1. Introduction to ODT Intercompany 1
1.1. ODT Intercompany Overview 1
2. ODT Intercompany Setup 2
2.1. How to Enable Intercompany 2
2.1.1. Overview 2
2.1.2. How to Enable Intercompany 3
2.1.3. How to Setup Intercompany Test Reports 7
2.2. How to Setup Intercompany Users 14
2.2.1. Overview 14
2.2.2. How to Setup Intercompany Users 14
2.3. How to Setup Intercompanies 16
2.3.1. Overview 16
2.3.2. How to Setup Intercompanies 17
2.3.3. How to Setup intercompany Taxes 22
2.3.4. How to Setup Intercompany Multi-currency 23
2.4. How to Setup Intercompany Translations 24
2.4.1. Overview 24
2.4.2. How to Setup Intercompany Translations 25
2.4.3. How to Add Dimensions to Intercompany 28
2.4.4. How to Add Bank Accounts to Intercompany 32
2.5. How to Setup User Level Validation 35
2.5.1. Overview 35
2.5.2. How to Setup User Level Validation 35
3. Using ODT Intercompany 42
3.1. Intercompany Journals and Recurring Journals 42
3.1.1. How to Create Intercompany General Journals 42
3.1.2. How to Create Intercompany Recurring General Journals 57
3.2. Intercompany Sales Documents 67
3.2.1. Overview 67
3.2.2. How to Create an Intercompany Sales Orders 67
3.2.3. How to Create an Intercompany Sales Invoices 76
3.2.4. How to Create an Intercompany Sales Credit Memos 85
3.3. Intercompany Purchase Documents 93
3.3.1. Overview 93
3.3.2. How to Create an Intercompany Purchase Order 94
3.3.3. How to Create an Intercompany Purchase Invoice 103
3.3.4. How to Create an Intercompany Purchase Credit Memo 112
3.4. Unposted Intercompany Transactions 121
3.4.1. Overview 121
3.4.2. Posting Intercompany Journal in Source Company 122
3.4.3. Posting Intercompany Journal in Target Company 124

1. Introduction to ODT Intercompany

1.1. ODT Intercompany Overview

In today's world of consolidations and mergers, the need for intercompany processing is clear. Even more complex accounting transactions need to be handled more efficiently with accountants spending too much time reconciling intercompany accounts. The InterCompany add-on can save you time each month
Key Features:

- Define Accounts and Dimensions to be used in Intercompany transactions
- Use 'Auto Posting' flag in the User Setup to allow users to automatically post I/C journals in the Target company
- Repeat past I/C transactions with Copy Document

- Define in the Source Company which Target companies it can post to

InterCompany Processing allows account transactions to be posted from one company to another company within Dynamics 365 Business Central for the General Ledger (GL), Sales & Receivables (AR), and Purchases & Payables (AP) functional areas. It includes Recurring Journal entries with Allocations and can post taxes to the selected company. It also has full multi-currency intercompany functionality and can account for differences in company exchange rates.

InterCompany transactions are identified when a participating intercompany name is selected from the active intercompany list. When the intercompany name is selected in the source company's transaction, the field lookups for "G/L Account No." and all related dimension codes reference the target company's records. These accounts and dimensions are then entered directly into the source company transaction.

Posting the intercompany transaction creates related intercompany journal entries in the target company and balancing or audit entries in the source company following the rules setup in the Intercompany translation, which is used to validate the transaction.

InterCompany Processing relies on the posting of transactions in both companies. The posting of an intercompany transaction in the source company creates journal entries in the target company for review before posting. This process creates a non-invasive approach to performing intercompany transaction posting in the Business Central toolkits.

InterCompany Processing has been integrated with the standard Navigate functionality in the source company. Performing a Navigate on a "Document No." that contains intercompany transactions will display the General Ledger and Tax Ledger Entries created in the target company. The Intercompany functionality will also allow the user to look directly at those transactions in the target company.

AP and AR Documents with intercompany transactions can be copied in the source company through the standard copy document functionality. Full auditing is also available in the source company for the intercompany account and dimensions used on posted documents. InterCompany Processing works across companies in one database.

2. ODT Intercompany Setup

2.1. How to Enable Intercompany

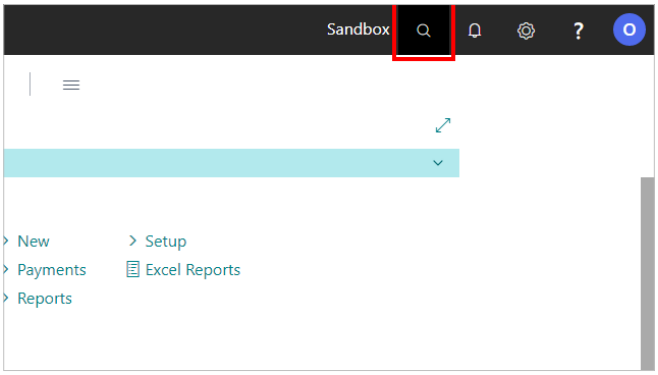
2.1.1. Overview

The following steps will enable the ODT Intercompany functions. These steps must be done in both the Source company and the Target company.

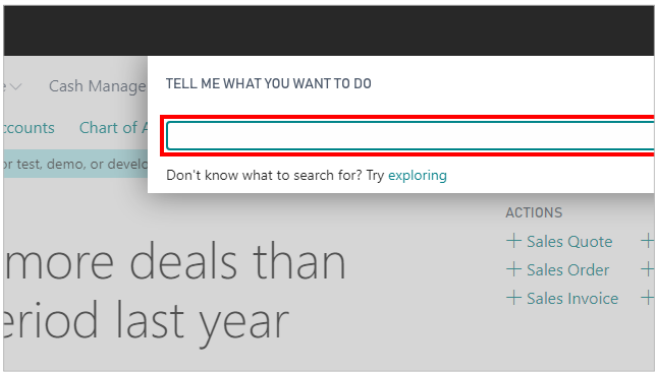
Note: To ensure that ODT Intercompany functions correctly, the LCY Code in the General Ledger Setup must have a ISO 4217 Currency Code. For example, Canadian Dollar = CAD, US Dollar = USD.

2.1.2. How to Enable Intercompany

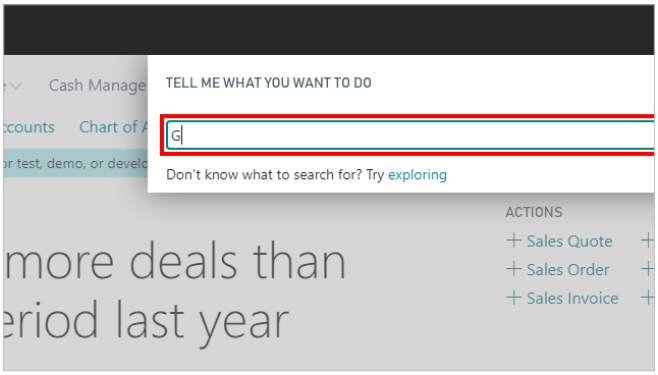
Click on the link **Search**



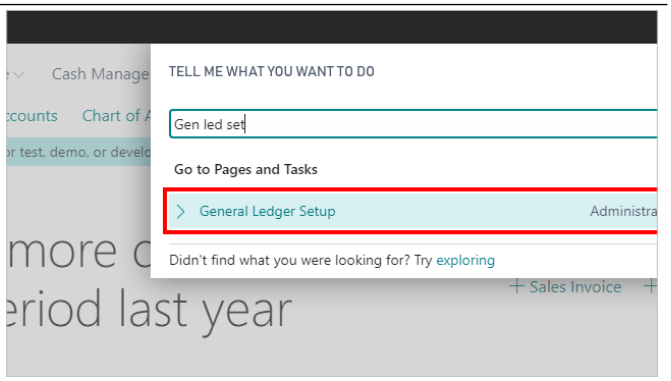
Click on the field **Type to start search:**



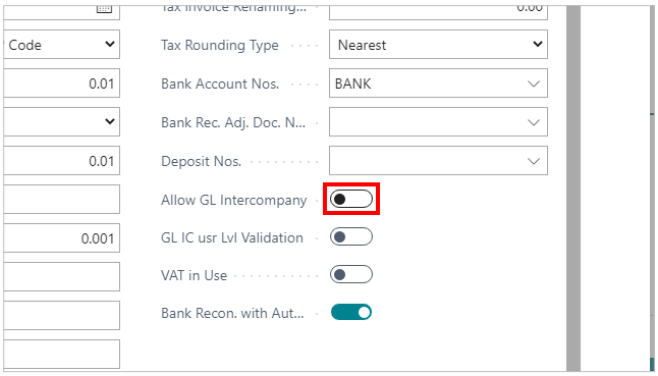
Enter **General Ledger Setup**.



Click on **General Ledger Setup Administration**

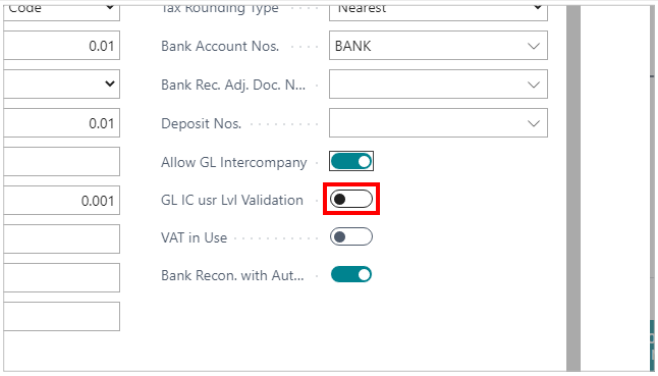


Click on the toggle field **Allow GL Intercompany**

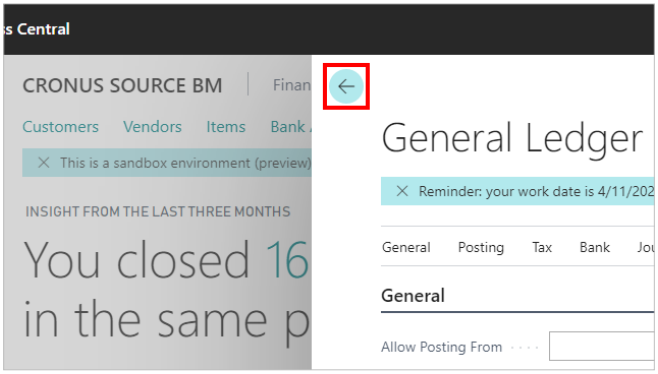


Click on the toggle field **GL IC usr Lvl Validation**

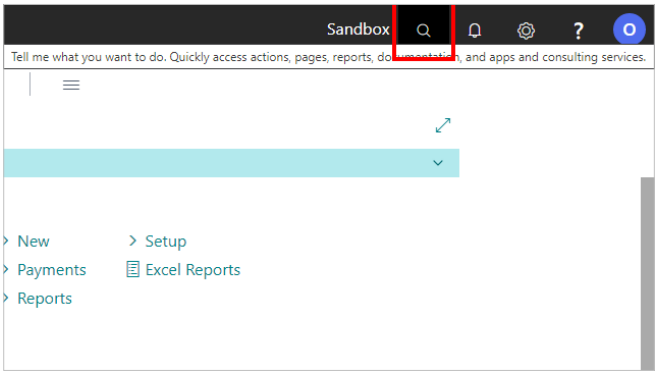
We recommend to have this feature off, unless you use user restriction.



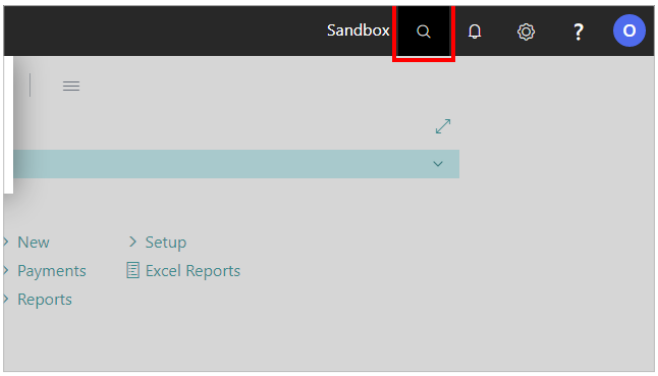
Click on the back button



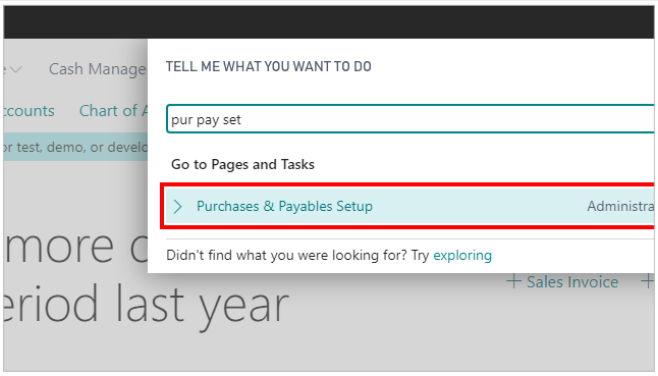
Click on the link **Search**



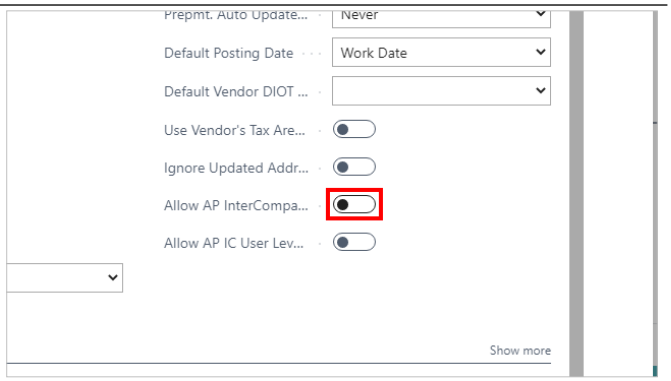
Enter **the text Purchase Payables Setup**.



Click on **Purchases & Payables Setup Administration**

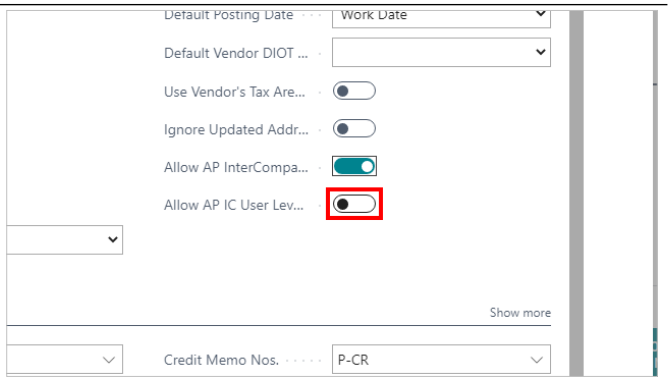


Click on the toggle field **Allow AP InterCompany**

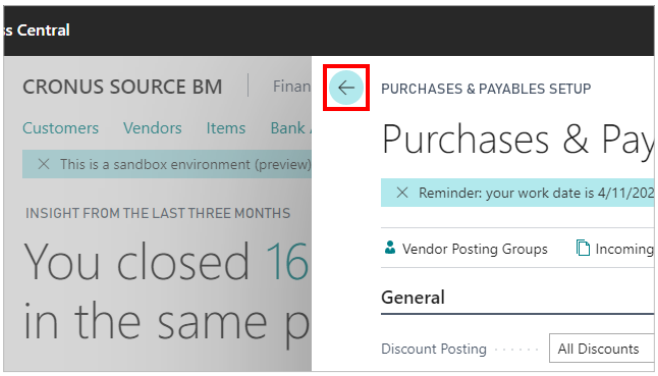


Click on the toggle field **Allow AP IC User Level Validation**

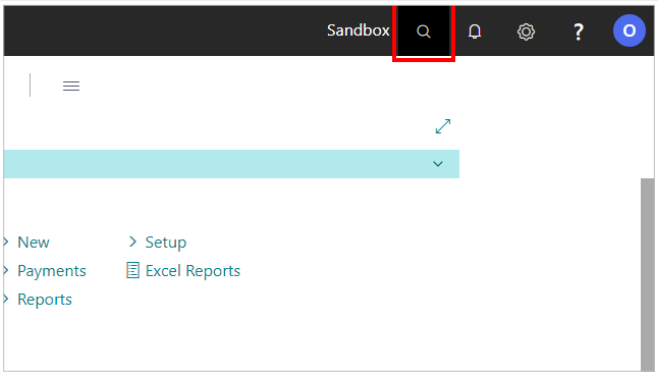
We recommend to have this feature off, unless you use user restriction.



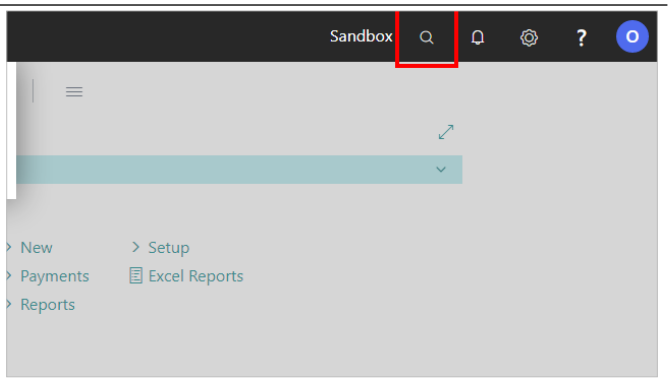
Click on the back button



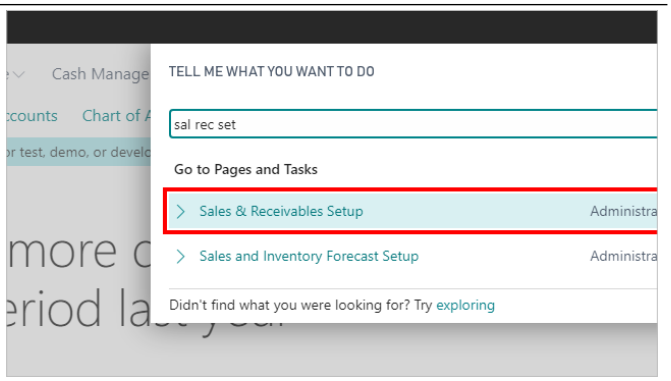
Click on the link **Search**



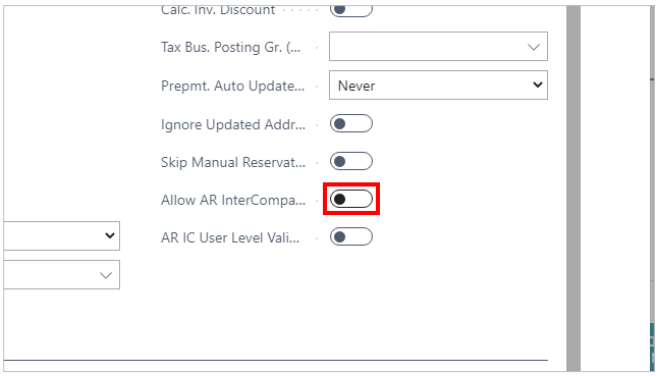
Enter **the text Sales Receivable Setup**.



Click on **Sales & Receivables Setup Administration**

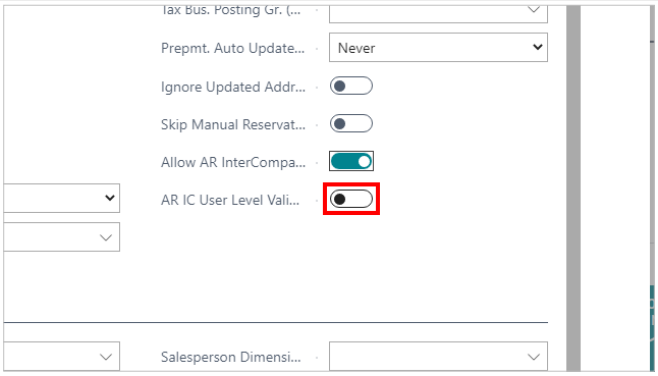


Click on the toggle field **Allow AR InterCompany**

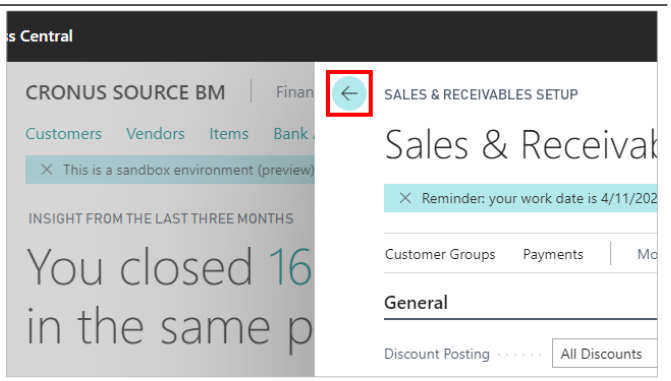


Click on the toggle field **AR IC User Level Validation**

We recommend to have this feature off, unless you use user restriction.

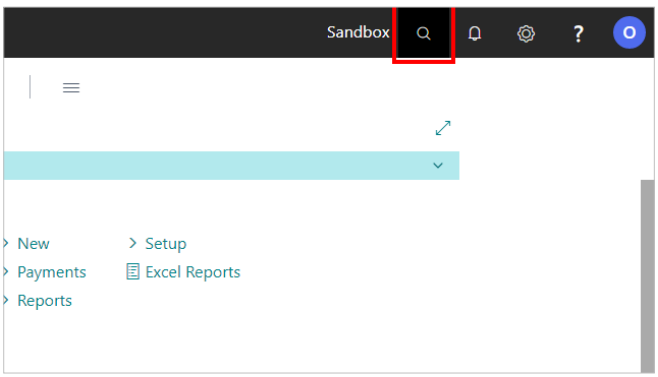


Click on the back button

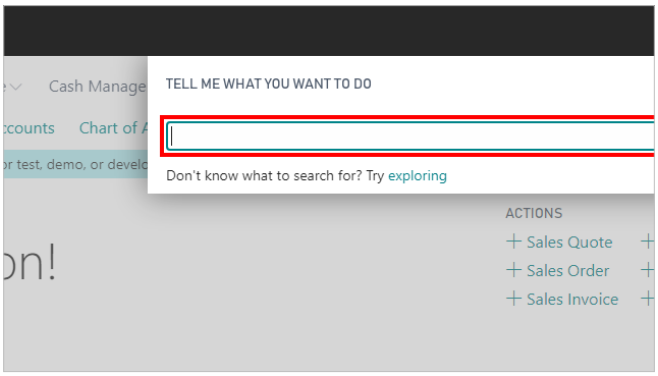


2.1.3. How to Setup Intercompany Test Reports

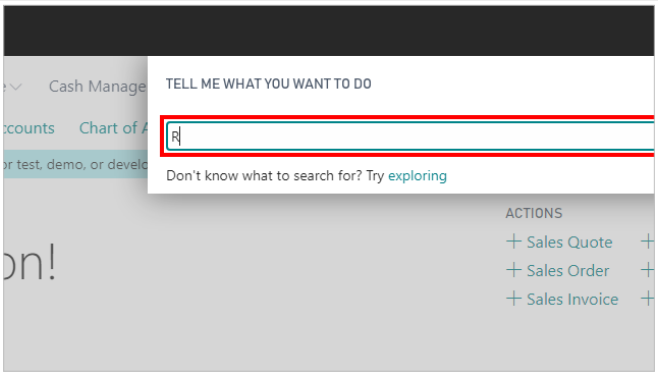
Click on the link **Search**



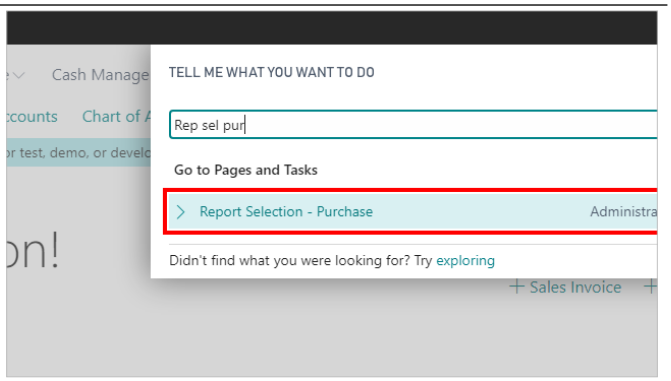
Click on the field **Type to start search:**



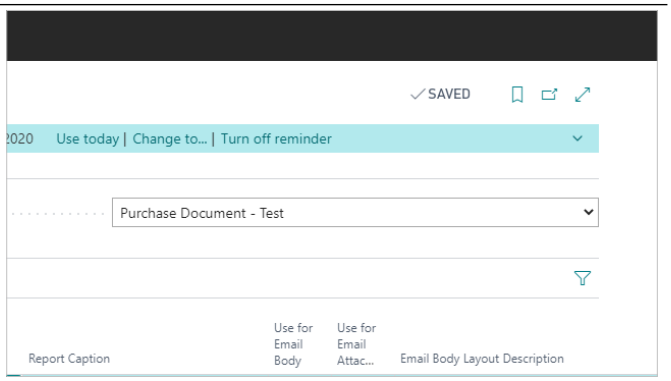
Enter **Report Selection Purchase**.



Click on **Report Selection - Purchase Administration**

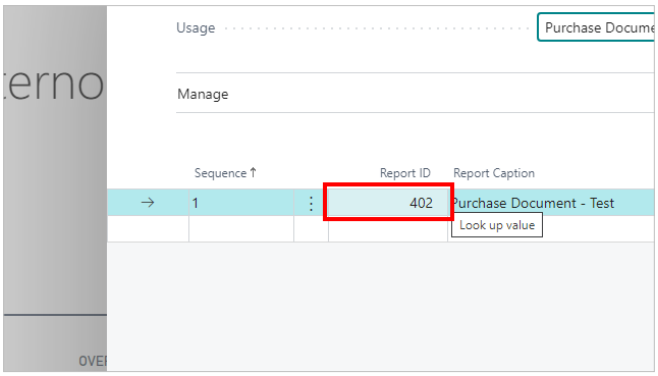


Click on the item **Usage** in the list
And select Purchase Document - Test

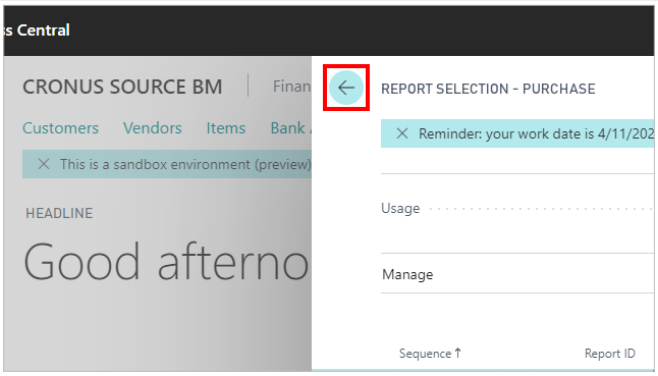


Click on the cell **Report ID** with the value **402**

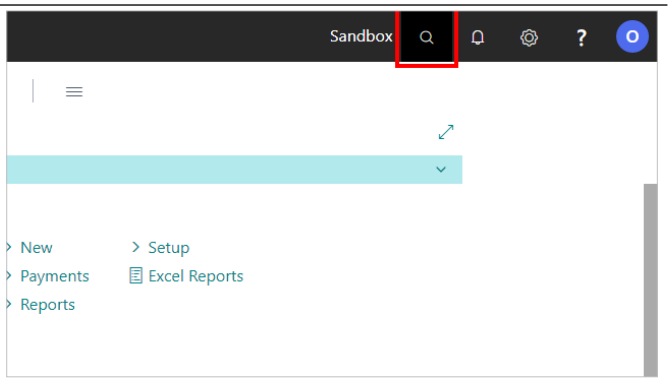
Enter report ID 23001092



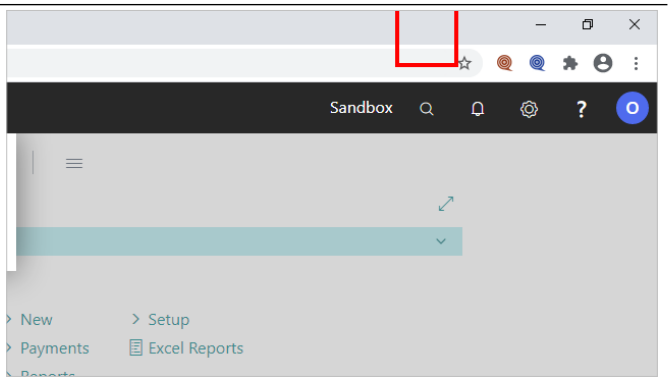
Click on the back button



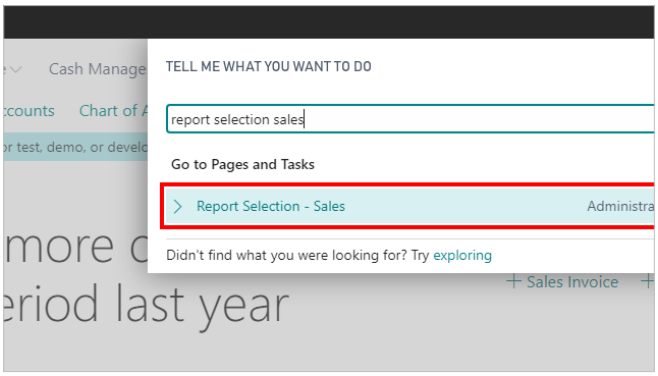
Click on the link **Search**



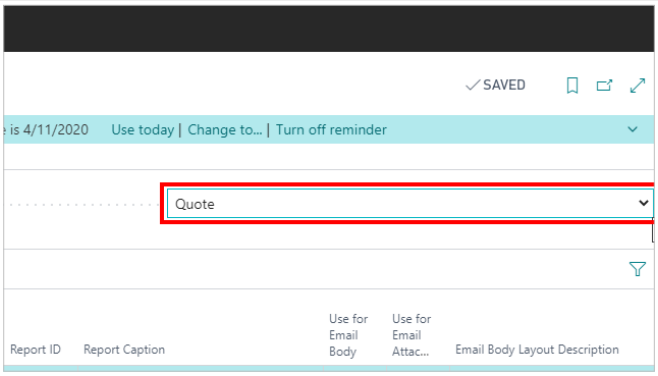
Enter **Search**.



