



Fourth Annual BC Finance Enhancements



Speaker

Amanda Mayer, MCP, MCT
Managing Director
LIDD Consultants, Inc.

- Former Dynamics Customer and Corporate Controller
- NAV/BC since 2009
- Helped numerous consumer goods clients transform their finance and operations capabilities
- Fourth-time DynamicsCon speaker

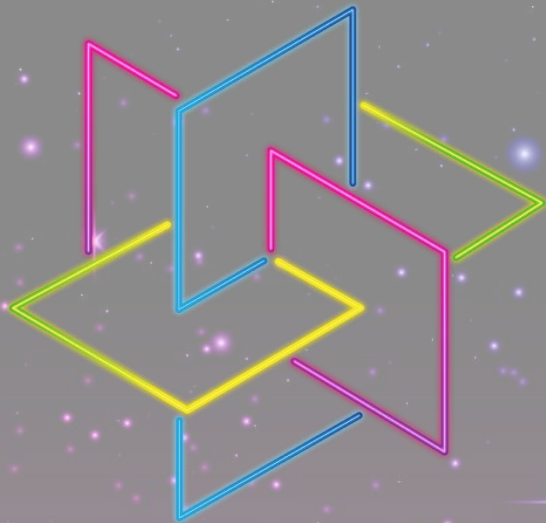
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Connect on
LinkedIn



Audit



Audit Trail



Similarities to G/L Register:

- Register No.
- Source Code
- Accounts
- Amounts
- Posting Date

Differences to G/L Register:

- **Creation Date**
- **Creation Time**
- **User**
- **Document Date**
- **Reversal Info**

Does NOT include:

- **G/L Description**
- **Transaction Description**

Audit Trail



CRONUS USA, Inc. | Finance | Journals | Cash Management | Cost Accounting | Fixed Assets | Posted Documents

Chart of Accounts | Bank Accounts | Customers | Vendors | Incoming Documents | Purchase Invoices | Budgets

Headline: Good afternoon, Ev

Get started: Here are a few things you can try o

Activities

Overdue Purchase Documents: 21

Cash Accounts Balance: \$131,454

Payments: Purchase Doc... Due Today, Purch. Invoices... Next Week, Purchase Disc... Next Week, POs Pending Approval, SOs Pending Approval, Unprocessed Payments, Approved Inco... Documents, OCR Complet

Audit Trail

Printer: (Handled by the browser)

Report Layout: Audit Trail (RDLC)

Filter: G/L Register

× No.: 1090

× Created By:

+ Filter...

Advanced >

Send to... | Print | Preview | Cancel



Audit Trail

Monday, May 11, 2026
Page 1 / 1
ADMIN

CRONUS USA, Inc.
G/L Register: No.: 1090

Posting Date	Document Date	External Document No.	Document Type	Document No.	G/L Account No.	Source Code	Source Curr. Code	Source Curr. Amount (\$)	Reversed	Reversed by Entry No.	Reversed Entry No.	Entry No.	Source No.	System-Created Entry
Register No.: 1090 Creation Date: 05/11/26 Creation Time: 4:04:56 PM User ID: ADMIN														
03/31/26	03/31/26			RG00001	62390	GENJNL		100.00	100.00	False		5641		False
03/31/26	03/31/26			RG00001	26700	GENJNL		-100.00	-100.00	False		5642		False
04/01/26	04/01/26			RG00002	62390	GENJNL		-100.00	-100.00	False		5643		False
04/01/26	04/01/26			RG00002	26700	GENJNL		100.00	100.00	False		5644		False

Register No.: 1090

G/L Register



Journal Register

CRONUS International Ltd.

Monday, May 11, 2026 3:08 PM

Page 1

ADMIN

G/L Register: No.: 1090

G/L Account No.	Posting Date	Document Type	Document No.	Source Type	Source No.	Description	Debit Amount (\$)	Credit Amount (\$)	Bal. Account No.
Register No. 1090		Source Code: GENJNL		General Journals					
62390	03/31/26		RG00001			March Travel Accrual Other nondeductible travel expenses	100.00		
26700	03/31/26		RG00001			March Travel Accrual Other Accrued Expenses and Deferred		100.00	
62390	04/01/26		RG00002			March Travel Accrual Other nondeductible travel expenses		100.00	
26700	04/01/26		RG00002			March Travel Accrual Other Accrued Expenses and Deferred	100.00		
Number of Entries in Register No. 1090: 4							200.00	200.00	



Accounts Payable



Accounts Payable Role Center



Accounts Payable Administrator v Coordinator



CRONUS USA, Inc. | Posted Documents | Purchase Documents | Reports | All Reports

Vendors Purchase Orders Purchase Invoices Purchase Credit Memos Purchase Return Orders

Headline

Actions
 + Create Vendor + Purchase Documents > Journals > Reports
 + Create Payment > Find Entries > Setup > Power BI Reports

Activities

Purchase This Month \$0 > See more	A/P Accounts Balance 0.00 > See more	Payments On Hold 0.00 > See more	Overdue Purchase Documents 21 > See more
--	--	--	--

Ongoing Purchase

Purchase Quotes 0	Purchase Orders 8	Ongoing Purc... Invoices 3	Purch. Invoices... Next Week 0	Vendor Contracts 0	Posted Purch. L... This Month 0	Posted Purch. ... This Month 0
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Incoming E-Document

Processed 8	In Progress 6	Error 0
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Payments

Purchase Docu... Due Today 21	Purchase Docu... Due Next Week 0	Purchase Disc... Next Week 0	Unprocessed Payments 1	Payments On Hold 0	Outstanding V... Invoices 18
----------------------------------	-------------------------------------	---------------------------------	---------------------------	-----------------------	---------------------------------

Document Approvals

POs Pending Approval 0	Approved Purc... Orders 6
---------------------------	------------------------------

Accounting2025 | Posted Documents | All Reports

Vendors Balance Purchase Orders Purchase Invoices Purchase Return Orders Purchase Credit Memos Bank Accounts Items Purchase Journals Payment Journals General Journals

Actions
 + Vendor + Purchase Credit Memo > Create Vendor Payments > Credit Management > Vendor - Balance to date > Vendor - Purchase List
 + Purchase Order > Payment Journal > Purchases & Payables Setup > Order Status > Aged Accounts Payable (Excel) > Payments on Hold (Obsolete)
 + Purchase Invoice > Purchase Journal > Find entries... > Vendor - List (Obsolete) > Aged Accounts Payable > Vendor Purchase Statistics

Insights

Activities

Payments

Purchase Docu... Due Today 23	Vendors - Pay... on Hold 0
Purchase Return Orders 3	Outstanding V... Invoices 20

User Tasks

My User Tasks
0

My Vendors

Vendor No. ↑	Phone No.	Name
10000	425550101	Fabrikar
20000	-	First Up
30000	-	Graphic
40000	-	Wide W
50000	-	Nod Pu

Report Inbox

Description Created I

(There is nothing to show in this view)

Document Approvals

POs Pending Approval 0	Approved Purc... Orders 11
---------------------------	-------------------------------

<https://releaseplans.microsoft.com/?app=Business+Central&planID=158701cf-db62-f011-bec2-6045bdf0b1b5>

