Approval queues posting; check the eventual Posted status and balanced ledger result separately.

5. If rejected, retain the reason and use the supported draft/rejected correction and resubmission path. Do not create a duplicate journal to get around rejection.

This setting concerns manual journals, not every journal generated by sales, purchasing, assets or payroll. The journal setup does not provide the PO Prevent Submitter Approval switch. Enforce independent journal review through separately assigned duties and approved policy; do not claim that these amount rules alone guarantee a technical self-approval prohibition.

Set up purchase order approval groups

Purchase order approval setup connects each location's purchasing policy to eligible groups and amount rules. Review all operating locations rather than assuming one saved policy covers the company.

1. Confirm Current Company, then open Vendors and PO Approval Matrix. Review existing groups before choosing Create Group.

2. Enter Group Name, Description and Active status for the intended purchasing authority. Choose Save and reopen the saved group.

3. In each intended colleague's Manage Access, review the purchase-order approval function and applicable company/location duties. Select the intended PO Approval Groups separately from Manual Journal Approval Groups.

4. Review Summary, choose Update Access and reopen the saved membership. Confirm the ordinary approver and cover person have the intended authority without unnecessary configuration rights.

The two group types are not interchangeable. Membership in a similarly named journal group does not authorise PO approval. Administrator authority is broader within allowed company scope, so it is not a substitute for checking the ordinary user's routing.

Set up purchase order amount rules

1. In PO Approval Matrix, choose Create Rule. Select the required Location for the intended company and the intended Approval Group.

2. Select Currency only when a transaction-currency restriction is intended; blank covers all currencies. Enter functional-currency Min Amount and optional Max Amount, keeping both inclusive boundaries and company precision in mind.

3. Set Active, choose Save, then reopen the saved rule and compare location, group, currency and limits.

4. Repeat for every location and amount band that needs approval. Check foreign-currency and high-value orders as well as ordinary domestic purchases.

The ordinary rule form requires Location; do not assume one new rule configures every location. When matching location rules exist, the workflow uses those; its fallback handling for existing broader rules is not an instruction to create hidden company-wide rules. Review matching currency-specific and all-currency rules together because PO routing is not the journal's single preferred-rule calculation.

Thresholds compare the PO's functional net amount payable. For a fictional EUR order whose functional net amount payable is USD 5,000, apply the USD 5,000 band even when Currency is EUR. Read the saved functional total rather than performing an approximate mental conversion.

Enable purchase order approval for each location

1. Under Vendors, open Purchasing Setup and identify the saved policy for the intended location. Review an existing policy rather than creating a duplicate.

2. Set PO Approval Required according to the approved design. For independent review, enable Prevent Submitter Approval. Review the separate option controlling print/export/reporting of unapproved POs if your policy requires it.

3. Retain the approved matching/receipt flow, tolerances and GRNI/variance mappings. The location on an existing policy is locked; do not change unrelated accounting settings to enable approval.

4. Save the intended policy and reopen it. Repeat for each relevant location; do not infer all locations follow the last screen you edited.

When PO approval is required, submission moves eligible open orders to Submitted. When it is not required, submission can mark the order Approved without an independent decision. That is an important policy choice, not evidence that another user approved it. Creating or approving a PO does not itself post stock, a supplier liability or a payment.

Prevent Submitter Approval checks the recorded submitter, not simply the person who first created the order. Keep requester and reviewer duties separate. Review this control with administrator use as well as ordinary roles; do not disable it as a workaround for absent cover.

Check amount boundaries and workflow outcomes

Training check	Expected control or result
USD 0.00 to 1,000.00 and USD 1,000.01 upward at precision 2	Each representable boundary routes to the intended group; limits are illustrative, not recommended authority levels
Company precision greater than 2	Use the actual smallest amount increment; 1,000.01 would leave intermediate higher-precision amounts uncovered
A foreign-currency journal and PO	Currency scope is correct and both limits use their respective functional-currency amount basis
No applicable journal rule	Submission is blocked; fix approved coverage rather than turning approval off
No ordinary eligible PO approver	Investigate rule, location, currency, active group and membership before relying on the submitted workflow; submission alone does not prove an approver exists
Requester tries PO approval with prevention enabled	Self-approval is rejected; an independently authorised colleague handles it
Approval completed	Journal posting is checked separately; a PO remains a commercial document until its later receipt/invoice processes
Another company or excluded location	The ordinary user cannot use the setup or document outside the intended access design

Use an approved training environment for these consequential checks, not an unattended production experiment. Keep the document reference, amount basis, role, expected routing and observed outcome together in your organisation's acceptance record.

Change approval configuration safely

Review pending documents and available cover before changing groups, rules, membership or policy. Record before/after limits and the authorisation. Make the intended changes, reopen their saved detail and recheck representative routing, including boundaries. Do not assume existing requests have been reassigned automatically after a rule change; inspect each affected current request and source document.

Do not turn approval off to resolve a missing request, overlapping rule or delayed posting. Read My Approvals and history and inspect the original journal or PO before retrying an action. Preserve rejected and superseded history.

Resolve approval setup problems

Symptom	Check before retrying
Matrix or configuration action missing	Correct company, policy-dependent journal link and authorised view/manage permissions; ask the Tenant Administrator rather than guessing a direct route
User sees documents but cannot approve	Separate approval permission, company/location scope, active group, saved membership, active matching rule and current document state
Journal amount routes unexpectedly	Total functional debits, transaction-currency filter, inclusive limits and exact/all-currency coverage; do not add debit and credit totals
PO amount routes unexpectedly	Functional net amount payable, location policy, location rules, currency scope and boundaries
PO is Approved immediately after submission	Reopen the effective location policy and inspect PO Approval Required and the action history
Decision or posting appears delayed	Check the existing request/history and source status; do not submit another document or repeatedly approve

For other configuration tasks, use the module setup checklist. For the sequence appropriate to your activities, use the business setup map.

Trading partners and trade references

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Set up customers and vendors	558
Register import and export trade references	570

Bulk trading-partner imports

Template and exact column reference	What this operation does
Trading Partners - Trading Partners, Bulk Upload	Create partners; duplicate names can be created. Not update-by-name.

Follow this module bulk procedure

1. Open Trading Partners in the correct company and choose Bulk Upload. Prepare Customer, Vendor or Both roles, addresses, currencies, separate tax choices and approved receivable/liability defaults.

2. Download the current Trading Partners template and replace sample rows. Check names against existing partner numbers and confirm whether new records are genuinely required.

3. Treat this route as CREATE, not update-by-name. Repeating an existing name can create another partner with the same name; a new filename or copied external key does not make replay safe.

4. Validate and inspect roles, addresses, bank details and account/tax/default resolution. Commit the approved new records once, then record the created partner numbers.

5. Reopen representative partners and confirm Customer/Vendor/Both behaviour, separate tax/default accounts and credit/currency choices. For an existing partner change, use the authorised normal maintenance form, not another create import.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely.

Use one Trading Partner record for a business that buys from you, supplies you, or does both. The selected role determines which accounts and payment terms are needed. Establish the identity, location associations and approved defaults before recording invoices, receipts or payments.

This chapter is for authorised users and Tenant Administrators in their own subscription workspace. A tenant is the subscription/account workspace, not the administrator. It does not cover platform administration or tenant database management.

Prepare the partner record

Confirm Current Company and that its GL Setup exists. Have the approved receivable, revenue and vendor liability posting combinations ready, along with any applicable active tax headers and accessible company locations. Obtain the correct identity and billing/shipping details from the business. Use fictional contact details only in training.

Search the existing Trading Partners list before adding a record. Prefer one Both record when the same entity is a customer and vendor. The form rejects a duplicate email used by another active, non-authority partner in the same company; a shared mailbox is therefore a business-design question, not something to work around by inventing email addresses.

The examples use a Both partner, credit limit 1000.00, customer terms 30 days and vendor terms 45 days. These are training assumptions, not credit or payment recommendations. Banking fields remain blank in the screenshots.

Create and verify a customer or vendor

1. Open Trading Partners and its create action when your permissions allow it. Confirm the company context before typing.

2. Enter the identity, contact details and addresses. Choose Customer, Vendor or both checkboxes.

3. For a customer, set the credit limit and payment terms, then choose the actual receivable and revenue account suggestions. Review the credit-check switches separately from the limit.

4. For a vendor, set payment terms and select the approved liability account. Add verified banking references only when required by your authorised payment process.

5. Review customer and vendor tax defaults independently. Leave Tax Authority off for an ordinary trading business. Select the intended accessible locations.

6. Add an optional authorised supporting document, review Active and save. Reopen the saved record and compare the generated partner number, role, accounts, locations and defaults with the intended values.

Saving a partner does not create an invoice, opening balance, customer receipt or bank payment. A Customer/Vendor role is also not an application-user account or portal invitation. Portal onboarding and communication require their own verified workflow.

Credit terms and account defaults

Credit Limit and Enable Credit Check are distinct controls. Including open sales orders changes the exposure considered by applicable credit-control paths; it does not imply all drafts, cancelled orders or every document type are included. Review exceptions and approvals in the relevant sales workflow.

Credit limits with extra decimals are truncated down to the company GL precision. At two decimals, 1.129 becomes 1.12. Enter the approved final amount deliberately and inspect the saved value; do not rely on visual rounding.

Choose actual account suggestions and verify their company, type and sub-account. Partner defaults are not the whole posting design: item posting groups, line choices, module configuration and tax rules can also affect a document. Review the resulting accounts before posting.

Tax authority and banking controls

Only designate a party as a Tax Authority for an approved tax-payee design. At least one Business or Payroll scope and the corresponding code selections are required. A business tax-code line can have only one collecting authority within a company. Figure 3 shows empty code lists, not a completed authority configuration.

Customer Tax Code and Vendor Tax Code are transaction defaults, not tax-authority assignments. Their legal treatment and country-specific e-invoice requirements need reviewed tax configuration; entering a registration or code does not contact an authority or prove acceptance.

Banking references are optional sensitive master data. Independently verify new or changed instructions through your organisation's approved process before relying on them. A successful save is not bank-account ownership, IBAN/SWIFT validation or payment authorisation. Do not place real bank details in screenshots or training examples.

Generated displays and supporting documents

The partner number is generated on save, not entered as a new identifier. Employee/linked-employee displays reflect the employee relationship where one exists; they are not ordinary partner role checkboxes and do not grant HR access.

Supporting Document accepts the listed file families up to 20MB. Existing-document download and delete-on-save controls appear only when a document exists. Obtain authority before replacing or removing a document. A permitted extension does not certify file safety or justify collecting unnecessary personal information.

Form fields and screenshot references

The following references explain all 45 instantiated form fields, including hidden company/account identities. Figure references for hidden values identify their related section, not a visible editable ID. Requiredness can depend on the selected role or authority scope even when the base field permits blank.

Partner identity field reference

Figure 1 Partner identity

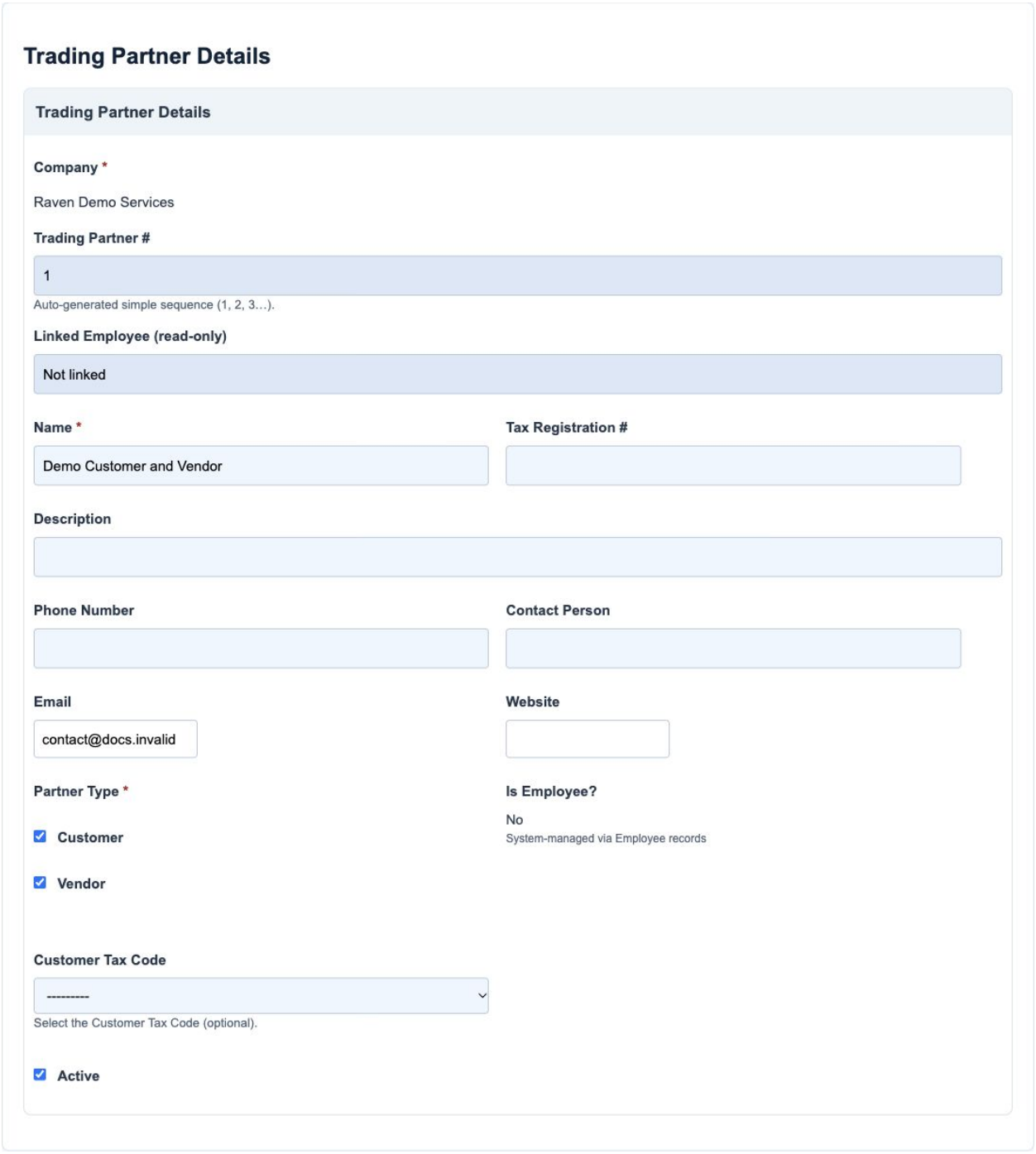


Figure 1. Illustrative training screen: Partner identity. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Company - Figure 1; related section only, hidden/managed value is not a visible input	Required base field. Context supplied by the form, not a visible company selector. Example: Current company	Associates this partner master with the company being maintained. Caution: Confirm Current Company before opening the form; hidden identity is not a user choice.

Field and screenshot	Entry rule and example	Purpose and implication
Name - Figure 1	Required base field. Maximum 100 characters. Example: Demo Customer and Vendor	Identifies the legal or trading party on documents and searches. Caution: Search existing partners before adding another record for the same entity.
Description - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Maximum 100 characters. Example: Wholesale customer and component supplier	Adds business context that helps staff identify the correct party. Caution: Avoid confidential notes that do not belong on shared business screens.
Email - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Maximum 254 characters. Normalised to lowercase; duplicate active non-authority partner email is rejected within the company. Example: contact@docs.invalid	Stores the partner contact identity used by consuming communication and portal paths. Caution: Verify the intended recipient before separate sending or portal operations.
Website - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Maximum 200 characters. Example: https://example.invalid	Provides the partner's business website reference. Caution: A stored website is not a verification of the partner's identity.
Tax Registration Number - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Maximum 50 characters. Example: Approved registration from the partner	Supplies a registration reference for consuming tax and invoice processes. Caution: Do not invent a registration or assume syntax acceptance is authority verification.
Phone Number - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Maximum 30 characters. Example: Verified business contact number	Provides a contact number for the partner record. Caution: Keep it current and obtain the organisation's authorised contact details.
Contact Person - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Maximum 50 characters. Example: Training contact	Names the business contact associated with the partner. Caution: A named contact is not an application user or approval permission.
Partner Type - Figure 1	Required base field. At least one role is required; both checkboxes save as Both. Choices: Customer, Vendor. Example: Customer and Vendor checked	Selects customer, vendor or Both behaviour and its dependent account/terms requirements. Caution: Use Both for one entity serving both roles instead of duplicating an active email.
Customer Tax Code - Figure 1	Base field permits blank/unchecked; conditional rules still apply. Active same-company tax header choices. Example: Approved active sales tax header, or blank	Provides a customer-side tax default for consuming sales entry. Caution: A default is not proof of the legally correct tax treatment of every line.
Active - Figure 1	Checkbox; the new-field default is True. Example: Checked	Marks the partner available for consuming active-partner selectors. Caution: Deactivation does not erase balances, history or obligations.

Customer defaults and credit field reference

Figure 2 Customer defaults and credit

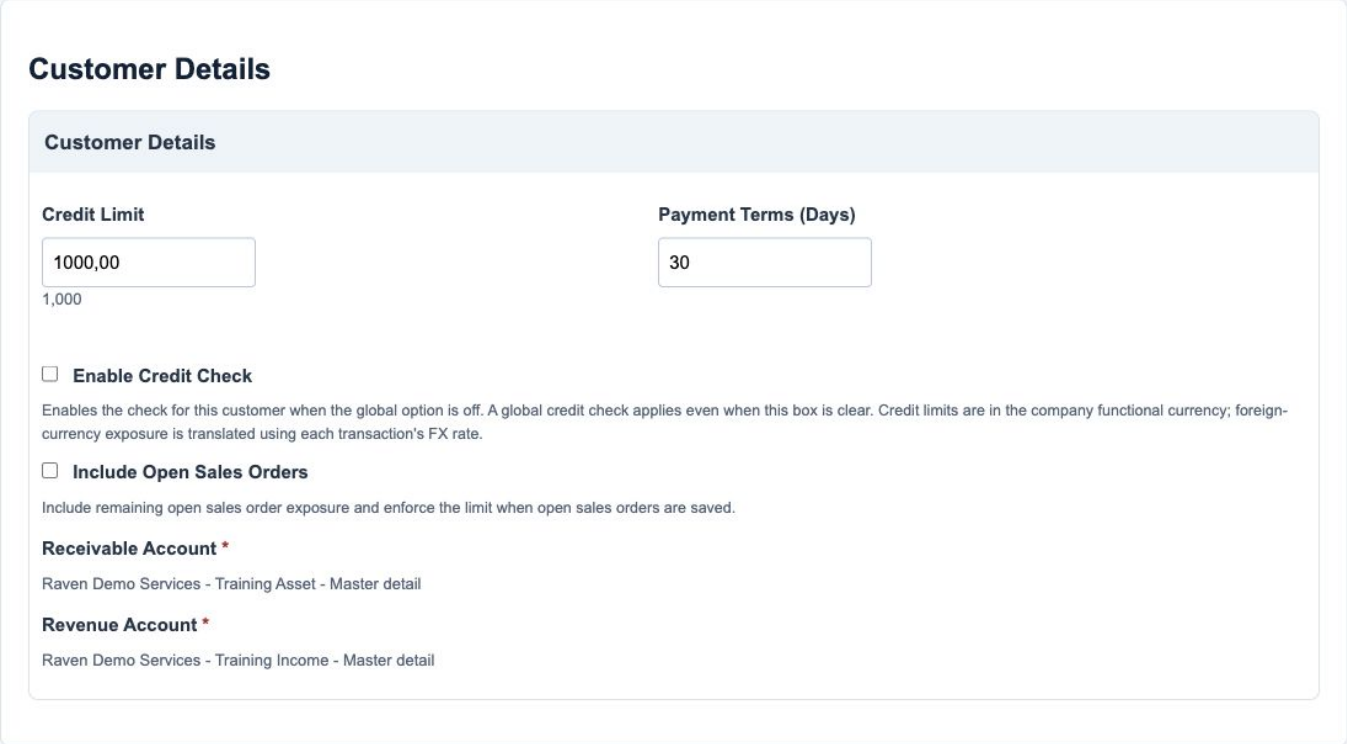


Figure 2. Illustrative training screen: Customer defaults and credit. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Customer Credit Limit - Figure 2	Base field permits blank/unchecked; conditional rules still apply. Required for Customer/Both; nonnegative. Extra decimals are truncated down to GL precision, not rounded up. Example: 1000.00	Sets the customer exposure limit used with enabled credit checking. Caution: Do not treat zero or a blank as a universally unlimited facility.
Enable Credit Check - Figure 2	Checkbox; the new-field default is False. Example: Off until policy is approved	Enables the customer's credit-check policy in consuming credit-control paths. Caution: The limit and the switch are different controls; review approval and overrides separately.
Include Open Sales Orders - Figure 2	Checkbox; the new-field default is False. Example: Off for the basic example	Includes eligible open sales-order exposure when the credit-check path uses this setting. Caution: It does not mean every draft or cancelled order contributes exposure.
Customer Payment Terms (Days) - Figure 2	Base field permits blank/unchecked; conditional rules still apply. Required for Customer/Both. Example: 30	Supplies the customer's payment-terms default for consuming sales documents. Caution: Review actual due dates on each document; this master does not create an invoice.

Field and screenshot	Entry rule and example	Purpose and implication
Receivable Account - Figure 2; related section only, hidden/managed value is not a visible input	Base field permits blank/unchecked; conditional rules still apply. Required for Customer/Both; select an actual account suggestion. Example: Approved customer receivable combination	Defines the partner's receivable posting default for applicable customer transactions. Caution: Confirm company, account type and sub-account; the lookup alone is not an accounting review.
Revenue Account - Figure 2; related section only, hidden/managed value is not a visible input	Base field permits blank/unchecked; conditional rules still apply. Required for Customer/Both; select an actual account suggestion. Example: Approved service or sales revenue combination	Provides a customer revenue default where the transaction path uses partner revenue. Caution: Item posting groups or line overrides can matter; verify the resulting document accounts.

Tax authority relationships field reference

Figure 3 Tax authority relationships

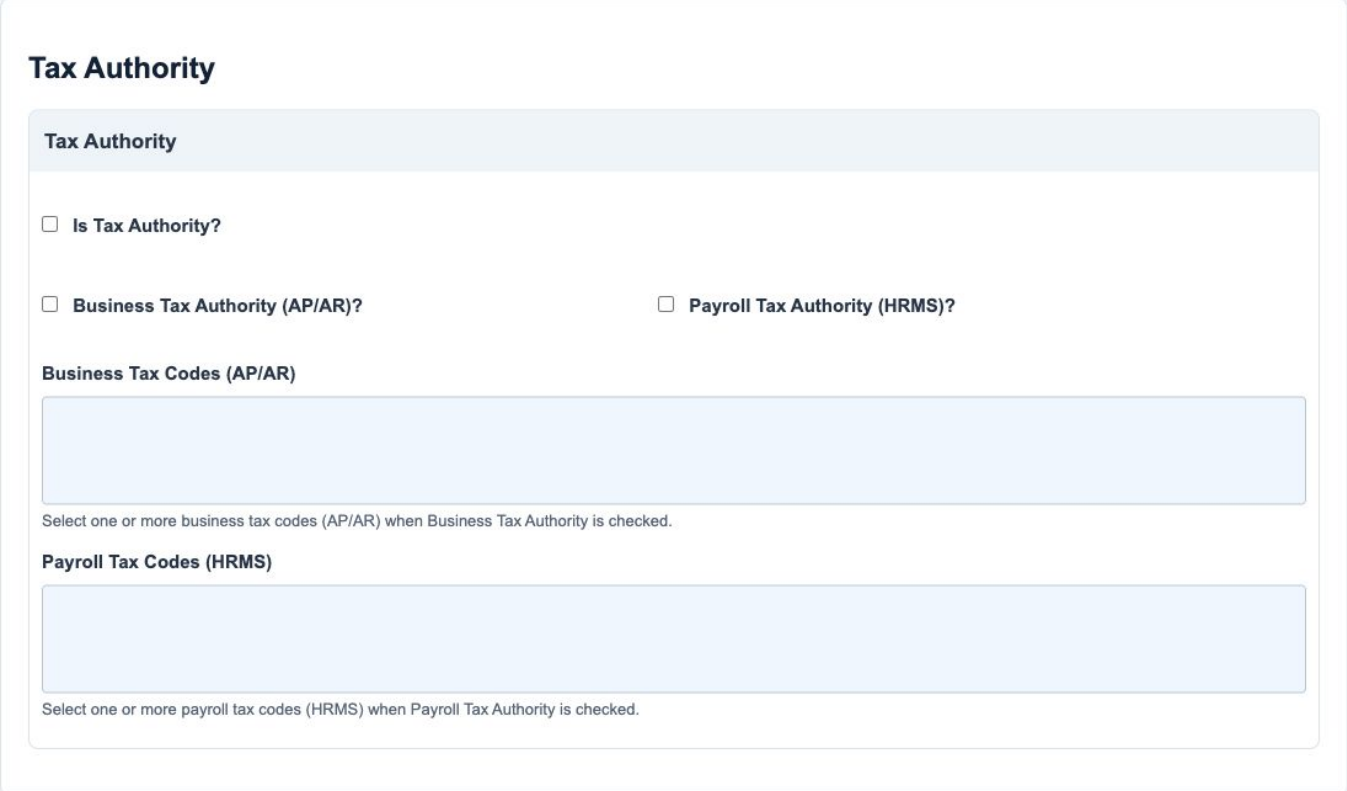


Figure 3. Illustrative training screen: Tax authority relationships. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Is Tax Authority? - Figure 3	Checkbox; unchecked for a new record. An authority needs at least one Business or Payroll scope. Example: Off for an ordinary business partner	Marks the party as a tax-authority payee rather than an ordinary commercial partner. Caution: Do not use this flag merely because the partner is tax registered.

Field and screenshot	Entry rule and example	Purpose and implication
Business Tax Authority (AP/AR)? - Figure 3	Checkbox; unchecked for a new record. Requires at least one Business Tax Code when enabled under Tax Authority. Example: Off for the ordinary example	Selects the authority's AP/AR business-tax scope. Caution: Turning a scope off clears its associated code selections during form cleaning.
Payroll Tax Authority (HRMS)? - Figure 3	Checkbox; unchecked for a new record. Requires at least one Payroll Tax Code when enabled under Tax Authority. Example: Off for the ordinary example	Selects the authority's HRMS payroll-tax scope. Caution: This is a tax-payee relationship, not permission to view payroll information.
Business Tax Codes (AP/AR) - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Conditional on Business Tax Authority; same-company active choices. Example: Approved business tax-code lines	Associates specific AP/AR tax lines with their collecting authority. Caution: A business tax-code line can be assigned to only one such authority per company.
Payroll Tax Codes (HRMS) - Figure 3	Base field permits blank/unchecked; conditional rules still apply. Conditional on Payroll Tax Authority; same-company active choices. Example: Approved payroll tax codes	Associates payroll tax codes with the payroll authority. Caution: Payroll setup and settlement need their own authorised review.

