

# INFOR LN10.6 TURKEY LOCALIZATION: A FUNCTIONAL DESCRIPTION

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# Introduction

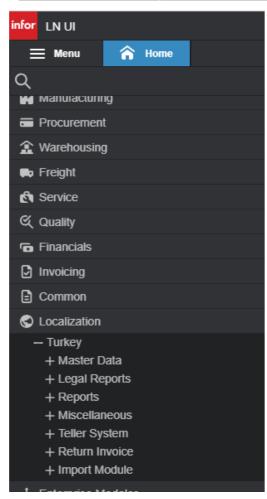
# Introduction

In Turkey Localization, Tellers Module, Return Invoice, Import Module are used. It automatically creates LN Finance Records, those who use these modules do not need to enter LN Finance again. Financial Reports in accordance with Turkish Financial Rules are also used.

#### Note:

The screenshots in the document may slightly differ from the actual user interface, depending on the LN version used.

# General Turkey Lokalization Modules



# **Master Data**

# Overview

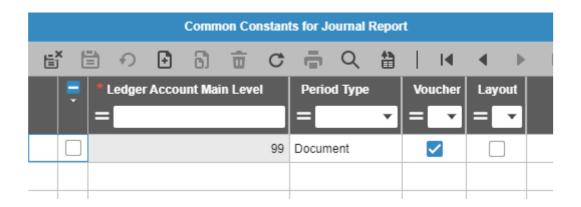
Master data Management is for defining parameters required for subsequent sessions explained in this document.

Master Data management includes:

- Common Constants for Journal Report
- B Form Sales & Purchase Tax Accounts
- B Form Elimination Transaction Types
- B form Transaction Types
- Journal Report Total Transaction Types
- Ledger Transaction Type Priority
- Numbers Description
- Additional Language
- Currency Definition

## Common Constants for Journal Report (Iptur0008m000)

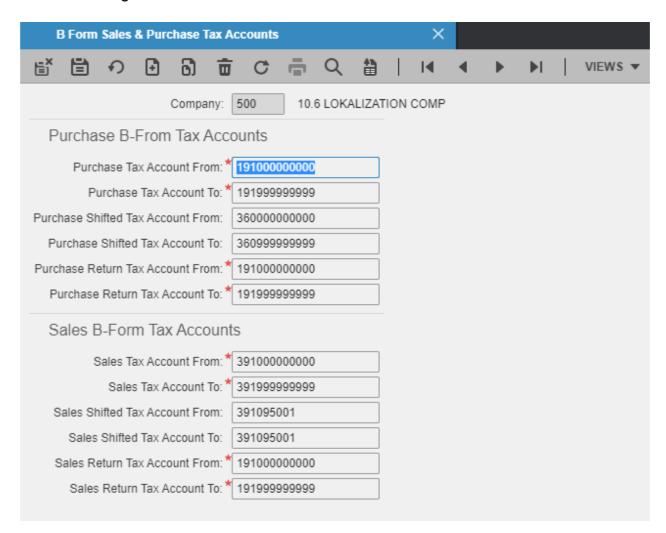
Use this session to define level of ledger account for journal report. This session is for producting Protocol Number for each document



## B Form Sales & Purchase Tax Accounts (lptur0009m000)

This session is used for B Form Supplier and B Form Customer Reports Tax Data.Entry.

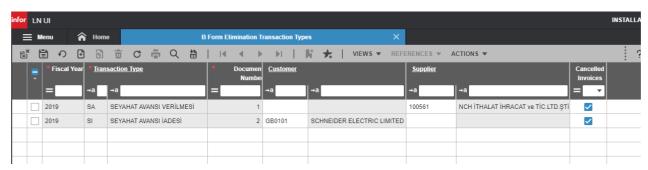
Purchase Tax Account and Return Tax Accounts Ranges, Sales Tax and Return Tax Accounts Ranges are defined in here.



# B Form Elimination Transaction Types (lptur0004m000)

B form By Customer or B Form By Supplier is the reports which are prepared monthly and isssued to government monthly which includes the company's invoice transaction of your supplier or customer. You can select specific transactions to exclude B Form Reports, B reports are under Turkey Localization – Reports menu B form By Customer (lptur3426m002) and B form By Supplier (lptur3426m001). In order to exlude any transaction type + document from B reports, you need to define these transactions in the parameter session below, so that these financial documents will not be printed in B form by Customer or B form By Supplier.

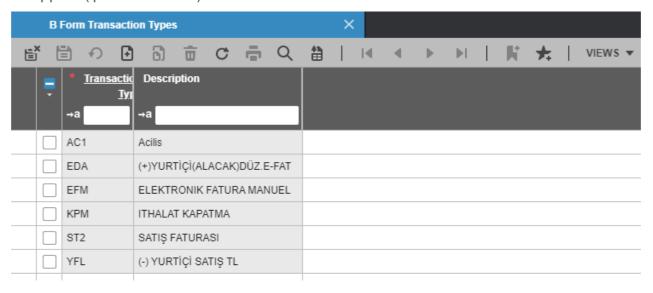
.



#### B Form Transaction Types (Iptur0005m000)

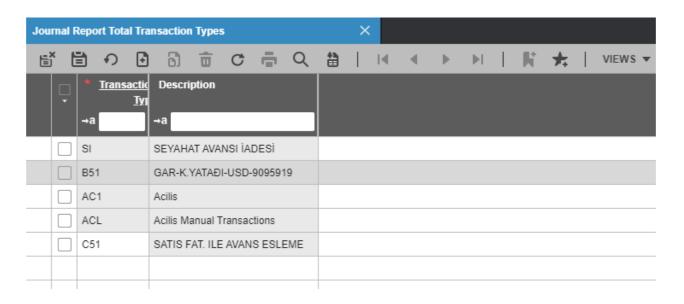
You can select specific transaction types to include in the customer and the supplier B form reports with this session.

Only the transaction types defined here are printed in B reports are under Turkish Localization – Reports menu B form By Customer (lptur3426m002) and B form By Supplier (lptur3426m001).



# Journal Report Total Transaction Types(lptur0007m000)

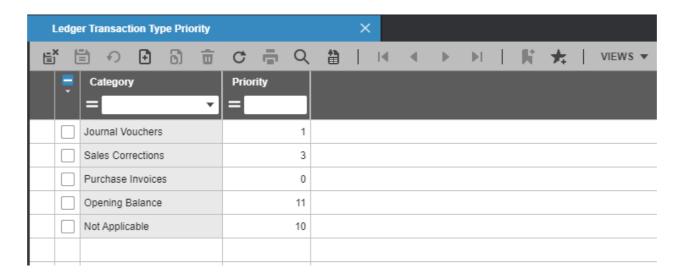
Journal Report Transaction Type for Totals is used for definition of transaction types which you want to summarize in Journal Report (Transaction Type with a Total) – (Iptur3443m099) session. This is used especially summarizing some integration records with respect to predefined transaction types.



## Ledger Transaction Type Priority (lptur0006m000)

If you want to give priority to some special transaction categories you can define them with in this session sequentially.

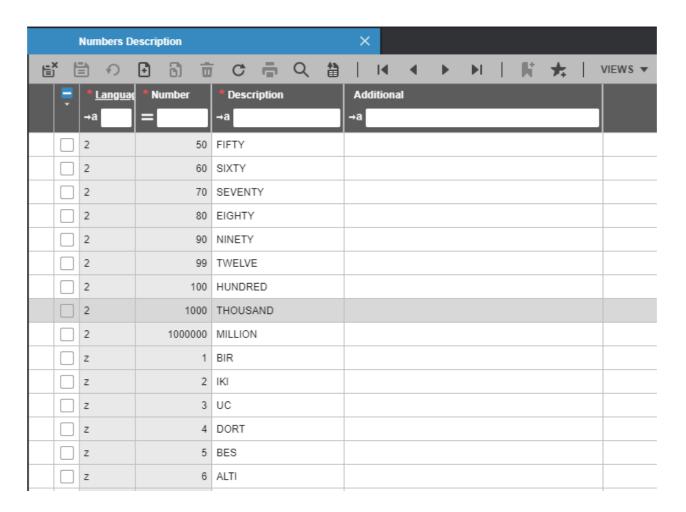
Otherwise journal report will be in transaction order.



# Number Description (lptur0001m000)

Functions lptur00001 and lptur00002 are used for convertion numbers to sentences by language and currency.

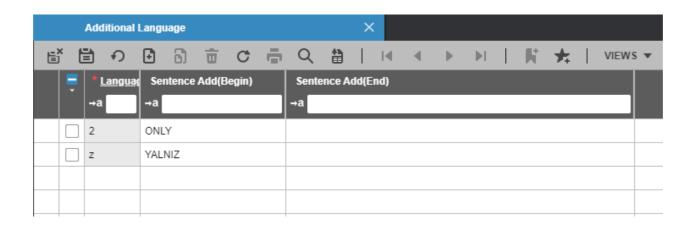
In this session, numbers and descriptions data will be entered by language.



# Additional Language (lptur0002m000)

Functions lptur00001 and lptur00002 are used for convertion numbers to sentences by language and currency.

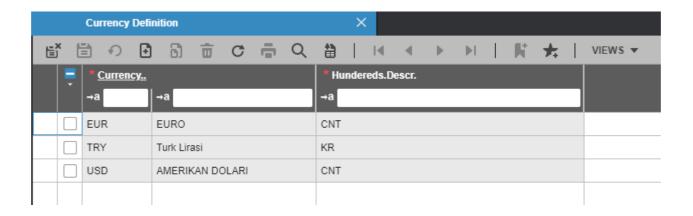
In this session, if there is additional language extension (for example "ONLY" or "YALNIZ"), this data will be entered here by language.



# Currency Definition (Iptur0003m000)

Functions lptur00001 and lptur00002 are used for convertion numbers to sentences by language and currency.

In this session, Currency hundereds name (for example "CENT" or "KURUŞ") will be entered here by language.



2

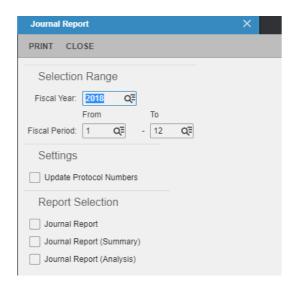
# **Legal Reports**

Legal Reports Section of Turkish Localization includes compulsory reports which are printed after finally closing the month. The group includes 4 reports

- Journal Report
- Journal Report (by Transaction Type Total)
- Ledger Report
- Ledger Report (by Transaction Type Total)

#### Journal Report (lptur3443m010)

The target of this report is to get physical print-out of all financial transactions for audit purposes. It's printed to prestamped papers (continious paper, A4). The number of physical transactions is important. Papers are stamped before the year starts. If needed it can be extended in the year with tax office approval. The journal report calculation engine orders transactions according to document date and it produces unique number for each document. Document date +Transaction type + Document number is the base for defined journal number. Period must be finally closed.



Protocol number update is optional for each run. It must be selected for the first run. Before printing the report, the "update protocol numbers" area should be checked. When "update protocol numbers" is selected, protocol numbers are assigned to the transactions for the period that will be printed. After protocolnumber field is selected, journal report calculation engine sorts transactions 3 different Journal Reports can be provided from the system for the types stated below:

#### **Journal Report:**

All accounting postings without any summary for a specific period. This is the detailed journal report. The report groups each document and each document gets a protocol number presented in the report layout below.

Localisation 10.6	ı	Current F	Journ Periyd 11 - Period 11 F			
Account F	in.Acc.Name	Descrip.	Curr		Debit	Credit
				Accum. Total	1000.00	1000.00
Protocol Number	68 Da	te 2018-11-15 El	FM/ 13/	27		
		NCH İTHALAT	IHRACAT TRY	1,000.00	1000.00	
		NCH İTHALAT	IHRACAT TRY	180.00	180.00	
		NCH İTHALAT	IHRACAT TRY	1,180.00-		1180.00
Page Total	Debit	Credit		Accum, Total		
		1180.00	1180.00		2180.00	2180.00

#### **Journal Report (Summary):**

All accounting postings for a specific period in summary.(if the same account is used more than once in the same document, the summary prints debit sum, credit sum of the same ledger in same document (especially important for printing integration transactions)

Localisation 10.6	8	F Current P	Journal Report (Summary) Periyd 11 - 11 / 0000 eriod 11 Kasım		
Account F	in.Acc.Name	Descrip.	Curr	Debit	Credit
			Accum. Total	1000	1200
Protocol Numbe	r 71	Date 2018-11-15 EF		1000	
		NCH İTHALAT		180	1180
Page Total	Debit	Credit	Total		
		1180	1180	2180	2380

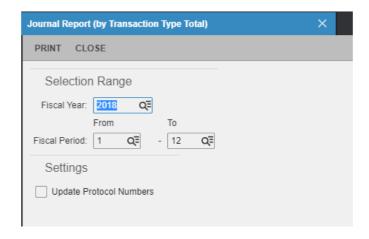
#### Journal Report (Analysis):

All accounting postings for a specific period for analysis.