Accounts Payable Administrator v Coordinator



Approvals

Pending Approvals

Requests Sent ...
Approval
0

Requests to
Approve
0

Payables Agent

Purchase documents

Pending
processing
0

Need attention
0

Ready for
review
0

Processed this
month
14

Intercompany

Incoming Transactions

New Intercom...
Transactions
0

Rejected
...er Companies
0

Outgoing Transactions

Intercompany ...
to Send
0

Job Queue

Scheduled Tasks

Scheduled Tas...
User
2

Scheduled Tasks
2

Self-Service

Current Time Sheet

Open My Curre...
Sheet

Time Sheets

New Time Sheets
0

Time Sheets In
progress
0

Pending Time Sheets

Submitted Time
Sheets
0

Rejected Time
Sheets
0

Approved Time
Sheets
0

Insights

My Vendors

Vendor No. ↑	Phone No.	Name
10000	4255550101	Fabrikam, Inc.
20000	-	First Up Consultants
30000	-	Graphic Design Institute
40000	-	Wide World Importers
50000	-	Nod Publishers

Overdue Purchase Invoices

No. ↑	Name	Remaining Amount	Due Date ▼
108001	First Up Consultants	0.00	1/1/2025
108002	Graphic Design Institute	0.00	1/1/2025
108003	Nod Publishers	0.00	1/1/2025
108004	Wide World Importers	0.00	1/1/2025
108005	Nod Publishers	0.00	1/1/2025

Job Queue Tasks

Job Queue Tasks

Tasks Failed

0

Tasks In Process

0

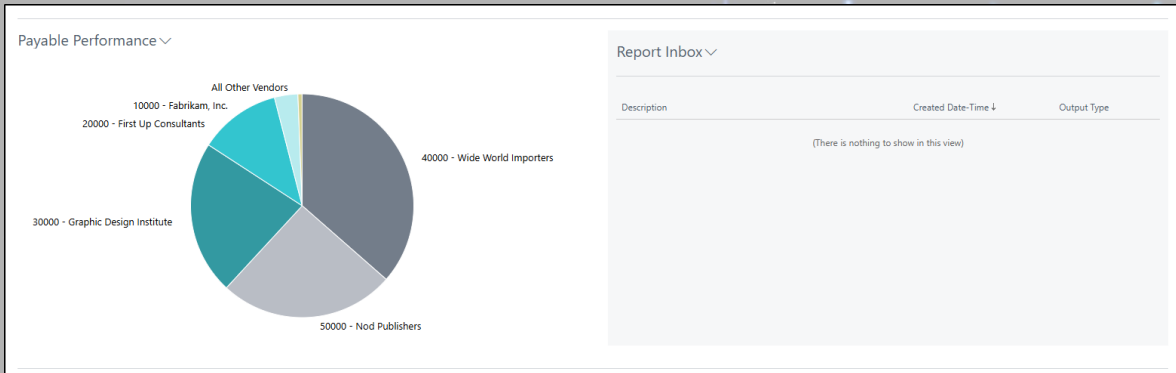
Tasks In Queue

1

My Items

Item No. ↑	Description
1896-S	ATHENS Desk
1900-S	PARIS Guest Chair, black
1906-S	ATHENS Mobile Pedestal
1908-S	LONDON Swivel Chair, blue
1920-S	ANTWERP Conference Table

Accounts Payable Administrator



Actions

- + Create Vendor
- + Create Payment
- + Purchase Documents
- > Find Entries
- > Journals
- > Setup
- > Reports
- Power BI Reports

- Purchases Report (Power BI)
- Purchases Overview (Power BI)
- Purchases Decomposition (Power BI)
- Daily Purchases (Power BI)
- Purchases Moving Averages (Power BI)
- Purchases Moving Total (Power BI)
- Purchases Period Over Period (Power BI)
- Purchases Year-Over-Year (Power BI)
- Purchases by Item (Power BI)
- Purchases by Purchaser (Power BI)
- Purchases by Vendor (Power BI)
- Purchases by Location (Power BI)
- Purch. Actual vs. Budget Qty. (Power BI)
- Purch. Actual vs. Budget Amt. (Power BI)

Overdue Purchase Documents

21

> See more

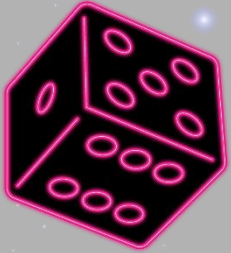
Incoming E-Document

Posted Purch. ... This Month	Processed	In Progress
0	8	6

Deferral Reporting



Deferral Reporting



Tell me what you want to do ↗ ✕

deferral

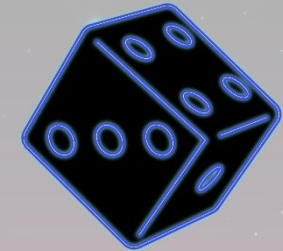
Go to Pages and Tasks Show less (3)

> Deferral Templates	Administration
> Deferral Lines - G/L	Lists
> Deferral Lines - Sales	Lists
> Deferral Lines - Purchasing	Lists
> Subscription Contract Deferrals Release	Tasks
> Subscription Contract Types	Lists

Go to Reports and Analysis Show all (11)

Search for 'deferral'

Didn't find what you were looking for? Try [exploring pages](#) or [exploring reports](#)



<https://learn.microsoft.com/en-us/dynamics365/business-central/finance-reports#deferral-reports>

Deferral Reporting

New Excel
Layouts!!

Deferral Summary - Purchasing

Printer (Handled by the browser) v

Report Layout Deferral Summary Purchasing Excel ...

Use default values from Last used options and filters v

Options

New Page per Vendor

Balance as of: 5/12/2026

Hide Zero Remaining Amounts

Filter: Vendor

× No. v

+ Filter...

Filter totals by:

+ Filter...

Filter: Posted Deferral Header

× Document No.

+ Filter...

Advanced >

Send to... Download Cancel

Tell me what you want to do

deferral

Go to Pages and Tasks Show all (6)

Go to Reports and Analysis Show less (3)

Vendor Deferrals	Reports and Analysis
Vendor Deferrals	Reports and Analysis
Customer Deferrals	Reports and Analysis
Customer Deferrals	Reports and Analysis
Deferral Summary - G/L	Reports and Analysis
Deferral Summary - Sales	Reports and Analysis
Deferral Summary - Purchasing	Reports and Analysis
Vendor Subscription Contract Deferrals	Archive
Customer Subscription Contract Deferrals	Archive
Vendor Subscription Contract Deferrals Analysis	Reports and Analysis
Customer Subscription Contract Deferrals Analysis	Reports and Analysis

Search for 'deferral'

Didn't find what you were looking for? Try [exploring pages](#) or [exploring reports](#)



Deferral Reporting



Deferral Summary Purchasing

CRONUS USA, Inc.

