Oracle® MICROS Inventory Management Close Financial Period

User Guide

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Preface

This document provides instructions for setting up the Oracle MICROS Inventory Management Close Financial Period interface, and for exporting financial data for use with third-party financial systems. An export file can meet the following business cases:

- Vendor invoices
- Accruals
- Transfers from stores
- Inventory data
- Waste data

You cannot use Close Financial Period simultaneously with the Legacy Back Office interface. For more information on the Legacy Back Office Interface, see the *Oracle MICROS Inventory Management Legacy Back Office Export User Guide* on docs.oracle.com at https://docs.oracle.com/cd/E80526_01/

Audience

This document is intended for users who install, train, and use Inventory Management with third-party financial applications.

Customer Support

To contact Oracle Customer Support, access the Support Portal at the following URL:

https://iccp.custhelp.com/

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

Documentation

Oracle MICROS product documentation is available on the Oracle Help Center at https://docs.oracle.com/en/industries/food-beverage/

Revision History

Date	Description of Change
December 2017	• Initial publication
October 2019	• Added Export Formats, Master Data, and Account Matrices

November 2019	• Added Account Classes information
April 2021	• Added Creating a Financial Document section
May 2021	• Clarified Accruals Generation Method in the Creating Client Definitions section
July 2021	• Updated Creating Client Definitions • Updated Creating a Financial Document
July 2022	• Added Adding Extra Invoice Lines section • Added Invoice Data Entry chapter
August 2023	• Updated guide title.

1 Setting Up Close Financial Period

Maintaining Financial Calendar and Periods

Refer to the "Financial Calendar and Period" section of the *Oracle MICROS Inventory Management User Guide*.

Configuring the Financial Period Closing Rule

You can configure whether financial periods can be closed by client or by location:

- Client - you can export financial data by client, and all assigned cost centers are exported.
- Location - you can export financial data by location, and only the cost centers assigned to the location are exported.

To configure the closing rule:

1. In Inventory Management, click **Maintenance** and then click **Settings**.
2. On the **General** tab, select **Client** or **Location** from the **Close Financial Period per** section.

Configuring Account Classes

The account classes feature enables chart-of-account setup for a company structure with several subsidiaries. Multiple accounts can be created for the same item group so that each subsidiary's chart-of-accounts can have separate account classes. For example, soft drinks at one subsidiary can be account 40001 and can be account 43001 at another subsidiary.

To configure the use of account classes:

1. In Inventory Management, click **Maintenance**, and then click **Settings**.
2. On the **General** tab, select **Use Account Classes**.

Configuring User Permissions

To configure user permissions for exporting Close Financial Periods:

1. In Inventory Management, click **Maintenance**, and then click **User Management or Role Management**.
2. In the grid, select the user or role to edit.
3. Click **Manage User Rights**.
4. In the **Purchase/Function** section, navigate to **Back Office IFC**.
5. Edit the rights for:
    a. **Close Financial Period** - allows you to export Close Financial Period data.
    b. **Close Financial Period: Open Period** - allows you to re-open exported periods for another export.
    c. **Close Financial Period: Change Period –** allows you to move a document to a different financial period.

6. In the **Master Data** section, navigate to **Account Classes**.
7. Edit the rights for Account Classes.

2 Configuring the Master Data

Creating Client Definitions

1. In Inventory Management, click **Master Data**, and then click **Clients**.
2. Select an existing client definition, or click **New**, and then click **Edit Client**.
3. Enter the name of the **Client**, the client **Number** for exporting, and then select the applicable **Financial Calendar**.
4. In the **Financial Calendar Creation Rules** section, set the value for each document type:
    a. **Ignore** - do not create documents.
    b. **Closing Period only** - create documents only for the closing period.
    c. **All periods** - create documents in all periods.
5. In the **Accruals Generation Method** section:
    a. Select **Always Create Complete Accruals** if you want to create an accrual for all receipts. If receipt data is not exported with an invoice, then the accruals that were created earlier will be deleted and in the next financial period new accruals are created.
    b. Select **Create Accruals once and resolve with Invoice** if you want to create an accrual for each receipt document. If the receipt did not export with an invoice, the accrual is not created again in the next period. Each accrual document is assigned a specific number for invoice export. If this option is set, then the vendor account is considered for the accrual.

NOTE:

If **Financial Document Creation Rule** is set to **Ignore** and there is no interface for the document type, then the **No export interface defined for this document type. Export and closing will not be possible** error is shown. You can either keep this setting if you do not want to export certain types of documents or you can define an interface in the **Close Financial Period** tab.

Creating Interface Definitions

You must create an interface definition for each interface template.

1. In Inventory Management, click **Master Data**, and then click **Clients**.
2. Select an existing client definition, or click **New**, and then click **Close Financial Period**.
3. Select **Create File With Scheduler** to automate the export with Automation Service.
4. Select an existing interface definition, or click **Add**.
5. Select the applicable **Interface** and enter a file path.
6. Fill out the **Interface Setup** form:
    a. Select the **Interface**, for more information see Chapter 5 .

   b. **File Path** - enter a path to the directory for exported files.
   c. **File Mask** - enter the filename for exports.
   d. **Backup Path** - enter a path to the directory for backup files.
   e. **Report Path** - not applicable.
   f. **Report File Mask** - not applicable.
   g. **Used for Document Types** - select the document types that the interface handles.
7. To enable sending exports using an FTP protocol:
   a. Select **Send via FTP**, and then click **FTP Options**.
   b. Fill out the **FTP Settings** form to define the FTP server, login credentials, and the file transfer settings.
8. To enable sending exports using email:
   a. Select **Send via E-Mail**, and then click **E-Mail Options**.
   b. Configure the recipient address and the email subject.

Assigning Clients to Locations

1. In Inventory Management, click **Maintenance**, and then click **Cost Centers and Locations**.
2. For each location, click **Client,** select the client, and then click **OK**.

Creating Account Classes

1. In Inventory Management, click **Master Data**, and then click **Account Classes**.
2. Click **New** and enter a name in the **Account Class** field. For example, `Subsidiary 1`.
3. All available item groups are listed.
4. Enter information into the **Inventory**, **Expense**, and **Accruals** fields.
5. Click **Save**.

Sample Company Structure

This example shows two different account classes assigned to several subsidiaries. In the example Subsidiary 1 and Subsidiary 1 have the same chart-of-account since they have the same account class.

The Food Company

-	Subsidiary 1	BigCity1	AccountClass 1
-	Subsidiary 2	BigCity1	AccountClass 1
-	Subsidiary 3	SmallCity1	AccountClass 2

Creating Cost Center Definitions

1. In Inventory Management, click **Master Data**, and then click **Cost Centers**.
2. Select an existing cost center definition, or click **New**, and then click **Edit Cost Center**.

3. Enter the account number of the cost center in **Account (Cost Center)**, verify the **Assigned To** location, and select the applicable tax rate in **Taxes**.
4. Select the account type in the **Type** section:
    a. Select **For Statistics** if the account does not require financial transactions.
    b. Select **Cost Center** if you are only using the account as an expense account.
    c. Select **Store** if you want the system to use the inventory account for COS item groups and the expense account otherwise.
    d. Select **Expenses on Cost Center** to use the inventory account for any item group type that is in use.
5. Click **Address/Account**, click **Client**, select the client, and then click **OK**.
6. Click **Account Class**, select the **Account Class**, and then click **OK**.