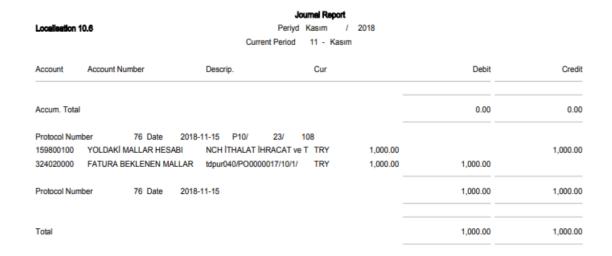
, Year , Batch No	, Prd	, Credit	, Cur , Debit	, Date , C	Doc.No , Date	unt , Typ ,	Account
, 0000, 0	1000, 11	,	, TRY ,0	11-15, 2018-11-15, TF	23, 2018	, P10,	
, Year , Batch No	, Prd	, Credit	, Cur , Debit	, Date , C	Doc.No , Date	unt , Typ ,	Account
, 0000, 0	, 11	1000 ,0	TRY,	11-15, 2018-11-15, TF	23, 2018	, P10,	
, Year , Batch No	, Prd	, Credit	, Cur , Debit	, Date , C	Doc.No , Date	unt , Typ ,	Account
, 0000, 0	, 11	1000 ,0	TRY,	11-15, 2018-11-15, TF	13, 2018	, EFM,	
, Year , Batch No	, Prd	, Credit	, Cur , Debit	, Date , C	Doc.No , Date	unt , Typ ,	Account
, 0000, 0	, 11	180 ,0	TRY,	11-15, 2018-11-15, TF	13, 2018	, EFM,	
, Year , Batch No	, Prd	, Credit	, Cur , Debit	, Date , C	Doc.No , Date	unt , Typ ,	Account
, 0000, 0	1180, 11		, TRY ,0	11-15, 2018-11-15, TF	13, 2018	, EFM,	
, Year , Batch No	, Prd	, Credit	, Cur , Debit	, Date , C	Doc.No , Date	unt , Typ ,	Account
, 0000, 0	, 11	200 ,0	TRY,	11-15, 2018-11-15, TF	5, 2018	, G01,	
, Year , Batch No	, Prd	, Credit	, Cur , Debit	, Date , C	Doc.No , Date	unt , Typ ,	Account
, 0000, 0	200, 11		TRY ,0	11-15, 2018-11-15, TF	5, 2018	, G01,	

# Journal Report (by Transaction Type Total) (lptur3443m099)

In addition to the journal report, if you want to summarize some integration records with respect to predefined transaction types, this session can be used. The transaction types for summary description is defined in Journal Report Transaction Types for Totals session (lptur0007m000). Additionally the order of the transaction categories in this report is defined in Ledger Transaction Type Priority (lptur0006m000) session. The session is below.



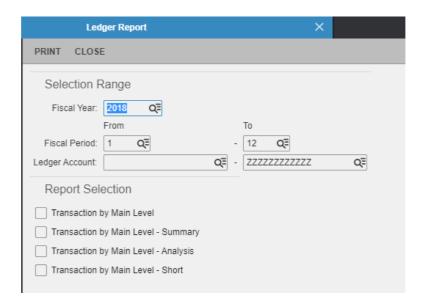
The Report layout is below.



# Ledger Report (lptur3435m020)

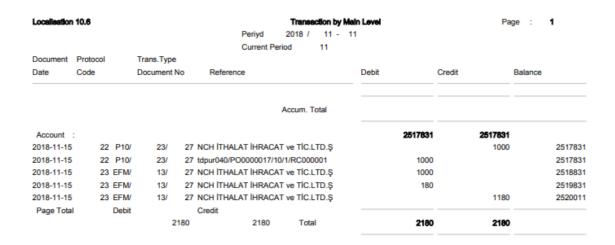
General Ledger is a report of all accounting postings for a chosen ledger account. The target is to print- out legal report by each ledger account transaction for audit purposes. This report needs pre-stamped papers. The period must be finally closed in order to print report. The protocol numbers produced in Journal Ledger are used in this report. This report must be printed after printing Journal Report (lptur3443m010). 4 different ledger account reports exists in

Ledger report. All are explained below.



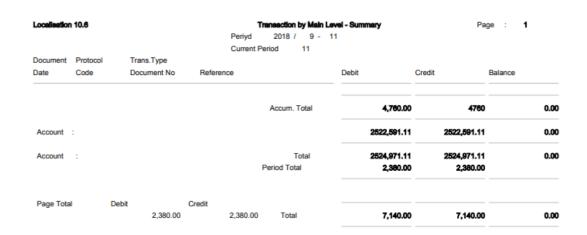
#### **Transaction by Main Level:**

This report includes all accounting postings of the selected ledger for defined period. layout is below.



#### **Transaction by Main Level - Summary:**

This report includes all accounting postings of the selected ledger for defined period in summary level. The summary is in period level.



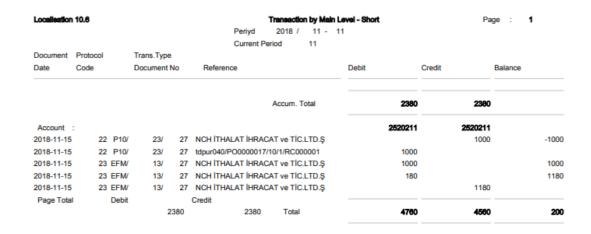
#### **Transaction by Main Level - Analysis:**

This report includes analysis all accounting postings of the selected ledger for defined period.

Ledger Acc. Typ , Doo	:.No , Date Date , Cur , Do	ebit , Credit	Prd	, Year , Batch	, Main Account
159800100 , P10,	23, 2018-11-15, 2018-11-15, TRY ,0	, 1000	11	, 2018,	22,
324020000 , P10,	23, 2018-11-15, 2018-11-15, TRY,	1000 ,0	, 11	, 2018,	22,
159800100 , EFM,	13, 2018-11-15, 2018-11-15, TRY,	1000 ,0	, 11	, 2018,	23,
191405000 , EFM,	13, 2018-11-15, 2018-11-15, TRY,	180 ,0	, 11	, 2018,	23,
320560000 , EFM,	13, 2018-11-15, 2018-11-15, TRY, 0	, 1180	11	, 2018,	23,
159700100 , G01,	5, 2018-11-15, 2018-11-15, TRY,	200 ,0	, 11	, 2018,	24,
770263000 , G01,	5, 2018-11-15, 2018-11-15, TRY, 0	, 200	11	, 2018,	24,

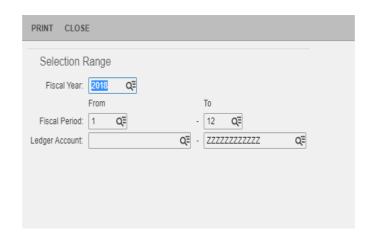
#### **Transaction by Main Level - Short:**

This report includes all accounting postings of the selected ledger for defined period in summary short level. The short summary is in document level.



# Ledger Report (by Transaction Type Total) (lptur3435m098)

This session not covers the details of predefined transaction types. The predefined transaction types will be printes as totals. Report layout is presented below.



# Localisation 10.6 Transaction By Main Level Period 2018 / 9 - 11

Document	Protocol	Trans.Ty	/pe			
Date	Code	Docume	nt No Reference	Debit	Credit	Balance
			Accum. Total	2,481,921.45	2,481,921.45	0.00
Account :				2,558,500.77	2,558,500.77	0.00
2018-09-25	24	P10/	16 tdpur040/PO0000012/10/1/R	56.00		56.00
2018-09-25	24	P10/	16 tdpur040/PO0000012/20/1/R	3,756.00		3,812.00
2018-09-25	24	P10/	16 Intecon Consultancy			0.00
2018-09-25	25	P10/	17 tdpur040/PO0000012/10/1/R			-56.00
2018-09-25	25	P10/	17 tdpur040/PO0000012/20/1/R			-3,812.00
			Total	2,478,109.45	2,481,921.45	-3,812.00

3

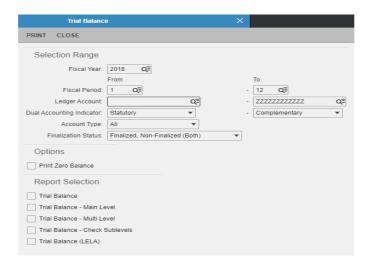
# Reports

The Reports section includes several report sessions and layouts according to both Turkish Accounting Traditions and Legal requirements. The group includes the reports below.

- Trial Balance
- Transaction Report by Ledger Account
- Transactions by Ledger Acct. & Dimension
- Transactions by Dimension Account (Multi-Level)
- Transactions by Customer Date Range
- Transactions by Customer Period Range
- B Form by Customer
- Customer Statement
- Customer Statement (Match&Curr.Diff)
- Transactions by Supplier Date Range
- Transactions by Supplier Period Range
- B Form by Supplier
- Supplier Statement
- Supplier Statement (Match&Curr.Diff)

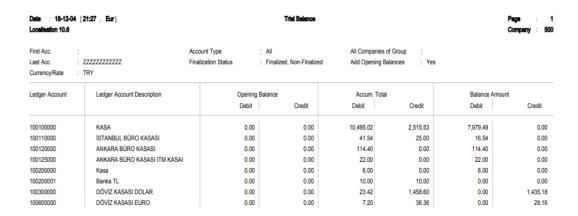
## Trial Balance (lptur3402m011)

The Trial Balance report in localization is able to calculate ledger balance without history tables and calculates both finalized and unfinalized transactions. Report also calculates background completed or uncompleted transactions, report can filter 0 balance accounts Calculates uncompleted background transactions for tax transactions, for example VAT on sales and purchase. The report layout are Trial Balance, Trial Balance Main Level, Trial Balance Multi-Level, Trial Balance Check Sublevels, Trial Balance (LELA). When Print Zero Balance is selected in the report session, trial balances includes 0 balance accounts in the report layouts.



#### **Trial Balance:**

The layout includes seperate debit and credit balance in opening balance, total debit and credit for transactions selected in report session and debit and credit balance for accounts.



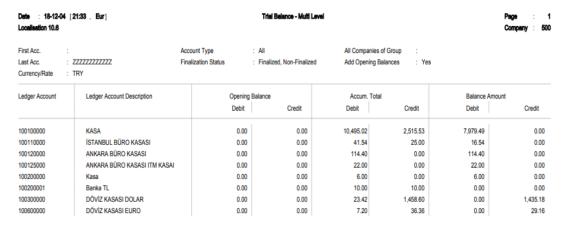
#### Trial Balance - Main Level:

The layout includes seperate debit and credit balance in opening balance, total debit and credit for transactions selected in report session and debit and credit balance for accounts having sublevel more than 0. Layout is below



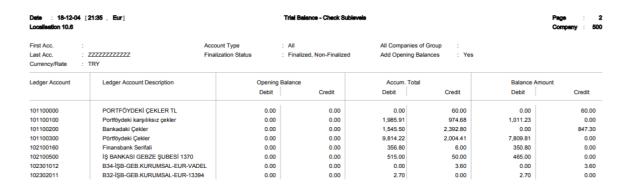
#### Trial Balance - Multi Level:

The layout includes seperate debit and credit balance in opening balance, total debit and credit for transactions selected in report session and debit and credit balance. Layout is below.



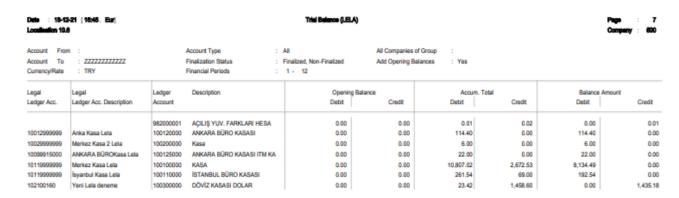
#### Trial Balance - Check Sublevels:

The report recalculates account totals with sublevel 0 and compares with ledger account totals, the report layout is below.



#### Trial Balance – (Lela):

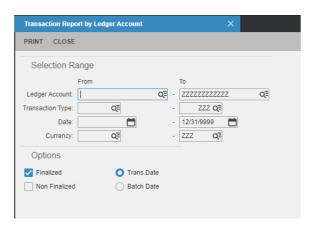
The report recalculates account totals with sublevel 0 and compares with LELA Legal Ledger Account totals, the report layout is below.

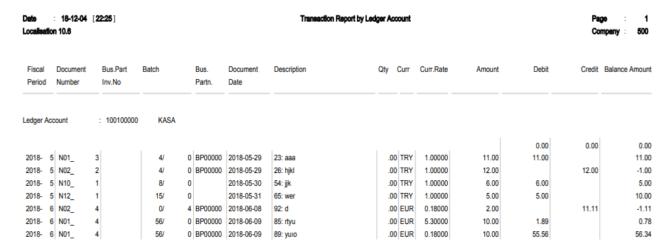


# Transaction Report by Ledger Account (lptur3406m020)

This report is able to print both finalized / unfinalized transactions and can filter transactions with ledger and transaction type. The report is able to print both according to Batch date and transaction date. Report is used for calculating accumulated balance for dates prior to print date interval. This report is also for audit /reporting purposes.

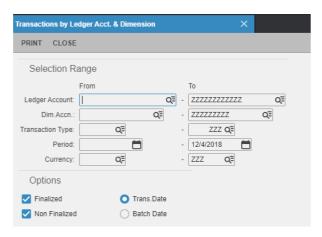
The session and report layout is below.





# Transactions by Ledger Acct & Dimension(lptur3406m021)

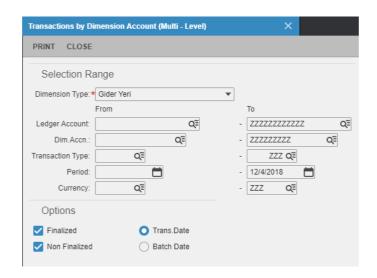
When compared with Transaction Report By Ledger Account, this report can filter and print dimension information. Report Session layout is presented below.





# Transactions by Dimension Account (Multi-Level)(Iptur3406m022)

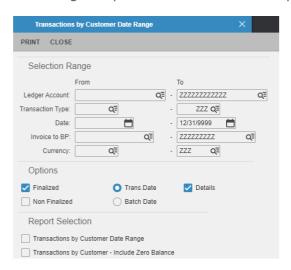
When compared to previous session, dimension type can be selected on the session, report layout and Report session is below.