Balance as of: 5/12/2026

Data retrieved: Tuesday, May 12, 2026

Vendor No.	Vendor Name	Posting Date	Document No.	Document Type	Line Type	Line Description	Deferral Account	Deferral Start Date	No. of Period	Amt. Recognized	Remaining Amt. Deferred	Total Amt. Deferred
30000	Graphic Design Institute	1/1/2026	108234	Posted Invoice	G/L Account	Monthly Consulting Fee	26700	1/2/2026	12	4000	8000	12000
		3/6/2026	108226	Posted Invoice	G/L Account	License Fees/Royalties	26700	1/7/2026	12	0	3000	3000
Graphic Design Institute Total										4000	11000	15000
Grand Total										4000	11000	15000

Vendor Name	Document No.	Vendor No.	Vendor Name	Posting Date	Document No.	Document Type	Line Type	Line Description	Deferral Account	Deferral Start Date	No. of Period	Amt. Recognized	Remaining Amt. Deferred
Graphic Design Institute	108226	30000	Graphic Design Institute	1/1/2026	108234	Posted Invoice	G/L Account	Monthly Consulting Fee	26700	1/2/2026	12	4000	8000
	108234			3/6/2026	108226	Posted Invoice	G/L Account	License Fees/Royalties	26700	1/7/2026	12	0	3000
		Graphic Design Institute Total										4000	11000
		Grand Total										4000	11000

Get Order Lines



Get Order Lines

- Received Not Invoiced
- NOT Received and Not Invoiced
 - Cannot post the invoice if not received \ matched UNLESS
 - Receipt on Invoice on PO is YES
 - Must be full Qty
- See matched order lines
- Doesn't work on:
 - Projects
 - Subcontracting
 - Blanket Orders
 - Intercompany Transactions

[Match purchase invoices to multiple order and receipt lines | Microsoft Learn](#)
[Match purchase invoices to multiple order and receipt lines | Microsoft Learn](#)



Get Order Lines



Purchase Invoice Saved

107223 · First Up Consultants

Home Prepare Request Approval Invoice More options

Post Release Get Vendor Subscription Contract Lines

General Show more

Vendor Name: First Up Consultants Due Date: 6/30/2027

Contact: Evan McIntosh Vendor Invoice No. *

Document Date: 6/1/2027 Status: Open

Posting Date: 6/1/2027

Lines | Manage | Line Share

Functions | Item Availability by | Related Information

- Explode BOM
- Insert Ext. Text
- Get Receipt Lines...
- Get Order Lines...
- Redistribute Account Allocations
- Generate lines from Allocation Account Line
- Assign Contract Line

Item Reference	Withholding Tax Prod. Post. Group	Description/Comment	Attach... to Subscr... Contr... line	Location Code	Sustainability Account No.	Energy Source Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Matched Order Lines	Tax Area Code	Tax Group Code
		*	No									

Select order lines related to this purchase invoice line.

Inv. Discount Amount (USD)	0.00	Total Excl. Tax (USD)	0.00
Invoice Discount %	0	Total Tax (USD)	0.00
		Total Incl. Tax (USD)	0.00

Invoice Details > 6/1/2027 | CM

Get Order Lines



Document Type ↑	Document No. ↑	Buy-from Vendor No.	Buy-from Vendor Name	Type	No.	Description	Location Code	Quantity	Outstanding Quantity	Amt. Rcd. Not Invoiced (\$)	Reserved Qty. (Base)	Unit of Measure Code	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax
Order	106002	20000	First Up Consultants	Item	1964-S	TOKYO Guest Chair, blue		14	14	0.00	0	PCS	150.30	2,104.20
Order	106006	20000	First Up Consultants	Item	WRB-1000	Whole Roasted Beans, Colombia	YELLOW	100	100	0.00	0	PCS	10.00	1,000.00
Order	106007	20000	First Up Consultants	Item	WRB-1001	Whole Roasted Beans, Brazil	YELLOW	100	100	0.00	0	PCS	10.00	1,000.00
Order	106008	20000	First Up Consultants	Item	WRB-1000	Whole Roasted Beans, Colombia	WHITE	2	2	0.00	0	BAG	15.00	30.00
Order	106008	20000	First Up Consultants	Item	WRB-1001	Whole Roasted Beans, Brazil	WHITE	8	8	0.00	0	PCS	10.00	80.00
Order	106024	20000	First Up Consultants	Item	WRB-1000	Whole Roasted Beans, Colombia		50	0	5,000.00	0	PCS	100.00	5,000.00
Order	106024	20000	First Up Consultants	Item	WRB-1001	Whole Roasted Beans, Brazil		50	0	5,000.00	0	PCS	100.00	5,000.00
Order	106024	20000	First Up Consultants	Item	WRB-1003	Whole Roasted Beans, Mexico		50	0	6,000.00	0	PCS	120.00	6,000.00
→ Order	106025	20000	First Up Consultants	Item	WRB-1004	Whole Roasted Beans, Kenya		100	0	12,000.00	0	PCS	120.00	12,000.00
Order	106025	20000	First Up Consultants	Item	WRB-1005	Whole Roasted Beans, COSTA RI...		100	0	12,000.00	0	PCS	120.00	12,000.00
Order	106025	20000	First Up Consultants	Item	WRB-1006	Whole Roasted Beans, ETHIOPIA		100	0	12,000.00	0	PCS	120.00	12,000.00
Order	106025	20000	First Up Consultants	Item	WRB-1007	Whole Roasted Beans, HAWAII		100	0	12,000.00	0	PCS	120.00	12,000.00
Order	106025	20000	First Up Consultants	Item	WDB-1000	Whole Decaf Beans, Colombia		50	0	5,650.00	0	PCS	113.00	5,650.00
Order	106025	20000	First Up Consultants	Item	WDB-1001	Whole Decaf Beans, Brazil		50	0	5,650.00	0	PCS	113.00	5,650.00
Order	106025	20000	First Up Consultants	Item	GRH-1000	Precision Grind Home		20	0	2,980.00	0	PCS	149.00	2,980.00
Order	106025	20000	First Up Consultants	Item	GRH-1001	Smart Grind Home		10	0	2,190.00	0	PCS	219.00	2,190.00

OK

Cancel

Shipping and Payment

Get Receipt Lines



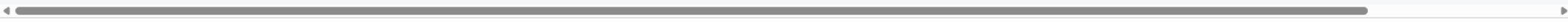
Get Receipt Lines



🔍 |
 [Show Document](#) |
 [Item Tracking Entries](#) |
 [Dimensions](#) |
 [Show as menu](#)



Document No.	Buy-from Vendor No. ▼	Type	No.	Description	Currency Code ▼	Unit of Measure Code	Quantity	Expected Receipt Date	Quantity Invoiced	Qty. Rcd. Not Invoiced ▼	Order No.	Pay-to Vendor No. ↑ ▼	Vendor Order No.	Vendor Shipment No.	Vendor Item No.
→ 107001	20000	Item	WRB-1000	Whole Roasted Beans, Colombia	PCS		50	3/2/2024	0	50	106024	20000			
-	20000	Item	WRB-1001	Whole Roasted Beans, Brazil	PCS		50	3/2/2024	0	50	106024	20000			
-	20000	Item	WRB-1003	Whole Roasted Beans, Mexico	PCS		50	3/2/2024	0	50	106024	20000			
107002	20000	Item	WRB-1004	Whole Roasted Beans, Kenya	PCS		100	3/2/2024	0	100	106025	20000			
-	20000	Item	WRB-1005	Whole Roasted Beans, COSTA ...	PCS		100	3/2/2024	0	100	106025	20000			
-	20000	Item	WRB-1006	Whole Roasted Beans, ETHIOPIA	PCS		100	3/2/2024	0	100	106025	20000			
-	20000	Item	WRB-1007	Whole Roasted Beans, HAWAII	PCS		100	3/2/2024	0	100	106025	20000			
-	20000	Item	WDB-1000	Whole Decaf Beans, Colombia	PCS		50	3/2/2024	0	50	106025	20000			
-	20000	Item	WDB-1001	Whole Decaf Beans, Brazil	PCS		50	3/2/2024	0	50	106025	20000			
-	20000	Item	GRH-1000	Precision Grind Home	PCS		20	3/2/2024	0	20	106025	20000			
-	20000	Item	GRH-1001	Smart Grind Home	PCS		10	3/2/2024	0	10	106025	20000			



