Rebook Tool

-for Microsoft Dynamics 365 Business Central

Fast and safe rebooking of financials transactions.

System documentation

By

ww.naviators.dk

1   Content

The Rebook Tool app for Microsoft dynamics 365 Business Central, make it possible to make a fast and save rebooking of a transaction posted to the general ledger.
In this context "Rebooking" means that the original transaction is eliminated, and a new transaction is posted on a specified date, g/l account and dimensions.

This document is a documentation of the app Rebook Tool

2   Setup

To be ready to use the users must be setup with permissions to the module. The module is automatic configured with following permission sets:

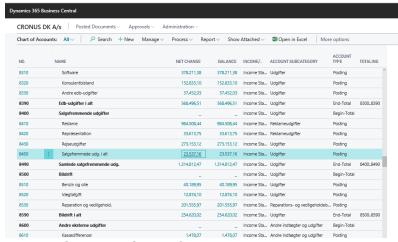| Permission set	Name
RBM-SETUP	Rebook Management setup.
RBM-USER	Rebook Management User

Users must be setup according to the guidelines from Microsoft:

https://docs.microsoft.com/en-us/dynamics365/business-central/ui-how-users-permissions

RBM-SETUP must be added to super users that are supposed to setup the system, and RBM-USER must be added to users that are supposed to use the Rebook Tool.
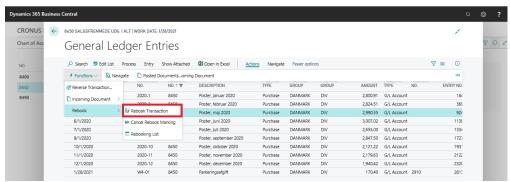
3   Daily use

To make a rebooking of at transaction, the user must select the actual transaction. This is done by opening the "General Ledger Entries" from the "Chart of Accounts".

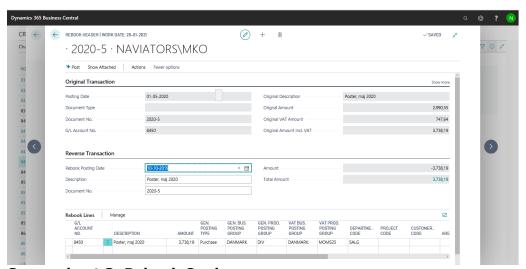**Screenshoot 1: Chart of Account**

After selecting the transaction user must select the menu item
Action/Function/Rebook/Rebook Transaction

Screenshoot 2: select entry to be rebooked from the "General Ledger Entries". Transaction posted on the 01-05-2020 is selected.

A rebook header and lines is created, and the Rebook Card opens

Screenshoot 3: Rebook Card open
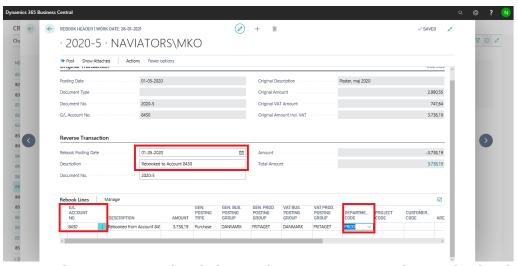
This page has 3 sections

Original Transaction: Shows information about the original transaction that are we want to rebook. Please note that more information is exposed if "Show more" is selected.

Reverse Transaction: Shows information about the transaction that will be posted to eliminate the original transaction. To make a correct elimination, g/l account, dimensions, posting groups etc is not subject to change. Change can only be done to "Posting Date", "Posting Description" and "Document No".

Rebook Lines: Shows information about the new posting. Default values is set to the same as the original transaction, but "G/L account2, "Posting Description", Dimensions and posting groups can be changed.