Billing and shipping addresses field reference

Figure 4 Billing and shipping addresses

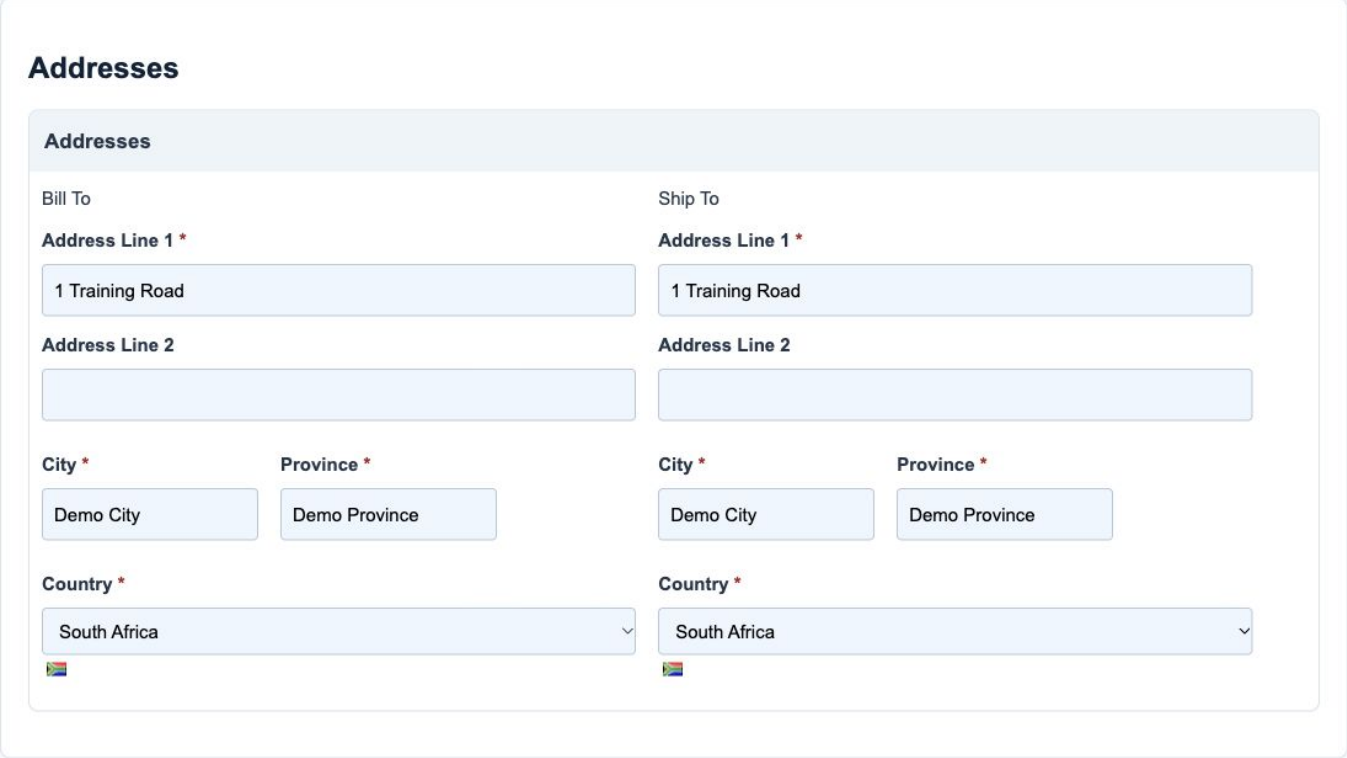


Figure 4. Illustrative training screen: Billing and shipping addresses. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Bill Address Line 1 - Figure 4	Required base field. Maximum 255 characters. Required address component in this form. Example: 1 Training Road	Records the address line 1 component of the billing address used by consuming documents. Caution: Confirm the billing address independently; matching another address is not automatically correct.
Bill Address Line 2 - Figure 4	Base field permits blank/unchecked; conditional rules still apply. Maximum 255 characters. Address Line 2 is optional; the other address components are required by this form. Example: Unit 2, if applicable	Records the address line 2 component of the billing address used by consuming documents. Caution: Confirm the billing address independently; matching another address is not automatically correct.
Bill City - Figure 4	Required base field. Maximum 100 characters. Required address component in this form. Example: Demo City	Records the city component of the billing address used by consuming documents. Caution: Confirm the billing address independently; matching another address is not automatically correct.
Bill Province - Figure 4	Required base field. Maximum 100 characters. Required address component in this form. Example: Demo Province	Records the province component of the billing address used by consuming documents. Caution: Confirm the billing address independently; matching another address is not automatically correct.
Bill Country - Figure 4	Required base field. Required address component in this form. Example: South Africa	Records the country component of the billing address used by consuming documents. Caution: Confirm the billing address independently; matching another address is not automatically correct.
Ship Address Line 1 - Figure 4	Required base field. Maximum 255 characters. Required address component in this form. Example: 1 Training Road	Records the address line 1 component of the shipping address used by consuming documents. Caution: Confirm the shipping address independently; matching another address is not automatically correct.
Ship Address Line 2 - Figure 4	Base field permits blank/unchecked; conditional rules still apply. Maximum 255 characters. Address Line 2 is optional; the other address components are required by this form. Example: Unit 2, if applicable	Records the address line 2 component of the shipping address used by consuming documents. Caution: Confirm the shipping address independently; matching another address is not automatically correct.
Ship City - Figure 4	Required base field. Maximum 100 characters. Required address component in this form. Example: Demo City	Records the city component of the shipping address used by consuming documents. Caution: Confirm the shipping address independently; matching another address is not automatically correct.
Ship Province - Figure 4	Required base field. Maximum 100 characters. Required address component in this form. Example: Demo Province	Records the province component of the shipping address used by consuming documents. Caution: Confirm the shipping address independently; matching another address is not automatically correct.

Field and screenshot	Entry rule and example	Purpose and implication
Ship Country - Figure 4	Required base field. Required address component in this form. Example: South Africa	Records the country component of the shipping address used by consuming documents. Caution: Confirm the shipping address independently; matching another address is not automatically correct.

Vendor defaults and banking field reference

Figure 5 Vendor defaults and banking

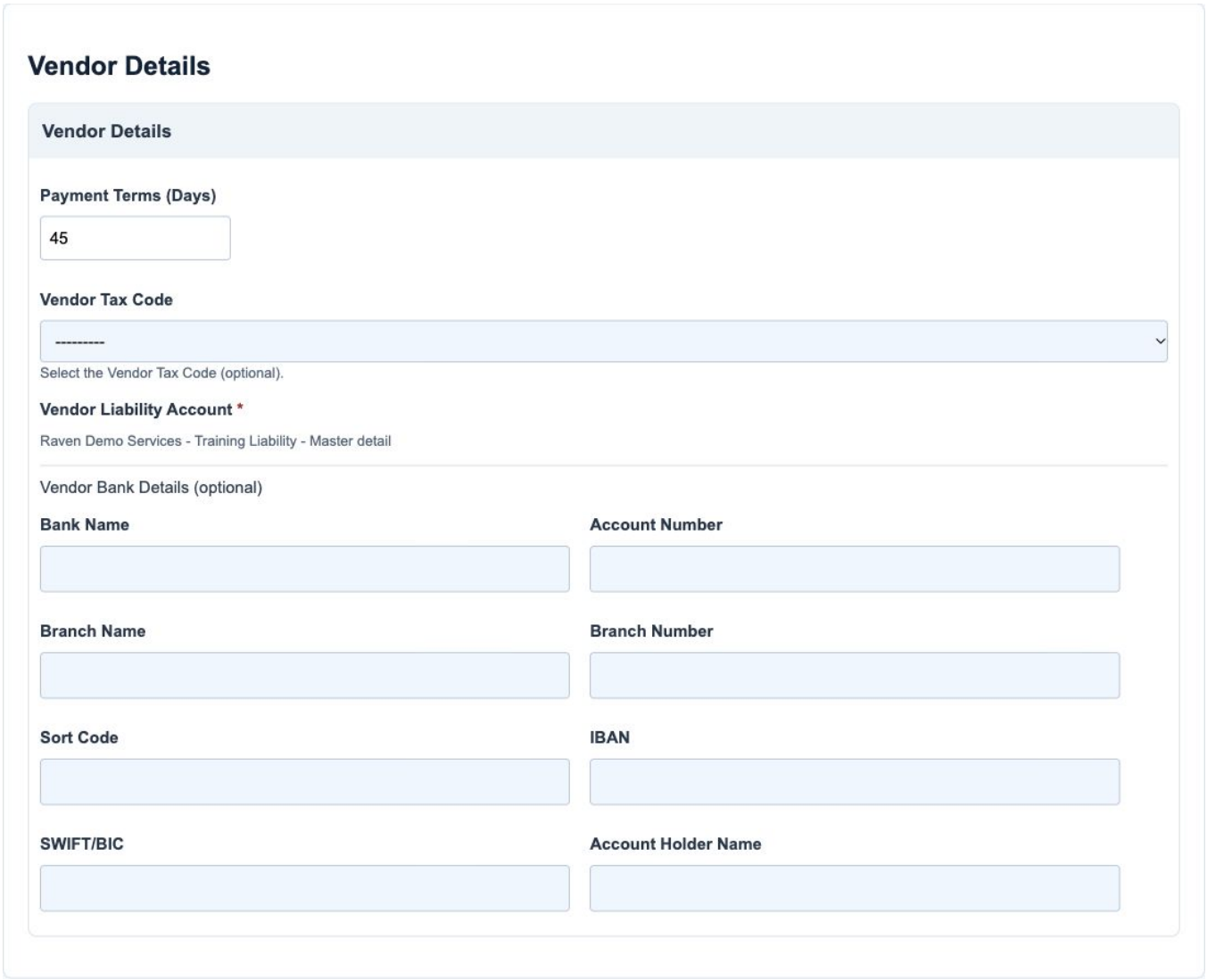


Figure 5. Illustrative training screen: Vendor defaults and banking. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Vendor Payment Terms (Days) - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Required for Vendor/Both. Example: 45	Supplies the vendor payment-terms default for consuming purchasing documents. Caution: A terms value is not authorisation to release a payment.

Field and screenshot	Entry rule and example	Purpose and implication
Vendor Liability Account - Figure 5; related section only, hidden/managed value is not a visible input	Base field permits blank/unchecked; conditional rules still apply. Required for Vendor/Both; select an actual account suggestion. Example: Approved vendor payable combination	Provides the vendor liability default for applicable purchasing transactions. Caution: Do not select a receivable, expense or unrelated company's account.
Vendor Tax Code - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Active same-company tax header choices. Example: Approved active purchase tax header, or blank	Provides a vendor-side tax default for consuming purchase entry. Caution: Do not copy the customer tax choice without reviewing purchasing treatment.
Vendor Bank Name - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Maximum 128 characters. Optional banking reference; protect access and do not infer bank validation from a successful save. Example: Verified vendor instruction; blank in training	Records the vendor bank name as a reference for authorised payment preparation. Caution: Independently verify new or changed banking instructions; storing this field does not verify ownership or initiate a payment.
Vendor Bank Account Number - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Maximum 64 characters. Optional banking reference; protect access and do not infer bank validation from a successful save. Example: Verified vendor instruction; blank in training	Records the vendor bank account number as a reference for authorised payment preparation. Caution: Independently verify new or changed banking instructions; storing this field does not verify ownership or initiate a payment.
Vendor Branch Name - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Maximum 128 characters. Optional banking reference; protect access and do not infer bank validation from a successful save. Example: Verified vendor instruction; blank in training	Records the vendor branch name as a reference for authorised payment preparation. Caution: Independently verify new or changed banking instructions; storing this field does not verify ownership or initiate a payment.
Vendor Branch Number - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Maximum 32 characters. Optional banking reference; protect access and do not infer bank validation from a successful save. Example: Verified vendor instruction; blank in training	Records the vendor branch number as a reference for authorised payment preparation. Caution: Independently verify new or changed banking instructions; storing this field does not verify ownership or initiate a payment.
Vendor Sort Code - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Maximum 32 characters. Optional banking reference; protect access and do not infer bank validation from a successful save. Example: Verified vendor instruction; blank in training	Records the vendor sort code as a reference for authorised payment preparation. Caution: Independently verify new or changed banking instructions; storing this field does not verify ownership or initiate a payment.
Vendor IBAN - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Maximum 64 characters. Optional banking reference; protect access and do not infer bank validation from a successful save. Example: Verified vendor instruction; blank in training	Records the vendor iban as a reference for authorised payment preparation. Caution: Independently verify new or changed banking instructions; storing this field does not verify ownership or initiate a payment.

Field and screenshot	Entry rule and example	Purpose and implication
Vendor SWIFT/BIC - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Maximum 11 characters. Optional banking reference; protect access and do not infer bank validation from a successful save. Example: Verified vendor instruction; blank in training	Records the vendor swift bic as a reference for authorised payment preparation. Caution: Independently verify new or changed banking instructions; storing this field does not verify ownership or initiate a payment.
Account Holder Name - Figure 5	Base field permits blank/unchecked; conditional rules still apply. Maximum 128 characters. Optional banking reference; protect access and do not infer bank validation from a successful save. Example: Verified vendor instruction; blank in training	Records the vendor account holder name as a reference for authorised payment preparation. Caution: Independently verify new or changed banking instructions; storing this field does not verify ownership or initiate a payment.

Location association field reference

Figure 6 Location association

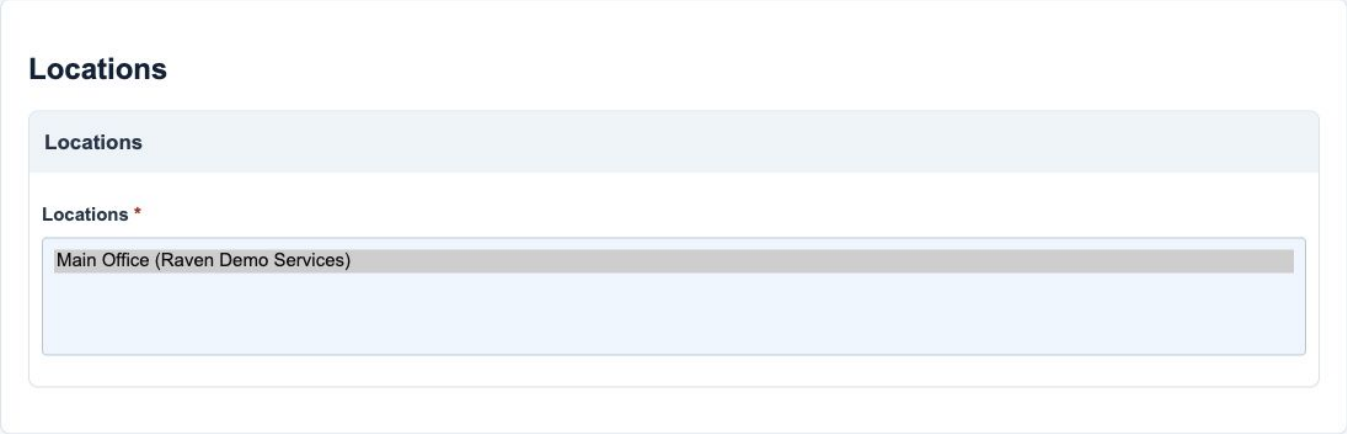


Figure 6. Illustrative training screen: Location association. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Locations - Figure 6	Required base field. Required when the user has accessible active locations; otherwise the field can be hidden. Example: Main Office	Assigns the partner to selected accessible company locations. Caution: This is master-data association, not a grant of user access to those locations.

Supporting documents field reference

Figure 7 Supporting documents

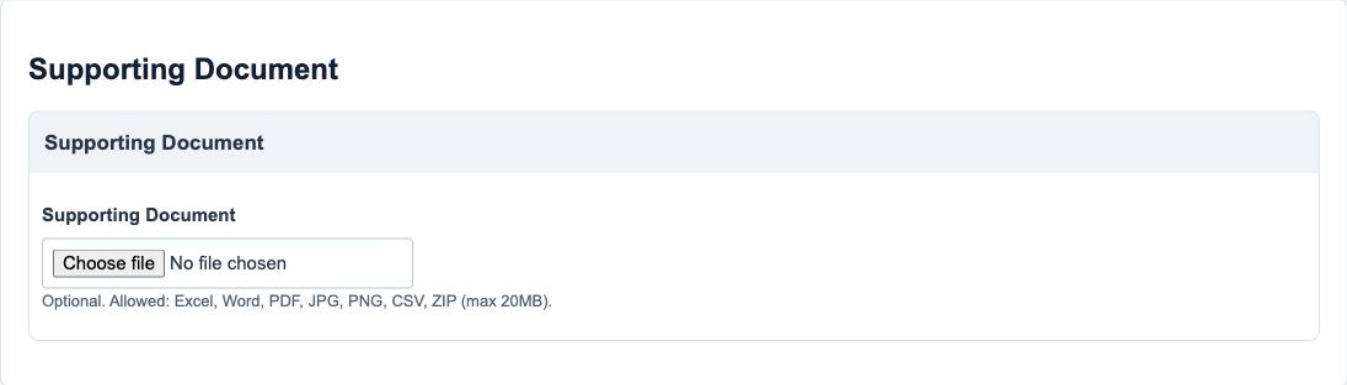


Figure 7. Illustrative training screen: Supporting documents. Fields in conditional sections depend on your selections and setup.

Field and screenshot	Entry rule and example	Purpose and implication
Supporting Document - Figure 7	Base field permits blank/unchecked; conditional rules still apply. Allowed Excel, Word, PDF, JPG/JPEG, PNG, CSV or ZIP; maximum 20MB. Example: Optional approved PDF	Adds optional supporting evidence through the separate document-save path. Caution: Do not upload sensitive banking or identity evidence without the appropriate authority.

Actions and corrections

Action or situation	Meaning	Safe response
Save	Creates or updates the master and selected associations	Reopen the record and verify values before using it on a document
Cancel	Leaves unsaved entry	It does not cancel any existing invoice or payment
Role change	Changes which customer/vendor prerequisites apply	Review existing commercial use before removing a role
Deactivate	Changes future availability in consuming active selectors	Reconcile existing balances and obligations; history remains
Existing document removal	Requests removal through the conditional document control on save	Obtain authority, confirm the exact document and preserve required evidence
List search, exports and audit links	Help find/review records when available	Protect exported personal and banking data; an export is not a backup or an import template

Trade References links an import/export reference to commercial documents and receipt/payment realization evidence. Use it to trace the external reference, its registered currency and associated amounts. It does not submit a customs declaration, activate a bank instrument, post an invoice or execute a payment.

Prepare authority and supporting evidence

Work in the intended company with authority to maintain its trade records. Gather the genuine reference, flow, jurisdiction, currency, party and relevant dates. Confirm whether this is an export/customer or import/vendor event. A primary trading partner is a business association, not permission to see every document belonging to that partner.

For country-specific classifications or regulatory obligations, use the responsible trade/tax specialist's approved interpretation. An available reference type does not establish that the application completes that jurisdiction's statutory process.

Open the reference register

Use Import-Export Trade, then Trade References. Search by the internal/external number, type, country, authority/bank or party name. Flow and Status filters narrow the register. Review existing records before choosing Add Trade Reference; a similar external number can have a different company, jurisdiction, type or flow.

Use View to inspect a saved reference, Edit only when authorised, and Cancel to leave unsaved preparation. If the function is unavailable, ask your Tenant Administrator or support to review availability rather than creating a substitute reference in another company.

Create and check a reference

1. Choose Add Trade Reference and review the auto-generated Internal Trade Ref No. display. The actual number is assigned on Save.

2. Choose Flow and Country / Jurisdiction. Select the applicable Reference Type and enter the genuine External Reference No.; avoid extra surrounding spaces.

3. Search and select Registered Currency. Optionally select the actual Primary Party. Typed lookup text alone is not selection.

4. Enter Expected Amount where known, in the registered currency, then Authority / Bank, Issue Date and Target Realization Date as applicable. The target is a planning date, not evidence that funds were realized.

5. Review Status and Allow multi-party utilization. Keep the reference Open while legitimate use is still expected. Enable multi-party only under an approved business arrangement, not as a substitute for choosing the correct party.

6. Add meaningful Remarks and Save once. Reopen the detail and check the new internal number, external reference, flow, country, currency, expected amount and status against the evidence.

Save creates the reference record, not its invoice utilisation or actual cash settlement. Confirm those later on their originating documents and reports. A duplicate reference save can return a page error rather than a friendly duplicate message. Search the register and check the original before retrying; do not assume the reference is missing because the page failed.

Identity and classification fields

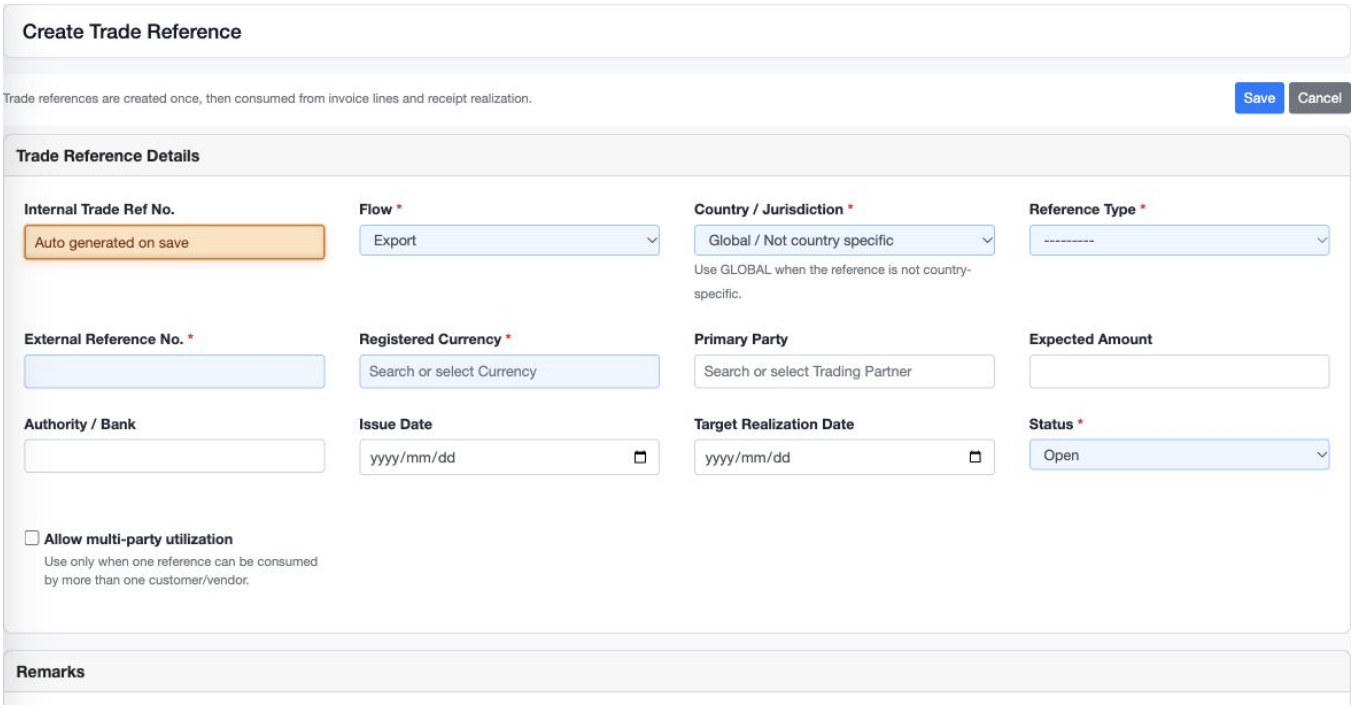


Figure 1. Application screen: blank trade-reference identity, amount and date controls. Remarks continues below this region; no reference has been saved.

Field or control	Entry and example	Meaning and implication
Internal Trade Ref No.	Locked; auto-generated on Save, for example 17	Internal identifier used to find the record; not the external customs/bank reference
Flow	Required Export or Import	Distinguishes the commercial direction; use Import for the supported vendor links
Country / Jurisdiction	Required country or Global / Not country specific	Classification of the reference; not the document currency or automatic authority registration
Reference Type	Required listed type	Describes the genuine underlying evidence, not an instruction to create a legal instrument
External Reference No.	Required, up to 80 characters	Preserve the official identifier; duplicate identity includes company, flow, country and type
Registered Currency	Required searchable selection, for example USD	Basis of expected/reportable/realized amounts; do not add figures from different currencies as one monetary total
Primary Party	Optional current-company trading partner	Association with the main customer/vendor; changing it does not rewrite linked documents

The available types are Goods Declaration, Financial Instrument, eBRC, IRM, Shipping Bill, ITN, DUCR, MUCR, MRN, EDN, Transaction Number, Letter of Credit, Contract, Internal Group and Other. Choose the type supported by the actual source evidence. Do not infer country eligibility or statutory acceptance from the name alone.

Amount, date and maintenance fields

Field or control	Entry and example	Meaning and implication
Expected Amount	Optional, in registered currency, for example USD 10,000	Planning/reference amount, not automatically an invoice cap, receivable or bank balance
Authority / Bank	Optional text, up to 120 characters	Describes the relevant institution; not a bank-account selection, credential or payment mandate
Issue Date	Optional actual issue date	Identifies the evidence date; not a GL posting date
Target Realization Date	Optional planned date	Helps follow up expected realization; it is not the actual receipt/payment realization date
Status	Open or Closed	Closed references are rejected for new links by the consuming services; closure does not settle existing invoices or erase history
Allow multi-party utilization	Checkbox for an approved shared-reference arrangement	Records the intended multi-party use; do not rely on this checkbox alone as a complete currency/party/limit enforcement control
Remarks	Optional business explanation	Retain the reason and source reference without bank credentials or unnecessary personal data
Save / Cancel	Save retains changes; Cancel leaves preparation	Neither action submits a declaration, pays a supplier or realizes an export receipt

Understand utilisation and realization

Invoice utilisation records the portion of a commercial line reported against the trade reference. A source line snapshot can include quantity, UOM and line amount; Reportable Amount is a distinct entered figure in the reference basis. It is not a second sale or purchase line.

Receipt realization records Gross Realized, actual realization date and remarks against the saved customer receipt. The supported customer receipt link accepts one trade reference. Vendor transaction lines and vendor payments likewise accept one supported Import reference per line/payment in their respective controls. The vendor payment's Gross Paid amount is trade evidence, not an instruction sent to a bank.

Before saving a link, confirm company, flow, party, registered currency and amount with the underlying document. Do not assume selecting a reference performs currency conversion, enforces an expected-amount ceiling or proves bank settlement. Use the permitted source form to maintain links; do not alter hidden identifiers.

Read the saved detail

Display or column	Meaning	What to check
Expected Amount	Registered planning amount	Correct currency and business basis; blank is not proof of a zero obligation
Invoice Utilized	Customer invoice-line reportable amounts shown in the current detail	Source documents and any multiple links; not necessarily all import/vendor utilisation
Receipt Realized	Customer receipt realization amounts shown in the current detail	Actual receipt reference/date; not necessarily cash applied to a particular invoice
Status	Manually maintained Open/Closed	A Closed label does not establish full realization or settlement
Transaction, Line and Description	Link to the originating customer line	Correct document and line, not merely the same partner name
Qty and UOM	Snapshot of the linked line's quantity and unit	Distinguish the physical quantity from a currency amount
Line Amount Snapshot	Amount captured from the originating line	It need not equal the assigned Reportable Amount
Reportable Amount and Remarks	The reference assignment and its explanation	Registered-currency basis and no duplicate attribution
Receipt, Date and Gross Realized	Linked customer receipt realization evidence	Correct actual receipt and date, plus separate bank/application evidence

The detail's Invoice Line Utilization and Receipt Realization panels are customer-side panels. Use the Import-Export Trade Reference Register and underlying vendor documents when reviewing import-side utilisation; absence from a customer-side panel does not establish that no vendor links exist. Reconcile the source rows rather than treating displayed aggregate totals alone as certified.

Work through a reference example

Assume a fictional Export reference registered in USD with Expected Amount 10,000. Two invoice lines are assigned reportable amounts of USD 4,000 and USD 3,000, giving customer-side utilisation of USD 7,000. A receipt realization of USD 5,000 leaves a USD 2,000 difference between those two assigned measures, not automatically an overdue invoice or a bank shortage.

Compare the linked invoices, receipt realization and actual receipt applications before concluding what remains collectible. The unused USD 3,000 against Expected Amount is not automatically a sales order or an available bank instrument. This example illustrates the relationship; it is not an automatically saved transaction or a statutory calculation.

Change a reference without losing the trail

Review linked documents before editing flow, jurisdiction, currency, party or the external identity. A change to the reference master is not a supported correction of already posted documents or authority records. Retain the approved reason and reconcile the links again.

Set Closed only when the responsible owner has reviewed remaining use and evidence. If a new legitimate link is rejected as closed, inspect the saved status and obtain authority before reopening; do not create a duplicate external reference simply to bypass the restriction.

Resolve common problems

Situation	Check	Safe response
Currency or party appears typed but Save rejects it	Whether an actual lookup result was selected	Re-select the intended current-company record
Duplicate identity error	Company, Flow, Country, Type and External Reference No.	Open the existing reference and verify it before creating another
Link rejected as closed or wrong flow	Current reference status and Export/Import basis	Use the correct Open reference under authority; do not change another record to force acceptance
Expected, utilized and realized amounts differ	Currency, source assignments, applications, dates and multiple links	Reconcile the underlying records; do not enter an invented realization to make totals agree
Saved response is uncertain	Register, generated internal number and approximate time	Inspect the existing record before retrying Save

Related guides

Customers and vendors, sales invoices and stock, customer receipts, vendor payments, report parameters and workflow handbook.

User and tenant administration

Module setup, everyday tasks and data-loading prerequisites

Chapter	Page
Manage users and access in your subscription workspace	576

Data-loading prerequisites and limits

User creation and access changes use authorised administration forms. Employee Master import creates HR employee records, not login users or permission grants. Do not broaden a user's company/location access merely to bypass an import error.

Continue with the HR attendance and payroll bulk guidance.

Use this guide to understand your subscription workspace, add authorised colleagues and give each person the access their job requires. It covers ordinary users and Tenant Administrators within their own workspace. Platform maintenance and cross-tenant administration are not user-guide tasks.

Understand tenants companies and locations

A **tenant** is your organisation's RavenLedger subscription/account workspace, not a person. A **Tenant Administrator** is an authorised person who administers that workspace's users and access. The **billing owner** is the account holder recognised for subscription billing; an additional Tenant Administrator is not automatically the billing owner.

One workspace can contain companies, each representing an accounting entity, and locations belonging to those companies. A colleague added through **Create New User** joins the administrator's existing workspace; this does not create another subscription or company.

Term	Meaning for a user	Example and implication
Tenant or workspace	Subscription/account boundary for an organisation	Fictional Raven Demo workspace. Its administrators manage its users, not users of another customer.
Tenant Administrator	Elevated user role for the workspace	Appoints permitted users and manages their access. Assign this role only to approved administrators.
Billing owner	Recognised holder of the subscription billing identity	May use the applicable billing portal. Promoting a colleague to Tenant Admin does not transfer ownership.
Company	Separate accounting entity inside the workspace	Raven Demo Services. Company accounts and transactions belong to the selected entity.
Location	Operational site belonging to a company	Main Office. Check both company and location before entering transactions.
Custom User	Ordinary operational role configured with business and scope permissions	A receivables clerk allowed to work only in approved companies and locations.

Know who can do what

Task	Ordinary user	Tenant Administrator
Use business modules	Only with the required permissions and permitted scope	Elevated role is not a substitute for module-specific setup, workflow rules or subscription availability
Add users and manage access	Not a normal user task	Within the administrator's own tenant; protected accounts have restrictions
Change own access	No	Manage Access rejects self-editing; arrange changes through another authorised administrator or support
Edit a Tenant Admin's own profile	Not applicable	Disabled in this release; use the approved support process
Manage subscription billing	Not a normal user task	Subject to billing-owner and subscription/provider checks, not the role label alone

Keep an approved access request identifying the person, role, business functions, companies, locations, approval memberships and authoriser. Prefer **Custom User** for operational staff. Do not grant **Tenant Admin** merely to fix a missing menu or failed transaction.