OK Cancel

Error on No Receipt



Error Messages

| [Home](#) Open related record

Accept recommended action Hide fixed errors

Description	Recommended action	Message Ty
<u>Line No. 10000 must be matched to at least one receipt or shipment line.</u>	⋮ -	Error



Allow Receipt on Invoice



Purchase Order ✓ Saved

106030 · First Up Consultants

[Home](#) | [Prepare](#) | [Print/Send](#) | [Request Approval](#) | [Order](#) | [More options](#)

[Post...](#) | [Release](#) | [Create Whse. Receipt](#) | [Create Inventory Put-away/Pick...](#) | [Send Intercompany Purchase Order](#) | [Archive Document](#)

Subtotal Excl. Tax (USD)	12,000.00	Total Excl. Tax (USD)	12,000.00
Inv. Discount Amount (USD)	0.00	Total Tax (USD)	0.00
Invoice Discount %	0	Total Incl. Tax (USD)	12,000.00

Invoice Details Show more

Currency Code		Shipment Method Code	
Expected Receipt Date		Payment Reference	
VAT Bus. Posting Group		Creditor No.	
Payment Terms Code	CM	On Hold	
Department Code	PURCHASING	Requested Receipt Date	
Customergroup Code		Promised Receipt Date	
Payment Discount %	0	Receipt on Invoice	<input checked="" type="checkbox"/>
Tax Exemption No.			

Receipt on Invoice – Qty Mismatch



Error Messages

[Home](#) Open related record

Accept recommended action Hide fixed errors

Description	Recommended action	Message Type	Status
<u>The quantity on the invoice line does not match the total quantity to invoice for the matched receipt lines. Line No.: 10000</u>	: -	Error	

Improvements for Drop Shipments

[Post purchase invoices for drop shipments independently of related sales invoices](#) | Microsoft Learn



Purchase Invoice for Drop Shipments



Posted Purchase Receipt

107241 · Fabrikam, Inc.

Home Receipt More options

Print... Find entries...

General

Show more

No.	107241	No. Printed	0
Buy-from Vendor No.	10000	Posting Date	5/13/2026
Buy-from Contact No.	CT000004	Document Date	6/1/2027
Buy-from		Requested Receipt Date	
Name	Fabrikam, Inc.	Promised Receipt Date	
Address	10 North Lake Avenue	Quote No.	
Address 2		Order No.	106031
City	Atlanta	Vendor Order No.	
State	GA	Vendor Shipment No.	
ZIP Code	31772	Order Address Code	
Country/Region	US	Purchaser Code	
Contact	Krystal York	Responsibility Center	

Lines Manage Functions Line

New Line Delete Line

Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measure Code	Quantity Invoiced	Planned Receipt Date	Expected Receipt Date	Order Date	Department Code	Customergro... Code
→ Item	1980-S		MOSCOW Swivel Chair, red		20	PCS		4/18/2026	4/19/2026	4/18/2026	SALES	SMALL
Item	1968-S		MEXICO Swivel Chair, black		20	PCS		4/18/2026	4/19/2026	4/18/2026	SALES	SMALL

Purchase Invoice for Drop Shipments



Before the update - so frustrating!!

Error Messages

Home Open related record

Accept recommended action Hide fixed errors Show All Errors Only Warnings Only Information Only

Description	Recommended action	Message Type	Status
<i>You cannot invoice item 1003 in this purchase order before the associated sales order S-ORD101019 has been invoiced.</i>	-	Error	

Purchase Invoice for Drop Shipments



Purchase Invoice

107224 · Fabrikam, Inc.

Start validating data in documents and journals

Home Prepare Request Approval Invoice

Post Release Get Vendor

General

Vendor Name
Contact
Document Date
Posting Date

Lines Manage Line

Functions Item Availability by

Type	No.
Comment	*
Item	1980-S
→ Item	: 1968-S

Posting Preview

Show Related Entries

Related Entries	No. of Entries
G/L Entry	11
Vendor Ledger Entry	1
Tax Entry	3
Detailed Vendor Ledg. Entry	1
Value Entry	2

Reverse Sales Shipment



Sales Order

S-ORD101020 · Adatum Corporation

Home Prepare Print/Send Request Approval Order Report More options

Post... Reopen Create Warehouse Shipment Create Inventory Put-away/Pick... Archive Document

General Show more

Customer Name: Adatum Corporation Due Date: 5/27/2026

Contact: Robert Townes Requested Delivery Date: 4/19/2026

Document Date: 5/13/2026 External Document No.:

Posting Date: 5/13/2026 Status: Released

Order Date: 4/18/2026

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Vendor Subscription Contract No.	Amount Including Tax	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced	Qty. to Assign
Item	-	3,916.06		20	20	-	0
Item	-	3,916.06		20	20	-	0

Purchase Order

106031 · Fabrikam, Inc.

Home Prepare Print/Send Request Approval Order Actions Related Automate Fewer options

Post... Reopen Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order

Contact: Krystal York Status: Released

Document Date: 6/1/2027 Linked with E-Document:

Vendor Invoice No. *

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	Ren... Ene...	Emission CO2	Emission CH4	Emiss
Item		20	20	-	<input type="checkbox"/>	0.00	0.00	
Item		20	20	-	<input type="checkbox"/>	0.00	0.00	

Subtotal Excl. Tax (USD) 5,924.00 Total Excl. Tax (USD) 5,924.00

Inv. Discount Amount (USD) 0.00 Total Tax (USD) 177.72

Invoice Discount % 0 Total Incl. Tax (USD) 6,101.72

Reverse drop shipments when sales and purchase documents aren't invoiced | Microsoft Learn

Reverse Sales Shipment



Posted Sales Shipment ✓ Saved

S-SHPT102297 · Adatum Corporation

Home | Print/Send | Shipment | Certificate of Supply | More options

Update Document | Print... | Find entries... | Track Package

General Show more

No. S-SHPT102297 Requested Delivery Date 4/19/2026

Customer Adatum Corporation Promised Delivery Date

Contact Robert Townes Quote No.

Posting Date 5/13/2026 Order No. S-ORD101020

Lines | Functions | Line

Order Tracking | **Undo Shipment**

Withdraw the line from the shipment. This is useful for making corrections, because the line is not deleted. You can make changes and post it.

Type	No.	No.	Description	Location Code	Quantity	Measure Code
→ Item	:	1980-S	MOSCOW Swivel Chair, red		20	PCS
Item		1968-S	MEXICO Swivel Chair, black		20	PCS

Posted Sales Shipment ✓ Saved

S-SHPT102297 · Adatum Corporation

Home | Print/Send | Shipment | Certificate of Supply | More options

Update Document | Print... | Find entries... | Track Package

General Show more

No. S-SHPT102297 Requested Delivery Date 4/19/2026

Customer Adatum Corporation Promised Delivery Date

Contact Robert Townes Quote No.

Posting Date 5/13/2026 Order No. S-ORD101020

Lines | Functions | Line

Order Tracking | Undo Shipment

Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measure Code
Item	1980-S		MOSCOW Swivel Chair, red		20	PCS
Item	1980-S		MOSCOW Swivel Chair, red		-20	PCS
→ Item	:	1968-S	MEXICO Swivel Chair, black		20	PCS
Item	1968-S		MEXICO Swivel Chair, black		-20	PCS

Do you really want to undo the selected Shipment lines?

