Bank Account Selection on Commercial Documents

Business Central Hungarian Localization

HRP Europe Kft.

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1 Select a bank account on commercial documents

This document provides detailed insight into the functionality of a localization development called Select a Bank Account on commercial documents in the Microsoft Dynamics 365 Business Central Hungarian localization package.

The requirements for the mandatory data content of invoices are set out in the 2007 VAT Convention

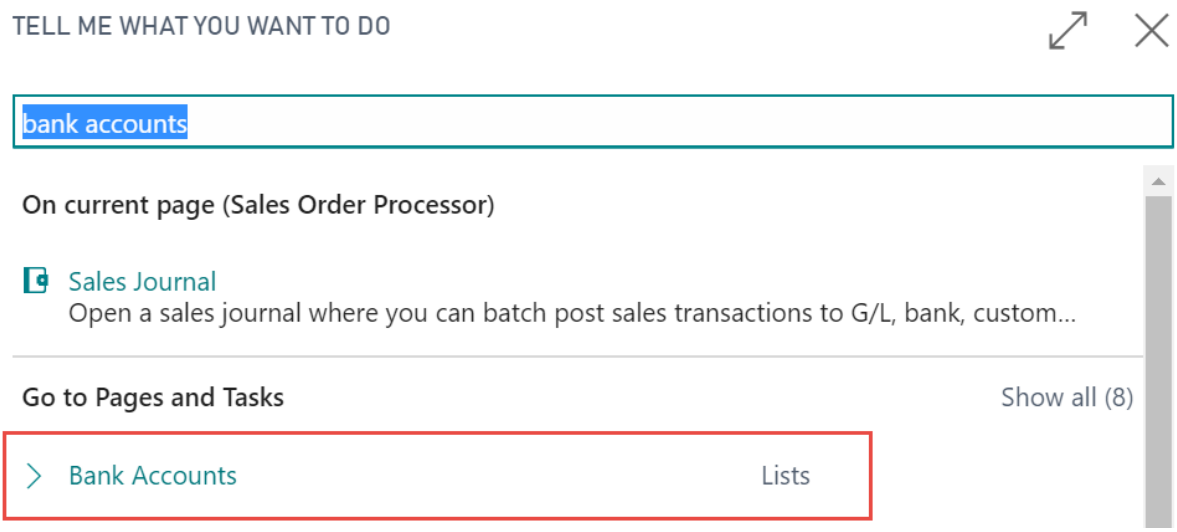
Microsoft Dynamics 365 Business Central must ensure that the company's bank account information is displayed on invoices issued by the company.

2 Bank accounts

In Business Central during sales processes we can specify which bank account of the company should be showed on printed layouts. You can select bank accounts from the bank account list which you can set and

edit in the following way:

1. Click in the search box and type: **Bank accounts**
2. After the menu item appears, click on the feature



3.
   a) Press **New** button to create a new **Bank Account card**
   b) Click an existing Bank Account if you want to work with an existing **Bank Account**

3 Select a company's bank account number on core data and tabs

You can select your company's bank account numbers in Business Central on the following pages and cards:

- Company information
- Customer Card
- Currencies
- Responsibility Centers

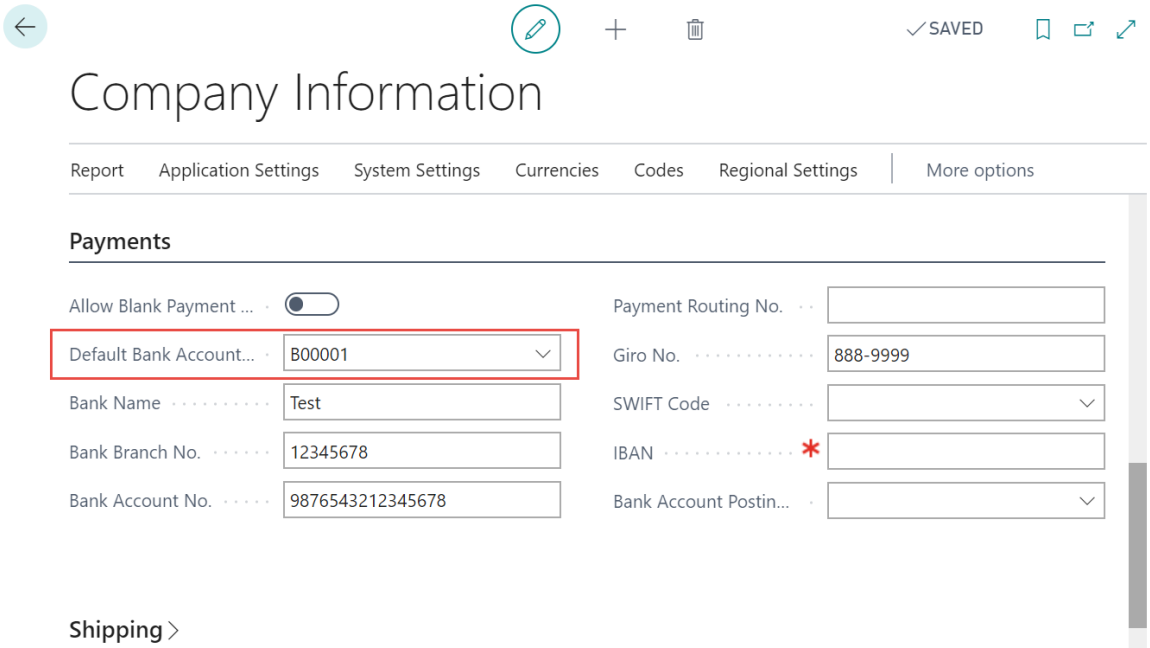
3.1 Company information

On the Company Information page, you can set the default bank account for your company.

The following steps to set up your bank account number in the Company data:

1. Click in the search box and type: **Company Information**

2. After the menu item appears, click on the feature
3. **Select** the bank account that you want to set up for your company from the drop-down list next to the **Default Bank Account No.**



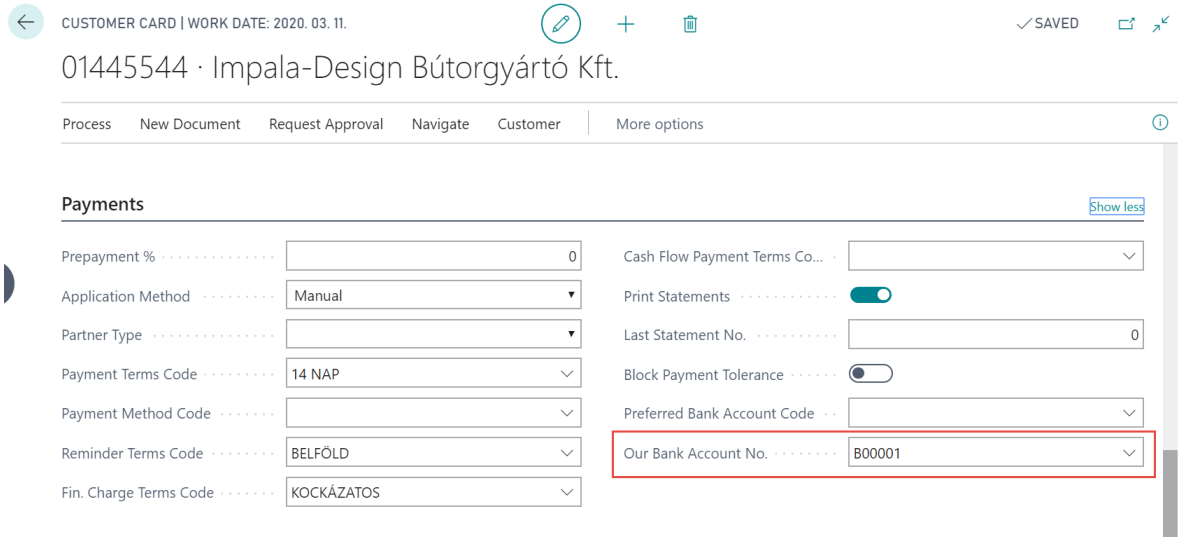
Note: You must enter a default bank account number for company information, otherwise when you create a document, the following warning will be displayed:

- *You must specify a Default Bank Account No. in the Company Information.*

3.2 Customer

The following steps to set up your bank account number on a Customer Card:

1. Click in the search box and type: **Customers**
2. After the menu item appears, click on the feature
3.
    a. Press New button to create a new **Customer** card
    b. Click an existing Customer if you want to work with an existing **Customer**
4. Select from the drop-down list next to **Our Bank Account No.** field on the **Payments** FastTab that bank account that you want to set up for **Customer** by default

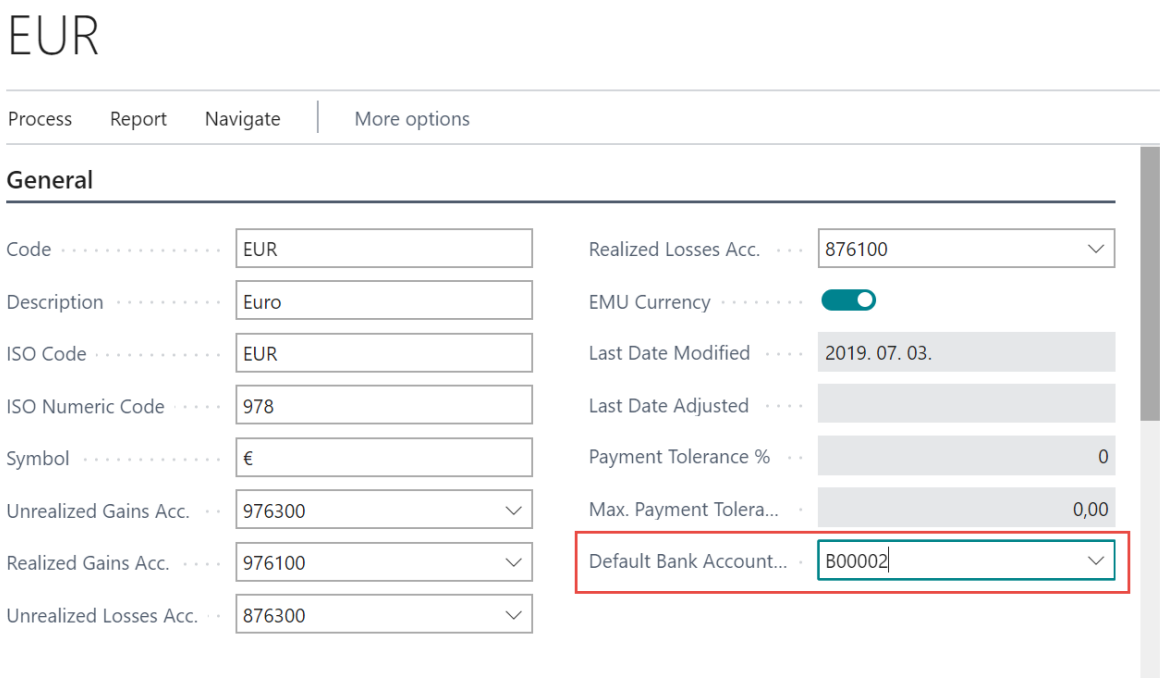


3.3 Currencies

On documents you can change the currency of document. This also affects the bank account to be used in the document. Because if a default bank account is set for the Currency, and that currency is selected manually on the document, Bank account is set up automatically on the Payment Information FastTab.

