



Manual of Processing Settings





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1 Steps for locating, adjusting and adding new processing settings to an administration

- ✓ Select the administration from top left of the screen
- ✓ Click on TAB 'Processing settings' to see all processing settings of the selected administration

The screenshot displays the 'Administration dashboard' interface. On the left, a dark sidebar contains a navigation menu with the following items: 'Dashboard', 'Administration settings', 'Contact list', 'Processing settings' (highlighted with a red box), 'VAT coding', 'Article coding', 'Summary coding', 'Specific coding', and 'Investment coding'. The main content area is titled 'Administration dashboard' and features three summary cards at the top: 'Files received this month' with a value of 0, 'Documents with export errors currently' with a value of 0, and 'Document count last 6 months' with 'No data found'. To the right of these cards, there are three sections: 'Open actions' (No data found), 'Document count' (No data found), and a partially visible 'Doc' section.

2 Processing rules

3 Fixed coding

3.1 When to use?

- Relation is always booked on the specified account code irrespective of the VAT/items on the invoices.
- Invoice may have 2 or more VAT on it but still needs same account code for each VAT category.

3.2 How it works?

- Total amount (incl. VAT) is booked as 1 line along with VAT that's present on the invoice / as per VAT setting
- If invoice has more than 1 VAT %; then each VAT line is booked separately but on the same account code. See invoice example below

Sub-totaalprijs (excl. BTW)		€ 73,50
BTW 0% van	€ 21,50	€ 0,00
BTW 21% van	€ 52,00	€ 10,92
Totaalprijs (incl. BTW)		€ 84,42

- VAT % of invoice will be used
- Lines with different VAT % will not be booked on one line but separate lines with appropriate VAT% and one fixed account code

3.3 Settings

- Select the administration, go to 'contact list'
- Select / search the contact
- Double click to go into the edit mode.
- Select the desired rule from the drop down in column 'coding rule' and provide 'specification'.

3.4 Some examples of fixed coding invoices

Debiteur nr: 8517		FACTUUR		Factuur nr.: 13767576	
Btw. Nr.				Factuur dat.: 04-04-2013	
Tel.: 0573-255525				Route nr.	
Betaalwijze: Automatisch incasso				Route naam.	
R/A.: Booy A.				ContactPers.	
Pagina nr.: 1					

AAN	EENHEID	ARTNR	OMSCHRIJVING	VERPAKING	Bruto PRIJS	UW PRIJS	BEDRAG B
			Retouren van 03-04-2013 fact. nr. 13766700				
-1 s	doos	40221 (D)	Bean Curd Groot Mee Chun	6 x 5 lbs	45,57	45,57	-45,57 L

staffel-	Bet. korting	% =	
			Subtotaal = -45,57
Laag B. T. W.	6,00% van		-45,57 = -2,73
Hoog B. T. W.	21,00% van		0,00 = 0,00
	Totaal Emballage		= 0,00
	Totaal		= -48,30

Processing setting	Accounting entry as processed by Smartbooqing
<ul style="list-style-type: none"> Fixed coding Account code: 7200 	<ul style="list-style-type: none"> 7200: € -45.57 (cost) 1560: € -2.73 (VAT paid) Payable/creditors: -48.30 (payable to supplier)

Valuta : EUR													
Artikelomschrijving	Totaal												
Contractnummer: 60085647 / CORRECTIE BONUS Periode 01.02.2013 TM 10.04.2013	135,12												
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Totaal zonder BTW:</td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: right;">135,12</td> </tr> <tr> <td style="padding-left: 20px;">BTW: 6,00 % van</td> <td style="padding-left: 20px;">135,12</td> <td style="text-align: right;">8,11</td> </tr> <tr> <td style="padding-left: 20px;">Totaal BTW:</td> <td></td> <td style="text-align: right;">8,11</td> </tr> <tr> <td>Totaal:</td> <td style="text-align: right;">te ontvangen</td> <td style="text-align: right;">143,23</td> </tr> </table>		Totaal zonder BTW:		135,12	BTW: 6,00 % van	135,12	8,11	Totaal BTW:		8,11	Totaal:	te ontvangen	143,23
Totaal zonder BTW:		135,12											
BTW: 6,00 % van	135,12	8,11											
Totaal BTW:		8,11											
Totaal:	te ontvangen	143,23											

Processing setting	Accounting entry as processed by Smartbooqing
<ul style="list-style-type: none"> ▪ Fixed coding ▪ Account code: 4400 	<ul style="list-style-type: none"> ▪ 4400: € 135,12 (cost) ▪ 1560: € 8,11 (VAT paid) ▪ Payable/creditors: 143,23 (payable to supplier)

Factuur Mobiel			
Klantnummer	140518617	Factuurdatum	8 april 2013
Uw rekeningnummer	327310669	Factuurnummer	1\52
Vragen over uw factuur	kpn.com/zakelijkefactuur	Factuurkenmerk	140518617.52
		Rekeningnummer KPN	29225
Totaal (incl. btw)			€ 15,13
Het bedrag wordt omstreeks 15 april 2013 automatisch van uw rekeningnummer 327310669 overgeschreven naar rekeningnummer 29225 van KPN-Mobiel te Groningen.			
Totaal excl. btw		12,50	
Btw 21% over	12,50	2,63	
			15,13
Samenvatting			
Abonnement			
1 x Mobile Pay		12,50	12,50
Totaal excl. btw			12,50

Processing setting	Accounting entry as processed by Smartbooqing
<ul style="list-style-type: none"> ▪ Fixed coding ▪ Account code: 4850 	<ul style="list-style-type: none"> ▪ 4850: € 12,50 (cost) ▪ 1560: € 2,63 (VAT paid) ▪ Payable/creditors: 15,13 (payable to supplier)

Totaal Accijns	18,29					207,11
Totaal Afvalbeheersbijdrage	0,01	BTW:	6,00 %	van	99,26	5,96
		BTW:	21,00 %	van	107,85	22,65
		Totaal BTW:				28,61
		Totaal Goederen incl. BTW:				235,72
Totaal Verwerkingstoelage	1,13	Totaal Emballage:				20,00-
		Totaal:	te betalen			215,72

Deze factuur zal op of omstreeks 01/05/2013 van uw rekening worden afgeschreven.

Processing setting	Accounting entry as processed by Smartbooqing
<ul style="list-style-type: none"> ▪ Fixed coding ▪ Account code: 7500 ▪ Discrepancy: 7000 	<ul style="list-style-type: none"> ▪ 7500: € 107,85 (cost), 21% ▪ 7500: € 99,26 (cost), 6%/9% ▪ 7000: € -20,00, (Discrepancy) ▪ 1560: € 5,96 (VAT paid) ▪ 1560: € 22,65 (VAT paid) ▪ Payable/creditors: € 215,72 (payable to supplier)

4 VAT coding

4.1 VAT coding

- Invoice is booked on account codes based on the VAT specified on invoice. E.g. total of all items of 6%/9% VAT is booked on 1 code and items of 21% VAT are booked on 1 code.
- Invoice must specify aggregate amount for different VAT% clearly in readable manner

4.2 How it works?

- If invoice has 3 different VAT % then 3 lines are created and given account codes that are defined in the relation setting.
- VAT code will be taken as per BTW Scheme defined in sub menu 'BTW Coding'

4.3 Settings

- Select the administration, go to 'contact list'
- Select / search the contact
- Double click to go into the edit mode.
- Select the 'vat coding' from the drop down in column 'coding rule' and provide 'specification' for each VAT % separately.

TEST CASE SBO

Relatielijst / Standaard view

Relatielijst
Standaard view

Bekijk Standaard view

Relatie naam (code)	Type	Land	KvK nummer	Coderingsregel	Specificaties	Vragen
Aan (3565645)	Leverancier	Nederland		BTW codering	0% 6% 21%	Eerste keer
Abvakabo (100104)	Klant	Nederland		Vaste codering	0010 - Kosten uitgifte aandelen	Eerste keer
Achmea vitale (100050)	Klant	Nederland				Eerste keer
Adriaanse van kuyk brand events (100044)	Klant	Nederland				Eerste keer

4.4 Advanced VAT setting for account code and contact

Basic vat mapping

- You can see the list of mapped vat codes for sales and purchase.
- Many accounting system has maintained category of vat like ‘purchase vat’ / ‘sales vat’ / ‘EU’ / ‘Non EU’. In SBQ also the vat codes get mapped to proper category automatically, and you can edit it later. Based on this mapping invoice will get applied for accurate vat code.

To check basic VAT mapping of administration:

Steps:

On the administration page click on ‘Processing settings’ >> click on ‘VAT coding’ > ‘Basic VAT mapping’. See the screen below for reference.

VAT	VAT code	Apply VAT%	Log
Sale 0%	VN - [0.00] - [BTW 0%]	0.00	Log
Sale 6%	VL - [6.00] - [BTW 6%]	6.00	Log
Sale 9%	No VAT		
Sale 21%	VH - [21.00] - [BTW 21%]	21.00	Log
Purchase 0%	IN - [0.00] - [BTW 0%]	0.00	Log
Purchase 6%	IL - [6.00] - [BTW 6%]	6.00	Log
Purchase 9%	IL - [9.00] - [BTW 6%]	9.00	Log
Purchase 21%	IH - [21.00] - [BTW 21%]	21.00	Log
Sale EU	EU-V - [0.00] - [Eu-V]	0.00	Log
Purchase EU	EU - [0.00] - [BTW Eu]	0.00	Log
Sale non EU	N-EUV - [0.00] - [N-Euv]	0.00	Log
Purchase non EU	N-EU - [0.00] - [BTW N-Eu]	0.00	Log

If you want to set specific vat code as irrespective to above generic setting, you can set for two different criteria:

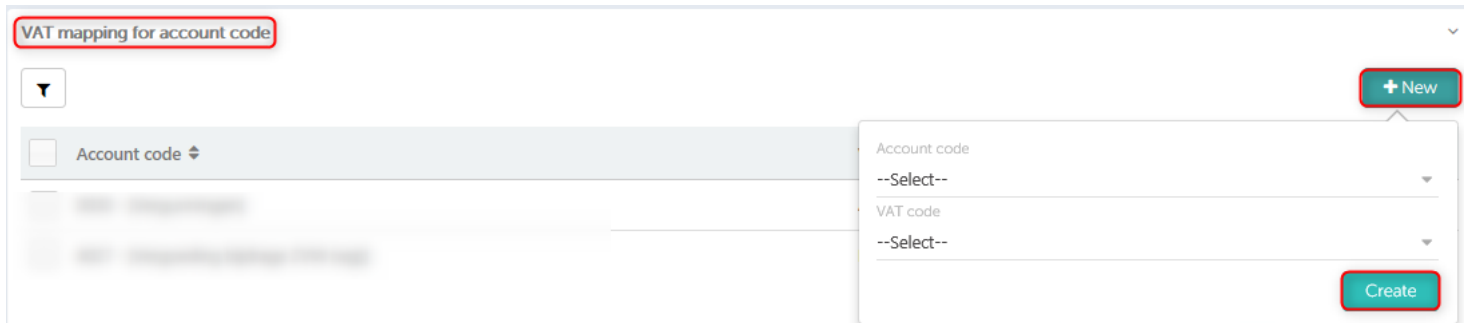
1. VAT mapping for account code
2. VAT mapping for contact

VAT mapping for account code

Vat code get applied for bookings falling under specified account code.