Yes **No**

Reverse Sales Shipment

Sales Order

S-ORD101020 · Adatum Corporation

Home Prepare Print/Send Request Approval Order Report More options

Post... Reopen Create Warehouse Shipment Create Inventory Put-away/Pick... Archive Document

General Show more

Customer Name: Adatum Corporation Due Date: 5/27/2026

Contact: Robert Townes Requested Delivery Date: 4/19/2026

Document Date: 5/13/2026 External Document No.:

Posting Date: 5/13/2026 Status: Released

Order Date: 4/18/2026

Lines Manage Line Order

New Line Delete Line Select items...

Type	Customer Subscription Contract No.	Vendor Subscription Contract No.	Amount Including Tax	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced
Item	-	-	3,916.06	20	-	20	-
Item	-	-	3,916.06	20	-	20	-

Open record ""

Purchase receipt is automatically reversed.



Purchase Order

106031 · Fabrikam, Inc.

Home Prepare Print/Send Request Approval Order Actions Related Automate Fewer options

Post... Reopen Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order

Contact: Krystal York Status: Released

Document Date: 6/1/2027 Linked with E-Document:

Vendor Invoice No. *

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Line Amount Excl. Tax	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	Ren... Ene...	Emission CO2	Emis...
Item	2,962.00	20	-	20	-	<input type="checkbox"/>	0.00	
Item	2,962.00	20	-	20	-	<input type="checkbox"/>	0.00	

Subtotal Excl. Tax (USD) 5,924.00 Total Excl. Tax (USD) 5,924.00

Inv. Discount Amount (USD) 0.00 Total Tax (USD) 177.72

Invoice Discount % 0 Total Incl. Tax (USD) 6,101.72

Month End

2026
**DYNAMICS
CON**



Posting Date Restrictions



General Ledger Setup

Home | Posting | General | Tax | Bank | Journal Templates | More options

Change Payment Tolerance | Change Global Dimensions...

General Show more

Allow Posting From	4/1/2026	Amount Dec. Pl. Places (\$)	2:2
Allow Posting To	4/30/2026	Unit-Amount Rounding Precision (\$)	0.001
Allow Posting From DateFormula		Unit-Amount Decimal Places (\$)	2:5
Allow Posting To DateFormula		Mark Cr. Memos as Corrections	<input type="checkbox"/>
Allow Deferral Posting From		Tax Rounding Type	Nearest
Allow Deferral Posting To		Bank Account Nos.	BANK
Local Address Format	City+State+ZIP Code	Enable Withholding Tax	<input type="checkbox"/>
Inv. Rounding Precision (\$)	0.01	Round Payment Amount for Withholding T...	<input type="checkbox"/>
Inv. Rounding Type (\$)	Nearest	Bank Rec. Adj. Doc. Nos.	
Amount Rounding Precision (\$)	0.01	VAT in Use	<input type="checkbox"/>

General

Allow Posting From	
Allow Posting To	
Allow Posting From DateFormula	CM+1D-1M
Allow Posting To DateFormula	CM

General Ledger Setup

Home | Posting | General | Tax | Bank | Journal Templates | More options

Change Payment Tolerance | Change Global Dimensions...

General

Allow Posting From	
Allow Posting To	
Allow Posting From Date Formula	0D
Allow Posting To Date Formula	0D
Allow Deferral Posting From	
Allow Deferral Posting To	

- Remove the manual process for default posting updates
- Manage exceptions only on User Setup
- Tip: Use a date filter field on a list view to validate your formula.
- Pro-tip: Restrict users to just today with 0D to 0D.

Views

*All

Show only posting accounts

Hide blocked accounts

Filter list by...

Filter totals by:

× Date Filter

cm+1d-1m.cm

Views

*All

Show only posting accounts

Hide blocked accounts

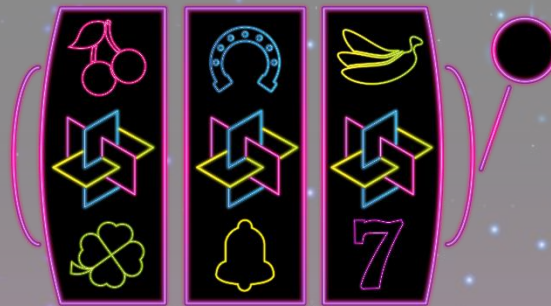
Filter list by...

Filter totals by:

× Date Filter

04/01/26..04/30/26

Financial Reporting



Dynamic Column Headers

Out with the old!



Income Statement (IS) ✓ Saved

Home Hide options Column Period Export to Excel/Print Definitions Audit Logs More options

Recalculate Revert to defaults

Options Show mo

Name: IS View by: Default Internal Description: Structures a comprehensive multi-section income statement, detailing revenue, cost of goods, operating expenses, and calculated margins with account ranges for product, job, and service revenue, materials, labor, overhead.

Display Title: Income Statement Date Filter: 12/01/25..12/31/25

Show Amounts in Add. Reporting Curr...: Status: Your Last Run: 4/17/2026 9:18 AM

Dimensions >

Description	CP	CP-1	CP-2	CP-3	CP-4	CP-5	CP-6	CP-7	CP-8	CP-9	CP-10	CP-11
Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Product Revenue	(38,937.20)	(63,200.40)	(100,264.70)	(42,034.40)	(43,123.60)	(36,636.10)	(62,665.00)	(46,207.70)	(57,142.40)	(51,360.60)	(41,274.90)	(35,529.70)
Job Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Services Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Discounts and Returns	-	239.31	214.83	-	-	-	-	-	-	-	-	-
Total Revenue	(38,937.20)	(62,961.09)	(100,049.87)	(42,034.40)	(43,123.60)	(36,636.10)	(62,665.00)	(46,207.70)	(57,142.40)	(51,360.60)	(41,274.90)	(35,529.70)
Cost of Goods	-	-	-	-	-	-	-	-	-	-	-	-
Materials	29,966.80	49,281.70	78,192.80	32,776.80	33,629.70	28,570.90	(2,125,744.70)	36,035.90	44,561.30	40,054.40	32,186.80	27,707.60
Labor	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing Overhead	-	-	-	-	-	-	-	-	-	-	-	-
Total Cost of Goods	29,966.80	49,281.70	78,192.80	32,776.80	33,629.70	28,570.90	(2,125,744.70)	36,035.90	44,561.30	40,054.40	32,186.80	27,707.60

Dynamic Column Headers

Out with the old!



Income Statement (IS)

[Home](#) | Hide options | Column | Period | Export to Excel/Print | Definitions | Audit Logs | More options

Recalculate | Revert to defaults

Options >

Dimensions >

Description	CP (December 2025)	CP-1 (2025)	CP-2 (10/31/25)	September 2025	August 2025	July 2025	June 2025
Revenue	-	-	-	-	-	-	-
Product Revenue	(38,937.20)	(63,200.40)	(100,264.70)	(42,034.40)	(43,123.60)	(36,636.10)	(62,665.00)
Job Revenue	-	-	-	-	-	-	-
Services Revenue	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Discounts and Returns	-	239.31	214.83	-	-	-	-
Total Revenue	(38,937.20)	(62,961.09)	(100,049.87)	(42,034.40)	(43,123.60)	(36,636.10)	(62,665.00)
Cost of Goods	-	-	-	-	-	-	-
Materials	29,966.80	49,281.70	78,192.80	32,776.80	33,629.70	28,570.90	(2,125,744.70)
Labor	-	-	-	-	-	-	-
Manufacturing Overhead	-	-	-	-	-	-	-
Total Cost of Goods	29,966.80	49,281.70	78,192.80	32,776.80	33,629.70	28,570.90	(2,125,744.70)