Open the administration dashboard

Open the **Account** menu and choose **Admin Dashboard** when your role permits it. Seeing a menu is not proof that every action is allowed. If access is refused, check the assigned role with your administrator; do not use another person's login.

The **Users** table shows **Email**, **Tenant**, **Role**, **Status** and **Actions**. Email identifies the login; Tenant identifies its workspace; Role shows assigned group labels; Status distinguishes Active from Deactivated. The Tenant column may display a system workspace identifier: it is not a field to edit or a company-selection control.

Choose the intended person's row before **Manage Access**, **Change Password**, **Deactivate User** or **Reactivate User**. The primary account holder and your own account have additional protections. A missing or rejected action should be resolved through the approved administrator/support process, not by creating a replacement owner.

Create New User opens colleague onboarding. **Application Logs** opens the applicable log interface, not a licence to inspect every user's information. **Go Back to Application** returns to the ERP. Billing, portal-address and support actions depend on availability; do not use a support-as-user action to test routine access.

Colleague onboarding requirements

The Create User form belongs to the administrator's current subscription workspace. It requires an authorised email address, email verification, a private password and an approved role. **Custom User** is the normal choice for operational staff; a Tenant Administrator appointment needs explicit authority.

Email verification is tied to the exact address. Changing the address requires verification again. Account creation and access assignment are separate: a new account still needs the intended company, location, business-function and approval permissions. The field references below explain the controls; use your organisation's authorised onboarding process.

Do not record verification codes, passwords or reset links in screenshots, tickets or this manual. Email verification here establishes the onboarding email step; it is not evidence that every future login uses multi-factor authentication. The new account's email must be unique across RavenLedger accounts, not just the current company.

Figure 1 Email verification before account creation

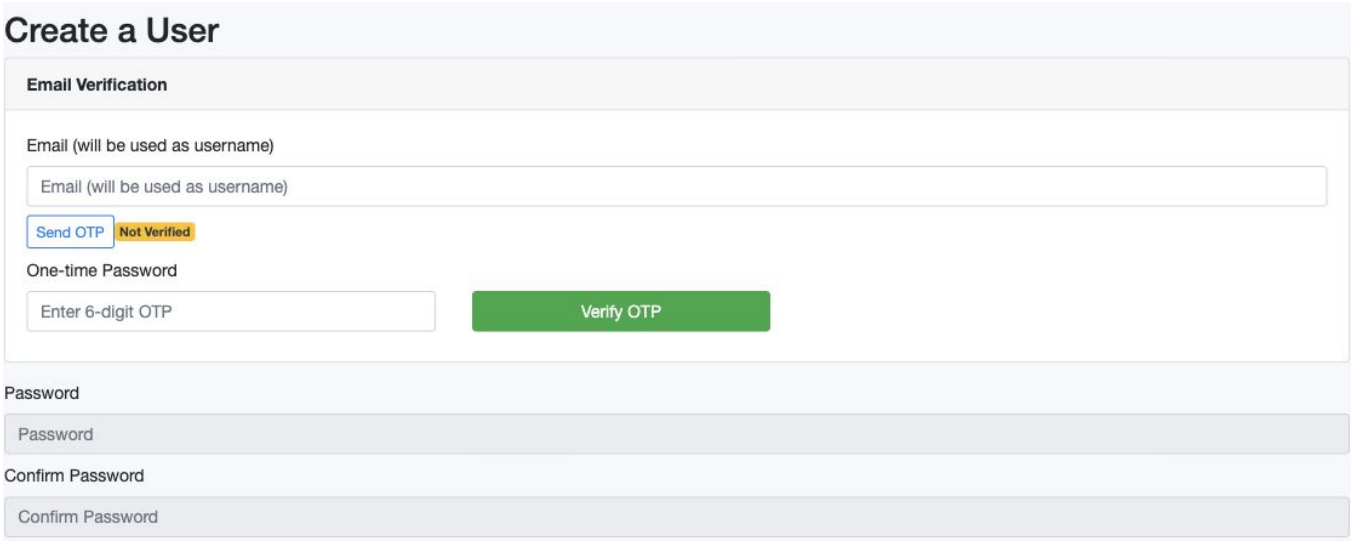


Figure 1. Blank Create User screen: Email and One-time Password in the Not Verified state.

Figure 2 Password policy role and creation actions

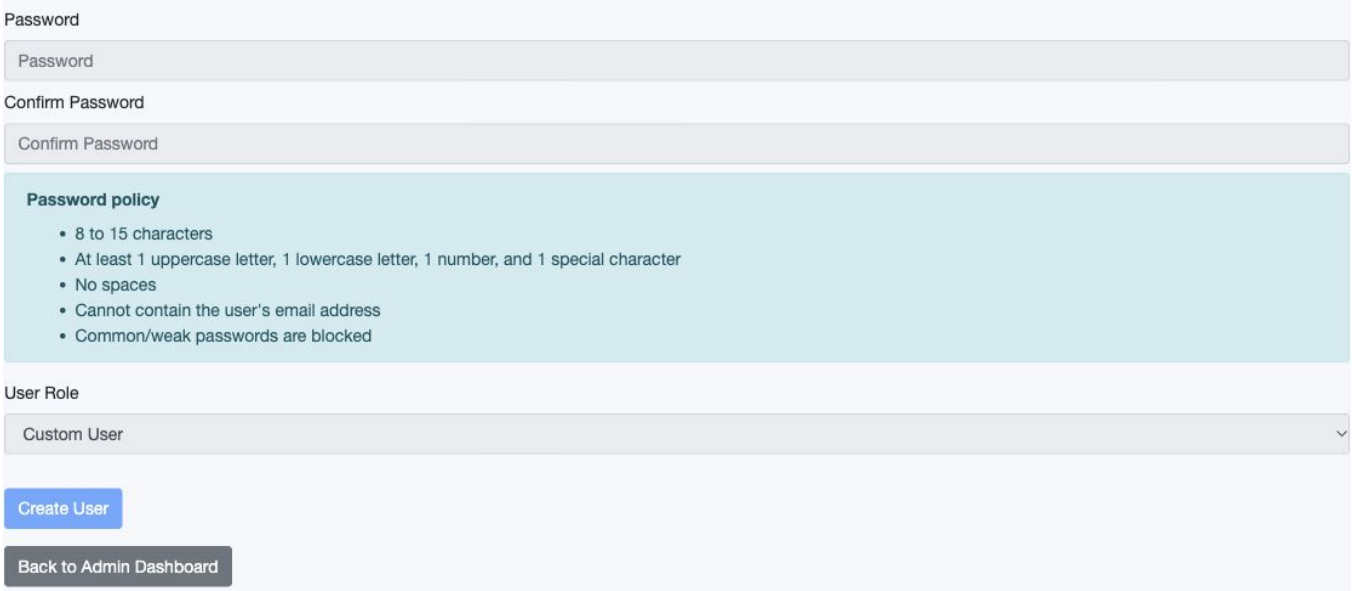


Figure 2. Blank Create User screen: password policy, password fields, User Role and creation controls remain locked until verification.

Create User field reference

Field and screenshot	Entry rule and example	Purpose and implication
Email (will be used as username) - Figure 1	Required valid email, unique across RavenLedger accounts; use an authorised mailbox. Example: staff.member@example.com, fictional only.	Identifies the new login and receives its verification code; the account belongs to the administrator's existing tenant. Caution: Check the address before sending. Do not create a second subscription to add a colleague.
One-time Password - Figure 1	Enter the six-digit code sent for this exact email through the authorised onboarding process. Example: Use the current code from the intended recipient; none is printed here.	Verify OTP unlocks the password and role controls when verification succeeds. Caution: This email-verification code is not the user's permanent login password. Never record real codes in the guide.
Password - Figure 2	Required after email verification. Current policy: 8-15 characters, upper/lowercase, number, special character, no spaces, no email address; weak passwords are rejected. Example: A unique private password meeting the displayed policy; no shared sample password.	Becomes the login secret for the new account when Create User succeeds. Caution: Use the approved secure onboarding process, not ordinary chat or a shared document, for credentials.
Confirm Password - Figure 2	Required; enter the same private password again. Example: Must match Password exactly.	Checks typing consistency before account creation; it is not another account or an OTP. Caution: A mismatch prevents creation; do not weaken the password to work around validation.
User Role - Figure 2	Required; the creation screen offers Custom User and Tenant Admin. Custom User is initially selected. Example: Custom User for an operational accounts clerk.	Chooses the account's access-management role. Tenant Admin is an elevated role for the existing workspace. Caution: Grant Tenant Admin only with explicit organisational approval. It does not make the person the original billing owner.

Send OTP sends a verification message, not a permanent password or an account invitation accepted automatically. **Verify OTP** validates the email/code step. **Not Verified** and **Verified** describe that step only. **Change Email** reopens the address and resets verification. **Create User** saves the account and selected role; **Back to Admin Dashboard** navigates away without creating a user. These are different actions, not interchangeable completion indicators.

Plan and assign least privilege access

1. Open the intended colleague's **Manage Access** row action. You cannot use it to edit your own access or the primary account holder's access.

2. On **Role**, review **Active** and **Group**. Treat a role change as a complete access review, not a cosmetic label edit.

3. On **Module Permissions**, select the specific business functions needed. Review view, entry, edit, approval, report and export capabilities separately where offered. The exact catalogue depends on the released application and available features.

4. For **Custom User**, review **Company Access** and **Location Access**. Use the correct company/location combinations; company or location **Edit** concerns those records and does not grant every transaction action.

5. Where applicable, review **PO Approval Groups** and **Manual Journal Approval Groups**. Membership, business-function permission and an active matching approval rule are separate requirements. Check company, location where applicable, currency and amount bands.

6. Open **Summary**. Compare the proposed selections with the authorised request, including hidden selections after any search. Choose **Update Access** only after that review; **Cancel** leaves without saving pending edits.

7. Confirm the success result, reopen the saved setup and perform allowed and denied access tests using the colleague's authorised test session. A populated Summary is not evidence that access has been saved or that every permission check passed.

Scope caution: A blank company/location selection is not a guaranteed deny-all configuration. Broader model/group rights may affect effective access. Explicit object-level selections alter the handling of broader company/location permissions. Verify the result with both allowed and excluded examples; do not infer security from the visible checkboxes alone.

Module permissions remain visible for the ordinary supported roles. Company/location scope controls are shown for **Custom User**. Changing away from that group clears their visible selections. Some displayed permission choices consolidate related functions, and some undisplayed existing permissions are preserved when saving. The form is therefore not a complete effective-access audit report.

Manage Access field reference

The nine field families below explain role, permissions, company/location scope and approval memberships. Figures 3-7 use fictional training values; they are not a recommended permission configuration for your staff.

Field and screenshot	Entry rule and example	Purpose and implication
Active - Figure 3	Optional checkbox reflecting the account's active flag. Example: Checked for an authorised current employee.	Controls account availability when Update Access is saved. Caution: This is not the same action as Deactivate User, which also invalidates the password. Do not assume it immediately terminates every existing session.
Group - Figure 3	One group must be selected. Use the approved ordinary-user or administrator role. Example: Custom User for scoped operational access.	Update Access replaces group membership with the selected group. Company/location scope controls are presented for Custom User. Caution: Changing away from Custom User clears the visible scope selections. Review and retest the whole access combination, not only the role label.

Field and screenshot	Entry rule and example	Purpose and implication
Module Permissions - Figure 4	Select the business functions the user needs; available checkboxes are generated from the current permission catalogue. Example: Approved view and entry functions for customer invoicing, without unapproved approval rights.	Controls allowed business actions. Some consolidated checkboxes represent related functions; module permission alone does not establish every company/location or approval right. Caution: Avoid Select All. The display is not an exhaustive effective-access report; some undisplayed existing permissions are deliberately preserved.
Company Access - View - Figure 5	For Custom User scope, select the specific companies the user may view. Example: Raven Demo Services only, not the separate demonstration company.	Defines company-level viewing scope; explicit object selections affect how company model permissions are retained. Caution: Blank selections are not proof of no access: broader model/group rights can affect the result. Verify an allowed and a denied company.
Company Access - Edit - Figure 5	For Custom User scope, select only companies whose company records the user may edit. Example: Leave unselected for a clerk who must not edit company setup.	Controls company-record editing scope, not automatic permission to create or approve every transaction. Caution: Do not treat Edit as a substitute for the required View and business-function checks.
Location Access - View - Figure 5	For Custom User scope, select permitted locations, checking the Company column as well as Location. Example: Main Office within Raven Demo Services.	Defines the location viewing boundary used by supported scoped screens. Caution: Similar location names can occur under different companies. Test the actual intended combination.
Location Access - Edit - Figure 5	For Custom User scope, select only locations whose location records the user may edit. Example: Leave unselected where location setup is administrator-controlled.	Controls location-record editing scope; transaction entry and approval still need their own permissions and setup. Caution: A location checkbox does not grant access outside the tenant or complete an approval matrix.
PO Approval Groups - Figure 6 (empty state only)	Conditional membership list; available groups are filtered by the selected company when one is selected. Example: An approved purchase-review group for the intended company and location.	Saves group memberships used by purchase-order approval rules. Custom User membership is checked against selected company/location scope. Caution: Membership alone is not an unconditional approval right. Check active rules, currency, amount bands, locations and action permissions.
Manual Journal Approval Groups - Figure 6 (empty state only)	Conditional membership list for manual-journal approval groups in the tenant. Example: An approved journal-review group with an appropriate company, currency and amount band.	Saves membership for the separate journal approval workflow. Caution: Do not assume PO validation rules are identical here. Verify journal-specific scope and active rules independently.

Figure 3 Role and active status

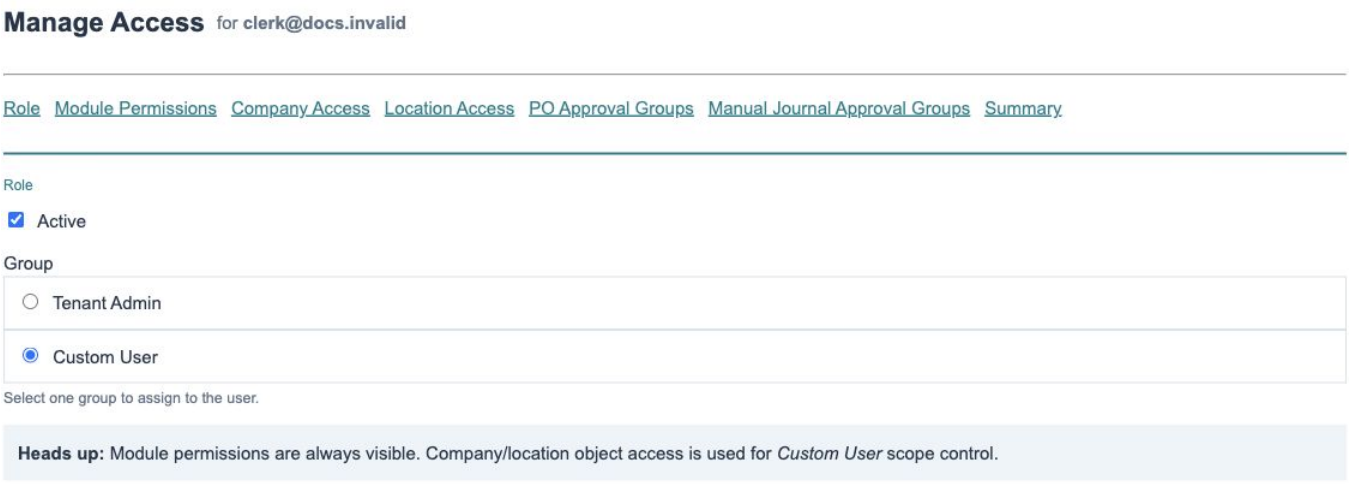


Figure 3. Illustrative training screen: Active and Group, with Custom User selected.

Figure 4 Generated module permissions

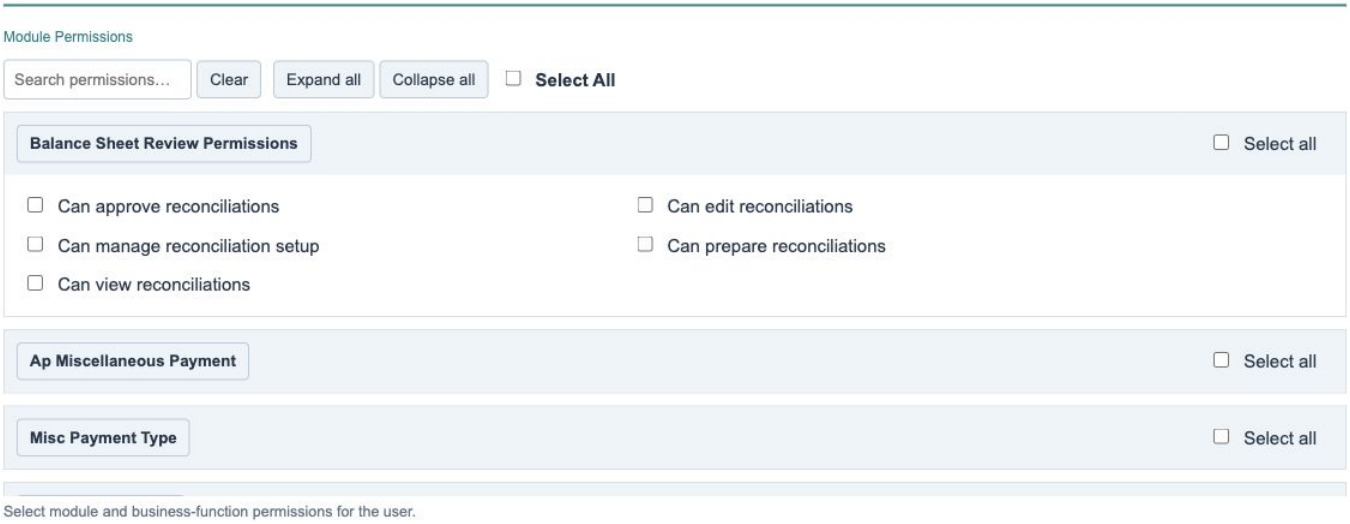


Figure 4. Illustrative training screen: permission search, display controls and an expanded permission block.

Figure 5 Company and location scope

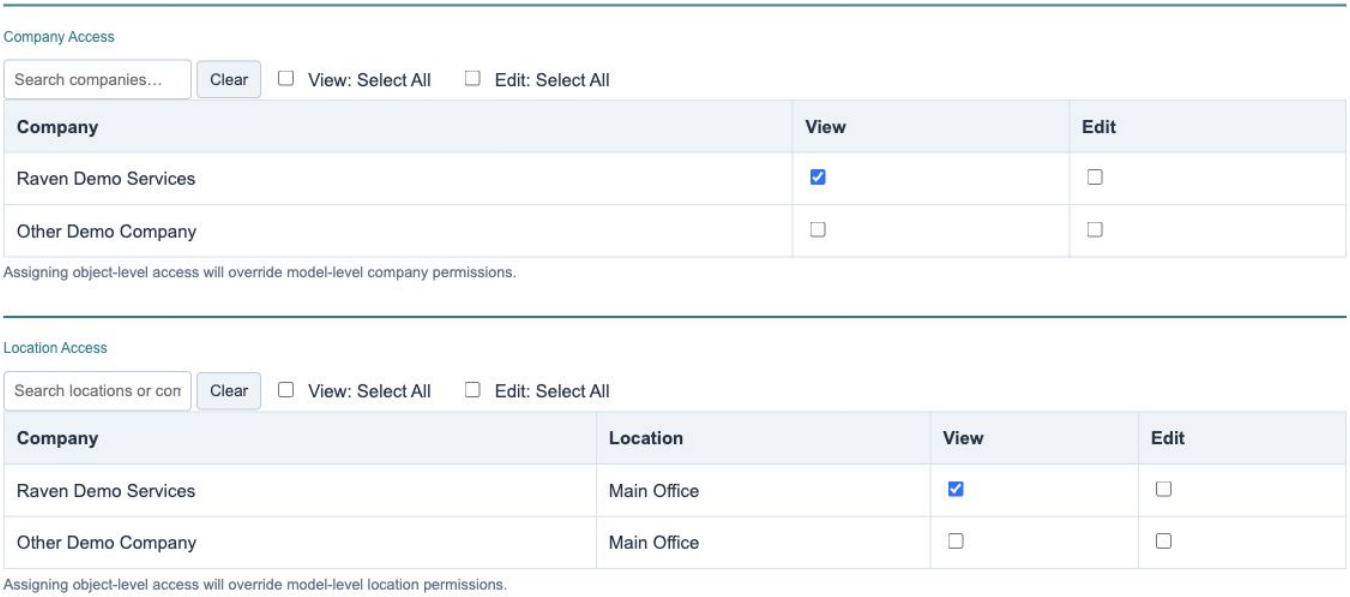


Figure 5. Illustrative training screen: two fictional companies and their locations, with one View grant and no Edit grant.

Figure 6 Approval groups without configured rules

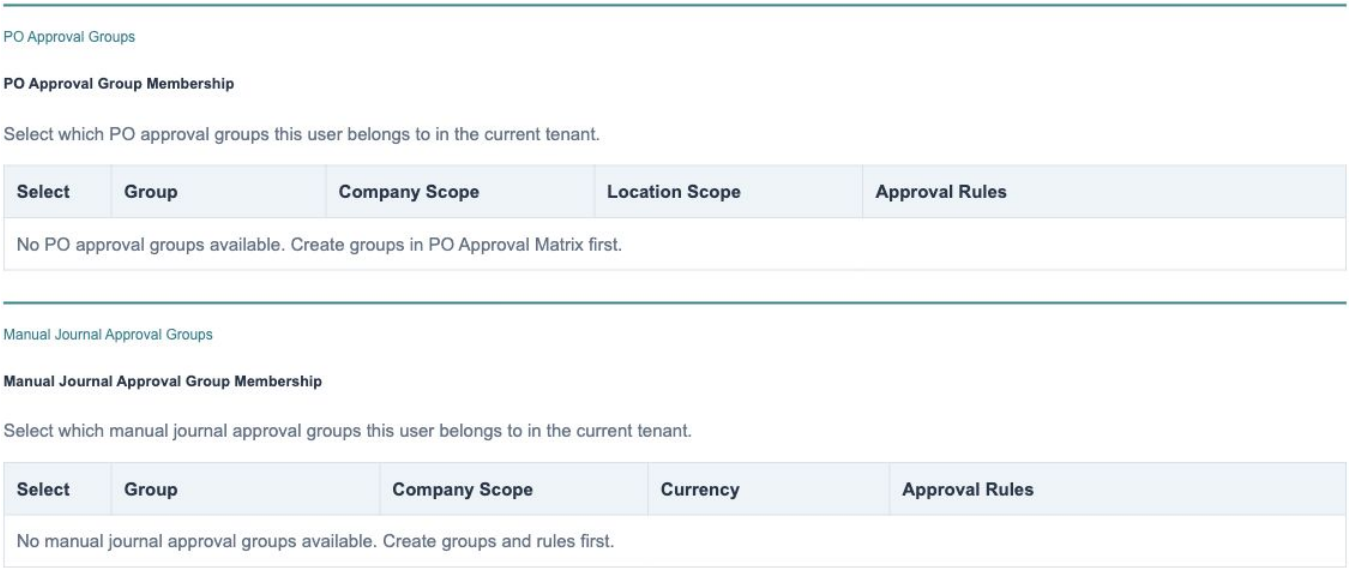


Figure 6. Illustrative training screen: approval-group tabs with no configured rows.

Figure 7 Summary and access actions

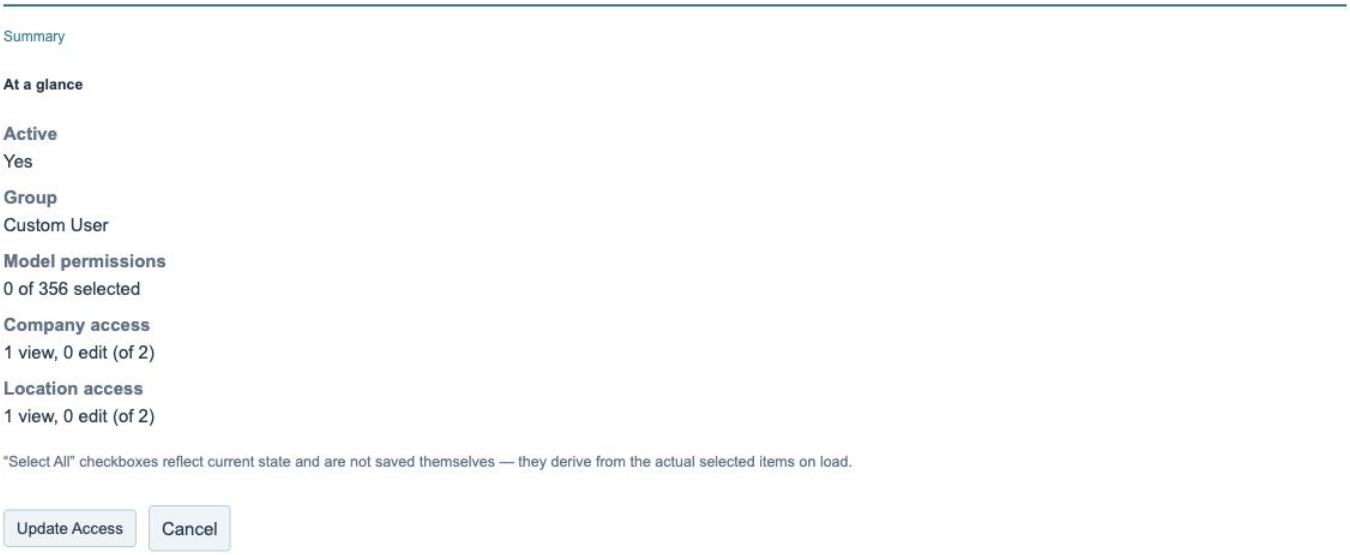


Figure 7. Illustrative training screen: Summary and access actions. The example has zero module permissions and one company/location View grant.

Understand searches summaries and approval displays

Control or display	Purpose	Consequence and caution
Role, Module Permissions, Company Access, Location Access and Summary tabs	Organise the pending access setup	Switching tabs does not save. Conditional approval tabs appear only when their fields are available.
Search permissions, Search companies, Search locations or companies	Filter the rows shown	Filtering does not remove existing selections. Review hidden selections before saving.
Clear	Remove the current search text	Does not revoke permissions or clear all selected rows.
Expand all and Collapse all	Open or close permission blocks	Display changes only; they do not grant or revoke access.
Select All and per-block Select all	Toggle a set of checkboxes	Can grant far more than the intended job. Company/location bulk controls act on their full checkbox collections, not only the filtered visible rows. Avoid them for narrow access.
Company, Location, View and Edit columns	Identify the object and separate scope choices	Confirm the company as well as the location name. Do not infer that Edit automatically supplies all needed viewing or transaction rights.
Approval group Select and Group columns	Choose group membership and identify the group	An inactive group is labelled; selecting it does not prove an effective approval path.
Company Scope, Location Scope where displayed, Currency and Approval Rules	Describe existing approval configuration	Review active/inactive rules, amount bands and matching context. These are read-only rule summaries, not editors for approval thresholds.
Summary: Active, Group, Model permissions, Company access and Location access	Preview pending form selections	Counts are not an exhaustive effective-rights report, saved confirmation or a summary of every approval-group rule.
Update Access and Cancel	Save the intended access update or abandon pending edits	Saving changes security access and requires an approved request. Cancellation does not undo an earlier saved update.

Password fields and credential safety

The administrator password form contains **New Password** and **Confirm New Password**. Credential changes require an authorised request and secure handling. Protected primary-owner accounts have additional restrictions. Never put a password or reset link in a shared document, screenshot or ordinary support message.

Field and screenshot	Entry rule and example	Purpose and implication
New Password	Required new private password meeting the displayed policy described above. Example: A newly generated private password, never the fictional user's email address.	Change Password replaces the selected permitted account's login secret. Caution: Verify the target identity first and let the authorised person complete credential entry. Never screenshot or log passwords.
Confirm New Password	Required; must match New Password. Example: The exact same private value as New Password.	Checks the new secret before the password change is saved. Caution: A password reset does not grant permissions, reactivate a disabled account or transfer subscription ownership.

The password-recovery request identifies an account by email. A recovery request does not reactivate a disabled account or restore removed permissions. Reset links are private and time-limited.

Field and screenshot	Entry rule and example	Purpose and implication
Email for password recovery	Enter the email used for the account on the reset request form. Example: The user's own approved login email, not an administrator's alternative address.	Send Reset Link can email a recovery link for an eligible active account. The acknowledgement is deliberately generic. Caution: The acknowledgement does not prove that an account exists or that email arrived. Follow rate limits and do not repeatedly submit requests.

The message **If this email exists, a password reset link has been sent** is deliberately generic. It does not prove account existence or delivery. Follow your organisation's identity-support process for delivery problems; do not bypass throttling with repeated requests.

Deactivate and reactivate without losing history

Use **Deactivate User** for an approved departure or access-removal request. Confirm the target row and the confirmation prompt. The action disables the account and invalidates its password while preserving transaction history and audit references. It is not a deletion of invoices, journals, company records or the subscription.

You cannot deactivate yourself or the primary account holder with this action. If the protected account needs attention, escalate through support. Do not create a substitute owner, delete business history or use a company operation as an offboarding shortcut.

Reactivate User is a separate approved action for an eligible inactive account in the same workspace. Review restored role/permissions and current scope, arrange an authorised password reset, and retest access before handing the account back. Reactivation does not recover an invalidated old password and must not be treated as an automatic return to a safe access configuration.