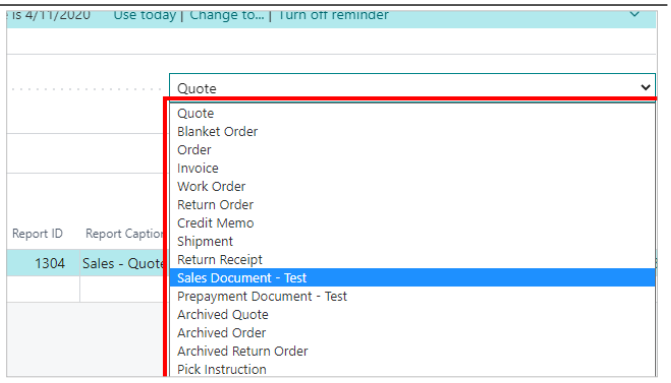
Click on **Report Selection - Sales Administration**



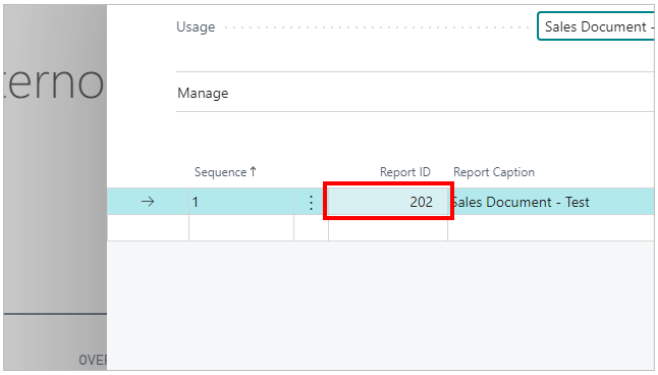
Click on the field **Usage**



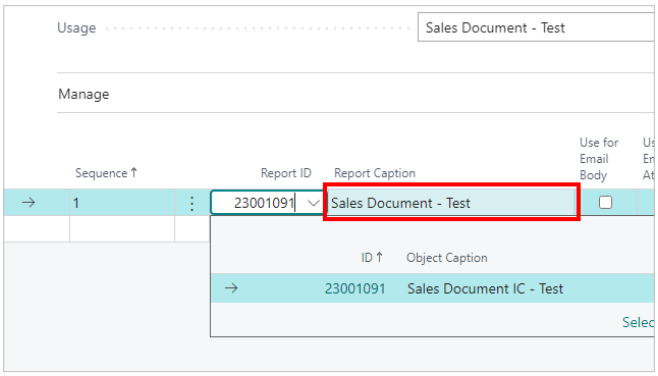
Click on the item **Sales Document - Test** in the list



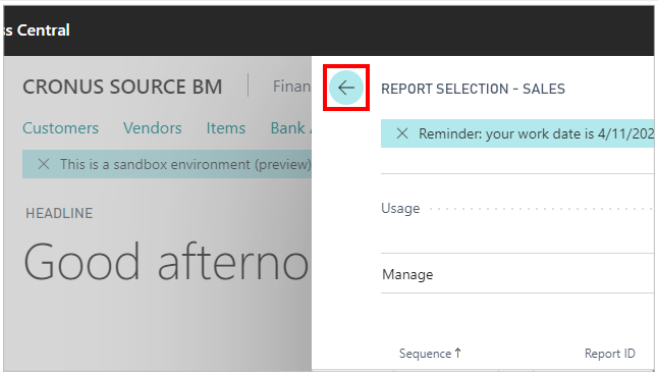
Click on the cell **Report ID** with the value **202**



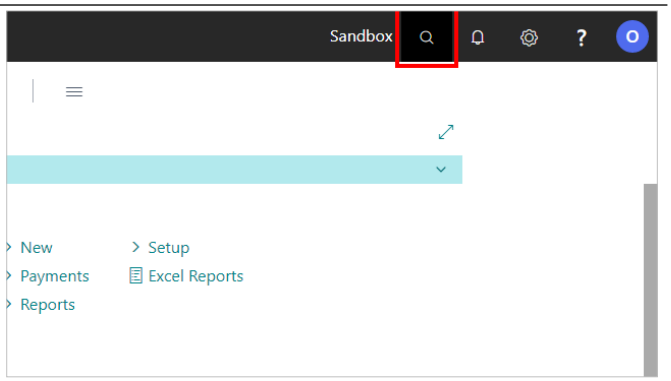
Enter Report ID 23001091



Click on the back button

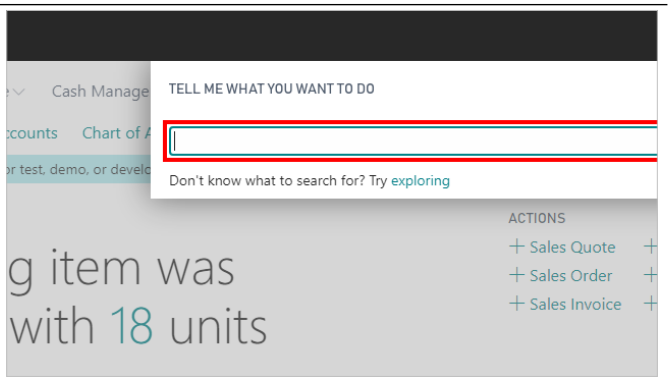


Click on the link **Search**

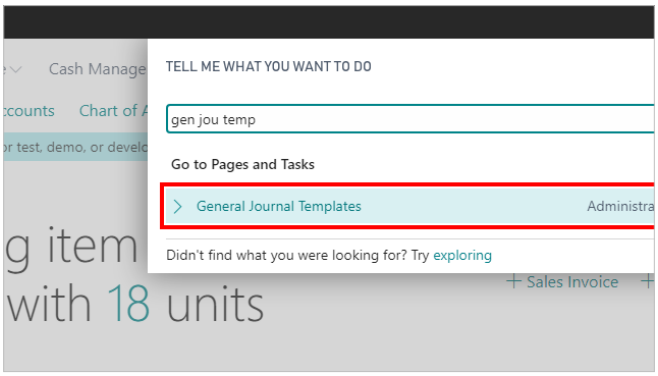


Click on the field **Type to start search:**

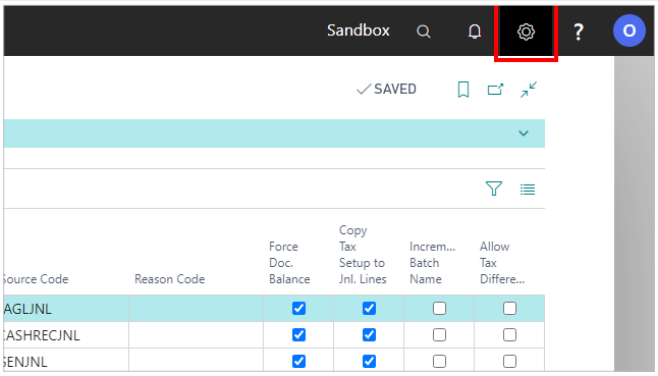
Enter General Journal Template



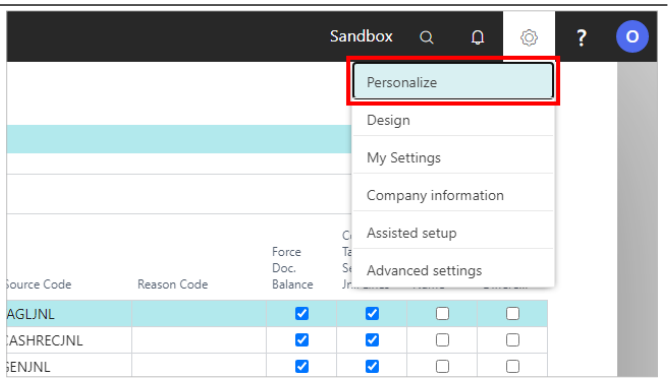
Click on **General Journal Templates Administration**



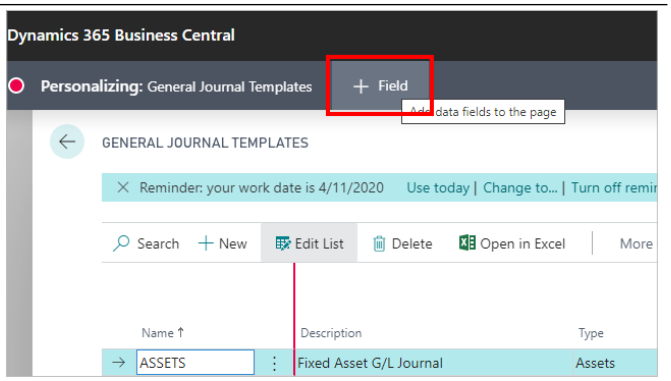
Click on the link **Setting**



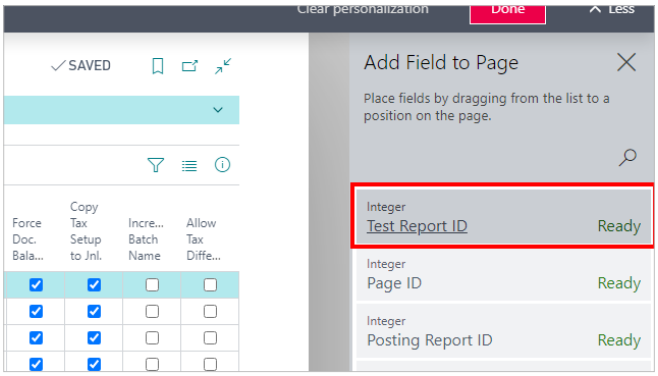
Click on the menu item **Personalize**



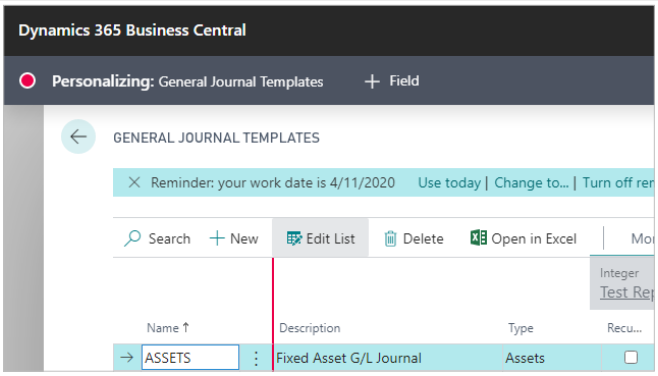
Click on the link **Add data fields to the page**



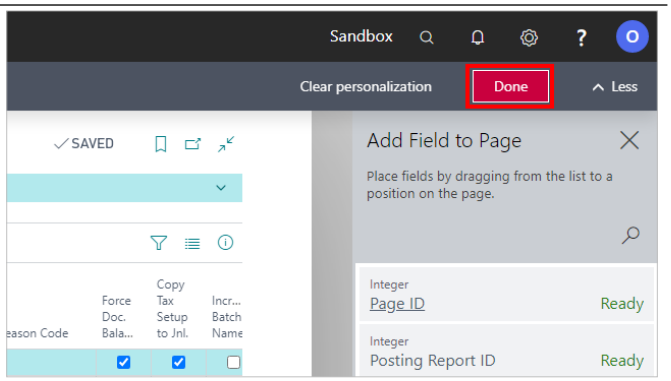
Click and hold the left mouse button the Test Report ID



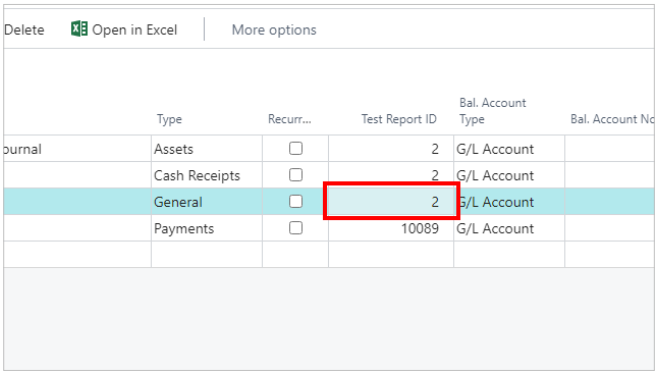
place the Test Report ID in the General Template page



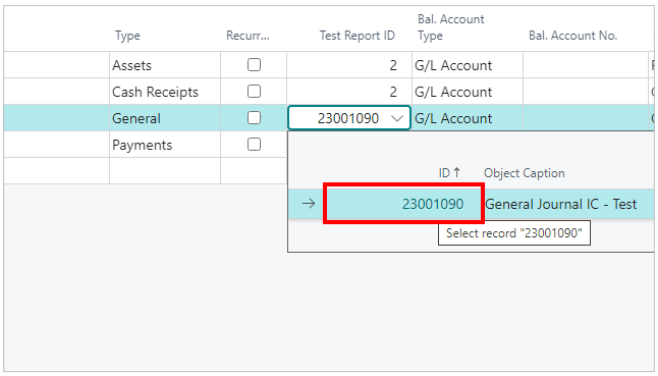
Click on the link **Stop personalizing**



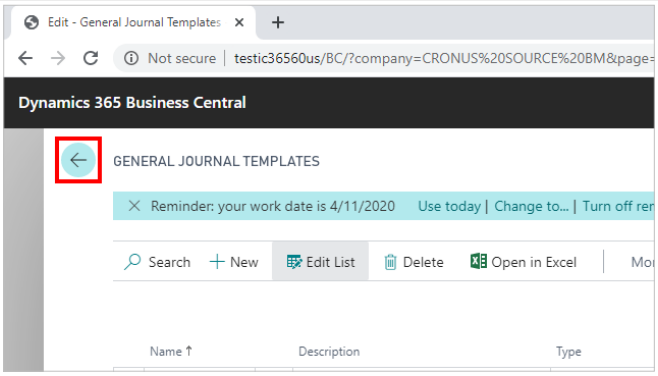
Click on the cell **Test Report ID** with the value **2**



Click on the link in cell **ID** with the value **23001090**



Click on the back button



ODT Intercompany is now setup and you are ready to setup the Users and Translations

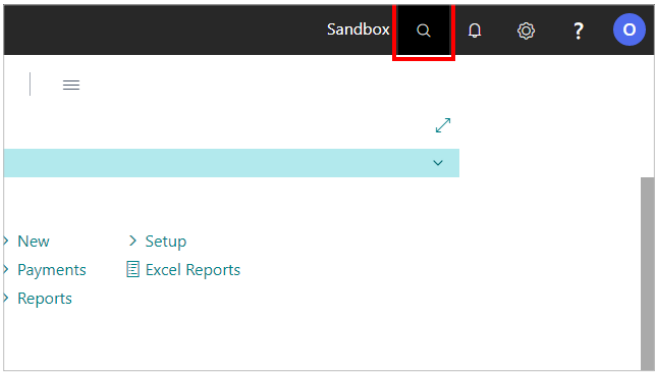
2.2. How to Setup Intercompany Users

2.2.1. Overview

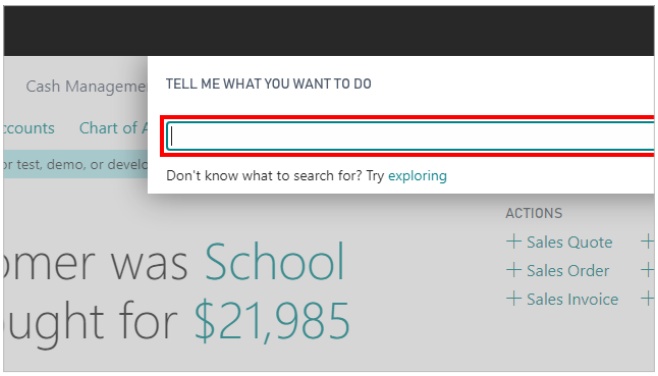
Setting up Users in the User Setup Page allows ODT Intercompany to post automatically in the Target Company. The following steps illustrate how to setup each user in the Source company so that they can post intercompany transactions.

2.2.2. How to Setup Intercompany Users

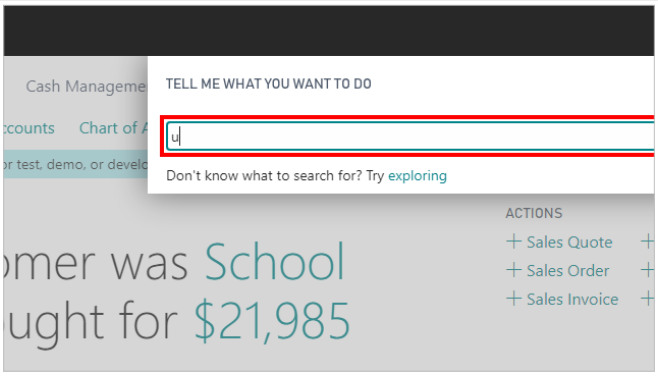
Click on the link **Search**



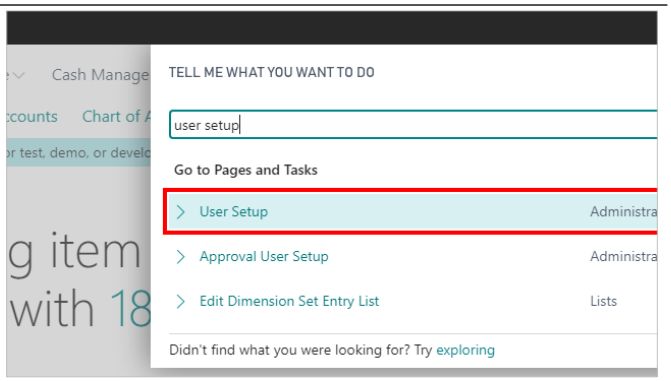
Click on the field **Type to start search:**



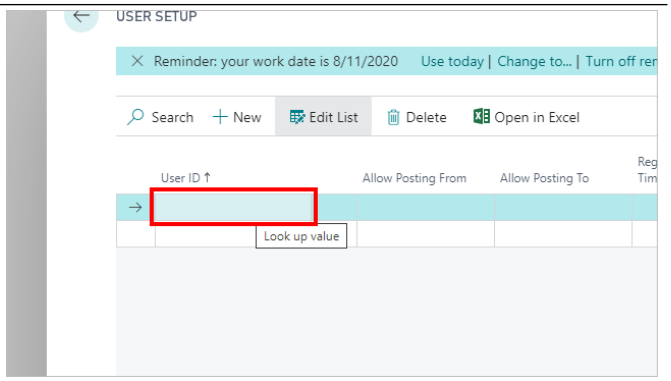
Enter **User setup**.



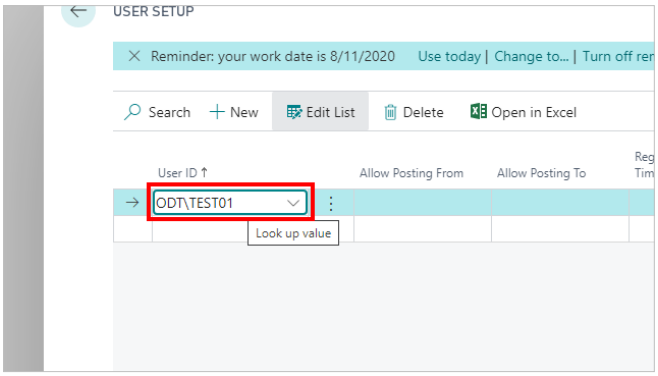
Click on **User Setup Administration**



Click on the cell **User ID**

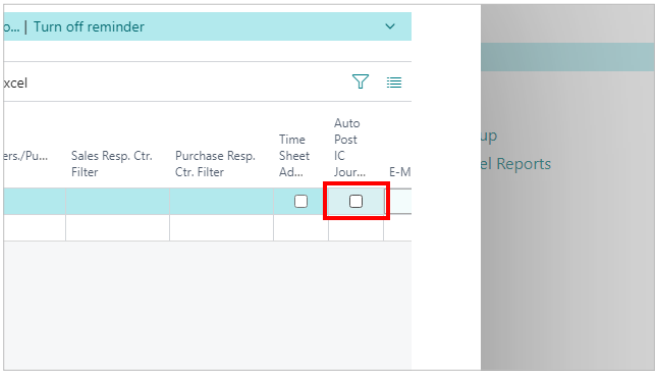


Add the User that will have Intercompany Posting access

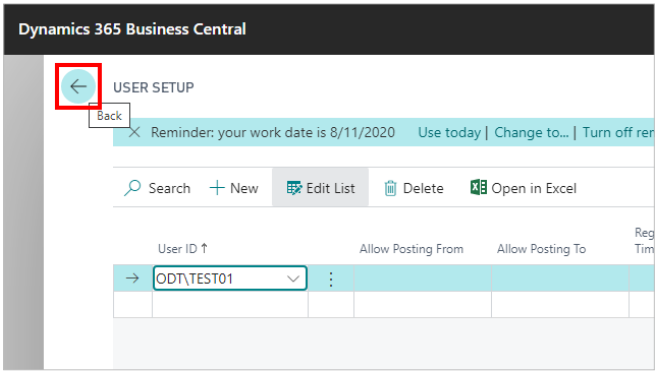


Click on **Auto Post IC Journal field to add Check Mark**

This will allow the intercompany transactions to be automatically posted in the Target company



Click on the back button



The User Setup for ODT Intercompany is now complete

2.3. How to Setup Intercompanies

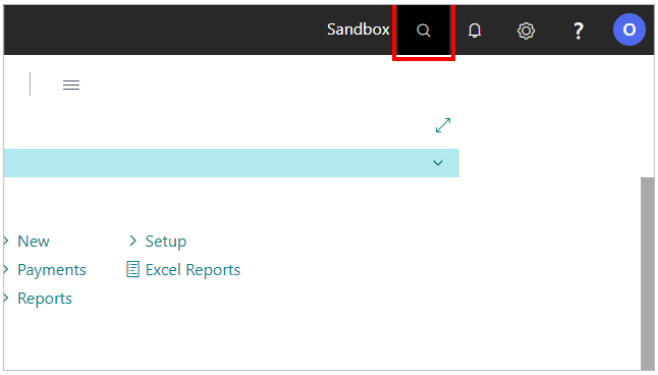
2.3.1. Overview

To use ODT Intercompany you must first setup the Target company in the Source company. The following instructions will assist with this setup.

The setup will also enable Multi-currency and tax transaction to be transferred to the Target company

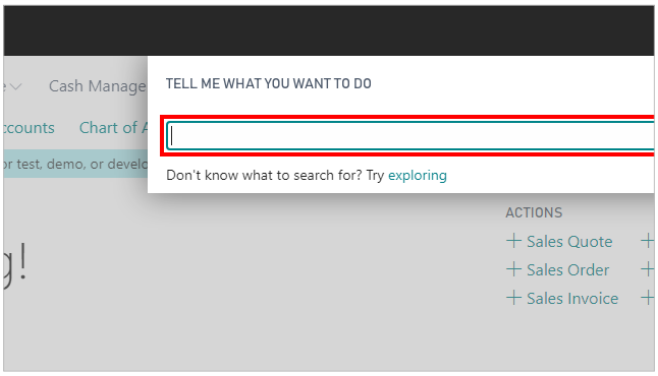
2.3.2. How to Setup Intercompanies

Click on the link **Search**

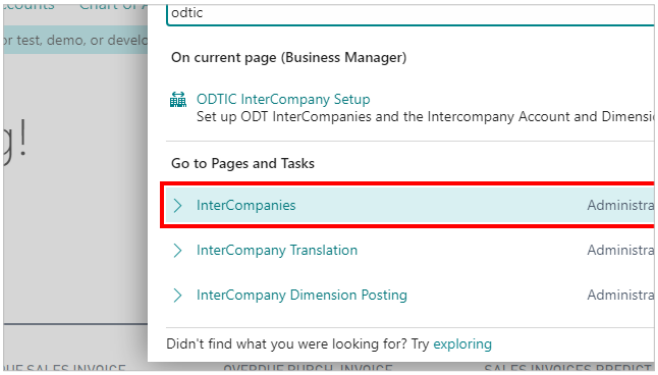


Click on the field **Type to start search:**

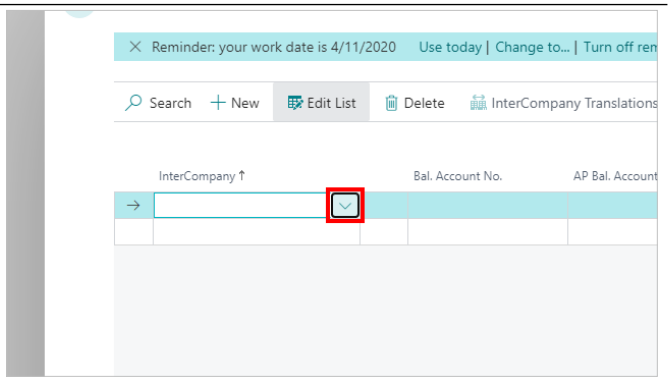
Enter ODTIC



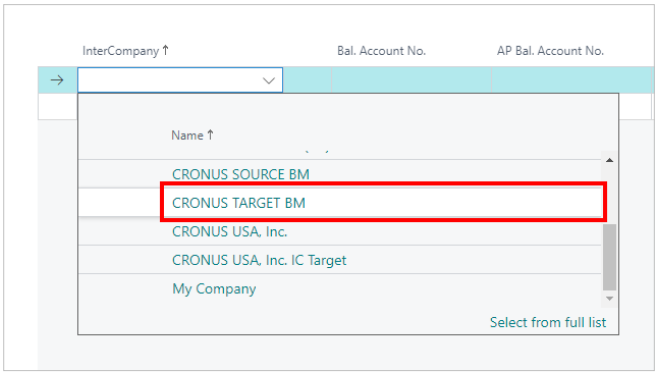
Click on **InterCompanies Administration**



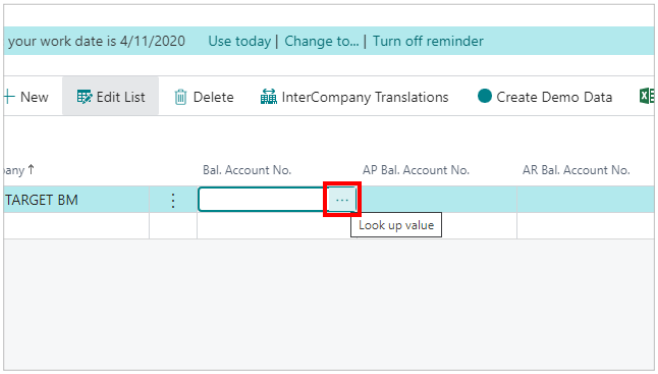
Click on the lookup button in the cell **InterCompany**



Select your Target company that you will use for Intercompany transactions

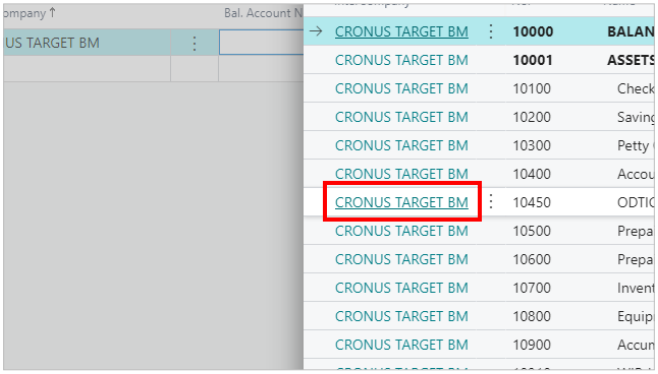


Click on the lookup button in the cell **Balance Account No.**

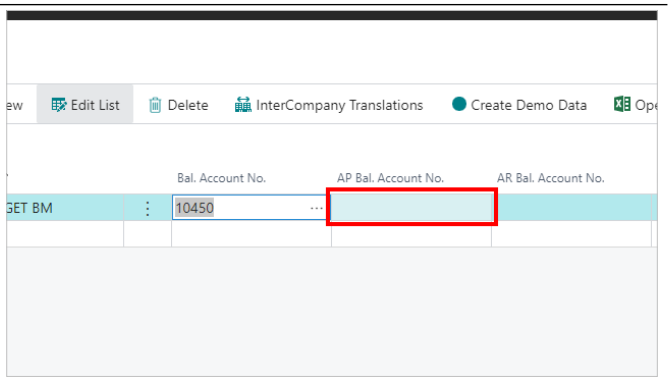


Choose the Balance Account for Intercompany Journals.

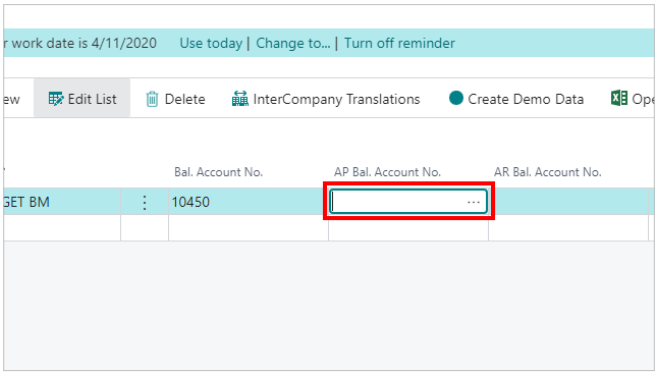
A "Balance Account No." is required for each company. The "Balance Account No." is used when creating the journal entries in the target company, upon posting of an Intercompany Transaction. Clicking the lookup button will display the target company's Chart of Accounts, from which to select from



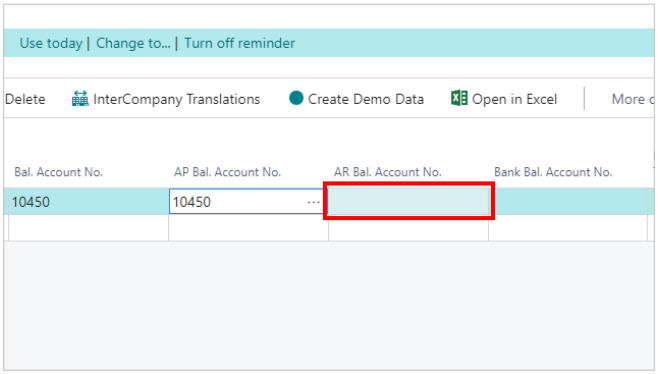
Click on the cell **AP Balance Account No.**



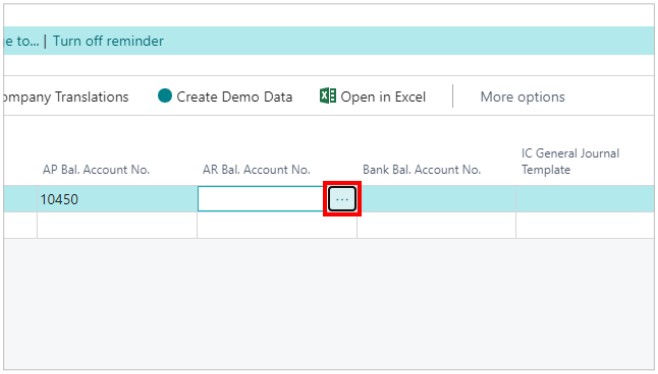
Choose the G/L Account that you wish to use for Intercompany AP Entries. If left blank, the default "Balance Account No." will be used.



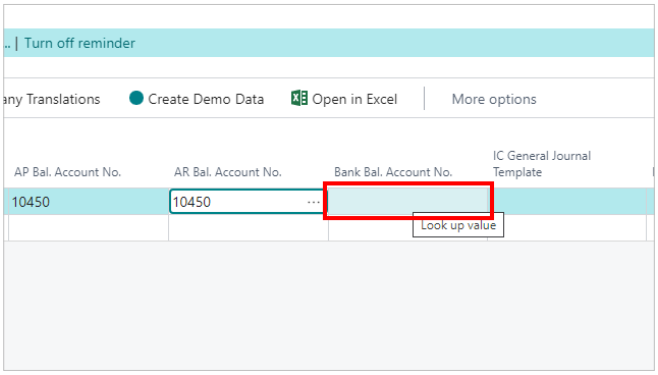
Click on the cell **AR Balance Account No.**



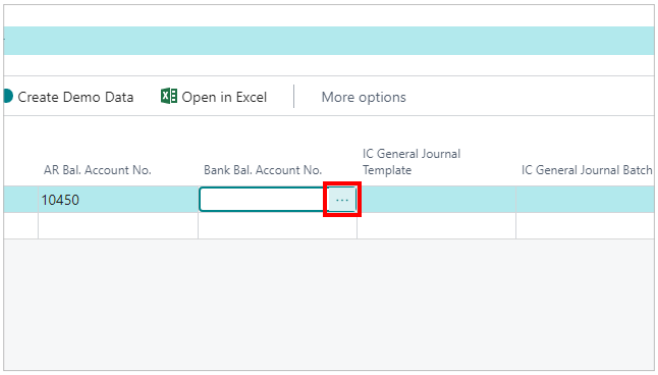
Choose the G/L Account that you wish to use for Intercompany AR Entries. If left blank, the default "Balance Account No." will be used.



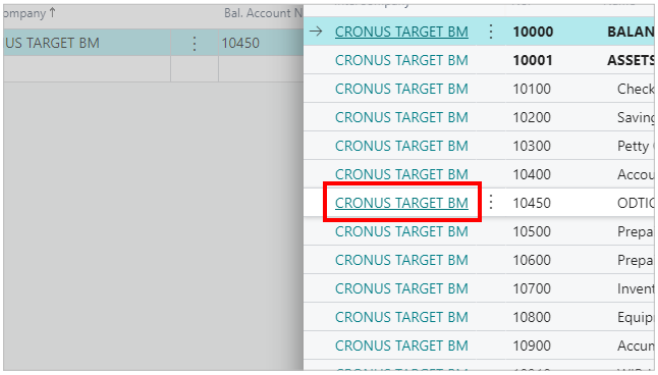
Click on the cell **Bank Balance Account No.**



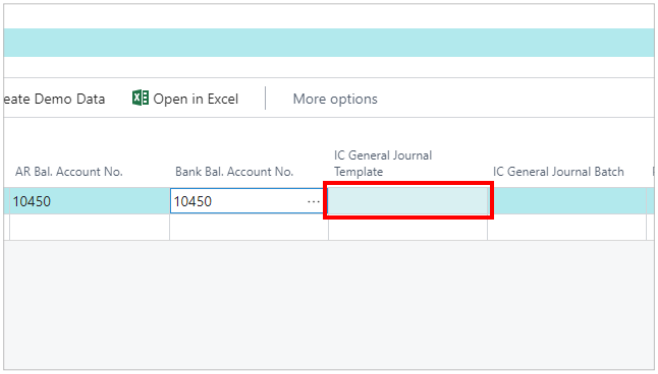
Click on the lookup button in the cell **Bank Balance Account No.**



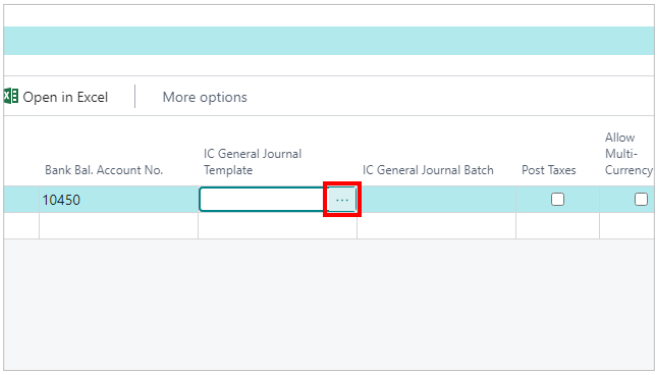
Choose the G/L Account that you wish to use for Intercompany Bank Account Entries. If left blank, the default "Balance Account No." will be used.