Creating Item Group Accounts

Item group accounts are used if you do not use account classes.

1. In Inventory Management, click **Master Data** and then click **Item Groups**.
2. Select an existing item group definition, or click **New**, and then click **Edit Item Group**.
3. If this is a new item group, select the item group type in the **Type** section. The item group type cannot be changed for an existing item group.
    a. Select **COS Item** to designate the item group as a Cost of Sale account.
    b. Select **Expense** to designate the item group as an expense account.
4. Select the tax rate to apply to the group in the **Purchase Tax** section.
5. Click the **Account Information** tab, and then fill out the following fields:
    a. In the **Inventory Account** field, enter the inventory account, also known as the stock account.
    b. In the **Expense Account** field, enter the expense account, also known as the cost account.
    c. In the **Accruals Account** field, enter the account to which accruals post. This account replaces the creditor account.

> **NOTE:**
>
> Make sure the item group account has correct information, as missing account information may cause errors during the export.

Creating Tax Accounts

1. In Inventory Management, click **Master Data**, and then click **Taxes**.
2. Select an existing tax definition, or click **New**, and then click **Account/Keys**.
3. For each **Tax Account/Code/Key** row, enter the tax account number, an alphanumeric tax key, and a numeric tax key.

Creating Vendor Accounts

Vendor accounts credit the total invoice amount and create an account payable in the accounting system when exporting invoices.

1. In Inventory Management, click **Master Data**, and then click **Vendors**.
2. Select an existing vendor definition, or click **New**, and then click the **Edit Vendor** tab.
3. Click **Taxes**, select the tax, and then click **OK**.
4. Enter a vendor account number in the **Vendor Account** field.

Creating Waste Group Accounts

1. In Inventory Management, click **Master Data**, and then click **Waste Groups**.
2. Select an existing waste group definition, or click **New**.
3. Enter the waste account number in the **Account** field.

Adding Extra Invoice Lines

To see lines 23 and 24 in the invoice export, follow the steps below.

1 In Inventory Management, click **Maintenance**, and then click **Configuration**.

2 Select the **RECHNUNG** configuration.

3 Edit **ADDDATE_NAME** to be the due date, which is shown as the label in the invoice screen.

3 Invoice Data Entry

You can enter a receipt without booking directly as an invoice.

1. Navigate to **INVOICING** and then click **Receipts**.
2. Select the receipt and enter the invoice details.
3. Enter the **Invoice Due-date** field.
4. Optionally, enter the **Reference** field, which is any text string that helps you reference the invoice.
5. Click **Approve**.

When using the Standard Invoice, the two additional fields (**Invoice Due-date** and **Reference**) are shown at the end of each line.

4 Close Financial Period Interface

Viewing Financial Period Status

1. In Inventory Management, click **Close Financial Period**.
2. If **Financial Period Close** is set to **Per Client**, then click **Client**, select a client, and then click **OK**. Otherwise, click **Location**, select a location, and then click **OK**.
3. You can now view the status of the financial period for the client or location, and navigate to the next and previous financial periods.
4. The status shows **(CP)** for closing periods and **(TP)** for trading periods.
5. The status shows **First Open** if the financial period is the currently open period, **Last Closed** if the financial period is the most recently closed period, **Closed** if the period is closed, and **Open** if the period is open.
6. The status shows **Inventory Booked** if the client creates inventory data in closing periods, and the inventory is booked.

Creating a Financial Document

The **Create Documents** and **Export and Close** options are available with a specific configuration.

Create Documents is enabled when:

- It is the **first open period**, which is the period just after the **last closed** period.
- At least one type of document must be created based on the **Financial Documentation Creation Rules**.

Export and Close option appears at all times unless the period is already closed. If you attempt to close a period and there are documents created, but not yet exported for the previous period, then a warning appears and you cannot proceed.

> **NOTE:**
>
> The **Export and Close** option includes the automatic **Create Documents** function.

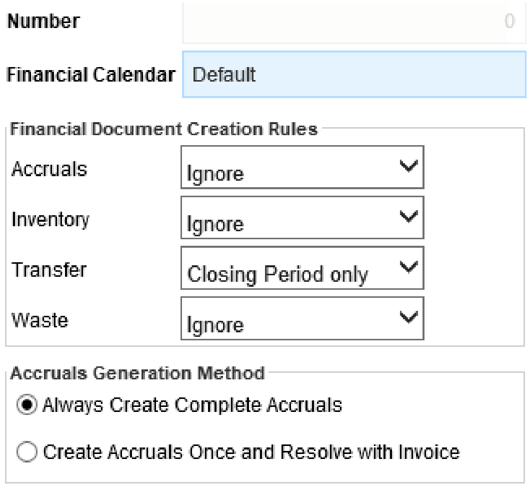
If you try to close a period and there are documents that did not complete the export in the previous period, then you have the option to either **Mark all as exported** or **Cancel**. If you select **Mark all as exported**, then all documents listed are closed without exporting.

Enable Create Documents and Export and Close Options

To enable the **Create Documents** and **Export and Close** options, use the sample configuration below that you can view by navigating to **Master Data**, clicking **Clients**, and then selecting the **Client 0** example. The field settings are:

- **Financial Calendar** – set to **Default**
- Financial Documentation Creation Rules
    - **Accruals** – select **Ignore**
    - **Inventory** – select **Ignore**
    - **Transfer** – select **Closing Period only**

    - **Waste** – select **Ignore**
- Accruals Generation Method
    - **Always Create Complete Accruals** – select
    - **Create Accruals Once and Resolve with Invoice** – deselect



Number: 0

Financial Calendar: Default

Financial Document Creation Rules

Accruals: Ignore

Inventory: Ignore

Transfer: Closing Period only

Waste: Ignore

Accruals Generation Method

● Always Create Complete Accruals

○ Create Accruals Once and Resolve with Invoice

Definitions for the **Financial Documentation Creation Rules** section include:

- **Ignore** – Never creates documents.
- **Closing Period only** – Only creates documents for Closing Period (CP) types.
- **All Periods** – Always creates document no matter what type of period is defined.

New Functionality

- When creating documents, the system checks to confirm that all required accounts have complete information. If there is missing account information, such as document type or master data, that information must be completed before creating the document.
- If a Closing Period has to be closed, then a notification appears explaining that the unbooked documents will be suspended. They must be booked later before they can be included in the export.
- If you are closing a period and no documents need to be created, then there is no notification and the period closes.

Viewing Document Status

1. In Inventory Management, click **Ordering** and then click **Close Financial Period**.
2. If **Financial Period Close** is set to **Per Client**, then click **Client**, select a client, and then click **OK**. Otherwise, click **Location**, select a location, and then click **OK**.
3. You can now view an overall status of documents:
    a. The **Suspended Documents** section shows the number of suspended receipts and the number of open purchase orders. You cannot create accruals for suspended documents.
    b. The **Documents for Accruals** section shows the number of booked receipts.
    c. The **Suspended Invoices** section shows the number of suspended invoices.