Report Defaults



Options

Name	IS-ROLL
Display Title	Income Statement
Category	
Row Definition	IS
Column Definition	12-ROLL
Dimension Perspective	
Show Amounts in Add. Reporting Currency	<input type="checkbox"/>
Negative Amount Format	Default
View by	Minus Sign
Date Filter	Default

Start Date Filter Formula	
End Date Filter Formula	
Date Filter Period Formula	-1P
Show All Lines	<input checked="" type="checkbox"/>
Default Excel Layout	
Logo Position	Default
Status	
Internal Description	Structures a comprehensive multi-section income statement, detailing revenue, cost of goods, operating expenses, and calculated margins with account ranges for product, job, and
Your Last Run	5/13/2026 5:21 PM

Report Defaults



Income Statement (IS-ROLL) [Saved] [Print] [Share]

Home Hide options Column Period Export to Excel/Print Definitions Audit Logs More options

Recalculate

Options

Name IS-ROLL

Display Title Income Statement

Category

Row Definition IS

Column Definition 12-ROLL

Dimension Perspective

Show Amounts in Add. Reporting Currency

Negative Amount Format Default

View by Accounting Period

Date Filter 06/01/27..06/30/27

My Settings - ADMIN

Role Accountant

Company CRONUS USA, Inc.

Work Date 6/1/2027

Region English (United States)

Language English (United States)

Time Zone (UTC-06:00) Central Time (US & Cana...)

Notifications Change when I receive notifications.

Teaching Tips

Legacy Action Bar

Files

Cloud Storage Event Admin's files on OneDrive

Security

Your last sign in was on 05/13/26 04:39 PM.

OK Cancel

Description	June 2027	May 2027	April 2027	March 2027	February 2027	January 2027	December 2026	November 2026	October 2026	September 2026	August 2026	July 2026
Employee Tax												
Depreciation												
Other Expense												
Total Operating Expense												
Net (Income) / Loss	250.00	250.00	250.00	250.00	250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
Total of Income Statement	250.00	250.00	250.00	250.00	250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00

Check Figure

Income Statement (IS-ROLL) [Print] [Share]

Home Hide options Column Period Export to Excel/Print Definitions Audit Logs

Recalculate Revert to defaults

Options

Name IS-ROLL

Display Title Income Statement

Column Definition 12-ROLL

Show Amounts in Add. Reporting Currency

View by Accounting Period

Date Filter 05/01/27..05/31/27

Status

Internal Description Structures a comprehensive multi-section income statement, detailing revenue, cost of goods, operating expenses, and calculated margins with account ranges for product, job, and service revenue, materials, labor, overhead, and expenses, plus formulas for gross margin, operating totals, and net income or loss. Displays figures in a single

Your Last Run 5/13/2026 5:54 PM

Dimension Perspectives



Select - Financial Report Dimension Perspectives

+ New Edit List Delete Edit Definition Where-Used Show as menu

Name ↑	Description	Analysis View	Internal Description
→ CUST	Customer Group	REVENUE	Customer Group

OK Cancel

CUST

Description: Customer Group

Internal Description: Customer Group

Perspective Type: CUSTOMERGROUP

Manage

Perspective Header

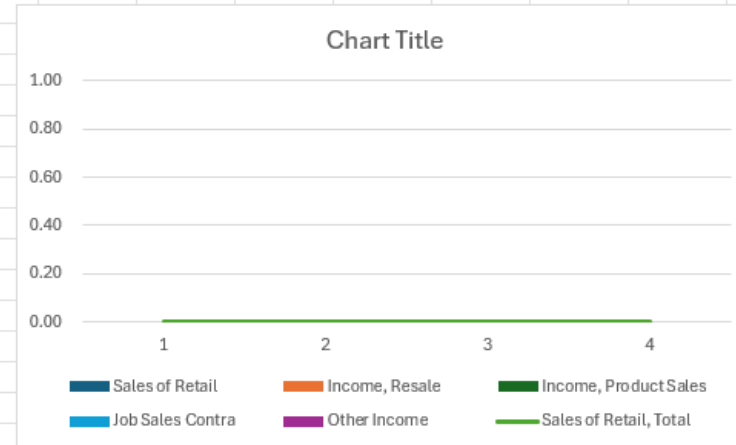
Code ↑	Description
AREA	Area
Custom	Custom totaling
→ CUSTOMERGROUP	Customer Group
DEPARTMENT	Department

OK Cancel

Report Layouts



CRONUS USA				
Revenue - Large				
For the Period Ending				
June 30, 2027				
	Net Change	Budget	Variance%	Net Change Last Year
REVENUE				
Sales of Retail	0.00	0.00	0.00	0.00
Income, Resale	0.00	0.00	0.00	0.00
Income, Product Sales	0.00	0.00	0.00	0.00
Job Sales Contra	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Sales of Retail, Total	0.00	0.00	0.00	0.00
Revenue Area 10..55, Total	0.00	0.00	0.00	0.00
Revenue Area 60..85, Total	0.00	0.00	0.00	0.00
Revenue, no Area code, Total	0.00	0.00	0.00	0.00
Revenue, Total	0.00	0.00	0.00	0.00
Month	06/13/27			
Month	06/13/27			
Month Name	June			
Month Day	6/30/2027			



Report Layouts



Financial Report Excel Layouts - SALES

+ New Edit List Delete Copy Export/Run Import Show as menu

Code ↑	Description	File Name
→ DEFAULT	Default Sales	Revenue Template

OK Cancel

Revenues (SALES)

Home Hide options Column Period Export to Excel/Print Definitions Audit Logs

Open in Excel (using layout) Create New Excel template Update Excel template with data Print...

Options

Name: SALES Date Filter: 06/01/26..06/30/26

Display Title: Revenues Status: [empty]

Column Definition: BUDGANALYS Internal Description: Categorizes revenue streams, including product sales, services, job-related income, and other income sources, with totals for retail and area-specific revenues to consolidate reporting. Shows actual net change, budgeted amounts, variance percentage, and prior-year figures for performance comparison. Useful for revenue analysis, tracking

Show Amounts in Add. Reporting Currency: [off]

View by: Accounting Period Your Last Run: 5/13/2026 5:51 PM

Description	Net Change	Budget	Variance%	Net Change Last Year
REVENUE	-	-	-	-
Sales of Retail	-	-	-	-
Income, Resale	-	-	100.00	62,665.00
Income, Product Sales	-717.78	-	100.00	-
Job Sales Contra	-	-	100.00	-
Other Income	-	-	100.00	-
Sales of Retail, Total	-717.78	-	100.00	62,665.00
Revenue Area 10.55, Total	-	-	100.00	-
Revenue Area 60.85, Total	-	-	100.00	-
Revenue, no Area code, Total	-	-	100.00	-
Revenue, Total	-	-	100.00	-

Cool Things



Income Statement (IS-ROLL) ✓ Saved

Home Hide options Column Period Export to Excel/Print Definitions Audit Logs More options

Recalculate Revert to defaults

Options Show more

Name: IS-ROLL Date Filter: 05/01/27..05/31/27

Display Title: Income Statement Status:

Column Definition: **12-ROLL** Internal Description: Structures a comprehensive multi-section income statement, detailing revenue, cost of goods, operating expenses, and calculated margins with account ranges for product, job, and service revenue, materials, labor, overhead, and expenses, plus formulas for gross margin, operating totals, and net income or loss.