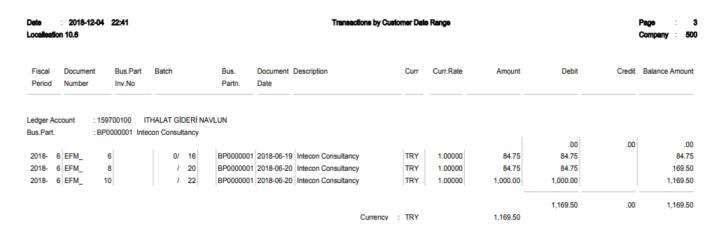
# Transactions by Customer Date Range (lptur3406m030)

It's a report prints customer transactions selected from journal transactions filtered according to selected customer. Both finalized and non finalized transactions can be printed if details choosen as" no" summary statement can be printed. The report prints according to date range. Report session contains 2 reports.



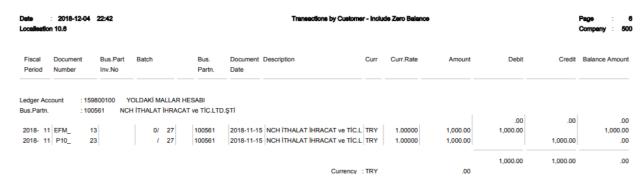
#### **Transactions by Customer Date Range:**

Report Layout is below and not include zero balance.



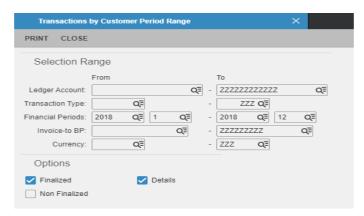
#### **Transactions by Customer – Include Zero Balance:**

Report Layout is below and included zero balance.



#### Transactions by Customer Period Range (Iptur3406m031)

It's a report prints customer transactions selected from journal transactions filtered according to selected customer. Both finalized and non finalized transactions can be printed if details choosen as" no" summary statement can be printed. The report prints according to period range.

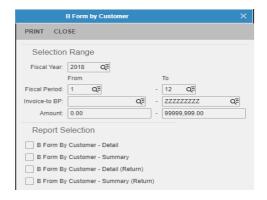


#### Report Layout is below;



## B Form by Customer (lptur3426m002)

B Form by Customer is a legal report required by goverment each month. The amounts and tax details of the sales invoices for the selected customers and periods. The report prints transaction types which are defined in B Form Transaction Types (Iptur005m000) session. Additionally any document can be excluded from this report when defined in B Form Elimination Transaction Types (Iptur0004m000). The report can filter invoice amount according to filter defined on the session form and Sales Tax Account Ranges are defined on session B Form Sales & Purchase Tax Accounts (Iptur0009m000). When return option is selected the report only prints sales credit notes otherwise report prints sales invoices. The report session and the layout is below. Report layout includes both detailed and



## 4 Reports are linked to report session.

# **B Form by Customer – Detail:**

Date : Localisation	ate : 18-12-04 [23:01] B Form By Customer - Detail coalisation 10.8 2018 - 1 - 12							Page Company	
Bus.Part.	Description	Date	Document No	Vat. Num.	Net Amount	Vat Amount	Shf.Vat.Amnt.	Amnt (inc.Shf.Vat)	Quant.
0770	Schneider En End San	2018-05-25	ST2/ 1		17.57	3.16	0.00	20.73	
0770	Schneider En End San	2018-10-08	ST2/ 2		13,888.89	2,500.00	0.00	16,388.89	
0770	Schneider En End San	2018-10-08	ST2/ 4		15,277.78	2,750.00	0.00	18,027.78	
0770	Schneider En End San	2018-10-08	ST2/ 5		15,277.78	2,750.00	0.00	18,027.78	
0770	Schneider En End San	2018-10-08	ST2/ 6		15,277.78	2,750.00	0.00	18,027.78	
0770	Schneider En End San	2018-10-08	ST2/ 7		1,388.89	250.00	0.00	1,638.89	
0770	Schneider En End San	2018-12-04	ST2/ 8		6,812.50	1,226.25	0.00	8,038.75	
0770	Schneider En End San				67,941.19	12,229.41	0.00	80,170.60	7
100561	NCH İTHALAT İHRACAT	2018-08-02	ST2/ 3		37,500.00	6,750.00	0.00	44,250.00	
100561	NCH İTHALAT İHRACAT				37,500.00	6,750.00	0.00	44,250.00	1
				Grand Total:	105,441.19	18,979.41	0.00	124,420.60	

# **B Form by Customer – Summary:**

Date : Localisation	18-12-04 [23:02] on 10.6	B Form By Custom 2018 - 1 - 12	•		Page Company	: 1 : 500	
Bus.Part.	Description	Vat. Num.	Net Amount	Vat Amount	Shf.Vat.Amnt.	Amnt (inc.Shf.Vat)	Quant.
0770 100561	Schneider En End San Tic AŞ Ba NCH İTHALAT İHRACAT ve TİC.LTD	Grand Total :	67,941.19 37,500.00 105,441.19	6,750.00	0.00	44,250.00	7

# . B Form by Customer – Detail (Return):

Date. : 05-12-18 [09:37]	B Form By Customer - Detail (Return)	Page.	:	1
10.6 LOCALIZATION COMP	10 - 10	Company	:	500

BP	Descrip.	Date.	Document No.	Vat. Num.	Net Amount	Vat Amount	Accum. Total	Quant.
0770	Schneider En E	05-10-2018	MAS 20200067		-59,116.54	0.00	-59,116.54	
0770	Schneider En E				-59,116.54	0.00	-59,116.54	1
104482	YİĞİTLER METAL	26-10-2018	MAS 20200066	9800312424	-275.00	-49.50	-324.50	
104482	YİĞİTLER METAL			9800312424	-275.00	-49.50	-324.50	1
700070	77 İNŞAAT TAAH	15-10-2018	MAS 20200063	0010777247	-296,036.64	0.00	-296,036.64	
700070	77 İNŞAAT TAAH	15-10-2018	MAS 20200064	0010777247	-12,334.86	0.00	-12,334.86	
700070	77 İNŞAAT TAAH			0010777247	-308,371.50	0.00	-308,371.50	2
8074	ONYX TRADING I	01-10-2018	MAS 20200065		-324,935.88	0.00	-324,935.88	
8074	ONY/ TRADING I				-324,935.88	0.00	-324,935.88	1
		'		GeneralTotl	-692,698.92	-49.50	-692,748.42	

TDV

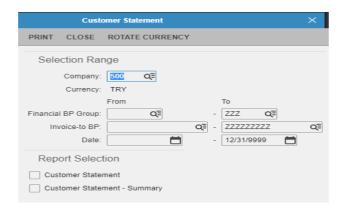
#### **B Form by Customer – Summary (Return):**

Date. : 05-12-18 [09:26]	B From By Customer - Summary (Return)	Page.	-	1
10.6 LOCALIZATION COMP	2018 - 10 - 10	Company	:	500

ВР	Descrip.	Vat. Num.	Net Amount	Vat Amount	Accum. Total	Quantity
0770	Schneider En End San Tic AŞ Bahr		-59,116.54	0.00	-59,116.54	1
104482	YİĞİTLER METAL MADENCİLİK GERİ	9800312424	-275.00	-49.50	-324.50	1
700070	77 İNŞAAT TAAHHÜT A.Ş.	0010777247	-308,371.50	0.00	-308,371.50	2
8074	ONY/ TRADING INNOVATION FZE		-324,935.88	0.00	-324,935.88	1
	•	GeneralTotl	-692,698.92	-49.50	-692,748.42	

## Customer Statement (lptur3482m000)

Includes general Customer statement expectation of Turkish Market. All transactions included in customer statement as debit and credit transaction. The report filters the fields on the session below. Report layout includes both detailed and summary layouts.



#### **Customer Statement:**

 Date
 : 2018-12-04
 23:24
 Customer Statement
 Page
 : 1

 Localisation 10.6
 ( - 9999-12-31 )
 Company
 : 500

Invoice to	BP	: 0770	Schneider	En End	San	TIC AŞ	Bahrein

						IRY	IRY	IRY	
Batch	Date	Type	Doc.No	Due Date	Reference	Debit	Credit	Balance	
					Acc.Total	0.00	0.00		
2	2018-05-25	ST2	1	2018-05-25		20.73		20.73	
103	2018-10-08	ST2	2	2018-10-08		16,388.89		16,409.62	
103	2018-10-08	ST2	4	2018-10-08		18,027.78		34,437.40	
103	2018-10-08	ST2	5	2018-10-08		18,027.78		52,465.18	
103	2018-10-08	ST2	6	2018-10-08		18,027.78		70,492.96	
103	2018-10-08	ST2	7	2018-10-08		1,638.89		72,131.85	
139	2018-12-04	ST2	8	2018-12-04		8,038.75		80,170.60	

#### **Customer Statement - Summary:**

Date : 2 Localisation	2018-12-04 23:25 n 10.6	(	Customer Sta - 999	atement - Su 9-12-31 )	Page : Company :			
			TRY		TRY	TRY	TRY	
Bus.Part.	BP Name	Acc.Balance	Debit		Credit	Credit Balance	Debit Balance	е
0770	Schneider En End San Tic AŞ Bahrein	C	0.00	80,170.60	0.0	0 80,170.60	80,17	70.60
100561	NCH İTHALAT İHRACAT ve TİC.LTD.ŞTİ	C	0.00	44,250.00	0.0	0 44,250.00	44,25	50.00
BP000000	1 Intecon Consultancy	C	0.00	818.88	17,658.6	4 -16,839.76	-16,83	39.76
GB0101	SCHNEIDER ELECTRIC LIMITED	C	0.00	120.00	1,420.0	0 -1,300.00	-1,30	00.00
		Total	:	125,359.48	19,078.6	4 106,280.84	106,28	30.84
		Currence	cy: TRY					

## Customer Statement (Match&Curr.Diff)(lptur3482m001)

Includes general Customer statement expectation of Turkish Market. All transactions included in customer statement as debit and credit transaction with Match and Currency Difference. The report filters the fields on the session below. Report layout includes both include Currency Difference and include Matched layouts.



#### **Include Currency Difference:**

Date Compan	: 2018-12-04 y: 500 Locali				Custome	or Statement(Match&Curr.Di - 2018-12-04)	ff)		Page Compa	1 : iny : 500
Invoice to	o BP : 0	770	Schne	eider En End S	an Tic AŞ Bahrein					
Batch	Date	Тур	Doc.No	Due Date	Reference	Amount	Cur	Debit TRY	Credit TRY	Balance TRY
103 103 103 103 103 139	2018-05-25 2018-10-08 2018-10-08 2018-10-08 2018-10-08 2018-10-08 2018-12-04	ST2 ST2 ST2 ST2 ST2 ST2 ST2	_	2018-05-25 2018-10-08 2018-10-08 2018-10-08 2018-10-08 2018-10-08 2018-12-04	on Tic AS Pahrain	118.00 2,950.00 3,245.00 3,245.00 3,245.00 295.00 1,286.20	EUR EUR EUR EUR EUR EUR	20.73 16,388.89 18,027.78 18,027.78 1,638.89 8,038.75		20.73 16,409.62 34,437.40 52,465.18 70,492.96 72,131.85 80,170.60
120150		770	Schne	eider En End S	an Tic AŞ Bahrein	Total	:	80,170.60	.00	80,170.60

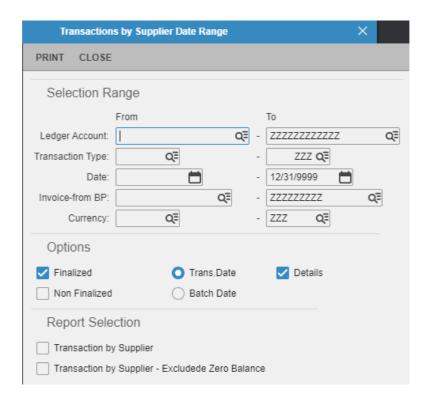
#### Include Matched:



# Transactions by Supplier Date Range (lptur3406m040)

It's a report prints supplier transactions selected from journal transactions filtered according to selected supplier. Both finalized and non finalized transactions can be printed if details choosen as" no" summary statement can be printed.

The report prints according to date range. The report session and layout is presented below. Report layout includes both all transaction layout and report layout including only non-zero transactions.



Two report outputs are below

#### **Transaction by Supplier:**



#### Transaction by Supplier – Excluded Zero Balance:

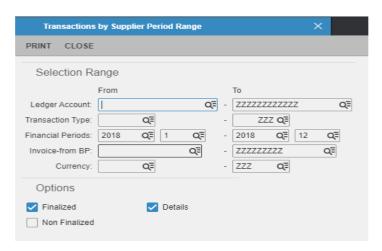
Report eliminates zeros balance accounts for suppliers.



## Transactions by Supplier Period Range (Iptur3406m041)

It's a report prints supplier transactions selected from journal transactions filtered according to selected supplier. Both finalized and non finalized transactions can be printed if details choosen as" no" summary statement can be printed.

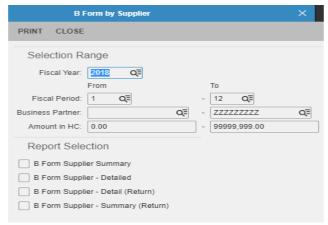
The report prints according to period range. The report session and layout is presented below. Report layout includes both all transaction layout and report layout including only non-zero transactions.





