



No. Series by Document Date
Business Central Hungarian Localization

HRP Europe Kft.

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1 Number series for documents subjected to strict serial numbering

This document provides detailed insight into the functionality of recording strict numbered documents in the Microsoft Dynamics 365 Business Central Hungarian localization package. The need for a localization solution is clearly justified by Law C of 2000 on accounting, of which Article 168(1) is not applicable. § -a specifies which documents are included in the strict numbered documents and the documents provided for in Article 169(1) and (2). Section 3 sets out the requirements for their preservation.

The second paragraph states that accounting documents directly and indirectly supporting the accounting accounts (including g/l accounts, analytical or detailed records) shall be readable for at least 8 years in a retrieve manner based on the posting notes reference.

According to the rules described above, Microsoft Dynamics 365 Business Central must ensure compliance with strictly numbered documents, in addition it also secure the order of issue to follow the order of the numbering.

1.1 Set up number series with document date order

Enable **Document Date Order** monitoring function in the following way:

1. Click in the search box  and type: **No. Series**

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> No. Series Administration

> Serial No. Information List Lists

2. Select the **No. Series** for which you want to set the document date order monitoring function.

Code	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.	Date Order	Document Date Order ↓
E-SZLA	Eladási számla számok	ESZ-2000001	–	2020. 03. 11.	ESZ-2000022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZSZLA+	∴ Könyvelt szerviz számla számok	SKS-2000001	–	2020. 03. 11.	SKS-2000003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZSZLA	Szervizszámla számok	SSZ-2000001	–	2020. 03. 11.	SSZ-2000002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZERZSZLA	Szerviz szerződés számla számok	SSS-2000001	–	–	–	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O-SZLA+	O365 könyvelt eladási számla számok	OKS-2000001	–	–	–	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O-SZLA	O365 eladás számla számok	OSZ-2000001	–	–	–	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F-BANKSZLA	Bankszámla számok	B00001	–	2020. 03. 11.	B00002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ E-SZLA+	∴ Könyvelt eladási számla számok	EKS-2000001	–	2020. 03. 15.	EKS-2000014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-ELŐLEGSZLA	Eladási előlegszámla számok	ESE-2000001	–	–	–	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-ELŐLEGSZ+	Könyvelt előlegszámla számok	EES-2000001	–	–	–	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-SZLA+	Könyvelt beszerzési számla számok	BKS-2000001	–	2020. 02. 20.	BKS-2000004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-SZLA	Beszerzési számla számok	BSZ-2000001	–	2020. 03. 11.	BSZ-2000003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-ELŐLEGSZ+	Könyvelt besz. Előlegszámla számok	BES-2000001	–	–	–	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Activate **Document Date Order** field on the line of the corresponding number series.

Comment: For further test purpose, please select the no. series of posted sales invoices (Code: E-SZLA+) and tick the document date order checkbox.

Code 1	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.	Date Order	Document Date Order
E-RENDELÉS	Eladási rendelés számlák	ERE-2000001	-	2020. 03. 11.	ERE-2000003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-SZÁLLEV	Könyvelt eladási szállítólevél számlák	ESL-2000001	-	2020. 03. 16.	ESL-2000015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-SZLA	Eladási számla számlák	ESZ-2000001	-	2020. 03. 11.	ESZ-2000022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ E-SZLA+	Könyvelt eladási számla számlák	EKS-2000001	-	2020. 03. 16.	EKS-2000015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E-VEVŐK	Vevő számlák	V00001	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-VISSZREND	Eladási visszarendelés számlák	EVR-2000001	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-VSZÁLLEV+	Könyvelt eladási visszaru számlák	EKV-2000001	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.2 Function description of document date order

If a user generates a document in which the assigned no. series set with document date order tracking, the system will check that the document date is greater or equal to the last date used in the given No. series.

