

Add New Administration



Versie: 1.0

Powered by Smartbooqing.





Step 1 - If the details are missing, fill out the **Admin Info** section for the newly imported admin.

Test SBQ b / Bluzor Pvt Ltd_PEPPOL2 / Administration Info

Administration Info

Administration name *
Bluzor Pvt Ltd_PEPPOL2

Admin code *
2400002

Search company number
Test/Demo

Sector
Growing of cereals (except rice), leguminous crops ar

VAT number
[redacted]

IBAN
[redacted]

Country *
Nederland

City
Hengelo

Zip code
[redacted]

Step 2 - On the **VAT Coding** page, make the appropriate VAT mapping. Template mapping should be checked if it is a follower admin.

Test SBQ b / Bluzor Pvt Ltd_PEPPOL2 / VAT coding

Processing settings VAT coding

Templates --Select-- Sync vat codes

Basic VAT mapping

VAT	VAT code	Apply VAT%	Log
NL-NL-Sales-0.00%	No VAT		
NL-NL-Sales-6.00%	No VAT		
NL-NL-Sales-9.00%	3 - [9.00] - [Te VORDEREN BTW 6%]	9.00	Log
NL-NL-Sales-21.00%	50 - [21.00] - [Te betalen BTW test 21%]	21.00	Log
NL-NL-Purchase-0.00%	No VAT		
NL-NL-Purchase-6.00%	No VAT		
NL-NL-Purchase-9.00%	4 - [9.00] - [Te betalen BTW 12%]	9.00	Log
NL-NL-Purchase-21.00%	INK_21 - [21.00] - [21 % P]	21.00	Log
NL-EU-Sales-Any%	No VAT		
NL-EU-Purchase-Any%	10 - [9.00] - [VAT 0%]	9.00	Log
NL-Non-EU-Sales-Any%	No VAT		
NL-Non-EU-Purchase-Any%	No VAT		
NL-NL-Sales Transferred-Any%	0 - [0.00] - [BTW 0%]	0.00	Log
NL-NL-Purchase Transferred-Any%	21 - [21.00] - [P_VAT 21]	21.00	Log
NL-EU-Sales Transferred-Any%	No VAT		
NL-EU-Purchase Transferred-Any%	No VAT		
NL-NonEU-Sales Transferred-Any%	No VAT		
NL-NonEU-Purchase Transferred-Any%	No VAT		

Step 3 - Check the suspense code for the admin

Test SBQ b / Bluzor Pvt Ltd_PEPPOL2 / General Settings

Administration settings General Settings

Suspense account code
Which account code to be used as suspense account?*

2200 - Vraagpost

(when we do not find any appropriate account code, we need it to record)

VAT and tax settings

Closing period



Step 4 - Set/check the header and line **Description** settings.

Document header and line description

Document header description ▼

Default Custom Max. length limit:- 60

<input type="checkbox"/> Document header fields	Length	Start from
<input checked="" type="checkbox"/> Contact name	29	▼ Left ▼
<input checked="" type="checkbox"/> Doc number	30	▼ Left ▼
<input type="checkbox"/> Contact number	1	▼ Left ▼
<input type="checkbox"/> Doc date	1	▼ Left ▼

Document line description ▼

Default Custom Max. length limit:- 60

For Fixed Coding and VAT Coding rules, if line description is empty then it will be generated as per Grouping ON settings. Any added description will be exported as it is.

For non grouping			For grouping		
<input type="checkbox"/> Document line fields	Length	Start from	<input type="checkbox"/> Document line fields	Length	Start from
<input checked="" type="checkbox"/> Doc number	29	▼ Left ▼	<input checked="" type="checkbox"/> Doc number	27	▼ Left ▼
<input checked="" type="checkbox"/> Contact name	30	▼ Left ▼	<input checked="" type="checkbox"/> Contact name	29	▼ Left ▼
<input type="checkbox"/> Contact number	1	▼ Left ▼	<input type="checkbox"/> Contact number	1	▼ Left ▼
<input type="checkbox"/> Doc date	1	▼ Left ▼	<input type="checkbox"/> Doc date	1	▼ Left ▼
<input type="checkbox"/> Account code	1	▼ Left ▼	<input type="checkbox"/> Account code	1	▼ Left ▼
<input type="checkbox"/> Account name	1	▼ Left ▼	<input type="checkbox"/> Account name	1	▼ Left ▼

Step 5 - Ensure **Payment Terms (and other details)** are set correctly for the admin.



Should Smartbooqing process your incoming documents? (Suppliers) ▼

Process creditor's Yes
Control code 1600-Crediteuren
Daybook code INK-Inkoopfactuurr-tester
Book new contact Yes
Set default payment term 30
Create new contact
Next relation code A684

Configure

Should Smartbooqing process your outgoing documents? (Customers) ▼

Process debtor's Yes
Control code 1300-Debiteuren
Daybook code VRK-Verkoopfactuurr-tester
Book new contact Yes
Set default payment term 60
Create new contact
Next relation code 115

Configure

Step 6- Quickly glance over the relation list menu and its configurations.

Test_SBO_b / Bluzor Pvt Ltd_PEPPOL2 / Contact list / Basic view

Templates --Select-- Sync contacts

views Basic view ☰ ▼

Set company number Dual contact Discounts Bulk edit Column splitting

Incomplete Sales + Contact

<input type="checkbox"/>	Contact name (code) ↕	Type ↕	Country ↕	Company number ↕	Sector ↕	Fixed coding	VAT coding	Item coding	Summary Coding	Specific coding	Specification ↕	Trust factor(%)
<input type="checkbox"/>		Supplier	Nederland	51445727		●	○	○	○	○	4300 - Reclame en marketing	100
<input type="checkbox"/>		Supplier	België			○	○	○	○	●	Template Profile 1 From Template - 7/5/2020 6:52:48 AM 5 imported Q	5
<input type="checkbox"/>		Supplier	Nederland	77650727		●	○	○	○	○	1000 - Kas	5
<input type="checkbox"/>		Supplier	Nederland			●	○	○	○	○	0001 - DEB delete	5
<input type="checkbox"/>		Supplier	Nederland	34184250	Activities of holdi...	●	○	○	○	○	1000 - Kas	5
<input type="checkbox"/>		Supplier	Nederland	28092355	Activities of colle...	●	○	○	○	○	1000 - Kas	5
<input type="checkbox"/>		Supplier	Nederland	17093426	Wholesale of bev...	●	○	○	○	○	1000 - Kas	5

Step 7 - Verify that the **Synchronisation** is functioning correctly for the admin.



Send invoices on: 13122023@smartbooqing.com

Sync



BP

Bluzor Pvt Ltd_PEPPOL2

d by
rtin
rtin
rtin
rtin
rtin
rtin
kast
rtin
rtin

Field	Last synced	Sync duration	Sync all
Daybook code	16 Hours ago	1 Minute	Sync now
Account code	16 Hours ago	1 Minute	Sync now
Vat code	16 Hours ago	1 Minute	Sync now
Admin period	16 Hours ago	1 Minute	Sync now
Control code	16 Hours ago	1 Minute	Sync now
Payment type	16 Hours ago	52 Seconds	Sync now
Contact	16 Hours ago	1 Minute	Sync now