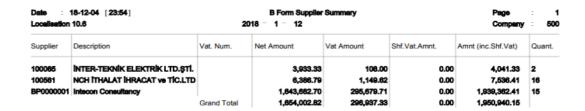
#### B Form by Supplier (lptur3426m001)

B form By supplier is a legal report required by goverment each month. The amounts and tax details of the sales invoices for the selected suppliers and periods. The report prints transaction types which are defined in B Form Transaction Types (lptur0005m000) session. Additionally any document can be excluded from this report when defined in B Form Elimination Transaction Types (lptur0004m000). The report can filter invoice amount according to filter defined on the session form. When return option is selected the report only prints purchase credit notes otherwise report prints sales invoices. The report session and the layout is below. Report layout includes both detailed and summary reports.



4 Reports are linked to report session.

#### B Form by Supplier – Summary:



# **B Form by Supplier – Detailed:**

Date : Localisation	18-12-04 [23:55] on 10.6					n Supplier - Detailed - 1 - 12			Page Company	:	1 500
Supplier	Description	Date	Document I	No	Vat. Num.	Net Amount	Vat Amount	Shf.Vat.Amnt.	Amnt (inc.Shf.Vat)	Qua	ant.
100085	INTER-TEKNÍK ELEKTR	2018-09-25	EDA	7		600.00	108.00	0.00	708.00		
100085	INTER-TEKNÍK ELEKTR	2018-09-25	EFM/	11		3,333.33	0.00	0.00	3,333.33		
100085	INTER-TEKNÍK ELEKTR					3,933.33	108.00	0.00	4,041.33	2	
100561	NCH ITHALAT IHRACAT	2018-05-30	KPM/	3		0.00	0.00	0.00	0.00		
100561	NCH ITHALAT IHRACAT	2018-05-30	KPM/	4		0.00	0.00	0.00	0.00		
100561	NCH İTHALAT İHRACAT	2018-05-31	EFM/	1		1,000.00	180.00	0.00	1,180.00		
100561	NCH İTHALAT İHRAÇAT	2018-05-31	EFM/	2		377.36	67.92	0.00	445.28		
100561	NCH ITHALAT IHRACAT	2018-05-31	EFM/	4		943.40	169.81	0.00	1,113.21		
100561	NCH İTHALAT İHRACAT	2018-05-31	EFM/	5		566.03	101.89	0.00	667.92		
100561	NCH İTHALAT İHRAÇAT	2018-05-31	KPM/	5		0.00	0.00	0.00	0.00		
100561	NCH ITHALAT IHRACAT	2018-05-31	KPM/	6		0.00	0.00	0.00	0.00		
100561	NCH ITHALAT IHRACAT	2018-05-31	KPM/	7		0.00	0.00	0.00	0.00		
100561	NCH ITHALAT IHRACAT	2018-05-31	KPM/	8		0.00	0.00	0.00	0.00		

# B Form by Supplier – Detail (Return):

Date. : 05-12-18 [09:32]	B Form Supplier - Detail (Return)	Page.	:	1
10.6 LOCALIZATION COMP	2018 - 10 - 10	Company	:	500

Supplier	Descrip.	Date.	Document	tNo	Vat. Num.	Net Amount	Vat Amount	Accum. Total	Quantities
100386	PAKKENS YEDEK	30-10-2018	EFL	20200070	7190031893	-348.53	-62.73	-411.26	
	PAKKENS YEDEK			'	7190031893	-473.99	62.73	-411.26	1
100538	TEKNOLABOR ELE	09-10-2018	ETL	20200015	8360036509	-98.90	0.00	-98.90	
100538	TEKNOLABOR ELE	30-10-2018	EFL	20200071	8360036509	-2,091.16	-376.41	-2,467.57	
	TEKNOLABOR ELE				8360036509	-2,942.88	376.41	-2,566.47	2
100776	REKSAN ELEKTRÍ	30-10-2018	YIL	20200036	7340063222	-253.16	-45.57	-298.73	
	reksan elektri				7340063222	-344.30	45.57	-298.73	1
101000	MULTINET KURUM	17-10-2018	EIL	20200173	6230090752	-3,616.67	-289.33	-3,906.00	
	MULTINET KURUM			•	6230090752	-4,195.33	289.33	-3,906.00	1
101360	NET MAK METAL	17-10-2018	EIL	20200178	6310026730	-15,882.36	-2,858.82	-18,741.18	
	NET MAK METAL				6310026730	-21,600.00	2,858.82	-18,741.18	1
101529	MERT TİCARET-N	04-10-2018	YDB	20200045	21724517100	-5,065.99	-405.29	-5,471.28	
101529	MERT TİCARET-N	19-10-2018	YFL	20200024	21724517100	-957.36	-172.32	-1,129.68	
	MERT TICARET-N				21724517100	-7,178.57	577.61	-6,600.96	2
101555	DYO BOYA FABRÍ	17-10-2018	EIL	20200175	9380041133	-3,509.79	-631.76	-4,141.55	
	DYO BOYA FABRÎ				9380041133	-4,773.31	631.76	-4,141.55	1
103002	DESÎ KÎMYA VE	17-10-2018	EIL	20200176	2930437043	-446.08	-80.29	-526.37	
	DESÎ KÎMYA VE				2930437043	-606.66	80.29	-526.37	1
	l=	l	I	I	I	l	l		I

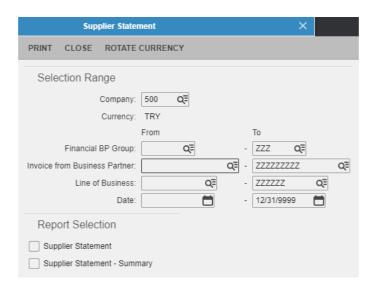
# **B Form by Supplier – Summary (Return):**

Date. : 05-12-18 [09:33]	B Form Supplier - Summary (Return)	Page.	:	1
10.6 LOCALIZATION COMP	2018 - 10 - 10	Company	:	500

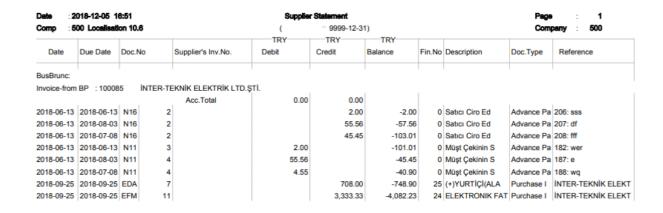
Supplier	Description	Vat. Num.	Net Amount	Vat Amount	Accum. Total	Quant.
100386	PAKKENS YEDEK PARÇA MAKÎNA A.Ş.	7190031893	-348.53	-62.73	-411.26	1
100538	TEKNOLABOR ELEKTRİK SAN. VE TİC.	8360036509	-2,190.06	-376.41	-2,566.47	2
100776	REKSAN ELEKTRİK MALZEMELERİ	7340063222	-253.16	-45.57	-298.73	1
101000	MULTINET KURUMSAL HİZMET.A.Ş.	6230090752	-3,616.67	-289.33	-3,906.00	1
101360	NET MAK METAL MAKINA SAN. LTD.ŞTİ	6310026730	-15,882.36	-2,858.82	-18,741.18	1
101529	MERT TİCARET-NURİ KAYMAK	21724517100	-6,023.35	-577.61	-6,600.96	2
101555	DYO BOYA FABRİKALAR SAN.VE TİC.A	9380041133	-3,509.79	-631.76	-4,141.55	1
103002	DESİ KİMYA VE MADENCİLİK İNŞ.TUR	2930437043	-446.08	-80.29	-526.37	1
103152	ÖZÇELİK TRANSFORMATÖR İNŞ.ELEK.	6730264441	-12,362.59	-2,225.27	-14,587.86	2
104160	MISIRLI CİVATA SAN.VE TİC.LTD.ŞT	6220536539	-5,977.80	-1,076.00	-7,053.80	1
104385	Infomet Givenlik Sistemleri Bil.	4780500863	-8,775.75	-1,579.64	-10,355.39	1
104414	DESTEK Bilgisayar ve İletişim Hi	1800057232	-1,939.00	-349.02	-2,288.02	1
104441	OZZ INSAAT MUHENDISLIK BILISIM S	6500040466	-7,876.16	-1,417.71	-9,293.87	1
104497	KRM YÖNETİM DANIŞMANLIK A.Ş.	5180036362	-9,932.59	-990.09	-10,922.68	3
104519	ETİKS TURİZM ORG. VE PAZ. HİZM.L	3810346450	-441.05	0.00	-441.05	1
104520	BAYKON ENDÜSTRİYEL KONTROL	1550000287	-9,163.00	-1,649.34	-10,812.34	1

# Supplier Statement (lptur3483m000)

Includes general Supplier statement expectation of Turkish Market. All transactions included in supplier statement as debit and credit transaction. The report session and layout is presented below.



#### **Supplier Statement:**



#### **Supplier Statement -Summary:**

Date :		Supplier Statement - Summary ( -9999-12-31)				Page : 1 Company : 500	
				TRY	TRY	TRY	TRY
Bus.Part.	BP Name	Amount		Debit	Credit	Credit Balance	Debit Balance
100085	İNTER-TEKNİK ELEKTRİK LTD.ŞTİ.		0.00	4,144.34	62.11	-4,082.23	-4,082.23
100561	NCH İTHALAT İHRACAT ve TİC.LTD.ŞTİ		0.00	7,536.41	667.92	-6,868.49	-6,868.49
BP000000	1 Intecon Consultancy		0.00	1,944,358.36	913.66	-1,943,444.70	-1,943,444.70
		Tota Curi		1,956,039.11 TRY	1,643.69	-1,954,395.42	-1,954,395.42

# Supplier Statement (Match & Curr.Diff) (lptur3483m001)

Includes general Supplier statement expectation of Turkish Market. All transactions included in supplier statement as debit and credit transaction with Match and Currency Difference. The report filters the fields on the session below. Report layout includes both include Currency Difference and include Matched layouts.

#### **Supplier Statement (Match&Curr.Diff):**

Date Compa	: 2018-12-0 ny: 500 Loca				( -2018-12-05 )				Page : 1 Company : 500			
Invoice-from BP : 100085 INTER-TEKNİK ELEKTRİK LTD.ŞTİ.												
Batch	Date	Due Date	Trans.Type	Doc.No	Invoice No.	Amount	Cur	Debit TRY	Credit TRY	Balance TRY		
79	2018-06-13	2018-06-13	N16 Satici Ciro Ed	2		2.00	TRY		2.00	-2.00		
79	2018-06-13	2018-08-03	N16 Satici Ciro Ed	2		10.00	EUR		55.56	-57.56		
79	2018-06-13	2018-07-08	N16 Satıcı Ciro Ed	2		10.00	USD		45.45	-103.01		
74	2018-06-13	2018-06-13	N11 Müşt Çekinin S	3		-2.00	TRY	2.00		-101.01		
79	2018-06-13	2018-08-03	N11 Müşt Çekinin S	4		-10.00	EUR	55.56		-45.45		
79	2018-06-13	2018-07-08	N11 Müşt Çekinin S	4		-10.00	USD	4.55		-40.90		
99	2018-09-25	2018-09-25	EDA (+)YURTİÇİ(ALA	7	F04	708.00	TRY		708.00	-748.90		
98	2018-09-25	2018-09-25	EFM ELEKTRONIK FAT	11	F03	600.00	EUR		3,333.33	-4,082.23		

## Supplier Statement (Match&Curr.Diff):

	2018-12-10 16:00 500 Localisation 10.6	Sup (	Supplier Statement - Summary ( -9999-12-31)				
			TRY	TRY	TRY	TRY	
Bus.Part.	BP Name	Amount	Debit	Credit	Credit Balance	Debit Balance	
100085	İNTER-TEKNİK ELEKTRİK LTD.ŞTİ.	0.00	4,144.34	62.11	-4,082.23	-4,082.23	
100561	NCH İTHALAT İHRACAT ve TİC.LTD.ŞTİ	0.00	7,536.41	667.92	-6,868.49	-6,868.49	
BP000000	01 Intecon Consultancy	0.00	1,944,358.36	913.66	-1,943,444.70	-1,943,444.70	
		Total : Curr : TF	1,956,039.11 RY	1,643.69	-1,954,395.42	-1,954,395.42	

# 4

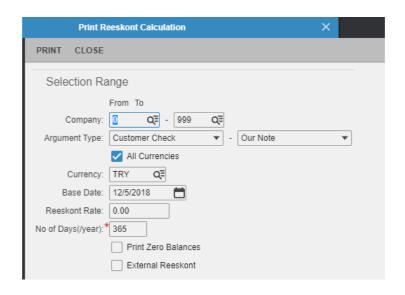
# **Miscellaneous**

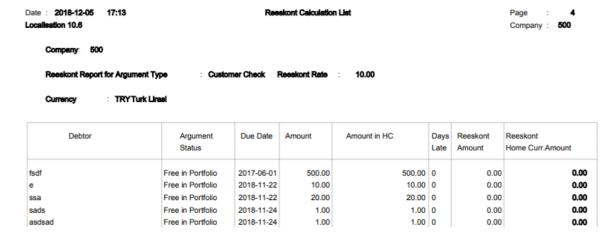
This section includes Reeskont calculation process. The group includes the sessions below.

#### Print Reeskont Calculation (lptur1954m001)

Reeskont is redemption which by IRR you find the net value of the checks, notes by using interest rate defined in the application. The due date base is the time for base calculation. The day difference between due date of base date is found by interest rate reeskont amount is found with the formulation below

Reeskont = Base Amount \* interest rate \* (day difference/ Number of days in year)
Reeskont result is manually posted to finance by finance user. The session is presented below.





# 5

# **Teller System**

The target is to make daily cash, check and note transactions in the system. It keeps all status of the arguments in the

module. The system creates automatic financial transactions according to debit, credit entity definitions.