- If so, the user will be allowed to post the document
- If not, error message will display

1.3 Functional testing

1.3.1 Preconditions

The Document Date Order checkbox must be checked for No. Series Code: **E-SZLA+** (posted sales invoice)

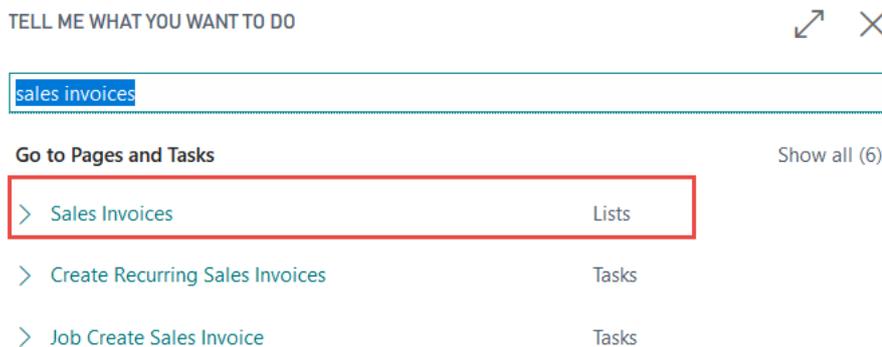
Code 1	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.	Date Order	Document Date Order
→ E-SZLA+	Könyvelt eladási számla számlák	EKS-2000001	-	2020. 03. 16.	EKS-2000015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E-VEVŐK	Vevő számlák	V00001	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.3.2 Testing method and expected results

- 1, Create a sales invoice in which the document date is today and post it.
- 2, Create a new sales invoice in which the document date is backdated to yesterday or a previous date and attempt to post it.
- 3, Expect to get an error message while trying to post the document: *Document Date cannot be less than the Last Document Date Used (dd.mm.yyyy) in the number series xy.*
- 4, Change the document date in the invoice for today or a date that is greater or equal to the last used document date in the No. Series.
- 5, Post the invoice without any error.

1.3.3 Testing process

1. Click in the search box  and type: **Sales invoices (lists)**.

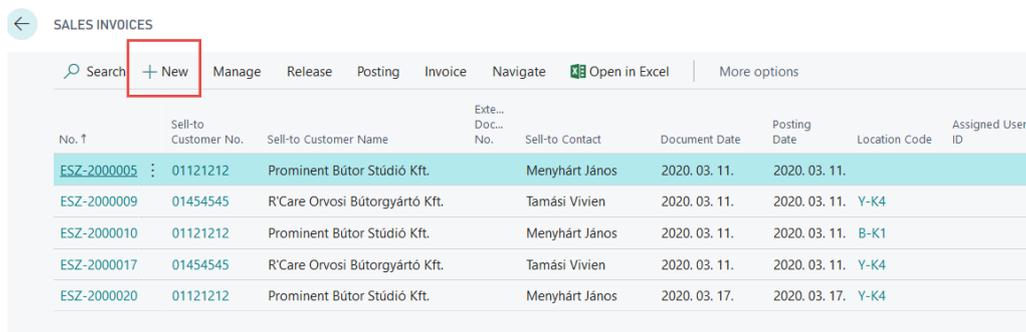


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Go to Pages and Tasks Show all (6)

- > Sales Invoices Lists
- > Create Recurring Sales Invoices Tasks
- > Job Create Sales Invoice Tasks

2. Select **New** and fill out the mandatory fields on the sales invoice card.



← SALES INVOICES

Search + New Manage Release Posting Invoice Navigate  Open in Excel More options

No. 1	Sell-to Customer No.	Sell-to Customer Name	Ext... Doc... No.	Sell-to Contact	Document Date	Posting Date	Location Code	Assigned User ID
ESZ-2000005	01121212	Prominent Bútor Stúdió Kft.		Menyhárt János	2020. 03. 11.	2020. 03. 11.		
ESZ-2000009	01454545	R'Care Orvosi Bútorgyártó Kft.		Tamási Vivien	2020. 03. 11.	2020. 03. 11.	Y-K4	
ESZ-2000010	01121212	Prominent Bútor Stúdió Kft.		Menyhárt János	2020. 03. 11.	2020. 03. 11.	B-K1	
ESZ-2000017	01454545	R'Care Orvosi Bútorgyártó Kft.		Tamási Vivien	2020. 03. 11.	2020. 03. 11.	Y-K4	
ESZ-2000020	01121212	Prominent Bútor Stúdió Kft.		Menyhárt János	2020. 03. 17.	2020. 03. 17.	Y-K4	

3. Navigate to **General Tab** and select the **Customer No.** (1121212 - Prominent Bútor Stúdió Kft.) and make sure the **document date is today**.