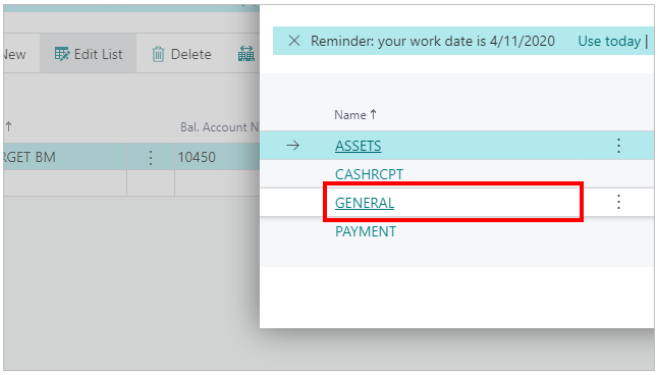
Click on the cell **IC General Journal Template**



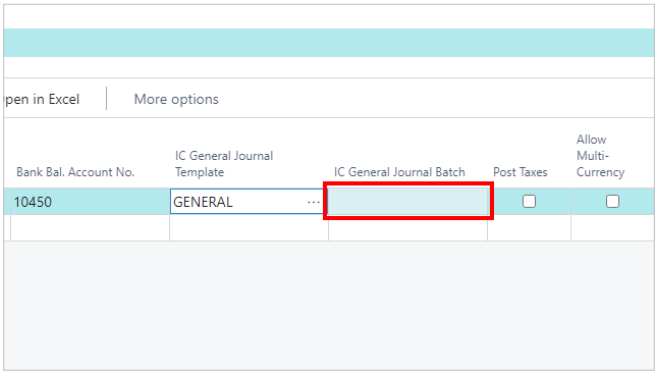
Click on the lookup button in the cell **IC General Journal Template**



Click on the link in cell **Name** with the value **GENERAL**

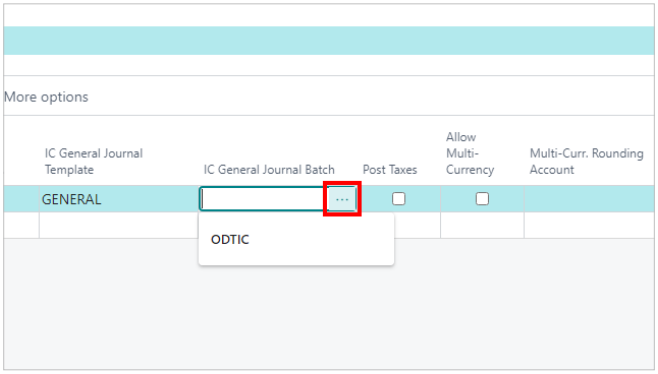


Click on the cell **IC General Journal Batch**

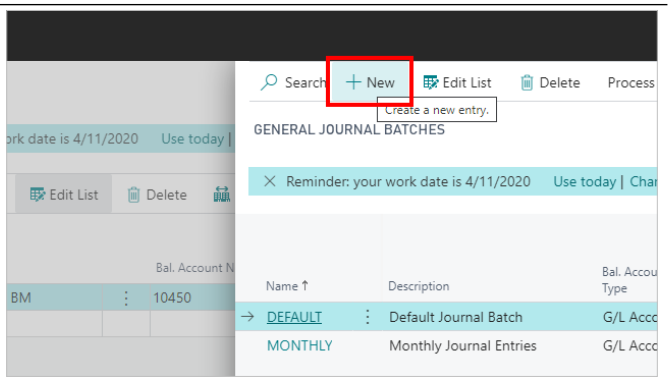


Click on the lookup button in the cell **IC General Journal Batch**

Select the Journal Batch INTERCOMP. If the INTERCOMP batch is not there then it must be created. If it is there then the next step can be skipped

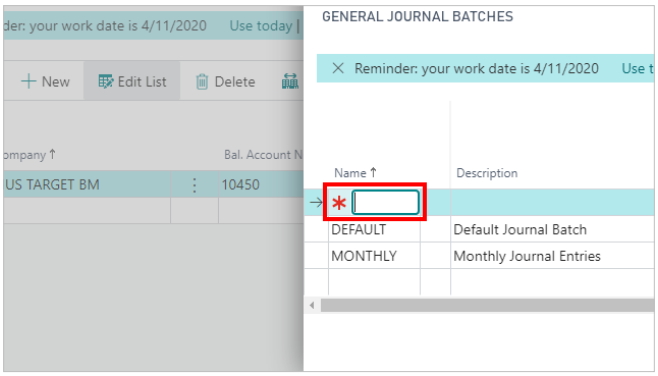


Click on the navigation menu item **New**



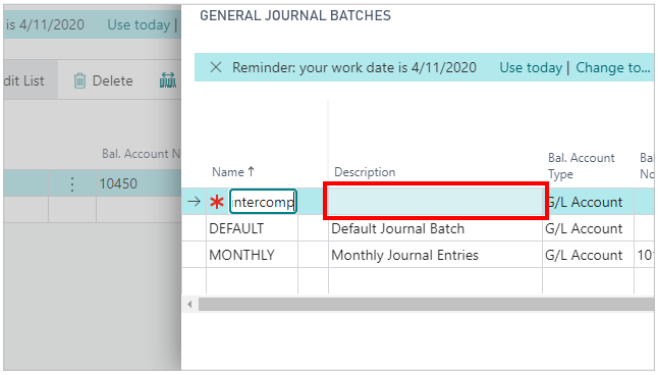
Click on the cell **Name**

Enter INTERCOMP

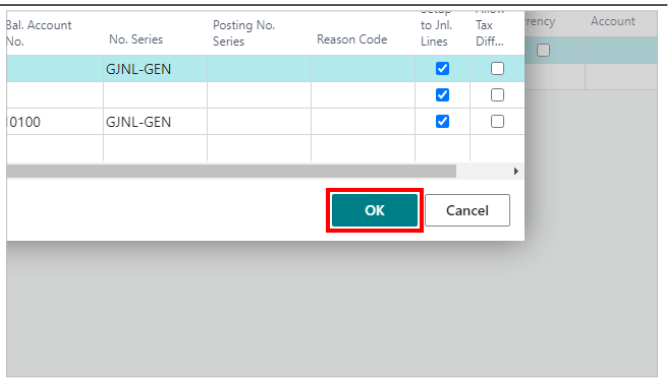


Click on the cell **Description**

Enter "Intercompany Journal Entries"



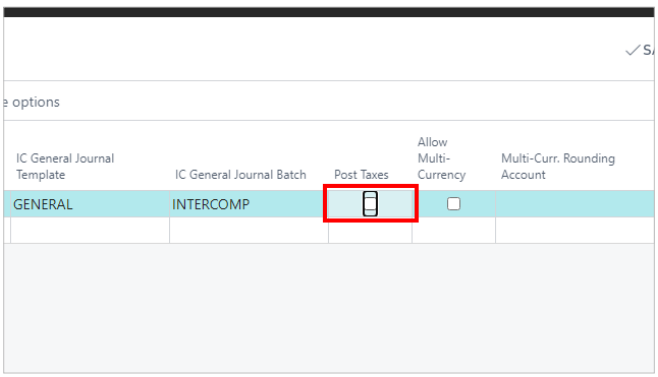
Click on the button **OK**



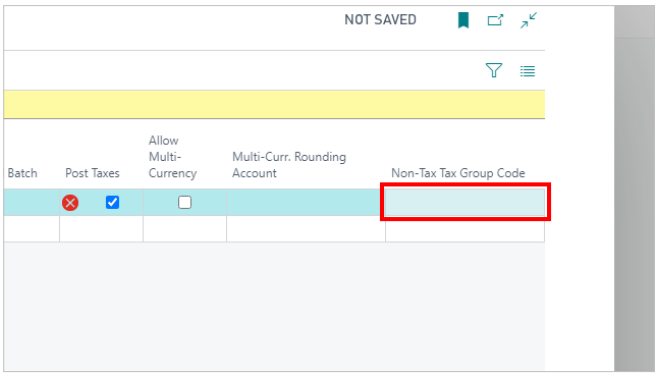
2.3.3. How to Setup intercompany Taxes

Click on **Post Taxes**

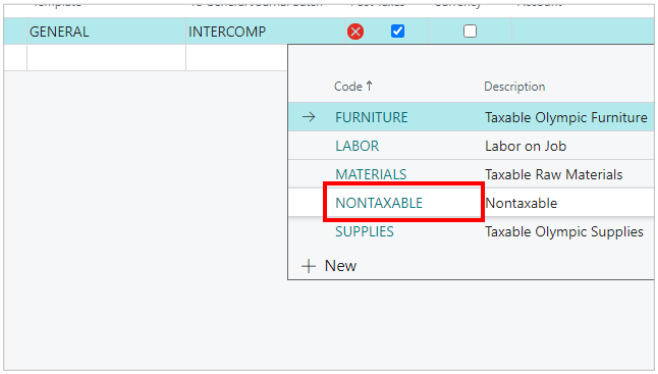
If the Post Taxes option is enabled a Non-Tax Tax Group Code must be entered. This tax group identifies a non taxable tax group code in the source company. This facilitates the posting of taxes into the target company.



Click on the cell **Non-Tax Tax Group Code**



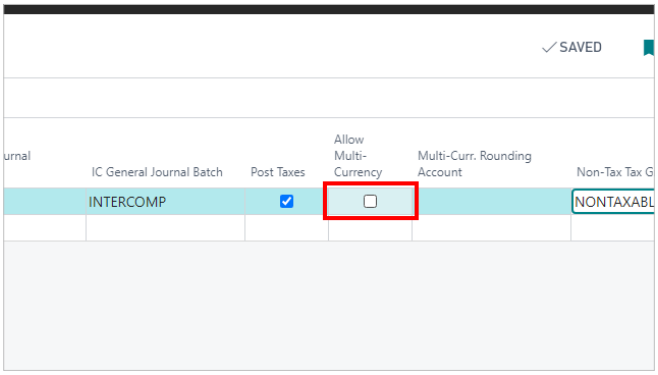
Click on the link in cell **Code** with the value **NONTAXABLE**



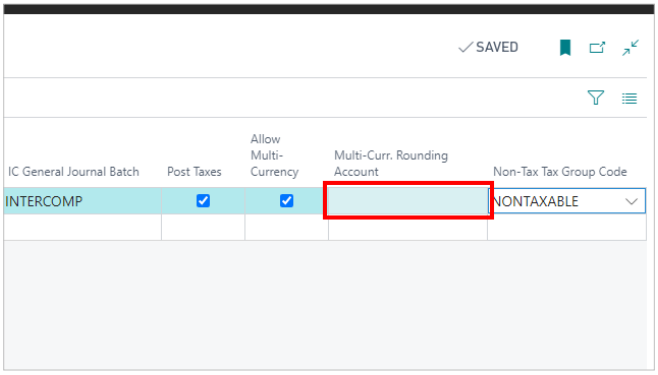
2.3.4. How to Setup Intercompany Multi-currency

Click on **Allow Multi-Currency**

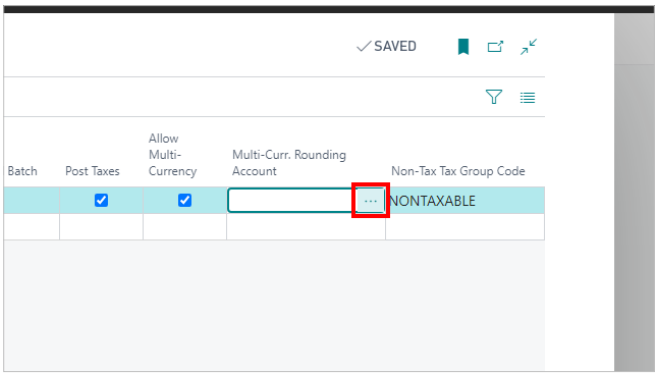
Multi-currency can be enabled for Intercompany transactions. The Exchange Rate in the Source company will be used for these transactions.



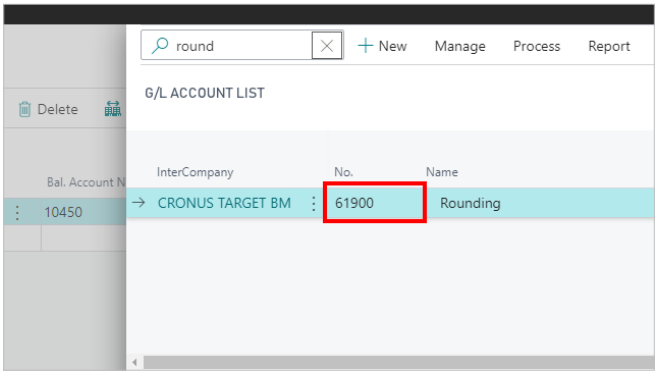
Click on the cell **Multi-Curr. Rounding Account**



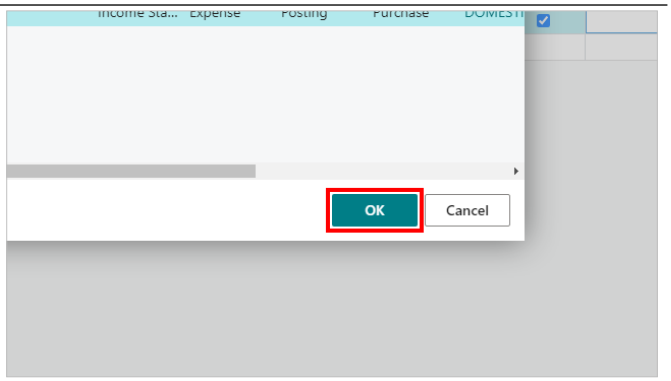
Click on the lookup button in the cell **Multi-Curr. Rounding Account**



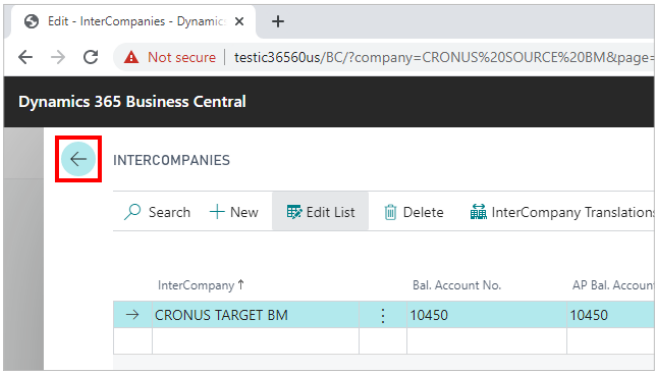
Select the Rounding GL Account in the Target company



Click on the button **OK**



Click on the back button



The Target company is now added to the Intercompany. The next step is to add the Intercompany Translations.

2.4. How to Setup Intercompany Translations

2.4.1. Overview

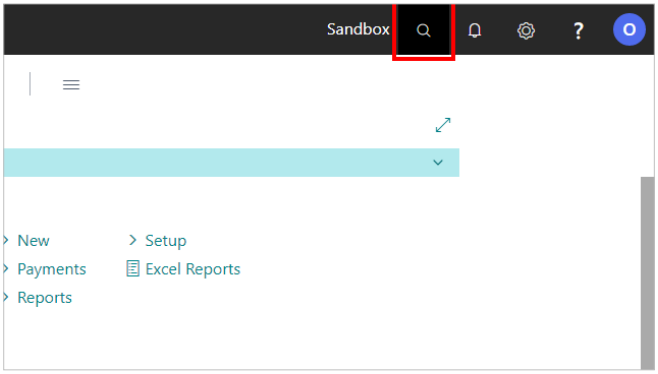
Intercompany Translations must be setup for each G/L Account in the Target company, or for a range of G/L accounts. This functionality allows posting to only accounts which have been setup within the translation. This also applies to Dimensions if required for posting to the Target company.

In addition, if user level validation is required, the translations can be setup to allow only specific users to enter and post Intercompany transactions.

The following steps will assist in the setup of InterCompany Translations

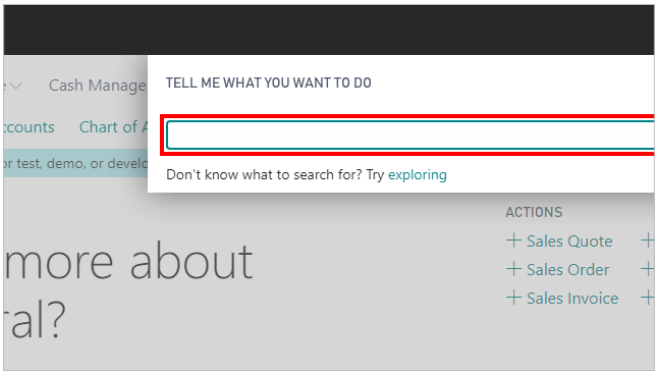
2.4.2. How to Setup Intercompany Translations

Click on the link **Search**

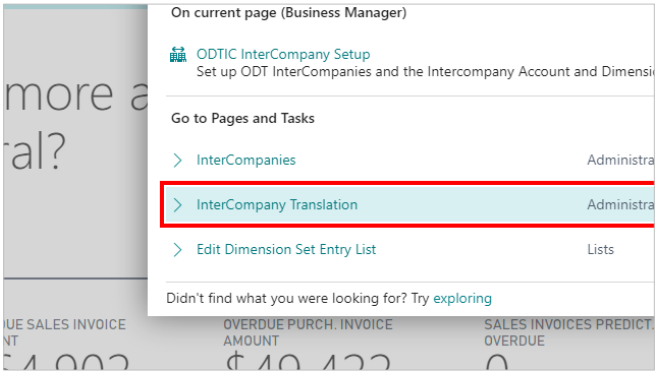


Click on the field **Type to start search:**

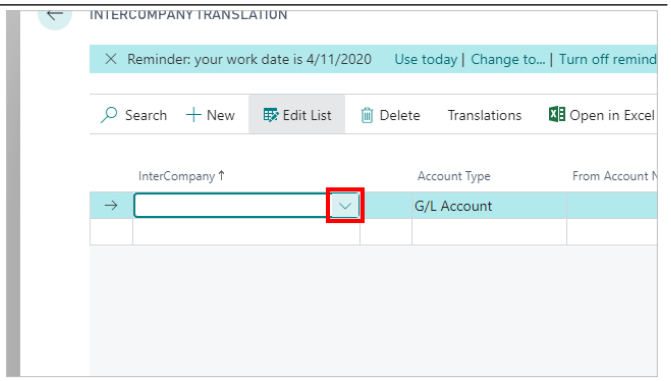
Enter the text ODTIC



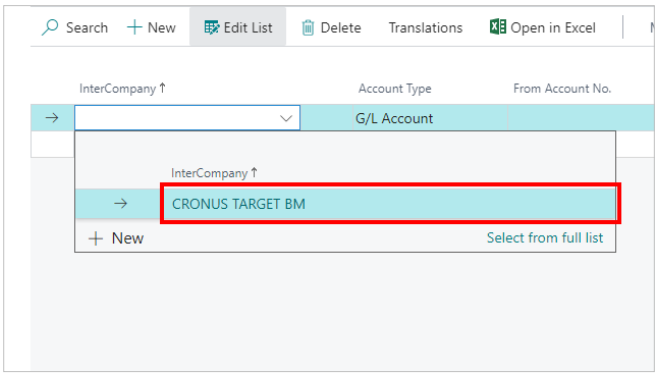
Click on **InterCompany Translation Administration**



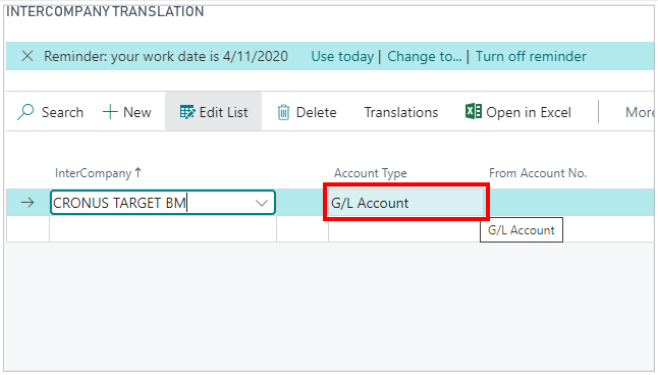
Click on the lookup button in the cell **InterCompany**



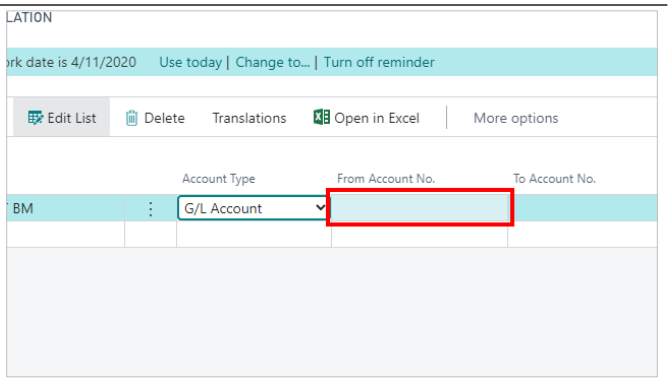
Select the Company that you want to setup Translations for



Select the Account Type. You can choose either G/L Account or Bank Account

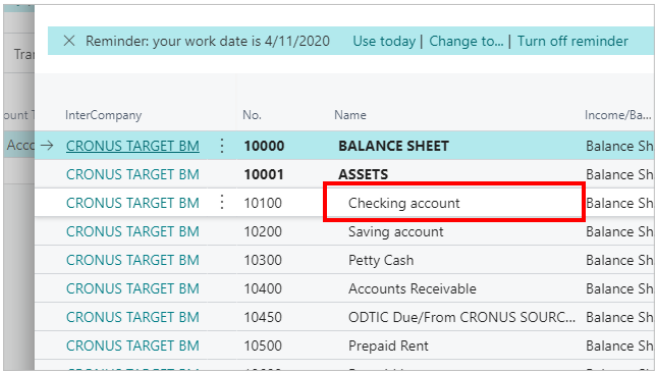


Click on the cell **From Account No.**

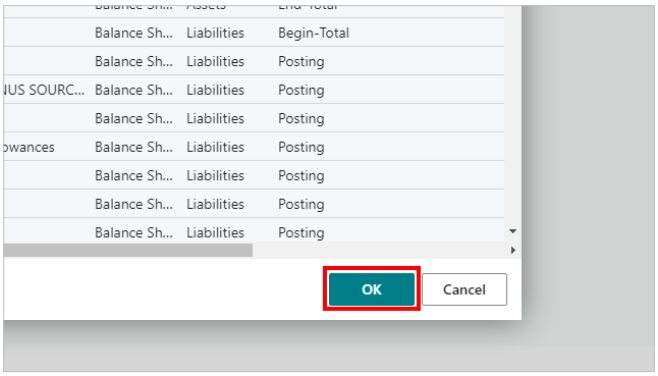


Select the Account that the range of Accounts will start from

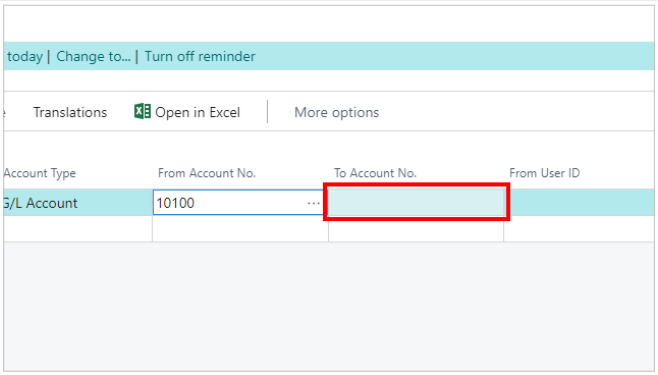
You can select a range of accounts, or just one account. If you would like to enable all the accounts in the Target company then select from the first account in the list to the last account in the list



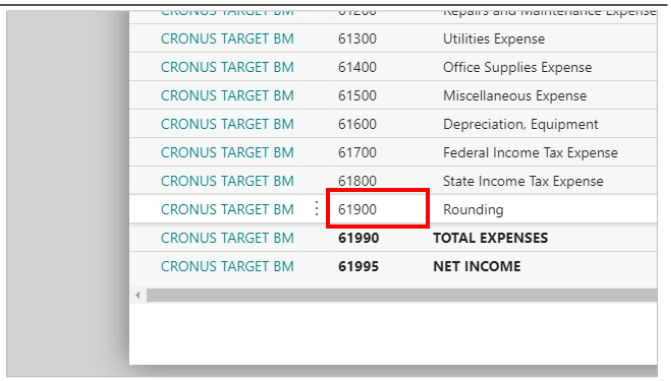
Click on the button **OK**



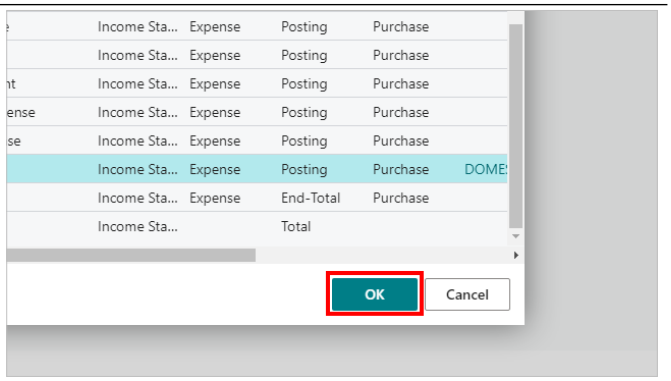
Click on the cell **To Account No.**



Select the Account that your range will end on



Click on the button **OK**

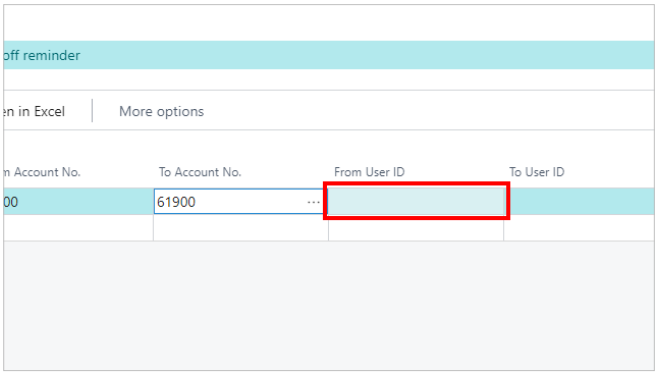


Note: If you do not want to use User Validation then the next two steps can be skipped. If you want to use User Validation then it also has to be enabled in the procedure: How to Enable Intercompany

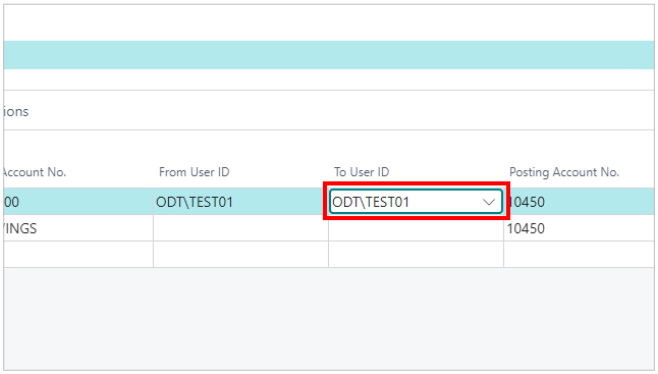
If you select a range of Users in the next step then Intercompany will only be enabled for those users for the range of accounts that you selected in the previous step. This is useful if you want specific users to post intercompany transactions to a specific group of accounts e.g., revenue or cost of goods accounts

Click on the cell **From User ID**

Add the first User in the range

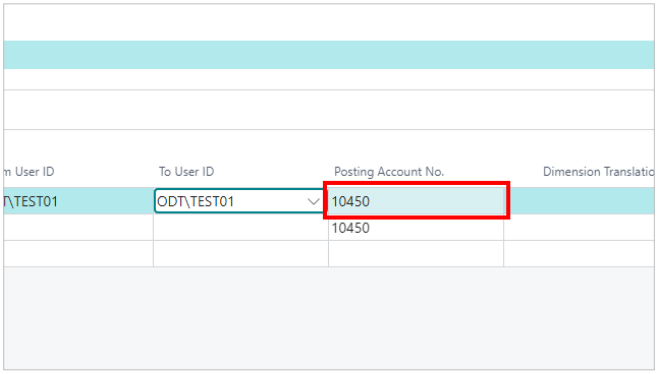


Click on the cell To User ID
Add the last user in the range

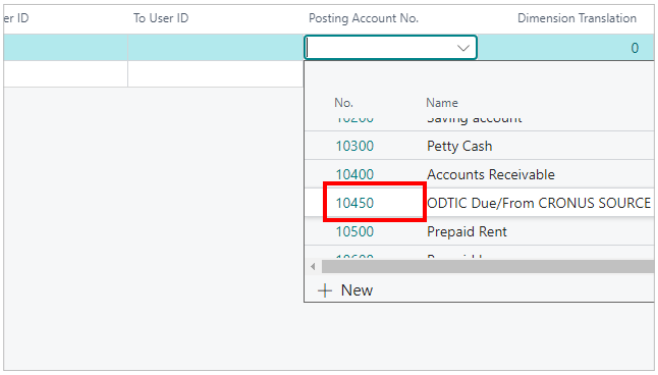


Click on the cell Posting Account No.

A “Posting Account No.” is required for each translation. This is the Balance GL account that the transaction will be posted to in the source company in order for the entry to balance.



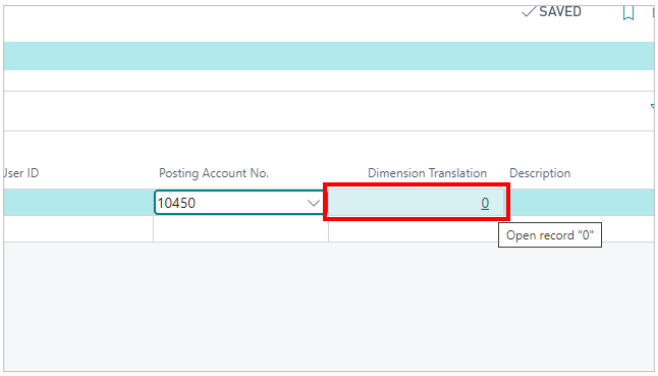
Select the Posting Account No. that you will be using in the Source Company



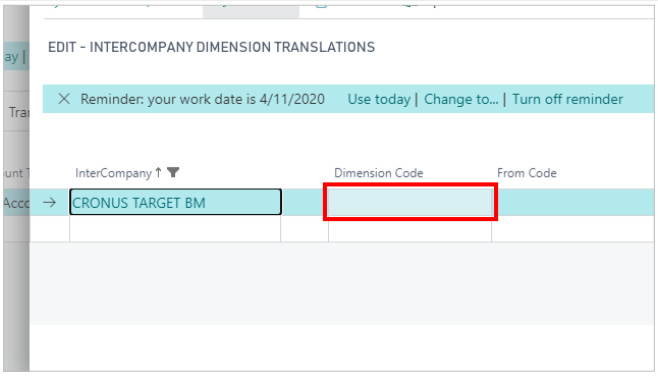
2.4.3. How to Add Dimensions to Intercompany

The next steps will allow dimensions from the Target company to be used for Intercompany transactions.

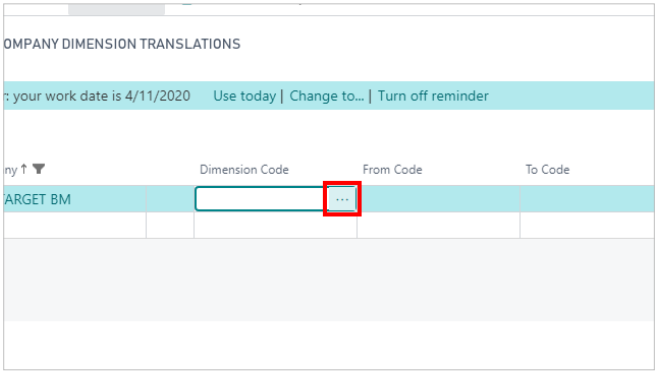
Click on the link in cell **Dimension Translation** with the value **0**



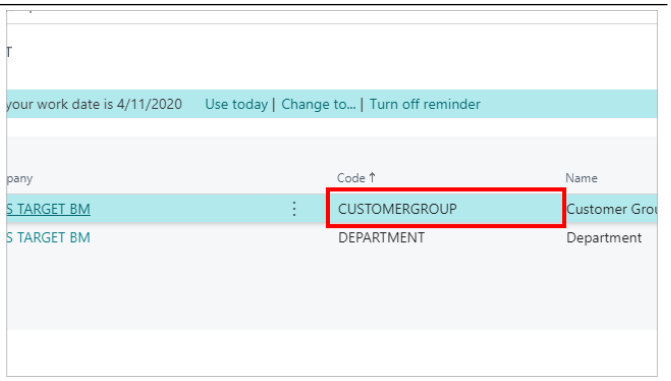
Click on the cell **Dimension Code**



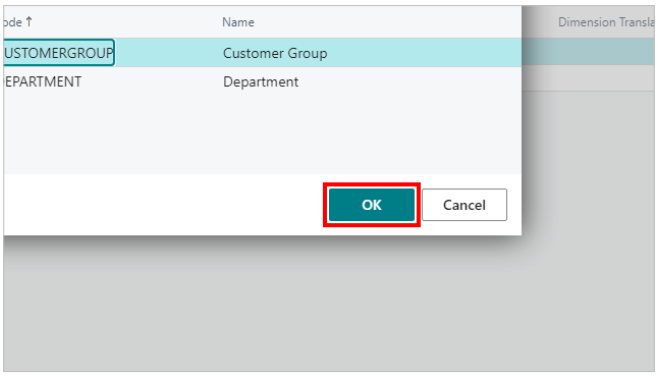
Click on the lookup button in the cell **Dimension Code**



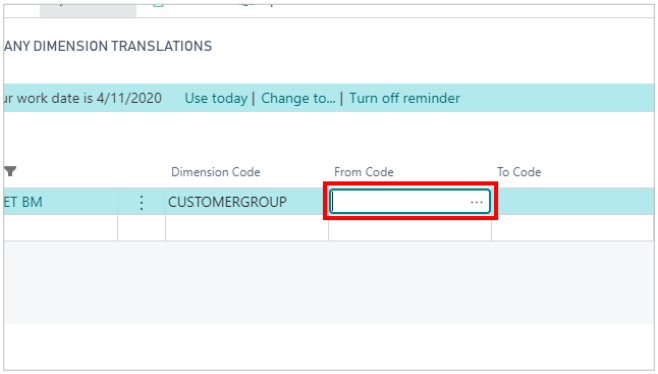
Select the Dimension Code you would lie to use



Click on the button **OK**

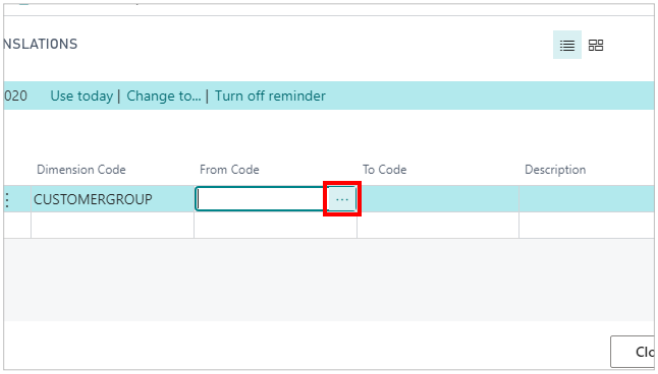


Click on the cell **From Code**

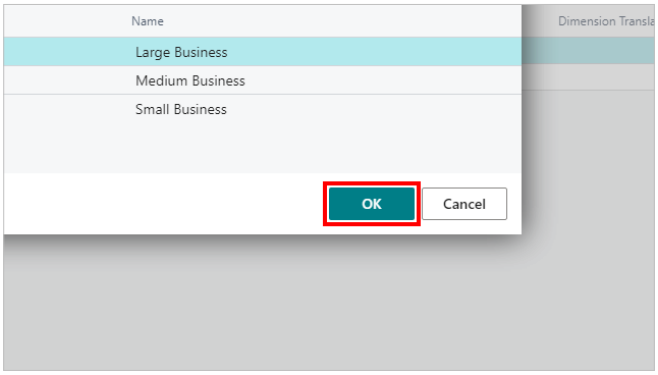


Select the Dimension Value that your range will start from

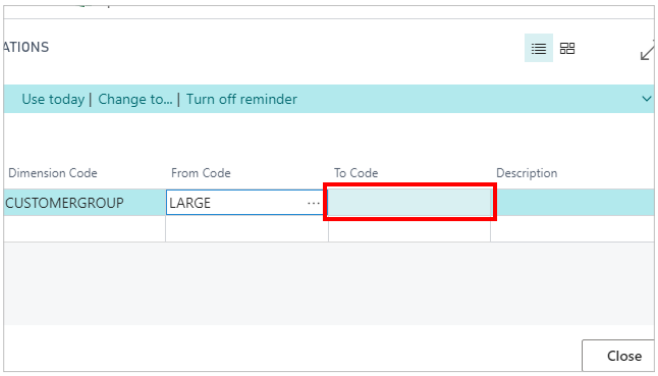
If you would like to use all the dimension values then select the first one in the list and the last one in the list in the next step.