The following steps to set up your bank account number on a Currency Card:

1. Click in the search box and type: **Currencies**
2. After the menu item appears, click on the feature
3. Select a **Currency** which you want to set a D**efault Bank Account Number**
4. On the **General** FastTab, in the drop-down list next to the **Default Bank Account No.**



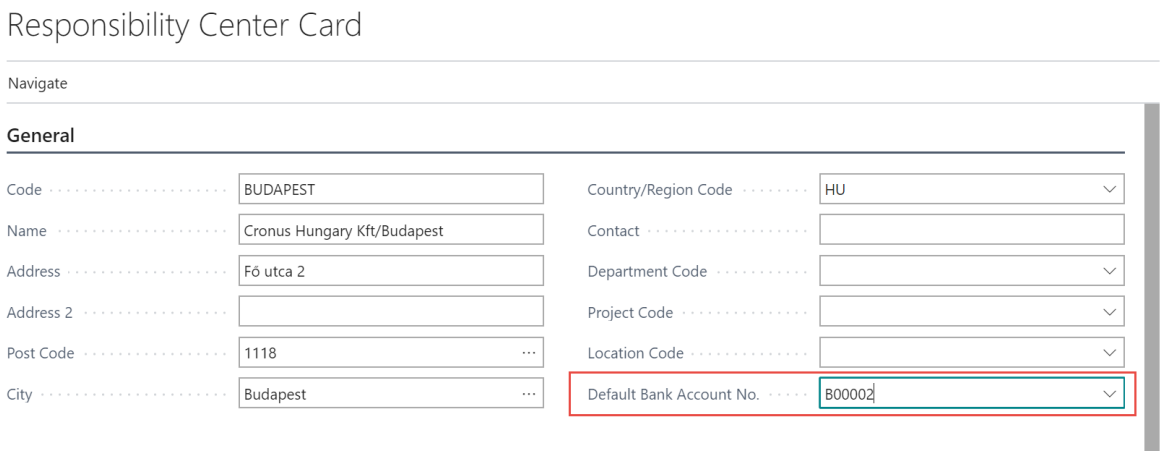
Note: You can assign a Bank account to multiple Currency cards.

3.4 Responsibility Centers

Created Responsibility Centers you can assign Default Bank Account No.

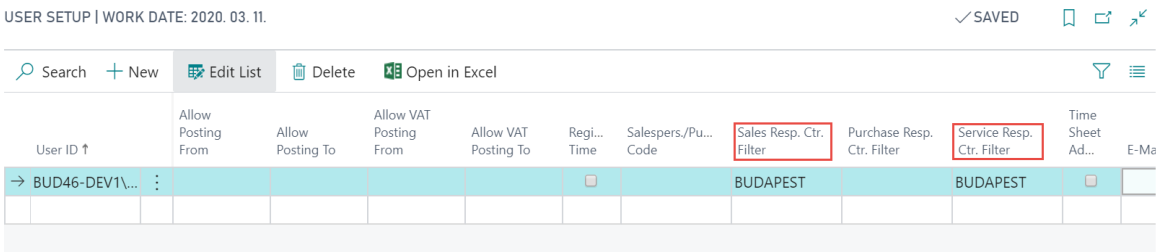
The following steps to set up your bank account number on a Responsibility Center:

1. Click in the search box and type: **Responsibility Centers**
2. After the menu item appears, click on the feature
3.
   c) Press **new** button to create a new **Responsibility Center**
   d) Click an existing **Responsibility Center** if you want to work with an existing one
4. On the **General** FastTab, in the drop-down list next to the **Default Bank Account No.**



Default Bank Account No. that you set up on the Responsibility Center Card can only be used if that Responsibility Center has been set on the User Setup Page. The further process is the following:

5. Click in the search box and type: **User setup**
6. After the menu item appears, click on the feature
7. Set the ID of the user in the **User ID** column to whom would like to set value in the **Sales Resp. Ctr. Filter and Service Resp. Ctr. filter** column.
8.
    a. If you want to use the **Default Bank Account No.** set up in the **Responsibility Center** on sales documents, then select in **Sales Resp. Ctr. Filter** column that **Responsibility Center.**
    b. If you want to use the **Default Bank Account No.** set up in the **Responsibility Center** on service documents, then select in **Service Resp. Ctr. Filter** column that **Responsibility Center.**



4 Pages and documents

Company's own Bank Account No. can be selected on the following pages:

- Sales quote
- Sales order
- Sales invoice
- Sales credit memo
- Reminder
- Finance charge memo
- Service order
- Service invoice
- Service credit memo
- Service quotes

After you post documents that listed above, you'll see the information of the selected Bank account number on the following pages. But here you can only view them, and you can't edit them.

- Posted Sales Shipment
- Posted sales invoice
- Posted Sales Credit Memo
- Issued Reminder
- Delayed interest memo sent
- Posted sales order
- Posted Service Shipment
- Posted service invoice
- Posted service credit memo
- Sales Advance Letters

5 Priority operation

In Business Central you can set default Bank Account No. on multiple pages and cards therefore It was necessary to set a priority order to determine where Business Central should use the required bank account number information.

5.1 Priority order on sales and service pages

You can see below the priority order on sales and service pages.

1. **Default Bank Account No.** which has been set up in the **Responsibility Center** and has been assigned to the user on the **User Setup** page.
2. **Our Bank Account No.** which has been set on **Bill-to Customer** card
3. **Our Bank Account No.** which has been set on **Customer** card
4. **Default Bank Account No.** has been set on **Currency** card
5. **Default Bank Account No.** has been set on **Company Information** page

If there is not any Default Bank Account No. or value in Our Bank Account field, in that case there isn't any priority order set.

Example:

1. In **Responsibility Center** the **Default Bank Account No.** hasn't been set value.
2. **Bill-to Customer** (2) and **Customer** (3) haven't been set value in **Our Bank Account No.** field. Therefore, these fields will not be affected the priority order.
3. Then the system checks the **Default Bank Account No.** field on the **Currency** (4) card, where a value has already been set. The system will use this value on any related document.
4. If there isn't any value on selected Currency card, in that case system will use **Default Bank Account No.** from **Company Information** (5) page.

5.1.1 Priority for Bank Account selection

If a Customer's value has been changed on the Customer card, the priority will run again and recalculate the value on Payment Information FastTab in the Bank Account Code field. You should choose again the Customer on the document and Bank Account Code field value will be updated.

Note: If you change Currency code on a document, priority will not run. Bank Account Code field value on the document takes the value what was set on the Currency card.

5.2 Priority order on Reminders and Finance Charge Memos

1. **Our Bank Account No.** has been set on **Customer** card
2. **Default Bank Account No.** has been set on **Currency** card
3. **Default Bank Account No.** has been set on **Company Information** page

Note: Since Business Central uses the Billing-to Customer recorded on posted documents, we are talking only about Customer here, and the functionality of the Responsibility Center is not interpreted on these pages, so the Default bank account number set there will not be used.

6 Further inheritance of data

Using Copy Document function, the user can copy bank account information recorded on pages and documents.

Bank account information is passed on to Sales and Service quotations, order and account, packing slip, and posted copies based on business central's standard inheritance rule.

It also operates on the basis of the same logic in the following cases:

- Inheritor sedimentation for prepayment letter issued from a sales order
- Bank account number for the Finance Charge Memo issued from a posted sales account
- Inheritor sedimentary for a posting invoice for the Letter of Formal Notice

7 Bank Account Archive Entries

In the 4th section listed pages is the Bank account number data recorded in the Bank Archive Entries and then receive a unique Bank account identification number. Referring to this identification number is the Bank account data recorded on the pages

If a Bank account data changes, it will no longer affect on the pages or documents on which it has already been selected.