The following fields shown in this view:

- **Type**
    - BILL - Invoices
    - ACCR - Accruals
    - INV - Inventory
    - WAST - Waste
    - TRSF - Transfer
- **Account** - credit account
- **Transaction Details** - booking text for the transaction
- **Reference** - reference from the document
- **Document Date** - date for which the document was posted
- **Document No.** - posting number
- **Invoice** - total value for the shown invoice line
- **Accruals** - total value for the shown accruals line
- **Inventory** - total value for the shown inventory line
- **Transfer** - total value for the shown transfer line
- **Waste** -total value for the shown waste line
- At the bottom there is a **Total** line showing the column totals for the different document types (Invoice, Accruals, Inventory, Transfer and Waste)

Booking Documents to Prepare for Export

Invoices are prepared differently than other document types like accruals, transfers, waste, and inventories.

Invoices

After booking receipts and approving invoices, you can book the invoice by sending the invoice to Accounts Payable (A/P), and then export the invoice.

1. In Inventory Management, click **Ordering**, click **Invoicing**, and then click **Approved Invoices**.
2. Select the invoices (type BILL) that you want to prepare for export, and then click **Send to A/P**.

When the booking operation is complete, the invoice is no longer listed in the Approved Invoices screen, and you can view the invoice on the Close Financial Period screen.

Accruals, Transfers, Waste and Inventories

1. In Inventory Management, click **Ordering** and then click **Close Financial Period**.
2. To move the invoice to another financial period, select an invoice, click **Change Period**, select an open financial period, and then click **OK**.
3. To export the invoice and close the financial period click **Export and Close**.

Moving documents to another financial period

1. In Inventory Management, click **Ordering** and then **Close Financial Period**.
2. To move a document (only invoices and transfers) to another financial period click **Change Period**, select an open financial period, and then click **OK**.

Opening a Closed Financial Period

You can re-open a financial period if you have the required permissions.

1. In Inventory Management, click **Ordering** and then click **Close Financial Period**.
2. Select a closed period, click **Open Period**, and then click **OK**.

5 Export Formats

Invoices

Table 1 - Invoices Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Invoice date	26	10	DATE	YYYY.MM.DD
6	Not in use	36	10	DATE	YYYY.MM.DD
7	Invoice number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	VAT amount	186	17	NUMBER	#.##
17	VAT percentage	203	3	NUMBER	
18	Tax Key	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	
23	Invoice Due Date	300	10	DATE	
24	Reference	310	60	CHAR	

Accruals

Table 2 - Accruals Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Receipt date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Receipt number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	Not in use	186	17	NUMBER	#.##
17	Not in use	203	3	NUMBER	
18	Not in use	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Inventory

Table 3 - Inventory Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Inventory date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Inventory number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	Not in use	186	17	NUMBER	#.##
17	Not in use	203	3	NUMBER	
18	Not in use	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Transfers

Table 4 - Transfers Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Transfer date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Transfer number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	Not in use	186	17	NUMBER	#.##
17	Not in use	203	3	NUMBER	
18	Not in use	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Waste

Table 5 - Waste Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Waste date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Waste number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	Not in use	186	17	NUMBER	#.##
17	Not in use	203	3	NUMBER	
18	Not in use	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	

6 Advanced Installation Information

Interface Definition

This defines the template used for the interface. Only the existing interface can be used.

1. In Inventory Management, click **Maintenance** and then click **Interface Definition**.
2. Interface options listed include:
   a. Interface Name
   b. Sort Order
   c. Changed By
   d. At
3. Click on the interfaces to review the following fields:
   a. Interface Name- do not edit for existing interfaces
   b. Interface Type – automatically set to **ClosingFinancialPeriodExport** and cannot be edited
   c. Template –valid names can be found using the Interface Template Files section, be sure to use the correct file so it exports successfully
   d. Report Template – this field is empty

Interface Template Files

The Inventory Management installation wizard copies the following interface templates in the folder: `root:\Inetpub\wwwroot\myinventory\common\rst\`

- boexport.Std.IVC.template (Invoices)
- boexport.Std.ACR.template (Accruals)
- boexport.Std.TRF.template (Transfers)
- boexport.Std.WST.template (Waste)
- boexport.Std.IVT.template (Inventory)

Make sure the template files are in the folder.

If you are using the Automation Service, make sure the Automation Service installation interface files are copied to the folder: `root:\AutomationService\Rst\`

Creating a Customized Version of an Existing Interface

It is possible to customize the interface by adding a field at the end of each export line, for example, a line for a consumption account. You can customize all organizations or an individual organization.

To add one field without changing the original interface file:

1. Open Windows Explorer on the server where the Inventory Management application is installed.

2. Replace the location `root` with a valid drive letter or folder name where Inventory Management is installed `root:\Inetpub\wwwroot\myinventory\common\rst`
3. Copy the file `boexport.Std.IVC.template`
4. Navigate to the sub-folder with the short name of the organization you are customizing
5. Paste the file into that sub-folder
6. Rename the file by adding `C_` in front of the current file name, for example `c_boxexport.std.IVC.template`
7. Open the new file with a text editor and go to the line after `<@DETAIL>` and add `;%FIB_BO_CODE1%`
8. Save the changes.

> **NOTE:**
>
> - Inventory Management is first directed to the folder with the organization's short name to check for files with the prefix `c_` and uses that file instead of the file in the standard folder with the original file name.
> - Existing customized files will not be affected by updating Inventory Management to new version or patch. If the update affects the template, you must apply these changes to the existing customized files manually.
> - If the Automation Service is used to create export files, the same customization must be replicated in location where the Automation Service keeps template files: `root:\AutomationService\Rst\`
> - If Inventory Management or the Automation Service is running on multiple physical or virtual machines, for example a load balancing scenario, the customization must be manually replicated on all servers that run Inventory Management or the Automation Service. Before making changes, consult with My Oracle Support at the following URL: https://support.oracle.com

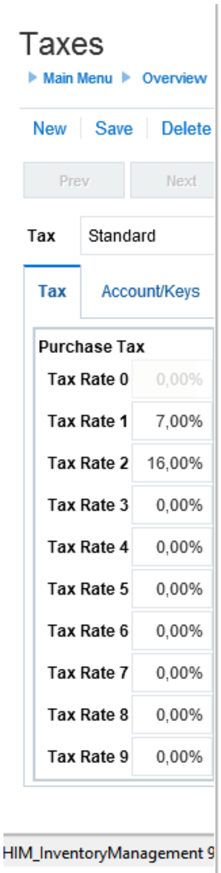
Preparing master data for testing the cost center example above:

1. Click **Master Data** and then click **Cost Centers.**
2. For each selectable cost center:
   a. Select the cost center.
   b. Click **Address / Account.**
   c. Enter the customized value for the export into field **BO Code1.** For example, if you are adding a line for a consumption account, create a name for that line like `ConsumptionAcct`.
   d. Click **Save.**
3. Create a new export using a new invoice.
4. Save the changes and start a new export of invoices.

7 Master Data

This section references data used for the exports and within the account matrices. The information relates to accounts in use and includes master data from cost center, vendors, item groups and taxes. This section shows the source of the data.