There are 4 important features in ERP LN for this module:

- **1. Multi Currency:** Additional to the local foreign exchange transactions, it is possible to post via all other currencies
- 2. Multi Cashier: More than one cashier can post transactions
- **3. Multi Argument:** It is possible to define and use as many means of payments and transactions

In the Cash Management System:

Vendors, customers, bank accounts, cost-ledger accounts, cashiers Checks with all statues (free in portfolio, allocated in portfolio, dishonoured in portfolio, unknown in portfolio, givenout, unusable, cashable) Automatic average due date calculation,

Company and cashier follow-up, follow-up of the checks with location, Error logs, accounting records that are transferred can be viewed

There is finance integration in the cash management module. Online integration is available on transaction approval.

The transactions between group companies are posted automatically. It also automatically posts D/C accounts. In order to setup Teller system, sessions in the defined order below needs to be applied.

The sessions in this group

Tellers System Entry Voucher Header

**Check Entry- Voucher Details** 

Tellers(KK)

**Tellers Autohorization** 

**Teller Balance** 

**Closing Balances** 

**Open Teller** 

**Close Teller** 

**Check Entry – Voucher Header** 

Add / Choice Arguments

**Cashier Authorization** 

**Teller Module Constants** 

Companies

**Entities** 

**Transaction Rules** 

**Banks** 

**Banks Branch** 

**Our Checks** 

**General Arguments** 

Holidays

**Givenout Checks** 

**Financial New Transactions** 

**Print Arguments Due Summary** 

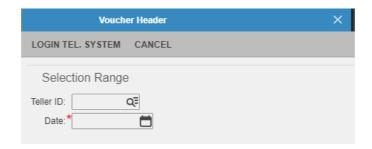
**Print Checks Given to Banks** 

**Black List** 

Print Arguments History
Print Portfolio
Print Voucher
Voucher Lines
Print Voucher Details
Print Our Checks
Due Dates for Collected Checks

#### Tellers System Entry (lptur1520m001)

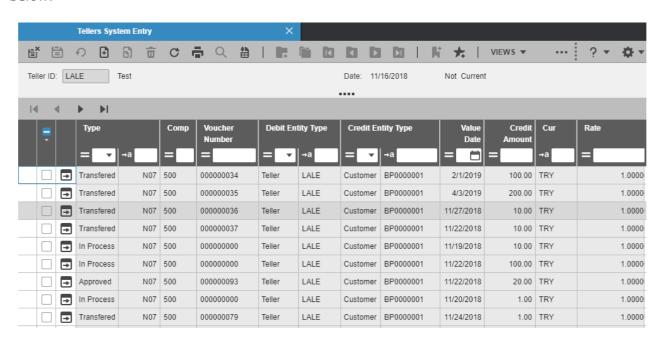
For transaction posting the user should select the teller id and date for transaction in the session below. Teller must be opened before transaction entry by using Open Teller function, for the date selected in the session below.



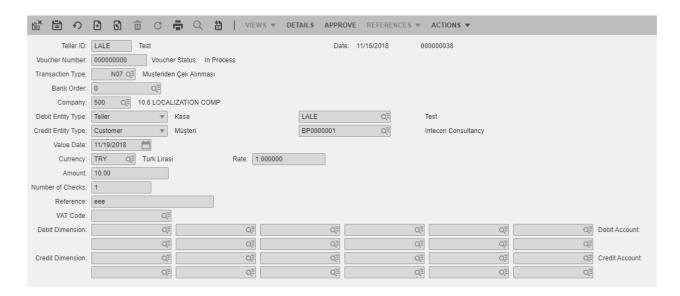
Cash transaction entry below is the session that teller enters daily transactions. On top of the session teller Id and date for transaction is displayed. All transaction entered for the date by the teller is displayed on session one by one with a status.

Transaction Status: There are 3 stages for every transaction in cash management

- **1. In Process:** This stage is named "premature", in this stage, all kinds of return is possible, a transaction can be changed or deleted.
- **2. Approved:** The second stage is named "approval", when the transaction is approved, the receipt is printed and there is no return, an approved transaction cannot be changed or deleted.
- **3. Transferred:** The last stage is named transfer", approved transactions are transferred to the finance module. By selecting new button on the session, voucher header is opened as below.



#### Voucher Header (lptur1520m001)



The session above is main session for voucher header. In the session, transaction types **Transaction Type:** Transaction type of the posted transaction Company: It shows that the transaction is belong to which company Voucher Number: Document number of a created transaction

**Debit Entity Type:** It is the debtor for the transaction **Credit Entity Type:** It is the creditor for the transaction

**Value date:** It is the value date for the transaction. Value date comes automatically when entering the transaction as posting date. After posting check transactions without touching the value date, the system calculates and posts the value date automatically.

**Credit amount:** It is the amount for the transaction. When posting check and bills this area can be empty. When posting transactions in detail, amounts of the check and bills come automatically to the main posting area.

**Currency:** Currency type for the transaction

**Rate:** It is the rate for the transaction. If the currency is not TRL, the exchange currency rate can be seen here.

**Reference:** Description for the transaction is entered in this session.

**VAT Code:** VAT code information is entered for some kind of transactions (such as return dishonoured check to customer which creates Sales Credit Note transaction.

**Debit/Credit dimension:** For the financial transaction which will be transferred to finance debit and credit dimension information can be entered in the system.

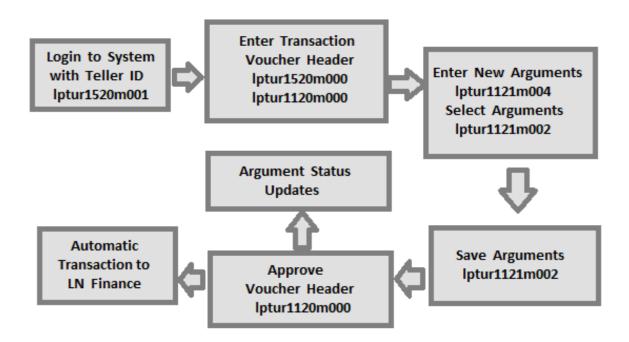
Additionally, while posting transactions, by using specific on the menu, the below functions can be used.

**Approve:** It is the second stage after completing and checking the transactions which were mentioned before.

**Details:** If you select a transaction on Voucher Header and choose transaction details, line by line details come to screen. There are no details in cash transactions. You can use it for check transactions. Below is the scheme for check type of transactions in teller system.

DETAILS: for go to Voucher Details

APPROVE: for approve entered data

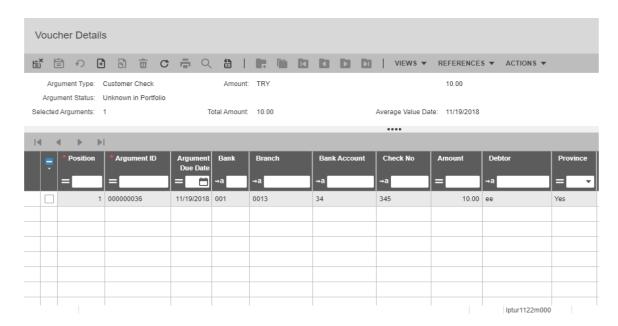


Below is the several examples for check transactions **Check Entry** 

Voucher transaction that is defined for Check entry is selected. Check entry transaction category is Cash. Debit Type is KK and Credit type is CS. For check details function session must be selected. When details button selected the session below is opened.

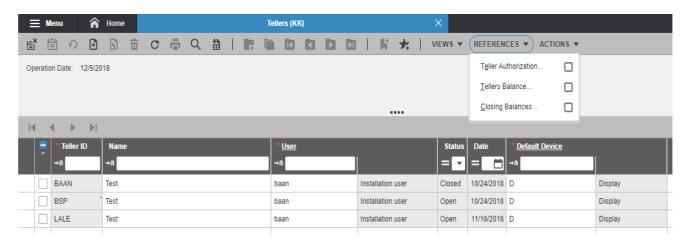
#### Voucher Details (lptur1122m000)

As can be seen from the session, Check is entered here without status as Transaction type N07, before entry to teller system as defined in N07 transaction type definition in lptur1515m000 session. When clicking on save button on this session, an alert message comes up asking if user wants to update voucher header. After save record, choose DETAIL for enter details (if needed).



#### Tellers KK (lptur1110m000)

This is the session to define tellers. Tellers are matched with a user login in the system.



**Teller ID:** 4 digit Teller ID's are defined here Teller Name: Name/Surname of the Teller User: Username for ERP Ln

**Status:** Status of the Cashier Open/Closed **Date:** Shows the status date of the cashier

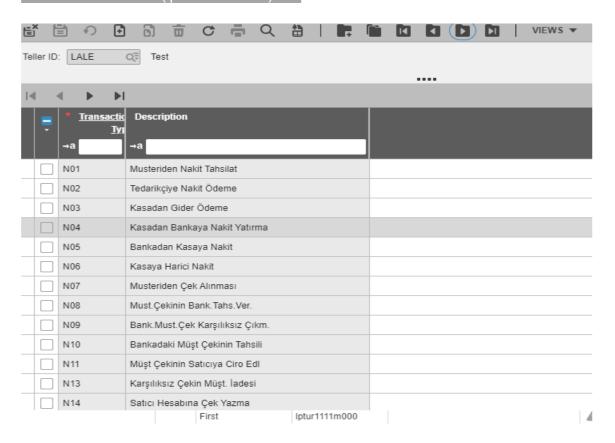
**Default Device Data:** Default printer set-up area. By using specific on the menu, transaction types, teller authorizations, teller balances and closing balances can be seen. Also by using specific, teller day-end closing and opening can be done.

The functions in the Referances Menu of this session is explained below.

Teller Authorization, Tellers Balance, Closing Balances

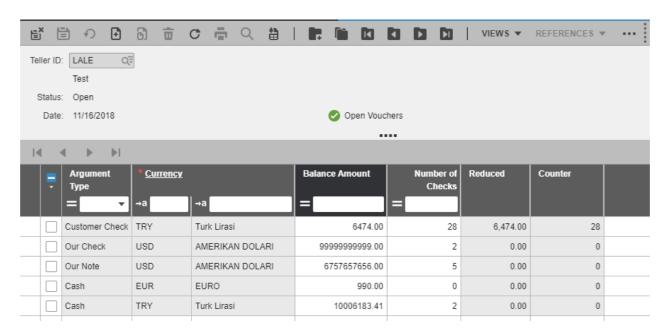
Open Teller, Close Teller on Action Menu of this session is explained below..

#### Teller Authorization (lptur1111m000)



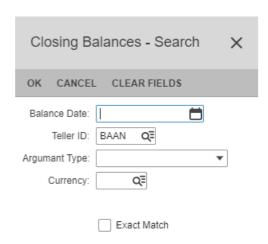
In teller authorization session, which can be accessed from specific menu of tellers session, transaction authorization for selected teller can be defined.

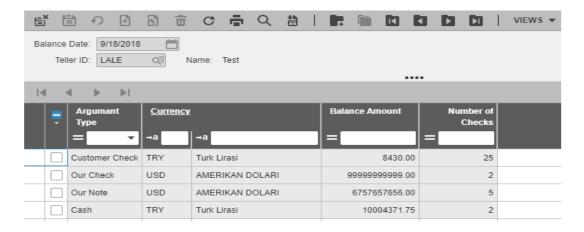
#### Teller Balance (lptur1113m000)



Teller Balances can be defined in initial setup of teller module for each teller. Also the balance of check, cash and note totals can be updated by using the session below. As a result of transactions done by a Teller such as; Cash, Check etc. arguments can be seen by each currency used. Every approved transaction is updated to Teller Balances.

#### Closing Balances (lptur1113m000-lptur1514m000)

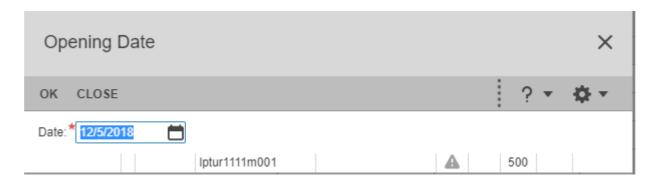




#### Open Teller (lptur1111m001)

Openning Teller's Cashier: By using Action Menu on Tellers KK opening a Teller's Cashier can be processed which Teller is already closed.

Date: Requested opening date of a teller's cashier. This opening date cannot be beyond today, and cannot be before the last closing date. Each teller is authorized to open his/her cashier.

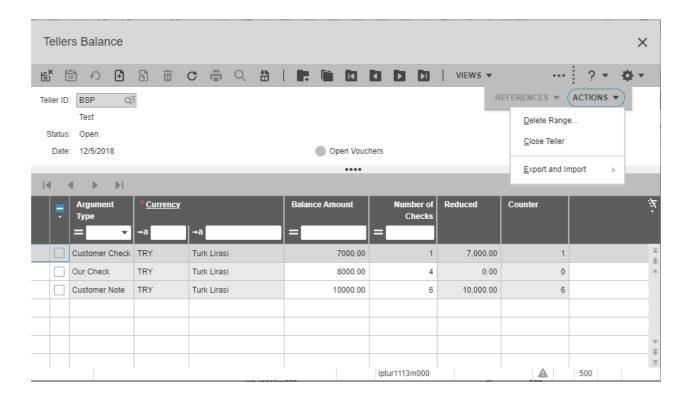


#### Close Teller (lptur1113m000)

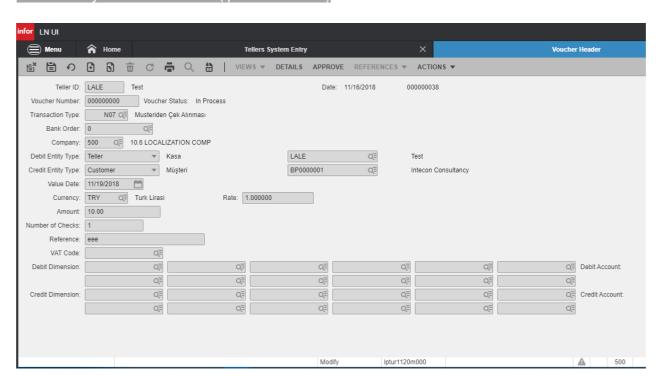
Closing a Teller's Cashier: By using Action Menu on Tellers KK closing a Teller's Cashier can be processed whhich Teller is already open.