Show Amounts in Add. Reporting Currency:

View by: Accounting Period Your Last Run: 5/13/2026 5:21 PM

(Financial Report) Column Definitions 🔍 + New Edit List ⋮ ☰ ↗ ✕

Name ↑	Description	Analysis View Name	Status	Internal Description
→ 12-ROLL	12 Month Rolling		DRAFT	Rolling 12 from current month
ACT/BUD	Actual / Budget Comparison			Four-column layout comparing a...
BAL ONLY	Balance Only			Single-column layout showing th...
BBDRCREB	TB Beginning Balance Debits Cre...			Four-column layout showing beg...
BSTREND	BS 12 Months Balance Trending ...			Twelve-column layout showing ...
BUDGANALYS	Budget Analysis			Four-column layout showing act...
CASHFLOW	Comparison month - year			Three-column layout showing ne...
CB	BS Current Month Balance			Three-column layout showing cu...
CB V PB	BS Current Month Balance v Prior...			Three-column layout showing Cu...
CB V SPYB	BS Current Month Balance v Sam...			Three-column layout showing cu...
CNC	IS Current Month Net Change			Single-column layout showing th...
CNC BUD	IS 12 Months Net Change Budge...			Thirteen-column layout showing ...
CNC V PNC	IS Current Month Net Change v ...			Three-column layout showing cu...
CNC VSPYNC	IS Current Month Net Change v S...			Three-column layout showing cu...
CNCVPNCY...	IS Current Month v Prior Month f...			Seven-column layout showing cu...
CVC YTD BUD	IS Current Month v Budget Year t...			Ten-column layout showing curre...
DEFAULT	Standard Column Layout			Four-column layout displaying n...
DEGREE	Key Cash Flow Ratio			Single-column layout displaying ...

OK Cancel

Cool Things



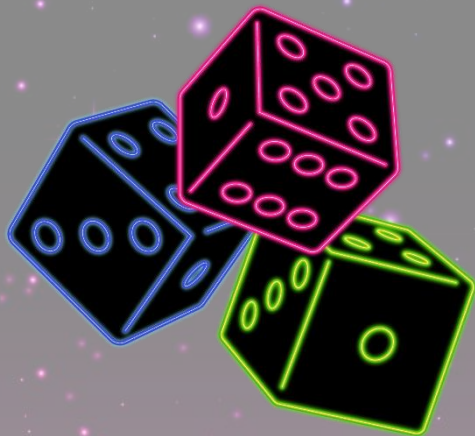
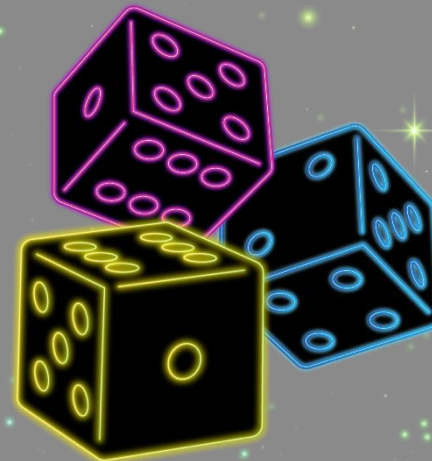
Select - Financial Report Statuses

Code ↑	Name	Description	Blocked
→ ACTIVE	Active	Report has been tested and is available to us...	<input type="checkbox"/>
DRAFT	Draft	Report is under development and not availab...	<input checked="" type="checkbox"/>
RETIRED	Retired	Report is phased out and no longer available	<input checked="" type="checkbox"/>

Financial Report Categories

Code ↑	Name	Description
→ ASSETS & LIABLE	Assets & Liabilities	Tracks fixed assets, depreciation, loans, and obligations. Example reports could be...
BALANCE SHEET	Balance Sheet & Position	Shows financial position at a specific point in time. Example reports could be Bala...
BUDGET & FORECAST	Budgeting & Forecasting	Compares actuals to budgets and projects future performance. Example reports c...
CASHFLOW	Cash Flow	Reports tracking cash inflows and outflows for liquidity management. Example re...
COMPLIANCE & AUDIT	Compliance & Audit	Ensures regulatory compliance and provides audit trails. Example reports could be...
EQUITY & CAPITAL	Equity & Capital	Reports on shareholder equity and capital structure changes. Example reports cou...
EXPENSE ANALYSIS	Expense Analysis	Breaks down operating expenses and departmental spending. Example reports coo...
INVENTORY & COSTING	Inventory & Costing	Valuates inventory and analyzes cost of goods sold. Example reports could be Inv...
PERFORMANCE	Performance Metrics	Provides KPIs and financial ratios for performance tracking. Example reports could...
PERIOD-END & CLOSING	Period-End & Closing	Summarizes trial balances and closing entries for period-end. Example reports coo...
PROFITABILITY	Profitability	Reports that measure income, margins, and overall profitability. Example reports c...
PROJECTS & COSTING	Project & Job Costing	Measures profitability and costs for projects and jobs. Example reports could be P...
REVENUE ANALYSIS	Revenue Analysis	Analyzes revenue streams by product, region, or customer. Example reports could...

1099s



1099 Conversion

- Prior year data can be easily converted to the new process
- Each year is defined separately
 - Preferably beginning of each year

[Vendor 1099s – New processes – kimdandnavbc.com](http://kimdandnavbc.com)



1099 Setup



✓ Saved

IRS Forms Setup

✕ Do you want to run IRS Forms Guide to complete the setup? [Open IRS Forms Guide](#)

Email Content Setup Setup IRIS User ID More options

General

Collect Details For Line

Protect TIN

None

None

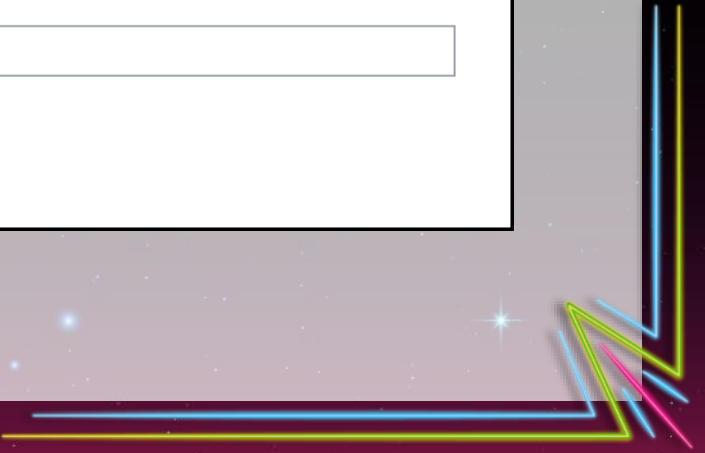
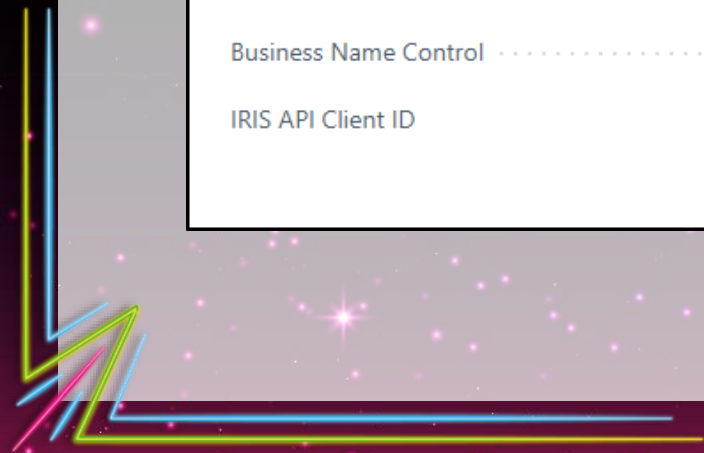
Protect TIN For Vendors

