

# Rebook Tool

*-for Microsoft Dynamics 365 Business Central*



*Fast and safe rebooking of financials transactions.*

**System documentation**

**By**

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## 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".

NO.	NAME	NET CHANGE	BALANCE	INCOME/...	ACCOUNT SUBCATEGORY	ACCOUNT TYPE	TOTALING
8310	Software	378.211,38	378.211,38	Income Sta...	Udgifter	Posting	
8320	Konsulentbistand	152.833,10	152.833,10	Income Sta...	Udgifter	Posting	
8330	Andre etb-udgifter	37.452,03	37.452,03	Income Sta...	Udgifter	Posting	
8390	<b>Edb-udgifter i alt</b>	568.496,51	568.496,51	Income Sta...	Udgifter	End-Total	8300.8390
8400	<b>Salgsfremmende udgifter</b>	-	-	Income Sta...	Udgifter	Begin-Total	
8410	Reklame	984.508,44	984.508,44	Income Sta...	Reklameudgifter	Posting	
8420	Representation	33.613,75	33.613,75	Income Sta...	Reklameudgifter	Posting	
8430	Rejseudgifter	273.153,12	273.153,12	Income Sta...	Udgifter	Posting	
8450	<b>Salgsfremmede udg. i alt</b>	23.537,16	23.537,16	Income Sta...	Udgifter	Posting	
8490	<b>Samlede salgsfremmende udg.</b>	1.314.812,47	1.314.812,47	Income Sta...	Udgifter	End-Total	8400.8490
8500	<b>Bil drift</b>	-	-	Income Sta...	Udgifter	Begin-Total	
8510	Benzin og olie	40.189,95	40.189,95	Income Sta...	Udgifter	Posting	
8520	Vægtafgift	12.874,10	12.874,10	Income Sta...	Udgifter	Posting	
8530	Reparation og vedligehold.	201.555,97	201.555,97	Income Sta...	Reparations- og vedligeholdets...	Posting	
8590	<b>Bil drift i alt</b>	254.620,02	254.620,02	Income Sta...	Udgifter	End-Total	8500.8590
8600	<b>Andre eksterne udgifter</b>	-	-	Income Sta...	Andre indtægter og udgifter	Begin-Total	
8610	Kasseffarer	1.478,07	1.478,07	Income Sta...	Andre indtægter og udgifter	Posting	

### Screenshot 1: Chart of Account

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



NO.	NO.	DESCRIPTION	TYPE	GROUP	GROUP	AMOUNT	TYPE	NO.	ENTRY NO.
2020-1	8450	Poster, januar 2020	Purchase	DANMARK	DIV	2,800.91	G/L Account	18*	
		Poster, februar 2020	Purchase	DANMARK	DIV	2,824.51	G/L Account	36*	
		Poster, maj 2020	Purchase	DANMARK	DIV	2,990.55	G/L Account	92*	
6/1/2020		Poster, juni 2020	Purchase	DANMARK	DIV	3,007.02	G/L Account	113*	
7/1/2020		Poster, juli 2020	Purchase	DANMARK	DIV	2,655.00	G/L Account	133*	
9/1/2020		Poster, september 2020	Purchase	DANMARK	DIV	2,847.50	G/L Account	172*	
10/1/2020	2020-10	Poster, oktober 2020	Purchase	DANMARK	DIV	2,121.22	G/L Account	193*	
11/1/2020	2020-11	Poster, november 2020	Purchase	DANMARK	DIV	2,179.63	G/L Account	212*	
12/1/2020	2020-12	Poster, december 2020	Purchase	DANMARK	DIV	1,940.42	G/L Account	232*	
1/28/2021	W4-01	Parkeringsafgift	Purchase	DANMARK	DIV	170.40	G/L Account	2910	281*

**Screenshot 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

REBOOK HEADER | WORK DATE: 28-01-2021

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Original Transaction

Posting Date: 01-05-2020 | Original Description: Poster, maj 2020

Document Type: | Original Amount: 2.990,55

Document No.: 2020-5 | Original VAT Amount: 747,64

G/L Account No.: 8450 | Original Amount Incl. VAT: 3.738,19

Reverse Transaction

Rebook Posting Date: 10-10-2021 | Amount: -3.738,19

Description: Poster, maj 2020 | Total Amount: 3.738,19

Document No.: 2020-5

Rebook Lines

G/L ACCOUNT NO.	DESCRIPTION	AMOUNT	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	DEPARTME. CODE	PROJECT CODE	CUSTOMER. CODE	ARE
8450	Poster, maj 2020	3.738,19	Purchase	DANMARK	DIV	DANMARK	MONS25	SALG			

**Screenshot 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.



**Screenshot 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.

**Screenshot 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:

**Screenshot 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.



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CRONUS | 8430 RE/SELDIGIFTER | WORK DATE: 28-01-2021

### General Ledger Entries

Search | Edit List | Process | Entry | Show Attached | Open In Excel | Actions | Navigate | Fewer options