The **Active** checkbox in Manage Access and the dedicated lifecycle actions have different consequences. Neither a success message nor a disabled login proves that every already-open session or cached permission has been terminated immediately. Session and effective-access checks belong in the offboarding acceptance test.

Understand subscription administration boundaries

Manage Billing, when shown, is subject to the recognised billing owner and provider/subscription conditions. The label does not mean every Tenant Administrator can manage payment details. Do not use billing actions to add an ordinary colleague or change company permissions.

Review subscription status and follow the approved billing/support process when service availability changes. Charges, payment-method changes, resubscription and ownership changes need explicit authority. No billing portal action is required for the access example in this chapter. Partner-portal availability and subscription entitlements are documented separately from user role assignments.

Verify the saved outcome

Use fictional staff identities only in an approved isolated training environment. Do not create accounts or send OTP/reset mail to invented external addresses in a working system. The example address in the field table is explanatory, not a mailbox to use.

Acceptance check	Expected observation	If it does not match
New account and role	Intended user appears once in the same tenant with the approved role	Stop and inspect the saved record before retrying; do not create another tenant
Allowed function and company/location	User can complete only the approved task in the intended context	Check action permissions, object scope, module setup and feature availability together
Denied function and excluded company/location	Access is refused for the excluded case	Stop rollout; narrow the configuration and investigate the actual permission path
Approval membership	Only the matching active approval workflow permits the intended decision	Review group, business permission, rule status, company/location, currency and amount
Saved change and audit	Reopened setup and applicable logs match the authorised request	Retain the target and request details; investigate without exposing credentials
Deactivation and reactivation	Login/continued-session behaviour and restored access match policy; old invalidated password does not return	Keep the account out of use until the lifecycle and credential checks pass

Creating a user or assigning access does not post an accounting journal. No financial posting, subscription ownership transfer or company setup is implied by a successful administration save.

Resolve common access problems

Symptom	Safe response
Password, User Role or Create User is disabled	Complete authorised email verification first; changing the email requires another verification
Email is already in use	Confirm the existing login and ownership with support; do not assume uniqueness is limited to this tenant
Cannot edit own access or a protected profile	Respect the restriction and obtain help from the authorised administrator/support process
User sees a menu but an action is denied	Check the actual action permission, company/location context, record state and workflow setup
Hidden selected permissions unexpectedly remain	Clear search and inspect selections; some undisplayed existing permissions are preserved by design
Approval group conflicts with access	For PO groups, correct the company/location compatibility conflict; verify journal groups independently
Reactivated account cannot use its old password	Arrange an authorised new password; reactivation does not restore an invalidated secret
Billing portal is unavailable to another administrator	Confirm the original billing owner and subscription/provider conditions; do not promote users to work around it

Imports documents and common controls

Module setup, everyday tasks and supported bulk operations

Chapter	Page
Import data and manage supporting documents	590
Tax withholding and currency applications	594
Import and update records in bulk	601
Complete the import templates by module	612

Bulk import and update procedures

Use the shared procedure once for download, prepare, Validate, Commit Import, Show status and recovery. The module-specific sections identify the correct action and saved-result checks; the exact-template reference contains all 28 families and worksheet columns.

Validate, commit and recover safely

For a supported workbook import, use the shared import steps and job recovery. A validated preview is not a saved transaction. Use Show status before retrying; cancelling a job does not reverse committed records. Keep the approved file, job reference and reconciled results securely.

Use this guide to import an approved file and confirm what was actually saved. The selected module's template determines whether the job creates, updates or appends records. Supporting documents are evidence attached to records, not a substitute for importing or posting the transaction. You need the applicable company, location and import permissions.

Complete one controlled import

Before starting, identify the business record type, authorised source file and intended company. Prepare required masters and use exact template columns for field meanings and the workflow handbook for the module's preparation order.

1. Open Bulk Import from the intended module/list or contextual screen. Confirm the import type and any locked company, bank or review context before downloading its current template.

2. Replace sample rows with approved data. Keep worksheet names, headers, parent/line keys and accepted formats. Use a small first file; do not include spreadsheet subtotals as transaction lines.

3. Choose the file and Validate. Read the preview, every row error and the proposed identities, counts, currencies, tax treatment and amounts. Correct the source and validate again when needed.

4. Only when the intended changes are correct, use Commit Import, or Commit on an existing eligible job. This writes business records; Validate alone does not. Do not commit again while the same job is processing.

5. Use Show status to inspect the job and final result. Record the job and created document references. Reopen representative saved records and complete their required approval, posting and reconciliation checks in the originating module.

If a response is lost, inspect the existing job and saved identities before uploading again. A different filename does not make a repeated import safe. Cancel my active imports is a job-control action, not a reversal of already saved business records.

Distinguish upload validation and commit

Bulk Import uses a module-specific template, validation result and explicit commit. Uploading a file or receiving a clean preview is not proof that records were committed or downstream posting completed. Different import types have different create/update/append purposes.

Download the correct template

Use the current application's template for the intended import type and company. Keep worksheet names, required columns, grouping references and supported formats. Templates use the displayed human codes/names where specified, not invented database IDs. Do not reuse an old workbook merely because its columns look similar.

Prepare a controlled file

Start with a small approved sample. Preserve leading zeros, true dates, currencies, quantities, decimal precision and external/upload references. Distinguish blank, explicit none/exempt and automatic/default choices where supported. Check that masters, locations, items, accounts and matching sources exist and are eligible.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Bulk import controls field reference

Figure 1 Bulk import controls

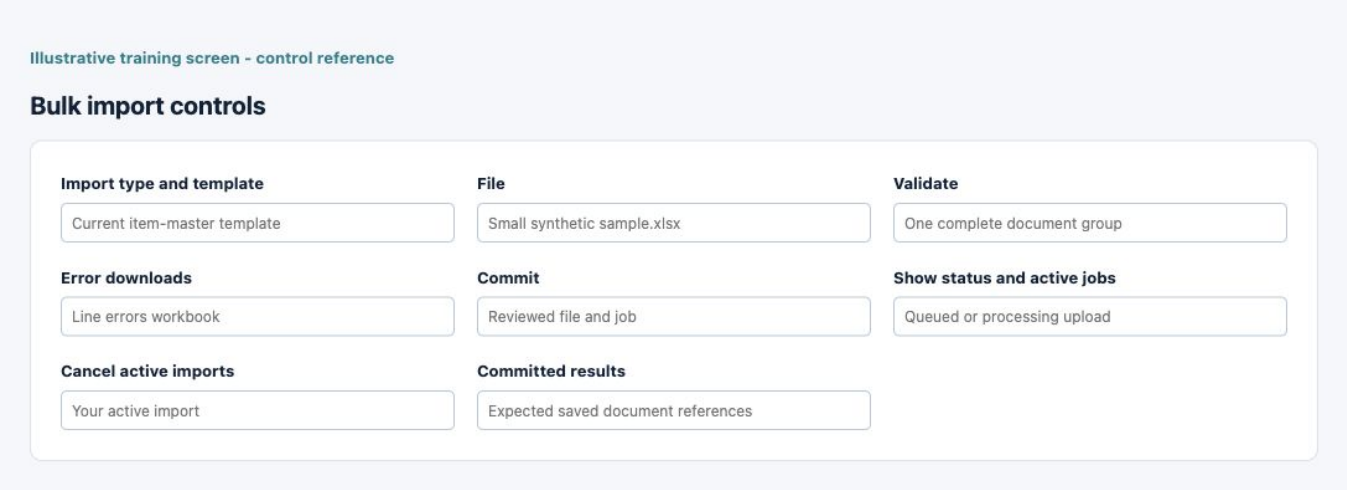


Figure 1. Illustrative training screen: Bulk import controls.

Field and screenshot	Entry rule and example	Purpose and implication
Import type and template - Figure 1	Use the intended module/import template. Example: Current item-master template	Defines supported fields and create/change/append semantics. Caution: Check the selected record, scope and current state before a consequential action.
File - Figure 1	Choose the reviewed supported workbook. Example: Small synthetic sample.xlsx	Selecting a file alone does not create a saved business record. Caution: Check the selected record, scope and current state before a consequential action.
Validate - Figure 1	Inspect errors and the proposed results. Example: One complete document group	Validation is separate from commit and downstream posting. Caution: Check the selected record, scope and current state before a consequential action.
Error downloads - Figure 1	Review the offered detail export. Example: Line errors workbook	Helps correct source data; protect any personal or bank identifiers. Caution: Check the selected record, scope and current state before a consequential action.
Commit - Figure 1	Authorise the validated business-write job once. Example: Reviewed file and job	Creates the applicable records/changes; inspect the saved outcome. Caution: Check the selected record, scope and current state before a consequential action.

Field and screenshot	Entry rule and example	Purpose and implication
Show status and active jobs - Figure 1	Resume observation of the existing job. Example: Queued or processing upload	Closing a window does not necessarily cancel server work. Caution: Check the selected record, scope and current state before a consequential action.
Cancel active imports - Figure 1	Review the exact applicable job scope. Example: Your active import	Cancellation is not a reversal of records already committed. Caution: Check the selected record, scope and current state before a consequential action.
Committed results - Figure 1	Compare created identities and totals. Example: Expected saved document references	A committed import still needs relevant stock/GL/report reconciliation. Caution: Check the selected record, scope and current state before a consequential action.

Read the validation preview

Validate checks the selected file and returns headers/lines, warnings/errors and proposed results. Inspect tax/default resolution, group totals and references as well as row counts. Download error details when offered, correct the source file and validate again; do not assume a green summary certifies every accounting or access outcome.

Commit once and inspect results

Commit is the business-write step for the validated job. Confirm the file, import type and intended changes before using it. Inspect committed identities/counts and the actual saved records. A committed transaction import can still require downstream accounting/stock review; a master import does not create operational balances by itself.

Recover an interrupted job

Use Show status or the active-job controls where available before uploading again. Queued/processing work can continue after a window closes. Cancel active imports or Cancel my active imports targets the applicable job scope; it is not a reversal of records already committed. Partial outcomes need inspection of the existing job and saved records, not blind replay.

Respect specialised update boundaries

A bulk change is not an ordinary create import, and an append-only reconciliation support import does not replace native support. Read the selected template's grouping, duplicate, update and job limits. A large file should be narrowed to supported limits rather than split in a way that duplicates headers or payments.

Attach evidence safely

Supporting Document fields accept the displayed permitted file types and size limits, which vary by module. Check the selected file and saved download link. Replacing or deleting an attachment changes evidence, not the financial transaction. Renaming an invalid file does not make its contents permitted.

Check exports and privacy

An export is a snapshot of the chosen company, filters and permissions, not a live link that updates automatically. Protect account/employee/customer identifiers and sensitive attachments. Credentials, OTPs, signing keys and personal biometrics do not belong in ordinary notes, spreadsheets or support screenshots.

Reconcile imported records

Compare counts and representative source rows to the actual masters/documents, then reconcile totals and posted/subledger outcomes where applicable. Preserve template version, validation/errors, job identity, committed results and reviewer evidence. Use supported corrections for existing records rather than changing hidden identifiers or deleting audit history.

Resolve an import result

Situation	What to do
Validation reports an error	Use worksheet, row, field and external/parent key to correct the source file, then validate the whole intended file again.
Commit timed out or is processing	Use Show status and inspect existing created identities before any retry. Closing the window is not cancellation.
Saved records are wrong	Stop further use and identify the affected saved records. Follow the originating module correction path; cancellation is not rollback of committed records.

Continue with the related task

Exact import-template columns, bank statement reconciliation, conditional allocations and workflow handbook.

Use this guide when applying customer receipts, vendor payments or notes to open documents. Keep four amounts separate: invoice gross, withholding, cash applied in the invoice currency, and cash consumed in the bank-document currency. Then reconcile their functional-currency accounting.

The examples use a fictional Pakistan business with functional currency PKR. All rates are deliberately chosen training inputs, not current exchange quotes or prescribed Pakistan tax rates. A configured 18 percent chargeable tax and 5 percent withholding on the stated base illustrate the arithmetic only. The tax owner must determine the actual authority, rate, base, recoverability, recognition timing and effective date for each real supply.

Identify the three currencies

Currency	Meaning	Example
Transaction currency	Currency of the customer/vendor invoice or note	USD invoice and its USD open amount.
Receipt or payment currency	Currency of the bank account used for cash	EUR receipt/payment; its total and unapplied balance are EUR.
Functional currency	The company's accounting measurement currency	PKR GL amounts and realised exchange differences.

Foreign currency means a document differs from functional currency. Cross-currency application means the two linked documents have different currencies. Two USD documents in a PKR company are foreign-currency but same-currency to each other. Do not change a company's functional currency to make a settlement easier.

Check tax selection before saving the invoice

Review the resolved customer or vendor tax code on each actual transaction line. The two sides have separate partner/item defaults. Check chargeable and withholding components, active dates, percentage, rank, tax nature, account mapping and any Applied To dependencies. A displayed percentage alone does not establish the complete tax calculation.

An exclusive chargeable component is added to its applicable base. Inclusive tax, multiple ranks, tax-on-tax and withholding with selected chargeable taxes use different component calculations. Do not assume that a tax code name, a zero amount or an empty selection proves a legally zero-rated or exempt supply.

For inclusive pricing, agree an approved sample against the saved Base, Chargeable Tax and Total Incl. Tax before routine entry. The Inclusive setting affects the component formula; do not assume it automatically backs tax out of every entered unit price or that the entered price is the final payable total. If the saved result differs from the supplier/customer evidence, stop and resolve the configuration/calculation before issuing the document.

Distinguish chargeable tax from withholding

Component	Customer side	Vendor side
Chargeable tax	Usually part of the amount billed and the approved output-tax accounting	Part of the supplier evidence and approved input-tax/expense treatment; recoverability is a separate decision.
Invoice-timed withholding	Recognised with the invoice; displayed net receivable already reflects it	Recognised with the invoice; displayed net payable already reflects it.
Settlement-timed withholding	Projected on the invoice, recognised through protected system records when receipt cash is applied	Projected on the invoice, recognised through protected system records when payment cash is applied.
Cash settlement	Money actually received and applied	Money actually paid and applied; the accounting record is not proof of bank execution.

The WHT Recognition setting becomes locked when the tax code is used. If the approved recognition policy changes, maintain a new appropriate tax code through authorised setup; do not relabel historical tax details.

Work through an exclusive tax invoice

Assume a PKR1,000 taxable base, one exclusive chargeable component at 18 percent, no discount and no other dependencies. Chargeable tax is PKR180 and gross is PKR1,180. If there is no applicable withholding, an exact PKR1,180 cash application settles that invoice, subject to its saved state and processing.

For an ordinary customer invoice the illustrative relationship is receivable debit 1,180, revenue credit 1,000 and output-tax credit 180. For an ordinary vendor service invoice with fully recoverable input tax, it is expense debit 1,000, input-tax debit 180 and supplier liability credit 1,180. These are reconciliation relationships, not permission to assume every purchase tax is recoverable.

Apply cash when withholding was recognised on the invoice

Using the same base and chargeable tax, assume the approved withholding component is 5 percent of the PKR1,000 base: PKR50. Gross remains PKR1,180, but the invoice's net cash receivable/payable is PKR1,130 after invoice-timed withholding.

Event	Cash applied	New settlement WHT	Remaining invoice net
Invoice saved with invoice-timed WHT	0	0; WHT50 belongs to invoice accounting	PKR1,130
First half cash application	PKR565	0	PKR565
Second half cash application	PKR565	0	0

Do not deduct another PKR50 while applying the PKR1,130. Reconcile the invoice's recognised WHT separately from the bank cash and open balance. A cash receipt/payment saved for PKR1,180 would contain an extra PKR50 unless another valid purpose explains it; do not force that excess onto the invoice.

Apply cash when withholding is recognised at settlement

With settlement-timed WHT, the invoice initially retains the PKR1,180 gross open amount. The projected PKR50 withholding is reserved, so maximum cash is PKR1,130. Recognition follows the cash application, not just saving an unapplied receipt/payment.

Event	Cash applied in invoice currency	System WHT recognised	Remaining invoice gross
Invoice saved	0	0; projected WHT50	PKR1,180
Apply first half of the available cash	PKR565	PKR25	PKR590
Apply remaining cash	PKR565	PKR25	0

After the first application, the residual PKR590 consists of PKR565 cash plus PKR25 projected withholding. Do not apply PKR590 as cash and withhold another PKR25. Review the saved application's Settlement WHT and linked protected transaction, the remaining invoice and the cash source.

Read the application lookup and amount controls

Field or display	Unit and role	What to verify
Gross Open Amount	Current gross target balance, target currency	It can include unrecognised settlement withholding; it is not always the cash limit.
Projected WHT	Withholding still expected from settlement	Do not type it as extra cash or manually create another withholding note.
Net Cash Receivable or Net Cash Payable	Eligible target cash amount, target currency	Use the actual target's current cash capacity.
Functional Net Cash	Functional-currency view of eligible cash	Do not enter it into a transaction-currency field.
Net Cash Applied or Applied Amount	Cash applied to the target, target currency	Fits current eligible cash/open balance.
Receipt Applied Amount or Payment Applied Amount	Amount consumed from the receipt/payment, its currency	Fits the cash source's current unapplied balance.
Cross Currency Rate for cash	Receipt/payment units per one target unit	Equals cash-source amount divided by target cash applied. It is not the document's rate to functional currency.
Functional Applied Amount	Target cash application at its stored functional basis	Compare with cash-source functional carrying value and the linked FX result.
Settlement WHT	System-recognised withholding linked to this cash application	Inspect its currency, amount and protected transaction; do not manually alter its child allocation.
Transaction Date and Ledger Date	Application date and accounting date	Respect both linked document dates, open periods and permitted access.

Labels vary between receipt, payment and note screens. Always read the currency attached to each amount; identical numbers are not proof of identical units.

Apply cash across different currencies

Assume a PKR company, a USD1,100 invoice at PKR280 per USD and a EUR100 receipt/payment at PKR310 per EUR. There is no tax, withholding, discount or prior revaluation in this example. The intended target settlement is USD110.

1. Save the cash document in its actual EUR bank currency and review the EUR100 unapplied balance and PKR31,000 functional value.

2. Select the intended USD invoice line in the eligible receipt/payment application screen. Review customer/supplier, location, type, number and remaining balance.

3. Enter USD110 in the target cash-applied field and EUR100 in Receipt Applied Amount or Payment Applied Amount. Review the derived rate: 100 divided by 110 = 0.909090909091 EUR per USD at the stored rate precision.

4. Check dates and available balances, then apply once. Reopen the target and source: invoice residual is USD990 and cash residual is EUR0 if there are no other applications.

5. Reconcile the target functional reduction of PKR30,800 with the cash-source carrying value of PKR31,000. The illustrative difference is a PKR200 customer-side gain or vendor-side loss. Inspect the actual linked journals and their posted state, not only a displayed FX number.

Use the two actual currency amounts as the primary check. If deriving an amount from a rate leaves a rounding residual, inspect the residual at company precision; do not force a hidden rounding adjustment or overwrite historical invoice rates. Bank fees are a separate supported event, not automatically an FX difference.

Combine foreign currency cash and settlement withholding

Assume the same fictional rates, but the target invoice is USD1,000 base plus USD180 tax, with USD50 settlement-timed withholding. Its gross open amount is USD1,180 and eligible cash is USD1,130. Apply USD565 cash using EUR500 from the bank document.

Relationship	Amount and calculation
Target cash applied	USD565
Cash source consumed	EUR500
Cash cross rate	500 / 565 = 0.884955752212 EUR per USD
System settlement withholding	USD25 for this half settlement
Remaining target gross	1,180 - 565 - 25 = USD590
Target functional cash reduction	565 x PKR280 = PKR158,200
Functional withholding	25 x PKR280 = PKR7,000 on the invoice basis
Cash-source functional carrying value	500 x PKR310 = PKR155,000
Cash-basis difference	PKR3,200; illustrative customer loss/vendor gain before other adjustments

The withholding basis is the target invoice's approved tax design, not an arbitrary percentage of EUR cash. Reconcile cash, the protected withholding record and FX separately. Prior revaluation, different mappings, fees, rounding or other applications require their own actual reconciliation.

Apply foreign currency notes within the supported currency boundary

For customer notes, the ordinary application requires the same currency on credit and target. A USD100 credit at PKR285 applied to USD100 of an invoice at PKR280 uses cross rate 1, while its source and target functional values differ by PKR500. Reconcile the linked FX records as well as both USD residuals.

Vendor reducing notes have their own Apply controls; the normal lookup also filters the target currency when the source note is identified. The note Cross Currency Rate expresses target units per source-note unit, unlike the cash rate described above. Do not use the existence of rate columns to force a different-currency target that the supported lookup does not offer. The customer endpoint expressly rejects such a mismatch.

See customer notes and vendor notes. A ledger plug, artificial cash receipt or changed saved currency is not a supported note-application procedure.

Correct the originating application and inspect its effects

For an ordinary application error, use the supported application edit/remove action only where its dates, locks, document state, permissions and fiscal protections allow it. Reopen the invoice/note and cash-source balances afterwards. A removal restores availability; it does not cancel the original invoice, send money or automatically reverse a physical stock movement.

Settlement WHT creates protected linked records. Correct or unapply the originating receipt/payment application rather than deleting the system-managed WHT allocation. Recheck the resulting WHT generations, totals, history and journals before reapplying. If processing is uncertain, inspect saved identities/status before retrying; do not create a second payment or reuse the import as a reversal.

Separate realised FX from period revaluation

Cash and note application differences arise from settling linked balances at their respective functional bases. Period-end revaluation is a separate process for eligible open monetary balances. Do not run it merely to make two application fields agree, and do not post an additional manual FX journal for a difference already represented by linked system records.

Use Forex and GL setup and revaluation and close, with matching date cutoffs and review of any revaluation/reversal already posted. Refundable cash and non-monetary advance consideration can require different accounting judgments; do not infer classification solely from the name of an unapplied-control account. Refer to IAS 21 and the organisation's approved accounting policy.

Check the Pakistan fiscal and tax evidence

Confirm the applicable federal or provincial authority, customer/supplier registration, document classification, item/service, HS/UOM and required source reference before issuance or correction. A Pakistan address does not by itself determine the tax rate or mean that every service follows the federal goods-tax route.

Keep invoice accounting, FBR preparation/submission/acceptance, commercial note application and bank settlement as separate evidence. A customer credit/debit note must follow its permitted original-document reference and protection rules. Do not use vendor documents in the customer FBR route or assume that unapplying cash reverses a submitted fiscal document.

Use FBR's official digital-invoicing provisions and its user-manual entry point with the applicable current rules and approved country process. Never include production tokens, signing secrets or real tax identifiers in a shared training workbook or screenshot.

Reconcile the whole settlement before close

Compare invoice/note and cash source in their own currencies first. Reconcile open balances, source unapplied balances, withholding, application dates and linked accounting. Then compare the functional GL control, bank, recognised tax and FX accounts with the corresponding reports at the same cutoff. For goods, add stock and valuation reconciliation.

Check	Evidence to compare
Customer/vendor residual	Document lines, notes, cash and applications versus open-item/statement detail.
Cash consumed	Receipt/payment amount minus applications/refunds versus saved unapplied balance, in cash currency.
Withholding	Invoice-timed recognised amounts versus settlement-timed expected/recognised records; no duplicate recognition.
Functional FX	Target carrying reduction, source carrying consumption and linked FX journals, including relevant revaluation history.
Fiscal state	Original accepted reference and actual submission/correction evidence, independent of accounting settlement.
Bank execution	Real treasury evidence and statement reconciliation, not merely the saved payment record.

Continue with document and setup references

Customer invoices and notes, vendor invoices and notes, receipt fields, payment fields, tax-code setup, electronic invoicing, bank reconciliation, report parameters and bulk import safety.

Use this handbook to load many records or apply a supported mass change without repeating each form. Start in the intended company and module. Bulk Import, Bulk Upload, Bulk Update and Bulk Change are different actions: selecting a similar-looking workbook does not turn a create import into an update.

Choose the right bulk action

Your task	Use this route	What it does not mean
Add new masters or documents	The module's Bulk Import or Bulk Upload action and its current template. Find all 28 families below.	An existing name, external key or file name does not universally identify a record to overwrite.
Change existing item details or currency prices	Inventory > Item Master > Bulk Update; use Item Master Bulk Update.	Ordinary Item Master import creates items; it is not an item-update file.
Change an existing formula or introduce a formula/version	Production > Formulas > Bulk Change; use Formulas Bulk Change.	Material and overhead rows are replaced for each included formula, not patched one line at a time.
Change review settings for selected GL accounts	Balance Sheet Review setup > Bulk update selected accounts.	This is an on-screen selection, not a chart-of-accounts import or journal posting.
Add support lines to a reconciliation schedule	The schedule's own import action.	Append does not replace native support or reverse a previous import.

The template directory covers supported file routes, not a promise that every form has an importer. Availability depends on the released screen, permissions and selected company. Goods receipts, for example, must not be treated as a registered Purchase Orders import merely because they belong to purchasing.

Check access and prerequisites

A tenant is your subscription workspace. Its Tenant Administrator assigns appropriate access; an administrator should not grant broad access just to make an import button appear. You need the relevant module action permission and authorised company/location access. Creating records, updating them, approving documents and posting them are separate responsibilities.

Prepare referenced accounts and sub-accounts, locations, currencies/rates, partners, tax codes, UOM, classifications, posting groups, items, warehouses/bins, assets or HR setup first as applicable. Use your company's accepted human codes or names, not hidden database identities. Resolve ambiguous names before loading a file.

Agree the business owner, intended changes, cutoff, control totals and correction plan. Use a small approved batch before a large load. For opening data, agree the cutover design so that imported documents and opening journals do not duplicate the same balances. See the business setup map and opening-balance guidance.

Follow the shared import procedure

1. Open the intended list in the correct company. Confirm any bank, location, payroll run or other context before opening its bulk action.

2. Download the current Excel template from that action. For an update, download current existing data where offered; an ordinary report export is not necessarily upload-ready.

3. Keep the worksheet names and exact headers. Replace sample business rows; do not import the examples. Preserve instructions and any parent/line relationships.

4. Prepare the file and independently check counts, dates, currencies, amounts, quantities and affected record identities. Retain a secure before-change snapshot for updates.

5. Select the file and use Validate. Read errors and the proposed headers, lines, changes and totals. Validation previews proposed work; it does not save the business records.

6. Correct errors in the source workbook. If an earlier validated job blocks another validation, resolve or cancel that job using the offered controls before validating the corrected file. Do not commit an obsolete preview.

7. Recheck the company, import family and preview. Use Commit Import once only when authorised to save that work.

8. Use Show status until the job reaches a final result. Download the result list where offered, reopen the actual records and complete the module-specific reconciliation below.

The genuine import-screen examples show the template and validation controls. The shared control reference explains file selection, errors, status and attachments. Screens differ for specialised routes; the selected action and current template take precedence.

Prepare worksheets, keys and values correctly

Input	How to prepare it	Why it matters
External key and parent key	Give each intended document a clear file key; repeat its parent key on the appropriate lines/allocation sheets.	Keys group rows within that upload. They are not a universal duplicate-import safeguard.
Document and line count	Count distinct headers separately from lines. Keep each document together when splitting a file.	Ten lines may belong to one document, not ten documents. Splitting a header across jobs can duplicate it.
Numbers and dates	Preserve leading-zero codes as text, specified date formats and actual decimal values. Confirm the FX direction.	Spreadsheet auto-formatting can alter identities, dates or precision. Avoid relying on formula cells as imported values.
Blank, No, zero and clear	Read the exact column rules. A blank can mean retain, clear, default or invalid depending on the importer and field.	Do not perform a large find-and-replace of blanks or assume blank means "leave unchanged."
Tax selection	Use the template's separate customer/vendor choices and supported automatic, none/exempt or explicit-code modes.	Blank/default intent is not automatically tax-exempt. Review the resolved tax and withholding in the preview.
Inventory allocation	Match the parent line, warehouse/bin, lot/serial and expiry information required by the item and country.	A correct document total does not prove the right stock was allocated.
File and row limits	Follow the limits displayed by the current screen/template; reduce the batch without breaking document groups.	Limits can vary by configuration and import type. Do not assume every route accepts the same file size or row count.

Update Item Master details and currency prices

Use Inventory > Item Master > Bulk Update, not Bulk Import. This route updates existing eligible items matched by item_number in the selected company. System-maintained CWIP/payroll items are excluded and cannot be changed through this route.

1. Narrow Download Filters to the intended items. Item # From and Item # To restrict the number range; Nature restricts Inventory/Non-Inventory. Active, POS Enabled, Can Be Purchased, Can Be Sold, Can Be Produced and Allow Negative Inventory restrict the corresponding flags. Review the resulting snapshot before editing.

2. Download the current workbook. Keep the Item Master Bulk Change and Item Prices Bulk Change worksheet names and the original item numbers. Save a secure unchanged copy separately.

3. In the master sheet, edit only intended values. Review classification, posting group, UOM, separate customer/vendor tax settings, tracking and country-specific fields particularly carefully; these can change eligibility and future transaction defaults.

4. In the prices sheet, identify the item and currency. Use row_action UPSERT to add/update that currency price, or DELETE to remove that price row. Check unit_price and active explicitly.

5. Validate and inspect changed fields as well as unchanged rows. If the preview proposes clearing unrelated values, stop and correct the workbook before committing.

6. Commit once, wait for the final job result, then reopen each sampled item and its currency-price grid. Confirm the expected changed-item and price counts against the approved file.

Item update blank and price rules

Existing-value downloads are important. Present blank text, numeric or lookup cells can request clearing a value; a required field can then fail validation. Blank Boolean cells are treated differently and do not mean No. A column absent from the file is not the same as a present blank cell. Preserve current values unless a deliberate clear/change is intended and confirmed in the preview.