← SALES INVOICE | WORK DATE: 2020. 03. 17. ✎ + 🗑

ESZ-2000030 · Prominent Bútor Stúdió Kft.

Posting Prepare Invoice Release Request Approval Navigate More options

General Show less

Customer No.	01121212	Posting Date	2020. 03. 17.
Customer Name	Prominent Bútor Stúdió Kft.	VAT Date	2020. 03. 17.
SELL-TO		Due Date	2020. 04. 18.
Address	Pallag utca 43.	External Document No.	
Address 2		Salesperson Code	
City	Budapest	Campaign No.	
Post Code	1093	Responsibility Center	
Country/Region Code	HU	Assigned User ID	
Contact No.	CT000018	Status	Open
Contact	Menyhárt János	WORK DESCRIPTION	
Your Reference			
Document Date	2020. 03. 18.		

4. On the **Line** fill out the following fields: **Type= Item, No.=1000, Location=B-K1, Quantity=1, Unit of Measure Code=DB**

Lines | Manage | More options

Type	No.	Description	VAT Prod. Posting Group	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT
→ Item	1000	Bicikli	27	B-K1	1	DB	4 000

5. **Post the invoice.**

← SALES INVOICE | WORK DATE: 2020. 03. 17. ✎ + 🗑

ESZ-2000030 · Prominent Bútor Stúdió Kft.

Posting Prepare Invoice Release Request Approval Navigate More options

Post Post and New... Post and Send... Preview Posting

Address 2		Salesperson Code	
City	Budapest	Campaign No.	
Post Code	1093	Responsibility Center	
Country/Region Code	HU	Assigned User ID	
Contact No.	CT000018	Status	Open
Contact	Menyhárt János	WORK DESCRIPTION	

? Do you want to post the invoice?

Yes No

After posting the invoice the system will assign a new number to the document from the E-SZLA+ No.series.

6. Create a New **Sales Invoice** following the method explain abov

← SALES INVOICES

Search **+ New** Manage Release Posting Invoice Navigate Open in Excel More options

No. 1	Sell-to Customer No.	Sell-to Customer Name	Ext... Doc... No.	Sell-to Contact	Document Date	Posting Date	Location Code	Assigned User ID
ESZ-2000005	01121212	Prominent Bútor Stúdió Kft.		Menyhárt János	2020. 03. 11.	2020. 03. 11.		
ESZ-2000009	01454545	R'Care Orvosi Bútorgyártó Kft.		Tamási Vivien	2020. 03. 11.	2020. 03. 11.	Y-K4	
ESZ-2000010	01121212	Prominent Bútor Stúdió Kft.		Menyhárt János	2020. 03. 11.	2020. 03. 11.	B-K1	
ESZ-2000017	01454545	R'Care Orvosi Bútorgyártó Kft.		Tamási Vivien	2020. 03. 11.	2020. 03. 11.	Y-K4	
ESZ-2000020	01121212	Prominent Bútor Stúdió Kft.		Menyhárt János	2020. 03. 17.	2020. 03. 17.	Y-K4	

7. **Backdate the document date field to a previous date.**

← SALES INVOICE | WORK DATE: 2020. 03. 17.

ESZ-2000030 · Prominent Bútor Stúdió Kft.