Steps to add setting:

Processing setting > click on VAT coding > VAT mapping for account code > Click on (+New) > Select Account > Set VAT from list > Click on (Create). See the screen below for reference.

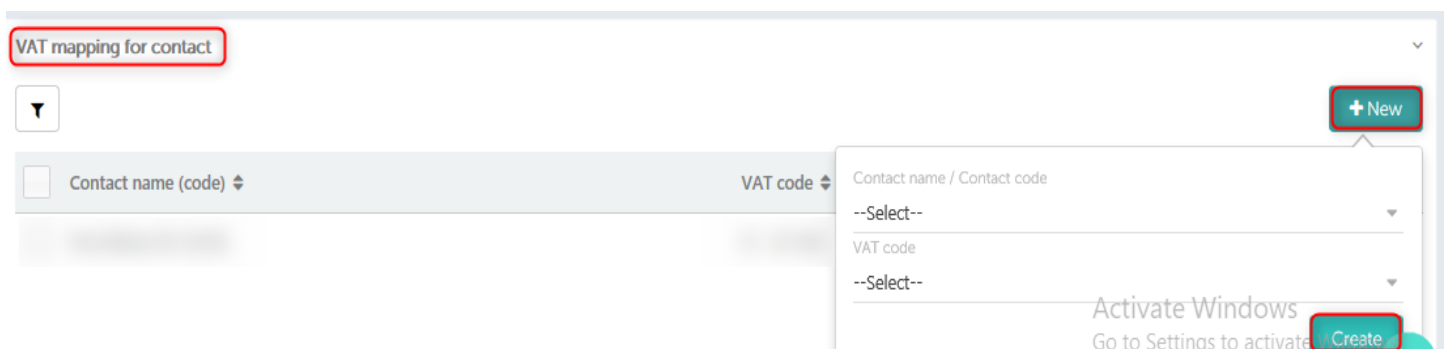


VAT mapping for contact

Vat code get applied for bookings falling under specified relation.

Steps to add setting:

Processing setting > click on VAT coding > VAT mapping for contact > Click on (+New) > Select relation > set VAT from list > Click on (Create). See the screen below for reference.



Note – If one invoice falling under both criteria above then Account code setting will be leading.

On whole booking lines it will apply relation vat code, but for lines having set account code get booked on vat set for account code

4.5 Some examples of VAT coding invoices

					Factuur			
Artikelnr	VP	Inh.	EH	Omschrijving	Aantal	Prijs	Bedrag	Btw cd
282.74566	SI	1200	GR	HAZELNOOT BONBONS TOEFVERPAKKING	/HANOS	2	10,65	21,30 LG 04
343.00800	BK	500	GR	AARDBEI HOLLAND ELSANTA GROOT	/HANOS	1	4,95	4,95 LG 04
345.48393	ST			KIWI ITALIE	/HANOS	6	,40	2,40 LG 04
380.02107		1	ST	TARBOT 4 (1-2 KG)	/HANOS	3,118	16,50	51,45 LG 04
381.39014			KG	ZALMFILET NOORS M/V TRIM C VAN 4/5	/HANOS	1,586	12,35	19,59 LG 04
381.67707			KG	TONIJNFILET	/HANOS	1,728	18,10	31,28 LG 04
383.22208		1	ST	KREEFT 500/600 CANADA	/HANOS	2,862	26,50	75,84 LG 04
384.06001		1	ST	COQUILLES VLEES POT UNSOAKED V&S	/HANOS	1	22,95	22,95 LG 04
384.24205	MD	25	ST	OESTERS PLAT 3/0	/HANOS	1	29,25	29,25 LG 04
402.11823	FL	1	L	SLAGROOM M.SUIKER35%	/HOLLAN	6	3,65	21,90 LG 04
600.65329	DS	20	PK	HANDDOEK HANOS NAT. C-VOUW 1-LGS 180VEL	/SELECT	1	34,50	34,50 HG 02
602.07078	KF	100	ST	KOFFIEBEKER 180CC WT. KARTON	/NIVERK	2	2,40	4,80 HG 02
Totaal aantal colli					29,270			
					Totaal excl btw		320,21	
					6,0 % BTW OVER		280,91	16,85
					21,0 % BTW OVER		39,30	8,25
					Totaalbedrag btw		25,10	

Processing setting	Accounting entry as processed by Smartbooqing
<ul style="list-style-type: none"> ▪ VAT coding ▪ 21% = 7000 ▪ 6% /9%= 7100 ▪ 0% = 7200 	<ul style="list-style-type: none"> ▪ 7000: € 39,30 (cost of 21% VAT items) ▪ 7100: € 280,91 (cost of 6% /9% VAT items) ▪ 1560: € 8,25 (21% VAT paid) ▪ 1560: € 16,85 (6% VAT paid) ▪ Payable/creditors: € 345,31 (payable to supplier)

		Subtotaal =	-66,15
Laag B. T. W.	6,00% van	-47,53 =	-2,85
Hoog B. T. W.	21,00% van	-18,62 =	-3,91
		Totaal Emballage =	0,00
		Totaal =	-72,91

Processing setting	Accounting entry as processed by Smartbooqing
<ul style="list-style-type: none"> VAT coding 21% = 6000 6%/9% = 6100 0% = 6200 	<ul style="list-style-type: none"> 6000: € -18,62 (cost of 21% VAT items) 6100: € -47,53 (cost of 6%/9% VAT items) 1560: € -3,91 (21% VAT paid) 1560: € -2,85 (6% VAT paid) Payable/creditors: € -72,91 (payable to supplier)

		Subtotaal	1053.43
Btw 1		(21.00%)	
Btw 2		(6.00%)	63.21
	Te Betalen	EUR	1116.64

Processing setting	Accounting entry as processed by Smartbooqing
<ul style="list-style-type: none"> VAT coding 21% = 5000 6%/9% = 5100 0% = 5200 	<ul style="list-style-type: none"> 5100: € 1053,43 (cost of 6% VAT items) 1560: € 63,21 (6%/9% VAT paid) Payable/creditors: € 1116,64 (payable to supplier)

5 Article Coding

5.1 When to use?

- Invoice needs to be processed as per items purchased i.e. invoice amount needs to be split on multiple lines as per the articles mentioned on it.
- Each article/item purchased must be read and given account codes accordingly

5.2 How it works?

- System relates the article on invoice to the product groups and assigns account code as per the mapping explained above. Each line on the invoice is read by SBQ.
- **What you see in your accounting system:** Articles that are coded on similar account codes are grouped together while sending these invoices to Accounting system.
- **What you see in your accounting system:** Articles that are not grouped as above will see the actual article line description appearing on the invoice in the Accounting system

5.3 Settings

- Select the administration, go to 'contact list'
- Select / search the contact
- Double click to go into the edit mode.

Relatie naam (code)	Type	Land	KvK nummer	Coderingsregel	Specificaties	Vragen
Aan (3565645)	Leverancier	Nederland	✓	Artikelcodering	Q	Eerste keer
Abvakabo (100104)	Klant	Nederland	✗	Vaste codering	0010 - Kosten uitgifte aandelen	Eerste keer
Achmea vitale (100050)	Klant	Nederland	✓			Eerste keer
Adriaanse van kuyk brand events (100044)	Klant	Nederland	✗			Eerste keer
Adv mr (124567)	Leverancier	Nederland	✓	Samenvattings codering	Q	Eerste keer

- Go to the Article coding settings
- Select appropriate account code against the article groups
- You can also do the setting for Review notification.
- Give Cost code, if required.
- Settings made as in How, when and by whom the mapping Mappings was changed is also displayed here in the Logs.

TEST CASE SBQ / Verwerkingsinstellingen / Artikel codering

Verwerkingsinstellingen

Artikel codering

Templates
selectMessage

Bekijk alle

Artikel groep

Tabakswaren/ tobacco matches

Artikel subgroep	Grootboekrekening	Kostenplaats	Vragen	Log
Cigaretten	7030 - Inslag bieren	-	Nooit	Log
Tabak benodigheden (filters, mascotte)	7030 - Inslag bieren	-	Nooit	Log
Tabakswaren (shag)	7030 - Inslag bieren	-	Nooit	Log

Bekijk 1 tot 3 van 3

> Kantoorartikelen
> Overige algemene kosten

5.4 Things to keep in mind

- If same product can have different codes on many occasions; then such products must be marked ON Review notification and given the desired account code when it comes on review page.
- Article coding can't be applied for every invoice where it needs to be split on lines. It shall be applied only when real world items/services are bought. Name of item must be a generic name which can be identified to a particular product easily.
- An item is once recorded in a product group of Smartbooqing and it will get the account code as per the mapping to any other administration – that's why article coding is a very special processing rule.

5.5 When this rule won't work?

- If invoice needs to be split on lines as per article number – then it's not article coding but it's a specific setting.

9802 Bruna Cadeaukaart	-6,21	-6,21
9803 Provisie cadeaukaarten	-6,30	-6,30
9804 Provisie Cadeaukrt CR	2,85	2,85
9901 Kantoor & Thuis	3.172,49	2.621,89

- Items mentioned on the invoice are not routine/general items OR they can't be identified to a product easily

5.6 Some examples of article coding invoices

makro
Factuur

Electro-Chain & Carry Nederland B.V.
 KvK: 33166133 ABN-AMRO BANK N.V. Rekening: 44.92.37.516
 BTW nr: NL001399438B01 IBAN: NL 71 ABNA 0449 2375 16 BIC: ABNANL2A

Voor informatie:
Makro Service Center
 Postbus 159, 2290 AD Wassenaar
 Telefoon: 0900-2025300 (0,25 per minuut)
 Telefax: 0174-292441
 Internet: www.makro.nl

Makro Vestiging Duiven
 Nieuwgraaf 28, 6921 RJ Duiven

Naam bedrijf: [Redacted]
 Nummer: 0611744073020 7021AV NEJH 09/09/09 13:00
 Factuur nummer: 257160
 76

Aantal of gewicht	Artikelnummer	Artikelomschrijving	Prijs/stuk of prijs/kg	Stuks per eenheid	Prijs/collo	b t w	Bedrag
12	7613032406585	NESCAFE CAPPUCCINO 125GRAM 10ZK	1,65	1 PK		5	19,80
1	8722200957541	AA DRINK ISOTONE 33CL.	0,49	24 FL	11,76	5	11,76
1	8722200957527	AA DRINK HIGH ENERGY 33CL.	0,45	24 FL	10,89	5	10,89
1	8722200957527	AA DRINK HIGH ENERGY 33CL.	0,45	24 FL	10,89	5	10,89
1	54490000	COCA-COLA 0,2L.	0,29	24 FL	6,89	5	6,89
1	830135	MRS STALJEGELD FRIS E 5,00 X 1	5,00	1 ST	5,00	0	5,00
1	8713300073217	EXTRAN ENERGY CRANB. SPORTD.33CL	0,59	24 FL	14,16	5	14,16
1	8713300073317	EXTRAN ENERGY ORANGE SPORTD.33CL	0,58	24 FL	13,85	5	13,85
1	8718053310916	PESSINAASAPPELEN BRSTL 18KG	9,95	1 KS		5	9,95

CODY
 elektro automaterialen
PARTS

Utrecht: Cody Parts
 Coloradostraat 25-27
 3565 BR Utrecht
 Telefoon: 030-2614411
 Fax: 030-2628837
 BTW: NL 8170.90.757.B01
 Bank: ABN 483124257
 Giro: 126819

