

TERNPOINT



USER GUIDE

TPS Advanced Direct Posting

TERNPOINT.SOLUTIONS



TPS Advanced Direct Posting

TPS Advanced Direct Posting is a Microsoft Dynamics 365 Business Central app that allows the restriction of sales, service, purchasing, and journal postings to a G/L Account when direct posting is enabled. Begin the setup process upon downloading.

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Setup

ASSISTED SETUP

1. Search for Assisted Setup and open the page.
2. Complete the wizard registration under Advanced Direct Posting to start using the app.

Dynamics 365 Business Central				
CRONUS USA, Inc. Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ ≡				
Assisted Setup: All ▾ 🔍 Search Actions ▾				
⌵ Title	Completed	Learn more	Translated Name	
⌵ Set up your company	☐	—	—	
Set up sales tax	☑	Read	Set up sales tax	
Set up exchange rates service	☐	Read	Set up exchange rates service	
Enter company details	☐	Read	Enter company details	
Set up DIOT	☐	—	—	
Set up reporting data for your own reports	☐	—	—	
Fetch users from Microsoft 365	☑	—	Fetch users from Microsoft 365	
⌵ Install extensions to add features and integrations	☐	—	—	
→ Set up Advanced Direct Posting	☐	Read	Set up Advanced Direct Posting	
⌵ Get ready for the first invoice	☐	—	—	
Set up outgoing email	☑	Read	Set up outgoing email	
Customize document layouts	☐	Read	Customize document layouts	
⌵ Report on financial health	☐	—	—	
Process Consolidations	☐	—	Process Consolidations	
⌵ Get ready for business	☐	—	—	
Connect to a payment service	☐	Read	Connect to a payment service	
Migrate business data	☐	Read	Migrate business data	
Set up AMC Banking 365 Fundamentals extension	☐	Read	Set up AMC Banking 365 Fundamentals extension	
Set up Cloud Migration	☐	Read	Set up Cloud Migration	
Set up a bank statement file import format	☐	—	Set up a bank statement file import format	
Invite your external accountant to the company	☐	Read	Invite your external accountant to the company	
Connect with other systems	☐	—	—	



CHART OF ACCOUNTS

1. Search for Chart of Accounts and open the page.
2. Navigate to the G/L Account where you would like to set up posting restrictions. Open the card.
3. There are four new fields on the General tab of the G/L Account card:
 - a. Block Sales
 - b. Block Journal
 - c. Block Purchase
 - d. Block Service
4. Ensure Direct Posting is enabled on the G/L Account card.
 - a. Note: Turning on Direct Posting for control accounts is not recommended, as it can affect the balance with the subledger.
5. Select the areas for restricted posting. You may select more than one.
 - a. Block Sales prevents the account from being used on a sales line.
 - b. Block Journal prevents postings from journals, including recurring journals.
 - c. Block Purchase prevents the account from being used on a purchase line.
 - d. Block Service prevents the account from being used on a service order line.
6. Close the G/L Account card after making selections.
7. Users are now prevented from using the account in the selected, blocked areas.

The screenshot shows the 'G/L Account Card' for '60300 · Interest Expense' in Dynamics 365 Business Central. The card is divided into several tabs: General, Posting, Consolidation, Reporting, and Cost Accounting. The 'General' tab is active, showing fields for No. (60300), Name (Interest Expense), Income/Balance (Income Statement), Debit/Credit (Debit), Account Type (Posting), Balance (0.00), and Reconciliation Account. There are also toggle switches for Automatic Ext. Text, Direct Posting, Blocked, Block Sales, Block Journal, Block Purchase, and Block Service. The 'Posting' tab shows fields for Gen. Posting Type (Purchase), Gen. Bus. Posting Group, Gen. Prod. Posting Group, VAT Bus. Posting Group, VAT Prod. Posting Group, Tax Group Code (NONTAXABLE), Default IC Partner G/L Acc. No., and Default Deferral Template. The 'Consolidation', 'Reporting', and 'Cost Accounting' tabs are collapsed.

8. To remove or update your selections, return to the G/L Account card and unselect the selection(s). Then close the card.