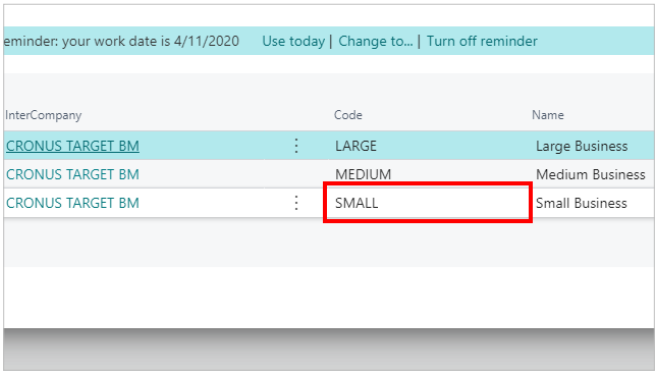
Click on the button **OK**



Click on the cell **To Code**

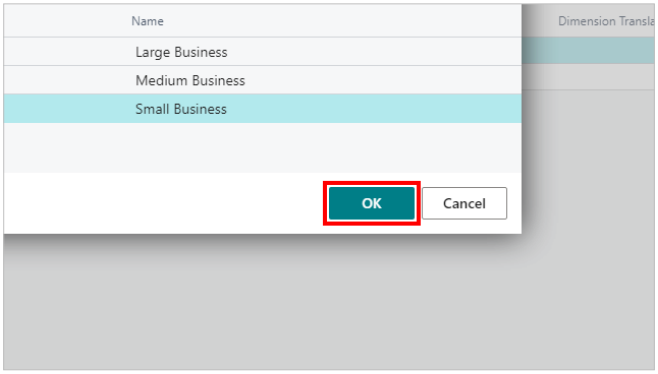


Select the Dimension value that your range will end on

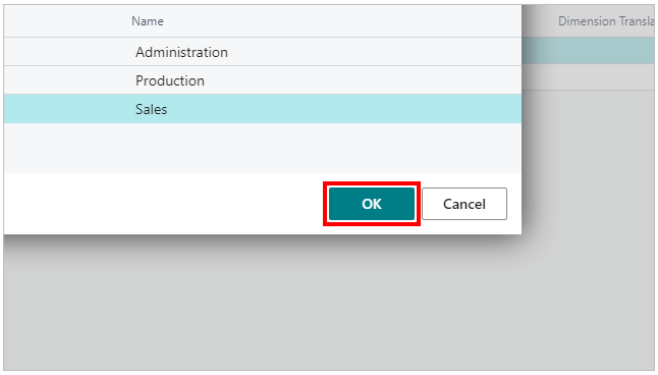


Click on the button **OK**

Repeat these steps to enable more dimensions

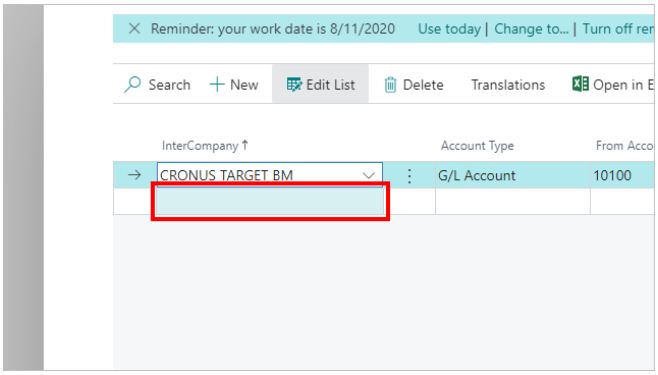


Click on the button **OK**

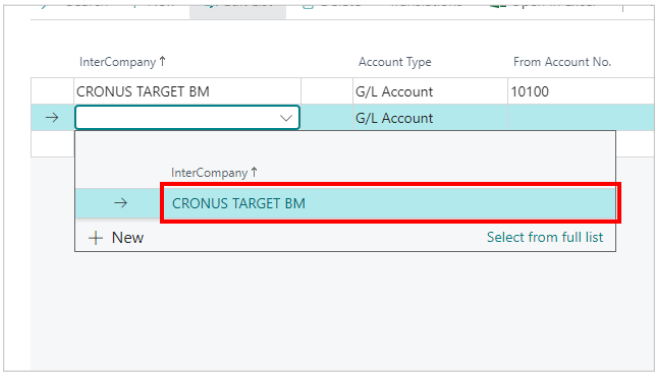


2.4.4. How to Add Bank Accounts to Intercompany

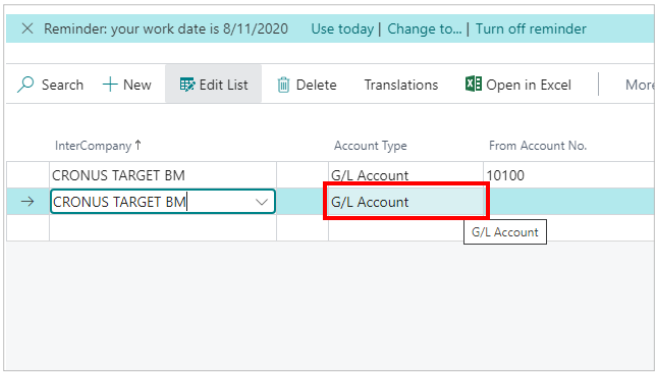
To add Bank Accounts to the Translations, use the following steps on a new line
Click on the cell **InterCompany**



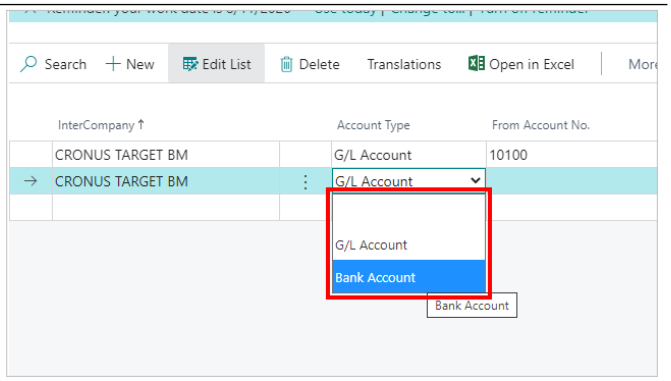
Select your Target company



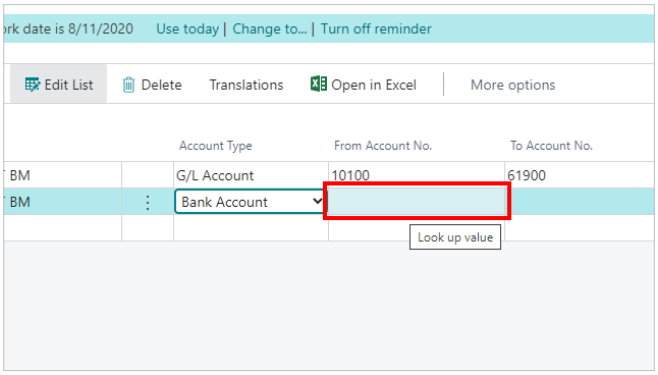
Click on the cell **Account Type** with the value **G/L Account Bank Account**



Click on the item **Bank Account** in the list

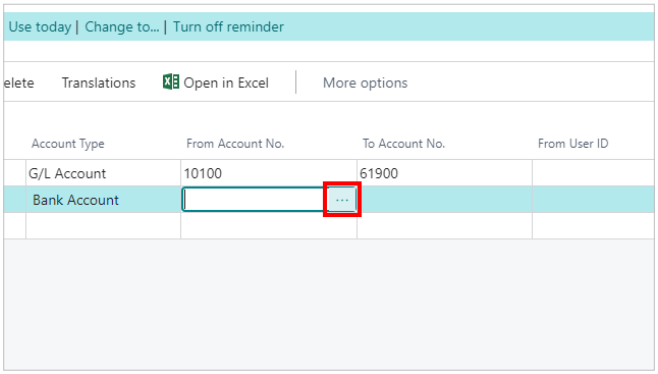


Click on the cell **From Account No.**

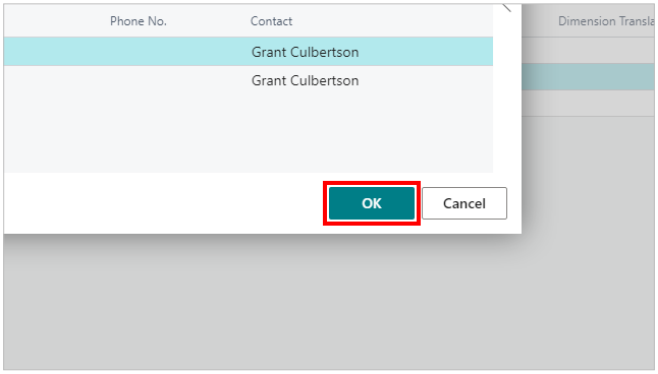


Click on the lookup button in the cell **From Account No.**

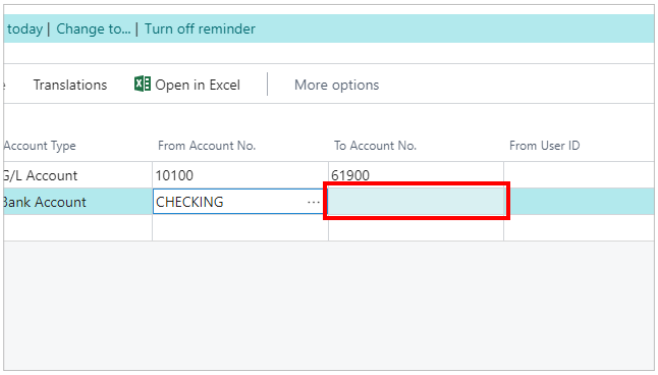
Select the first Bank Account in your range



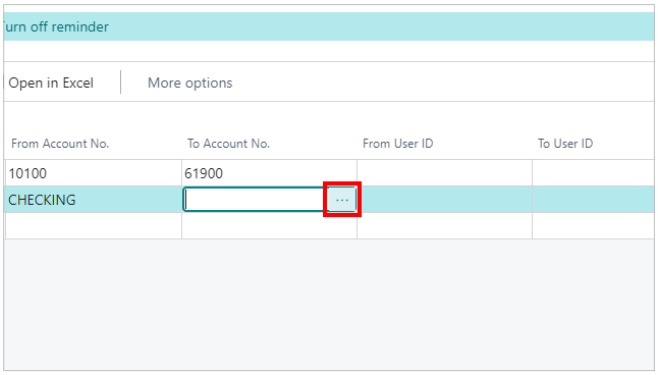
Click on the button **OK**



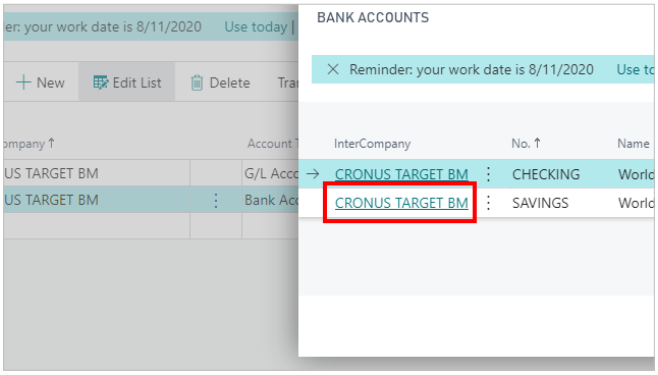
Click on the cell **To Account No.**



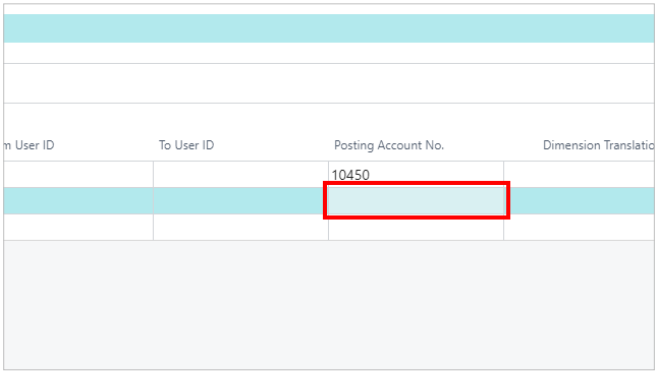
Click on the lookup button in the cell **To Account No.**



Select the last Bank Account in your range

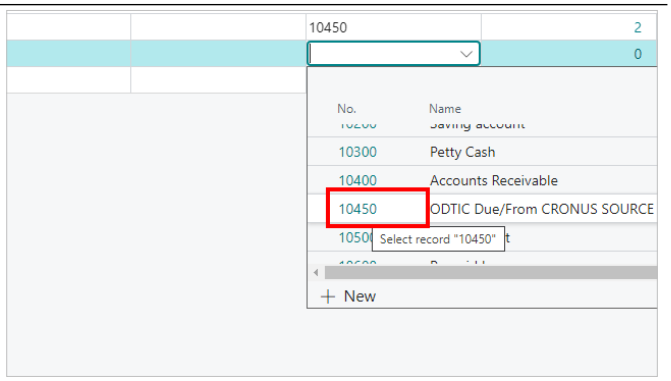


Click on the cell **Posting Account No.**



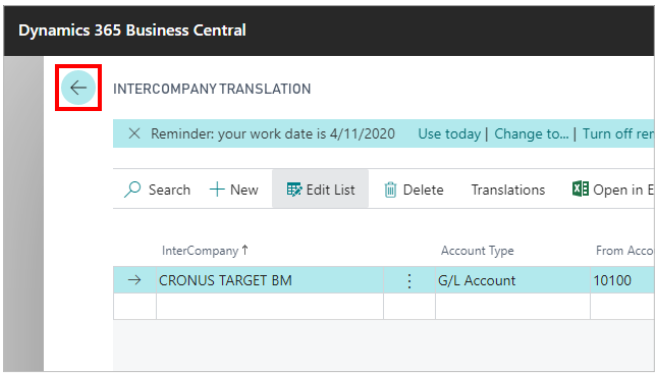
Select the Posting Account No.

A “Posting Account No.” is required for each bank translation. This is the Balance GL account that the transaction will be posted to in the source company in order for the entry to balance.



If you will be using Dimensions when you post Intercompany bank transactions, then add the translations here as you did with the G/L accounts.

Click on the back button



The Intercompany translations are now complete and ready to use

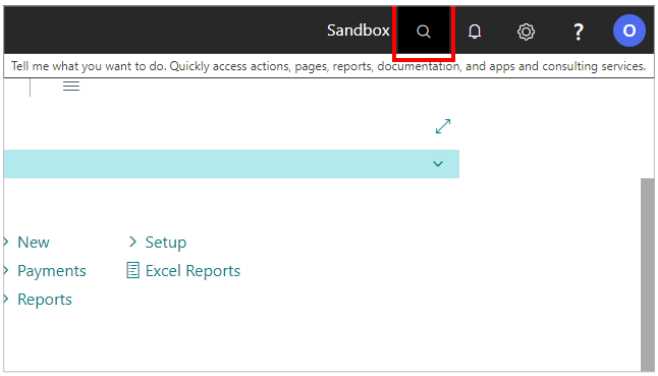
2.5. How to Setup User Level Validation

2.5.1. Overview

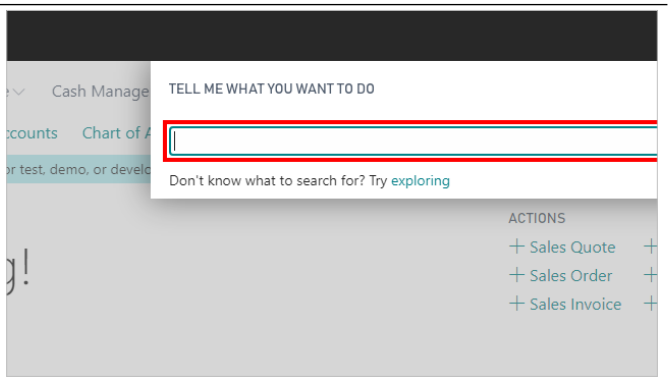
User Level Validation can be setup within each company. This only affects the Source Company posting of Intercompany transactions. If User Level Validation is checked, the Intercompany Translation (From & To User ID) will be validated by user before a transaction can be entered or posted. This functionality can be setup separately for each of the GL, AP and AR functional areas in the source company.

2.5.2. How to Setup User Level Validation

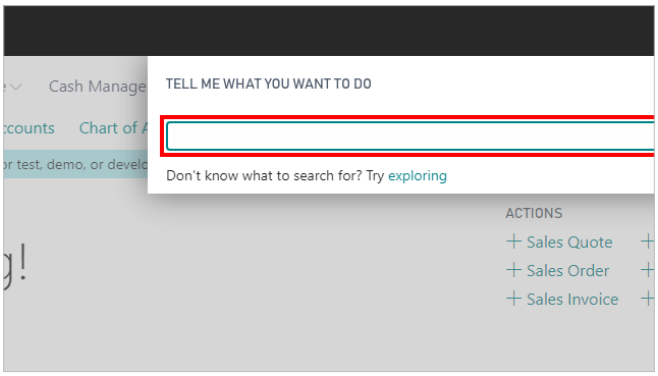
Click on the link **Search**



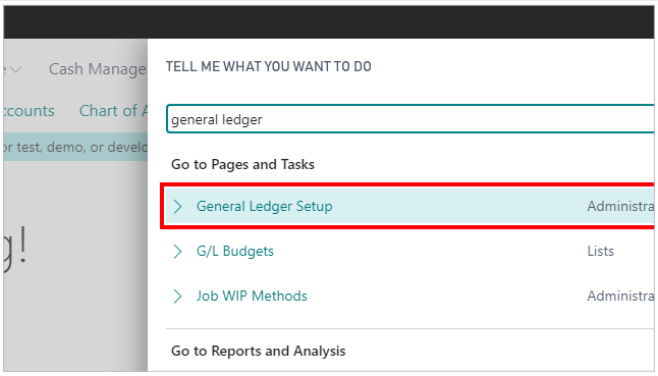
Click on the field **Type to start search:**



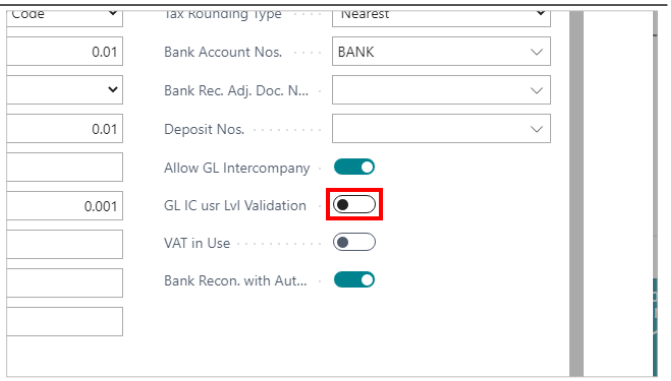
Enter **General Ledger**.



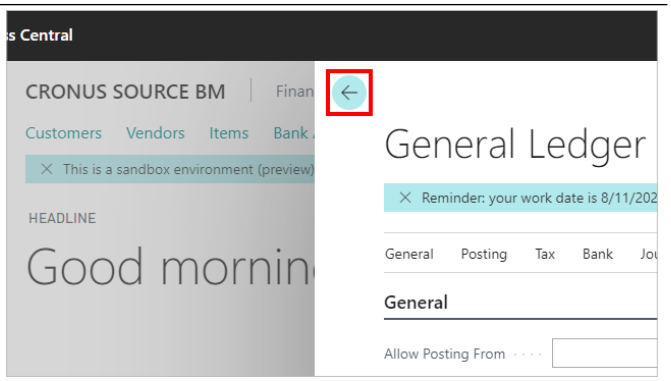
Click on **General Ledger Setup Administration**



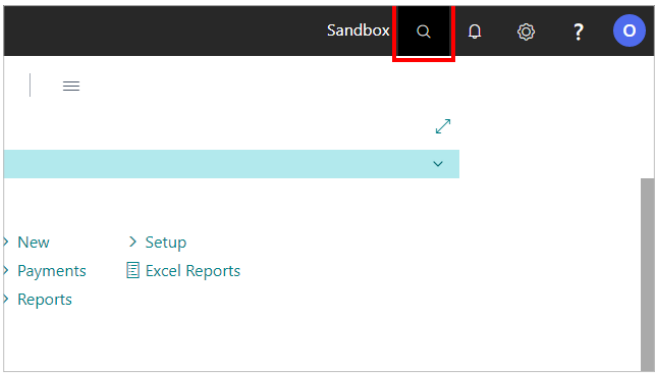
Click on the toggle field **GL IC usr Lvl Validation**



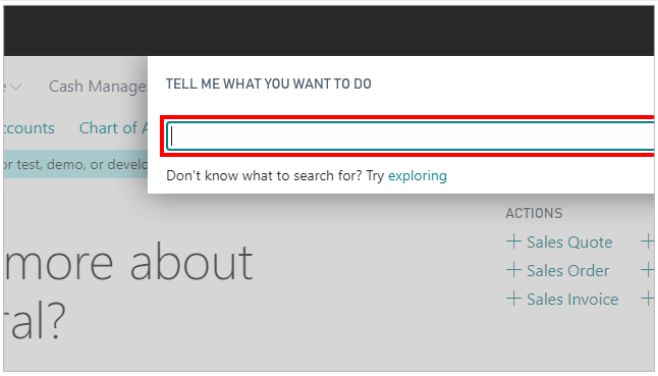
Click on the back button



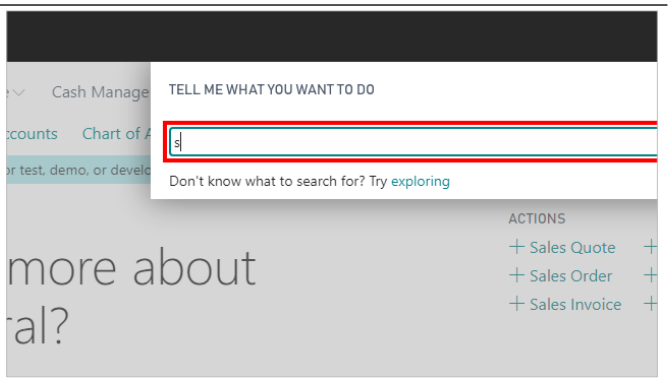
Click on the link **Search**



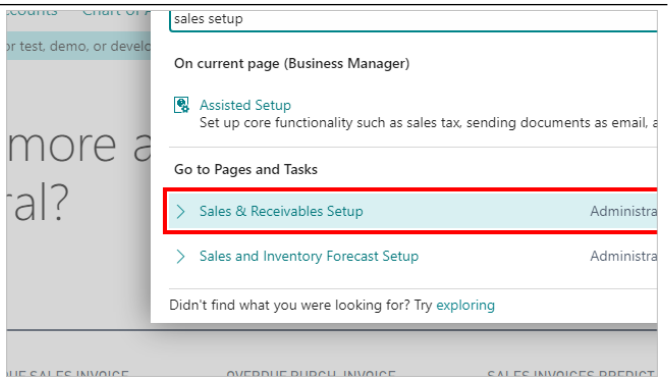
Click on the field **Type to start search:**



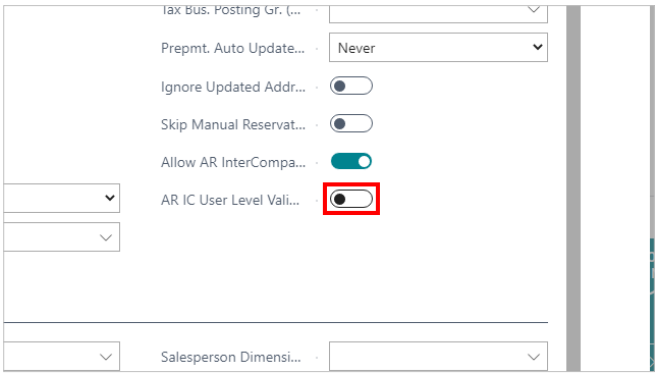
Enter **Sales Setup**.



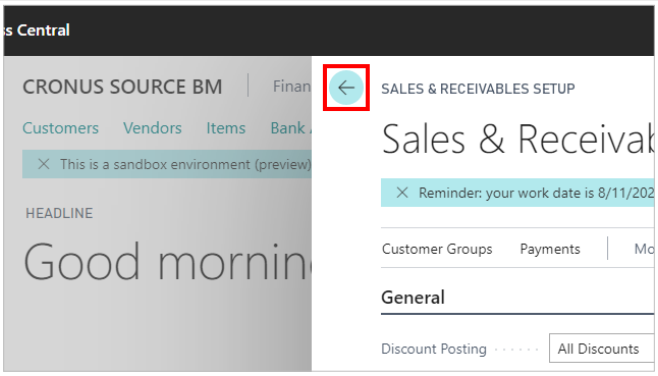
Click on **Sales & Receivables Setup Administration**



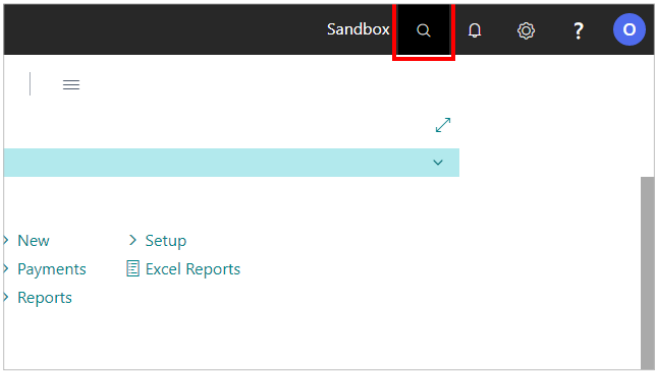
Click on the toggle field **AR IC User Level Validation**



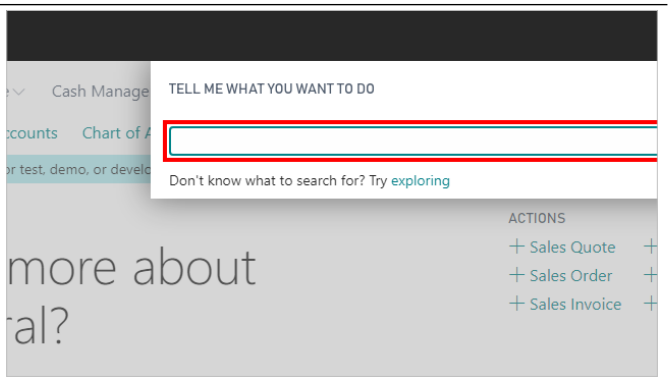
Click on the back button



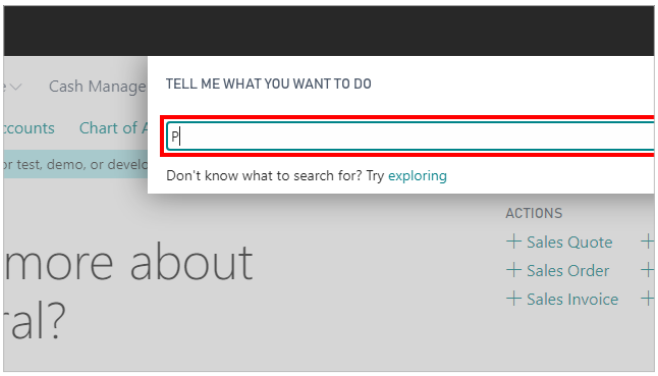
Click on the link **Search**



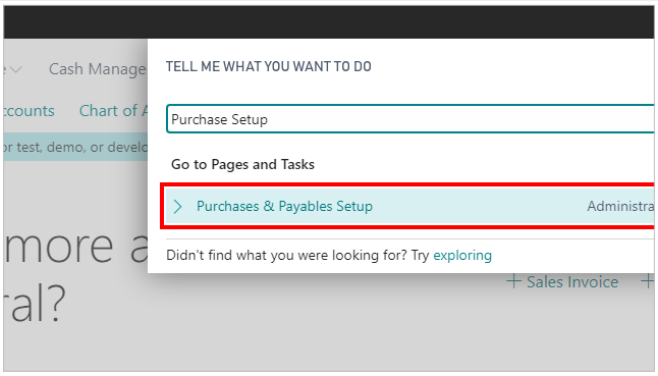
Click on the field **Type to start search:**



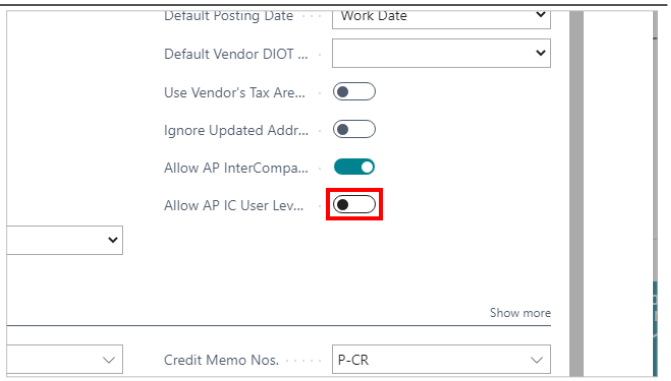
Enter **Purchase Setup**.