Culemborg: Cody Parts
 Staalweg 12
 4104 AT Culemborg
 Telefoon: 0345-517594
 Fax: 0345-532384

s.v.p. bij betaling vermelden
 Datum: 19-08-2010 Prijs 172 Korting 13068 Netto
 Debiet: Faktuurnr:

Aantal	Artikel	Artikelomschrijving	Prijs	Korting	Netto
19-08-2010		Ordernummer: 639459			
50,00	OS64210L	OSRAM H7 LONGLIFE HAL.LAMP 12V55W	3,55		177,50
20,00	OS7506	OSRAM LAMP 12V/21W 300	1,10	8,80	13,20
20,00	OS7528	OSRAM LAMP 12V/21-5W300	1,39	11,12	16,68

Sligro bv, postbus 47, 5460 AA Veghel
 KvK Eindhoven 171.69.910
 BTW-nr NL 005849160B02
 RABO 34.93.20.772
 IBAN NL35RABO0349 3207 72
 SWIFT/BIC-code RABONL2U



FACTUUR

791816

factuurst(e)

EWES IKINK HJM

blad

1

factuurdatum

17-11-2009

factuurnummer

8220916

afrekenpunt

KASSAS

artikel	groep	besteld	geleverd	verpakking	inhoud	omschrijving	B T W	E.M.	€ prijs	€ bedrag
124197		1	12	PK	125	GR NESCAFE CAPPUCCINO SACHETS	L		24,95	24,95
124197		1	12	PK	125	GR NESCAFE CAPPUCCINO SACHETS	L		24,95	24,95
124197		1	12	PK	125	GR NESCAFE CAPPUCCINO SACHETS	L		24,95	24,95
97162		1	2	PS	800	ST MATRENA CLASSIC ZOETJES NAVULVERPAKKING	L		6,85	6,85
432257		5	24	FL	33	CL AA DRINK HIGH ENERGY, FLES	L		10,95	54,75
673531		1	1	PS	3	KG ALEX MEIJER SUIKERSTICKS 600X5G	L	*	6,10	6,10
673515		1	1	PS	1,5	KG ALEX MEIJER CREAMERSTICKS 600X2,5GR	L	*	8,20	8,20
432265		1	24	FL	33	CL AA DRINK ISOTONE, HERSLUITBARE PETFLESJE	L		11,00	11,00
97166		2	2	PK	1,25	LT DOUWE EGBERTS CAFITESSE MEDIUM ROAST	L		51,25	102,50
342630		1	24	FL	33	CL AA DRINK MULTI-NINE, HERSLUITBAAR FLESJE	L		11,95	11,95
165075		1	20	ST	37	GR BALISTO MUESLI	L		7,90	7,90
456023		1	36	ST	57	GR SNICKERS	L		14,20	14,20
14512		1	6	PK	8	RL PROPIA TOILETPAPIER 2LGS 200VEL NATUREL	H	*	9,50	9,50
309527		1	24	FL	33	CL EXTRAN REFRESH CITRUS, PET-FLES SPORTDOP	L		14,25	14,25
841443		1	2	PS	300	ML AMBI PUR AIR FRESH WATER & MINT	H		2,70	2,70
841443		1	2	PS	300	ML AMBI PUR AIR FRESH WATER & MINT	H		2,70	2,70
594863		1	1	PK	120	GR PICKWICK THEEZAKJES GROEN+CRAMB. 80X1,5G	L		5,50	5,50
63359		1	1	PK	160	GR PICKWICK THEEZAKJES KERSEN 80X2G	L		5,50	5,50
131699		1	24	FS	20	CL COCA-COLA LIGHT FLESJE	L		8,05	8,05
		1				Emballage	0		5,00	5,00
192603		1	24	FS	20	CL COCA-COLA REGULAR FLESJE	L		8,05	8,05
		1				Emballage	0		5,00	5,00
203548		1	1	PK	125	ST CALGONIT TABS CLASSIC	H		13,95	13,95
736151		1	6	FS	1,5	LT COCA-COLA LIGHT, PET-FLES	L		8,60	8,60
		1				Emballage	0		1,50	1,50
OVERZICHT BONUSZEGELS:										
						Zegels Totaalbedrag	3	bonuszegel(s)		
						TOTAAL heeft u recht op	3	bonuszegel(s)		

Lidl		
Apeldoorn		
Kanaal Noord 21-22a-23		
7311 PK Apeldoorn		
		EUR
Basmati rijst		1.59
Pizza salami		4.19
H. Melk halfvol		5.64
12 X	0.47	
Kristalsuiker		0.65
Kristalsuiker		0.65
Kristalsuiker		0.65
Kristalsuiker		0.65
Lamssteaks		4.99
Douchekop	35523	6.99
Schnitzels		4.99
Schnitzels		4.99
Minute steaks gemar.		3.49
Tafelmargarine		0.75
Tafelmargarine		0.75
Macaroni 500g		0.35
Macaroni 500g		0.35
Spaghetti		0.39
Spaghetti		0.39
Verpakte Spruiten		0.89
Verpakte Spruiten		0.89
Noorse zalmfilets		2.79
Noorse zalmfilets		2.79
Noorse zalmfilets		2.79
Noorse zalmfilets		2.79
Handsinaasappels		1.99
Nier 'a 5 kg		1.69
Uie. 2kg		0.65
Chicken wings		2.49
Chicken wings		2.49
Mandarijnen 1kg		1.29
Rookworst		0.95
Rookworst		0.95
Bit- en borens 25985		9.99
Nicola 5 kg		1.69
Patates frites		1.69
Griekse kaas		1.29
Kaas gerookt		2.39
Kaas gerookt		2.39
Gouda jong gesneden		1.30
Mosterd gesorteerd		0.49
Gouda extra oud		1.79
Boerenmetworst ges.		0.99
Italiaanse salami		2.49
Italiaanse salami		2.49
Gelderse worst		0.89
Achterham		1.35
Cashewnoten		2.95
Koffiebonen		3.49
Suikerpinda's		0.65

Facturering Vaste Telefontie
 POSTBUS 3053
 3800 DB AMERSFOORT

Datum	Klantnummer	Betalingsskenmerk Factuurnummer	Bladnummer
15-07-2009	103.088.482	002.874	5 van 9

Betreft klant :

Factuur telefonie

omschrijving	Bedrag (excl. BTW)	Subtotaal (excl. BTW)	% BTW
	€	€	
Betreft:			
Telefoniepakket:	26491400		
Produkt of dienst:	ISDN 2		
Vestiging:	BRUNA KANTOORBOEKHANDEL DE EGLANTIER 421-424 7329 DL APELDOORN		
Periodieke kosten			
Periode AUG. 2009 / SEPT. 2009			
Abonnement ISDN	45,96	45,96	19,00
Totaal periodieke kosten		45,96	
Totaal Telefoniepakket	: 26491400	45,96	

6 Specific Coding

6.1 When to use?

- Invoice is booked as per specific instructions needed for that particular document.
- Invoice needs to be processed as per words/keywords appearing in rows of the table that mentions details of items

6.2 How it works?

- Create new profile and apply it to a particular relation
- Invoice will be booked on multiple lines as per the setting mentioned in created profile
- Words/keywords and VAT % mentioned on the profile are matched on the invoice area where details of items are mentioned.
- If mentioned keywords are not matched OR do not exist, then such lines are marked for the review comment.

6.3 Settings

Profile name	Contact count	Log
CRV Holding BV	1	Log
Smartbooqing	1	Log

- As shown above, you can go to the Specific Coding section from left hand side options panel using 'Processing Settings'. (Login>>Select Admin>>Processing Settings>>Specific Coding).
- Choose the option if you want to do this setting based on Keywords From-To, by giving a range) or for any particular keyword (and follow below steps)
- Enter the profile name
- Enter the keyword on invoice
- Select the VAT%
- Ignore button turn ON/OFF (If this button is turned ON then the line for this keyword will be ignored, i.e it will not be processed and the same line will not be visible anywhere).
- Select the Account code where you want to book this keyword on
- Select the cost code, if any (Cost code is not mandatory)
- Select criteria (book +ve, book -ve or book as it is)
- Review Notification ON/OFF

Specific coding
Smartbooqing 123

Basic **Criteria** Contact list

Keywords

Keyword on document	VAT on document	Ignore	Account code	Cost code	Criteria	Review Comment
Pershurs	21%	<input type="checkbox"/>	4310 - Reparatie onderhoud inventaris	--Select--	Book as it is	<input type="checkbox"/> *
Slang SA	21%	No	4325 Klein materiaal		Book as it is	No
Persing	21%	No	4325 Klein materiaal		Book as it is	No
Pilaar	21%	No	5401 Inkopen ruwvoer en strooisel		Book as it is	No
Gaffel Voor buis 1	21%	No	5401 Inkopen ruwvoer en strooisel		Book as it is	No
Kruisstuk	Any VAT	No	5401 Inkopen ruwvoer en strooisel		Book as it is	No

- Give a range for creating a profile From- To keywords-

From-To keywords

From keyword on document	Keyword on document	Ignore	Account code	Cost code	Criteria	Review Comment
	Pershurs	No	4310 Reparatie onderhoud inventaris		Boek debet	No

- Create a profile if there is an another keyword

Others

Keyword on document	VAT on document	Ignore	Account code	Cost code	Criteria	Review Comment
Other	Any VAT	No	2900 Vraagposten		Book as it is	No

6.4 Things to keep in mind

- Keywords can be classified as per VAT also. Article 9905 with VAT 6% /9% and article 9905 with VAT 21%, both can be added to the profile
- If VAT is also added in the profile – system will look for the keyword appearing along with the mentioned VAT (e.g. keyword 'Pilaar' and VAT is 21% - system will look for Pilaar with 21% and give the code)
- If VAT chosen as any vat – system will look for the keyword and give the code. VAT will be taken as per invoice
- Keywords must be filled in carefully – system may not process the line if keywords are not types properly while creating the profile
- Lines with new keywords will get processed automatically as per “other” keyword settings unless the applicable profile is updated for such lines
- Lines which need to be ignored (lines that appear in between the keyword lines) must be mentioned on the profile; otherwise those lines are also considered and so they get processed as per “Other” setting in profile. e.g. sub totals, other lines that are not needed for processing.
- NOTE: amounts must also appear in rows that too in the same line of the keywords mentioned in the profile. System will not take amounts lying anywhere else on the invoices.