NO.	POSTING DATE	DOCLIME. TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	DESCRIPTION	DEPARTME. CODE	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
8400	01-07-2020		2020-7	8430	Poster, juli 2020	ADM	Purchase	DANMARK	FRITAGET	4.365,02	G/L Account	
8420	01-06-2020		2020-6	8430	Poster, juni 2020	SALG	Purchase	DANMARK	FRITAGET	12.359,98	G/L Account	
8430	01-06-2020		2020-6	8430	Poster, juni 2020	PROD	Purchase	DANMARK	FRITAGET	7.416,01	G/L Account	
8450	01-06-2020		2020-6	8430	Poster, juni 2020	ADM	Purchase	DANMARK	FRITAGET	4.943,98	G/L Account	
8490	01-05-2020		2020-5	8430	Rebooked from Account 8450	PROD	Purchase	DANMARK	FRITAGET	3.758,19	G/L Account	
8500	01-05-2020		2020-5	8430	Poster, maj 2020	SALG	Purchase	DANMARK	FRITAGET	1.252,00	G/L Account	
8510	01-05-2020		2020-5	8430	Poster, maj 2020	PROD	Purchase	DANMARK	FRITAGET	7.375,23	G/L Account	
8520	01-05-2020		2020-5	8430	Poster, maj 2020	ADM	Purchase	DANMARK	FRITAGET	4.916,77	G/L Account	
8530	01-04-2020		2020-4	8430	Poster, april 2020	SALG	Purchase	DANMARK	FRITAGET	9.901,98	G/L Account	
8530	01-04-2020		2020-4	8430	Poster, april 2020	PROD	Purchase	DANMARK	FRITAGET	5.941,16	G/L Account	

Screenshot 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.

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REBOOK HEADER | WORK DATE: 28-01-2021

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Post | Show Attached | Actions | Fewer options

Original Transaction > 01-02-2020 | 2020-2 | 8310 | Poster, februar 2020 | 2.290,00 | 11.450,00

Reverse Transaction

Rebook Posting Date: 09-10-2019 | Amount: -11.450,00

Description: Poster, februar 2020 | Total Amount: 11.450,00

Document No.: 2020-2

Rebook Lines | Manage

G/L ACCOUNT NO.	DESCRIPTION	AMOUNT	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	DEPARTME. CODE	PROJECT CODE	CUSTOMER. CODE	AREA
8310	Poster, februar 2020	5.725,00	Purchase	DANMARK	DIV	DANMARK	MCMS25	ADM			
8310	Poster, februar 2020	5.725,00	Purchase	DANMARK	DIV	DANMARK	MCMS25	ADM			

Screenshot 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.

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REBOOK HEADER | WORK DATE: 28-01-2021

2020-6 · NAVIATORS\MKO

Post | Show Attached | Actions | Fewer options

Original Transaction

Posting Date: 01-06-2020 | Original Description: Poster, juni 2020

Document Type: | Original Amount: 3.007,02

Document No.: 2020-6 | Original VAT Amount: 751,75

G/L Account No.: 8450 | 3.758,77

Reverse Transaction

Rebook Posting Date: 10-10-2019 | Total Amount: -3.758,77

Description: Poster, juni 2020 | 3.758,77

Document No.: 2020-6

Do You wish to delete the Rebook of G/L Entry No. 1139?

Yes No

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



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CRONUS | 8490 SALGSFREMMEDE UDG. | ALT | WORK DATE: 1/28/2021

### General Ledger Entries

Search Edit List Process Entry Show Attached Open in Excel Actions Navigate Fewer options

Functions Navigate Posted Documents...oming Document

NO.	NO.	NO.	DESCRIPTION	TYPE	GROUP	GROUP	AMOUNT	TYPE	NO.	ENTRY NO.
8400	2020-1	8450	Poster, januar 2020	Purchase	DANMARK	DIV	2,800.91	G/L Account		184
8450	2020-2	8450	Poster, februar 2020	Purchase	DANMARK	DIV	2,824.51	G/L Account		369
8490	2020-3	8450	Poster, maj 2020	Purchase	DANMARK	DIV	2,990.55	G/L Account		924
	6/1/2020		Poster, juni 2020	Purchase	DANMARK	DIV	3,007.02	G/L Account		1138
	7/1/2020		Poster, juli 2020	Purchase	DANMARK	DIV	2,655.00	G/L Account		1334
	9/1/2020		Poster, september 2020	Purchase	DANMARK	DIV	2,847.50	G/L Account		1724
	10/1/2020	2020-10	Poster, oktober 2020	Purchase	DANMARK	DIV	2,121.22	G/L Account		1931
	11/1/2020	2020-11	Poster, november 2020	Purchase	DANMARK	DIV	2,179.63	G/L Account		2124
	12/1/2020	2020-12	Poster, december 2020	Purchase	DANMARK	DIV	1,940.42	G/L Account		2324
	1/28/2021	W4-01	Parkeringsafgift	Purchase	DANMARK	DIV	170.40	G/L Account	2910	2814

## 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/>