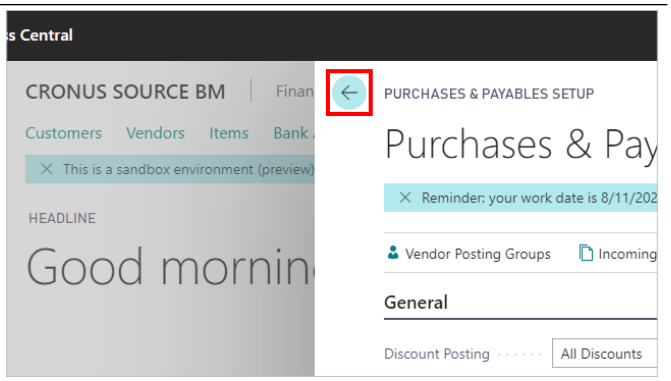
Click on **Purchases & Payables Setup Administration**



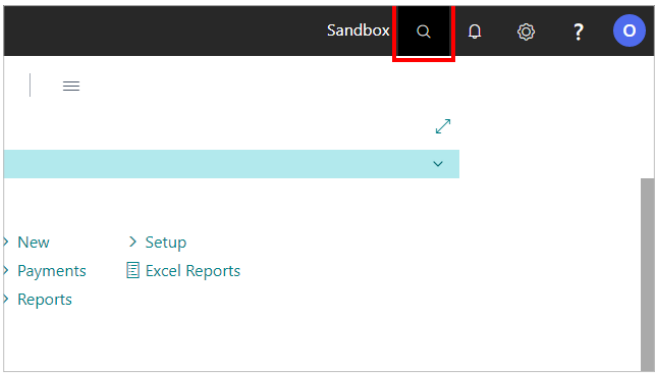
Click on the toggle field **Allow AP IC User Level Validation**



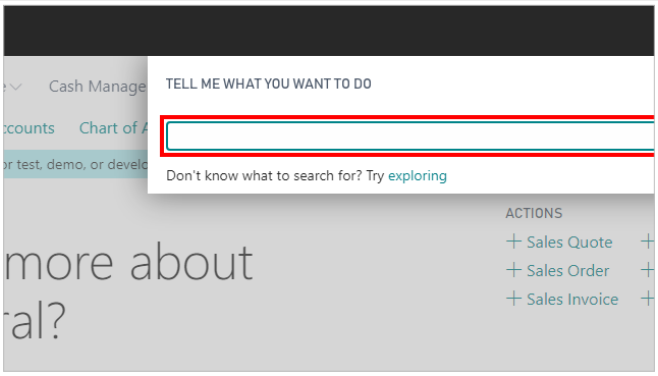
Click on the back button



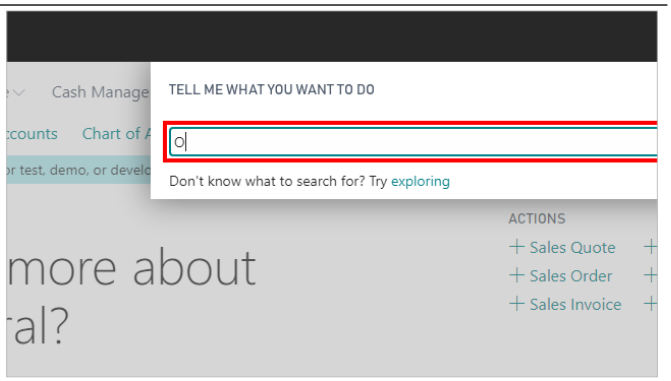
Click on the link **Search**



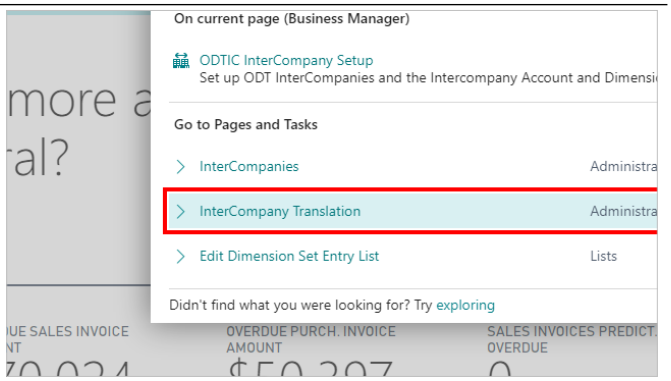
Click on the field **Type to start search:**



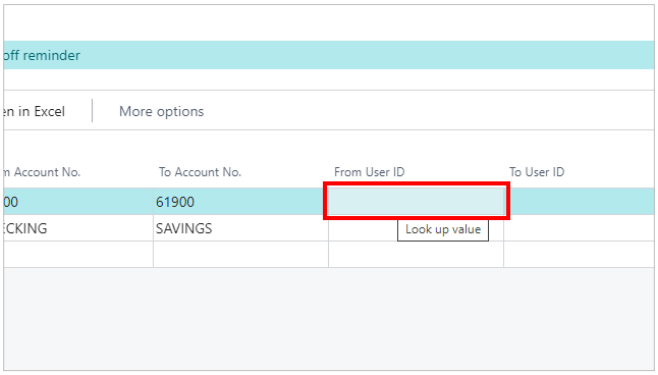
Enter **ODTIC**.



Click on **InterCompany Translation Administration**

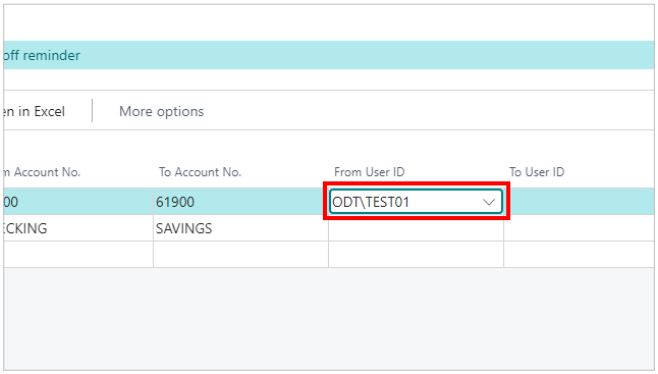


Click on the cell **From User ID**

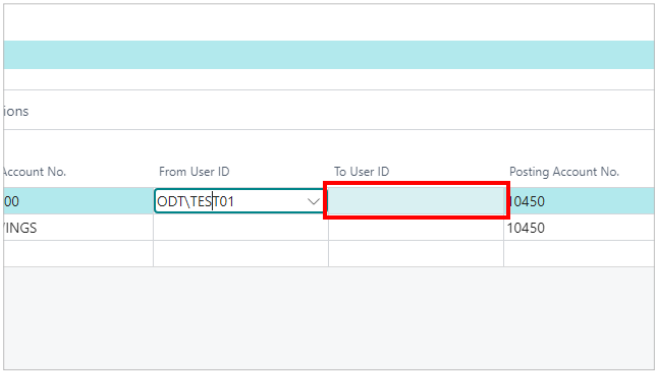


Select the first User in the range of Users

You can setup a range of users that will have access to post Intercompany entries, or you can setup individuals

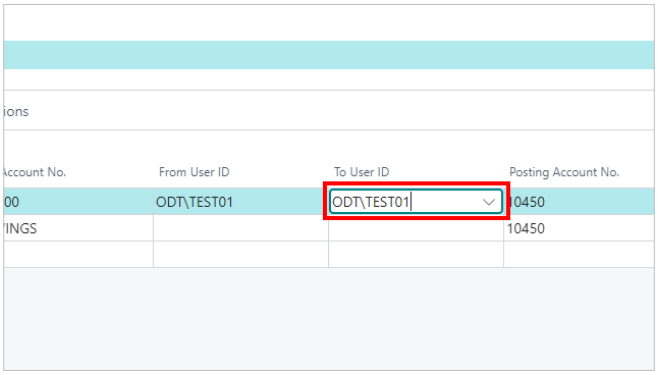


Click on the cell **To User ID**

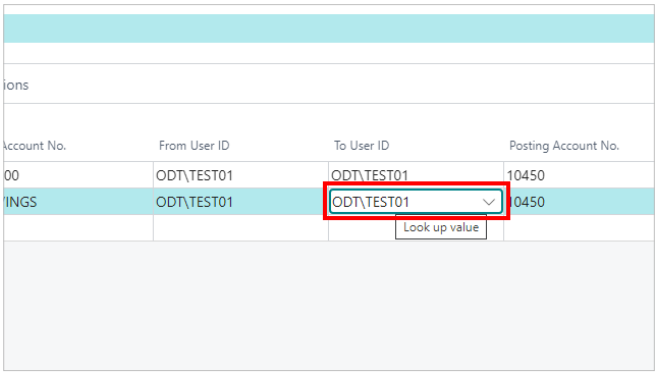


Select the last User in the range of Users

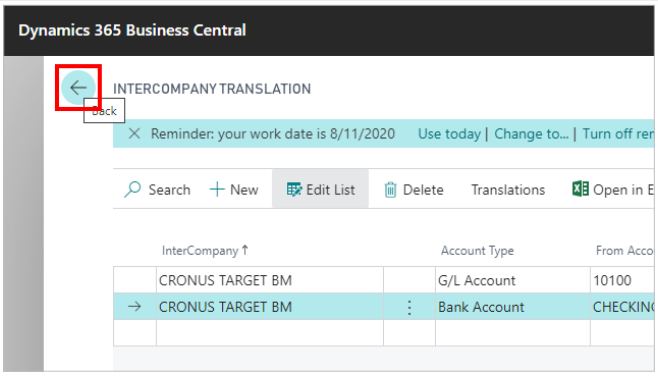
In this example only Test 01 will have Intercompany enabled



Repeat these steps for the other lines



Click on the back button



User Validation Setup is now complete

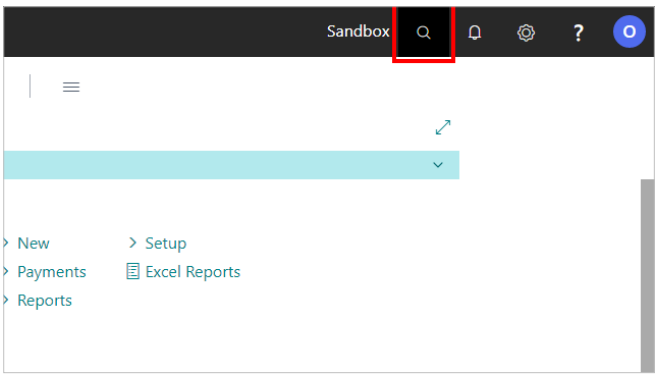
3. Using ODT Intercompany

3.1. Intercompany Journals and Recurring Journals

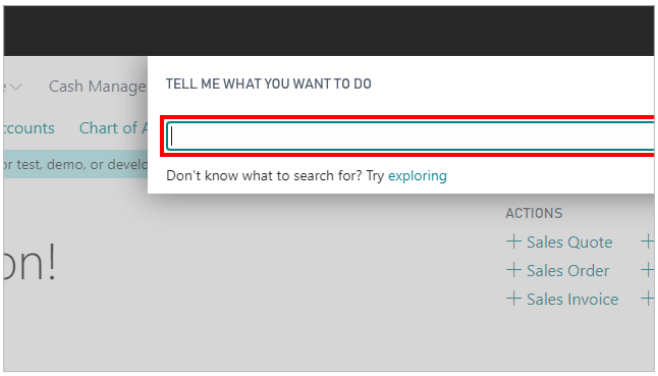
The following are examples of how to create Intercompany General Journals and Recurring General Journals

3.1.1. How to Create Intercompany General Journals

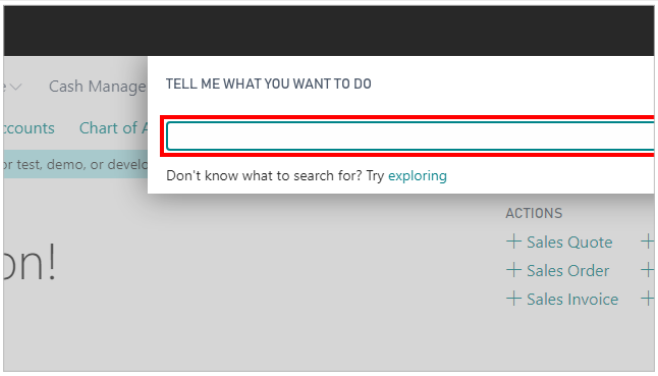
Click on the link **Search**



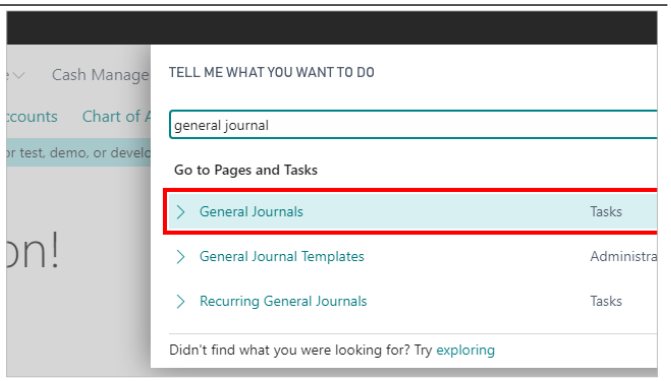
Click on the field **Type to start search:**



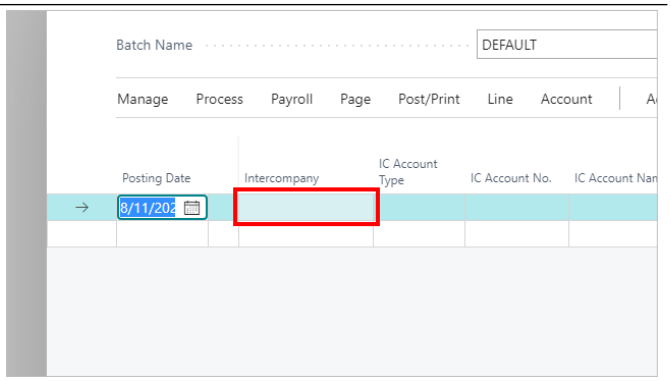
Enter **General Journal**.



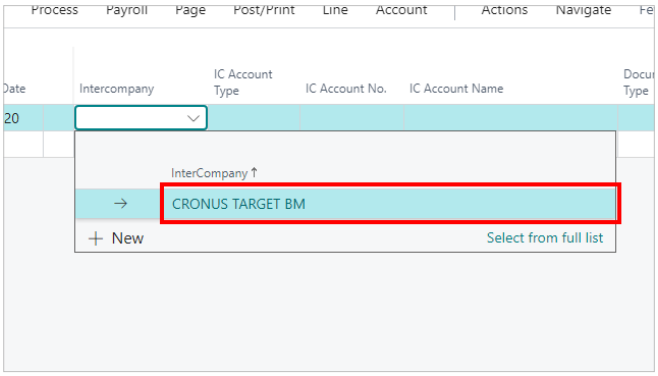
Click on **General Journals Tasks**



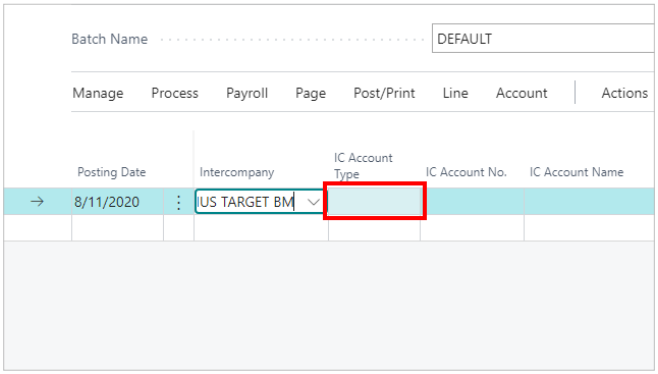
Click on the cell **Intercompany**



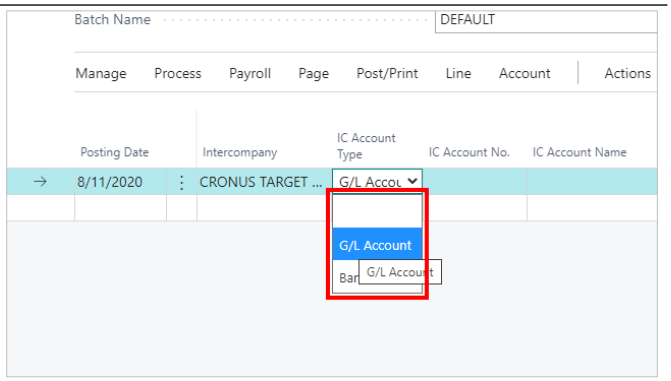
Select the Target company



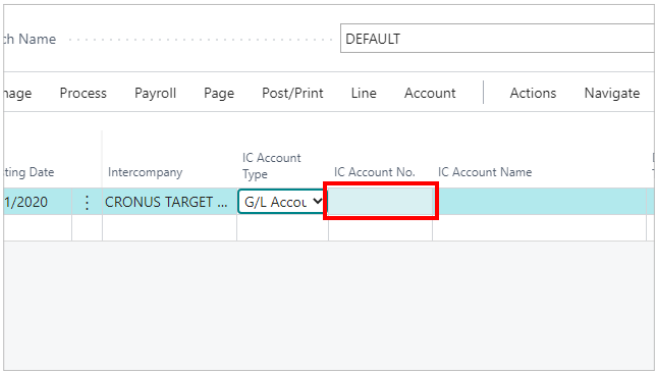
Click on the cell IC Account Type



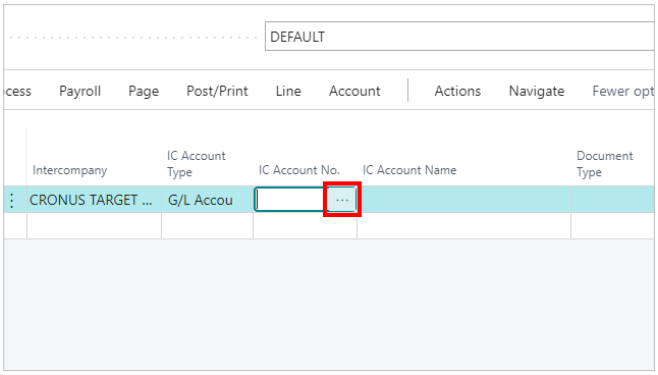
Select G/L Account



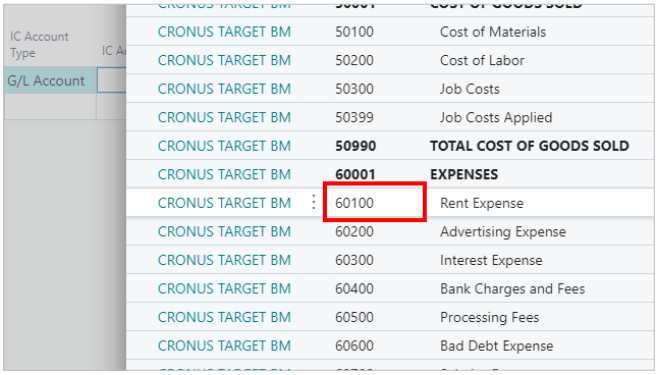
Click on the cell **IC Account No.**



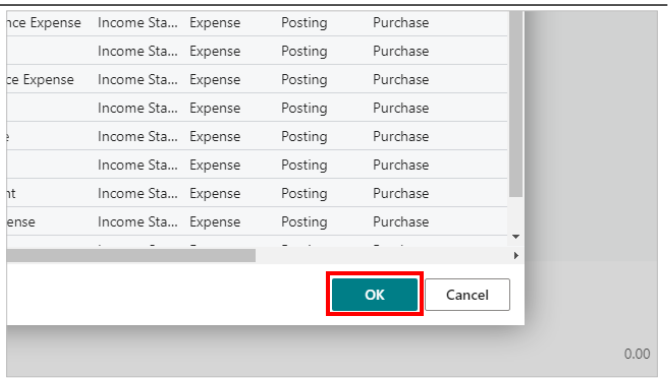
Click on the lookup button in the cell **IC Account No.**



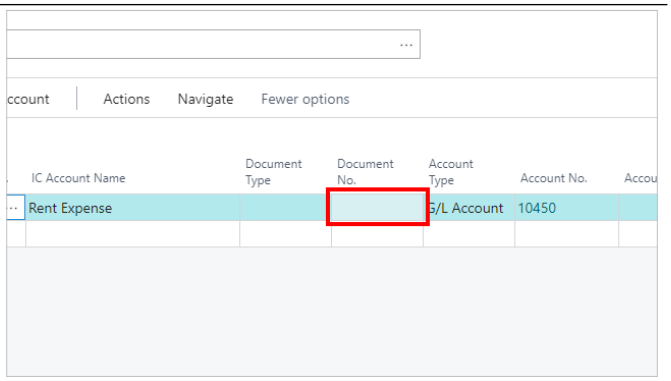
Select the G/L Account in the Target company



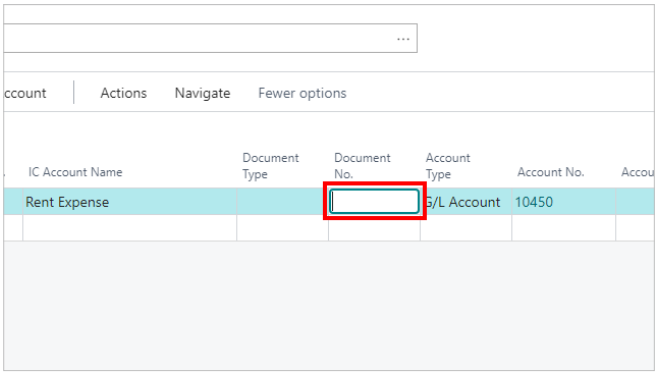
Click on the button **OK**



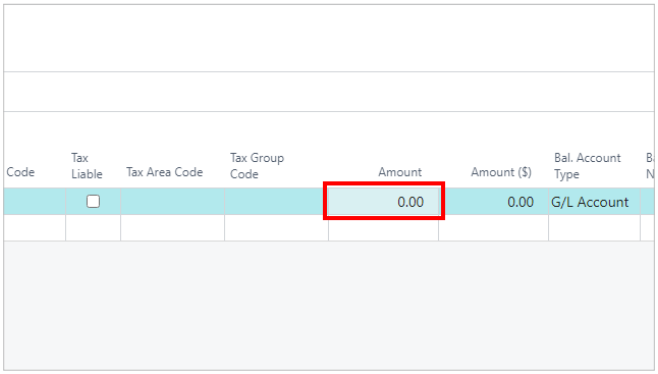
Click on the cell **Document No.**



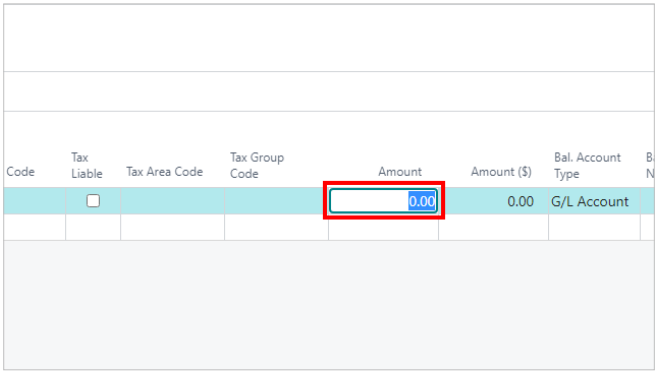
Enter the Document No.



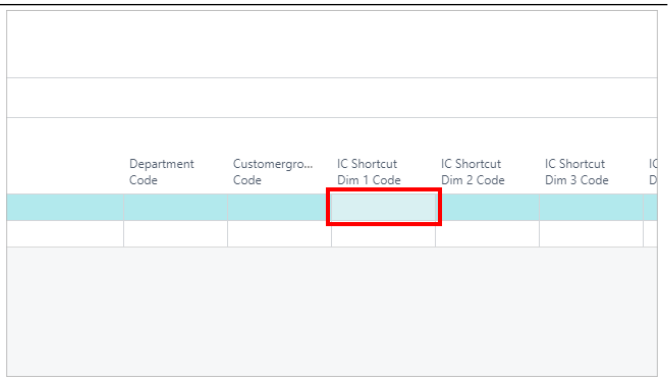
Click on the cell **Amount** with the value **0.00**



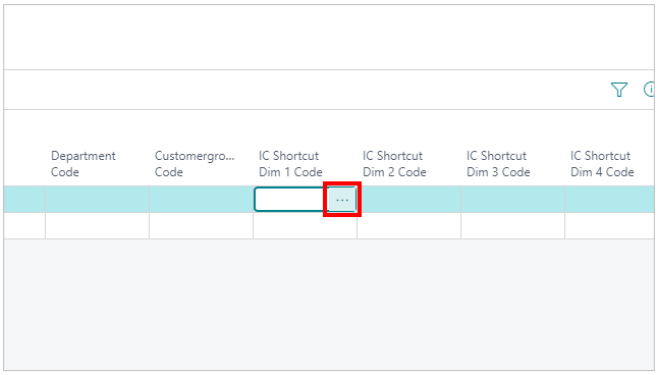
Enter the amount



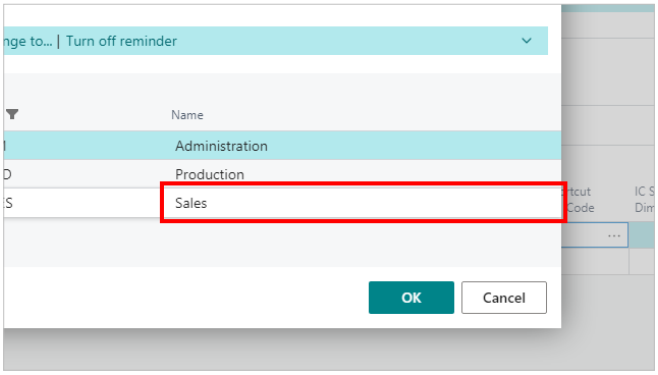
Click on the cell **IC Shortcut Dim 1 Code**



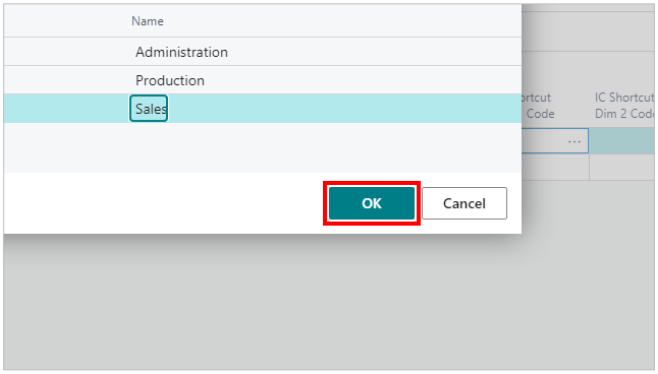
Click on the lookup button in the cell **IC Shortcut Dim 1 Code**



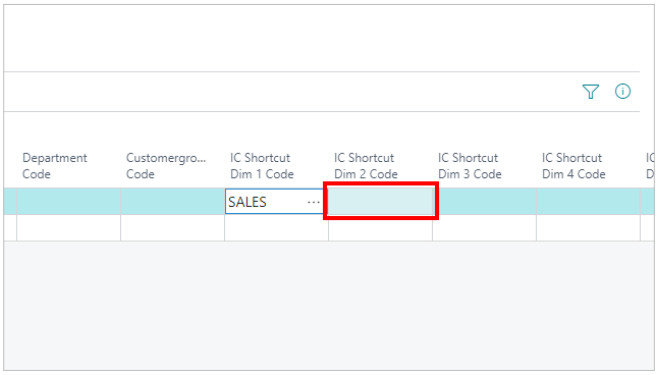
Select the dimension value in the Target company



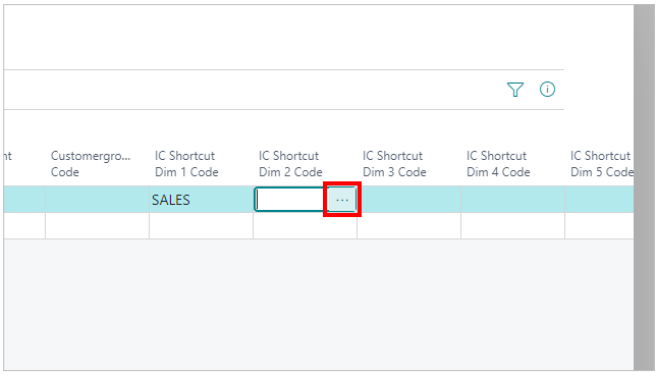
Click on the button **OK**



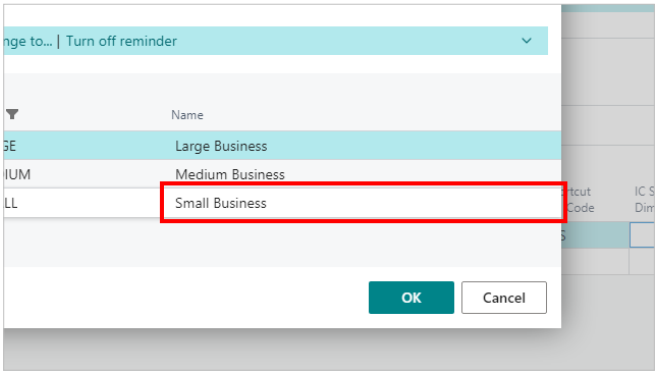
Click on the cell **IC Shortcut Dim 2 Code**



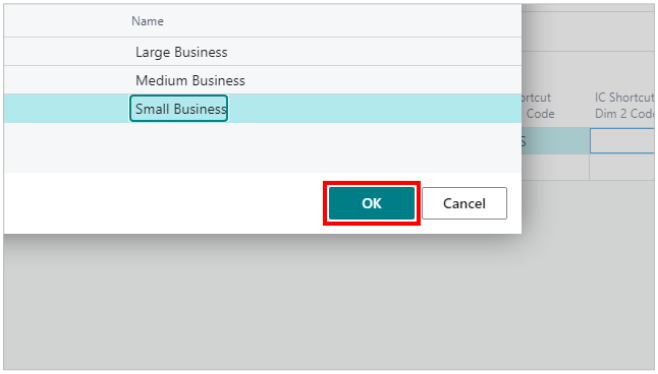
Click on the lookup button in the cell **IC Shortcut Dim 2 Code**



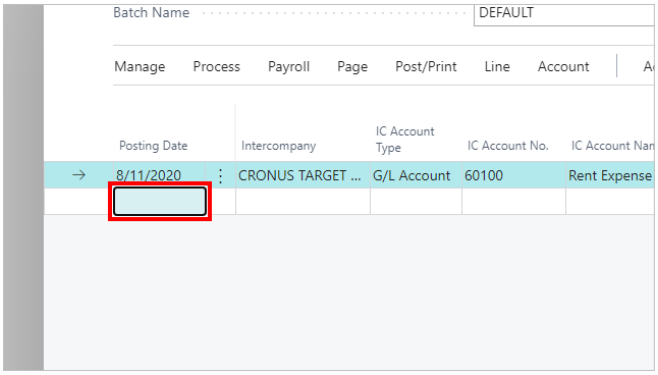
Select the dimension value in the Target company



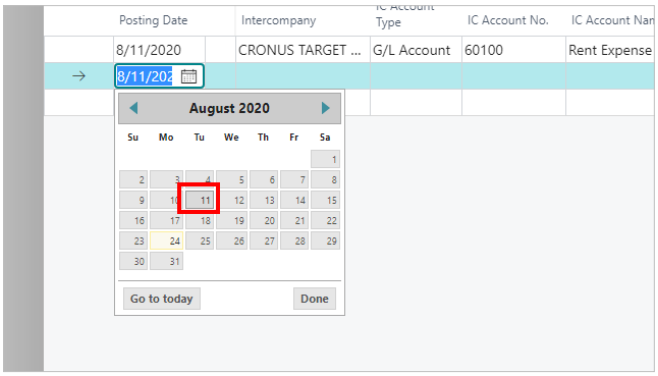
Click on the button **OK**



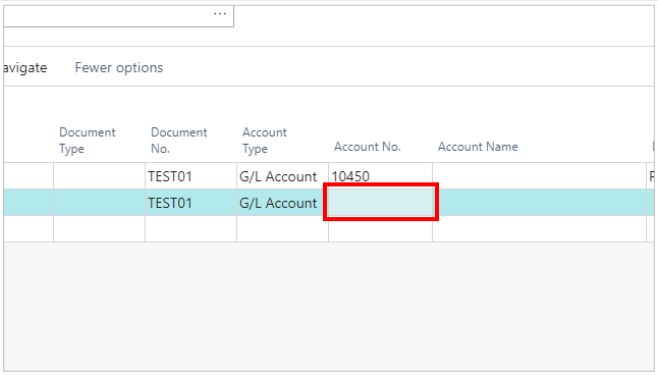
Click on the cell Posting Date on the next line



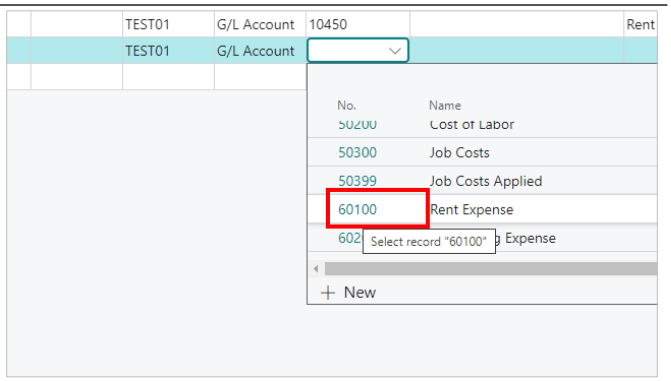
Select the posting date



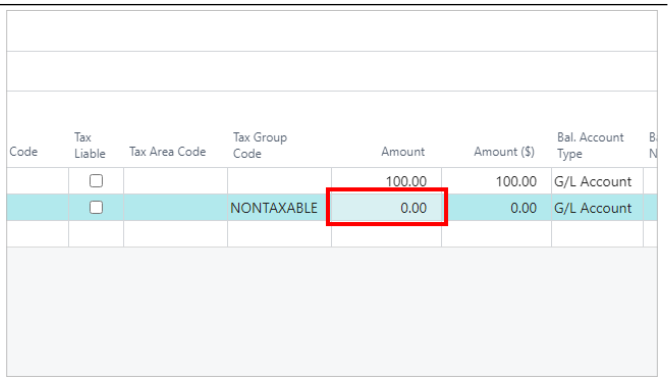
Click on the cell **Account No.**
In this example, this line will not be an Intercompany transaction. Therefore we will ignore the I/C fields