6.5 Some examples of specific coding invoices

- Invoice needs to be processed as per words/keywords appearing in rows of the table that mentions details of items bought/sold

	Waarderings klasse	Verk.wrd incl.BTW	Verk.wrd excl.BTW	Marge (%)	Marge (bedrag)	Netto waarde	BTW tarief
9908 Boeken		5.334,10	5.032,09	41,22%	-2.074,40	2.957,69	6,00 %
9908 Boeken		276,18	231,89	5,34%	-12,38	219,51	19,00 %
9909 Tijdschriften		-50,00	-50,00	0,00%	0,00	-50,00	0,00 %
9909 Tijdschriften		2.433,20	2.295,55	25,50%	-585,35	1.710,20	6,00 %
9909 Tijdschriften		5,50	4,62	16,23%	-0,75	3,87	19,00 %
9911 Tabakswaren		1.385,40	1.385,40	6,17%	-85,54	1.299,86	0,00 %
9911 Tabakswaren		25,00	21,01	52,88%	-11,11	9,90	19,00 %
9912 Telefoonkaarten		120,00	120,00	5,82%	-6,98	113,02	0,00 %
9915 Niet handelsgoederen		0,06	0,06	0,00%	0,00	0,06	0,00 %
9915 Niet handelsgoederen		108,56	91,23	0,94%	-0,86	90,37	19,00 %
9916 Cartridges		549,30	461,61	33,74%	-155,74	305,87	19,00 %
9917 Dagbladen		207,10	195,33	32,82%	-64,10	131,23	6,00 %
9918 Boeken StW		14,90	14,06	25,25%	-3,55	10,51	6,00 %
9928 Reclame folderkosten		297,60	250,08	0,00%	0,00	250,08	19,00 %
9932 Diversen		-10,00	-10,00	0,00%	0,00	-10,00	0,00 %
Totaal		14.265,55	13.060,99	33,73%	-4.405,91	8.655,08	

Aantal	Artikelnummer	Omschrijving	Prijs EUR	Totaal EUR
3	BTG	Bedel Tegen Geweld	13,90	41,70
3	BTGD	Bedel Tegen Geweld Donatie	10,00	30,00
3	PUP	Adopteer Een Pup Bedel	13,90	41,70
3	PUPD	Adopteer Een Pup Bedel Donatie	10,00	30,00
3	AFB	Astma Fonds Bedel	13,90	41,70
3	AFBD	Astma Fonds Bedel Donatie	10,00	30,00
3	DB	Dierenbescherming Bedel	13,90	41,70
3	DBD	Dierenbescherming Bedel Donatie	10,00	30,00
3	SANB	Stop Aids Now Bedel	13,90	41,70
3	SANBD	Stop Aids Now Bedel Donatie	10,00	30,00
6	AUB	Autisme Fonds Bedel	13,90	83,40
6	AUBD	Autisme Fonds Bedel Donatie	10,00	60,00

7 Summary Coding

7.1 When to use?

- Vendors mention summary of items sold on their invoices e.g. some supermarkets.
- Such invoices are processed on multiple lines as per the summary of items bought that is mentioned on the first or last page of such invoices (Summary mentioned is always category wise – say cleaning items, groceries, office supplies etc. Hence it makes sense to use that summary instead of looking into each item in the same category)

7.2 How it works?

- SBQ stores vendor wise summary groups (done by SBQ)
- These summary groups are mapped with product groups of SBQ (done by SBQ)
- Hence summary groups get account codes as per PG mapping. (go to Processing settings – Article coding)

7.3 Setting

- Go to ‘contact list’
- Select/ search the contact
- EDIT column ‘coding rule’
- Select option ‘specification’
- If the contact is not set up for summary based processed, in our backend. Then you will need to write us about it with sample invoice of that contact.

Relatie naam (code)	Type	Land	KvK nummer	Coderingsregel	Specificaties
123inkt.nl/Digital Revolution (2105)	Leverancier	Nederland	Q	Vaste codering	4300 - Kantoorbenodigdheden
A. de jong installatietechnie (2198)	Leverancier	Nederland	✓		5 - Inkoop kantoor & thuis
A2SP (2228)	Leverancier	Nederland	✓		3 - Inkoop boeken
Ab rokiskio suris (2130)	Leverancier	Nederland	✗		0 - Kantoorbenodigdheden
Abcd (65YR)	Leverancier	Nederland	✗		0 - Kantoorbenodigdheden
Abhs (AADA)	Leverancier	Nederland	✓		

Once you have the Summary coding profile added, you can go to the option Summary coding (Processing settings>>Summary coding) and you will find the added profiles to it as shown below-



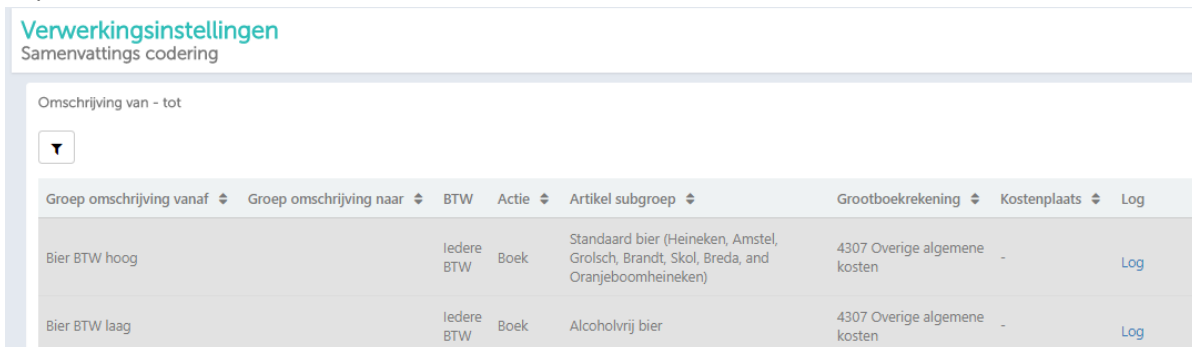
Clicking any of the profiles, you can go to the edit mode of that profile. You can edit the profile based on two things-

1. From-To keyword
2. Other



- From- To keyword:

In this setting, there is a range given from X keyword to Y, where you can choose any of the account codes. So with this setting the entire range which has been given will be booked on that certain account code. Any time you can edit the account code by double click on it and choose the desired account code from the drop down. Here you can set single keyword also.



- Other:

Using this setting you can define the account code for the other keywords which are different from the given range. So if there is any keyword which is not falling in the range given From-To option then that kind of item will be booked on the Account code given in the Other section as shown below.

Groep omschrijving	BTW	Actie	Artikel subgroep	Grootboekrekening	Kostenplaats	Log
Ander	Iedere BTW	Boek	Geen artikel - vraagposten	4307 Overige algemene kosten	-	Log

7.4 Things to keep in mind

- Invoices must have summary mentioned on 1st or last page
- Each summary group on invoice must mention VAT applicable to it OR mail such VAT instructions to SBQ **
- Sample invoices must be mailed to SBQ if such message appears while giving this processing rule to some of the vendors.
- Sub menu 'Article coding' must be edited carefully – as same code will be applied to other invoices getting that product.

7.5 Some examples of summary invoices

Example 1

Splitsing t.b.v. subadministratie:	
BAK/SMEER PRODUCTEN	93,84
BASIS SAUZEN	32,84
DISPOSABLES *	116,13
FRITES EN SNACKS	77,28
GROENTE EN FRUIT DIEPVRIES	23,38
INGREDIENTEN LAAG	127,19
KAARSEN/SERVETTEN *	37,96
OLIE AZIJN ZOETZUUR EN DRESSINGS	5,98
SCHOONM.ART *	40,72
SOEP DROOG EN SMAAKVERSTERKERS	31,80
VLEES/VIS CONS./KOELVERS/DV	17,26
ZOETWAREN EN ZOUTJES	64,02
ZUIVEL PRODUCTEN	392,39

Example 2

Groep	Omschrijving Sligro artikelgroep	Aant	Goed	BTW	Totaal
11	KOEK & HANKET GROOTVERBRUIK	4	12,40	0,75	13,15
16	CHIPS EN SNACKS	6	38,50	2,31	40,81
18	BARS EN TABLETTEN SINGLES	4	73,80	4,43	78,23
19	BARS EN TABLETTEN	7	82,95	4,99	87,94
25	SUIKERWERK	2	14,05	0,84	14,89
32	SUIKERWERK SINGLES	15	197,88	11,87	209,75
33	TUSSENDORTJES	3	43,00	2,58	45,58
37	KOFFIE, CACAO & OPLOSKOFFIE	1	12,50	0,75	13,25
40	THEE	1	2,95	0,18	3,13
119	VERPAKKINGSMAT./DISPOS. GROOTV	2	13,00	2,47	15,47
121	FRIS WATER & SAP KLEINVERPAKK.	17	258,36	15,50	273,86
130	ZUIVEL HOUDBAAR	1	11,05	0,66	11,71
133	FRISDRANK	4	22,90	1,38	24,28
140	SUIKER & ZOETSTOFFEN	1	6,90	0,41	7,31
149	REINIGINGSMIDDELEN	2	6,70	1,27	7,97
177	MELKPRODUKTEN DAGVERS	14	11,66	0,70	12,36
182	IJS EN PUDDING	4	87,25	5,23	92,48
188	SIGARETTEN	139	6686,21		6686,21
189	SHAG	30	1471,16		1471,16
190	SIGAREN	4	192,18		192,18
192	GROENTEN EN FRUIT DAGVERS	2	6,50	0,39	6,89
216	BELEGDE BROODJES EN SANDWICH	30	56,25	3,38	59,63
223	VERSE SAPPEN	5	8,32	0,50	8,82
231	ROKERSBENODIGDHEDEN	2	21,15	4,02	25,17
954	CSL / AGF / ZUIVEL (DRAGERS)	3			
960	RETOUR EMBALLAGE	1			
962	RETOUR EMBALLAGE PET FLES	98			
	Emballage		35,08		35,08
	Afrondingsverschillen			0,02	0,02
	Totaal	198	9302,54	64,59	9367,13

Example 3

Splitsing t.b.v. uw administratie					
4	WIJN EN GEDISTILLEERD	19,40	18	VLEESWAREN EN SALADES	16,34
8	ZOETWAREN EN ZOETJES	12,72	21	NON FOOD WAREFA	4,00
10	COSMETICA	10,35	24	NON FOOD OVERIG	47,69
17	ZUIVEL, KAAS EN FETEN	16,36			

8 Investment coding

8.1 When to use?

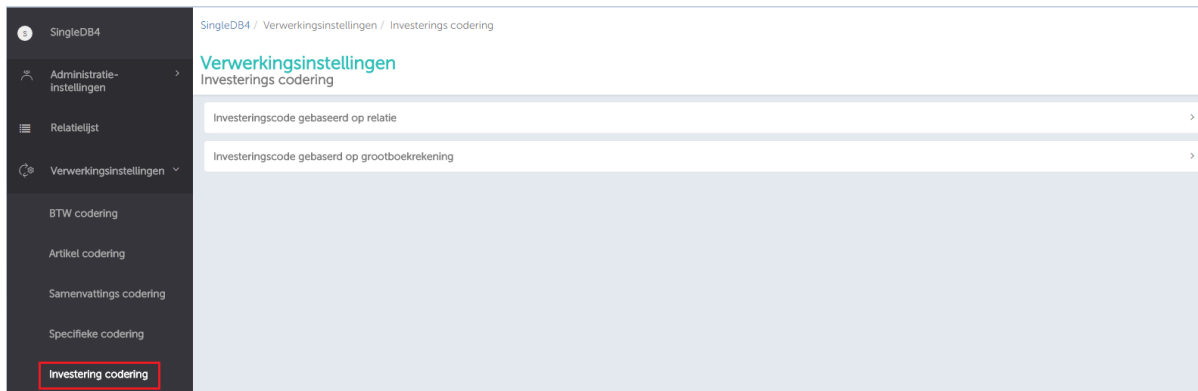
- During the normal course of business, most of the expenses are of routine nature. It's only few times that some items of large amount has been bought and that needs to be treated as an investment/asset – this feature facilitates such accounting treatment
- When certain items need to be booked as investments (book on a balance sheet code)
- When certain relations need to be booked as investments (book on a balance sheet code)

8.2 How it works?

- **Based on relations:** Certain relations marked here will be booked on the specified balans code as per amount mentioned in setting (i.e. more than € 450, **Always**)
- **Based on account codes:** Certain account codes marked here will be booked on the specified balans code as per amount mentioned in setting (i.e. more than € 450, **Always**)

8.3 Setting

You can go to the 'Processing Settings' from the left hand side options panel. Expanding the option Processing Settings, you will find the Investment Coding option there.