DELETE on Item Prices Bulk Change removes the matching item/currency price, not the item itself. An inactive price remains a row but is not eligible as an active default. Changing/removing currency prices can recalculate or clear the item's default sales price; check the saved default and currency rows together. This action does not retroactively amend prices on saved sales documents.

Worked item update example

Fictional example: the current snapshot contains item 1001 with description Blue service kit and a USD 25.0000 currency price. Change only the description to Blue service kit - large and its USD unit_price to 27.5000 with UPSERT. Preserve all other downloaded values. Expect one item's intended master fields and the USD price to change; no quantity receipt, purchase invoice or sales invoice is created.

After commit, reopen item 1001, compare the exact description, USD precision, active/default status and all other affected fields to the preview. Do not use an unrelated manual price-edit form merely to confirm a high-precision value: inspect the saved value and use the relevant item price caution.

Change formulas safely with Bulk Change

Use Production > Formulas > Bulk Change. Download existing formulas template returns current matching data. Status, Code From, Code To, Output Item (optional), Updated Since and Limit narrow that download; inspect the workbook to confirm its exact scope.

The matching identity is company plus Formula Code plus Version No. An existing combination is updated; a missing combination can create a new formula. This is not an update-only promise. Changing the code/version can therefore create an unintended new combination.

1. Download and retain the original workbook, including Formulas, Material Lines and Overhead Lines. Agree whether to change an existing version or create a separately controlled new version.

2. Keep each header's External Key (Ext Key) consistent across its material and overhead rows. Preserve every line that must remain on each included formula.

3. Edit the complete intended material and overhead lists, not just the changed rows. Confirm eligible output/material items, overhead codes, standard batch quantity, QC and joint-cost choices.

4. Set header values deliberately. Blank Status defaults to INACTIVE, blank QC Required Before Completion defaults to No, and blank Joint Cost Method defaults to PHYSICAL_QTY. Do not erase these cells to mean "retain existing."

5. Validate and compare the entire proposed formula against the original, including removed lines and defaults. Commit once only after the formula owner approves the change.

6. Reopen the saved formula/version. Compare output, batch quantity, status, QC, joint-cost method, every material quantity and every overhead amount. Check its suitability before using it for a new batch.

Formula replacement is not a partial update

For each included formula, Material Lines and Overhead Lines replace the existing lists. Omitting an existing material row removes it from that formula. Supplying no overhead rows for an included formula clears its existing overhead list. Line numbers can be resequenced; use item/overhead identity and quantity/value to compare the saved result, not only old line numbers.

A blank Standard Amount can derive an overhead amount from the active overhead master rate and its per-unit/per-batch basis. Review the resulting amount rather than assuming zero. This workbook does not provide every specialised formula/output configuration control; use the formula and joint-output reference for the full form. Do not infer that modifying a formula recalculates completed batches or historical costs.

Worked formula change example

Fictional example: formula MIX-01 version 1 has two materials and one overhead. Change one material's Standard Qty from 2.5 to 3.0. Retain the second material and the overhead row, with their existing parent key and intended values. Compare all three lists before commit. Uploading only the edited material would remove the omitted material and overhead, so it is not a safe shortcut.

Bulk update selected account review settings

Open the company's Balance Sheet Review setup and use Bulk update selected accounts. This on-screen action changes review settings for selected accounts; it does not create accounts, journals or posting periods.

1. Filter and select the intended account rows. Confirm the actual selected set; do not assume a checkbox includes every account on other result pages.

2. Choose only the settings to change, such as review requirement, frequency, first review period, tolerance, auto-review or due-date rules. Here blank controls can preserve existing settings; do not copy that assumption to Excel import fields.

3. When enabling review, agree the frequency and first period. When disabling it, provide the requested reason and confirm the operational effect with the review owner.

4. Check the selected accounts and proposed settings, apply the bulk update once, then reopen/filter those accounts to verify their settings and expected review schedule.

See Balance Sheet Review setup fields. This is a review-control change, not account reclassification or a replacement for month-end reconciliation.

Append reconciliation schedule support

Use the selected review schedule's own template/import action. Save current manual edits before importing. Its specialised append route has its own displayed file/line limits; do not assume the shared bulk modal's limits or matching rules apply.

Check the account, period, currency and schedule before selecting the file. Validate the support rows, import once, then compare the appended row count and support total with the file and schedule difference. Native support remains; importing again can add more support rather than replace the earlier rows. Retain the original source as reconciliation evidence and follow the schedule's supported correction path if the support is wrong. See review schedule import and reconciliation.

Find every supported import template

The following directory lists all 28 template families in this release. Open the matching module/list, then its Bulk Import or Bulk Upload action; wording varies by list. The exact-column links describe every worksheet and column. They do not authorise bypassing a missing action, permission, document state or fiscal restriction.

Accounting and banking imports

Family and template columns	Prepare and match	Check after saving
Reporting Accounts - GL Reporting Accounts	Create new reporting accounts after groups/types and cash-flow categories. Review debit/credit nature, balance-sheet/P&L, system restrictions and monetary classification with the accountant.	Reopen properties and reporting hierarchy. A reporting-account import is not a complete posting-account or opening-balance load; use account setup.
Reporting Sub Accounts - GL Reporting Sub Accounts	Prepare the correct existing parent reporting account, description and active choice. Do not use an ambiguous parent.	Confirm new sub-accounts under the intended parents and any separate posting-account setup. No balance is created.
Journal Entries - GL Journal Entries	Group header and Lines by ext_key. Prepare at least two lines per journal, eligible posting accounts, dates, currency and balanced debit/credit amounts.	Inspect journal numbers, line counts, approval_status and posting_status. Imported/visible does not mean approved or posted. Reconcile functional debits/credits and GL using journal guidance.
Forex Conversions - GL Forex Conversion, Bulk Upload	Create currency-pair rates with intended direction and effective start/end dates. Check existing overlapping periods; this is not a historical-transaction repricing file.	Reopen rates/dates and sample the intended conversion using GL controls. A rate import is not an FX revaluation journal.
Bank Statement Lines - selected bank statement/reconciliation	Confirm selected bank, statement period, dates, signed amounts and references. Resolve duplicates/skipped lines from the job result.	Compare imported/skipped counts and statement totals; reconcile with ledger transactions. It imports bank evidence, not an instruction to transfer cash. Use worked bank reconciliation.

Partner, sales and purchasing imports

Family and template columns	Prepare and match	Check after saving
Trading Partners - Trading Partners, Bulk Upload	Creates partners; repeating an existing name does not update it and duplicate names can be created. Prepare Customer/Vendor/Both, addresses, separate tax/default accounts and approved bank details.	Compare created partner numbers and roles, not names alone. Confirm receivable/liability mappings, currency, credit and tax defaults. Use partner setup.
Sales Orders - Sales Orders	Group order header/Lines with ext_key; prepare customer, location, currency, item/UOM, quantity, price and tax intent.	Match order numbers, line quantities, totals and status. An order is not delivery or invoice recognition. Continue with stocked sales.
Customer Transactions - Customer Transactions	Prepare invoice/note type, customer, dates, source relationships and header/line keys. Stocked lines need applicable allocation sheets and matching quantities.	Inspect saved invoice/note, tax, AR, stock/cost and posting/fiscal status. Reconcile using sales transactions; do not replay to correct a posted invoice.
Customer Receipts - Customer Receipts	Prepare bank, customer, receipt currency, amount and any supported invoice application data. Distinguish cash, tax/withholding and applied value.	Reconcile bank/cash, customer open items and residual/unapplied amounts. Do not assume every receipt automatically settles invoices. Use receipt guidance.
Miscellaneous Receipts - AR Misc Receipts	Prepare cash-receipt category, contra account, bank, dates/currency and traceable references. Do not imitate customer invoice application.	Match receipt amount/sign and cash/contra postings to supporting evidence; use cash and bank.
Purchase Orders - Purchase Orders	Group header/Lines by ext_key; prepare supplier, location, currency, quantity, price, tax and purchasing policy.	Inspect PO numbers/status/totals and applicable approval route. Importing an order does not receive goods or create a vendor liability. Use orders and receipts.
Vendor Transactions - Vendor Transactions	Prepare vendor invoice/note type, supplier reference, dates, account/item and supported receipt/source relationships. Review vendor tax independently of customer tax.	Reconcile AP, taxes, GRNI/stock/expense and fiscal state where applicable using vendor invoice guidance.
Vendor Payments - Vendor Payments	Prepare supplier/bank/currency and supported invoice applications. Agree cash, withholding, discounts and prepayment intent.	Compare payment numbers, bank/clearing, AP applications and residual balances. A saved payment is not confirmation that a bank executed a transfer. Use payment guidance.

Family and template columns	Prepare and match	Check after saving
Miscellaneous Payments - AP Misc Payments	Prepare miscellaneous cash-payment category, contra account, bank, currency/date and references.	Match cash and contra postings without treating the payment as automatic settlement of supplier invoices. Use cash and bank.

Inventory and production imports

Family and template columns	Prepare and match	Check after saving
Item Master - Inventory Item Master, Bulk Import	Creates items. Prepare UOM, classification/posting group, inventory/non-inventory nature, tax/tracking and allowed purchase/sales/production use.	Compare new item numbers and defaults using item setup. Item creation does not load stock quantity/value.
Item Master Bulk Update - Item Master, Bulk Update	Existing item_number matching and optional currency-price UPSERT/DELETE; follow the dedicated procedure above.	Compare changed fields, active/default prices and unchanged values; no stock movement is created.
Inventory Adjustments - Inventory Adjustments	Prepare adjustment reason/direction, dates, item, warehouse/bin, quantity/value and required lot/serial/expiry allocations.	Reconcile quantity, valuation and GL destination by item/location; use inventory movements. Do not duplicate an opening stock load.
Inventory Transfers - Inventory Transfers	Prepare source/destination, items/quantities and supported tracking allocations. Keep the whole transfer's related rows together.	Reconcile source decrease and destination increase, valuation and any explicit loss treatment. Use transfer guidance.
Formulas - Production Formulas, Bulk Upload	New formulas with headers, material and overhead relationships. Prepare eligible output/material items, quantities, overhead masters and formula/version choices.	Reopen the formula and check all lists/status before a batch. Use production setup.
Formulas Bulk Change - Production Formulas, Bulk Change	Existing company/code/version updates or missing-combination creation; material/overhead lists are full replacements as described above.	Compare all retained/removed lines, QC, batch quantity and calculated overheads; do not infer historical batch recalculation.
Production Batches - Production Batches, Bulk Upload	Prepare formula/version, location, quantity, warehouses and supported tracking/context columns.	Inspect saved batch state, formula/materials and later release/issue/completion results. Import success is not proof of consumption or finished output. Use production transactions.

Fixed-asset and HR imports

Family and template columns	Prepare and match	Check after saving
Asset Master - Fixed Assets Asset Master	New asset records; prepare group, location, dates, acquisition/capitalisation values, depreciation and GL mapping context. Agree migration/opening treatment.	Match asset numbers and register values/lifecycle, then reconcile asset cost/depreciation to GL. Do not duplicate acquisition invoices or opening journals; use asset setup.
Asset Adjustments - Fixed Assets Adjustments	Existing asset, increase/decrease category, approved amount, dates and contra account.	Reconcile cost/carrying value and GL to approval evidence. An adjustment is not a supplier invoice; use asset transactions.
Asset Disposals - Fixed Assets Disposals	Verify exact asset, disposal dates/type, proceeds and accounts before loading. Review the asset guide's operational cautions first.	Reconcile register removal, depreciation, proceeds and gain/loss. Do not retry or use disposal as a shortcut for deleting an asset. Use disposal guidance.
Employee Master - HR Employees	Creates employees; prepare employee identity, hire/termination dates, department/designation and supported bank/tax links. Restrict file access.	Compare created employee numbers, eligibility and protected personal fields using HR setup. This is not a user-account or salary-payment import.
HR Earnings Setup - HR Earnings Setup	New earning codes; prepare calculation method, amount/rate, tax/cash impact and applicable expense/fund mapping. Existing earning codes are not updated by replay.	Reopen code/method/defaults and verify expense/cash treatment before use in compensation. Use HR setup.
Employee Compensation Master - HR Employee Compensation	New effective-dated compensation headers and linked lines for existing employees. A new version can close the preceding effective version. Check date overlap, earning/deduction methods, currency and payroll tax setup with the payroll owner.	Reopen new and preceding effective versions and basic/earning/deduction lines. Reconcile the next applicable draft payroll, not a historical payslip rewrite; use payroll transactions.
Payroll Variable Inputs - HR Payroll Variable Inputs	Add inputs to a DRAFT payroll run. Prepare employee, earning/deduction type, activity date within the run month, amount or units and effective compensation rate.	Compare run/employee/line numbers and input totals, then review payroll calculation and approved payroll reconciliation. It does not execute salary payments; use payroll guidance.

Work a journal import and reconcile it

Fictional example in USD functional currency: prepare one journal key TRAIN-J01 with two Lines rows, an approved expense debit of USD 100.00 and an approved cash/bank credit of USD 100.00, only if that is the real event and permitted posting route. Use existing eligible accounts, a valid open-period date and the same parent key on both rows. Expected file controls are one journal, two lines, debit USD 100.00 and credit USD 100.00; do not add debit and credit to describe a USD 200.00 business transaction.

Validate, check accounts/dates/signs and commit only an authorised file. Record the generated journal number and inspect both approval and posting state. If approval is required, use the supported approval process rather than importing again. Once posted, compare the actual GL account movements, ledger date and functional totals to the file. A balanced preview alone does not prove that the accounts, period or event were correct. Use journal corrections for mistakes, not a second copy of the workbook.

Recognise job states and recover without duplicates

Situation	Safe next action	Avoid
Preview contains errors	Download errors where offered; use worksheet/row/field/parent key to correct the workbook and validate the intended complete file again.	Committing an earlier preview after changing only the local file.
An active job blocks validation	Inspect the existing job with Show status. Resolve it or use the offered cancellation control before starting another.	Creating another browser tab to work around the active-job guard.
Queued, processing or timeout	Closing the modal can leave work running. Check status and actual created/updated identities before any retry.	Re-uploading because the screen did not immediately show success.
Final result shows fewer new rows	Compare headers versus lines, changed versus unchanged records and any duplicate/skipped statement lines. A valid update can be a no-op.	Forcing a second import just to obtain a larger count.
Saved data is wrong	Stop dependent use; list affected records and ask the authorised module owner to follow the supported correction/reversal path.	Assuming Cancel my active imports reverses committed data.
Access denied or lookup missing	Confirm intended company/location and ask the Tenant Administrator to review the specific permission/master reference.	Switching companies or broadening permissions merely to bypass a validation failure.

Keep the original file, current template, validation/error output, job reference, final results and before/after evidence securely. File-level external keys and new filenames do not guarantee repeat safety. Committed

transactions have their own approval, posting, fiscal and correction rules; there is no universal "undo import" command.

Reconcile a completed bulk job

Record family	Minimum comparison	Release to normal use when
Masters and dedicated updates	Intended identities/counts, changed and unchanged fields, linked accounts/tax/UOM, active/default status.	Owner has reviewed the saved records and future default/eligibility effects.
Orders and production preparation	Header/line counts, quantities/prices, sources, status and approval eligibility.	Order/batch owner has confirmed the next operational step; import is not mistaken for receipt/completion.
Invoices, receipts, payments and journals	Document numbers, dates/currencies, tax/withholding, account signs, applications, posting/approval/fiscal states and GL/subledger totals.	Differences are explained and the appropriate accounting owner accepts the result.
Stock and assets	Item/asset identities, locations, tracking, quantities, valuation/carrying value and GL control movements.	Operational records and accounting control totals agree at the same cutoff.
HR and payroll inputs	Effective dates, eligible employees, earning/deduction methods, units/rates, totals and resulting draft calculation.	HR/payroll owner has checked the intended run without exposing private payroll data.
Bank and reconciliation support	Imported/skipped/append counts, source totals, ledger match and unresolved difference.	Support agrees to source evidence and remaining differences have an owner.

Protect sensitive files and continue

Import workbooks and result lists can contain bank details, customer addresses, employee pay or tax identities. Store them in approved restricted locations; share minimum necessary data and follow retention rules. Do not paste real payroll or bank files into public support conversations, screenshots or guides. Never include passwords, OTPs, signing keys or API secrets in ordinary import notes.

Continue with the exact 28-template column reference, shared import controls and attachments, approval setup, conditional country and tracking controls and workflow handbook.

Download the current template from the intended company and module. Do not reuse an old template or rename its worksheets/headers. The columns below preserve the release's template spelling; sample values illustrate format, not valid records for your company. Blank samples do not establish that a field is optional. Read the template's Instructions/ReadMe and Validate results for conditional requirements.

Import screens

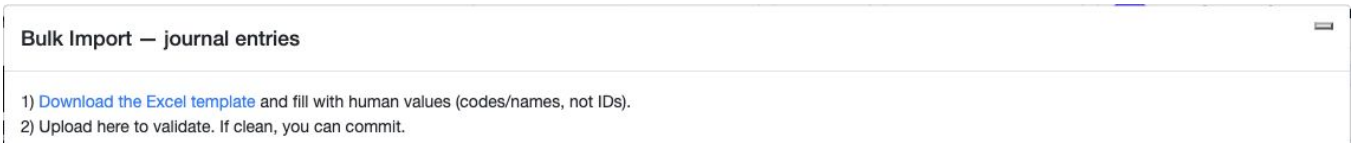


Figure 1. Application screen: the journal-import template link and entry instructions. Use the template for the actual module you are importing.

Figure 2. Application screen: file selection, status and Validate controls with no file selected. Validation and commit are separate stages; no upload or import has been performed.

Prepare, validate, commit and reconcile

Prepare masters before transactions: accounts/sub-accounts, locations, partners, units, posting groups, items and warehouses as applicable. Replace sample rows, preserve identifiers as text where leading zeros matter, and keep dates/numbers in the specified format. Formula cells are not a safe substitute for committed input values. Header keys connect documents to Lines or allocation sheets; line keys connect allocations to their exact parent line.

Validate the whole file and inspect errors by worksheet, row, field and external key. Correct the source file and validate again. Check count, total quantity/value, currency, tax/default mode and destination context before Commit. A preview does not save business records; a completed import does not prove all approvals, inventory costing or journal posting finished. Inspect the final status, created document references and downstream records.

Recover after interrupted or rejected imports

If an upload or commit times out, inspect its job and created records before retrying. External keys commonly link rows inside a file; duplicate prevention varies by importer. Do not assume a new filename, copied external key or green validation preview prevents duplicate posting. Retain the original file, error output and job reference. Correct saved transactions through the module's supported process rather than re-importing a whole file over them.

For bulk-update templates, review blank/clear behaviour for the specific field before using a large file. Test an authorised small batch and reopen the saved master. Changes to account mappings, tracking, tax exemptions or high-precision prices can affect future transactions; preserve historical evidence. Asset-disposal imports and GL correction actions must not be used to bypass the operational cautions in the relevant guides.

Miscellaneous Payments template

Use this template from its Miscellaneous Payments import action. Keep the selected company and any bank/location context unchanged throughout the job.

Miscellaneous Payments Misc Payments worksheet

Exact column header	Template example	Meaning and implications
ext_key	MP001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
ledger_date	2026-04-11	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
receipt_date	2026-04-11	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
location	Head Office	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
vendor	No sample value supplied; use the current template instructions.	Existing vendor-side trading-partner reference. Confirm the supplier role and company; a bank beneficiary number is not the vendor identity.
bank_account	OPER-CHK-001	Existing company cash/bank master used by the receipt/payment/statement context. It is distinct from the bank GL mapping and from a customer/vendor beneficiary account.
contra_account	1-50000-1000	Approved offset posting account for this transaction line or cash record. Review its actual business purpose; it is not permission to use an unexplained balancing account.
cost_center	No sample value supplied; use the current template instructions.	Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.
currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
total_amount	1500.00	Amount entered on the receipt/payment header in its named currency. Review the originating workflow's cash, tax/withholding and application basis; it is not the sum of all invoice outstanding balances.
fx_rate_override	1	Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.

Exact column header	Template example	Meaning and implications
payment_type	Operating Expense Reimbursement	Approved business category for the miscellaneous payment. It describes why cash is recorded; it is not a bank execution status or automatic invoice application.
description	Misc cash payment	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
customer_reference	No sample value supplied; use the current template instructions.	External/customer-supplied reference for the cash/document record. Retain it for traceability; it is not a lookup that selects the customer master.
bank_reference	BP-1001	External bank/payment reference used to trace this cash event to banking evidence. It is descriptive reconciliation evidence, not selection of a bank account or an instruction to send money.

Miscellaneous Receipts template

Use this template from its Miscellaneous Receipts import action. Keep the selected company and any bank/location context unchanged throughout the job.

Miscellaneous Receipts Misc Receipts worksheet

Exact column header	Template example	Meaning and implications
ext_key	MR001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
ledger_date	2026-04-11	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
receipt_date	2026-04-11	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
location	Head Office	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
customer	No sample value supplied; use the current template instructions.	Existing customer-side trading-partner reference. Resolve it in the current company; customer name/reference text elsewhere does not select this relationship.
bank_account	OPER-CHK-001	Existing company cash/bank master used by the receipt/payment/statement context. It is distinct from the bank GL mapping and from a customer/vendor beneficiary account.
contra_account	1-40000-1000	Approved offset posting account for this transaction line or cash record. Review its actual business purpose; it is not permission to use an unexplained balancing account.
cost_center	No sample value supplied; use the current template instructions.	Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.
currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
total_amount	1500.00	Amount entered on the receipt/payment header in its named currency. Review the originating workflow's cash, tax/withholding and application basis; it is not the sum of all invoice outstanding balances.
fx_rate_override	1	Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.

Exact column header	Template example	Meaning and implications
receipt_type	Equity Injection from Shareholders	Approved business category for the miscellaneous receipt. It is not the customer identity or proof that an invoice was settled.
description	Misc cash receipt	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
customer_reference	No sample value supplied; use the current template instructions.	External/customer-supplied reference for the cash/document record. Retain it for traceability; it is not a lookup that selects the customer master.
bank_reference	BR-1001	External bank/payment reference used to trace this cash event to banking evidence. It is descriptive reconciliation evidence, not selection of a bank account or an instruction to send money.

Asset Adjustments template

Use this template from its Asset Adjustments import action. Keep the selected company and any bank/location context unchanged throughout the job.

Asset Adjustments Asset Adjustments worksheet

Exact column header	Template example	Meaning and implications
ext_key	FAA-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
location	HQ	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
asset	FA-1001	Existing asset reference for the adjustment/disposal. Verify the actual asset, company, location and current state before importing.
adjustment_type	INCREASE	Asset adjustment category determining the intended increase/decrease treatment. Review it with adjustment_amount and approved reason; do not use a category to imitate an acquisition or cash refund.
adjustment_date	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
ledger_date	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
transaction_date	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
adjustment_amount	2500.00	Magnitude of the asset adjustment in the supported accounting basis. Read it with adjustment_type and dates; it is not a new acquisition invoice or arbitrary signed bank amount.
contra_account	1000-2000-3000	Approved offset posting account for this transaction line or cash record. Review its actual business purpose; it is not permission to use an unexplained balancing account.
cost_center	HQ-OPS	Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.
description	Upgrade capitalization adjustment	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.

Asset Disposals template

Use this template from its Asset Disposals import action. Keep the selected company and any bank/location context unchanged throughout the job.

Asset Disposals Asset Disposals worksheet

Exact column header	Template example	Meaning and implications
ext_key	FAD-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
asset	FA-1001	Existing asset reference for the adjustment/disposal. Verify the actual asset, company, location and current state before importing.
location	HQ	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
disposal_date	2026-03-05	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
expected_sale_proceeds	YES	Yes/No indication of expected disposal proceeds. It is not a bank receipt; settlement remains a separate workflow.

Asset Master template

Use this template from its Asset Master import action. Keep the selected company and any bank/location context unchanged throughout the job.

Asset Master Asset Master worksheet

Exact column header	Template example	Meaning and implications
ext_key	FA-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
location	HQ	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
category	MACH	Existing asset category, which supplies the asset accounting and depreciation design. Resolve the template value to the intended same-company category before importing.
asset_group	Production Assets	Existing asset grouping reference used to organise the asset register. The asset category, not the group name, supplies accounting/depreciation mappings.
cost_center	HQ-OPS	Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.
asset_name	CNC Machine	Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
asset_tag	TAG-001	Asset tracking label. Keep it unique where required by policy; it is not a posting account or an acquisition value.
description	Primary production machine	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
source_type	NORMAL	Exact supported source category. For asset openings/manual entries, verify the source-specific dates, cost and contra-account requirements.
in_service_date	2026-01-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
capitalization_date	2026-01-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
ledger_date	2026-01-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.

Exact column header	Template example	Meaning and implications
transaction_date	2026-01-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
gross_cost	25000	Asset cost before accumulated depreciation, on the supported source/currency basis. Do not put net book value here or load the same acquisition through both opening and capitalisation routes.
residual_value	1000	Estimated asset value remaining at the end of its approved useful life. It affects the depreciable basis; it is not actual disposal cash already received.
manual_contra_account	1000-2000-3000	Approved accounting counterpart for the supported manual/ordinary asset source. Review it with source_type and capitalisation dates; do not duplicate a separately posted acquisition.
migration_contra_account	No sample value supplied; use the current template instructions.	Approved cutover counterpart for the supported opening-asset route. Reconcile the asset opening register and GL without recognising the same historical cost twice.
opening_accumulated_depreciation	0	Historical accumulated depreciation at the opening cutoff. Reconcile to the signed asset register and GL; do not depreciate the same history again.
opening_months_depreciated	0	Number of historical months already depreciated. Keep it consistent with opening dates, cost, accumulated depreciation and remaining life.
catch_up_through_date	No sample value supplied; use the current template instructions.	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
late_capitalization_reason	No sample value supplied; use the current template instructions.	Business explanation for recognising this asset after its original service date. Keep the approved dates and evidence; a reason does not itself calculate or approve catch-up depreciation.

Bank Statement Lines template

Use this template from its Bank Statement Lines import action. Keep the selected company and any bank/location context unchanged throughout the job.

Bank Statement Lines BankStatement worksheet

Exact column header	Template example	Meaning and implications
line_no	1	Statement-line sequence within the uploaded bank statement. It is not a GL account or payment number; keep bank transaction identity separately in external_line_id where supplied.
statement_date	2026-10-16	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
value_date	2026-10-16	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
external_line_id	EXT-001	External identity for the individual statement line, normally the bank's stable transaction reference. Preserve it for traceability and the importer's supported duplicate checks; it is not a universal replay guarantee.
bank_reference	BANKREF-001	External bank/payment reference used to trace this cash event to banking evidence. It is descriptive reconciliation evidence, not selection of a bank account or an instruction to send money.
description	Statement line description	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
debit_amount	1000.00	Bank-statement withdrawal amount on this line. Under this template, signed bank movement is credit_amount less debit_amount; do not enter a deposit here.
credit_amount	0.00	Bank-statement deposit amount on this line. Keep it separate from debit_amount withdrawals and from the GL debit/credit convention.
bank_account	No sample value supplied; use the current template instructions.	Existing company cash/bank master used by the receipt/payment/statement context. It is distinct from the bank GL mapping and from a customer/vendor beneficiary account.
currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.

Keep the Context sheet. Its statement_opening_balance and statement_closing_balance values are independent statement evidence; see the worked bank guide. Selected bank context is enforced by the application.

Customer Receipts template

Use this template from its Customer Receipts import action. Keep the selected company and any bank/location context unchanged throughout the job.

Customer Receipts Receipts worksheet

Exact column header	Template example	Meaning and implications
ext_key	R001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
ledger_date	2025-01-15	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
receipt_date	2025-01-15	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
location	NYC	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
customer	TP-0001	Existing customer-side trading-partner reference. Resolve it in the current company; customer name/reference text elsewhere does not select this relationship.
bank_account	OPER-CHK-001	Existing company cash/bank master used by the receipt/payment/statement context. It is distinct from the bank GL mapping and from a customer/vendor beneficiary account.
currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
total_amount	1000	Amount entered on the receipt/payment header in its named currency. Review the originating workflow's cash, tax/withholding and application basis; it is not the sum of all invoice outstanding balances.
fx_rate_override	1	Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.
description	Customer payment	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
customer_reference	PO-7788	External/customer-supplied reference for the cash/document record. Retain it for traceability; it is not a lookup that selects the customer master.

Exact column header	Template example	Meaning and implications
bank_reference	CHK-123	External bank/payment reference used to trace this cash event to banking evidence. It is descriptive reconciliation evidence, not selection of a bank account or an instruction to send money.

Customer Transactions template

Use this template from its Customer Transactions import action. Keep the selected company and any bank/location context unchanged throughout the job.

Customer Transactions Transactions worksheet

Exact column header	Template example	Meaning and implications
ext_key	T001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
transaction_type	INVOICE	Accounting document category such as invoice or note in the importer's supported values. It affects line signs, tax and correction rules; do not substitute another type to force an unsupported transaction.
ledger_date	2025-01-15	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
transaction_date	2025-01-15	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
location	NYC	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
trading_partner_number	TP-0001	Company trading-partner number accepted by this template. It is not a tax registration number, external invoice reference or bank account.
currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
fx_rate_override	1	Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.
description	Consulting services	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
custom_message	Thank you for your business!	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
customer_po_number	PO-000123	External purchase-order reference supplied by the customer. It is not selection of a RavenLedger purchase order and does not by itself link a sales-order line.
payment_terms_days	30	Nonnegative whole-number payment-term days stored on the transaction header. It does not apply a payment; verify the saved terms and document due date.