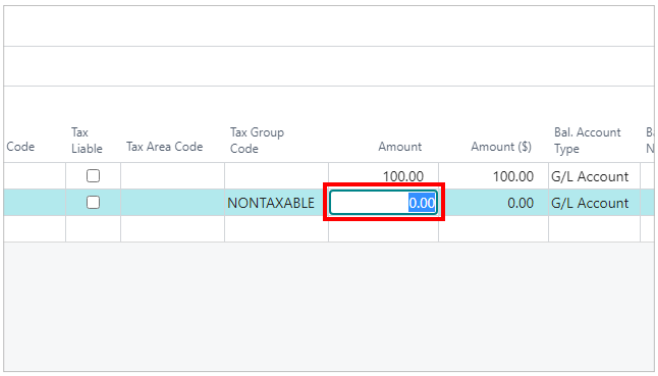
Select the G/L Account in the Source company



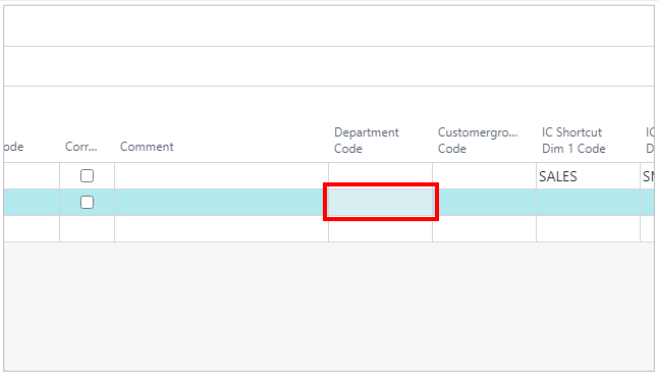
Click on the cell **Amount** with the value **0.00**



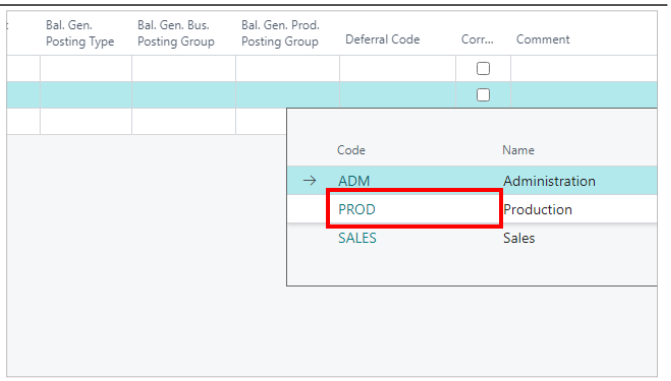
Enter the amount



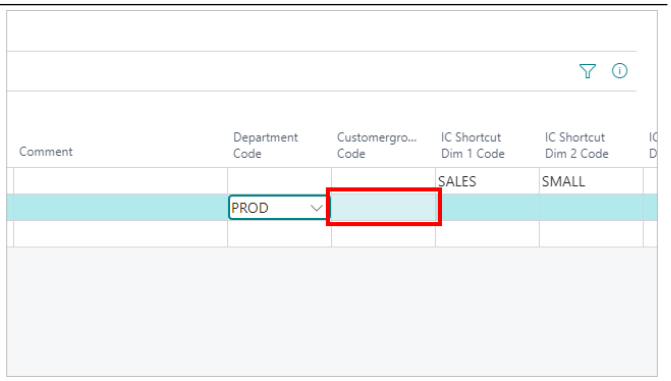
Click on the cell **Department Code**



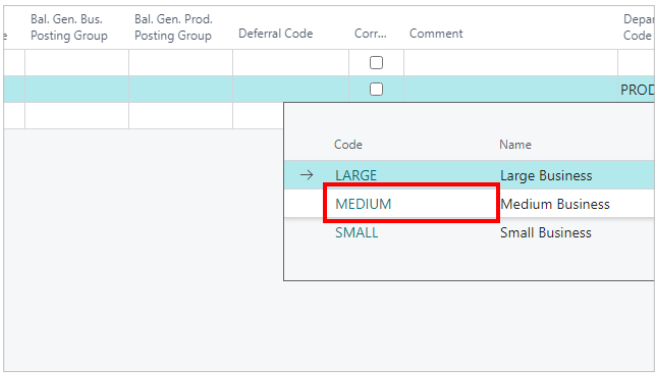
Select the dimension value in the Source company



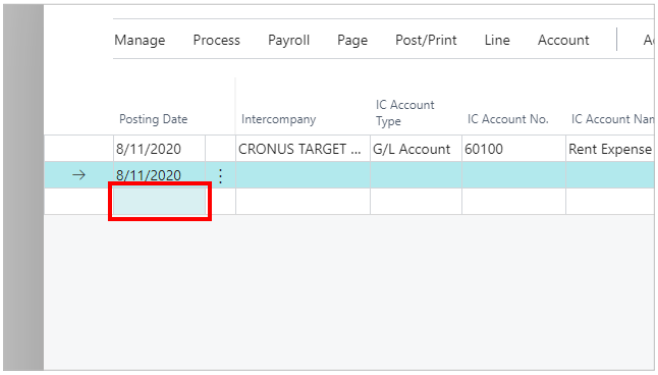
Click on the cell **Customergroup Code**



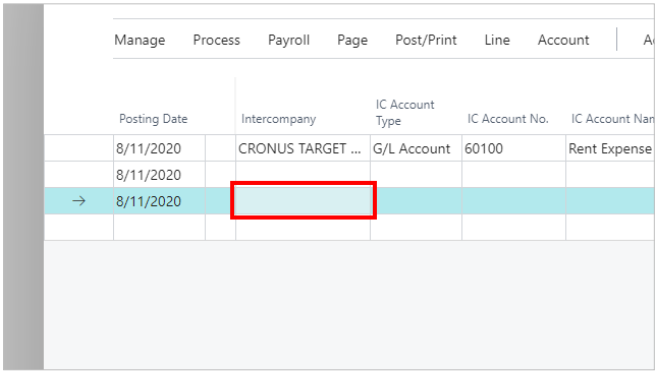
Select the dimension value in the Source company



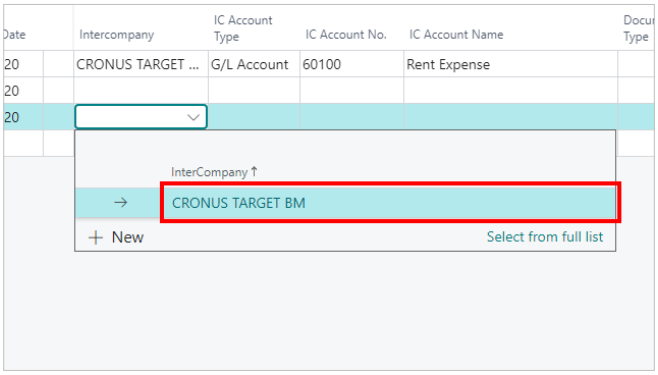
Select the posting date for the next line



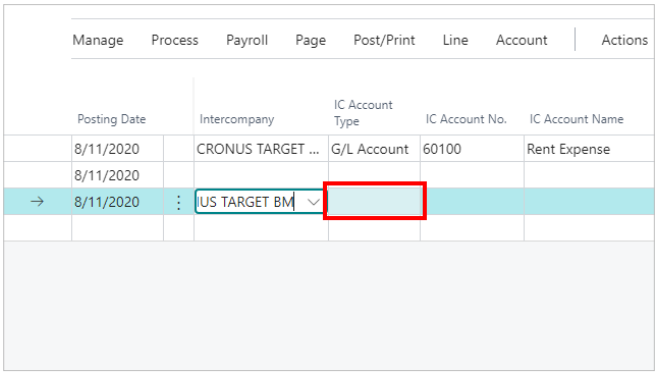
Click on the cell **Intercompany**



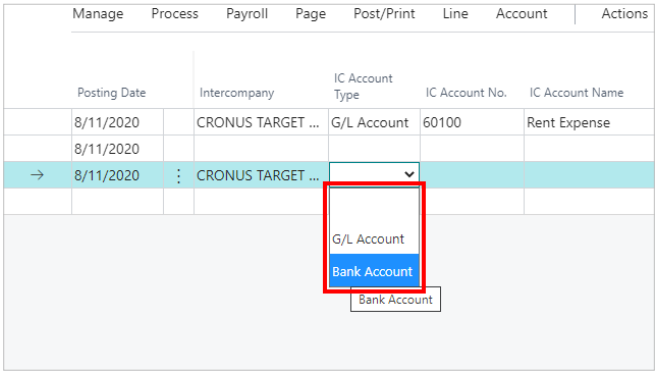
Select the Target company



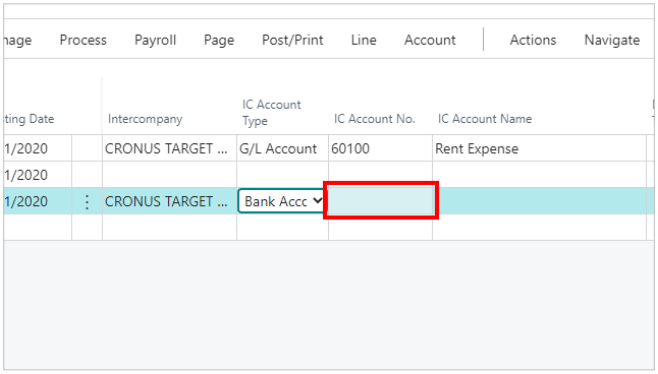
Click on the cell **IC Account Type** with the value **G/L Account Bank Account**



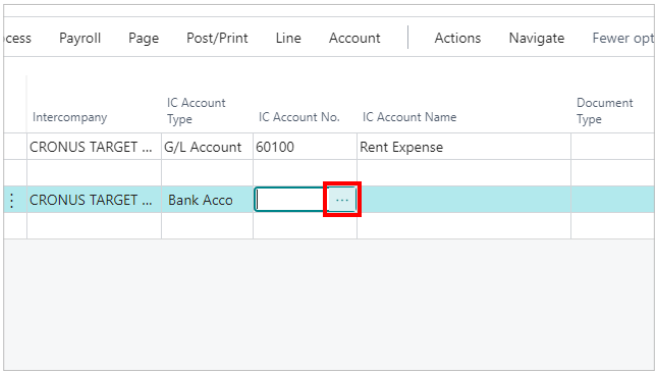
Click on the item **Bank Account** in the list



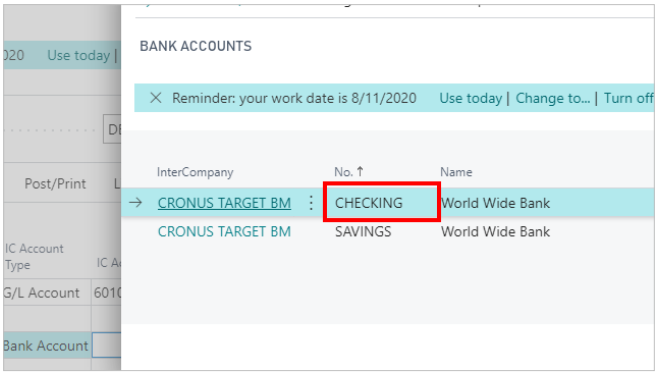
Click on the cell **IC Account No.**



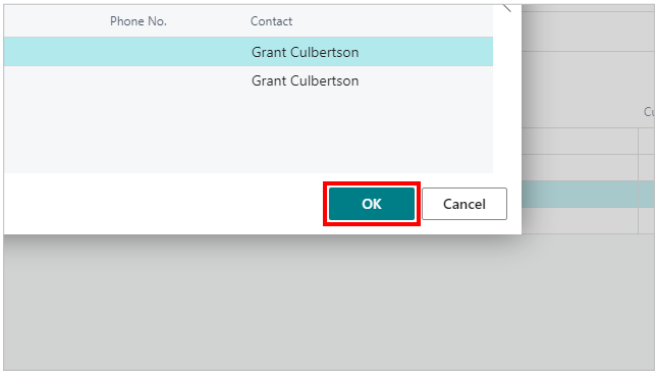
Click on the lookup button in the cell **IC Account No.**



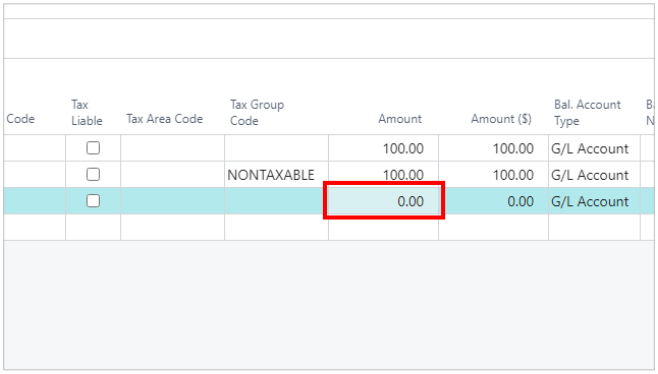
Select the bank account in the Target company



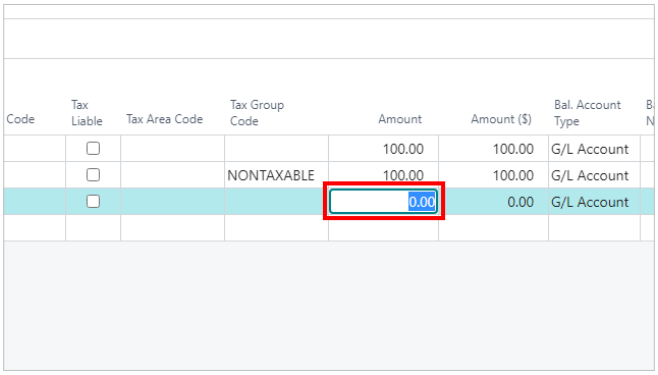
Click on the button **OK**



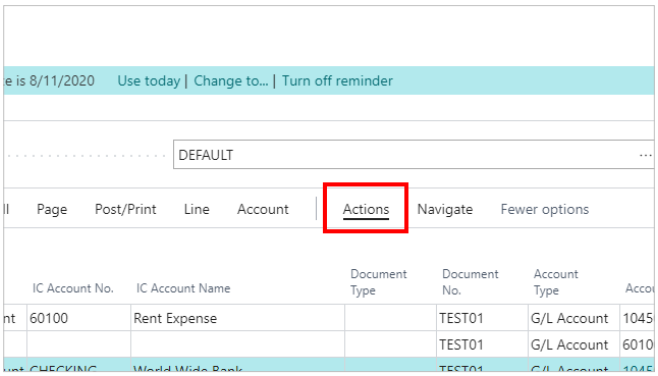
Click on the cell **Amount** with the value **0.00**



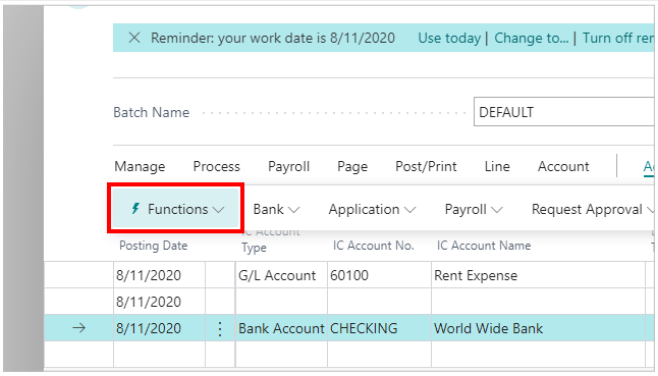
Enter the amount



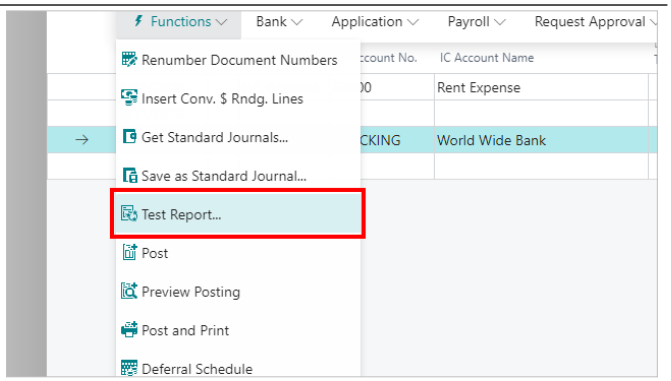
Click on Actions



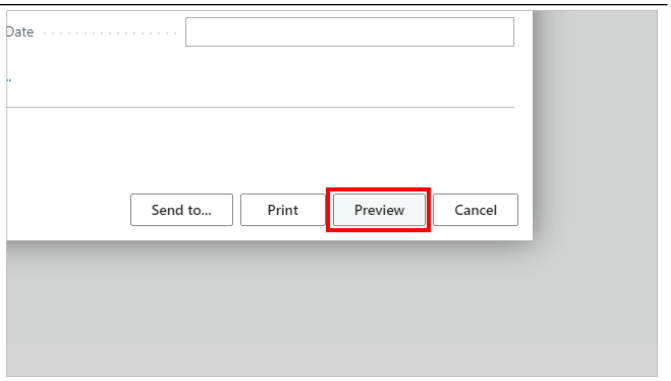
Click on Functions



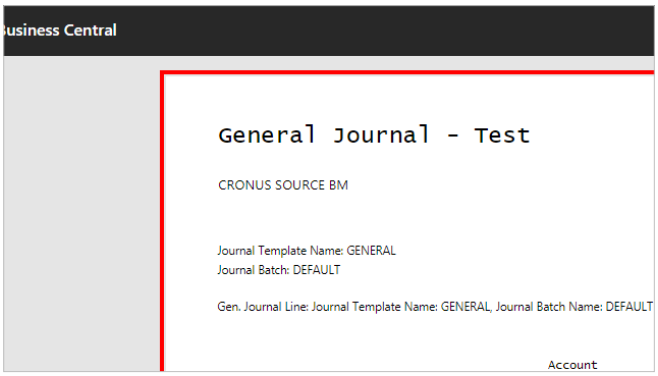
Click on Test Report



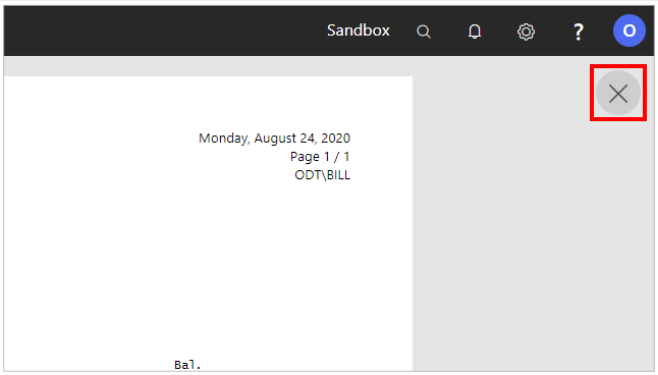
Click on the button **Preview**



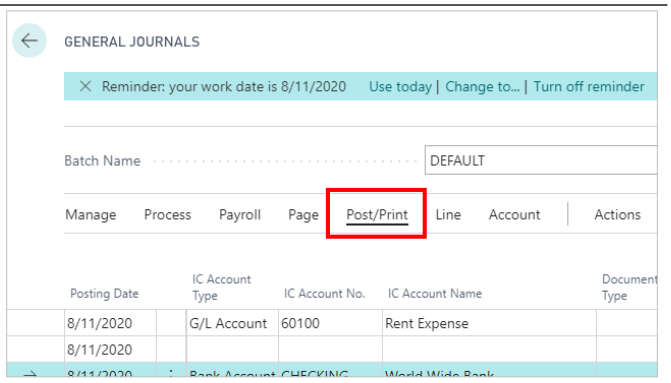
This is an I/C Test Report. If your report does not have the Intercompany values then go to the How to Enable Intercompany video and review the setup for General Journal Test Report



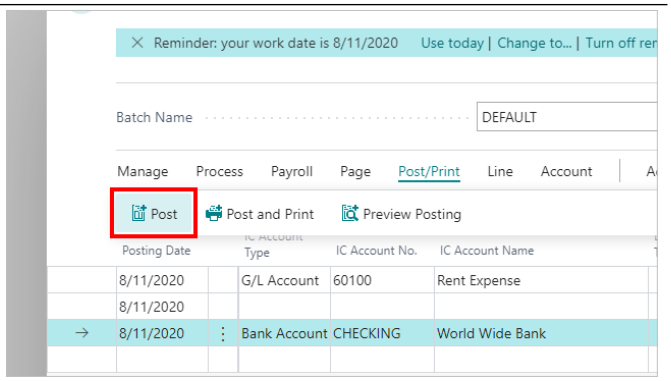
Close the test report



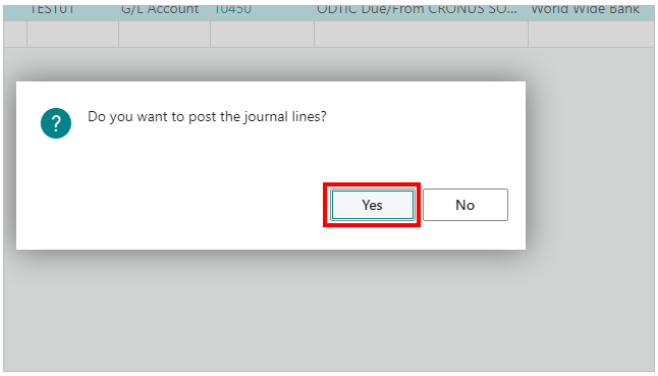
Click on the navigation menu item popup **Post/Print**



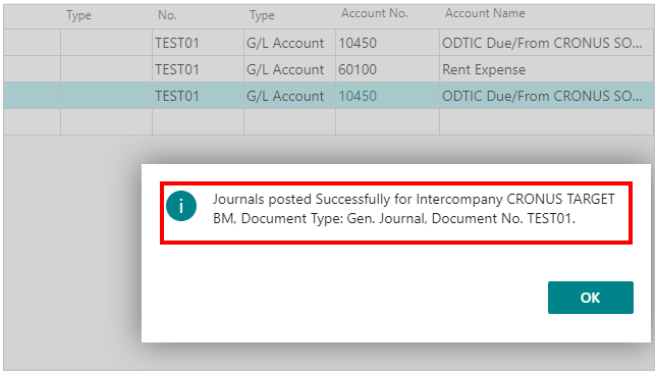
Click on the navigation menu item **Post**



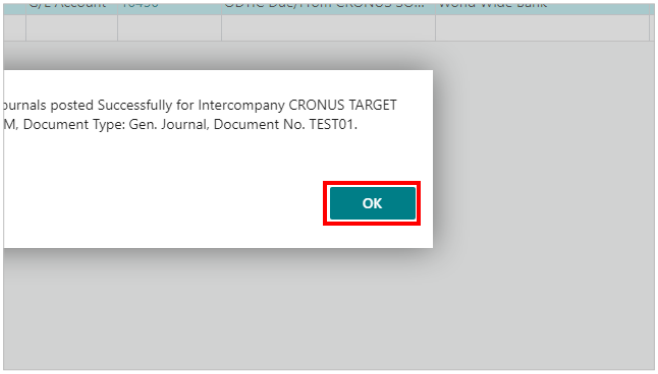
Click on the button **Yes**



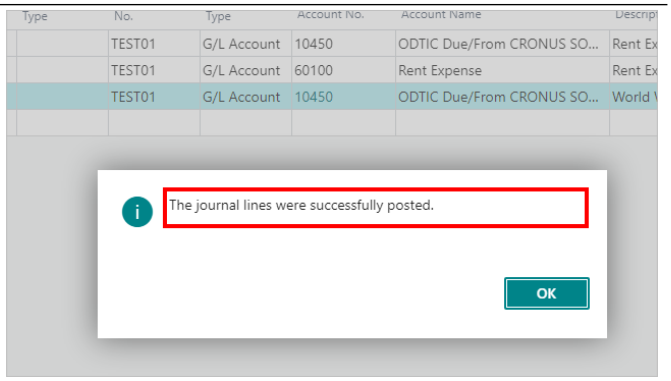
The message will appear to indicate that the Journal has been posted successfully in the Target company. If this message does not appear then review the setup videos



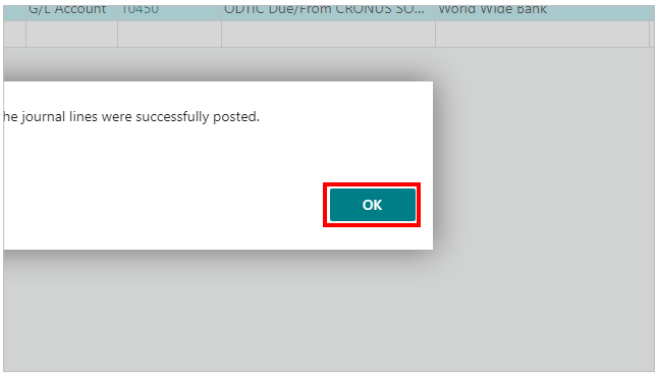
Click on the button **OK**



A second message will appear to indicate that the journal lines were posted successfully

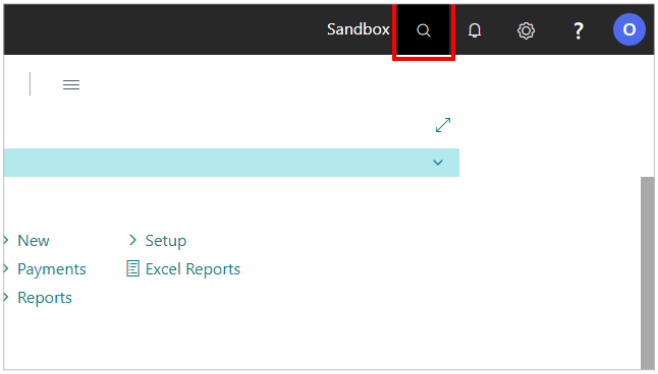


Click on the button **OK**

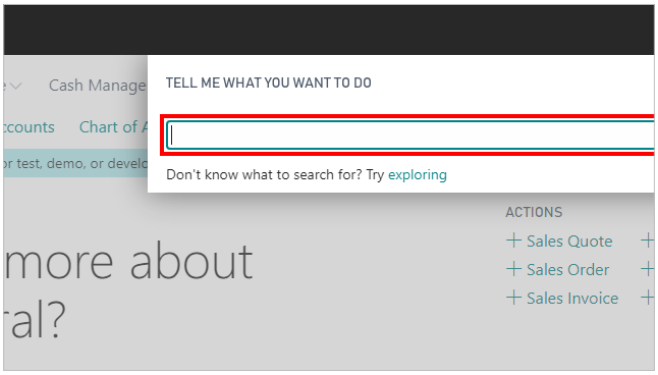


3.1.2. How to Create Intercompany Recurring General Journals

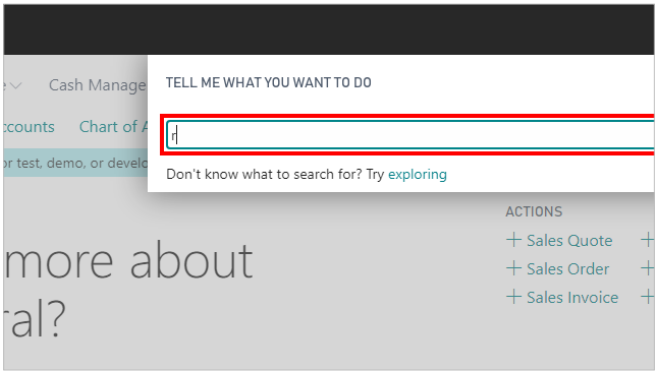
Click on the link **Search**



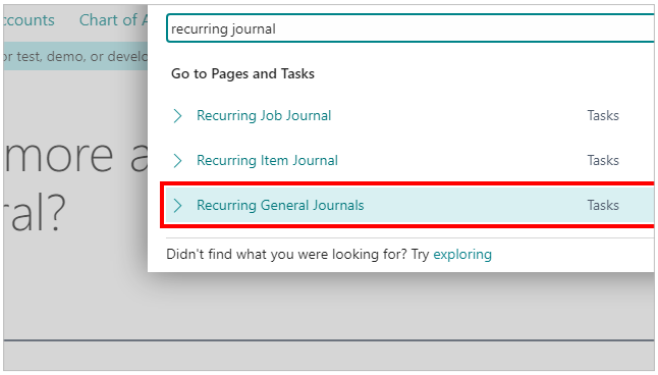
Click on the field **Type to start search:**



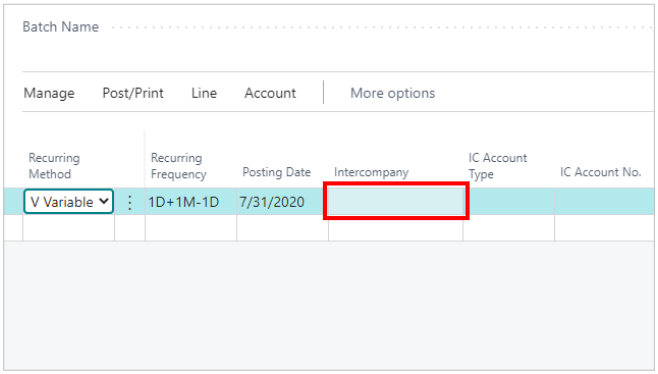
Enter **Type to start search:**.