When invoices are processed, all the suggested Investment Codes must be for the balance sheet account codes.

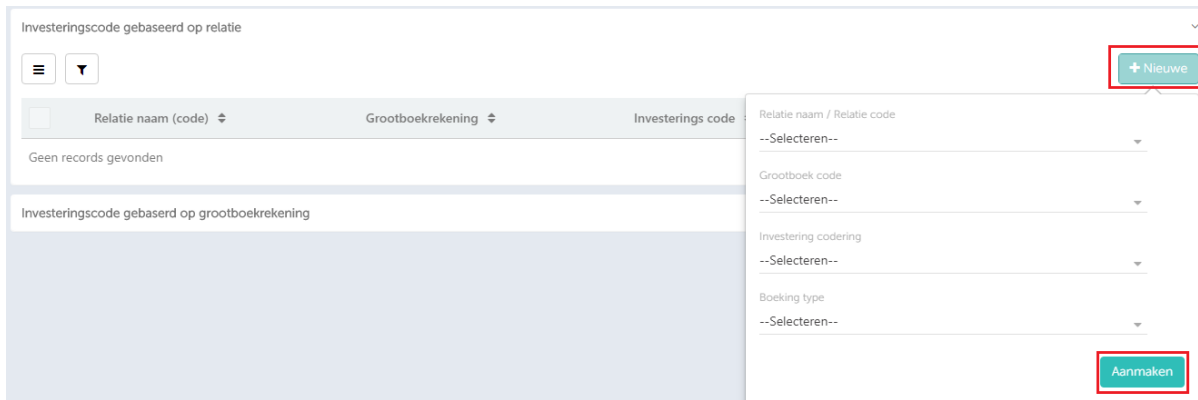
While making the desired changes in the settings option for Investment Code, you have two different approaches to follow.

- Investment code based on Contact
- Investment code based on Account Code

- Investment code based on Contact: -

To add new rule as above, you can use the button '+New' from the Investment code based on Contact section. As shown in the below screen, you will find more options while creating a new rule.

While adding a new rule, you can click on '+New', button and choose the Contact name and account code. For this combination of Contact name and Account code, you can choose the 'Investment code'.

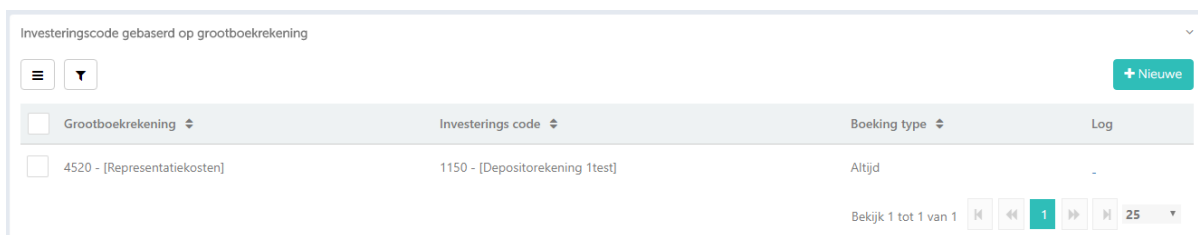


There is one more setting 'Booking Type'. This will give two options

- Always- To book always on the given Investment code
- >450- To book on given Investment code, only if the amount is >450.

➤ Investment code based on Account Code: -

In this section you can give the investment code which is based on the Account Code. This setting of rule is not contact specific, however this rule will be applied for any contact if the provided Account Code is encountered.



As shown in the above screen, for account code 4520 – [Representatiekosten] the Investment Code 1150 – [Depositorekening] is set. So for all the contacts with 4520 – [Representatiekosten] account code, it will be booked on 1150 – [Depositorekening]

There is one more setting 'Booking Type'. This will give two options

- Always- To book always on the given Investment code
- >450- To book on given Investment code, only if the amount is >450.

8.4 Things to keep in mind

- **Based on Account Code:** It will be unfair to use option ‘always’ as there will be no relevance of the selected account code. Bookings on selected account codes will always be booked as investments
- **Based on relation:** setting mentioned here will overrule the settings on sub menu ‘Relation’ but as per the selected criteria in column ‘Coding rule’.

9 Kostenplaats

9.1 When to use?

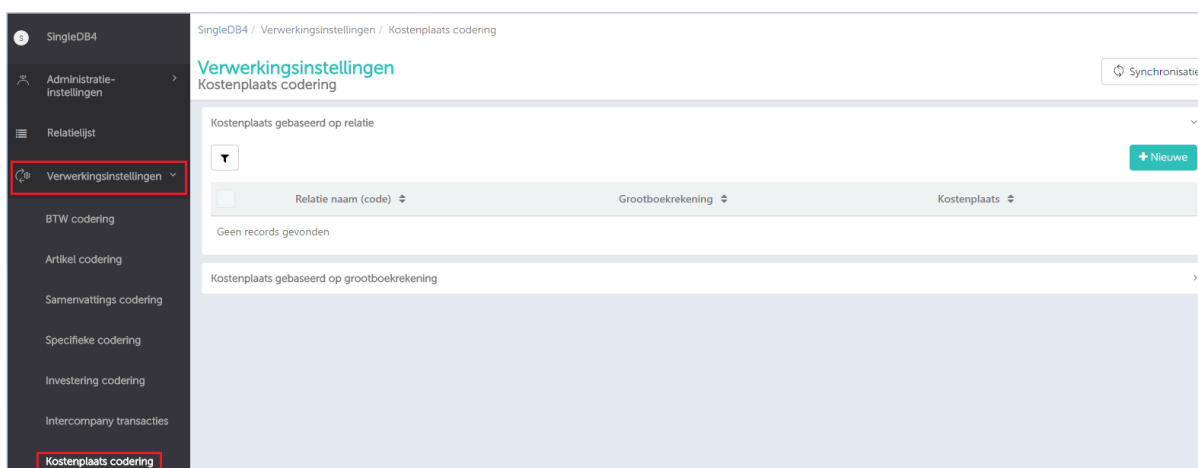
- Cost center wise break of expenses and incomes is desired by the organization and so that cost centers are created in their accounting application
- Invoices needs to be booked on a cost code along with the regular accounting treatment

9.2 How it works?

- Cost codes as entered in the system are added to each invoice (apart from other accounting information)
- Invoices are sent to the accounting application along with these cost codes.
- Cost codes need to add in accounting system and then can sync in SBQ.

9.3 Setting

To go to the Cost code settings, you can use the left hand side options panel, there you can find option ‘Processing Settings’. Expanding the processing settings option, you will find the Cost Code settings in it.

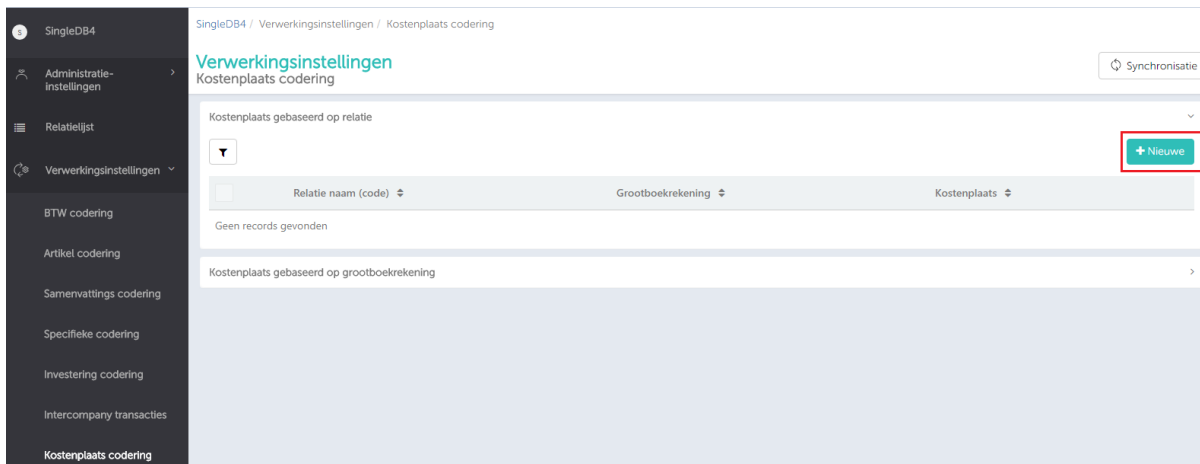


For easy reference, Cost Coding is categorized into two sections-

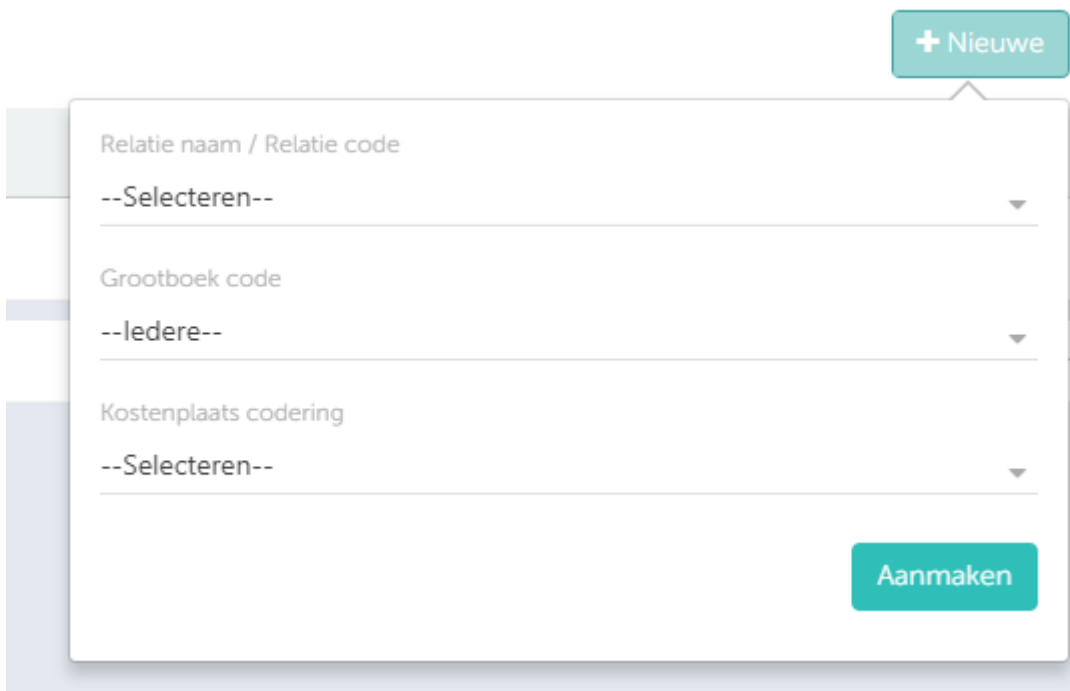
- Cost Code based on contact-
- Cost code based on account code-

➤ Cost Code based on contact-

This section allows you to set the cost codes for particular account codes, in any specific contact. In this section, the cost code given for any Account code will be limited for that contact only.



While adding a new rule, you can click on '+New', button and choose the Contact name and account code. For this combination of Contact name and Account code, you can choose the 'Cost Code'. On this cost code the amount will be booked.