Closing: In this session, closing of a Teller's Cashier can be processed. The system shows check and cash balances in the session while closing a cashier. Teller checks his/her vault to see if the balances are equal. If this is the case, cashier approves the closing. Each teller is authorized to close his/her cashier.

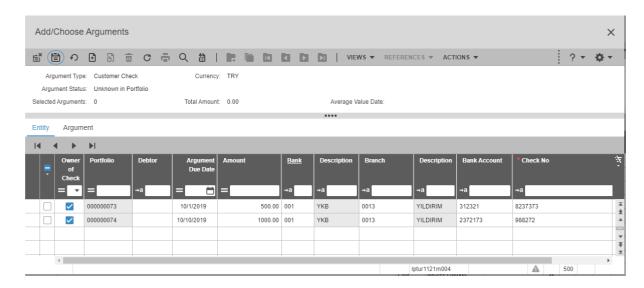
After Process " Close Teller", Status will updated as Closed.



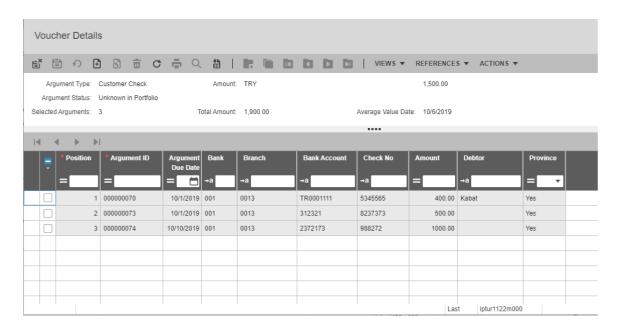
#### Check Entry Voucher Header (lptur1120m000)



#### Add / Choice Arguments (lptur1121m004)



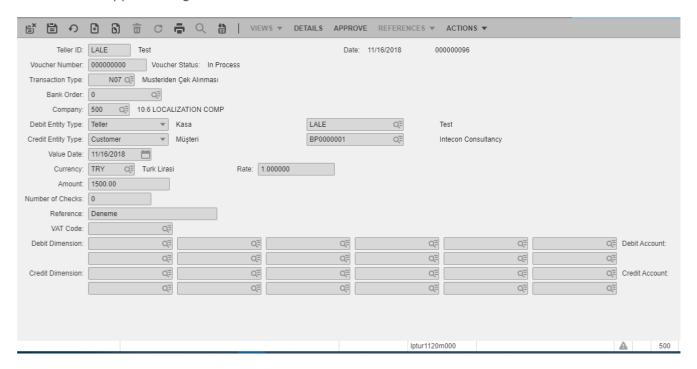
While adding argument, owner of the check, Portfolio number, debtor, due date, amount, bank and bank branch and the unique check information for the selected bank branch is entered. After entering the argument by clicking on the save button, sends user to Voucher Lines session. The session is below.



As can be seen from the session, Argument Status is "Unknown in Portfolio" which means the check does not have any status before entry to teller system as defined in N07 transaction type rules definition in lptur1515m000 session. When clicking on save button on this session, an alert message comes up asking if user wants to update voucher header.



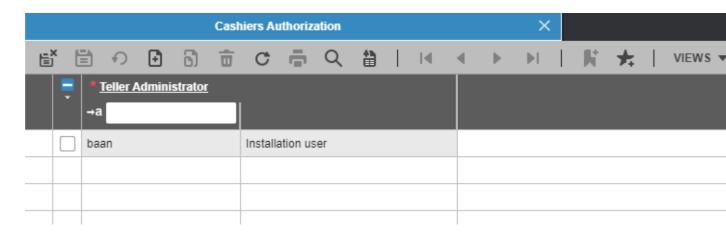
If replace is selected the voucher header amount and average due date is updated in the session. Than application goes back to Voucher header session as below.



When user selects approve command, both the application approves the voucher header and transfers the transaction finance.

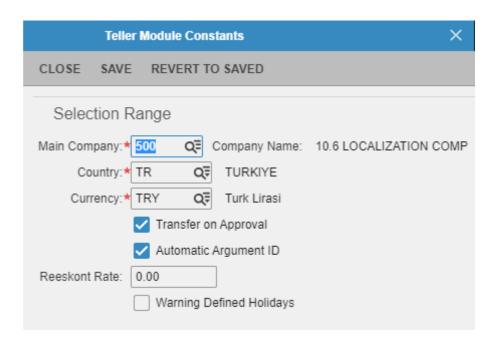
#### Cashier Authorization (Iptur1131m000)

By using Cashier Authorization session, the user which will be having right to view and edit all tellers defined in the system is entered in this session. User is LN User. Session is below.



#### **Master Data:**

#### Teller Module Constants (lptur1100m000)



Main Company: It is the main company that we use in transactions

**Currency:** Local currency

Country: Country

Transfer on Approval: The transactions posted in cash management are transferred to

finance when the transaction is approved.

Automatic Argument ID: If we would like to give an automated queue number for the check

for each new check entrance to the system, this should be marked.

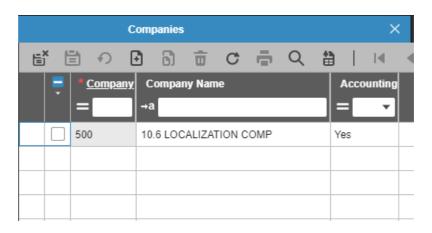
Reeskont Rate: It is the rate of the re-discount

Warning Defined Holidays: If holidays is important, check this box for not running in

holidays

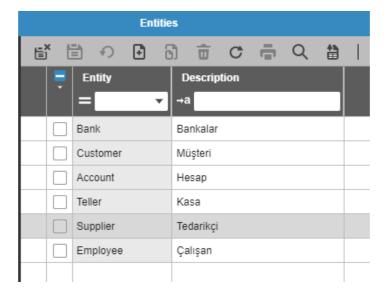
#### Companies (lptur1101m000)

The company code and name is defined in this session. If the transactions will be posted to finance than accounting option is selected.



#### Entities (lptur1102m000)

This screen is used to define "entities groups" for the cash management. Entity is the predefined parameter which will be used to define characteristics of the planned transaction. Entites are defined in debit/credit parameter of the transaction types of cash management module. Ledger integration for each entity transaction type couple is defined in specific of the session below.

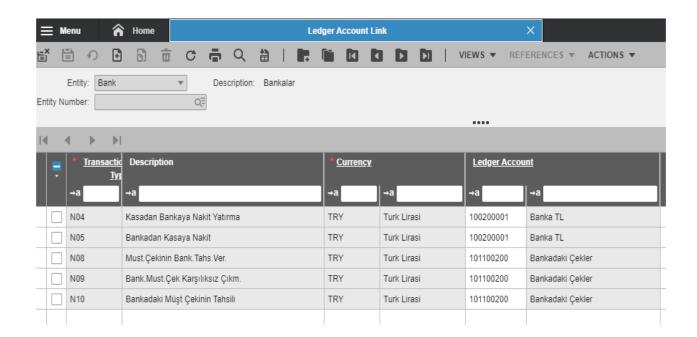


Entity: This is an area to define entities by domain.

Entity name: This is an area to define entities.

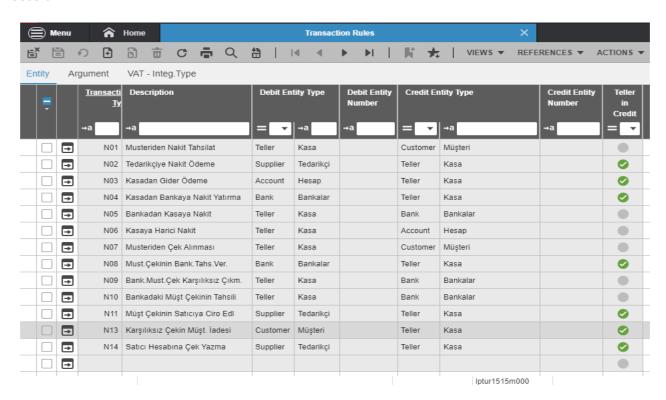
By using "References" on the menu, Ledger Accounts can be reached which are defined for this company as D/C.

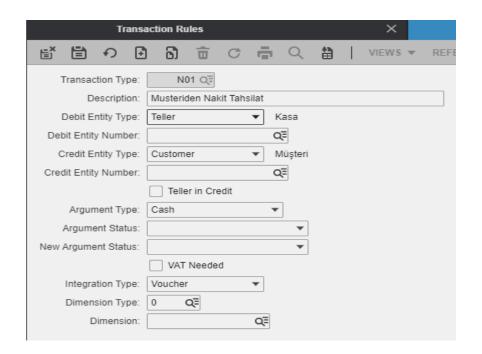
For instance Bank entity, transaction types are entered and ledger mapping is defined.



#### Transaction Rules (lptur1115m000)

For all cash transaction type , transaction rules are defined on transaction type level. Transaction rules are defined by defining debit and credit and entity type, argument type, argument status (before transaction), new argument status after transaction is approved, integration type (voucher , argument) Transaction types are pre-defined in tfgld0511m000 session.





**Transaction Types:** The transaction type that is defined beforehand in Infor LN is written here

**Description:** The name of the transaction type is written here. The words written here, are the headers of the receipt

that will be printed after transactions are over

**Debit Entity Type:** The transaction type for the debit side is specified here

**Debit Entity Number:** Depending on the account type that we would like to post, the default ledger account is written here.

Credit Entity Type: The transaction type for the credit side is specified here

**Credit Entity Number:** Depending on the account type that we would like to post, default ledger account is written here.

**Argument Type:** The argument type is chosen here for the transaction that will be used **Argument Status:** In check and bill transactions, this is the place of the definition of status of checks and bills before the transactions

VAT needed: It specifies whether a VAT should be used or not for the defined transaction type

Integration Type: Can be managed in 2 ways

i. By Voucher

ii. By Argument

By Voucher: When a transaction is posted to customer and supplier tables in Finance, related with the defined transaction type, it creates one posting for the entire payroll By Argument: When a transaction is posted to customer and supplier tables in Finance, related with the defined transaction type, it creates a detailed posting for the entire payroll Transfer to teller: It is possible to collect all the check transactions in one teller. In this parameter, when a transaction is posted with the related transaction type, the entity type of KK that would be transferred will be written here.

-Possible statutes of general arguments:

**Free in portfolio :** Check is in portfolio of the company and open for any transaction for endorsing to supplier or sending to bank, or sending backt o customer

Allocated in portfolio: Means check is allocated for a reason, mostly sending to bank.

**Dishonoured in portfolio:** Check is received back from supplier or bank

**Unknown in portfolio:** Check does not have any status yet in portfolio, the first status before receiving check from customer.

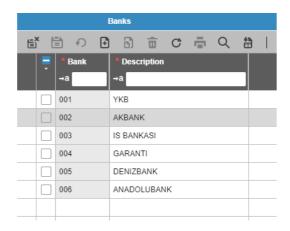
**Given out:** Check that is endorsed to supplier

Unusable: The status when dishounoured check is returned back to the company's customer.

Cashed: The status when the check is paid

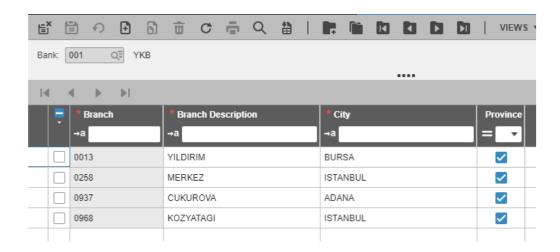
#### Banks (lptur1116m000)

In this session the bank/branch definition which will be used while recording cash and note transactions are defined in this session. The sessions to define bank and branches are below.



By using the References Menu of bank session bank branches can be defined.

#### Banks Branch (lptur1117m000)



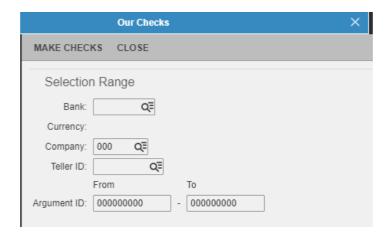
**Branch :** Code for the branch **Branch Name:** Branch explanation

**City:** The name of the city for the defined branch

**Province:** The place of the branch, whether it is located in/out of the city

#### Our Checks (lptur1121m000)

Company's own check can be created by using the session below. The bank information, company, teller id who creates company check, starting argument id and ending argument id can be entered into session and checks can be created.

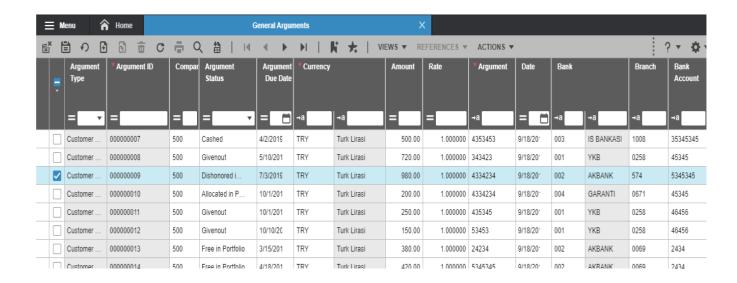


After definition of companies own check, other details related to check can be updated by Arguments session described below.