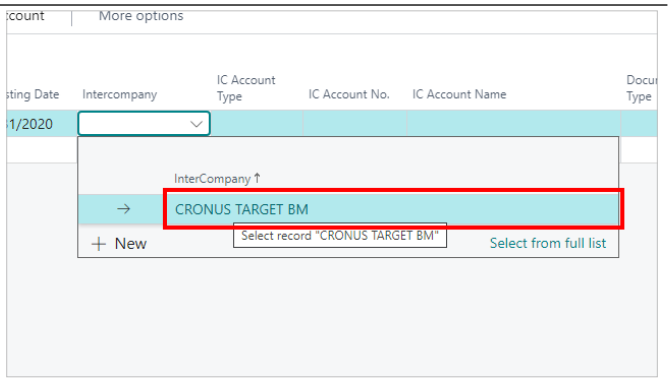
Click on **Recurring General Journals Tasks**



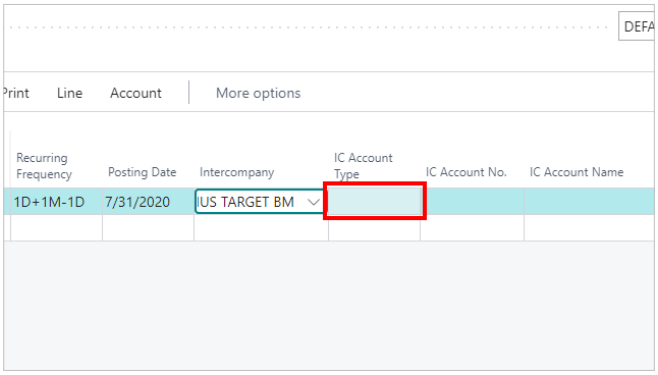
Click on the cell **Intercompany**



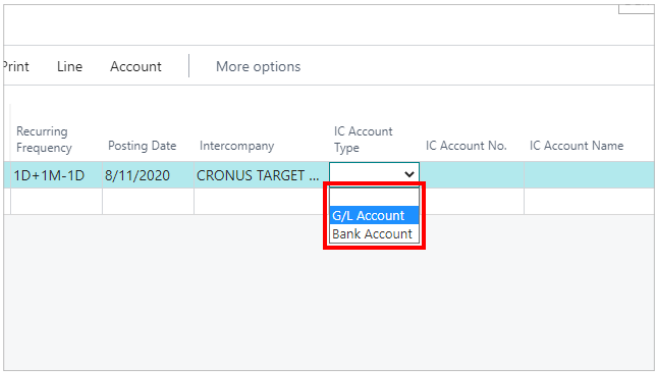
Enter the Target company



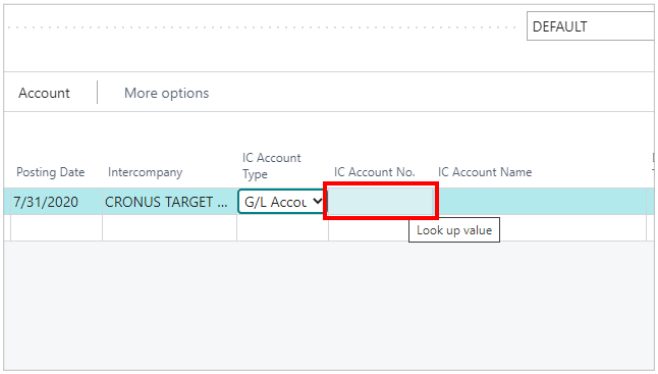
Click on the cell **IC Account Type** with the value **G/L Account Bank Account**



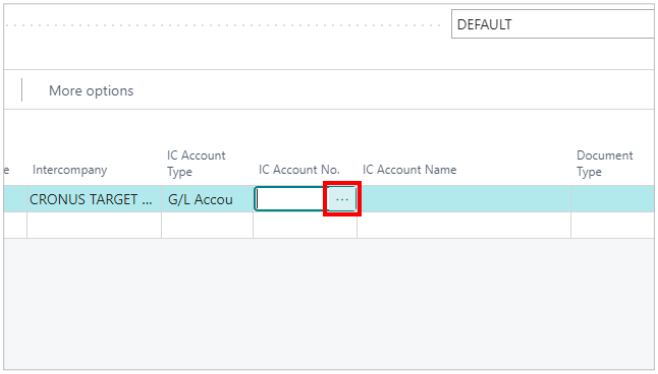
Click on the item **G/L Account** in the list



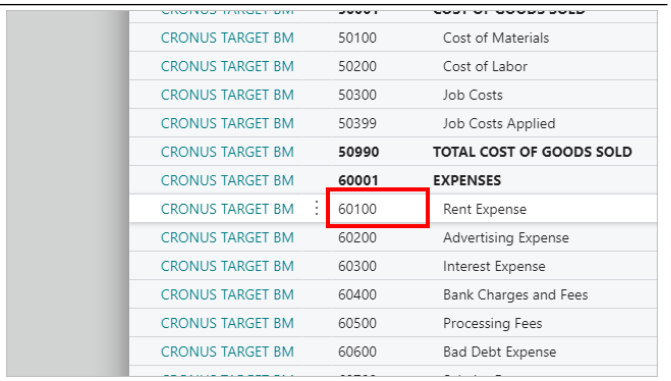
Click on the cell **IC Account No.**



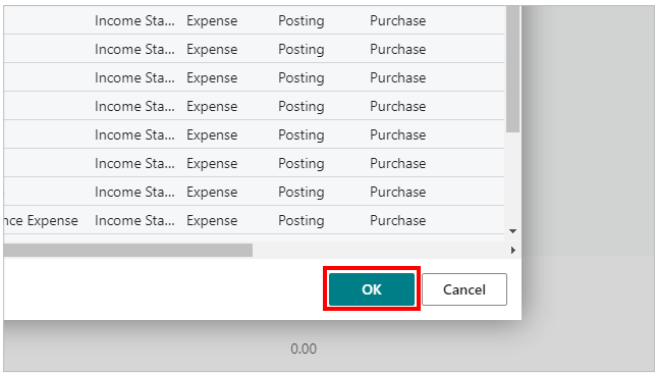
Click on the lookup button in the cell **IC Account No.**



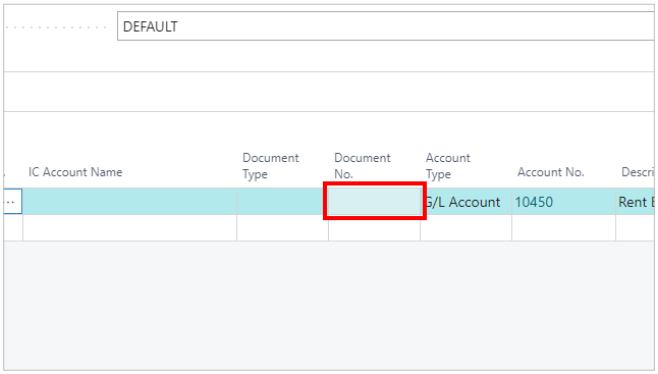
Select the G/L Account in the Target company



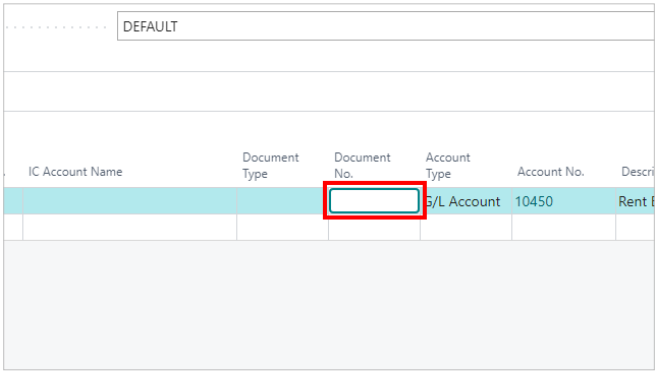
Click on the button **OK**



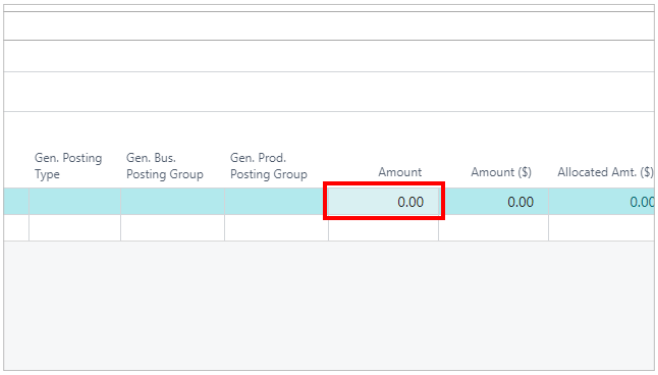
Click on the cell **Document No.**



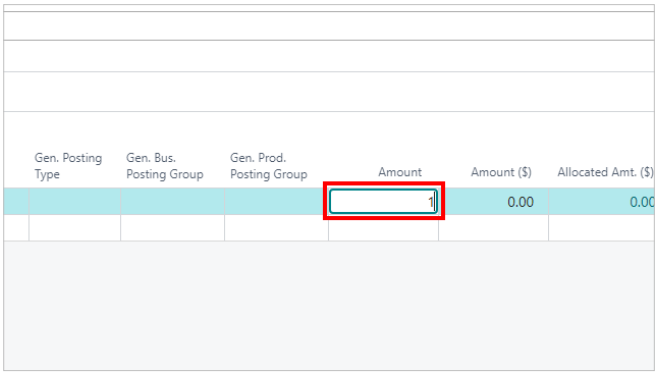
Enter a Document No.



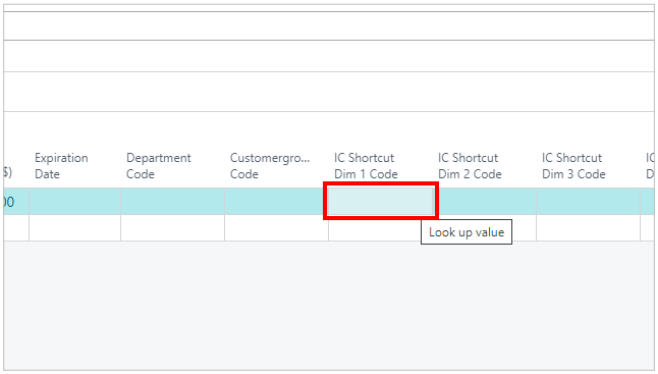
Click on the cell **Amount** with the value **0.00**



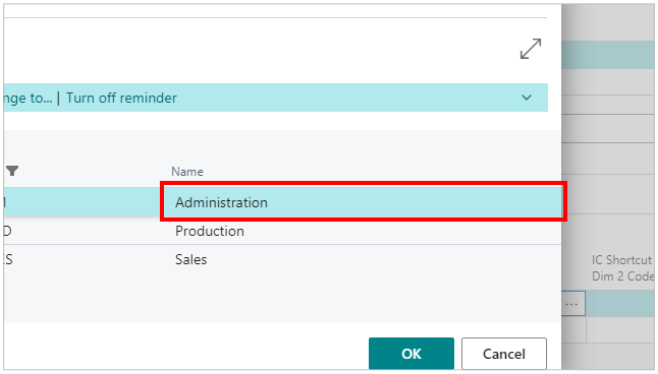
Enter an Amount



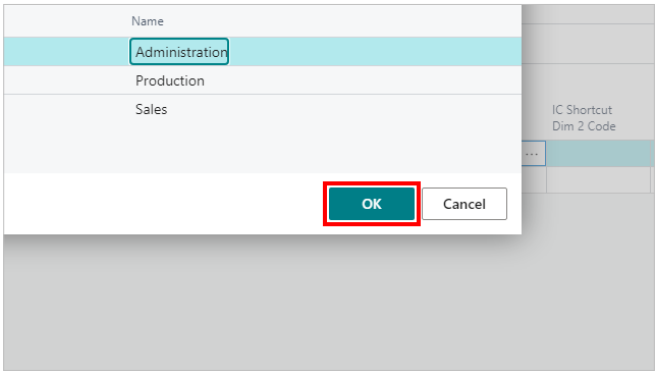
Click on the cell **IC Shortcut Dim 1 Code**



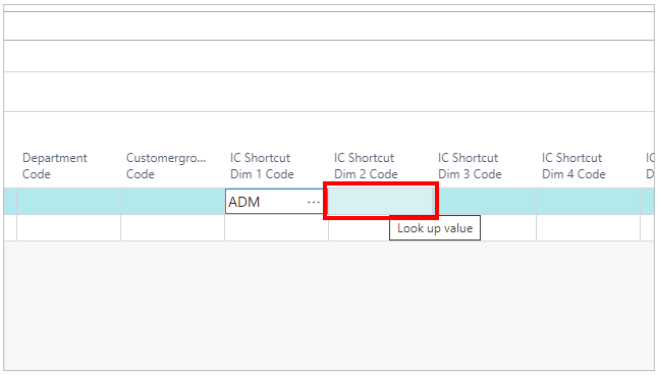
Select a Dimension value in the Target company



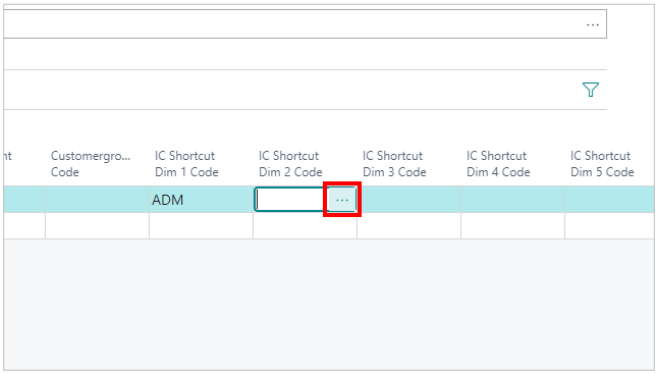
Click on the button **OK**



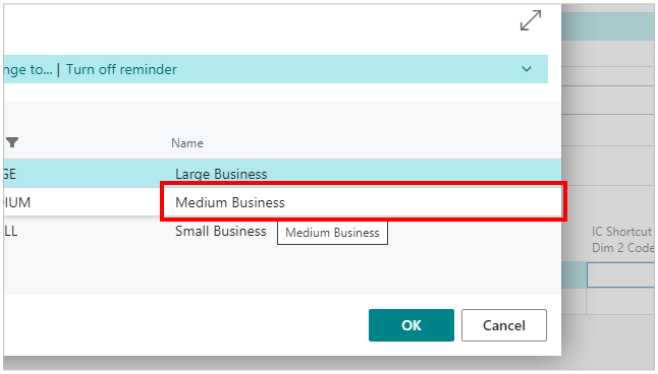
Click on the cell **IC Shortcut Dim 2 Code**



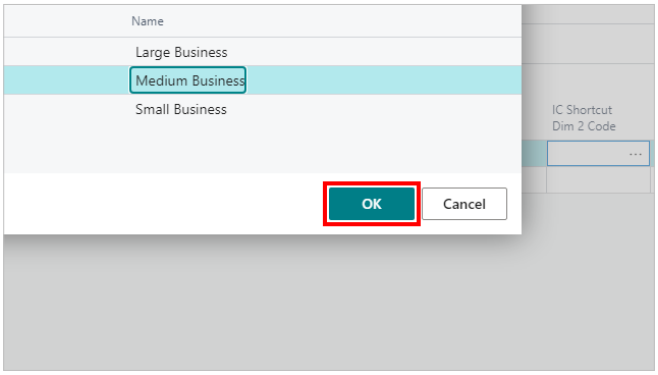
Click on the lookup button in the cell **IC Shortcut Dim 2 Code**



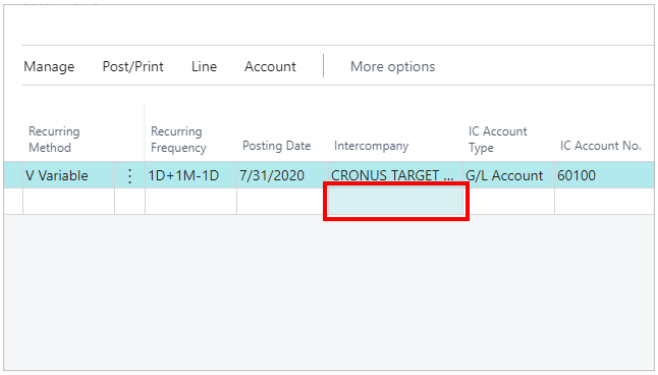
Select a Dimension value in the Target company



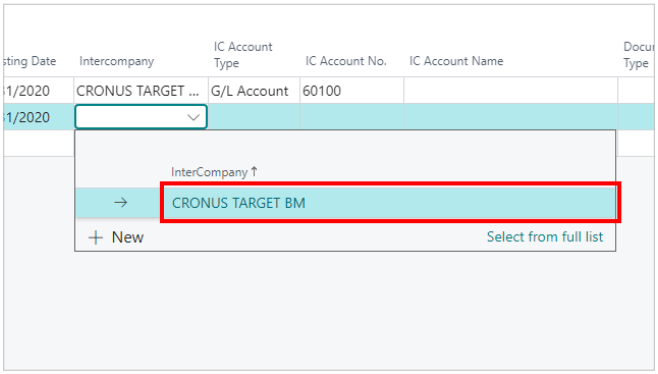
Click on the button **OK**



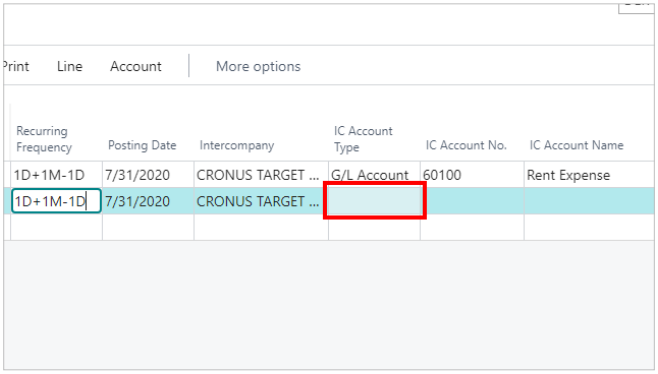
Click on the cell Intercompany on the next line



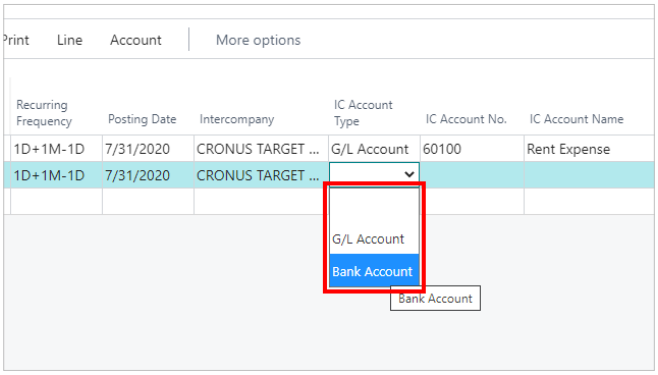
Select the Target company



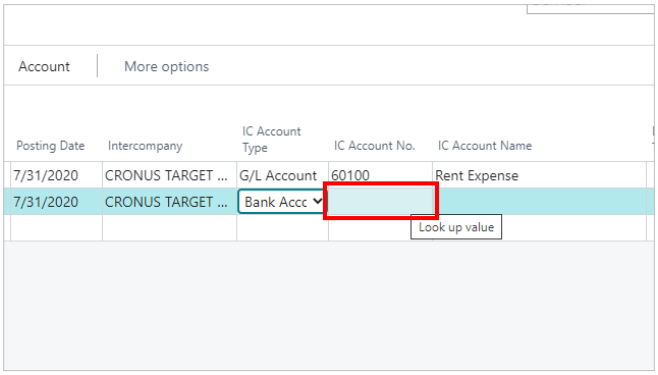
Click on the cell **IC Account Type** with the value **G/L Account Bank Account**



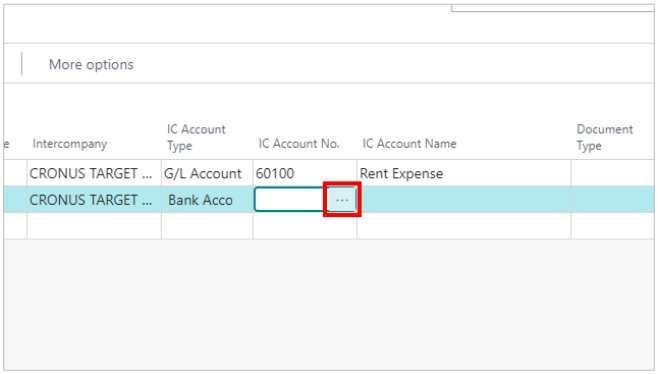
Click on the item **Bank Account** in the list



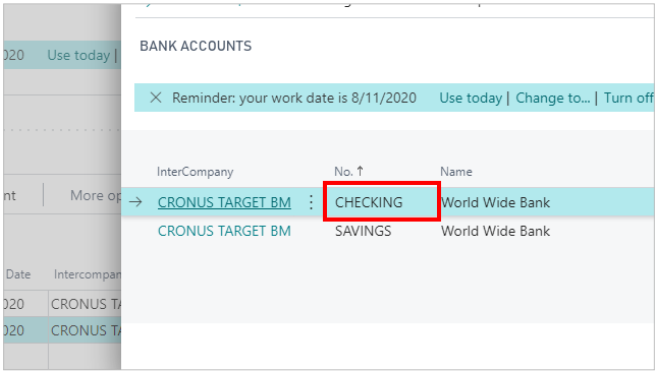
Click on the cell **IC Account No.**



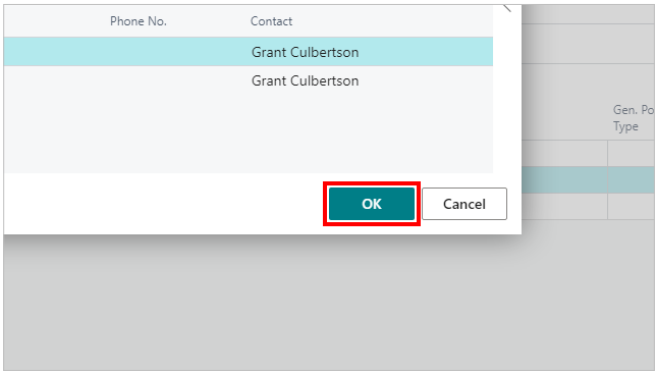
Click on the lookup button in the cell **IC Account No.**



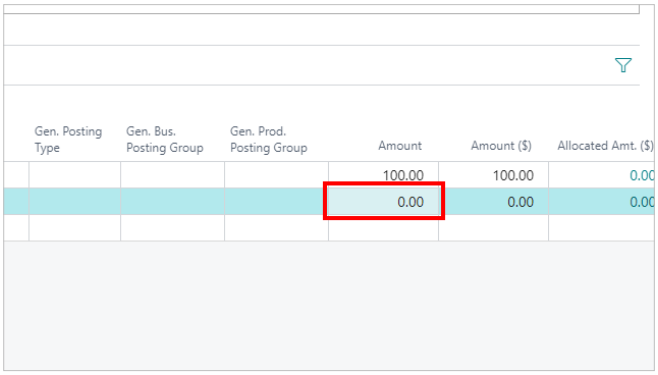
Select the Target company Bank Account



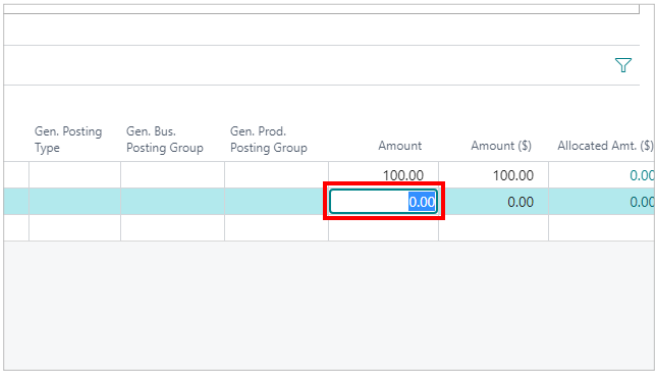
Click on the button **OK**



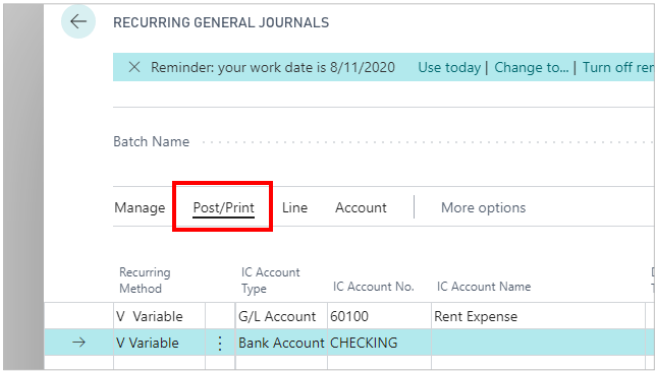
Click on the cell **Amount** with the value **0.00**



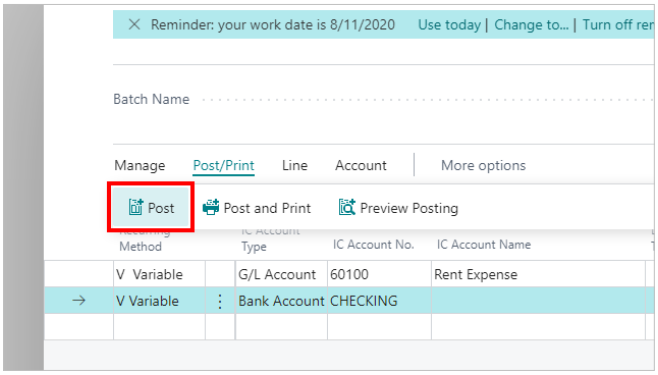
Enter an Amount



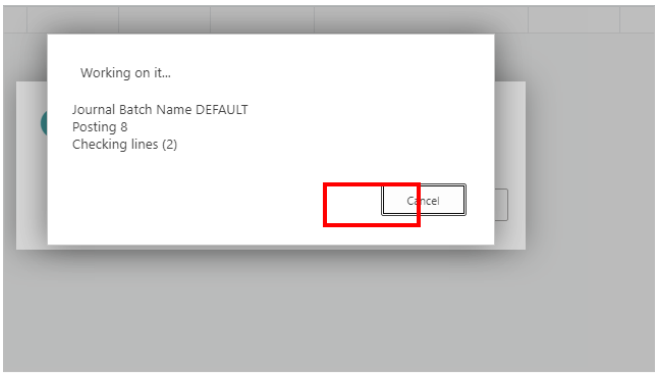
Click on Post/Print



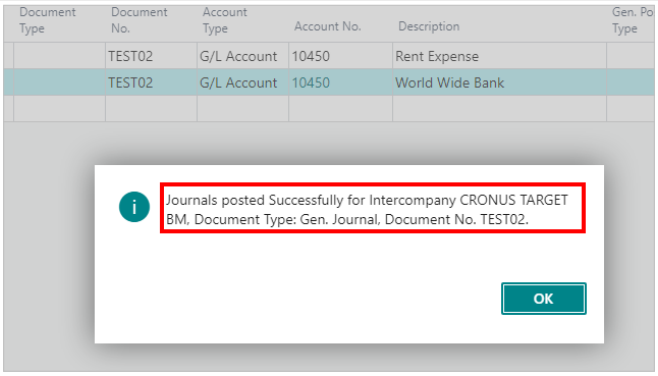
Click on Post



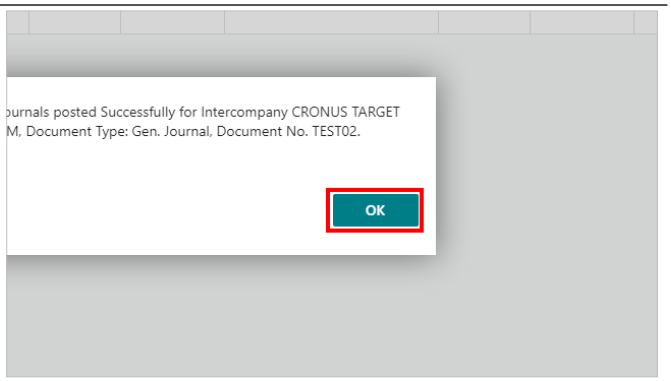
Click on the button **Yes**



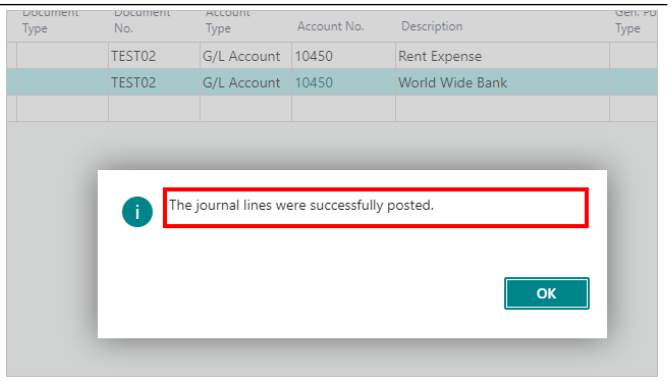
The message will appear to indicate that the Journal has been posted successfully in the Target company. If this message does not appear then review the setup videos



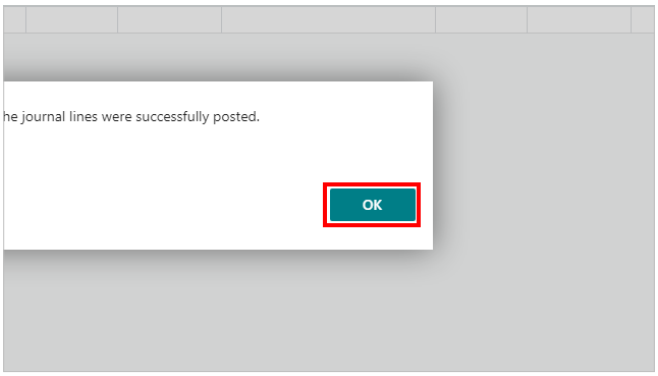
Click on the button **OK**



A second message will appear to indicate that the journal lines were posted successfully



Click on the button **OK**



3.2. Intercompany Sales Documents

3.2.1. Overview

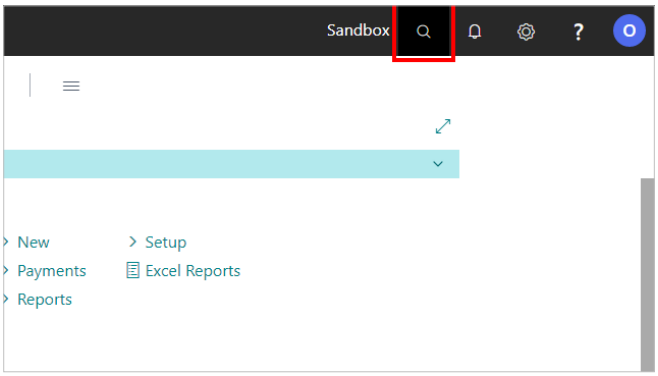
Intercompany transactions can be posted from Sales Orders and Invoices. However, only G/L Account Types lines can have Intercompany transactions.

If Post Taxes from the Intercompany Setup is turned on, all taxes will be posted to the target company as well as the target companies Tax Entry table. Otherwise the total amount including tax is posted through to the target company.

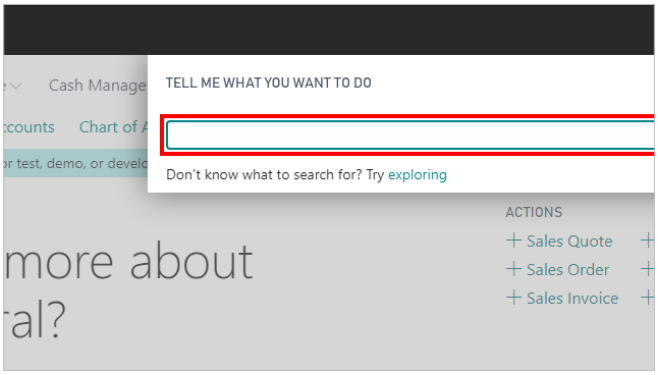
If Allow Multi-Currency from the Intercompany Setup is turned on, the transaction will post as a multicurrency transaction in the Target Company. If a multi-currency rounding account is entered in the Intercompany Setup, the exchange rate in the target company will be applied to the Intercompany transaction and the difference will be posted to the Multicurrency rounding account. Otherwise the exchange rates must be the same to enforce Intercompany balancing of transactions

3.2.2. How to Create an Intercompany Sales Orders

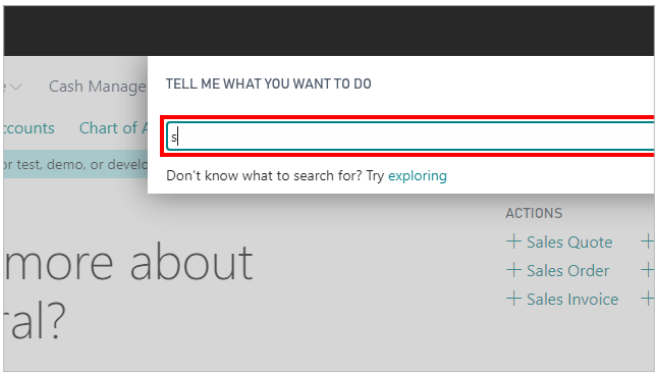
Click on the link **Search**



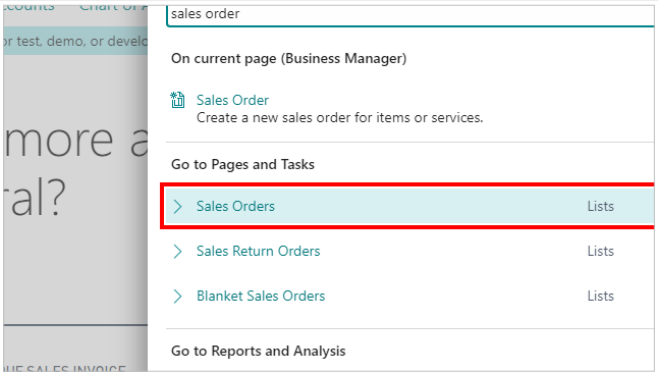
Click on the field **Type to start search:**



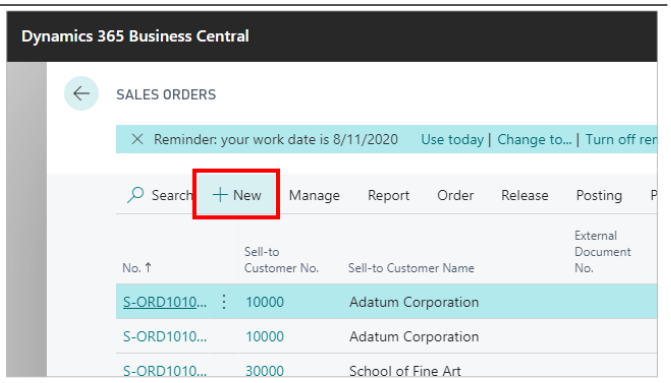
Enter **Sales Order**.