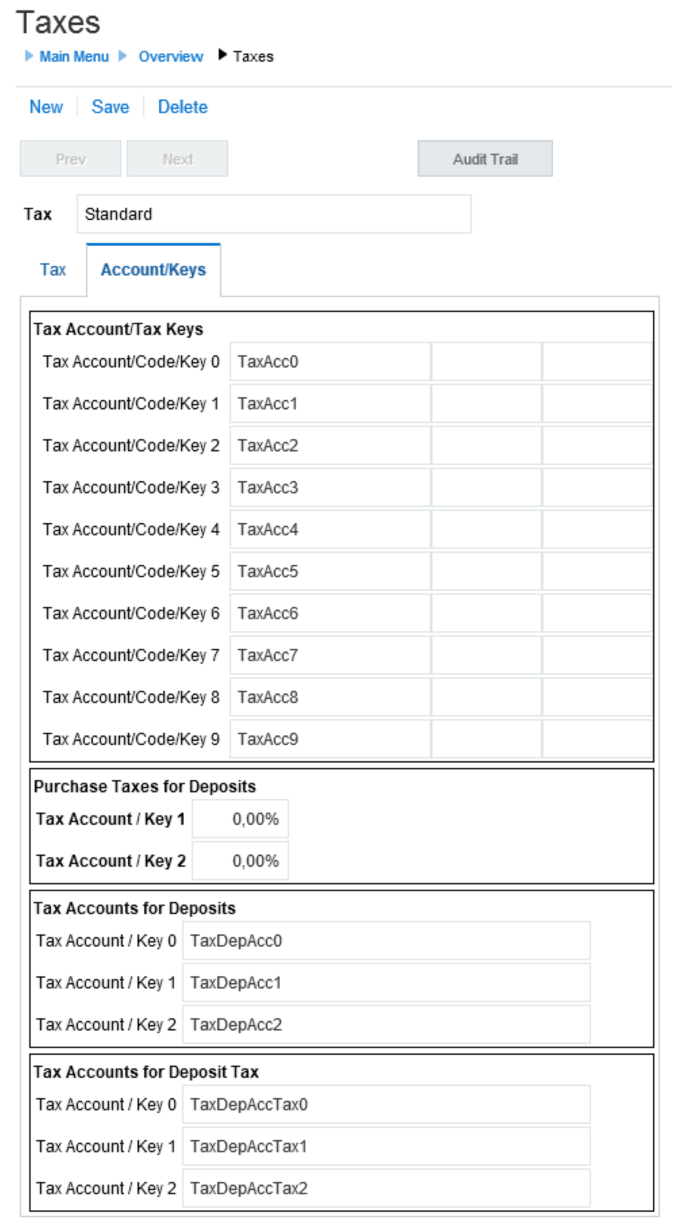
Example of taxes master data in the **Tax** and **Account/Keys** tabs:


Taxes
Main Menu
Overview
New
Save
Delete
Prev
Next
Tax
Account/Keys
HIM_InventoryManagement 9

Tax: Standard

Purchase Tax

Tax Rate 0	0,00%
Tax Rate 1	7,00%
Tax Rate 2	16,00%
Tax Rate 3	0,00%
Tax Rate 4	0,00%
Tax Rate 5	0,00%
Tax Rate 6	0,00%
Tax Rate 7	0,00%
Tax Rate 8	0,00%
Tax Rate 9	0,00%


Taxes
Main Menu
Overview
Taxes
New
Save
Delete
Prev
Next
Audit Trail
Tax
Account/Keys

Tax: Standard

Tax Account/Tax Keys

Tax Account/Code/Key 0	TaxAcc0
Tax Account/Code/Key 1	TaxAcc1
Tax Account/Code/Key 2	TaxAcc2
Tax Account/Code/Key 3	TaxAcc3
Tax Account/Code/Key 4	TaxAcc4
Tax Account/Code/Key 5	TaxAcc5
Tax Account/Code/Key 6	TaxAcc6
Tax Account/Code/Key 7	TaxAcc7
Tax Account/Code/Key 8	TaxAcc8
Tax Account/Code/Key 9	TaxAcc9

Purchase Taxes for Deposits

Tax Account / Key 1	0,00%
Tax Account / Key 2	0,00%

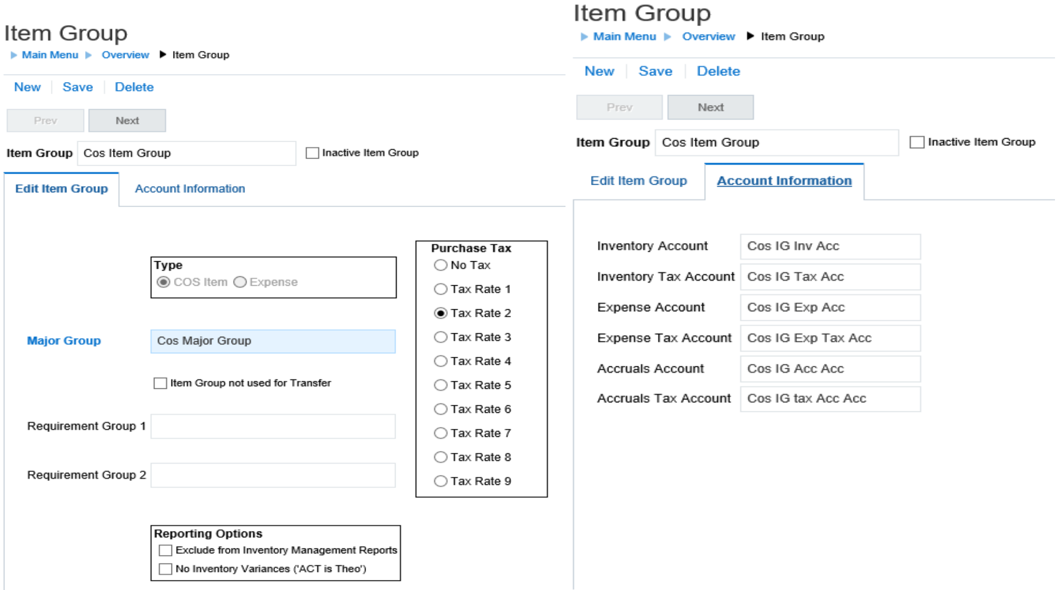
Tax Accounts for Deposits

Tax Account / Key 0	TaxDepAcc0
Tax Account / Key 1	TaxDepAcc1
Tax Account / Key 2	TaxDepAcc2

Tax Accounts for Deposit Tax

Tax Account / Key 0	TaxDepAccTax0
Tax Account / Key 1	TaxDepAccTax1
Tax Account / Key 2	TaxDepAccTax2

Example of item group master data for **COS Item** type:


Item Group
Main Menu
Overview
Item Group
New
Save
Delete
Prev
Next
Edit Item Group
Account Information

Item Group: Cos Item Group ☐ Inactive Item Group

Type: ● COS Item ○ Expense

Major Group: Cos Major Group

☐ Item Group not used for Transfer

Requirement Group 1:

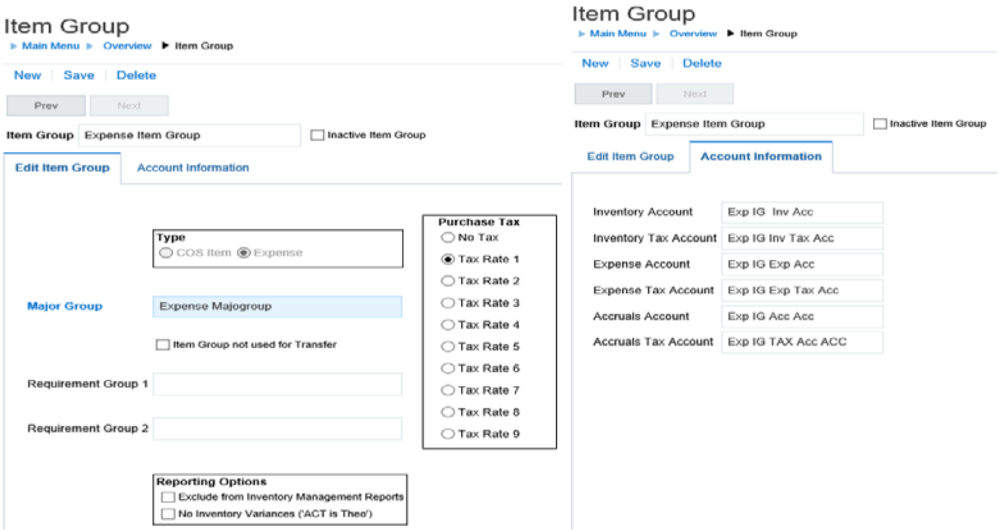
Requirement Group 2:

Purchase Tax: ○ No Tax ○ Tax Rate 1 ● Tax Rate 2 ○ Tax Rate 3 ○ Tax Rate 4 ○ Tax Rate 5 ○ Tax Rate 6 ○ Tax Rate 7 ○ Tax Rate 8 ○ Tax Rate 9

Reporting Options
☐ Exclude from Inventory Management Reports
☐ No Inventory Variances ('ACT is Theo')

Inventory Account	Cos IG Inv Acc
Inventory Tax Account	Cos IG Tax Acc
Expense Account	Cos IG Exp Acc
Expense Tax Account	Cos IG Exp Tax Acc
Accruals Account	Cos IG Acc Acc
Accruals Tax Account	Cos IG tax Acc Acc

Example of item group master data for **Expense** type:


Item Group
Main Menu
Overview
Item Group
New
Save
Delete
Prev
Next
Edit Item Group
Account Information

Item Group: Expense Item Group ☐ Inactive Item Group

Type: ○ COS Item ● Expense

Major Group: Expense Majogroup

☐ Item Group not used for Transfer

Requirement Group 1:

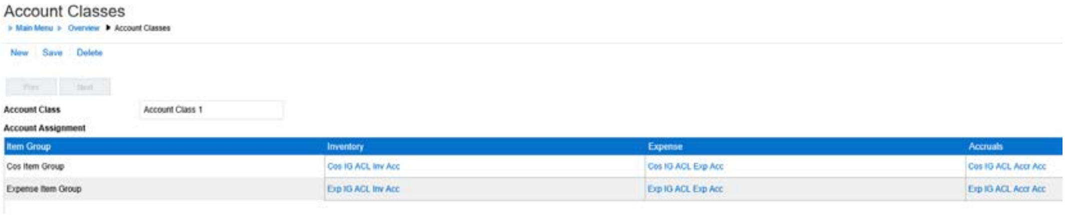
Requirement Group 2:

Purchase Tax: ○ No Tax ● Tax Rate 1 ○ Tax Rate 2 ○ Tax Rate 3 ○ Tax Rate 4 ○ Tax Rate 5 ○ Tax Rate 6 ○ Tax Rate 7 ○ Tax Rate 8 ○ Tax Rate 9

Reporting Options
☐ Exclude from Inventory Management Reports
☐ No Inventory Variances ('ACT is Theo')

Inventory Account	Exp IG Inv Acc
Inventory Tax Account	Exp IG Inv Tax Acc
Expense Account	Exp IG Exp Acc
Expense Tax Account	Exp IG Exp Tax Acc
Accruals Account	Exp IG Acc Acc
Accruals Tax Account	Exp IG TAX Acc ACC

Example of account class master data for COS and Expense type:

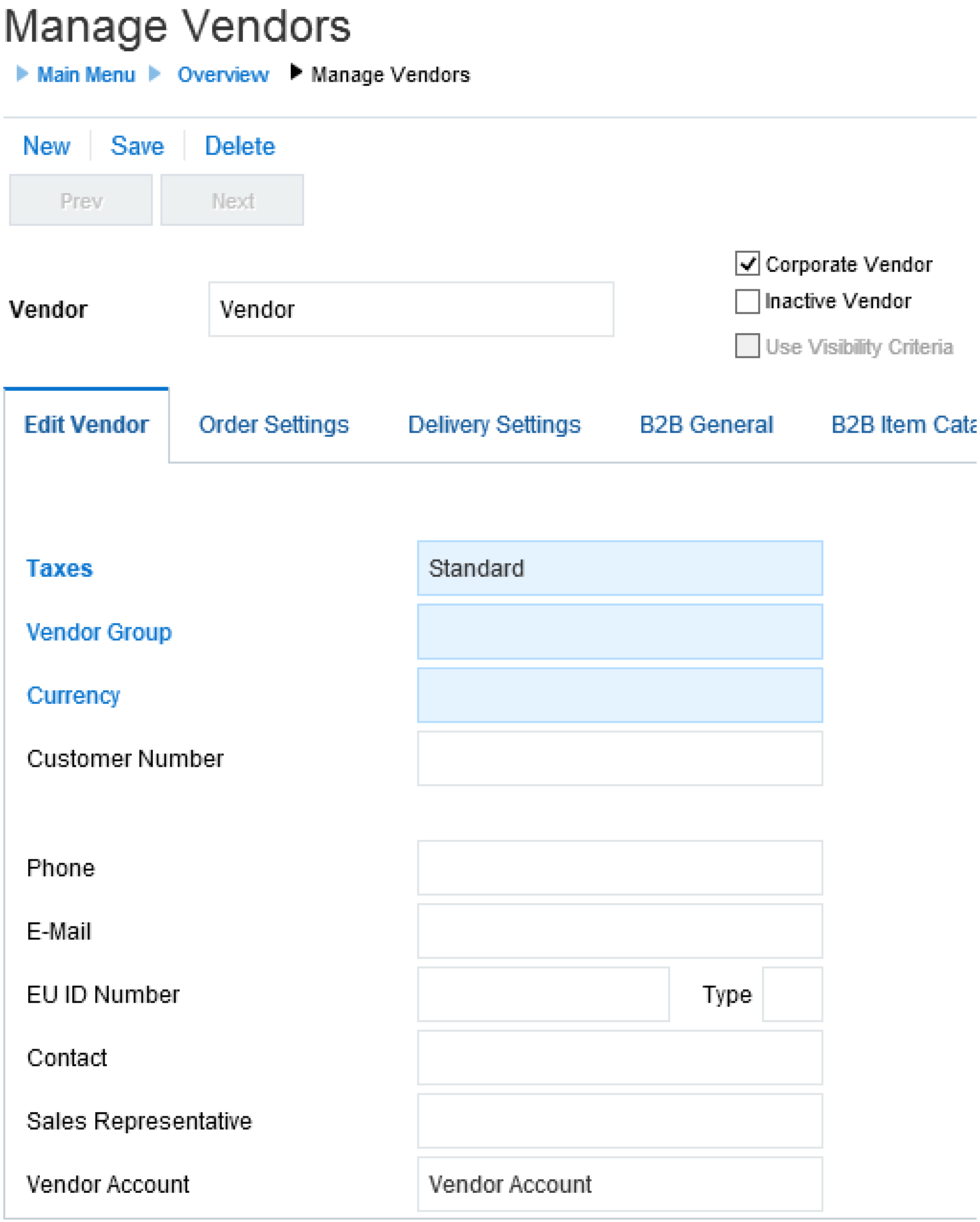

Account Classes
Main Menu
Overview
Account Classes
New
Save
Delete
Prev
Next

Account Class: Account Class 1

Account Assignment

Item Group	Inventory	Expense	Accruals
Cos Item Group	Cos IG ACL Inv Acc	Cos IG ACL Exp Acc	Cos IG ACL Accr Acc
Expense Item Group	Exp IG ACL Inv Acc	Exp IG ACL Exp Acc	Exp IG ACL Accr Acc