Customer Transactions Lines worksheet

Exact column header	Template example	Meaning and implications
ext_key	T001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
line_ext_key	T001-L10	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
line_number	10	Whole-number line sequence inside the linked document. Do not confuse it with an item, account or document number.
item_code	SRV	Existing item reference for the commercial line. Select the intended item and unit basis, not a free-text description or monetary account.
quantity	1	Quantity for the named item/activity row in its required unit. Review the source workflow and sign, including returns/credits; it is not a monetary total.
price	1000	Commercial unit price for the selected item/line in the document currency. Line quantity and discounts/tax determine the extension; price is not the stock moving-average cost.
discount_percent	10	Commercial line discount expressed as percentage units under the template rule. It is not a tax rate or currency amount; check the calculated discount and net line value.
tax_code	No sample value supplied; use the current template instructions.	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
contra_account	4000-Sales	Approved offset posting account for this transaction line or cash record. Review its actual business purpose; it is not permission to use an unexplained balancing account.
cost_center	NY-OPS	Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.
tax_code_mode	AUTO	AUTO uses the applicable default, NONE requests no selected code, CODE requires the supplied code. Confirm exemption/default policy and review the calculated tax before commit.

Customer Transactions Inventory Allocations worksheet

Exact column header	Template example	Meaning and implications
line_ext_key	T001-L10	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
warehouse	MAIN	Existing warehouse for the physical stock context. Confirm the company location and required receiving/issue bin and tracking identities.
location	NYC	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
bin	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
lot_no	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
serial_no	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
qty	1	Quantity for this commercial/transaction line in its required UOM. Apply the selected document's sign convention and reconcile any stock allocation to the same quantity basis.

Review tax/default selection before committing: an explicitly selected code, AUTO default and NONE selection have different meanings. Preserve line keys and inventory allocation links; tax calculation and inventory movement still follow company policy.

Employee Compensation Master template

Use this template from its Employee Compensation Master import action. Keep the selected company and any bank/location context unchanged throughout the job.

Employee Compensation Master Employee Compensation worksheet

Exact column header	Template example	Meaning and implications
ext_key	EC-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
employee	1001	Existing HR employee reference for the compensation or payroll input. It is not the application user or payable-partner identity; confirm location and effective eligibility.
effective_from	2026-10-01	First date this compensation version applies. Compare other effective versions and the mid-period policy; changing this date can change which salary/rules a run uses.
payroll_frequency	MONTHLY	Pay frequency for this compensation version. The released compensation importer accepts MONTHLY; it does not create a separate weekly or daily payroll calendar.
payroll_tax_code	PAYE	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
basic_salary	25000	Base compensation amount for the employee version, not a completed payslip or bank payment. Review the effective period, payroll currency/basis and any activity-only arrangement before using the value.

Employee Compensation Master Lines worksheet

Exact column header	Template example	Meaning and implications
ext_key	EC-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
line_number	20	Whole-number line sequence inside the linked document. Do not confuse it with an item, account or document number.
line_type	EARNING	Category of the compensation/payroll detail, such as the offered earning or deduction type. It determines which definition and calculation fields apply; it does not itself post or pay payroll.
earning_code	HRA	Existing approved earning definition applied to this compensation/input row. Its calculation method controls the interpretation; the code itself is not an amount.
deduction_code	No sample value supplied; use the current template instructions.	Existing approved deduction definition for this compensation/input row. Review method, effective dates and balances; choosing a code is not recording a cash payment.
calculation_method	PERCENT	Earning/deduction calculation rule, such as fixed, percentage or activity-based where offered. It determines how the amount/rate/quantity is used; it is not a financial amount itself.
amount	0	Amount for the named earning/deduction or other detail row on its parent's stated basis. Read the calculation method, line type and currency/units together; it is not automatically net pay or a unit selling price.
rate_percent	10	Percentage input or override for the applicable earning/deduction rule. Use the stated percentage convention and effective assignment; it is not a money amount.

Employee Master template

Use this template from its Employee Master import action. Keep the selected company and any bank/location context unchanged throughout the job.

Employee Master Employee Master worksheet

Exact column header	Template example	Meaning and implications
ext_key	EMP-001	Template rule: Required: No Allowed/format: Text Lookup source / notes: External reference key for your file tracking. Example: EMP-001 Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
location	Head Office	Template rule: Required: Yes Allowed/format: Name / ID / Number Lookup source / notes: Must match an active Location in selected company. Example: Head Office Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
first_name	Alex	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Employee first name. Example: Alex Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
last_name	Mokoena	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Employee last name. Example: Mokoena Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
job_title	Finance Analyst	Template rule: Required: No Allowed/format: Text Lookup source / notes: Employee title/designation. Example: Finance Analyst Employee job description. It is not the effective Position assignment, attendance-policy link or an application security role.
employment_category	TEMPORARY	Template rule: Required: No Allowed/format: PERMANENT / FIXED_TERM / TEMPORARY / CASUAL / INTERN Lookup source / notes: Optional reporting classification only; it does not affect payroll. Example: TEMPORARY Descriptive employment classification used for personnel reporting. It does not itself select payroll frequency, salary calculation, tax or application permissions.
email	alex.mokoena@example.com	Template rule: Required: No Allowed/format: Email format Lookup source / notes: Must be unique per company when provided. Example: alex@example.com Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.

Exact column header	Template example	Meaning and implications
phone_number	11 555 0101	Template rule: Required: No Allowed/format: Text Lookup source / notes: Employee phone number without relying on an embedded country code. Example: 11 555 0101 Contact telephone number. Preserve leading zeros and the approved format; it is contact information, not an OTP or a grant of portal access.
phone_country	ZA	Template rule: Required: No Allowed/format: ISO code or country name Lookup source / notes: Country used to display the complete phone dialling code. Example: ZA Country/dialling component of the contact telephone. It is distinct from the postal country and does not change company or tax jurisdiction.
phone_extension	204	Template rule: Required: No Allowed/format: Text; maximum 10 characters Lookup source / notes: Optional business telephone extension. Example: 204 Internal telephone extension for the contact, used with its main phone number. It is not a country dialling code.
whatsapp_number	82 111 2222	Template rule: Required: No Allowed/format: Text Lookup source / notes: Optional WhatsApp number. Example: 82 111 2222 Contact WhatsApp number where the organisation is authorised to retain it. Saving the number does not send a message or create consent.
whatsapp_country	ZA	Template rule: Required: No Allowed/format: ISO code or country name Lookup source / notes: Country used to display the complete WhatsApp dialling code. Example: ZA Country/dialling component of the contact WhatsApp number. Confirm the approved contact channel before using it.
hire_date	2026-10-16	Template rule: Required: Yes Allowed/format: YYYY-MM-DD Lookup source / notes: Employee hire date. Example: 2026-04-11 Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
termination_date	No sample value supplied; use the current template instructions.	Template rule: Required: No Allowed/format: YYYY-MM-DD Lookup source / notes: Only for terminated/offboarded employee. Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.

Exact column header	Template example	Meaning and implications
status	ACTIVE	Template rule: Required: Yes Allowed/format: ACTIVE / TERMINATED / ON_HOLD Lookup source / notes: Controls active flag in Employee Master. Example: ACTIVE Lifecycle category for the named employee/order or other imported record, using that template's offered values. It is not a universal posting, approval, payment or fiscal-acceptance state.
cost_center	Finance	Template rule: Required: No Allowed/format: Name / ID Lookup source / notes: Must match Cost Center in selected company. Example: Finance Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.
position	POS-MS	Template rule: Required: No Allowed/format: Position code (recommended) Lookup source / notes: Use HR Position Master code (or name/id). Example: POS-MS Employee position reference used by the applicable personnel/assignment process. Establish the intended position and effective policy relationship; a title alone does not create attendance or access authority.
tax_registration_number	TAX-123456	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory; unique per company. Example: TAX-123456 Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
national_id_number	ID-9001015009087	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory; unique per company. Example: ID-9001015009087 Employee personal identity reference where legitimately required. Preserve approved formatting and restrict access; do not put real identifiers into training files or general support screenshots.
employee_bank_name	FNB	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory bank master field. Example: FNB Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
employee_bank_account_number	62789012345	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory bank master field. Example: 62789012345 Employee beneficiary bank-account number. Preserve leading zeros and approved formatting; it is sensitive text, not a posting-account lookup or a payment instruction.

Exact column header	Template example	Meaning and implications
employee_branch_name	Sandton Branch	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory bank master field. Example: Sandton Branch Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
employee_branch_number	250655	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory bank master field. Example: 250655 Employee beneficiary-bank branch/routing number. Preserve approved formatting and leading zeros; it is not the employee's work location.
employee_sort_code	250655	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory bank master field. Example: 250655 Employee beneficiary-bank sort/routing code. Preserve leading zeros; it is not the HR employee number or a GL account.
employee_iban	ZA12FNBK00000000627890123 45	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory bank master field. Example: ZA12FNBK0000000062789012345 Employee beneficiary international account identifier where applicable. Handle as sensitive banking data and verify independently before payroll payment.
employee_swift_bic	FIRNZAJJ	Template rule: Required: Yes Allowed/format: SWIFT/BIC Lookup source / notes: Mandatory bank master field. Example: FIRNZAJJ Employee beneficiary-bank SWIFT/BIC routing identifier where applicable. It is not a company bank-account selection or payment authorisation.
employee_account_holder_name	Alex Mokoena	Template rule: Required: Yes Allowed/format: Text Lookup source / notes: Mandatory bank master field. Example: Alex Mokoena Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
country	ZA	Template rule: Required: No Allowed/format: ISO code or country name Lookup source / notes: Example: ZA / South Africa. Example: ZA Country code in the current template format, normally a two-letter ISO code. An address country does not itself activate fiscal integration.
address_line_1	10 Main Street	Template rule: Required: No Allowed/format: Text Lookup source / notes: Employee address line 1. Example: 10 Main Street First line of the employee/contact postal address, such as street and building. It is not selection of a company operating location.

Exact column header	Template example	Meaning and implications
address_line_2	No sample value supplied; use the current template instructions.	Template rule: Required: No Allowed/format: Text Lookup source / notes: Employee address line 2. Additional postal-address detail such as unit or floor. Leave it unused when unnecessary rather than duplicating the operating-location code.
city	Johannesburg	Template rule: Required: No Allowed/format: Text Lookup source / notes: Employee city. Example: Johannesburg City/town component of the postal address. It does not select an application company, location or warehouse.
province	Gauteng	Template rule: Required: No Allowed/format: Text Lookup source / notes: Employee province/state. Example: Gauteng State/province/region component of the postal address. Keep it consistent with approved country/address data; it is not a tax-rate selection.
next_of_kin_name	Sam Mokoena	Template rule: Required: No Allowed/format: Text Lookup source / notes: Next of kin full name. Example: Sam Mokoena Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
next_of_kin_relationship	Sibling	Template rule: Required: No Allowed/format: Text Lookup source / notes: Relationship to employee. Example: Sibling Next-of-kin relationship to the employee, such as spouse or sibling. This is personal emergency-contact information, not an employee identity, portal invitation or permission grant. Retain only authorised necessary details.
next_of_kin_phone_number	+27 82 111 2222	Template rule: Required: No Allowed/format: Text Lookup source / notes: Next of kin phone. Example: +27 82 111 2222 Next-of-kin contact telephone. This is personal emergency-contact information, not an employee identity, portal invitation or permission grant. Retain only authorised necessary details.
next_of_kin_email	sam.mokoena@example.com	Template rule: Required: No Allowed/format: Email format Lookup source / notes: Next of kin email. Example: sam@example.com Next-of-kin contact email. This is personal emergency-contact information, not an employee identity, portal invitation or permission grant. Retain only authorised necessary details.
next_of_kin_country	ZA	Template rule: Required: No Allowed/format: ISO code or country name Lookup source / notes: Example: ZA / South Africa. Example: ZA Next-of-kin country reference. This is personal emergency-contact information, not an employee identity, portal invitation or permission grant. Retain only authorised necessary details.

Exact column header	Template example	Meaning and implications
next_of_kin_address_line_1	10 Main Street	Template rule: Required: No Allowed/format: Text Lookup source / notes: Next of kin address line 1. Example: 10 Main Street Next-of-kin first street/building line. This is personal emergency-contact information, not an employee identity, portal invitation or permission grant. Retain only authorised necessary details.
next_of_kin_address_line_2	No sample value supplied; use the current template instructions.	Template rule: Required: No Allowed/format: Text Lookup source / notes: Next of kin address line 2. Next-of-kin additional unit/floor detail. This is personal emergency-contact information, not an employee identity, portal invitation or permission grant. Retain only authorised necessary details.
next_of_kin_city	Johannesburg	Template rule: Required: No Allowed/format: Text Lookup source / notes: Next of kin city. Example: Johannesburg Next-of-kin city/town. This is personal emergency-contact information, not an employee identity, portal invitation or permission grant. Retain only authorised necessary details.
next_of_kin_province	Gauteng	Template rule: Required: No Allowed/format: Text Lookup source / notes: Next of kin province/state. Example: Gauteng Next-of-kin state/province/region. This is personal emergency-contact information, not an employee identity, portal invitation or permission grant. Retain only authorised necessary details.

Forex Conversions template

Use this template from its Forex Conversions import action. Keep the selected company and any bank/location context unchanged throughout the job.

Forex Conversions Forex Conversions worksheet

Exact column header	Template example	Meaning and implications
From Currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
To Currency	EUR	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
Conversion Rate	0.9100000000	Exchange conversion rate for the template row's source currency, destination currency and conversion date. Check the displayed direction and resulting converted amount; do not use an unexplained reciprocal.
Start Date	2025-01-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
End Date	2025-01-31	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.

Formulas template

Use this template from its Formulas import action. Keep the selected company and any bank/location context unchanged throughout the job.

Formulas Formulas worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	F-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Output Item Number / Item	1001	Existing finished/output item represented by the formula. It is not the material input or an available finished-stock balance.
Version No (Optional)	1	Positive whole-number formula version. This importer defaults an omitted version to 1; specify the intended version and check that it belongs to the right formula.
Standard Batch Qty	100	Output quantity represented by the formula's standard requirements. Scaling a batch depends on this basis; it is not current finished-stock quantity.
Status (Active/Inactive)	Active	Formula lifecycle choice Active or Inactive in the template format. It is not an arbitrary Yes/No value and does not post or reverse a production batch.
QC Required Before Completion (Yes/No, Optional)	No	Whether the formula requires the supported quality-control condition before batch completion. Use the accepted Yes/No format and the approved quality policy; this flag is not a completed inspection or quality release.
Joint Cost Method (Optional)	PHYSICAL_QTY	Method used to allocate a production cost pool between outputs. Select the template's offered method, such as PHYSICAL_QTY; this is a category, not a cost amount. Review its required quantity/value/share inputs in the manufacturing guide.
Description	Standard formula for Product 1001	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.

Formulas Material Lines worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	F-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Line Number (Optional)	10	Sequence of this formula detail within its parent formula/version. It identifies a requirement row, not the item number or a transaction posting number.
Material Item Number / Item	2001	Existing material/input item for the formula or batch row. It is different from the output item; verify its quantity unit, purchasing/production eligibility and tracking.
Standard Qty	2.500000	Standard material quantity required by the formula on its stated batch and UOM basis. Actual issues and losses are recorded separately on production.

Formulas Overhead Lines worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	F-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Line Number (Optional)	10	Sequence of this formula detail within its parent formula/version. It identifies a requirement row, not the item number or a transaction posting number.
Overhead Code / Overhead	OH-LABOR	Existing overhead master used by this formula or batch row. Its configured basis/rate and credit destination affect production cost; a typed description is not an overhead amount.
Standard Amount (Optional)	No sample value supplied; use the current template instructions.	Formula overhead amount on its stated standard batch/unit basis. It is an expected cost input, not a saved actual overhead posting.

Formulas Bulk Change template

Use this template from its Formulas Bulk Change import action. Keep the selected company and any bank/location context unchanged throughout the job.

Formulas Bulk Change Formulas worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	1-V1	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Formula Code	1	Identity of the intended formula in the company. Review it with Version No; it does not specify the finished-item number or create a batch.
Version No	1	Positive whole-number formula version identifying the design to change. Review the formula and version together so a bulk change does not target the wrong production design.
Output Item Number / Item	1001	Existing finished/output item represented by the formula. It is not the material input or an available finished-stock balance.
Standard Batch Qty	100	Output quantity represented by the formula's standard requirements. Scaling a batch depends on this basis; it is not current finished-stock quantity.
Status (Active/Inactive)	Active	Formula lifecycle choice Active or Inactive in the template format. It is not an arbitrary Yes/No value and does not post or reverse a production batch.
QC Required Before Completion (Yes/No, Optional)	No	Whether the formula requires the supported quality-control condition before batch completion. Use the accepted Yes/No format and the approved quality policy; this flag is not a completed inspection or quality release.
Joint Cost Method (Optional)	PHYSICAL_QTY	Method used to allocate a production cost pool between outputs. Select the template's offered method, such as PHYSICAL_QTY; this is a category, not a cost amount. Review its required quantity/value/share inputs in the manufacturing guide.
Description	Standard formula	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.

Formulas Bulk Change Material Lines worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	1-V1	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Line Number (Optional)	10	Sequence of this formula detail within its parent formula/version. It identifies a requirement row, not the item number or a transaction posting number.
Material Item Number / Item	2001	Existing material/input item for the formula or batch row. It is different from the output item; verify its quantity unit, purchasing/production eligibility and tracking.
Standard Qty	2.500000	Standard material quantity required by the formula on its stated batch and UOM basis. Actual issues and losses are recorded separately on production.

Formulas Bulk Change Overhead Lines worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	1-V1	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Line Number (Optional)	10	Sequence of this formula detail within its parent formula/version. It identifies a requirement row, not the item number or a transaction posting number.
Overhead Code / Overhead	OH-LABOR	Existing overhead master used by this formula or batch row. Its configured basis/rate and credit destination affect production cost; a typed description is not an overhead amount.
Standard Amount (Optional)	No sample value supplied; use the current template instructions.	Formula overhead amount on its stated standard batch/unit basis. It is an expected cost input, not a saved actual overhead posting.

HR Earnings Setup template

Use this template from its HR Earnings Setup import action. Keep the selected company and any bank/location context unchanged throughout the job.

HR Earnings Setup HR Earnings Setup worksheet

Exact column header	Template example	Meaning and implications
ext_key	EARN-001	Template rule: Required: No Allowed / format: Text Notes: External reference used only to identify spreadsheet errors and results. Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
code	TEMP-HOUR	Template rule: Required: Yes Allowed / format: Text; unique per company Notes: Permanent earning code. Calculation method is locked after the code is used. Permanent company earning-definition code. Use the approved unique code; it identifies the earning rule, not an employee or one payroll-run amount.
description	Temporary hourly earnings	Template rule: Required: Yes Allowed / format: Text Notes: Earning name or description shown to users and on payroll output. Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
calculation_method	HOURLY	Template rule: Required: Yes Allowed / format: FIXED / PERCENT / HOURLY / DAILY / SHIFT / UNIT Notes: Controls Employee Compensation and payroll calculations. Earning/deduction calculation rule, such as fixed, percentage or activity-based where offered. It determines how the amount/rate/quantity is used; it is not a financial amount itself.
default_amount	75.00	Template rule: Required: Conditional Allowed / format: Decimal >= 0 Notes: Annual amount for FIXED, or default employee rate for HOURLY/DAILY/SHIFT/UNIT. Use 0 for PERCENT. Default fixed earning amount under the selected calculation method. It is not automatically a percentage or an employee's final net pay; effective assignments and payroll rules still apply.
default_rate_percent	0	Template rule: Required: Conditional Allowed / format: 0 to 100 Notes: Used only for PERCENT. Use 0 for every other calculation method. Default percentage for a percentage-based earning rule. Use percentage units required by the template, not a currency amount or an assumed decimal fraction.
taxable	Yes	Template rule: Required: No Allowed / format: Yes / No Notes: Defaults to Yes. NON_CASH earnings must be taxable. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.

Exact column header	Template example	Meaning and implications
cash_impact	CASH	Template rule: Required: No Allowed / format: CASH / NON_CASH Notes: Defaults to CASH. Indicates whether this earning contributes to cash/net payable under the configured earning rule. Non-cash earnings can still affect expense, tax or benefit reporting; review the payroll calculation.
fund	No sample value supplied; use the current template instructions.	Template rule: Required: No Allowed / format: Fund code, name, or ID Notes: Must reference an active HR Fund in the selected company. Applicable existing HR fund reference for the earning/deduction design. It is not a withdrawal amount or a company bank account.
expense_account	1-50000-1000	Template rule: Required: Conditional Allowed / format: Active account code, description, or ID Notes: Required for CASH; blank for NON_CASH. System-maintained accounts are prohibited. Approved expense/offset posting destination for the named earning or transaction design. It is not a payroll employee, beneficiary account or net-pay amount.
active	Yes	Template rule: Required: No Allowed / format: Yes / No Notes: Defaults to Yes. Availability flag for the named master or currency-price row in the accepted template format. Deactivation is different from deleting a row and does not undo history.

Inventory Adjustments template

Use this template from its Inventory Adjustments import action. Keep the selected company and any bank/location context unchanged throughout the job.

Inventory Adjustments Adjustments worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	ADJ-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Ledger Date (YYYY-MM-DD)	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Transaction Date (YYYY-MM-DD)	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Header Description	Opening stock correction	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.

Inventory Adjustments Lines worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	ADJ-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Line Number (Optional)	10	Sequence of this formula detail within its parent formula/version. It identifies a requirement row, not the item number or a transaction posting number.
Item Number / Item	1001	Existing item identity in the template's accepted format. Confirm nature and base UOM; an item number is not a quantity or source-document number.
Quantity (+/-)	-2	Signed quantity for the inventory adjustment row in the item's required unit. Positive and negative movements have different stock effects; compare actual reason and signed extended cost.
Extended Cost (+/-)	-300.00	Total signed cost for the inventory adjustment row, not a unit selling price. Review quantity sign, approved cost basis and resulting stock/GL value together.
Warehouse Code / Warehouse	MAIN	Existing storage warehouse for this transaction/batch context. Check its company location and bin rules before importing physical movements.
Bin Code (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Lot Number (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Supplier Lot Number (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Lot Expiry Date (YYYY-MM-DD, Optional)	No sample value supplied; use the current template instructions.	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Serial Number (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Contra Account Code / ID	1-30000-1000	Approved offset Chart of Account reference in the format accepted by the inventory template. Reconcile the resulting stock value and accounting counterpart.

Item Master template

Use this template from its Item Master import action. Keep the selected company and any bank/location context unchanged throughout the job.

Item Master Item Master worksheet

Exact column header	Template example	Meaning and implications
ext_key	ITEM-001	Template rule: Required: No Notes: Required workbook reference for the item. Use this same value on the Item Prices tab. Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
description	Hydraulic Pump	Template rule: Required: Yes Notes: Required item description. Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
short_description	Hyd Pump	Template rule: Required: No Notes: Optional short label, often used in POS. Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
active	Yes	Template rule: Required: No Notes: Yes or No. Required: No Notes: Yes or No. Transaction defaulting will use an active row that matches the transaction currency. Availability flag for the named master or currency-price row in the accepted template format. Deactivation is different from deleting a row and does not undo history.
item_nature	INVENTORY	Template rule: Required: Yes Notes: Required. Allowed values: INVENTORY, NON_INVENTORY. Inventory or non-inventory item design. This controls stock versus charge/service behaviour and compatible posting/tracking; it is not merely a descriptive label.
classification	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional. Use classification id, brand/category text, or full display. Applicable item-classification reference where used. It groups/configures item design; it is not automatically the country tax or customs classification.
posting_group	RM-INVENTORY	Template rule: Required: Yes Notes: Required. Use posting group code, name, id, or posting_group_id. Must be active and valid for the item nature. Approved inventory/non-inventory posting-group reference compatible with the item nature. Its account mappings affect consuming transactions, not merely list presentation.
base_uom	EA	Template rule: Required: Yes Notes: Required. Use UOM code, description, or id. Item base unit of measure accepted by the template. It determines the quantity basis; packaging/price information does not automatically create unit conversions.

Exact column header	Template example	Meaning and implications
barcode	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional barcode. Item scan identifier for supported lookups/POS selection. Preserve leading zeros as text; it is not a stock quantity, unit price or automatic item-number replacement.
customer_tax_code	No	Template rule: Required: No Notes: Optional. Use active tax code name or id. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
customer_tax_exempt	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. If Yes, customer tax defaults are suppressed. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
vendor_tax_code	No	Template rule: Required: No Notes: Optional. Use active tax code name or id. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
vendor_tax_exempt	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. If Yes, vendor tax defaults are suppressed. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
hs_code	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional statutory HS code. Harmonized System product/classification reference where applicable. Obtain the approved classification; a syntactically accepted code is not customs or tax approval.
service_code	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional service classification code. Service identifier used by the applicable fiscal mapping. It is not a substitute for selecting the correct item nature, tax treatment or posting group.
product_code	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional authority-issued item code. Product identifier used by the applicable item/fiscal mapping. Use the approved current reference for the route; filling it does not classify or register a product with an authority.
einvoice_classification_code	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional authority item classification code; do not substitute an HS code unless the authority explicitly maps it. Approved classification reference used by the applicable country/authority item mapping. It is not a general company item category or proof of authority acceptance.

Exact column header	Template example	Meaning and implications
einvoice_product_type_code	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional authority product type code. Approved product-type code for the applicable electronic-invoice item mapping. It is not an ordinary item number and does not register the product with an authority.
country_of_origin	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional two-letter ISO country code, for example KE. Origin-country reference for the item, not the company address or invoice currency. Use the approved country code and origin evidence; a code does not prove preferential treatment.
einvoice_packaging_unit_code	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional authority packaging-unit code; distinct from quantity UOM. Packaging-unit reference used for applicable electronic-invoice output. It does not automatically convert stock quantities into the item base UOM.
einvoice_units_per_package	No	Template rule: Required: No Notes: Optional decimal greater than zero. Number of item units represented by one package for the applicable fiscal packaging reference. Check the quantity basis; this does not establish a general purchasing/stock UOM conversion.
einvoice_tax_category	Yes	Template rule: Required: No Notes: Optional e-invoice tax category. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
einvoice_exemption_code	Yes	Template rule: Required: No Notes: Optional e-invoice exemption code. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
einvoice_exemption_reason	No	Template rule: Required: No Notes: Optional e-invoice exemption reason. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
einvoice_uom_code	Yes	Template rule: Required: No Notes: Optional e-invoice UOM override. Approved electronic-invoice quantity-unit reference. It may differ from the item base UOM; entering a code does not establish a stock-unit conversion.
einvoice_sale_type_override	TWO_WAY	Template rule: Required: No Notes: Optional. Allowed values: GOODS, SERVICES, EXEMPT, ZERO_RATED. Supported item override for the applicable country fiscal sale-type treatment. Use the approved code and review effective transaction treatment; it is not an ordinary sales-order status.

Exact column header	Template example	Meaning and implications
pos_enabled	0	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Item eligibility for point-of-sale selection. It does not configure a terminal, create an open cashier session or establish fiscal acceptance.
can_be_sold	0	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Whether the item is eligible for sales. Review required active currency-price rows; enabling it does not create stock or a customer invoice.
can_be_purchased	USE_PURCHASING_SETUP	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Whether the item is eligible for purchasing. It does not create a supplier, order, receipt or approved purchase price.
can_be_produced	NONE	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Whether the item is eligible as a produced item under supported manufacturing rules. It does not create a formula, production batch or finished quantity.
override_location_purchasing_policy	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. Uses supported item purchasing overrides instead of inherited location policy where applicable. Review dependent matching, receipt flow and tolerances together; blank/clear behaviour follows this template.
override_matching_policy	No	Template rule: Required: No Notes: Allowed values: TWO_WAY, THREE_WAY, INVOICE_ONLY. Item-specific matching-policy override used when the location purchasing-policy override applies. Keep it compatible with the receipt-flow design; do not weaken matching to force an invoice through.
override_price_tolerance_percent	No	Template rule: Required: No Notes: Decimal, 0 or greater. Permitted purchasing price variance percentage under an applicable item override. It is not a discount or permission to widen limits just to clear a mismatch.
override_quantity_tolerance_percent	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Decimal, 0 or greater. Permitted purchasing quantity variance percentage under an applicable item override. Review cumulative receipts/matching; it does not prove goods were physically received.
receipt_flow_mode_override	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Allowed values: USE_PURCHASING_SETUP, ONE_STEP_AP_RECEIPT, TWO_STEP_GRN. Item override for the supported purchasing receipt flow when applicable. Keep one-step/two-step design compatible with matching policy; do not use it to invent a receipt or bypass an exception.

Exact column header	Template example	Meaning and implications
tracking_method	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Allowed values: NONE, LOT, SERIAL, LOT_EXPIRY. Item stock-identity design such as None, Lot, Serial or Lot plus Expiry in the supported values. Required transaction allocations remain separate; a master import does not create stock identities on movements.
shelf_life_days	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Positive integer when used. Shelf-life length in days for the supported expiry-tracking design. It is not an actual lot expiry date; consuming receipts/allocations must still carry the correct lot and expiry.
expiry_required	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Whether the item design requires expiry tracking. Keep it compatible with tracking_method and shelf_life_days; actual lot/expiry identities are still entered on transactions.
is_hazardous	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Indicates that hazardous-material information applies to the item. Review the approved hazard classification; the flag is not safety or transport certification.
hazard_class	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional hazard class. Approved hazardous-material classification for the item where applicable. It supports identification, not certification of safe storage, transport or legal compliance.
weight	No	Template rule: Required: No Notes: Optional decimal. Physical weight in the accompanying weight_uom. It is not item quantity or inventory value; retain the approved measurement basis.
weight_uom	No	Template rule: Required: No Notes: Optional. Use UOM code, description, or id. Unit of measure for the physical weight value. Use the approved weight-unit reference, not a numeric weight or a currency; it does not automatically convert stock base units.
length	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional decimal. Physical length in the specified dimension_uom. It is descriptive measurement, not an automatic stock-unit conversion.
width	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional decimal. Physical width in the specified dimension_uom. Do not enter monetary amounts or assume it converts packaging into base stock units.