#### General Arguments (lptur1521m000)

This session displays all company or customer checks/notes and by using this session, it is possible to update general arguments in the system.

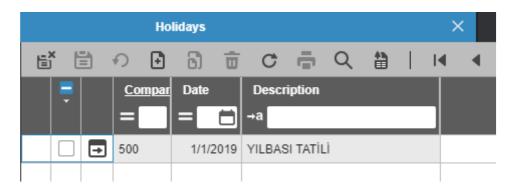
By double clicking the selected argument, it is possible to access update session of arguments. Session is presented below.



#### Holidays (lptur1130m000)

By holiday definition, it is possible to track due dates of check both received from customer and companies own

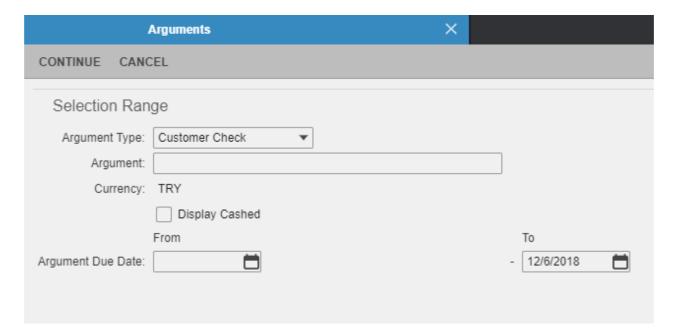
checks. The holiday definitions are managed by the session below.



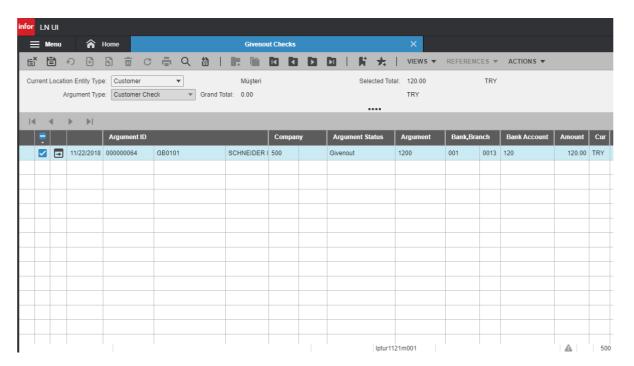
#### **REPORTS:**

#### Givenout Checks (Iptur1121m003)

In order to manage risk of the check payment that is endorsed suppliers, it is possible to track given out checks and update the check status to cashed when the check payment information is received from the supplier. Otherwise if check is not paid, it is possible to be returned back as Dishounoured check from the company's supplier back to the company. The process is managed by the Given Out check session below.



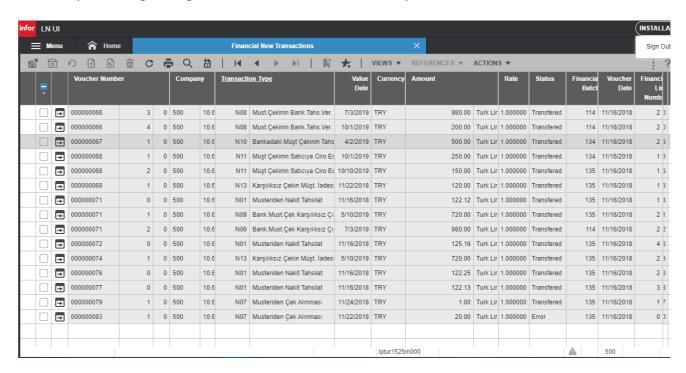
Argument Type, argument number and due date interval can be selected in the application for argument selection. Display cashed information is also lists the cashed checks with the given out checks. After filling necessary data to the session, with continue command the session above is accessed.



By using the session above due date and argument status can be updated.

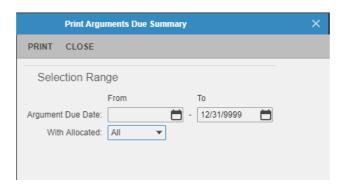
#### Financial New Transactions (Iptur1525m000)

This session shows the documents transferred to the Finance module, with the batch and document number. It enables us to see the errors and the reasons of non-integration. After finding the reason of non-integration and correcting them, the documents can be transferred to the Finance module. If the status of the transaction in this session is Error, than it is possible to update voucher detail information such as debit ledger account, credit ledger account, debit dimension, credit dimension and VAT code. Transferring to finance can be handled by selecting "Integration to Finance" function on specific menu.



#### Print Arguments Due Summary (lptur1421m000)

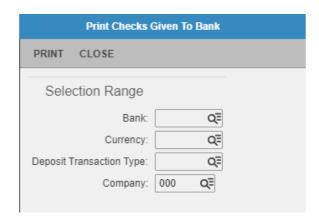
This report session is used to print arguments grouped according to due date. The report prints arguments including both Allocated and Free in Portfolio status. The session and report layout is below.



Date : 18-12 ocalisation 10.6				Arguments Value De	Page : 1 Company : 500			
	Checks	Credit Days	Due Date	Amount	Checks	Credit Days	Due Date	Amount
	0	0		0	1	0	2017-06-01	500
06-01	0	0		o	1	143	2019-04-28	500
	0	0		0	2	0	2018-11-22	30
11-22	0	0		0	2	0	2018-12-06	30
	0	0		0	2	0	2018-11-24	2
11-24	0	0		o	2	0	2018-12-06	2
	0	0		0	1	0	2018-11-25	2

#### Print Checks Given To Bank (lptur1421m000)

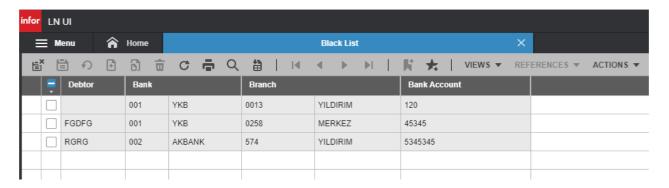
Checks deposited to banks report prints the arguments which are sent to bank. The report session and layout is presented below.



Date : 18 Localisation 1	8-12-06 17:27 0.6		Checks Deposited To Banks					Page : Company : (	1 500
Bank			Description	:		Curr : TRY	Compar	ny <b>500</b>	
Due Date	Portfolio	Bank	Branch	Account	Argument		Amount	Debtor	
2019-10-01	00000010	4	0671	45345	4334234		200.00	rgrgrtr	
					Grand Total :		200.00		

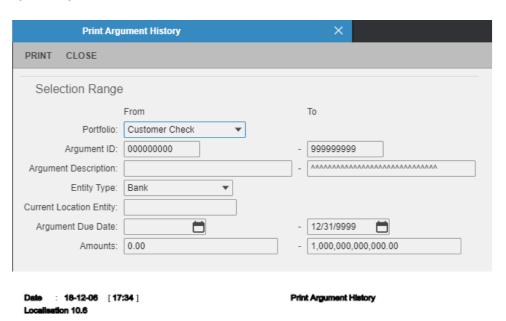
#### Black List (lptur1518m000)

Black list record is created when an argument is dishonoured. The record can be viewed by the session below. When a new argument is received from the same bank-branch and account, the system warns user that the check holder was in black liste before. Below is the session.



#### Print Argument History (lptur1422m000)

This report is used for printing transaction history of each argument in the system. On the session, argument number, check number, location and due date interval, amount interval can be used for filtering data. Below is the report session and report layout

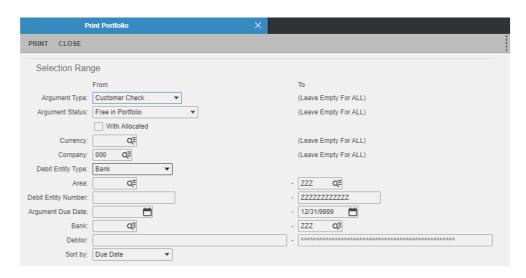


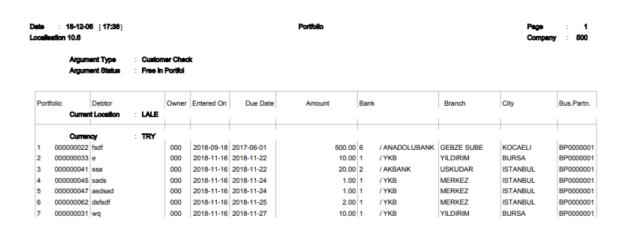


500

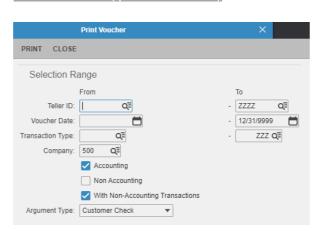
#### Print Portfolio (Iptur1422m000)

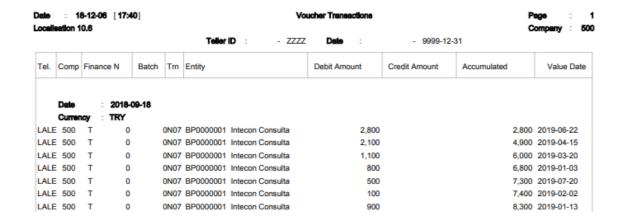
The portfolio report is used for printing the arguments with selected status and which is located in selectedentity. The due date interval, debtor interval, bank interval, currency, entity interval is used in filtering data in the session. The session and report layout is below.





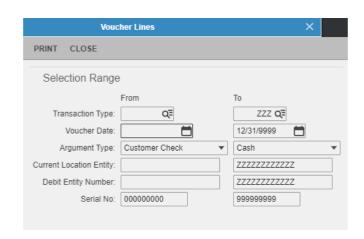
#### Print Voucher (lptur1420m000)

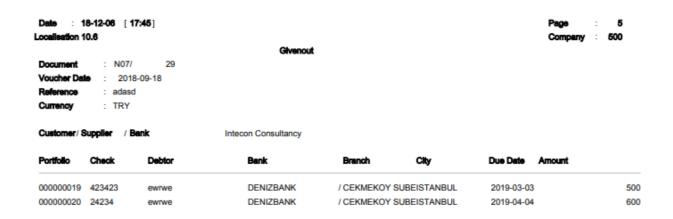




#### Voucher Lines (Iptur1422m002)

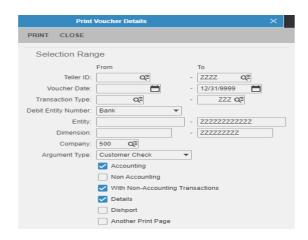
Voucher lines session prints detail information related to voucher including financial batch, document number, voucher lines, transaction date, due date information. Below is the report session and report layout.

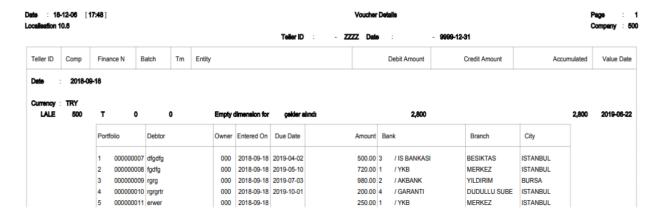




#### Print Voucher Details (Iptur1420m001)

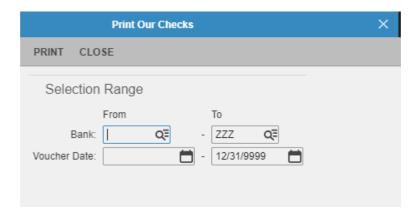
Voucher details session prints detail information related to voucher including financial batch, document number, voucher lines, transaction date, due date information. Below is the report session and report layout.

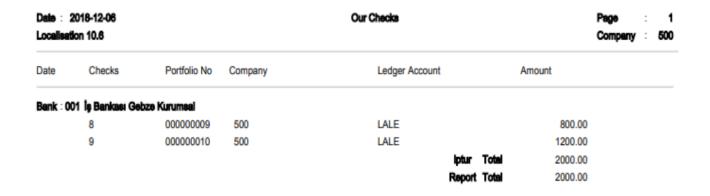




#### Print Our Checks (lptur1920m000)

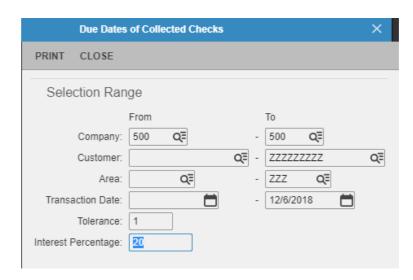
This session generates "Our Checks output by given report range. Below is the report session and report layout.

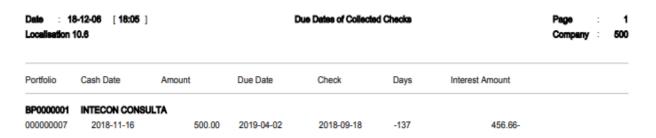




#### Due Dates of Collected Checks (lptur1421m004)

In this report the application calculates interest for the date difference between the cashing date and the due date. The report layout is below.





## 6

### **Return Invoice**

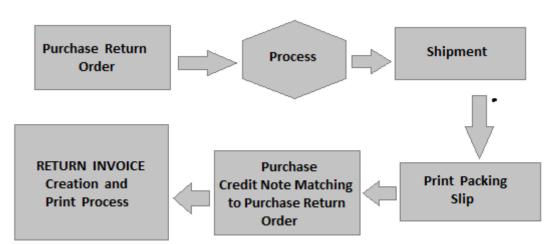
The return invoice is posted from "transactions" session (tfgld1101m000) by using purchase credit note transaction types.