Example of vendor master data:

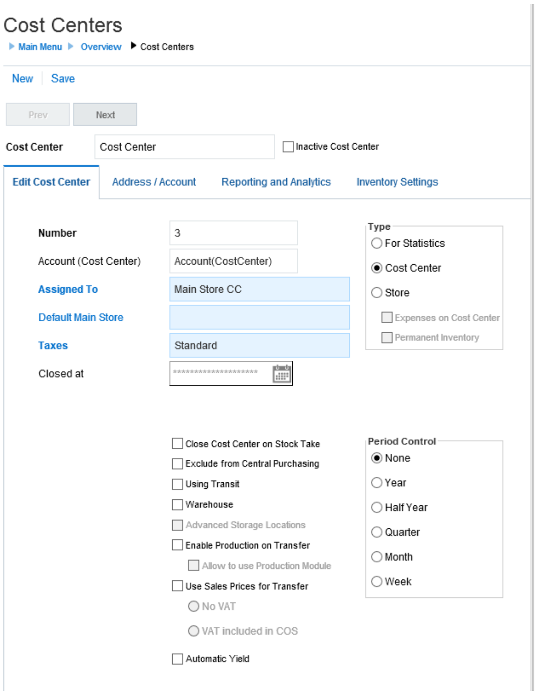

Manage Vendors
Main Menu
Overview
Manage Vendors
New
Save
Delete
Prev
Next
Edit Vendor
Order Settings
Delivery Settings
B2B General
B2B Item Cata

Vendor: Vendor

☑ Corporate Vendor
☐ Inactive Vendor
☐ Use Visibility Criteria

Taxes: Standard
Vendor Group:
Currency:
Customer Number:
Phone:
E-Mail:
EU ID Number: Type:
Contact:
Sales Representative:
Vendor Account: Vendor Account

Example of cost center master data for **Cost Center** type:


Cost Centers
Main Menu ▸ Overview ▸ Cost Centers
New | Save
Prev
Next
Edit Cost Center
Address / Account
Reporting and Analytics
Inventory Settings

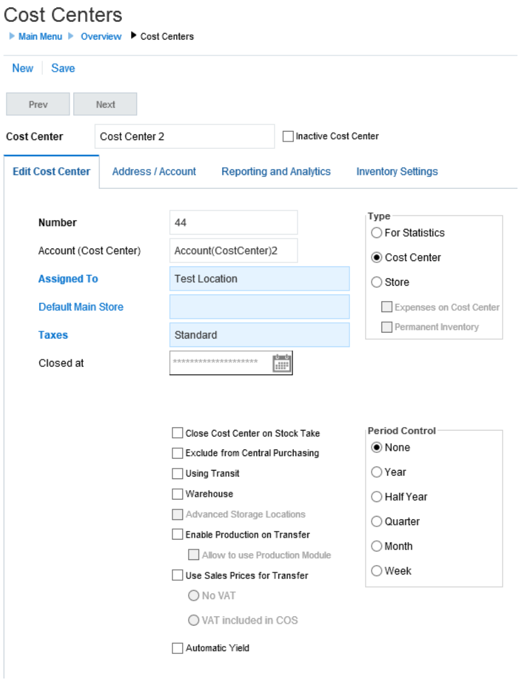
Cost Center: Cost Center ☐ Inactive Cost Center

Number: 3
Account (Cost Center): Account(CostCenter)
Assigned To: Main Store CC
Default Main Store:
Taxes: Standard
Closed at: ********************

Type
○ For Statistics
● Cost Center
○ Store
☐ Expenses on Cost Center
☐ Permanent Inventory

☐ Close Cost Center on Stock Take
☐ Exclude from Central Purchasing
☐ Using Transit
☐ Warehouse
☐ Advanced Storage Locations
☐ Enable Production on Transfer
☐ Allow to use Production Module
☐ Use Sales Prices for Transfer
○ No VAT
○ VAT included in COS
☐ Automatic Yield

Period Control
● None
○ Year
○ Half Year
○ Quarter
○ Month
○ Week


Cost Centers
Main Menu ▸ Overview ▸ Cost Centers
New | Save
Prev
Next
Edit Cost Center
Address / Account
Reporting and Analytics
Inventory Settings

Cost Center: Cost Center 2 ☐ Inactive Cost Center

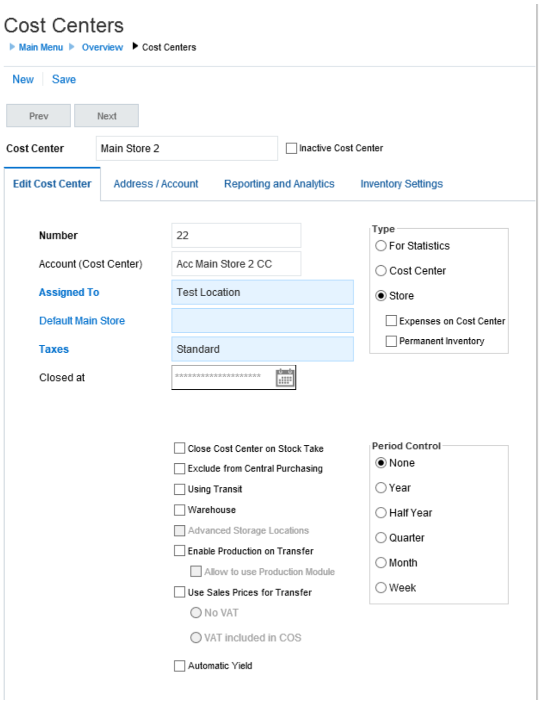
Number: 44
Account (Cost Center): Account(CostCenter)2
Assigned To: Test Location
Default Main Store:
Taxes: Standard
Closed at: ********************

Type
○ For Statistics
● Cost Center
○ Store
☐ Expenses on Cost Center
☐ Permanent Inventory

☐ Close Cost Center on Stock Take
☐ Exclude from Central Purchasing
☐ Using Transit
☐ Warehouse
☐ Advanced Storage Locations
☐ Enable Production on Transfer
☐ Allow to use Production Module
☐ Use Sales Prices for Transfer
○ No VAT
○ VAT included in COS
☐ Automatic Yield