Kostenplaats gebaseerd op relatie

Relatie naam (code)	Grootboekrekening	Kostenplaats
CRD to delete (1000)	1561-Suppletie	0001 - Test live cost code

Bekijk 1 tot 1 van 1

For Contact '1000- CRD to delete' if any of the account codes are coming then those will be processed on the Cost Code '0001', if the settings for account code is set as 'Any'. And if it is set as above for account code 1561 Suppletie, then cost code get applied if Relation + Account code both gets matched.

➤ Cost Code based on Account codes-

9.4 Things to keep in mind

- Codes added to section **'Cost code based on account code'** will be leading and they shall overrule codes added to section **'Cost code based on contact'**.
- Rule added to account codes will be held final in case there is conflict with rule for relations
 - E.g. cost code 0050 is added in section 'based on account code' for code '4430 – kantinekosten'.
 - Cost code 0040 is also added for relation XYZ which has coding rule 'Article coding' and is booked on many codes along with '4430 – kantinekosten'.
 - In this situation – cost code 0050 will be applied to all lines booked on code 4430 and rest of the lines will get cost code 0040
- Another example:
 - There is a setting that code 4500 should get cost code 60
 - Then you make another setting for relation SHELL that it should get cost code 65



- Here, if SHELL is set as Fixed code 4500, then which of above two settings for cost code should be used by system? 1st says 4500 = 60 and 2nd says 4500 = .65
- These are contradicting setting and in such case, system would give importance to **Account code** setting which is 4500= 60

10 Partner code

10.1 When to use?

- Mostly needed by farmers
- Purpose is to split certain expenses over all/some partners
- When certain expenses are needed to be borne by some/all partners who are involved in the business; such partner codes are assigned along with account codes

10.2 How it works?

- It is available only for **Account view** software.
- **Partner codes** are imported/synchronized from your accounting software into Smartbooqing (Go to tab '**Processing setting**', click on sub menu '**Partner code**', **click SYNC on top right side**)
- Make setting for using these codes (mentioned below)
- Invoices get such partner codes when they are processed
- These partner codes are sent to the accounting application along with rest of the accounting information as usual.

10.3 Setting

- **Partner code based on Contact or Account code:** select the account from the drop down in column account code or contact and mention the desired partner code in next column.

Verwerkingsinstellingen

Partner codering

Synchronisatie

Partner code gebaseerd op relatie			
Relatie naam (code)	Grootboekrekening	Partnercode	Log
<input type="checkbox"/> Autopart Twello (AUTO_PART)	Elke	45-45	Log
<input type="checkbox"/> Media Business (MEDIA_BUSI)	Elke	900-900	Log
<input type="checkbox"/> T.V. Krishna (2005)	Elke	455-455	Log
<input type="checkbox"/> Wegener Huis-Aan-huisMedia (230124C)	Elke	7800-7800	Log

Bekijk 1 tot 4 van 4

Partner code gebaseerd op grootboekrekening		
Grootboekrekening	Partnercode	Log
0895-Resultaat vorig boekjaar	789-789	Log ↻
1830 - TB GAK	900 - 900	Log ✖
1890-TB overige premies	700-700	Log

10.4 Things to keep in mind

- Codes added to section '**Partner code based on Account code**' will be leading and they shall overrule codes added to section '**Partner code based on Contact**'.
- For example,"
 - There is a setting that code 4500 should get partner code 50.
 - Then you make another setting for relation KPN that it should get partner code 55
 - Here, if KPN is set as Fixed code 4500, then which of above two settings for partner code should be used by system? 1st says 4500 = 50 and 2nd says 4500 = 55.
 - These are contradicting setting and in such case, system would give importance to **Account code** setting which is 4500= 50

11 Project code

11.1 When to use?

- Purpose is to split certain expenses over all/some projects
- When certain expenses are needed to be allocated to some/all projects of the business, such project codes are assigned along with account codes

11.2 How it works?

- Project codes are imported/synchronized from your accounting software into Smartbooqing (Go to tab **'Processing setting'**, click on sub menu **'Project code'**, click **SYNC on top right side**)
- Make setting for using these codes (mentioned below)
- Invoices get such project codes when they are processed
- These project codes are sent to the accounting application along with rest of the accounting information as usual.

11.3 Setting

- **Project code based on Contact or Account code:** select the account from the drop down in column account code or contact and mention the desired project code in next column.

/ Verwerkingsinstellingen / Project codering

Verwerkingsinstellingen Project codering

Synchronisatie

Project code gebaseerd op relatie

Synchroniseer met je boekhoudpakket en krijg je project code.

Project code gebaseerd op grootboekrekening

Synchroniseer met je boekhoudpakket en krijg je project code.

11.4 Things to keep in mind

- Codes added to section **'Project code based on Account code'** will be leading and they shall overrule codes added to section **'Project code based on Contact'**
- Please see examples mentioned in [section 10.1.4](#)

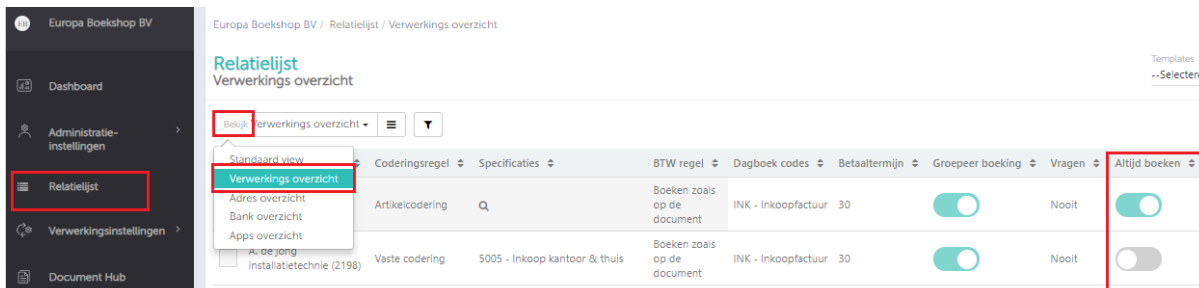
12 Book always

12.1 What this (book always) means?

- General purpose accounting requires that only the invoices are to be accounted for.
- Hence, documents like overview, reminder, specificities, etc. which are indirectly repeated or consolidated copy of invoices; are not to be accounted for.
- These docs are generally treated as ‘non-bookables’.
- BUT, in case for any known reason, you need these docs to be considered for accounting then this feature can do that.

12.2 How can I set invoices to be booked always?

- Go to
 - 1) Contact List
 - 2) Processing View
 - 3) check column “Book always”
 - 4) Make ON / OFF



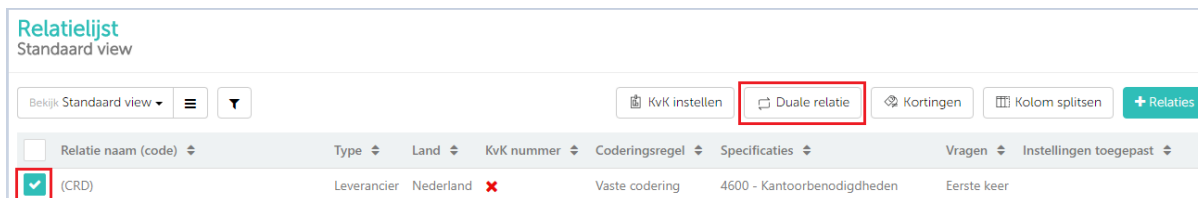
- By activating this setting, non – bookable documents falling under this contact will get booked.

12.3 Limitations

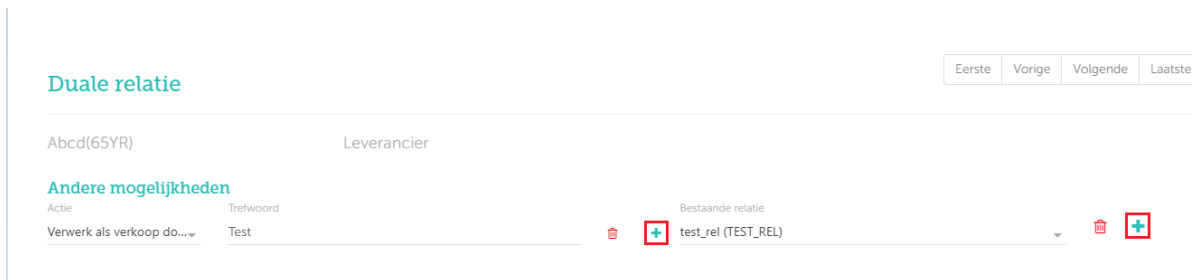
1. This setting will applicable for contacts, so from invoice details contact must be identified.
For limited vendor details, or bad scans, system unable to find out relation, and so can't apply this setting.
2. For any reason, if contact could not be identified by the system; then this setting will also won't get applied.
3. For duplicate invoices setting will not get applied
4. For Overview, reminders – documents get booked but verification may need for date, amounts as it might have multiple data on invoice

13 Dual Contact Settings

Smartbooqing provides an additional setting for the contacts where it can change the type by keeping the same details of that contact as it is. In order to go to this setting you can go to the Contact list >> Select any of the checkbox in front of contact>>Dual contact.



With this setting you can setup the keywords, which if received on the invoice then they should be booked as how and on which relation (you can select from dropdown), as shown in the below screen-



If you would like to add some more keywords you can click on + icon and add the keywords and contact. For the set of keywords you can select the contact from dropdown.

14 Column splitting (extra lines per article)

14.1 What do we mean by column splitting and why it is required?

- SBQ does line processing by reading the article table on invoices. This is the table like part on invoice where all the article sold by the supplier are listed along with its details like quantity, price per article, vat, amount without vat, amount after vat etc.
- From this article table, SBQ reads only those values / columns which are required for processing. They are
 - Article description (this is the keyword for coding the lines)
 - Vat code / vat amount
 - Amount without vat/amount after vat
- Above is what, most of the invoices need for recording these invoices on line level, in the books of accounts.
- But, our ongoing assessment of advanced document processing revealed that some invoices are made more elaborate to provide break up of additional associated costs/deductions and these amounts are quite important for recording these booking lines.
- Hence, we decided to expand our column reading to following values
 - More than one vat % (vat 0, vat 6, vat 21)
 - Discounts (for both type of discounts – normal trade discounts and payment discounts)
 - Packaging costs (Emballage)
 - Commissions (provisie)
- In short, for eligible invoices, SBQ will read additional columns as mentioned above and accounting conditions for booking these values will be available on contact list.

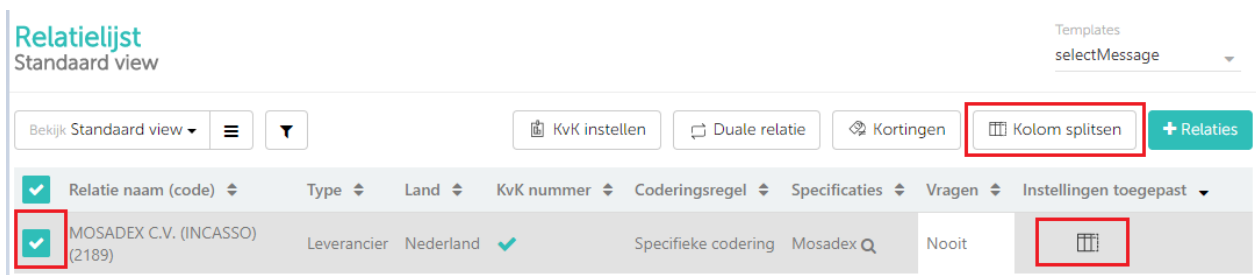
14.2 Are all invoices/contacts available for 'column splitting'?