In the following example, we want to rebook the transaction from account 8450 to account 8430, and at the same time change the department dimension code from SALE to PROD. In the same process we want the posting description to have relevant information about the transaction.
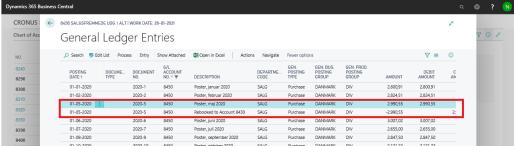
Screenshoot 4: Example of changed Reverse transaction and rebook lines. Posting date is set to the same date as the original postingdate. Posting descriptions is changed. On the rebook line g/l account and department code are changed.
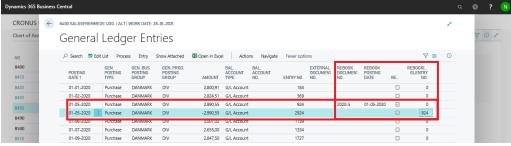
After corrections is made to the "Reverse Transaction" and in the "Rebook Lines" section, the Rebook must be posted by selecting the menu item "Post".

After posting the "Rebook Card" is closed, and on the "General Ledger Entries" it is now possible to see how the rebook transaction.

Screenshoot 5: Example of General Ledger Entries on account 8450 after rebooking. The original transaction eliminated.
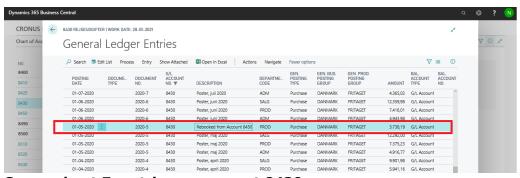
On scrolling right we realize that rebook information is added to the ledger entries:

Screenshoot 6: Rebook information on the entries

If we open the entries on account 8430 we see the entry that was created, when we posted the rebook-ing.
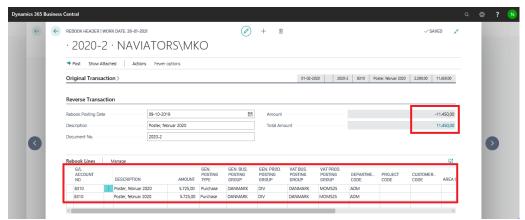
Screenshoot 7: entries on account 8430

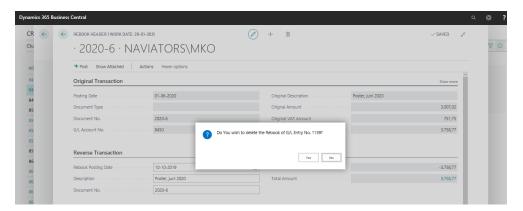## 4 Rebooking from one to multiple lines

It is possible to rebook from one line to multiple lines. This is simply done by creating more line in the section "Rebook Lines" on the Rebook Card. Of course the amount on the lines must balance with the amount on the reverse transaction.

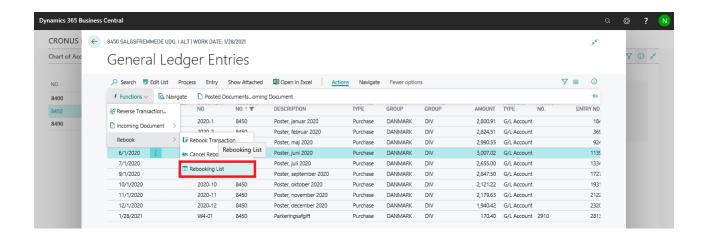**Screenshoot 8: Example of multiple rebook lines.**

5 Saving a rebooking for later use

If you are leaving the rebook card without posting, the system will ask if you want to save the rebooking. If the rebooking is saved, it can be opened later for posting.

A list of saved rebookings can always be exposed by selecting "Action/Functions/Rebook/Rebooking list" on the General Ledger Entries page

6 Other features

As already mentioned rebooking information is added to the general ledger entry when it is rebooked. This prevents the user from rebooking once again.

This limitation can be overruled by using the function Action\Function\Rebook\Cancel Rebook Marking.

By using this function rebook information is cleared, and a rebooking can be done once again.

7 Support and help

For further information support and help access:

https://naviators.dk/en/rebook-tool/