Period Control
● None
○ Year
○ Half Year
○ Quarter
○ Month
○ Week

Example of cost center master data for **Store** type and **Store** type with **Expenses on Cost Center** and **Permanent Inventory**:


Cost Centers
Main Menu ▸ Overview ▸ Cost Centers
New | Save
Prev
Next
Edit Cost Center
Address / Account
Reporting and Analytics
Inventory Settings

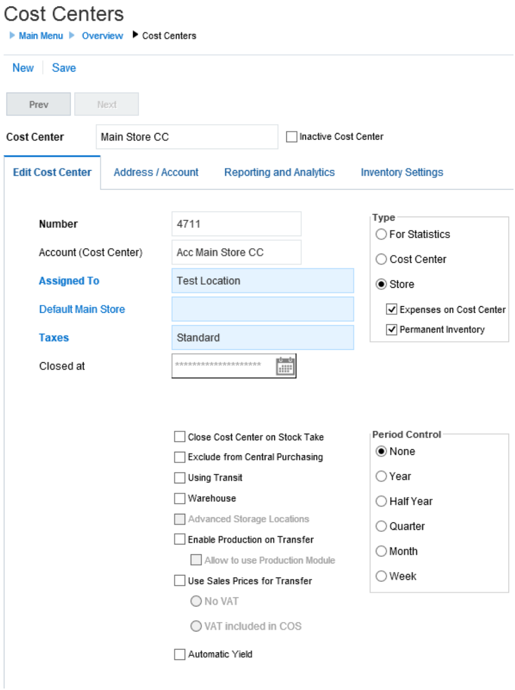
Cost Center: Main Store 2 ☐ Inactive Cost Center

Number: 22
Account (Cost Center): Acc Main Store 2 CC
Assigned To: Test Location
Default Main Store:
Taxes: Standard
Closed at: ********************

Type
○ For Statistics
○ Cost Center
● Store
☐ Expenses on Cost Center
☐ Permanent Inventory

☐ Close Cost Center on Stock Take
☐ Exclude from Central Purchasing
☐ Using Transit
☐ Warehouse
☐ Advanced Storage Locations
☐ Enable Production on Transfer
☐ Allow to use Production Module
☐ Use Sales Prices for Transfer
○ No VAT
○ VAT included in COS
☐ Automatic Yield

Period Control
● None
○ Year
○ Half Year
○ Quarter
○ Month
○ Week


Cost Centers
Main Menu ▸ Overview ▸ Cost Centers
New | Save
Prev
Next
Edit Cost Center
Address / Account
Reporting and Analytics
Inventory Settings

Cost Center: Main Store CC ☐ Inactive Cost Center

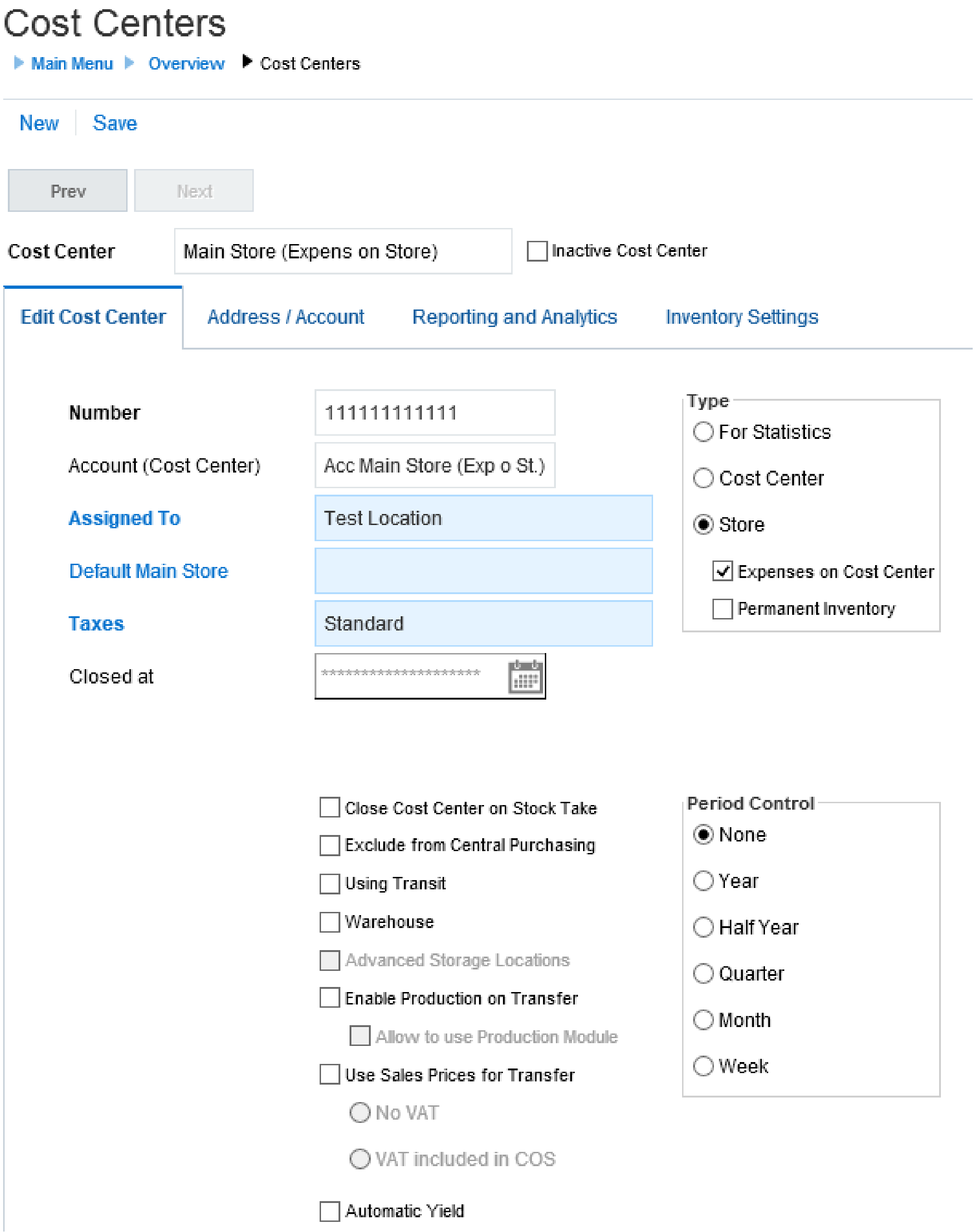
Number: 4711
Account (Cost Center): Acc Main Store CC
Assigned To: Test Location
Default Main Store:
Taxes: Standard
Closed at: ********************

Type
○ For Statistics
○ Cost Center
● Store
☑ Expenses on Cost Center
☑ Permanent Inventory

☐ Close Cost Center on Stock Take
☐ Exclude from Central Purchasing
☐ Using Transit
☐ Warehouse
☐ Advanced Storage Locations
☐ Enable Production on Transfer
☐ Allow to use Production Module
☐ Use Sales Prices for Transfer
○ No VAT
○ VAT included in COS
☐ Automatic Yield

Period Control
● None
○ Year
○ Half Year
○ Quarter
○ Month
○ Week

Example of cost center master data for **Store** type with **Expenses on Cost Center**:



Cost Centers
Main Menu
Overview
Cost Centers
New
Save
Prev
Next
Edit Cost Center
Address / Account
Reporting and Analytics
Inventory Settings

Cost Center: Main Store (Expens on Store)

☐ Inactive Cost Center

Number: 111111111111

Account (Cost Center): Acc Main Store (Exp o St.)