- Answer to above is 'no'.
- Why?
 - In the back end, SBQ studies the invoices and activates the particular company for column reading provided those columns can be extracted by our OCR technology.
 - Pre-requisites for OCR of columns
 - All columns must be consistent and vertical (see example in para 13.1.5)
 - It's only a single table of article lines and not more than one table or not a table within the table. (See example in para 13.1.5)
- Column splitting makes sense only if our OCR can read it and that's why activation of such invoices is controlled by our back end.
- In case there are invoices/contacts which needs to be activated for column splitting, please send those samples invoices by mail to Support@smartbooqing.com

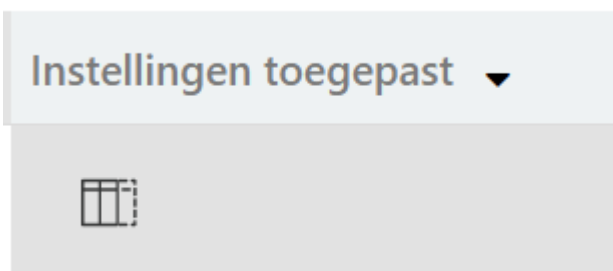
14.3 How to set up column splitting?

- Go to Contact list → Select the contact → Click on button “**Column Splitting**”.
- Symbol is shown for activated column setting in last column Settings applied .
- Set up the following
 - First three columns are non-editable. They are set up in the back end.
 - Set up the account code where value in respective column should be booked
 - Booking approach:
 - Book as it is: positive amounts will be booked positive and negative as negative
 - Reverse sign: positive amounts will be booked negative and negative as positive. Should be used when you need to subtract discounts from the invoice amounts.
 - Review Comment: choose if these lines are to be shown on Review page.

Pic 1: Contacts where you see ‘column splitting’ ON



Zoomed picture of last column from above picture



Pic 2: screen of settings

Kolom splitsen

MOSADEX C.V. (INCASSO)(2189)

Leverancier

Eerste Vorige Volgende Laatste

Optie ingeschakeld	Kolom splitsen	Omschrijving	Grootboekrekening	Boekingswijze	Review opmerking	Log
<input type="checkbox"/>	Discount				<input type="checkbox"/>	-
<input type="checkbox"/>	Emballage				<input type="checkbox"/>	-
<input type="checkbox"/>	Commissie				<input type="checkbox"/>	-
<input checked="" type="checkbox"/>	BTW 0%	btw geen			<input type="checkbox"/>	Log
<input checked="" type="checkbox"/>	BTW 6%	btw laag			<input type="checkbox"/>	Log
<input checked="" type="checkbox"/>	BTW 21%	btw hoog			<input type="checkbox"/>	Log

14.4 How will booking lines get created?

- Each value of each column that is set up, will be created as separate booking line e.g. each line on invoice table has an amount, vat 6%/ 9%, vat 21%, discount, packaging, then 4 different booking lines will be created (one each for each vat%, one for packaging and one for discount).
- While exporting to accounting system, these lines will be exported in grouped manner depending on contact's setting for 'grouping'.

14.5 Examples of invoice formats that are eligible for column splitting

OK

Factuur type	Totaal incl BTW	BTW Laag	BTW Hoog	BTW Totaal	Betalingskorting
Goederen	9.183,10	517,47	7,15	524,62	173,25
Goederen	7.582,04	428,74	1,34	430,08	143,12
Goederen	6.425,43	363,71	0,00	363,71	121,27
Goederen	7.353,10	414,44	5,43	419,87	138,66
Korting	-36.209,96	-2.040,14	-29,06	-2.069,20	-682,82
Goederen	9.797,91	544,62	30,63	575,25	184,51
Goederen	5.353,95	303,06	0,00	303,06	101,04
Goederen	12.384,13	694,45	20,06	714,51	233,44
Goederen	216,86	12,27	0,00	12,27	4,10
Goederen	10.808,46	608,59	9,81	618,40	203,79
Goederen	6.467,74	365,08	3,18	368,26	122,00

OK

Omschrijving	Brutoprijs	Korting	Accijns	Nettobedrag	BTW	Emballage
verdatum 14.03.2014 Afleverbonnr.: 2003086486		Uw order:				
AFFLIGEM Dubbel 24x30cl	21,68	2,00-	3,42	19,68	1	3,90
PALM Fust 20L	57,50	7,50-	7,59	100,00	1	60,00
AFFLIGEM Triple 24x30cl	25,52	2,00-	3,42	23,52	1	3,90
RIVELLA 28x20cl	19,42	3,50-	0,43	15,92	2	5,00
COCA-COLA 24x20cl	12,41	3,25-	0,36	91,60	2	50,00
COCA-COLA Light 24x20cl	12,41	3,25-	0,36	45,80	2	25,00
SPRITE 24x20cl	12,41	3,25-	0,36	9,16	2	5,00
FANTA Orange 24x20cl	12,41	3,25-	0,36	9,16	2	5,00
FANTA Cassis 24x20cl	16,15	3,25-	0,36	12,90	2	5,00
SCHWEPES Bitter Lemon 24x20cl	14,74	3,25-	0,37	22,98	2	10,00

Not OK

Totaal				
Komkommer				594,00
Verpakkingen:				
	Statiegeld	Huur	Prijs	
EPS M blauwe starre bak	115,80	9,00		124,80
EPS poolpallet	13,61	1,65		15,26
Subtotaal Verpakkingen				140,06
		%	grondslag	
Administratiekosten (H)		-0,50	594,00	-2,97
Debiteurenvoorziening		-0,15	734,06	-1,10
Eigen bijdrage (L)		-0,15	594,00	-0,89
Subtotaal				729,10
		%	grondslag	
BTW Vrijgesteld		0,00	128,31	0,00
BTW Laag		6,00	593,11	35,59
BTW Hoog		21,00	7,68	1,61
Totaal te ontvangen				766,30

14.6 Limitations

- Only for contacts with processing rules 'article coding' and 'specific coding'
- Is available only if the company is activated in the back end
- Only following extra columns covered at the moment
 - More than one vat % (vat 0, vat 6, vat 21)
 - Discounts (for both type of discounts – normal trade discounts and payment discounts)
 - Packaging costs (Emballage)
 - Commissions (provisie)
- Not all invoices, which need to read multiple columns, can be activated.

15 Discount and other lines (extra lines per invoice)

15.1 When this function shall be used?

- **Background:**
 - SBQ reads basic amounts from the invoice's totals i.e. amount before vat, vat amount and amount after vat.
 - Sometimes, there are additional charges or deductions that also need to be accounted for.
 - They will go unaccounted, if SBQ doesn't read them. That's why this feature is presented to define such additional charges or deductions which can be applied against invoices of particular contacts.
- When certain deduction or additions are to be made for invoices of certain contact then this setting is useful.
- Following can be set up using this function
 - Discounts (as a fixed amount or as %)
 - Payment discounts (as a fixed amount or as %)
 - Any fixed addition / deduction
 - Amount differences (Discrepancy amount)
 - Total amount of articles on invoice do not match with amount including vat.
 - Mathematical inaccuracy the invoice e.g. addition of amount excluding vat and vat amount is not equal to amount including vat.
- At the end of normal booking lines of the invoice; system will add extra booking line for the selected criteria under this setting.
- Note: this function is available for all contacts with any processing rule.

15.2 How to use?

- Go to **Contact list** → select contact → click on button Discount. (pic. 1 below)
- Symbol is shown for activated discount setting in column Settings applied.
- Set up the following

15.3 Discrepancy amount

- When to use is mentioned in para above.
- Set up the account code where this discrepancy amount must be booked.

15.4 Fixed amount

- Choose the amount (not %)
- Apply rule on invoices - whether to apply this for all invoices / only for invoices with positive amounts / only invoices with negative amounts
- Booking approach:
 - Reduce: Selected amount will get deducted from invoice total (Incl. vat) amount
 - Increase: Selected amount will get added in invoice total (Incl. vat) amount
- On Review comment: choose if these lines are to be shown on Review page.

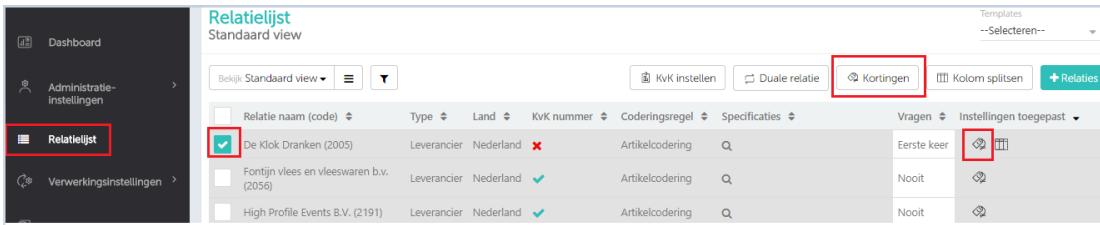
15.5 Percentage:

- Everything is same as above except an additional condition mentioned below
- choose the % (not amount)
- Apply setting on: based in the selection, system will apply the selected amount / % on the 'amount including vat' or the 'amount excluding vat'.
- E.g. 5% discount is to be applied

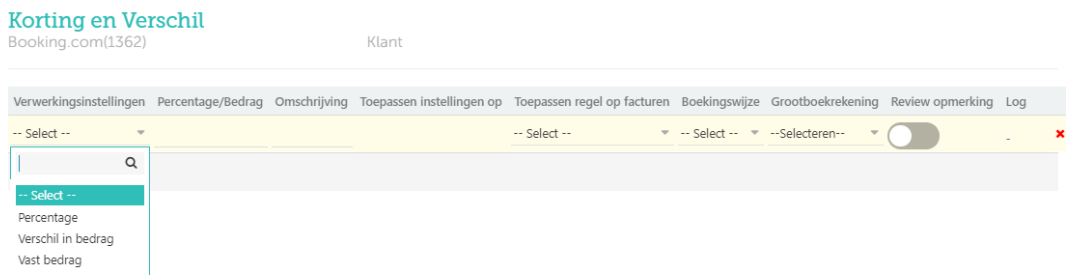
<u>Apply on 'incl. vat amount'</u>	<u>Apply on 'excl. vat amount'</u>
Excl. vat 100	Excl. vat 100

Vat	<u>21</u>	Vat	<u>21</u>
Incl. vat	121	Incl. vat	121
Discount	6.05 (5% on 121)	Discount	5.00 (5% on 100)

Pic 1 (contact list where this setting is present)



Pic 2 (parameters that can be set up)



15.6 Limitations

- Actual discount mentioned on the invoice is not taken by system. Only calculated value as per % mentioned in the setting is applied.
- Only % can be entered for 'percentage'. No amounts.
- Only amounts can be entered for 'fixed amount' setting. No %.
- No vat is applied on any of these three extra lines.
- For finding 'discrepancy', system checks total amount of articles line only with amount including vat. Not with amount excluding vat, which can be the case on some occasions.

16 Inter-company transactions

16.1 When to be used

- Company A gets an invoice but full/ part of the cost belongs to Company B , which might be somewhere related to Company A (subsidiary / holding)
- In short, an invoice received by company A must be partly charged to company B; then it is settled via courant accounts maintained by both the companies and such bookings must be posted in both the company's administrations. Company A will have as receivable from company B and company B will have payable to company A.