Posting Prepare Invoice Release Request Approval Navigate More options

General Show less

Customer No.	01121212	Posting Date	2020. 03. 17.
Customer Name	Prominent Bútor Stúdió Kft.	VAT Date	2020. 03. 17.
SELL-TO		Due Date	2020. 04. 16.
Address	Pallag utca 43.	External Document No.	
Address 2		Salesperson Code	
City	Budapest	Campaign No.	
Post Code	1093	Responsibility Center	
Country/Region Code	HU	Assigned User ID	
Contact No.	CT000018	Status	Open
Contact	Menyhárt János	WORK DESCRIPTION	
Your Reference			
Document Date	2020. 03. 16.		

8. **Fill out the line data**

Lines | Manage | More options

Type	No.	Description	VAT Prod. Posting Group	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT
→ Item	1000	Bicikli	27	B-K1	1	DB	4 000

9. **Post the invoice and expect to get an error, since a posted invoice with a later document date has already exist.**

← SALES INVOICE | WORK DATE: 2020. 03. 17.

ESZ-2000030 · Prominent Bútor Stúdió Kft.

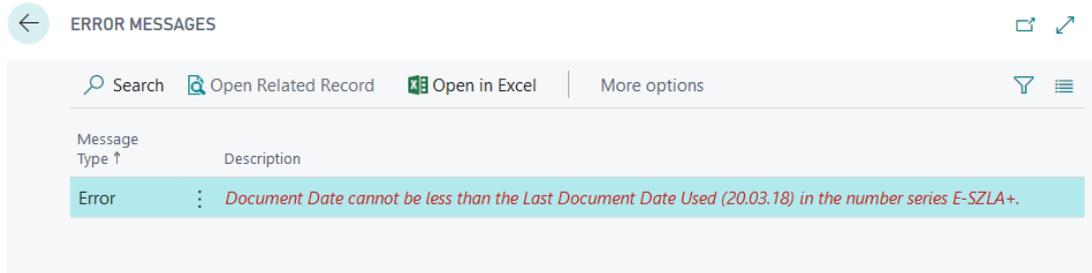
Posting Prepare Invoice Release Request Approval Navigate More options

Post Post and New... Post and Send... Preview Posting

Customer No.	01121212	Posting Date	2020.
Customer Name	Prominent Bútor Stúdió Kft.	VAT Date	2020.
SELL-TO		Due Date	2020.

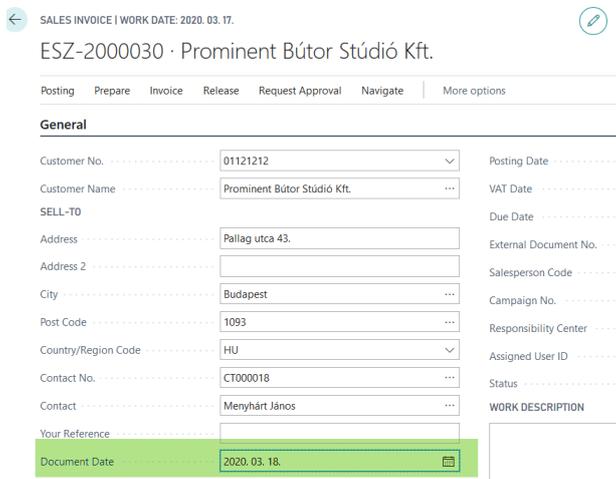
Do you want to post the invoice?

10. **Expected error message:** Document Date cannot be less than the Last Document Date Used (dd.mm.yyyy) in the number series E-SZLA+.



11. **Close the error message window by clicking on the arrow**

12. Eliminate the post error by **changing the document date for today**. (Document date must be greater or equal to the latest document date used in previous documents alike).



13. Post the invoice.

← SALES INVOICE | WORK DATE: 2020. 03. 17.

ESZ-2000030 · Prominent Bútor Stúdió Kft.

Posting Prepare Invoice Release Request Approval Navigate More options

Post Post and New... Post and Send... Preview Posting

Customer No. 01121212 Posti

Customer Name Prominent Bútor Stúdió Kft. VAT

SELL-TO Due

? Do you want to post the invoice?

Yes No

14. Pop up window shows that **posted sales order is created**.

? The invoice is posted as number EKS-2000023 and moved to the Posted Sales Invoices window.

Do you want to open the posted invoice?

Yes No