Assigned To: Test Location

Default Main Store:

Taxes: Standard

Closed at: ********************

Type
○ For Statistics
○ Cost Center
● Store
☑ Expenses on Cost Center
☐ Permanent Inventory

☐ Close Cost Center on Stock Take
☐ Exclude from Central Purchasing
☐ Using Transit
☐ Warehouse
☐ Advanced Storage Locations
☐ Enable Production on Transfer
  ☐ Allow to use Production Module
☐ Use Sales Prices for Transfer
  ○ No VAT
  ○ VAT included in COS
☐ Automatic Yield

Period Control
● None
○ Year
○ Half Year
○ Quarter
○ Month
○ Week

8 Account Matrices

Account Matrix Invoices

Item Group	Transaction Type (1 = Invoice)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position, 2 = Tax)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchtyp	kst_id
	1	3	Cos IG Inv Acc	Vendor Account	0	10	Acc Main Store CC	1	8
	1	3	Exp IG Inv Acc	Vendor Account	0	10	Acc Main Store CC	1	8
	1	3	TaxAcc2	Vendor Account	0	1,6		2	8
	1	3	TaxAcc1	Vendor Account	0	0,7		2	8
	1	3	Vendor Account		1	22,3		0	8
	1	4	Cos IG Exp Acc	Vendor Account	0	10	Account(CostCenter)	1	8
	1	4	Exp IG Exp Acc	Vendor Account	0	10	Account(CostCenter)	1	8
	1	4	TaxAcc2	Vendor Account	0	1,6		2	8
	1	4	TaxAcc1	Vendor Account	0	0,7		2	8
	1	4	Vendor Account		1	22,3		0	8

Account Matrix Accruals

Item Group	**Transaction Type (3 = Accruals)**	**Document Number**	**Account**	**Contra Account**	**Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)**	**Amount**	**Cost Center Account**	**Booking Record Type (0 = Header, 1 = Position)**	**Cost Center ID**
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchungstyp	kst_id
	3	1	Cos IG Inv Acc	Cos IG Acc Acc	0	1	Acc Main Store CC	1	8
	3	1	Cos IG Acc Acc		1	1		0	8
	3	1	Exp IG Inv Acc	Exp IG Acc Acc	0	1	Acc Main Store CC	1	8
	3	1	Exp IG Acc Acc		1	1		0	8
	3	2	Cos IG Exp Acc	Cos IG Acc Acc	0	10	Account(CostCenter)	1	8
	3	2	Cos IG Acc Acc		1	10		0	8
	3	2	Exp IG Exp Acc	Exp IG Acc Acc	0	10	Account(CostCenter)	1	8
	3	2	Exp IG Acc Acc		1	10		0	8
	3	10	Cos IG Inv Acc	Cos IG Acc Acc	0	10	Acc Main Store (Exp o St.)	1	8
	3	10	Cos IG Acc Acc		1	10		0	8
	3	10	Exp IG Inv Acc	Exp IG Acc Acc	0	10	Acc Main Store (Exp o St.)	1	8
	3	10	Exp IG Acc Acc		1	10		0	8

Account Matrix Inventory

Item Group	Transaction Type (2 = Inventory)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchungstyp	kst_id
	2	INV1909-0004	Cos IG Exp Acc	Account(CostCenter)	0	6	Account(CostCenter)	1	8
	2	INV1909-0004	Exp IG Exp Acc	Account(CostCenter)	0	14	Account(CostCenter)	1	8
	2	INV1909-0004	Account(CostCenter)		1	20	Account(CostCenter)	0	8
	2	INV1909-0002	Cos IG Inv Acc	Acc Main Store CC	0	2	Acc Main Store CC	1	8
	2	INV1909-0002	Exp IG Inv Acc	Acc Main Store CC	0	2	Acc Main Store CC	1	8
	2	INV1909-0002	Acc Main Store CC		1	4	Acc Main Store CC	0	8
	2	INV1910-0005	Cos IG Inv Acc	Acc MainSto Exp o St	0	10	Acc MainSto Exp o St	1	8
	2	INV1910-0005	Exp IG Inv Acc	Acc MainSto Exp o St	0	10	Acc MainSto Exp o St	1	8
	2	INV1910-0005	Acc MainSto Exp o St		1	20	Acc MainSto Exp o St	0	8

Account Matrix Transfers

Item Group	Transaction Type (5 = Transfer)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchungstyp	kst_id
	5	ST1910-00001	Cos IG Exp Acc	Cos IG Exp Acc	1	-1	Account(CostCenter)	0	8
	5	ST1910-00001	Cos IG Exp Acc	Cos IG Exp Acc	0	1	Account(CostCenter)2	1	8
	5	ST1910-00004	Cos IG Exp Acc	Cos IG Inv Acc	1	-1	Account(CostCenter)	0	8
	5	ST1910-00004	Cos IG Inv Acc	Cos IG Exp Acc	0	1	Acc Main Store CC	1	8
	5	ST1910-00003	Cos IG Inv Acc	Cos IG Exp Acc	1	-1	Acc Main Store CC	0	8
	5	ST1910-00003	Cos IG Exp Acc	Cos IG Inv Acc	0	1	Account(CostCenter)	1	8
	5	ST1910-00002	Cos IG Inv Acc	Cos IG Inv Acc	1	-1	Acc Main Store CC	0	8
	5	ST1910-00002	Cos IG Inv Acc	Cos IG Inv Acc	0	1	Acc Main Store 2 CC	1	8

Account Matrix Waste

Item Group	Transaction Type (6 = waste)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchungstyp	kst_id
	6	Waste 294	Cos IG Exp Acc	Waste Acc Waste Grp	1	-2		1	8
	6	Waste 294	Waste Acc Waste Grp	Cos IG Exp Acc	0	2	Account(CostCenter)	0	8
	6	Waste 295	Waste Acc Waste Grp	Exp IG Exp Acc	0	2	Account(CostCenter)	0	8
	6	Waste 295	Exp IG Exp Acc	Waste Acc Waste Grp	1	-2		1	8
	6	Waste 296	Waste Acc Waste Grp	Cos IG Inv Acc	0	1	Acc Main Store (Exp o St.)	0	8
	6	Waste 296	Cos IG Inv Acc	Waste Acc Waste Grp	1	-1		1	8
	6	Waste 297	Exp IG Inv Acc	Waste Acc Waste Grp	1	-1		1	8
	6	Waste 297	Waste Acc Waste Grp	Exp IG Inv Acc	0	1	Acc Main Store (Exp o St.)	0	8
	6	Waste 298	Cos IG Inv Acc	Waste Acc Waste Grp	1	-2		1	8
	6	Waste 298	Waste Acc Waste Grp	Cos IG Inv Acc	0	2	Acc Main Store CC	0	8
	6	Waste 299	Waste Acc Waste Grp	Exp IG Inv Acc	0	2	Acc Main Store CC	0	8
	6	Waste 299	Exp IG Inv Acc	Waste Acc Waste Grp	1	-2		1	8