Exact column header	Template example	Meaning and implications
height	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional decimal. Physical height in the specified dimension_uom. Keep the dimension unit and approved measurement consistent with length and width.
dimension_uom	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional. Use UOM code, description, or id. Unit of measure for item length, width and height. It describes physical measurements and does not automatically convert inventory base quantities.
allow_negative_inventory	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Item policy allowing stock to fall below zero where the consuming workflow supports it. It does not create stock or resolve tracking/costing errors; change only under approved inventory policy.
mrp_enabled	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. If Yes, supply type, lead time and reorder point become required. Blank is treated as No. Enables the item's material-requirements-planning configuration. Required supply/lead-time/reorder inputs must be ready; it does not create physical stock or approved procurement.
mrp_supply_type	No	Template rule: Required: No Notes: Allowed values: BUY, MAKE. Planning supply method, such as BUY or MAKE in the template choices. It drives planning assumptions, not an actual purchase order or completed production batch.
mrp_lead_time_days	Yes	Template rule: Required: No Notes: Integer >= 0. Planning lead time in days for replenishment. MRP uses the assumption for timing; it does not promise supplier delivery or create an approved order.
mrp_reorder_point_qty	Yes	Template rule: Required: No Notes: Decimal >= 0. Planning stock threshold in the item base unit. It helps identify replenishment needs; it does not itself reserve stock or create an approved order.
mrp_safety_stock_qty	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Decimal >= 0 and cannot exceed reorder point. Planning buffer quantity in the item base unit. Keep it consistent with the approved reorder-point design; it is not additional physical stock created by importing the value.
mrp_order_multiple_qty	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Decimal > 0 when provided. Quantity increment for planned replenishment in the item base unit. Check its interaction with minimum order and shortages; it is not a unit-price multiplier.

Exact column header	Template example	Meaning and implications
mrp_min_order_qty	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Decimal >= 0. Minimum planned replenishment quantity in the item base unit. It is a planning constraint, not a current stock balance or an actual supplier order.
mrp_include_in_process_dependent_demand	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Whether planning includes the supported in-process component demand. It changes the planning population, not the actual material issues or batch posting state.
mrp_include_in_process_fg_supply	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Yes or No. Blank is treated as No. Whether planning includes supported in-process finished-goods supply. Planned supply is not finished stock available for an unrestricted sale.
mrp_preferred_supplier	No sample value supplied; use the current template instructions.	Template rule: Required: No Notes: Optional. Use trading partner number, name, or '<number> - <name>'. Supplier/Both only. Preferred active supplier reference for item planning. Resolve to the intended eligible same-company vendor; planning preference does not authorise procurement or create a payable.

Item Master Item Prices worksheet

Exact column header	Template example	Meaning and implications
item_ext_key	ITEM-001	Template rule: Required: Yes Notes: Required. Must match the ext_key on the Item Master tab. Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
currency	USD	Template rule: Required: Yes Notes: Required. Use currency code like USD or currency description. Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
unit_price	450.00	Template rule: Required: Yes Notes: Required decimal, 0 or greater. Selling price for one item unit in the selected currency-price row. Preserve commercial price precision; it is separate from inventory cost and GL amount rounding.
active	Yes	Template rule: Required: No Notes: Yes or No. Required: No Notes: Yes or No. Transaction defaulting will use an active row that matches the transaction currency. Availability flag for the named master or currency-price row in the accepted template format. Deactivation is different from deleting a row and does not undo history.

Item Master Bulk Update template

Use this template from its Item Master Bulk Update import action. Keep the selected company and any bank/location context unchanged throughout the job.

Item Master Bulk Update Item Master Bulk Change worksheet

Exact column header	Template example	Meaning and implications
item_number	No sample value supplied; use the current template instructions.	Template rule: Updateable: No Notes: Read-only business key used to match rows. Generated/existing item identity accepted by the template. In bulk changes it identifies the item to update; do not replace it to conceal existing stock/history.
description	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Required item description. Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
short_description	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional short label, often used in POS. Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
active	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Availability flag for the named master or currency-price row in the accepted template format. Deactivation is different from deleting a row and does not undo history.
item_nature	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Required. Allowed values: INVENTORY, NON_INVENTORY. Inventory or non-inventory item design. This controls stock versus charge/service behaviour and compatible posting/tracking; it is not merely a descriptive label.
classification	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional. Use classification id, brand/category text, or full display. Applicable item-classification reference where used. It groups/configures item design; it is not automatically the country tax or customs classification.
posting_group	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Required. Use posting group code, name, id, or posting_group_id. Must be active and valid for the item nature. Approved inventory/non-inventory posting-group reference compatible with the item nature. Its account mappings affect consuming transactions, not merely list presentation.
base_uom	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Required. Use UOM code, description, or id. Item base unit of measure accepted by the template. It determines the quantity basis; packaging/price information does not automatically create unit conversions.

Exact column header	Template example	Meaning and implications
base_uom_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: No Notes: Read-only denormalized code; updates derive from Base UOM. Base-unit identity/display for the item. The bulk-update template marks this read-only; do not treat it as permission to change the unit of an item with history.
barcode	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional barcode. Item scan identifier for supported lookups/POS selection. Preserve leading zeros as text; it is not a stock quantity, unit price or automatic item-number replacement.
customer_tax_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional. Use active tax code name or id. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
customer_tax_exempt	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. If Yes, customer tax defaults are suppressed. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
vendor_tax_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional. Use active tax code name or id. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
vendor_tax_exempt	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. If Yes, vendor tax defaults are suppressed. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
hs_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional statutory HS code. Harmonized System product/classification reference where applicable. Obtain the approved classification; a syntactically accepted code is not customs or tax approval.
service_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional service classification code. Service identifier used by the applicable fiscal mapping. It is not a substitute for selecting the correct item nature, tax treatment or posting group.
product_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional authority-issued item code. Product identifier used by the applicable item/fiscal mapping. Use the approved current reference for the route; filling it does not classify or register a product with an authority.

Exact column header	Template example	Meaning and implications
einvoice_classification_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional authority item classification code; do not substitute an HS code unless the authority explicitly maps it. Approved classification reference used by the applicable country/authority item mapping. It is not a general company item category or proof of authority acceptance.
einvoice_product_type_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional authority product type code. Approved product-type code for the applicable electronic-invoice item mapping. It is not an ordinary item number and does not register the product with an authority.
country_of_origin	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional two-letter ISO country code, for example KE. Origin-country reference for the item, not the company address or invoice currency. Use the approved country code and origin evidence; a code does not prove preferential treatment.
einvoice_packaging_unit_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional authority packaging-unit code; distinct from quantity UOM. Packaging-unit reference used for applicable electronic-invoice output. It does not automatically convert stock quantities into the item base UOM.
einvoice_units_per_package	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional decimal greater than zero. Number of item units represented by one package for the applicable fiscal packaging reference. Check the quantity basis; this does not establish a general purchasing/stock UOM conversion.
einvoice_tax_category	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional e-invoice tax category. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
einvoice_exemption_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional e-invoice exemption code. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
einvoice_exemption_reason	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional e-invoice exemption reason. Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.

Exact column header	Template example	Meaning and implications
einvoice_uom_code	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional e-invoice UOM override. Approved electronic-invoice quantity-unit reference. It may differ from the item base UOM; entering a code does not establish a stock-unit conversion.
einvoice_sale_type_override	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional. Allowed values: GOODS, SERVICES, EXEMPT, ZERO_RATED. Supported item override for the applicable country fiscal sale-type treatment. Use the approved code and review effective transaction treatment; it is not an ordinary sales-order status.
pos_enabled	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Item eligibility for point-of-sale selection. It does not configure a terminal, create an open cashier session or establish fiscal acceptance.
can_be_sold	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Whether the item is eligible for sales. Review required active currency-price rows; enabling it does not create stock or a customer invoice.
can_be_purchased	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Whether the item is eligible for purchasing. It does not create a supplier, order, receipt or approved purchase price.
can_be_produced	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Whether the item is eligible as a produced item under supported manufacturing rules. It does not create a formula, production batch or finished quantity.
override_location_purchasing_policy	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Use Yes to override the location purchasing policy for this item. System-maintained items are excluded from this template. Uses supported item purchasing overrides instead of inherited location policy where applicable. Review dependent matching, receipt flow and tolerances together; blank/clear behaviour follows this template.

Exact column header	Template example	Meaning and implications
override_matching_policy	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Allowed values: TWO_WAY, THREE_WAY, INVOICE_ONLY. Two-Way matches inventory invoices to goods receipts; non-inventory items require only the supplier invoice. Three-Way matches inventory purchase orders, goods receipts, and invoices within tolerance; non-inventory items match purchase orders and invoices within tolerance. Invoice Only requires only the supplier invoice and forces One-Step AP Receipt. Item-specific matching-policy override used when the location purchasing-policy override applies. Keep it compatible with the receipt-flow design; do not weaken matching to force an invoice through.
override_price_tolerance_percent	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Required when override is Yes. Uses company decimal precision and must be 0 or greater. Permitted purchasing price variance percentage under an applicable item override. It is not a discount or permission to widen limits just to clear a mismatch.
override_quantity_tolerance_percent	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Required when override is Yes. Uses company decimal precision and must be 0 or greater. Permitted purchasing quantity variance percentage under an applicable item override. Review cumulative receipts/matching; it does not prove goods were physically received.
receipt_flow_mode_override	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Allowed values: USE_PURCHASING_SETUP, ONE_STEP_AP_RECEIPT, TWO_STEP_GRN. Item override for the supported purchasing receipt flow when applicable. Keep one-step/two-step design compatible with matching policy; do not use it to invent a receipt or bypass an exception.
tracking_method	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Allowed values: NONE, LOT, SERIAL, LOT_EXPIRY. Item stock-identity design such as None, Lot, Serial or Lot plus Expiry in the supported values. Required transaction allocations remain separate; a master import does not create stock identities on movements.
shelf_life_days	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Positive integer when used. Shelf-life length in days for the supported expiry-tracking design. It is not an actual lot expiry date; consuming receipts/allocations must still carry the correct lot and expiry.
expiry_required	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Whether the item design requires expiry tracking. Keep it compatible with tracking_method and shelf_life_days; actual lot/expiry identities are still entered on transactions.

Exact column header	Template example	Meaning and implications
is_hazardous	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Indicates that hazardous-material information applies to the item. Review the approved hazard classification; the flag is not safety or transport certification.
hazard_class	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional hazard class. Approved hazardous-material classification for the item where applicable. It supports identification, not certification of safe storage, transport or legal compliance.
weight	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional decimal. Physical weight in the accompanying weight_uom. It is not item quantity or inventory value; retain the approved measurement basis.
weight_uom	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional. Use UOM code, description, or id. Unit of measure for the physical weight value. Use the approved weight-unit reference, not a numeric weight or a currency; it does not automatically convert stock base units.
length	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional decimal. Physical length in the specified dimension_uom. It is descriptive measurement, not an automatic stock-unit conversion.
width	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional decimal. Physical width in the specified dimension_uom. Do not enter monetary amounts or assume it converts packaging into base stock units.
height	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional decimal. Physical height in the specified dimension_uom. Keep the dimension unit and approved measurement consistent with length and width.
dimension_uom	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Optional. Use UOM code, description, or id. Unit of measure for item length, width and height. It describes physical measurements and does not automatically convert inventory base quantities.
allow_negative_inventory	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Item policy allowing stock to fall below zero where the consuming workflow supports it. It does not create stock or resolve tracking/costing errors; change only under approved inventory policy.

Exact column header	Template example	Meaning and implications
mrp_enabled	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: When Yes, Supply Type, Lead Time and Reorder Point are required. Enables the item's material-requirements-planning configuration. Required supply/lead-time/reorder inputs must be ready; it does not create physical stock or approved procurement.
mrp_supply_type	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Allowed values: BUY, MAKE. Planning supply method, such as BUY or MAKE in the template choices. It drives planning assumptions, not an actual purchase order or completed production batch.
mrp_lead_time_days	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Integer >= 0. Planning lead time in days for replenishment. MRP uses the assumption for timing; it does not promise supplier delivery or create an approved order.
mrp_reorder_point_qty	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Decimal >= 0. Planning stock threshold in the item base unit. It helps identify replenishment needs; it does not itself reserve stock or create an approved order.
mrp_safety_stock_qty	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Decimal >= 0 and cannot exceed reorder point. Planning buffer quantity in the item base unit. Keep it consistent with the approved reorder-point design; it is not additional physical stock created by importing the value.
mrp_order_multiple_qty	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Decimal > 0 when provided. Quantity increment for planned replenishment in the item base unit. Check its interaction with minimum order and shortages; it is not a unit-price multiplier.
mrp_min_order_qty	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Decimal >= 0. Minimum planned replenishment quantity in the item base unit. It is a planning constraint, not a current stock balance or an actual supplier order.
mrp_include_in_process_dependent_demand	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Whether planning includes the supported in-process component demand. It changes the planning population, not the actual material issues or batch posting state.
mrp_include_in_process_fg_supply	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Blank is treated as No. Whether planning includes supported in-process finished-goods supply. Planned supply is not finished stock available for an unrestricted sale.

Exact column header	Template example	Meaning and implications
mrp_preferred_supplier	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Trading Partner lookup (Supplier/Both only). Preferred active supplier reference for item planning. Resolve to the intended eligible same-company vendor; planning preference does not authorise procurement or create a payable.

Item Master Bulk Update Item Prices Bulk Change worksheet

Exact column header	Template example	Meaning and implications
item_number	No sample value supplied; use the current template instructions.	Template rule: Updateable: No Notes: Read-only business key used to match rows. Generated/existing item identity accepted by the template. In bulk changes it identifies the item to update; do not replace it to conceal existing stock/history.
currency	No sample value supplied; use the current template instructions.	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
unit_price	No sample value supplied; use the current template instructions.	Selling price for one item unit in the selected currency-price row. Preserve commercial price precision; it is separate from inventory cost and GL amount rounding.
active	No sample value supplied; use the current template instructions.	Template rule: Updateable: Yes Notes: Yes or No. Availability flag for the named master or currency-price row in the accepted template format. Deactivation is different from deleting a row and does not undo history.
row_action	No sample value supplied; use the current template instructions.	Currency-price action: UPSERT adds/updates the item/currency price row; DELETE removes that existing row. Review the item, currency and retained active prices. This is not deletion of the item master.

Inventory Transfers template

Use this template from its Inventory Transfers import action. Keep the selected company and any bank/location context unchanged throughout the job.

Inventory Transfers Transfers worksheet

Exact column header	Template example	Meaning and implications
External Key (Required)	XFER-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Ledger Date (YYYY-MM-DD, Required)	2026-08-19	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Transaction Date (YYYY-MM-DD, Required)	2026-08-19	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Description (Required)	Transfer stock to secondary warehouse	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.

Inventory Transfers Lines worksheet

Exact column header	Template example	Meaning and implications
External Key (Required)	XFER-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Line Number (Optional; auto 10, 20, ...)	10	Optional detail-row sequence within the parent record. The template supports automatic 10, 20 and subsequent numbering when omitted; it is not an item number or a database record identity.
Item Number / Barcode (Required)	1001	Required reference to the actual item using the importer's supported item-number/barcode lookup. It is not a Yes/No control; verify item nature, base UOM and tracking before committing a movement.
Quantity (Required; > 0)	5	Positive transfer quantity in the item's required unit. Source and destination define direction; do not use a negative number to swap them.
Source Location (Required)	Head Office	Required operating location from which stock is transferred. Select the approved company location and check the source warehouse; this is a master reference, not Yes/No.
Source Warehouse (Required)	MAIN	Required warehouse holding the stock being transferred. It must belong to the source location and support the actual bin/tracking identities; this is not a Yes/No flag.
Source Bin (Required only when source warehouse uses bins)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Destination Location (Required)	Branch	Required operating location receiving the transfer. It can differ from the source location; verify the permitted company location rather than entering a Yes/No value.
Destination Warehouse (Required)	BRANCH	Required warehouse receiving the transfer, belonging to the destination location. Confirm its bin policy and target identities; it is not a Yes/No flag.
Destination Bin (Required only when destination warehouse uses bins)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Source Lot (Required for lot-tracked items)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Target Lot / Serial (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.

Exact column header	Template example	Meaning and implications
Lot Expiry Date (Required for lot-expiry items)	No sample value supplied; use the current template instructions.	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Source Serial (Required for serial-tracked items)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.

Journal Entries template

Use this template from its Journal Entries import action. Keep the selected company and any bank/location context unchanged throughout the job.

Journal Entries Journals worksheet

Exact column header	Template example	Meaning and implications
ext_key	J001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
ledger_date	2025-01-15	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
transaction_date	2025-01-15	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
fx_rate_override	1	Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.
description	Monthly accruals	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.

Journal Entries Lines worksheet

Exact column header	Template example	Meaning and implications
ext_key	J001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
line_number	10	Whole-number line sequence inside the linked document. Do not confuse it with an item, account or document number.
account	4000 - Revenue	Company Chart of Account posting combination for this journal line. It is not a bank beneficiary number or just a reporting-group label; select the complete approved posting identity.
description	Accrual revenue	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
transaction_debit	0	Debit on this journal line in the journal transaction currency. Use the debit side for a debit line, check the currency and resulting functional amount, and balance the complete journal.
transaction_credit	1000	Credit on this journal line in the journal transaction currency. It is separate from the functional-currency credit; do not put both a debit and a credit on the same ordinary line.
cost_center	NY-OPS	Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.

Payroll Variable Inputs template

Use this template from its Payroll Variable Inputs import action. Keep the selected company and any bank/location context unchanged throughout the job.

Payroll Variable Inputs Payroll Variable Inputs worksheet

Exact column header	Template example	Meaning and implications
ext_key	PVI-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
payroll_run	1007	Existing payroll run receiving the variable input. Confirm the saved run, location, pay period and permitted state; importing an input does not itself post or pay the run.
employee	1001	Existing HR employee reference for the compensation or payroll input. It is not the application user or payable-partner identity; confirm location and effective eligibility.
line_type	DEDUCTION	Category of the compensation/payroll detail, such as the offered earning or deduction type. It determines which definition and calculation fields apply; it does not itself post or pay payroll.
earning_code	No sample value supplied; use the current template instructions.	Existing approved earning definition applied to this compensation/input row. Its calculation method controls the interpretation; the code itself is not an amount.
deduction_code	LEAVE_DED	Existing approved deduction definition for this compensation/input row. Review method, effective dates and balances; choosing a code is not recording a cash payment.
line_number	10	Whole-number line sequence inside the linked document. Do not confuse it with an item, account or document number.
activity_date	2026-10-16	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
quantity	No sample value supplied; use the current template instructions.	Quantity for the named item/activity row in its required unit. Review the source workflow and sign, including returns/credits; it is not a monetary total.
input_value	350.00	Variable payroll input interpreted by the selected earning/deduction calculation method. Establish whether the rule expects an amount, time, quantity or rate; do not assume every input is cash.
reason_code	LEAVE	Approved reason classification for this payroll variable input, such as the applicable leave/activity reason. It does not replace the underlying authorised activity or explanation.

Exact column header	Template example	Meaning and implications
reason_note	Unpaid leave adjustment	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
source	MANUAL	Origin classification for this payroll variable input, in the supported template choices. It identifies the input basis and does not replace approved activity or source evidence.

Production Batches template

Use this template from its Production Batches import action. Keep the selected company and any bank/location context unchanged throughout the job.

Production Batches Production Batches worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	PB-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Formula Code / Formula	1	Reference resolving to the existing production formula accepted by this importer. Confirm version and output before using its requirements on a batch.
Batch Action (DRAFT/WIP/COMPLETE)	DRAFT	Requested production stage: DRAFT saves preparation; WIP requests WIP processing; COMPLETE requests the supported completion flow. WIP/COMPLETE can create stock/accounting effects, so validate actual quantities, prerequisites and intended stage before commit.
QC Status (Optional: NA/PENDING/PASSED/FAILED)	PENDING	Production quality-control state recorded for the batch. Use the offered NA/PENDING/PASSED/FAILED category backed by real inspection responsibility; PASSED is not proof of accounting completion.
Planned Qty	100	Planned production output quantity for the selected formula/batch basis. It is not actual completed output or proof that material stock is available.
Ledger Date (YYYY-MM-DD)	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Transaction Date (YYYY-MM-DD)	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Warehouse Code / Warehouse	MAIN	Existing storage warehouse for this transaction/batch context. Check its company location and bin rules before importing physical movements.
Description (Optional)	Standard batch	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
Finished Bin Code (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Finished Lot No (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.

Exact column header	Template example	Meaning and implications
Finished Supplier Lot No (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Finished Expiry Date (YYYY-MM-DD, Optional)	No sample value supplied; use the current template instructions.	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Finished Serial Number (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.

Production Batches Material Lines worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	PB-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Material Item Number / Item	2001	Existing material/input item for the formula or batch row. It is different from the output item; verify its quantity unit, purchasing/production eligibility and tracking.
Actual Qty	2.5	Actual material quantity for the production issue row, in the required item/unit basis. Compare it to the physical issue and tracking allocations; it is separate from planned output.
Issue Warehouse Code / Warehouse (Optional)	No sample value supplied; use the current template instructions.	Warehouse supplying the actual production material issue. It must fit the batch location and required bin/tracking design; a blank uses only the supported defaulting rule.
Issue Bin Code (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Issue Lot No (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Issue Supplier Lot No (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
Issue Lot Expiry Date (YYYY-MM-DD, Optional)	No sample value supplied; use the current template instructions.	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
Issue Serial Number (Optional)	No sample value supplied; use the current template instructions.	Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.

Production Batches Overhead Lines worksheet

Exact column header	Template example	Meaning and implications
External Key (Ext Key)	PB-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
Overhead Code / Overhead	OH-LABOR	Existing overhead master used by this formula or batch row. Its configured basis/rate and credit destination affect production cost; a typed description is not an overhead amount.
Actual Amount	150.00	Actual overhead amount for this production row on the batch's supported cost basis. It is not the overhead code or standard rate; reconcile it to the actual batch cost and credit destination.

Purchase Orders template

Use this template from its Purchase Orders import action. Keep the selected company and any bank/location context unchanged throughout the job.

Purchase Orders Purchase Orders worksheet

Exact column header	Template example	Meaning and implications
ext_key	PO-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
ledger_date	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
transaction_date	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
location	HQ	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
trading_partner	SUP-0001	Existing company trading-partner reference. Verify the required customer/vendor/employee role before using it on the selected transaction type.
transaction_currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
fx_rate_override	1	Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.
description	Monthly purchase	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
custom_message	Thank you	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
payment_terms	30	Agreed payment-term days used by this order. It is not the amount paid or an approval threshold; check the resulting terms/due-date basis on the saved document.
status	OPEN	Lifecycle category for the named employee/order or other imported record, using that template's offered values. It is not a universal posting, approval, payment or fiscal-acceptance state.

Purchase Orders Lines worksheet

Exact column header	Template example	Meaning and implications
ext_key	PO-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
line_number	10	Whole-number line sequence inside the linked document. Do not confuse it with an item, account or document number.
item_code	RM-001	Existing item reference for the commercial line. Select the intended item and unit basis, not a free-text description or monetary account.
quantity	5	Quantity for the named item/activity row in its required unit. Review the source workflow and sign, including returns/credits; it is not a monetary total.
price	100	Commercial unit price for the selected item/line in the document currency. Line quantity and discounts/tax determine the extension; price is not the stock moving-average cost.
discount_percent	5	Commercial line discount expressed as percentage units under the template rule. It is not a tax rate or currency amount; check the calculated discount and net line value.
tax_code	VAT_STD	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
cost_center	HQ-OPS	Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.

Reporting Accounts template

Use this template from its Reporting Accounts import action. Keep the selected company and any bank/location context unchanged throughout the job.

Reporting Accounts Reporting Accounts worksheet

Exact column header	Template example	Meaning and implications
ext_key	RA-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
reporting_account_description	Sales Revenue	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
reporting_account_type	Income	Account nature such as Asset, Liability, Equity, Income or Expense. It drives balance-sheet/profit-and-loss classification; use the approved account design.
cash_flow_category	Operating Activities	Approved cash-flow category for the reporting account. Classification does not itself create a cash movement.
reporting_account_group	Sales Income	Existing reporting group for the company, consistent with the account nature and financial-statement presentation.
monetary_classification	Non-Monetary	MONETARY or NON_MONETARY account property. Classify by settlement substance and approved accounting policy; it affects FX revaluation.
active	Yes	Availability flag for the named master or currency-price row in the accepted template format. Deactivation is different from deleting a row and does not undo history.

Reporting Sub Accounts template

Use this template from its Reporting Sub Accounts import action. Keep the selected company and any bank/location context unchanged throughout the job.

Reporting Sub Accounts Reporting Sub Accounts worksheet

Exact column header	Template example	Meaning and implications
reporting_account	30000	Existing parent reporting account for this sub-account. It is not the combined chart-of-account posting code.
reporting_sub_account_description	Service Revenue - Local	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.

Sales Orders template

Use this template from its Sales Orders import action. Keep the selected company and any bank/location context unchanged throughout the job.

Sales Orders Sales Orders worksheet

Exact column header	Template example	Meaning and implications
ext_key	SO-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
ledger_date	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
transaction_date	2026-03-01	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
location	HQ	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
trading_partner	CUST-0001	Existing company trading-partner reference. Verify the required customer/vendor/employee role before using it on the selected transaction type.
transaction_currency	USD	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
fx_rate_override	1	Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.
description	Monthly order	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
custom_message	Thank you	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
payment_terms	30	Agreed payment-term days used by this order. It is not the amount paid or an approval threshold; check the resulting terms/due-date basis on the saved document.
status	OPEN	Lifecycle category for the named employee/order or other imported record, using that template's offered values. It is not a universal posting, approval, payment or fiscal-acceptance state.

Sales Orders Lines worksheet

Exact column header	Template example	Meaning and implications
ext_key	SO-001	Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
line_number	10	Whole-number line sequence inside the linked document. Do not confuse it with an item, account or document number.
item_code	FG-001	Existing item reference for the commercial line. Select the intended item and unit basis, not a free-text description or monetary account.
quantity	5	Quantity for the named item/activity row in its required unit. Review the source workflow and sign, including returns/credits; it is not a monetary total.
price	100	Commercial unit price for the selected item/line in the document currency. Line quantity and discounts/tax determine the extension; price is not the stock moving-average cost.
discount_percent	5	Commercial line discount expressed as percentage units under the template rule. It is not a tax rate or currency amount; check the calculated discount and net line value.
tax_code	VAT_STD	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
cost_center	HQ-OPS	Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.

Trading Partners template

Use this template from its Trading Partners import action. Keep the selected company and any bank/location context unchanged throughout the job.

Trading Partners Trading Partners worksheet

Exact column header	Template example	Meaning and implications
Name	Acme Retail	Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
Description	Midwest customer	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
Partner Type	CUSTOMER	Trading-partner role category such as Customer, Vendor or Both in the template format. It controls which role-specific prerequisites apply; it is not an application security role.
Active	Yes	Availability flag in the template's accepted format. Review the named master/formula context; deactivation does not erase or reverse previous transactions.
Is Employee	No	Yes/No employee-role indication on the trading partner in the accepted format. It is not an employee-name lookup and does not itself create an HR employee or application login.
Phone Number	+1 555 1234	Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
Contact Person	Pat Manager	Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
Email	billing@acme.com	Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
Website	https://acme.com	Business name/contact detail for the named record. Use approved data and restrict personal information to the operational purpose.
Tax Registration Number	TAX-9988	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
Bill Address Line 1	123 Main St	Billing address street/building. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Bill Address Line 2	No sample value supplied; use the current template instructions.	Billing address additional unit/floor. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.

Exact column header	Template example	Meaning and implications
Bill City	Chicago	Billing address city/town. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Bill Province	IL	Billing address state/province/region. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Bill Country	US	Billing address country in the template format. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Ship Address Line 1	456 Warehouse Rd	Delivery address street/building. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Ship Address Line 2	No sample value supplied; use the current template instructions.	Delivery address additional unit/floor. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Ship City	Chicago	Delivery address city/town. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Ship Province	IL	Delivery address state/province/region. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Ship Country	US	Delivery address country in the template format. Keep it distinct from the other address. Address text does not itself choose an operating location, warehouse, tax treatment or shipment.
Customer Credit Limit	10000	Customer credit-exposure limit on the approved currency/basis used by the company credit policy. It is a monetary limit, not a customer identifier or a payment received.
Customer Payment Terms Days	30	Customer-side default payment days. It affects commercial defaulting/due-date terms, not the supplier side or application of cash to an existing invoice.
Receivable Account Code	1100-AR	Customer receivable control/posting mapping. It is not a customer bank account; reconcile open customer documents to the appropriate GL control.