16.2 How this works?

- Company A gets the invoice
- It decides the amount to be borne by company B
- Posts the accounting entry in own books and charges the decided amount on courant account of B and rest amount is booked to its own costs.
- In turn company B also has to post the entry in their books for the share of amount to be paid to company A.

16.3 How this works in SBQ

- Based on the setting; SBQ automatically decides whether the particular invoice must be partly / completely charged to one/more administrations.
- And then such single invoice/some lines are added into multiple administrations that are connected for RC bookings.

16.4 SBQ Setting

[Select admin → Processing settings → Intercompany transactions]

- SBQ must know which invoice to be split into multiple admin, for which it has 3 methods
 - Keywords
 - Indicate the KWs present only on 1st half and only on 1st page of the document).
 - Has two options: to book full invoice (KW in header) and to book only few lines (KW in lines)
 - Relation (in case full relation must be booked in another admin)
 - Account code (in case bookings on certain account codes must be transferred to another admins)

Intercompany transacties op relatie

+ Nieuwe

Relatie naam (code) Intercompany administraties Grootboekrekening Review opmerking Log

Geen records gevonden

Intercompany transacties op keyword

Relatie Keyword in Keyword Intercompany administraties Grootboekrekening Review opmerking Log

toggle_button (0002) Header 7888 - amsterdam 0040 - vervoermiddelen Log

Bekijk 1 tot 1 van 1

allMessage
Header
Line

Intercompany transacties op

+ Nieuwe

Relatie Grootboekrekening Intercompany administraties Grootboekrekening Review opmerking Log

Geen records gevonden


Activate Windows
Go to Settings to activate Windows

16.5 Limitations

- ❖ Currently available only for administrations working with Twin field
- ❖ Keyword must be present in specified area
 - Header KW: only on 1st half of 1st page
 - Line KW: only within article lines that are read by SBQ
- ❖ Relation which needs to be booked in target admin; must be present in both the admins i.e. source admin and target admin.


16.6 Some examples

No Problem – header KW on 1st half of 1st page. Full invoice will be booked on RC



Postbus 666, 3000 AR Rotterdam

Eron Holding B.V.
Picassopassage 78
7811 DP EMMEN



Termijnspecificatie MKB

Services
Eneco Services B.V.
Postbus 666
3000 AR Rotterdam

Telefoon 0800-1555 (gratis)
Storingen E & G: 0800-9009 (gratis)
www.eneco.nl/mkb

Pagina : 1 van 1

Klantnummer: 27103320-2
Notanummer : 455789103
Notadatum : 31 juli 2012
Vervaldatum : 14 augustus 2012
Periode : augustus 2012

Eneco Services B.V. factureert en int namens de op deze nota genoemde partijen.

Locatie: Julianastraat 68 7701 GN DEDEMSVAART

EAN code Elektriciteit : 87169406007358901
EAN code Gas : 871691203000735923

Eneco Retail B.V.				
Elektriciteit	€	127,56	19 % BTW	
Gas	€	169,56		€ 56,45
Energiebelasting op levering	€	189,71	19 % BTW	
				€ 36,04
Afronding	€	0,57	19 % BTW	
				€ 0,11
Uw termijnbedrag excl. BTW	€	487,40		
BTW 19% over € 487,40	€	92,60		
Termijnbedrag incl. € 92,60 BTW	€	580,00		

De kosten voor betaling via acceptgiro worden per 1 juli verhoogd naar € 1,65 (ex Btw). Wilt u betalingskosten besparen? Kies dan voor automatische

Problem – header KW outside 1st half of 1st page.

LOODGIETERSBEDRIJF

BalIt BV

DUURZAAM • INSTALLATIE • VERWARMING • SANITAIR

Esron Holding bv
Julianastraat 102
7701 GP DEDEMSVAART

Wisseling 1
7701 GS Dedemsvaa

Postbus 10
7700 AC Dedemsvaa

T (0523) 65 40 4
F (0523) 65 40 4

E info@balt-d.
W www.baltbv.

Rabobank 31.29.24.41

Factuurdatum 03-07-2012
Factuurnummer 121804
Debiteur: 4497

Uw BTW-nummer

Betreft: Onderhoud CV ketel **Factuur**

Aantal Edh	Omschrijving	Prijs/ehd	Korting	Bedrag
1,00 st	Gebruik Compressor/stofzuiger/Teslo	7,05		7,05

Werkbonnummer: 121732
Werkadres: Julianastraat 68
7701 GN DEDEMSVAART
Datum uitvoeren: 11-06-2012

No problem: KW on 1st half of 1st page

Jja Zwaagstra
Julianastraat 68
7701 GN Dedemsvaart

<1363072781727=3COV058=3/3=SND



gemeente- en
waterschapsbelastingen

Postbus 1098
8001 BB Zwolle
www.gblt.nl

170/2

GBLT legt deze aanslag op voor
waterschap Vechtstromen

Definitieve aanslag bedrijven

Aanslagnummer	Jaar	BSN / RSIN	Subjectnummer	Dagtekening	Vervaldatum
38824965	2014	-	10419538	28-2-2014	30-4-2014

Soort belasting	Betreft	Tijdvak	Heffingsmaatstaf	Tarief	Bedrag in euro's
Definitieve aanslag zuiveringsheffing bedrijven	Julianastraat 68 Dedemsvaart	1-1 t/m 31-12	3 ve	€ 49,25	147,75

Totaalbedrag van de aanslag
€ 147,75

Problem

KW not present in article lines (lines without amounts are not recognized as articles)

Neither it is present on 1st page of invoice

Example below- not correct: the invoice below must be booked full on RC, but the resoective KW is on 2nd page

Omschrijving: VERBODEN
 Factuurnummer: 1294946
 Factuurdatum: 20 juni 2013



Blad 2/3

In rekening gebrachte voorschotten

Totaal in rekening gebracht van 1-6-2012 t/m 31-5-2013 : 528,00 (waarvan 89,24 BTW)

juni	juli	augustus	september	oktober	november	december	januari	februari	maart	april	mei
44,00	44,00	44,00	44,00	44,00	44,00	44,00	44,00	44,00	44,00	44,00	44,00

Specificatie: Jaarafrekening 1 juni 2012 - 1 juni 2013

Bedrijf	Omschrijving	Beginstand	Eindstand	Van	Tot	Verbruik of aantal	Prijs per eenheid	Bedrag	BTW tarief
Gas									
Eancode: 871691203000735923, Julianastraat 68, 7701GN DEDEMSVAART									
	Verbruik gas m3	191.414	197.620	1-6-2012	1-6-2013	6.206			
	Calorisch gecorrigeerd verbruik 6.206 x correctiefactor 0,99951					6.203			
14	Gas transport vastrecht			1-6-2012	1-10-2012	120	0,05000	6,00	19%
14	Gas transport vastrecht			1-10-2012	1-6-2013	240	0,05000	12,00	21%
14	Gas transport capaciteitskosten			1-6-2012	1-10-2012	120	0,88278	105,93	19%
14	Gas transport capaciteitskosten			1-10-2012	1-1-2013	90	0,88278	79,45	21%
14	Gas transport capaciteitskosten			1-1-2013	1-6-2013	150	0,99306	148,96	21%
14	Aansluitbijdrage kleinverbruik netbeheer			1-6-2012	1-10-2012	120	0,14025	16,83	19%
14	Aansluitbijdrage kleinverbruik netbeheer			1-10-2012	1-1-2013	90	0,14025	12,62	21%
14	Aansluitbijdrage kleinverbruik netbeheer			1-1-2013	1-6-2013	150	0,11792	17,69	21%
						Netwerkkosten Gas		399,48	
14	Gas meterkosten			1-6-2012	1-10-2012	120	0,13667	16,40	19%
14	Gas meterkosten			1-10-2012	1-1-2013	90	0,13667	12,30	21%
14	Gas meterkosten			1-1-2013	1-6-2013	150	0,13975	20,96	21%
						Verhuur Gas		49,66	
						Totaal Gas 871691203000735923		449,14	

Verklaring bedrijfsnummers

14 = N.V. RENDO
 1062 = RENDO Beheer B.V.

16.7 Settings required in Twin field

Setting in base administration

[Algemeen =>Administratie=>Instellingen=>Rek.-Courant]

Administratie-instellingen

S4
SingleDB4

Algemeen NAW **Systemrekeningen** Kredietbeheer Belasting **Rek.-courant** Regionaal

Rekening-courant activeren verzenden ontvangen

Regel 1 van 7. (max. 1 regels)

Verzenden **Ontvangen**

Niveau 1	Niveau 2	Niveau 3	Niveau 4	Administraties
<input type="text" value="1135"/> <input type="text" value="FrieslandCampina H.E"/> <input type="text" value="Omschrijving"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="KWT1"/>

Opslaan ==> Regel

Setting in target administration

[Algemeen =>Administratie=>Instellingen=>Rek.-Courant]

Administratie-instellingen

102030
KW_test1

Algemeen NAW Systemrekeningen Kredietbeheer Belasting **Rek.-courant** Regionaal

Rekening-courant activeren verzenden ontvangen

Regel 1 van 1. (max. 1 regels)

Verzenden **Ontvangen**

Niveau 1	Niveau 2	Niveau 3	Niveau 4	Dagboek	Administraties
<input type="text" value="1140"/> <input type="text" value="Sparrekening 1"/> <input type="text" value="Omschrijving"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="RC"/> <input type="text" value="Rekening Courant"/>	<input type="text" value="SingleDB4"/>

Opslaan ==> Regel

16.8 What you will see in Twin field

Booking in base administration [Boekhouding=>Overzichten=>Boekingsregels=>Crediteuren =>Factuurnr.]



Invoer - Inkoopfactuurr [201500005]

Factuurdatum	Periode	Crediteur	Valuta	Bedrag (incl. btw)	Factuurnummer	Vervaldatum	Gebruiker
01/01/2015	2015/01	KISE	Euro	3065.45	0/0(002)0007/012657	31/01/2015	SUPER
		KI SERVICE TWENTE	Niet in betaalronde <input type="checkbox"/>		KI SERVICE TWENTE 2)0007/012657 010'		
6a24f3d2-3180-46e9-94a0-45ce5f7. link							
Doel	Grootboekrek.	Kostenplaats	Project/activum	Bedrag (excl. btw)	Btw		
102030	1633			109.95	Geen btw	%	<input type="checkbox"/>
	Blanco				Blanco KISE 0/0(002)0007/012657		
Huidig	5502			2955.50	Geen btw	%	<input type="checkbox"/>
	Fokkerijkosten rundvee				Fokkerijkosten rundv KISE 0/0(002)0007/0		
				Btw	Bedrag		
				Totaal Btw	0.00		
				Restant	0.00		

Sluiten

Booking in target administration

[Boekhouding=>Overzichten=>Boekingsregels=>Invoerverslag=>Openen=>Volgende]



Invoer - Rekening Courant [201500002]

Doel	Grootboekrek.	Rel./kpl.	Project/activum	Bedrag	d/c	Factuurnummer
Huidig	1140			109.95	credit	
	Spaarrekening 1				Omschrijving	
Huidig	1633			109.95	debet	
	Blanco				Omschrijving	Blanco KISE 0/0(002)0007/012657
		Mutaties debet	Mutaties credit	Verschil		
		109.95	109.95	0.00		

Sluiten