Post Purchase Return Invoices – Iptur2203m000

Legally compulsory when the company returns goods to supplier

- If this return is after receiving invoice of the supplier
- Company has to print return invoice
- Return Packing slip is also required as sales packing slip
- Each of the return invoice and packing slip is similar to sales packing slip and sales invoice
- Both Packing slip and sales invoice needs Return word on top of the invoices

#### RETURN INVOICE



Purchase Return Order is entered and processed with Purchase Order session (tdpur4100m000)

Shipment lines are created in Purchase Return Process.

Packing Slip is printed with whinh4475m000 session

Purchase Credit Note is matched to Purchase Return Orders in Journal Entry.

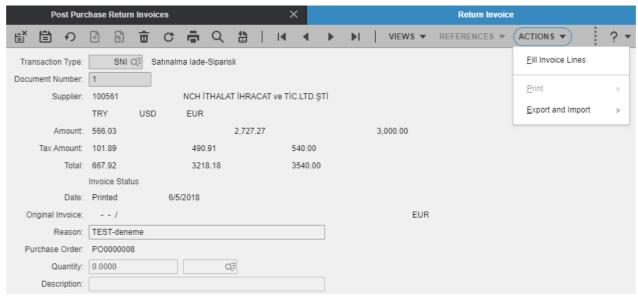
(tfgld1101m000, credit note transaction type, match with receipts)

Return invoice transaction type is entered in Post Purchase Return Invoices session.

#### Post Purchase Return Invoices (Iptur2203m000)

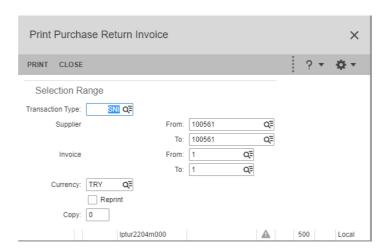
"POST" button is used for creating possible invoice records for selected transaction types in this session and the "Return Invoice" command on the session is showing the invoice records which can be printed.





Return invoice has two statuses as "Printed" and " Not Printed". It prints invoices selected. The session is below.

Fill invoice lines function adds return invoice matched shipment lines to the invoice details. When print report command is selected on return invoice session, the report session below is executed. In order to reprint purchase return invoices "reprint" option must be selected below.



RETURN INVOICE

Page : 1

Invoice Date : 2018-06-05 Document : SNI 1

Supplier : 100561

NCH İTHALAT İHRACAT ve TİC.LTD.ŞTİ

34 TURKIYE Tax Office : Tax Number :

eq.Num.	Quantity	Unit	Definition			Unit Price	Amount
1 200000003		pc	C-16 - CRT Vinc C-	16 Bobin Kesim ABUS		3000.0000	3,000.00
				Original Invoice			
						Invoice Date : 2018-06-05 Document : SNI	1
						Supplier : 100561	
Seq.Num	. Qua	antity	Unit Definition			Unit Price	Amoun
						TEST-deneme	
				Total		TEST-deneme	3,000.00
				Tax	(%18)		101.89
						Net Amount (TRY)	3,101.89

ONLYTHREETHOUSANDONEHUNDREDONE\*TRY\*EIGHTYNINE\*KR\*

# 7

## **Import Module**

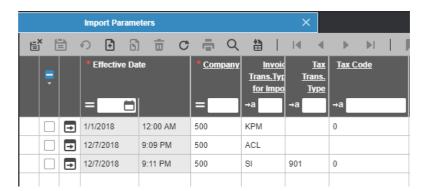
Import module's target is about managing import process according to Legislation requirements in Turkey. Each import file is managed separately. There should be a connection between import purchase order and purchase invoice. Under import module costs must be allocated to costs of purchase and inventory ( IMPORT RELEASE). Import good value and import costs must be able to be reported.

Import Parameters
Import Files
Check Invoice Entry in Import Invoices
Import Transactions
Specific Item Definition for Import Cost Allocation
Expence Types in Import File
Import Report

#### Import Parameters (Iptur2251m000)

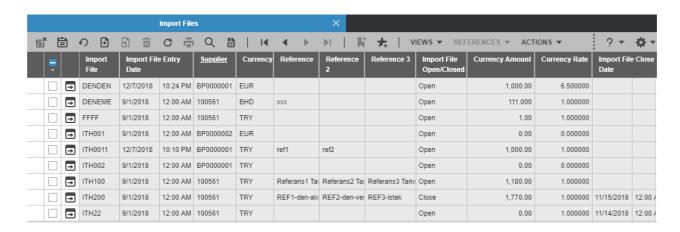
Before beginning to use the import module, parameter set-up should be done. The company code, transaction type,

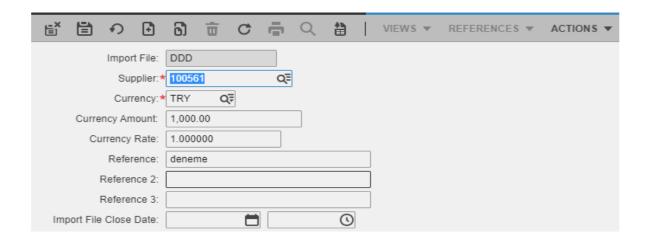
invoice type for import and TAX code are defined in import parameters. Transaction type parameter is used while closing import file, Invoice Type for import is used while goods invoice entry of import file. So that application controls if dimensions is entered while entering import invoices. The session is below.



#### Import Files (Iptur2252m000)

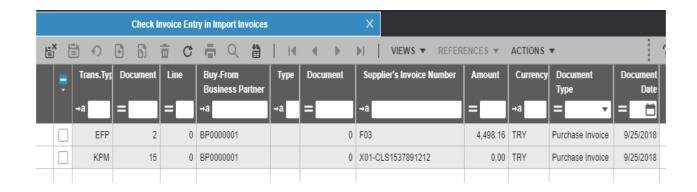
Import number field which is defined in this session is aumatically creates dimension 5 dimension in the finance module. Dimension 5 is allocated for import process. The supplier and import amounts are entered in the session. The amount and the currency is for statistical reasons, the currency and amount does not have an affect on import procedure. Close date is the date when the import file will be closed. It is mostly entered just before closing the import file. The closing transaction is created by the date entered here.





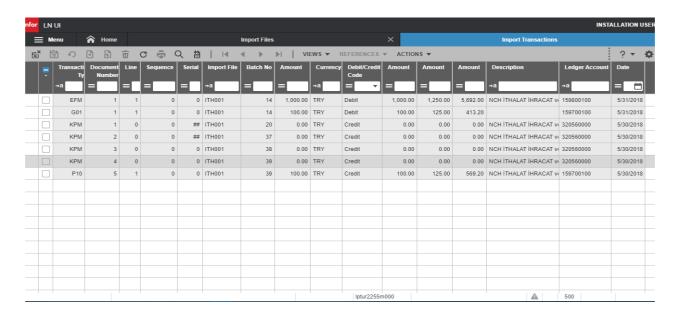
#### Check Invoice Entry in Import Invoices (Iptur2254m000)

After making goods invoice entry, the user needs to check if the import good invoice is displayed on Import Invoices session by selecting the related import file in lptur2252m000 session (Import header)

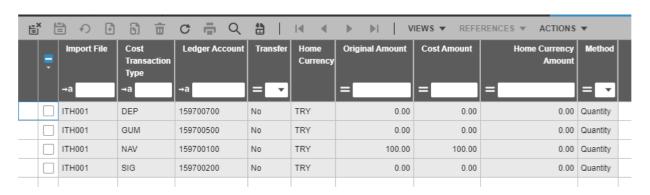


#### Import Transactions (lptur2255m000)

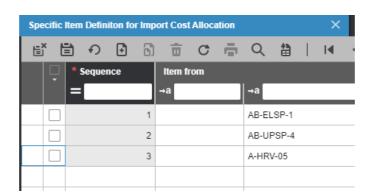
After one row is selected, in Import Files session. This Sessionis on action menu. It displays all transactions for import file.



#### Import File Cost Lines (Iptur2258m000



#### Specific Item Definition for Import Cost Allocation (Iptur2256m000)



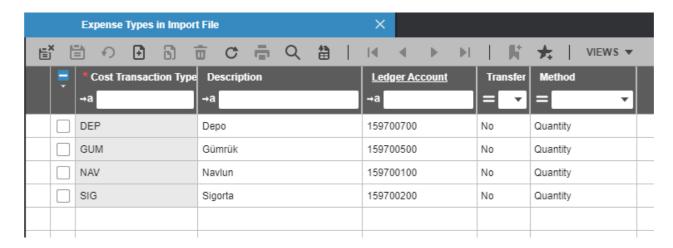
In this session, the items which will be used for spefici tax cost allocation in import cost allocation process. For cost type which has "Specific" type which is defined in session Expense Types "Iptur2257000", the cost of of the import file is allocated to only items defined in this session. If there are import invoice lines which are out of the items defined here, this means those items will not get any cost as result of the import cost allcotion process. In order to make this process run as expected

- 1) The expense type which will run for specific items need to be defined in session lptur2257m000.
- 2) The specific items which will have cost as result of the cost allocation must be defined here.

3) As normal process of running lptur2259m000 as decribed in import process

#### Expence Types in Import File (Iptur2257m000)

Expense types are defined with descriptions and the selected ledger account. The session is below.



One of the accounts is defined as Goods account which is defined as invoice receipt account in supplier master data.

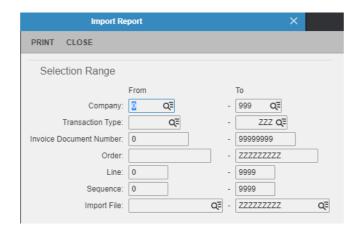
Other accounts is defined for cost value posting related to import file in finance module. The import costs can be posted from Supplier Invoice entry, Cash and Bank transactions and journal voucher transactions in finance module.

The distribution method defined can be one of the options below.

- 1. Amount: Distribution can be done according to amount between all import invoice lines
- 2. Quantity: Distribution can be done according to quantity between all import invoice lines.
- **3. Specific:** Distribution can be done between only items defined in "Specific item definition for import cost allocation" lptur2256m000) session
- 4. Manual: This option is not used anymore

#### Import Report (lptur2260m000)

It is an output for entered Import Files.



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 Import Report
 Page
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 Localisation 10.6
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Company	Trans.Type		Order Type	Order	Line	Seqn	Import FI	•	Currency Amount	Currency Rate	Quantity
500	EDA-	6	Purchase	PO0000012	10	1	ITH002	TRY	56.00	1.000000	10.0000
500	EDA-	6	Purchase	PO0000012	20	1	ITH002	TRY	3,756.00	1.000000	1000.0000
500	EFM-	1	Purchase	PO0000002	10	1	ITH001	TRY	1,000.00	1.000000	1.0000
500	EFM-	2	Purchase	PO0000004	10	1	ITH002	EUR	2,000.00	5.300000	1.0000
500	EFM-	14	Purchase	PO0000018	10	1	ITH200	TRY	1,500.00	1.000000	1.0000
500	EFP-	2	Purchase	PO0000013	10	1	X01	TRY	56.00	1.000000	10.0000
500	EFP-	2	Purchase	PO0000013	20	1	X01	TRY	3,756.00	1.000000	1000.0000

#### **Steps for Import Process**

1) Invoice Entry: Good invoice received from import suppplier is entered into finance module by filling import number (dimension 5) to the control account. The invoice is matched with purchase orders (not

purchase receipts) and invoice is approved. If the warehouse receipt of the goods had not been done, the invoice will

not be approved. If the warehouse receipt is done after this transaction is finalized, the approval process can be

managed in tfacp2507m000 session.

**2) Entry of Import costs:** Import costs can be entered by Cost invoice, Cash Transaction or Journal voucher

transactions. For each of the cost invoice of import, the ledger accounts defined for import costs will be selected

additionally, the import number in dimension 5 will be selected while creating the cost record.

3) Check Invoice Entry in Import Invoices- lptur2254m000: After making goods invoice entry, the user needs to check if

the import good invoice is displayed on Import Invoices session by selecting the related import file in lptur2252m000 session (Import header)

**4) Import File Cost Lines- lptur2258m000:** After entering all import costs and goods invoice, in order to

include the costs in import cost allocation, this session needs to be runned on specific function of import file in

lptur2252m000 session (Import header). All costs and good invoice values are collected as debit and credit totals so that the balances which will be allocated to inventory are calculated and displayed in this session.

5) Import File Invoice Lines – lptur2259m000

Costs which will be allocated to inventory is calculated in this session and automatically allocated to invoice lines

(import invoice lines) by amount or by quantity (import cost allocation type) which is defined on lptur2257m000 expense types in import file..

Allocation process is a calculation and needs to be checked by user for each import file before closing the import file.

**6)** Closing Import file: Before closing import file, closing date must be entered in the lptur2253m000 Import Detail session. After entering the close date, the import file can be closed by the function "Close" under spefici menu lptur2252m000.

session. The closing proceses is handling the items below automatically

- Open a new batch with the transaction type defined in import parameters (Supplier invoice type)
- Add 0 value invoice to the supplier for allocating costs to inventory.
- By selecting "Add Cost" function in invoice entry reverses all import costs one by one.
- Match total import costs with purchase order by using match invoice with purchase order function

on supplier invoice function.

• Approve the invoice created.

This function creates inventory variances for the warehouse receipts of the import. And if processing inventory

variance is selected in "Process inventory variance automatically" for each item in item warehouse parameters,

inventory variance is processed automatically, otherwise user needs to run whina1516m000 session to run inventory

variance in order to allocate cost to the inventory. The variance transactions are posted to finance as integration

transaction in Ln standard, by using mapping scheme definitions.