Exact column header	Template example	Meaning and implications
Revenue Account Code	4000-SALES	Customer-side revenue destination for applicable consuming transactions. Choosing the mapping does not itself create sales revenue or an invoice.
Customer Tax Code	GST 5%	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
Vendor Payment Terms Days	No sample value supplied; use the current template instructions.	Vendor-side default payment days. It is not a vendor identifier, cash amount or proof of payment; keep it separate from customer terms.
Vendor Liability Account Code	No sample value supplied; use the current template instructions.	Vendor payable liability mapping accepted by this template. Confirm the approved company posting account and reconcile the vendor subsidiary balance.
Vendor Tax Code	No sample value supplied; use the current template instructions.	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
Vendor Bank Name	No sample value supplied; use the current template instructions.	Name of the vendor beneficiary's bank from independently approved evidence. It is descriptive banking text, not a posting account or permission to execute a payment.
Vendor Bank Account Number	No sample value supplied; use the current template instructions.	Vendor beneficiary account number. Preserve leading zeros and approved formatting; entering it does not choose the company paying bank or send funds.
Vendor Branch Name	No sample value supplied; use the current template instructions.	Name of the vendor beneficiary's bank branch. Verify it with approved bank details; it is not a company operating location or warehouse.
Vendor Branch Number	No sample value supplied; use the current template instructions.	Beneficiary-bank branch/routing number in the approved format. Preserve leading zeros as text; this is not the vendor number or an accounting amount.
Vendor Sort Code	No sample value supplied; use the current template instructions.	Vendor beneficiary domestic routing/sort code where applicable. Preserve approved formatting and leading zeros; it is not a ledger posting code.
Vendor IBAN	No sample value supplied; use the current template instructions.	Vendor beneficiary international bank account identifier where applicable. Preserve the independently verified value; it is not selection of a company bank master.
Vendor SWIFT/BIC	No sample value supplied; use the current template instructions.	Vendor beneficiary bank routing identifier. A value accepted by the importer is not independent beneficiary verification or a bank instruction.
Vendor Account Holder Name	No	Beneficiary account-holder name for the vendor bank details. It is text to verify independently, not a GL or bank-master lookup.

Exact column header	Template example	Meaning and implications
Supplier Payment Terms Days	No sample value supplied; use the current template instructions.	Supplier-side default payment days on the trading partner. It is separate from customer payment terms and does not settle an existing payable.
Supplier Liability Account Code	No sample value supplied; use the current template instructions.	Vendor payable liability mapping. It is not the paying bank or a supplier advance asset; payment/application remains separate.
Is Tax Authority	No sample value supplied; use the current template instructions.	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
Is Business Tax Authority	No sample value supplied; use the current template instructions.	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
Is Payroll Tax Authority	HQ, Store 1	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
Tax Authority Codes	No sample value supplied; use the current template instructions.	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
Payroll Tax Codes	No sample value supplied; use the current template instructions.	Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
Locations	No sample value supplied; use the current template instructions.	Permitted company operating locations associated with this master, in the template's accepted selection/list format. The association is not a user-access grant.

Vendor Payments template

Use this template from its Vendor Payments import action. Keep the selected company and any bank/location context unchanged throughout the job.

Vendor Payments VendorPayments worksheet

Exact column header	Template example	Meaning and implications
location	MAIN	Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
vendor_number	V0001	Existing company vendor identity in the accepted template format. It is separate from the supplier's external invoice number and beneficiary account number.
bank_account	100100-001	Existing company cash/bank master used by the receipt/payment/statement context. It is distinct from the bank GL mapping and from a customer/vendor beneficiary account.
payment_date	2025-01-15	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
ledger_date	2025-01-15	Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
currency	ZAR	Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
total_amount	1000.00	Amount entered on the receipt/payment header in its named currency. Review the originating workflow's cash, tax/withholding and application basis; it is not the sum of all invoice outstanding balances.
fx_rate_override	1	Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.
description	January payment	Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
vendor_reference	INV-123	External supplier/business reference for this record. It supports traceability; it does not select a vendor master or prove the invoice was paid.
bank_reference	BANKREF123	External bank/payment reference used to trace this cash event to banking evidence. It is descriptive reconciliation evidence, not selection of a bank account or an instruction to send money.

Vendor Transactions template

Use this template from its Vendor Transactions import action. Keep the selected company and any bank/location context unchanged throughout the job.

Vendor Transactions Transactions worksheet

Exact column header	Template example	Meaning and implications
ext_key	V001	Template rule: Required: Yes Allowed / format: Text What we capture / validation rule: Unique transaction key that ties header and lines together inside the workbook. Example: V001 Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
transaction_type	INVOICE	Template rule: Required: Yes Allowed / format: INVOICE / VENDOR_CHARGE / DEBIT_NOTE / CREDIT_NOTE / FX_ADJUSTMENT What we capture / validation rule: Vendor Charge behaves like Invoice. Legacy BILL/AP_INVOICE values are normalized to INVOICE. Example: VENDOR_CHARGE Accounting document category such as invoice or note in the importer's supported values. It affects line signs, tax and correction rules; do not substitute another type to force an unsupported transaction.
ledger_date	2026-05-20	Template rule: Required: Yes Allowed / format: YYYY-MM-DD What we capture / validation rule: Must fall in an open accounting period. Example: 2026-05-20 Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
transaction_date	2026-05-20	Template rule: Required: Yes Allowed / format: YYYY-MM-DD What we capture / validation rule: Operational transaction date captured on the AP document. Example: 2026-05-20 Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
location	Head Office	Template rule: Required: Yes Allowed / format: Location number / name / ID What we capture / validation rule: Used to resolve the AP document location and the effective purchasing policy. Example: Head Office Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
trading_partner_number	SUP-0001	Template rule: Required: Yes Allowed / format: Supplier code / number / name What we capture / validation rule: Must resolve to a supplier or BOTH trading partner in the selected company. Example: SUP-0001 Company trading-partner number accepted by this template. It is not a tax registration number, external invoice reference or bank account.

Exact column header	Template example	Meaning and implications
currency	USD	Template rule: Required: Yes Allowed / format: ISO currency code What we capture / validation rule: Must comply with company foreign-currency settings. Example: USD Currency code for the named amount, e.g. USD. Confirm the document/account currency and company foreign-currency policy.
fx_rate_override	1	Template rule: Required: No Allowed / format: Positive decimal What we capture / validation rule: Defaults to 1. Required only when allowed and transaction currency differs from functional currency. Example: 1.125 Conversion basis/override. Confirm direction, effective date and resulting functional amount; a zero or guessed reciprocal is not a valid rate.
description	Monthly service invoice	Template rule: Required: No Allowed / format: Text What we capture / validation rule: Header description stored on the AP transaction. Example: Monthly service invoice Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
custom_message	Thank you!	Template rule: Required: No Allowed / format: Text What we capture / validation rule: Optional free-text note captured on the AP header. Example: Thank you. Descriptive text for the named record or line. Keep it factual and within template limits; it does not select a posting account or establish a source relationship.
vendor_invoice_number	INV-2026-001	Template rule: Required: No Allowed / format: Text What we capture / validation rule: Vendor’s reference document number captured on the header. Example: INV-2026-001 Invoice/reference number assigned by the supplier. Keep it distinct from RavenLedger's generated transaction number and inspect duplicate/source evidence before importing.
payment_terms_days	30	Template rule: Required: No Allowed / format: Whole number >= 0 What we capture / validation rule: Stored as header payment terms days. Example: 30 Nonnegative whole-number payment-term days stored on the transaction header. It does not apply a payment; verify the saved terms and document due date.

Vendor Transactions Lines worksheet

Exact column header	Template example	Meaning and implications
ext_key	V001	Template rule: Required: Yes Allowed / format: Text What we capture / validation rule: Must match a Transactions.ext_key value. Example: V001 Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
line_ext_key	V001-L10	Template rule: Required: Yes Allowed / format: Text What we capture / validation rule: Unique line key used for stock allocations. Example: V001-L10 Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
line_number	10	Template rule: Required: Yes Allowed / format: Positive whole number What we capture / validation rule: Unique within each transaction. Example: 10 Whole-number line sequence inside the linked document. Do not confuse it with an item, account or document number.
item_code	SRV	Template rule: Required: Yes Allowed / format: Item number What we capture / validation rule: Used to resolve the item master. Contra / charge account is derived automatically from the item posting setup; users do not upload it. Example: SRV Existing item reference for the commercial line. Select the intended item and unit basis, not a free-text description or monetary account.
quantity	1	Template rule: Required: Yes Allowed / format: Decimal What we capture / validation rule: Invoice/Vendor Charge quantities must be positive. Debit/Credit Note quantities must be negative. FX Adjustment quantity must be 0. Example: 1 Quantity for the named item/activity row in its required unit. Review the source workflow and sign, including returns/credits; it is not a monetary total.
price	1000	Template rule: Required: Yes Allowed / format: Decimal What we capture / validation rule: Invoice/Vendor Charge price must be positive. Debit/Credit Note price must be positive. FX Adjustment uses signed amount in Price. Example: 1000 Commercial unit price for the selected item/line in the document currency. Line quantity and discounts/tax determine the extension; price is not the stock moving-average cost.

Exact column header	Template example	Meaning and implications
discount_percent	0	Template rule: Required: No Allowed / format: 0 to <100 What we capture / validation rule: Optional percentage discount. Do not provide together with discount_amount. Disabled for debit/credit notes and FX adjustments. Example: 10 Commercial line discount expressed as percentage units under the template rule. It is not a tax rate or currency amount; check the calculated discount and net line value.
discount_amount	No sample value supplied; use the current template instructions.	Template rule: Required: No Allowed / format: 0 to gross amount What we capture / validation rule: Optional absolute discount. Do not provide together with discount_percent. Disabled for debit/credit notes and FX adjustments. Example: 25 Monetary discount for this commercial line in its document currency and supported input convention. Reconcile line base, tax and total; do not substitute the amount of cash received.
tax_code	No sample value supplied; use the current template instructions.	Template rule: Required: No Allowed / format: Tax code What we capture / validation rule: Optional tax code resolved in the company tax master. Example: VAT_STD Tax classification, code or exemption setting. Use approved company/country master values; a blank is not automatically a legal exemption.
cost_center	HQ-OPS	Template rule: Required: No Allowed / format: Cost center number / code / name What we capture / validation rule: Optional cost center applied to the AP line. Example: HQ-OPS Existing cost-centre analysis reference accepted by the template. It is not a monetary cost amount or a warehouse.
is_fixed_asset	False	Template rule: Required: No Allowed / format: TRUE / FALSE What we capture / validation rule: Mark TRUE only for fixed-asset/CWIP purchases. Item/setup validation still applies. Example: FALSE Indicates fixed-asset use in the applicable item design. It does not itself create or capitalise an Asset Master; procurement and capitalisation remain separate.
match_source_type	NONE	Template rule: Required: No Allowed / format: NONE / PO_LINE / GRN_LINE What we capture / validation rule: Optional. If blank, the effective purchasing policy determines the required match source. Goods-return note matching is derived from the goods return reference. Example: PO_LINE Purchasing match-source category offered by this importer. Review its order/receipt/return reference requirements under the effective policy; choosing a type does not create missing physical evidence.

Exact column header	Template example	Meaning and implications
purchase_order_number	No sample value supplied; use the current template instructions.	Template rule: Required: Conditional Allowed / format: Purchase order number What we capture / validation rule: Use together with purchase_order_line_number when the effective policy requires a PO match or when you want to tie an invoice-like line to a specific PO line. Example: PO-1001 Existing purchase order being matched by this invoice line. Supply its matching purchase_order_line_number when required; selecting an order is not receipt evidence.
purchase_order_line_number	No sample value supplied; use the current template instructions.	Template rule: Required: Conditional Allowed / format: Whole number What we capture / validation rule: Line number within the purchase order referenced by purchase_order_number. Example: 10 Line number inside the specified purchase order. Use it with purchase_order_number to match the actual ordered item/quantity, not a new line sequence in this upload.
matched_grn_line_ref	No sample value supplied; use the current template instructions.	Template rule: Required: Conditional Allowed / format: Internal line ID or GRN_NUMBER:LINE_NUMBER What we capture / validation rule: Use when the effective policy requires a GRN match (for example three-way matching with two-step GRN flow). Example: GRN-2044:10 Posted goods-receipt line used for invoice matching, in the supported internal-ID or GRN_NUMBER:LINE_NUMBER form. Check accepted quantity and remaining matchable amount; do not invent a receipt reference.
matched_goods_return_line_ref	No sample value supplied; use the current template instructions.	Template rule: Required: Conditional Allowed / format: Internal line ID or GOODS_RETURN_NUMBER:LINE_NUMBER What we capture / validation rule: Required for inventory debit/credit notes that must be matched to a posted goods return line. Example: GRTN-301:10 Posted goods-return line supporting the applicable inventory note, using the accepted internal-ID or GOODS_RETURN_NUMBER:LINE_NUMBER form. It is not a normal receipt or a cash refund reference.
tax_code_mode	AUTO	Template rule: Required: No Allowed / format: AUTO / NONE / CODE What we capture / validation rule: AUTO: vendor-side item then supplier defaults (exemption wins), tax_code blank. NONE: deliberate no tax, tax_code blank. CODE: explicit tax_code, blocked for exempt items. Blank/old templates retain supplied code or no tax; they do not silently enable defaults. Example: AUTO AUTO uses the applicable default, NONE requests no selected code, CODE requires the supplied code. Confirm exemption/default policy and review the calculated tax before commit.

Vendor Transactions Inventory Allocations worksheet

Exact column header	Template example	Meaning and implications
line_ext_key	V001-L10	Template rule: Required: Conditional Allowed / format: Text What we capture / validation rule: Must match a Lines.line_ext_key value. Only required for inventory invoice-like lines where one-step AP receipt / stock allocation is allowed by purchasing policy. Example: V001-L10 Links related header/detail rows within the upload. Reuse the parent key on its lines; do not treat it as a universal duplicate-import guard.
warehouse	MAIN	Template rule: Required: Conditional Allowed / format: Warehouse code What we capture / validation rule: Warehouse captured on the stock allocation row. Example: MAIN Existing warehouse for the physical stock context. Confirm the company location and required receiving/issue bin and tracking identities.
location	HQ	Template rule: Required: Conditional Allowed / format: Warehouse location code What we capture / validation rule: Warehouse location captured on the stock allocation row. Example: HQ Existing operating location in the selected company. It scopes the record; it is not postal-address text or permission to use every branch.
bin	No sample value supplied; use the current template instructions.	Template rule: Required: No Allowed / format: Bin code What we capture / validation rule: Optional storage bin. Example: BIN-A1 Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
lot_no	LOT-0001	Template rule: Required: Conditional by item tracking Allowed / format: Text What we capture / validation rule: Required when the inventory item is lot tracked. Example: LOT-0001 Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
supplier_lot_no	No sample value supplied; use the current template instructions.	Template rule: Required: No Allowed / format: Text What we capture / validation rule: Optional supplier lot reference. Example: SUPLOT-22 Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.
serial_no	No sample value supplied; use the current template instructions.	Template rule: Required: Conditional by item tracking Allowed / format: Text What we capture / validation rule: Required when the inventory item is serial tracked. Example: SN-0001 Physical tracking identity. Supply it when required by item/warehouse policy and keep source/target identities distinct.

Exact column header	Template example	Meaning and implications
expiry_date	2028-12-31	Template rule: Required: No Allowed / format: YYYY-MM-DD What we capture / validation rule: Optional expiry date for tracked stock. Example: 2028-12-31 Date for the named event or cutoff. Use YYYY-MM-DD unless the downloaded template specifies otherwise; ledger dates must respect close controls.
qty	1	Template rule: Required: Conditional Allowed / format: Positive decimal What we capture / validation rule: Allocation quantities must add up exactly to the AP line quantity magnitude. Example: 1 Quantity for this commercial/transaction line in its required UOM. Apply the selected document's sign convention and reconcile any stock allocation to the same quantity basis.

Review tax/default selection before committing: an explicitly selected code, AUTO default and NONE selection have different meanings. Preserve line keys and inventory allocation links; tax calculation and inventory movement still follow company policy.

Reconcile imported business records

Reconcile imported counts and document totals to the approved source. For financial records, check actual posting status and trial balance/control accounts. For stock, reconcile quantities, tracking and valuation. For payroll and assets, compare their registers and linked AP/GL records. Investigate rejected, partially processed or delayed records before rerunning any source file.

Related guides

Common import controls, Conditional tracking, GL entries and Worked bank reconciliation.

Partner portal and gated capabilities

Module setup, everyday tasks and data-loading prerequisites

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Use the partner portal within the shared account scope	692

Data-loading prerequisites and limits

Partner portal visibility and exports depend on external-contact permissions and company context. A portal export is not a master-update workbook. Internal authorised users use the applicable sales, purchasing or partner import routes; do not assume portal access permits bulk maintenance.

Continue with the Trading partners and trade references bulk guidance.

Use the organisation-supplied partner portal to view your permitted customer or supplier account, statements and open transactions. This guide is for external business contacts, not administrators of the RavenLedger application. The portal does not provide invoice entry, payments or access administration, and it is not automatically available to every contact.

Sign in and identify the account

Use the address provided by the organisation you trade with and your authorised contact email. Confirm the organisation before entering information. You do not need an application administrator login to use this portal.

1. On Partner login, enter Email address and choose Send login code. Follow the displayed result; a request does not guarantee that your address has an enabled account.

2. On Enter login code, check the displayed email, enter your own current six-character Login code and choose Verify code. Use another email returns to the email step; never ask a colleague for their code.

3. If an account selector appears, choose the offered authorised relationship. If only one is available, the portal can open it directly. Check company and partner identity on the destination page.

4. Open the intended customer or supplier view. On a statement, set From date and To date; on open transactions, set As of date. Review Company and Location, then Apply. Changing Company can submit the filter form immediately, so check the resulting context again.

5. Compare the displayed document references, currency and outstanding amounts with your own evidence. Choose Export Excel or Export PDF only for the intended filtered account, then use Logout when finished.

All assigned locations means the locations assigned to this partner relationship, not every branch of the organisation. Report a missing account or unexplained balance to the organisation that provided portal access; do not try to change its accounting records from the portal.

Understand who the portal serves

The partner portal is a scoped external customer/supplier view, not the full RavenLedger application or tenant administration console. Availability depends on the organisation's enabled portal and the contact's permitted trading-partner relationship. It is not automatically available to every subscription contact.

Use the organisation supplied portal address

Use the portal address supplied by the organisation you trade with and confirm its identity before entering contact information. Do not invent another tenant address, follow an unexpected credential request or use an application administrator URL to reach partner records.

Keep email and codes private

Email address identifies the contact for the portal access process. Login code is a six-character one-time-code input. A code belongs to its recipient and current access attempt; do not share it with colleagues, forward it to support or publish it in a screenshot. An email field is not a way to grant yourself another partner relationship.

Field explanations and training references

Each reference describes the field or control, entry rule, example and practical implication. Illustrations use blank or fictional training values. Conditional fields and actions depend on your selected policy, country, record state and permissions; choose actual application lookup records rather than copying text or hidden identities.

Portal email field reference

Figure 1 Portal email

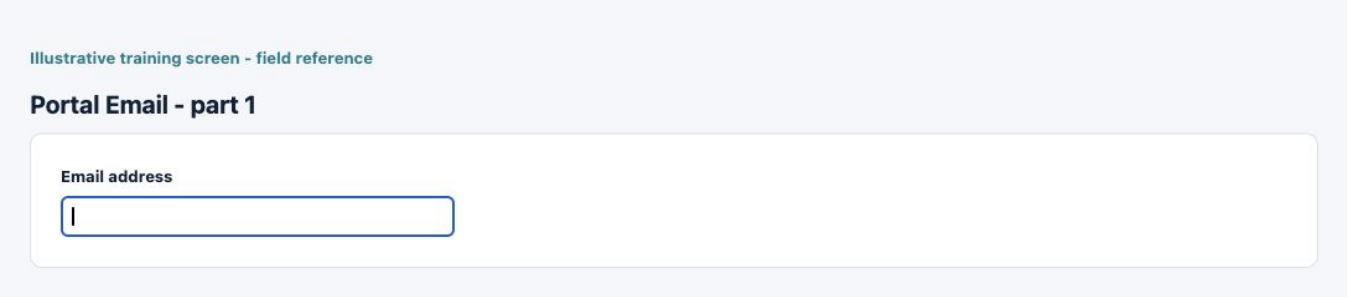

Figure 1. Illustrative training screen: Portal email.

Field and screenshot	Entry rule and example	Purpose and implication
Email address - Figure 1	Required entry. Maximum 320 characters. Example: person@example.invalid	Your contact email for the organisation-supplied partner portal. Requesting a code does not itself grant access to an account or an application-user role. Caution: Confirm the saved value and affected workflow before relying on the result.

Portal login code field reference

Figure 2 Portal login code

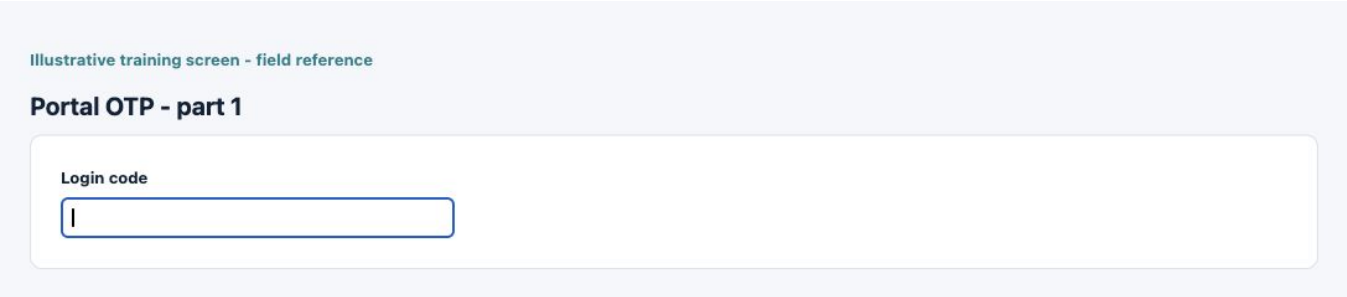

Figure 2. Illustrative training screen: Portal login code.

Field and screenshot	Entry rule and example	Purpose and implication
Login code - Figure 2	Required entry. Exactly 6 characters. Example: The private code from your own current login attempt	Six-character login code sent through the portal process. Keep it private; never share codes with another user or include them in support screenshots. Caution: Protect sensitive information and use independently verified authorised evidence.

Portal account and report context field reference

Figure 3 Portal account and report context

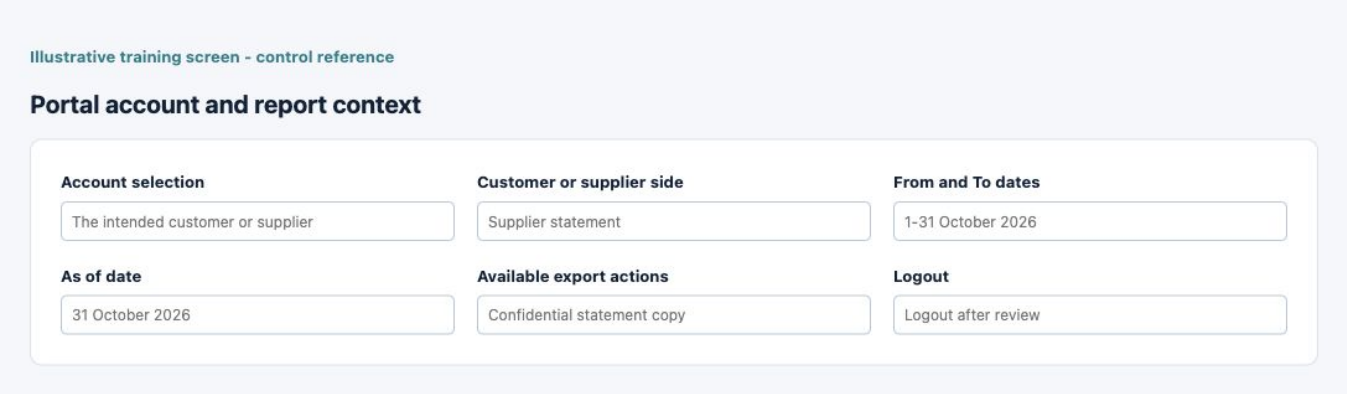

Figure 3. Illustrative training screen: Portal account and report context.

Field and screenshot	Entry rule and example	Purpose and implication
Account selection - Figure 3	Use only the offered authorised account. Example: The intended customer or supplier	Controls business/company/partner scope without granting broader application access. Caution: Check the selected record, scope and current state before a consequential action.
Customer or supplier side - Figure 3	Choose the relevant relationship when offered. Example: Supplier statement	Payables and receivables are separate balances and must not be netted casually. Caution: Check the selected record, scope and current state before a consequential action.
From and To dates - Figure 3	Choose the statement period. Example: 1-31 October 2026	Defines statement opening/movement/closing context. Caution: Check the selected record, scope and current state before a consequential action.
As of date - Figure 3	Choose the open-item cutoff. Example: 31 October 2026	Cutoff filtering does not guarantee reconstruction of every historical settlement. Caution: Check the selected record, scope and current state before a consequential action.

Field and screenshot	Entry rule and example	Purpose and implication
Available export actions - Figure 3	Verify the current account/date first. Example: Confidential statement copy	Exports are snapshots and do not settle a balance. Caution: Check the selected record, scope and current state before a consequential action.
Logout - Figure 3	End portal use on a shared device. Example: Logout after review	Does not change an employee application role or subscription ownership. Caution: Check the selected record, scope and current state before a consequential action.

Read the portal filters and result columns

Field or display	What to enter or read	Meaning and implication
Company	Choose the offered company and partner relationship	Changes portal account context and can submit the filter form immediately; it does not grant access to another company
Location	Choose one offered branch or All assigned locations	Narrows the statement/open items to the permitted relationship's locations, not the entire organisation
From date and To date	Set the statement range, then Apply	These control the statement activity range; they are not the same as an open-items As of date
As of date	Set the open-transactions cutoff, then Apply	Check the report's date basis; a current payment need not reconstruct identically at a past cutoff
Apply	Refresh the selected filters	On this screen it filters output; it does not apply a payment to an invoice
Document, Type and Reference	Read the saved identity and event category	Use these together when querying the organisation; the same amount is not proof of the same document
Date and Due date	Read the document date and, on open transactions, payment due date	Due date can explain ageing but is not evidence that payment was made
Txn Currency	Read the currency of the transaction amounts	Compare only amounts in the same currency; never add USD and EUR as one cash total
Charge or Invoice (Txn), Amount (Txn)	Read the relevant original/document amount in transaction currency	Customer statements use Charge; supplier statements use Invoice; open transactions use Amount
Payment/Credit (Txn), Applied (Txn)	Read the recognised payment/credit or application in transaction currency	An application reduces an eligible open item; it does not instruct your bank to make a payment
Outstanding (Txn)	Read the remaining document balance in transaction currency	Trace the actual documents/applications if this differs from your own evidence; do not assume all credits are cash
Func Currency and (Func) amounts	Read the company's accounting currency and translated amount columns	Functional amounts are separate from transaction units; compare them on the report's stated basis
Balance (Func), Running Balance (Func)	Read the displayed functional-currency balance	This is accounting/report context, not an independently verified bank balance
Status	Read the document's saved state	A status does not itself establish full payment, bank clearance or authority acceptance
Export Excel and Export PDF	Download the current account/filter output	Preserve company, side, date and currency context; a downloaded file is a confidential snapshot

For a fictional USD invoice of 1,000 with USD 600 applied and no other movements, the outstanding amount is USD 400. If your bank shows 600 paid but the document still shows 1,000 outstanding, ask the organisation to trace the payment and its application. Do not enter another payment or assume the invoice is settled because cash left the bank.

Choose the correct business account

A contact can have more than one permitted account. Review the displayed organisation/company and partner identity before using statements or balances. Account selection is restricted to the offered authorised choices; never alter hidden identifiers or a URL to reach another customer or supplier.

Distinguish customer and supplier sides

Where both sides are available, select the relevant customer/receivable or supplier/payable context. A credit balance on one side is not automatically a payment on the other. Company and party identity remain part of every comparison.

Read the statement period

Statements show the selected account and date range. Confirm opening balance, period transactions/movement and closing balance on the report's currency basis. A statement is an accounting view; it is not proof that a particular bank payment settled or that a fiscal authority accepted an invoice.

Review open transactions

The open-transactions view uses its as-of date and selected context. Compare document number/type, dates, currency, original and outstanding amounts. A current settlement can change an open balance; do not assume an earlier-cutoff report reconstructs every historical payment unless its basis explicitly does so.

Handle exports and queries

Review the account/date context before downloading available statement or open-item output. Keep exports confidential and share discrepancies through the organisation's approved channel with document references, not login codes or unrelated account information.

Resolve access or balance problems safely

If the expected account is not offered, ask the organisation to verify the contact-to-partner relationship. If a balance differs, supply source document/payment references and dates for review. Do not create a second accounting transaction merely because a portal display has not yet reflected an event.

End the session on shared devices

Use the portal logout action when finished and protect downloaded files. Portal access is separate from an employee's application-user role; leaving a portal view does not offboard a RavenLedger application user or change subscription administration.

Resolve portal access and balance questions

Situation	What to do
Code is invalid or expired	Check the displayed email and current attempt, then follow the login page to request a new code if needed. Do not share codes or repeatedly try an older one.
Company or account is missing	Ask the organisation that supplied access to check your contact relationship. A portal contact cannot assign themselves application permissions.
Statement and open balance differ	Compare customer/supplier side, company, assigned locations, date basis and currency. Supply document/payment references to the organisation; do not net receivables and payables.
No rows appear	Check the selected filters and permitted account. No rows is not proof that all transactions have been settled.

Continue with the related task

For internal organisation users, partner master setup explains the relationship. External contacts should use their organisation-supplied portal help channel, not internal administration screens.