Protect TIN For Vendors and Company

IRIS

Business Name Control

IRIS API Client ID



Pre V28.1



Upgrade IRS 1099 Data ↗ ✕

Options

Reporting Period Code * ▾

1099 Reporting Periods and Forms



IRS Reporting Periods

+ New Edit List Delete Copy Setup From... Forms Vendor Setup Adjustments

No. ↑	Starting Date	Ending Date	Description	Forms In Period	IRIS Transmission
2026	1/1/2026	12/31/2026	2026 Reporting Year	0	No
→				0	No

IRS 1099 Forms

✓ Saved

+ New Edit List Delete Form Boxes Edit Statement Edit Instructions

No. ↑	Description	Boxes Count
DIV	Dividends and Distributions	0
→ NEC	Nonemployee Compensation	3

IRS 1099 Forms

✓ Saved

+ New Edit List Delete Form Boxes Edit Statement Edit Instructions

No. ↑	Description	Boxes Count
DIV	Dividends and Distributions	0
→ NEC	Nonemployee Compensation	3

As of v28.1, forms and boxes must be MANUALLY created for new companies.

1099 Vendor Setup



IRS Reporting Periods

✓ Saved

+ New Edit List Delete Copy Setup From... Forms Vendor Setup Adjustments

No. ↑	Starting Date	Ending Date	Description	Forms In Period	IRIS Transmission
→ 2026	1/1/2026	12/31/2026	2026 Reporting Year	2	No

IRS 1099 Vendor Form Box Setup

✓ Saved

+ New Edit List Delete Suggest Actions Automate Fewer options

Vendor No. ↑	Vendor Name	Form No.	Form Box No.
→ 10000	Fabrikam, Inc.	NEC	NEC-01

- Manually enter vendors, OR
- Suggest
 - Pulls in all vendors
 - No form or box number

1099 Vendor Setup



IRS Reporting Periods

✓ Saved

+ New Edit List Delete Copy Setup From... Forms Vendor Setup Adjustments

No. ↑	Starting Date	Ending Date	Description	Forms In Period	IRIS Transmission
→ 2026	1/1/2026	12/31/2026	2026 Reporting Year	2	No

IRS 1099 Vendor Form Box Setup

✓ Saved

+ New Edit List Delete Suggest Actions Automate Fewer options

Vendor No. ↑	Vendor Name	Form No.	Form Box No.
→ 10000	Fabrikam, Inc.	NEC	NEC-01

IRS 1099 Vendor Form Box Setup

✓ Saved

+ New Edit List Delete Suggest Actions Automate Fewer options

Vendor No. ↑	Vendor Name	Form No.	Form Box No.
→ 10000	Fabrikam, Inc.	NEC	NEC-01

Use short menu Propagate the vendor form box setup to the existing opened purchase documents vendor

- Manually enter vendors, OR
- Suggest
 - Pulls in all vendors
 - No form or box number
- Propagate to update Vendor Ledger Entries

IRS 1099 Propagate Vendor Form Box Setup

Options

Starting Date 1/1/2026

Ending Date 12/31/2026

Purchase Documents

Vendor Ledger Entries

Schedule... OK Cancel

1099 Form Creation



IRS 1099 Form Documents

+ New Manage **Create Forms** Print Send Email IRIS Transmissions

Edit View Delete

Vendor No.	Form No.	Status	Copy B Sent	Copy 2 Sent
(There is nothing to show in this view)				

IRS 1099 Form Documents

+ New Manage Create Forms Print Send Email IRIS Transmissions

Edit View Delete

Vendor No.	Form No.	Status	Copy B Sent	Copy 2 Sent
10000	:	NEC	Open	<input type="checkbox"/>

IRS 1099 Create Form Documents

Options

Period 2026

Vendor No.

Form No.

Replace

OK **Cancel**

IRS 1099 Form Documents

+ New Manage Create Forms Print Send Email IRIS Transmissions

Edit View Delete

Vendor No.	Form No.	Status	Copy B Sent	Copy 2 Sent
10000	:	NEC	Open	<input type="checkbox"/>

1099 Form Creation



IRS 1099 Form Document ✓ Saved

2026 · 10000 · NEC

Release | Print | Reports... | Send Email... | Actions | Automate | Fewer options

General

Vendor No. 10000 Status Open

Form No. NEC

Email Show less

Receiving 1099 E-Form Consent Copy 8 Sent

Vendor E-Mail krystal.york@contoso.com Copy 2 Sent

Lines New Line Delete Line

Form Box No.	Calculated Amount	Amount	Minimum Reportable Amount	Adjustment Amount	Include In 1099
→ NEC-01	3,186.36	3,186.36	600.00	0.00	<input checked="" type="checkbox"/>

IRS 1099 Form Doc Line Details

Vendor Ledger Entry No. ↑	Document Type	Document No.	Description	Calculated Amount	IRS 1099 Reporting Amount
1772	Invoice	108175	Invoice 107175	1,433.86	-1,433.86
1889	Invoice	108187	Invoice 107187	1,752.50	-1,752.50

1099 Form Corrections



IRS Reporting Periods

✓ Saved

+ New Edit List Delete Copy Setup From... Forms Vendor Setup Adjustments

No. ↑	Starting Date	Ending Date	Description	Forms In Period	IRIS Transmission
→ 2026	1/1/2026	12/31/2026	2026 Reporting Year	2	No

IRS 1099 Create Form Documents

Options

Period: 2026

Vendor No.: 10000

Form No.: NEC

Replace:

OK Cancel

IRS 1099 Vendor Form Box Adjustments

✓ Saved

+ New Edit List Delete More options

Vendor No. ↑	Vendor Name	Form No. ↑	Form Box No. ↑	Amount
→ 10000	Fabrikam, Inc.	NEC	NEC-01	-100.00

IRS 1099 Form Document

2026 · 10000 · NEC

Release Print Reports... Send Email... Actions Automate Fewer options

General

Vendor No.: 10000 Status: Open

Form No.: NEC

Email

Receiving 1099 E-Form Consent: Copy B Sent:

Vendor E-Mail: kristal.york@contoso.com Copy 2 Sent:

Lines

Form Box No.	Calculated Amount	Amount	Minimum Reportable Amount	Adjustment Amount	Include In 1099
→ NEC-01	3,186.36	3,086.36	600.00	-100.00	<input type="checkbox"/>

IRS 1099 Form Documents

+ New Manage Create Forms Print Send Email IRIS Transmissions

Vendor No.	Form No.	Status
10000	NEC	Open

Actions: Create Forms, Recreate Form, Delete Selected, Release All

Integration



Send by Email



Send by Email – New Documents



- Sales Outbound
 - Posted Sales Shipments
 - Posted Sales Shipment
- Sales Inbound
 - Posted Return Receipts
 - Posted Return Receipt

Posted Sales Shipment

S-SHPT102297 · Adatum Corporation

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No.	S-SHPT102297	Requested Delivery Date	4/19/2026
Customer	Adatum Corporation	Promised Delivery Date	
Contact	Robert Townes	Quote No.	
Posting Date	5/13/2026	Order No.	S-ORD101020

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Questions?



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