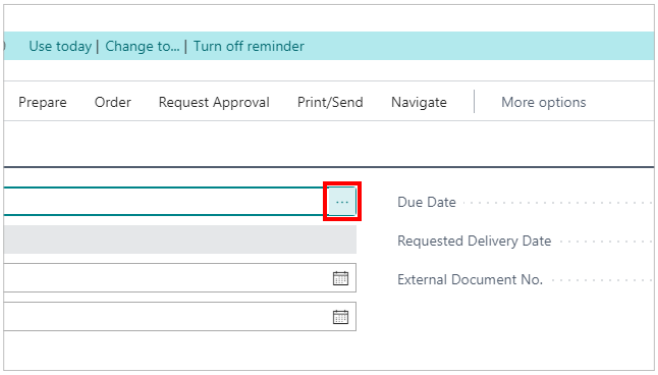
Click on **Sales Orders Lists**



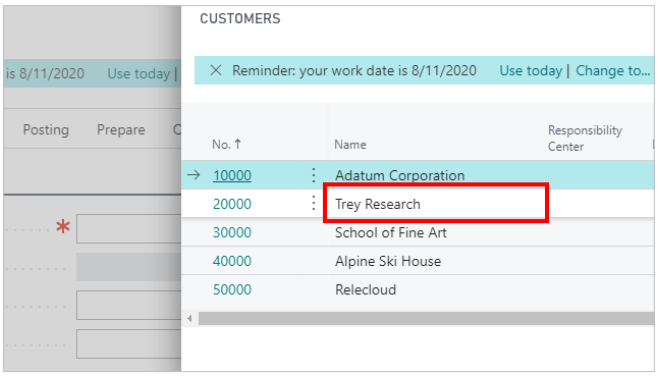
Click New



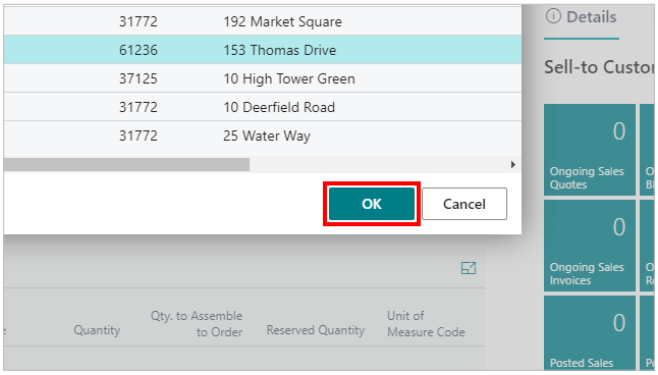
Click on the lookup button **Customer Name**



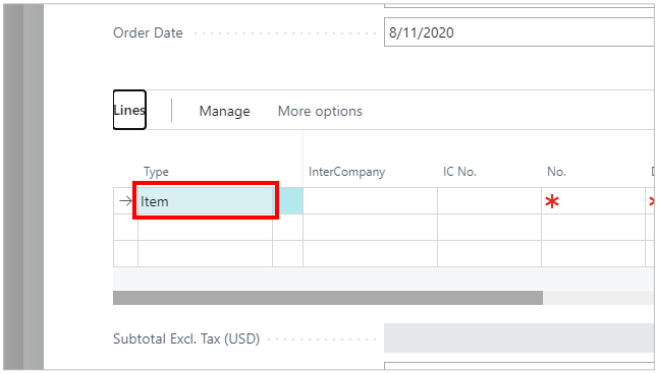
Select the Customer



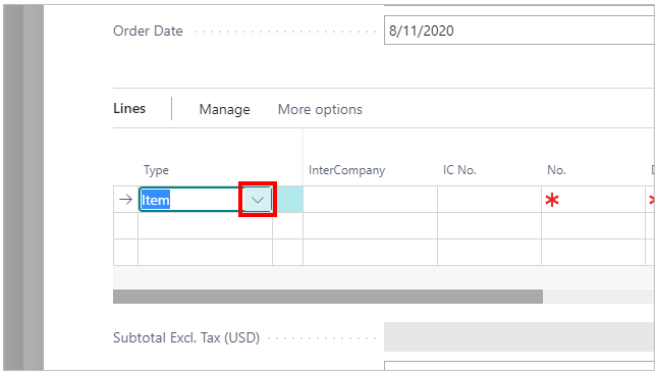
Click on the button **OK**



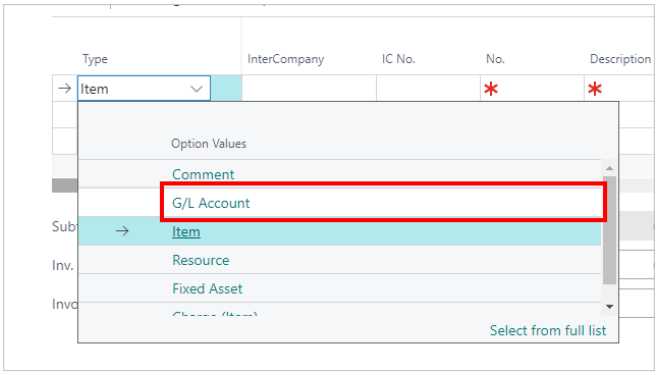
Click on the cell **Type** with the value **Item**



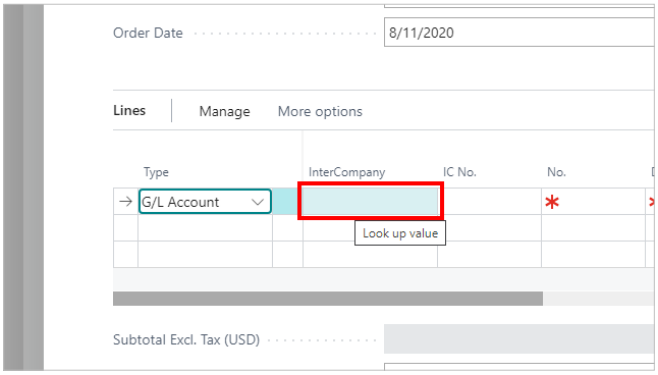
Click on the lookup button in the cell **Type**



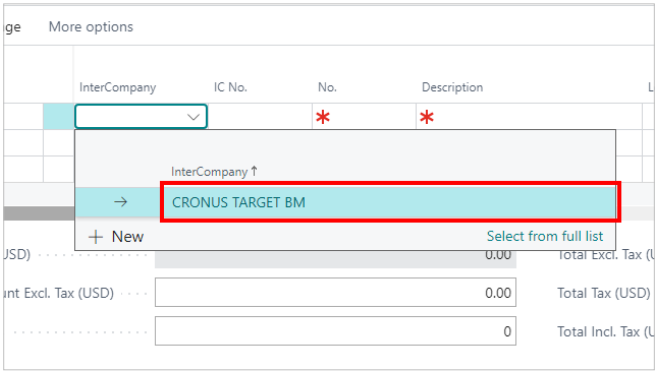
Change the Type to G/L Account



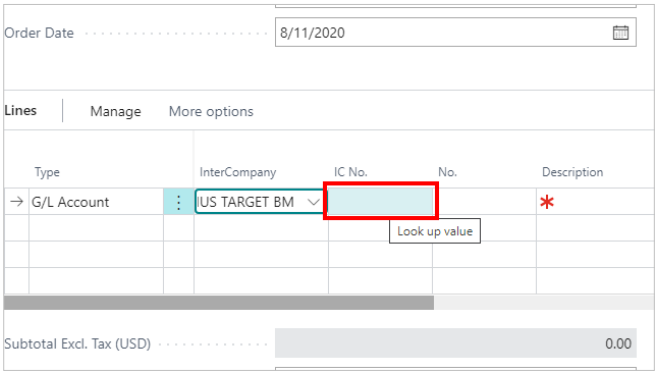
Click on the cell **InterCompany**



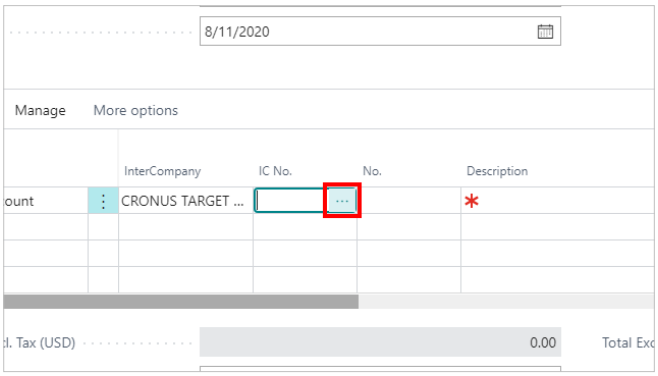
Select the Target company



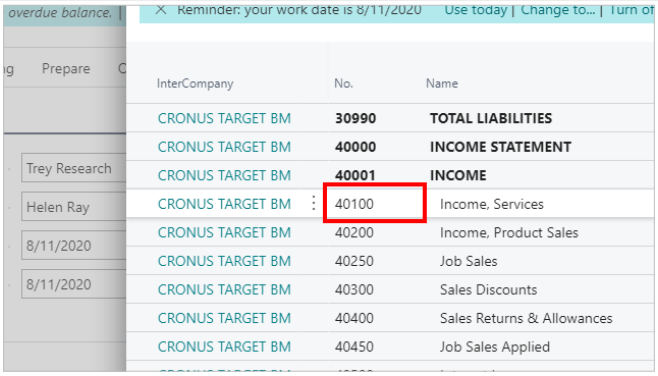
Click on the cell **IC No.**



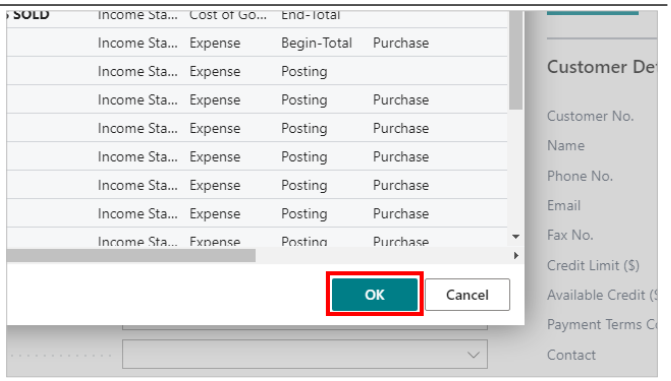
Click on the lookup button in the cell **IC No.**



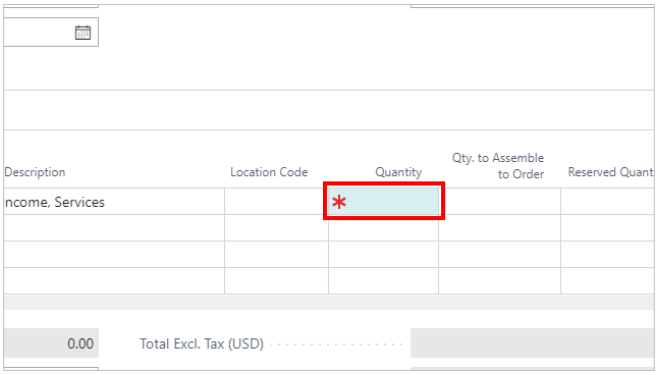
Select the G/L Account in the Target company



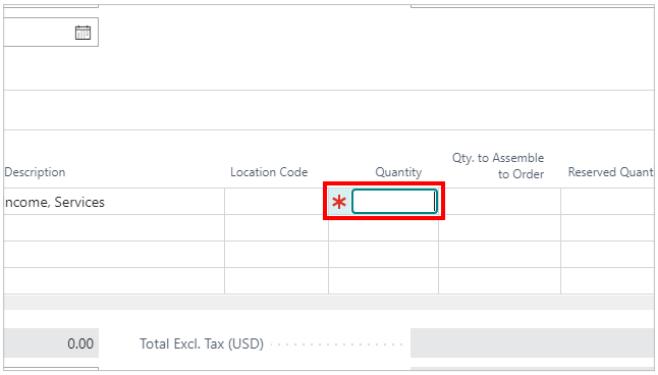
Click on the button **OK**



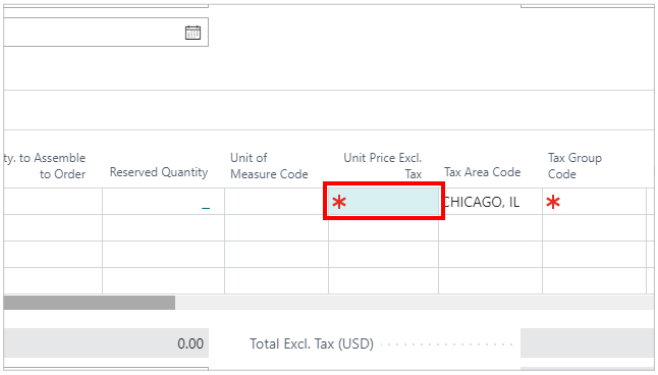
Click on the cell **Quantity**



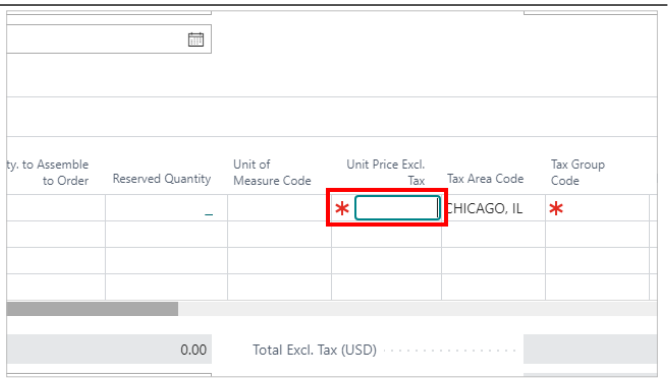
Enter the Quantity



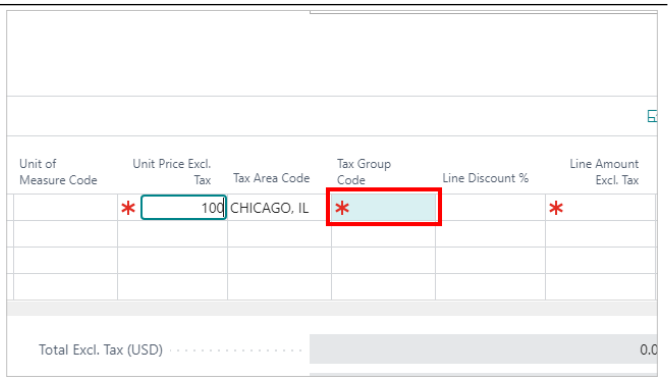
Click on the cell **Unit Price Excl. Tax**



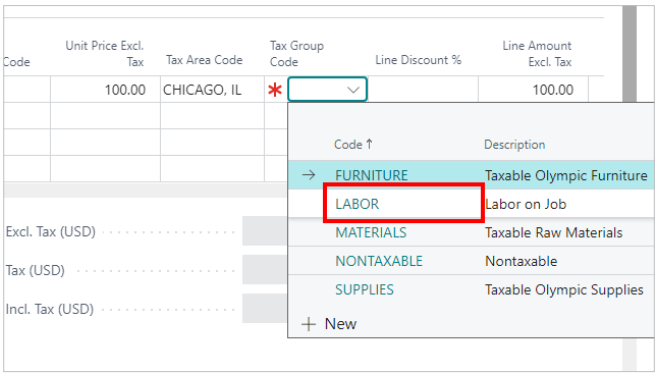
Enter the Amount



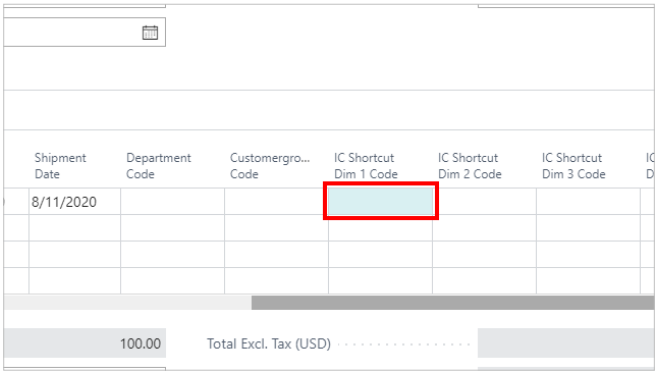
Click on the cell **Tax Group Code**



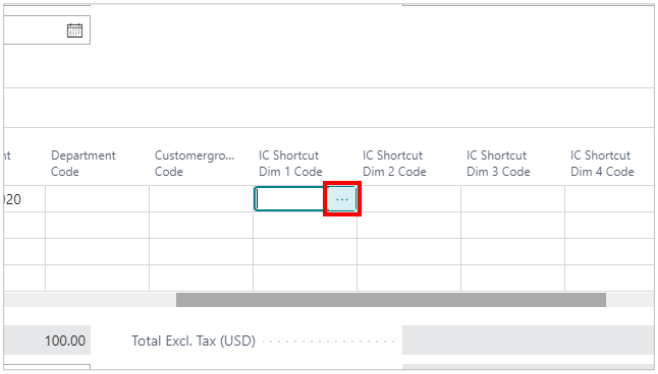
Select the Tax Group



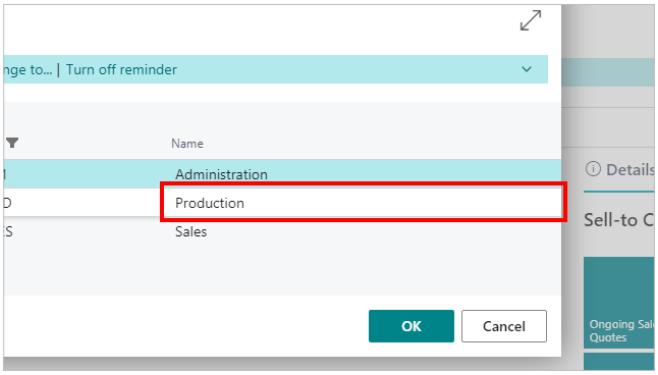
Click on the cell **IC Shortcut Dim 1 Code**



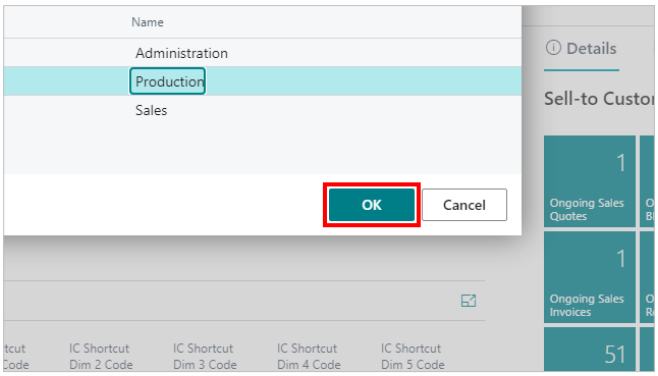
Click on the lookup button in the cell **IC Shortcut Dim 1 Code**



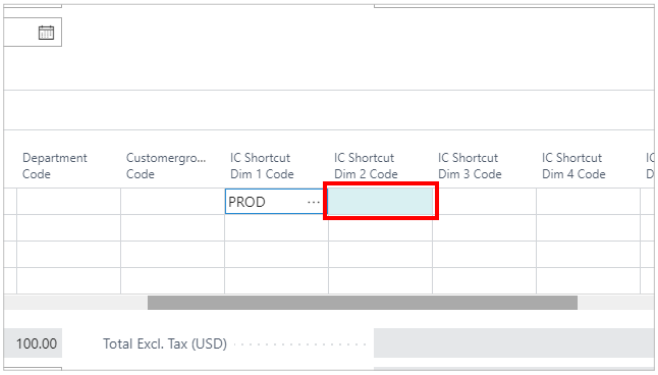
Select the Dimension Value



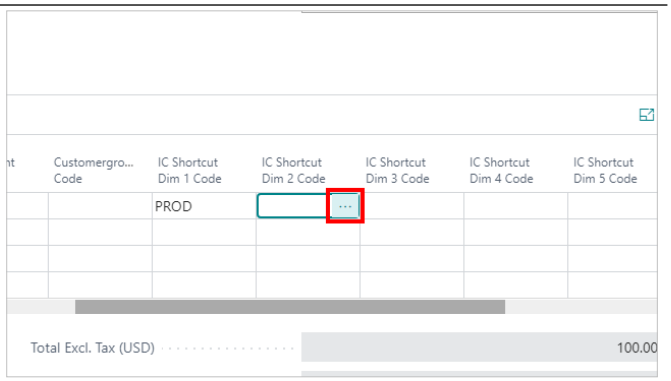
Click on the button **OK**



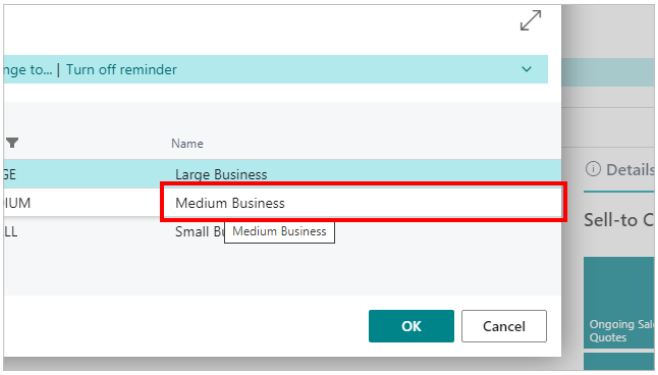
Click on the cell **IC Shortcut Dim 2 Code**



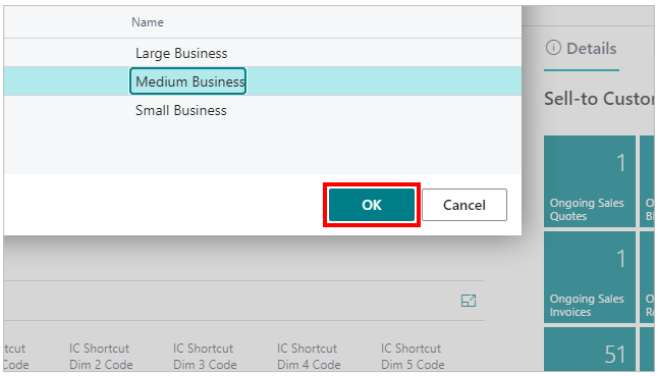
Click on the lookup button in the cell **IC Shortcut Dim 2 Code**



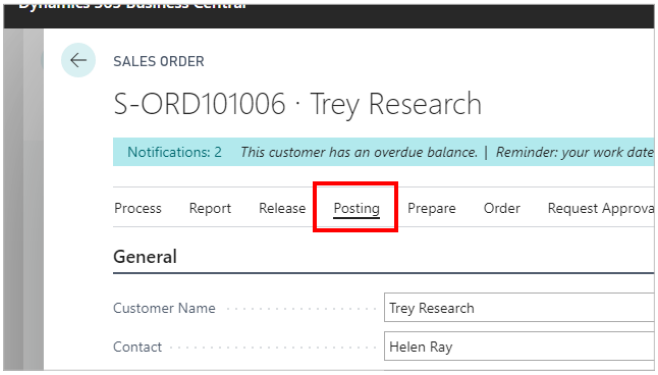
Select the Dimension Value



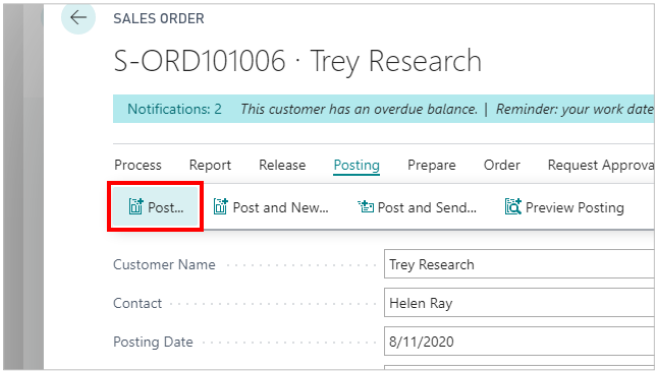
Click on the button **OK**



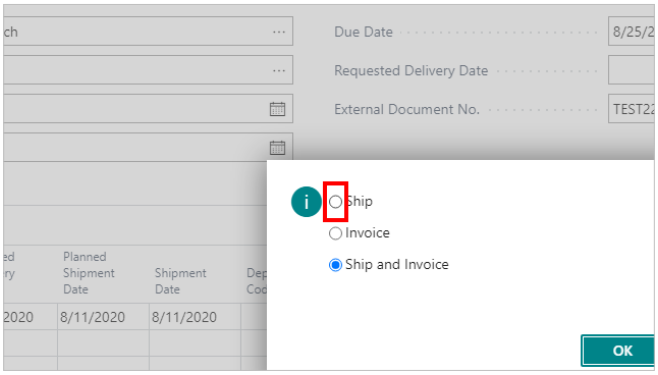
Click on Posting



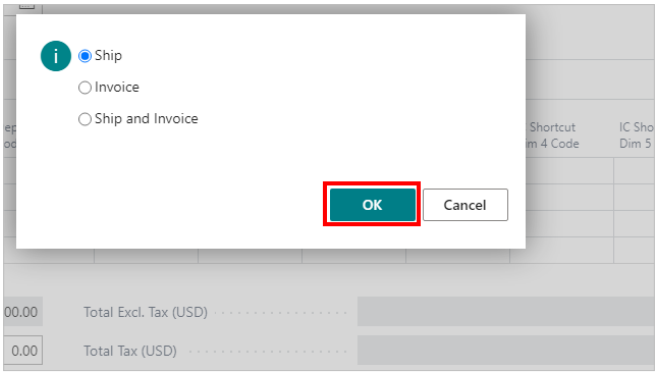
Select Post



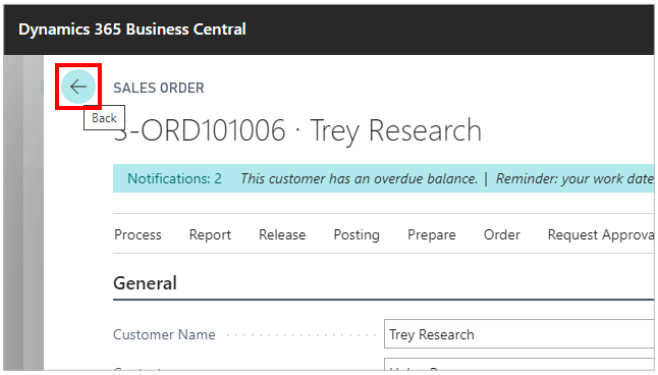
Select one of the options



Click on the button **OK**

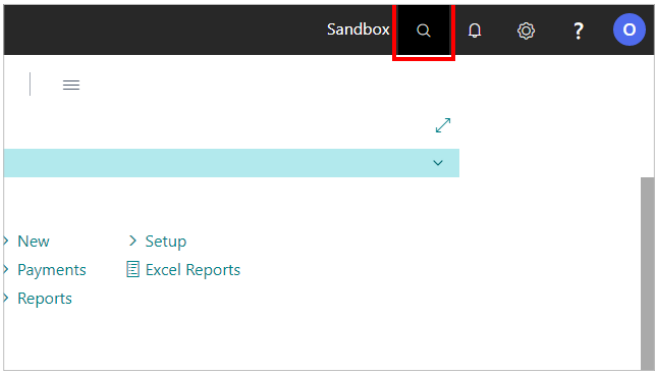


Click on the back button

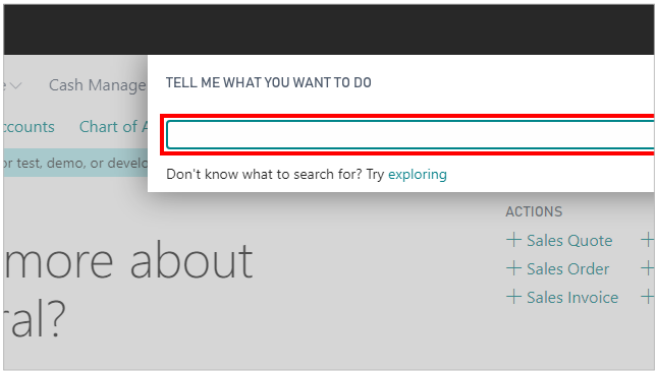


3.2.3. How to Create an Intercompany Sales Invoices

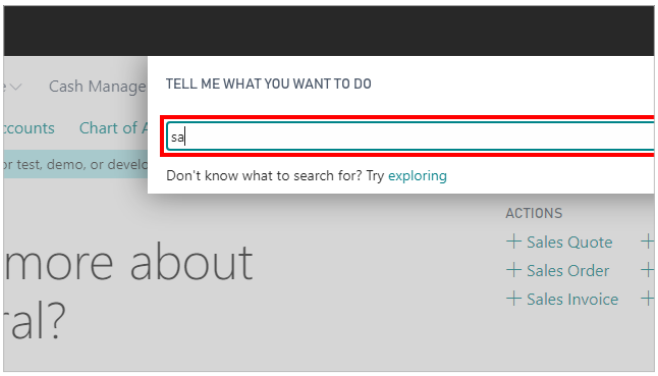
Click on the link **Search**



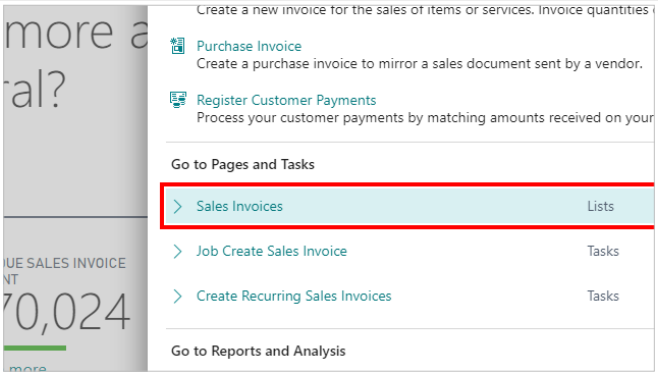
Click on the field **Type to start search:**



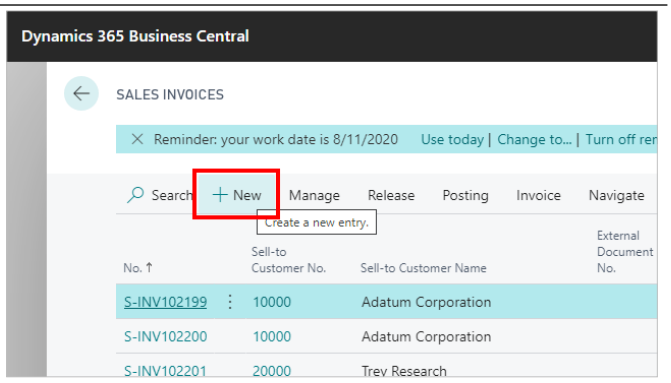
Enter **Sales Invoice**.



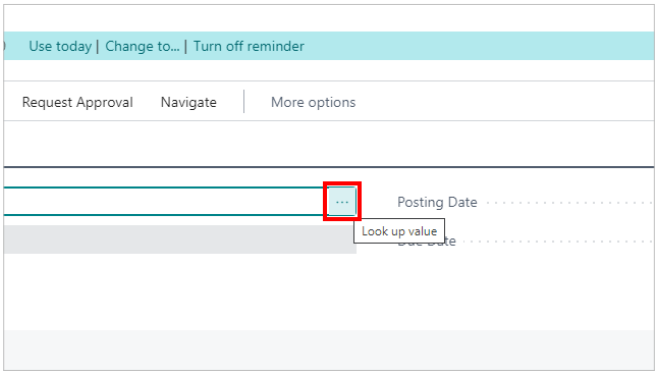
Click on **Sales Invoices Lists**



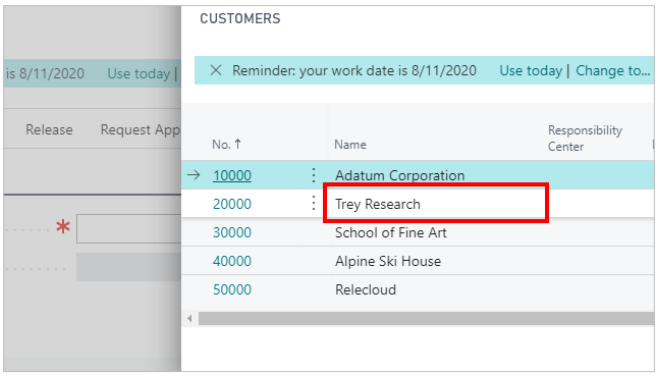
Click on the navigation menu item **New**



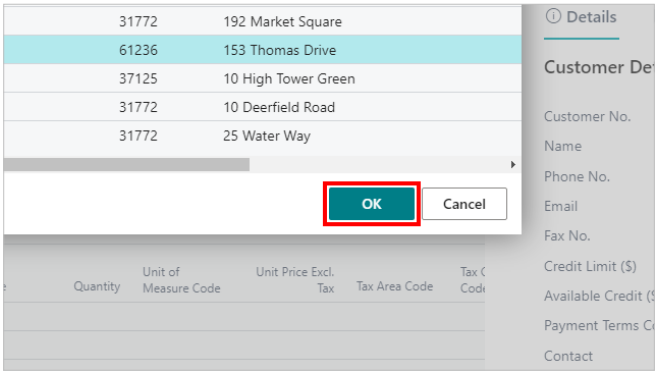
Click on the lookup button **Customer Name**



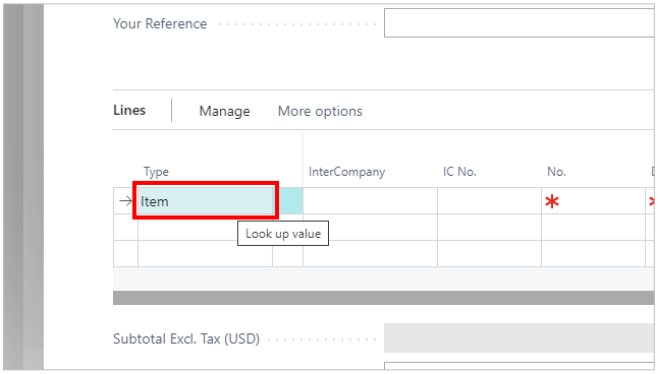
Select the Customer



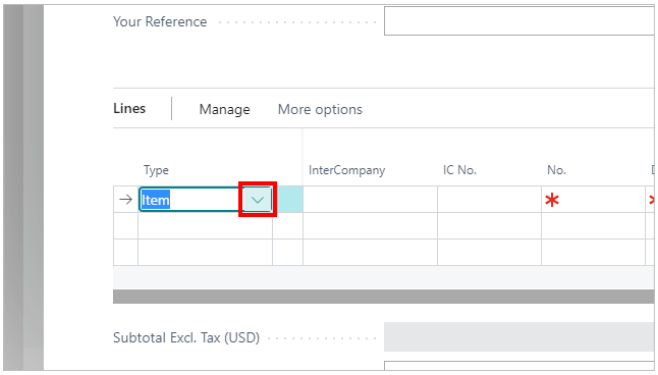
Click on the button **OK**



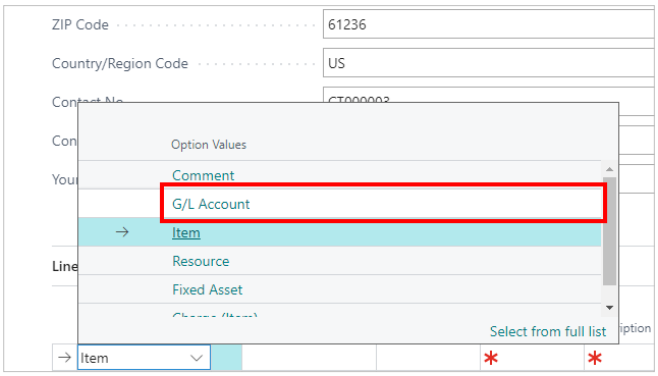
Click on the cell **Type** with the value **Item**



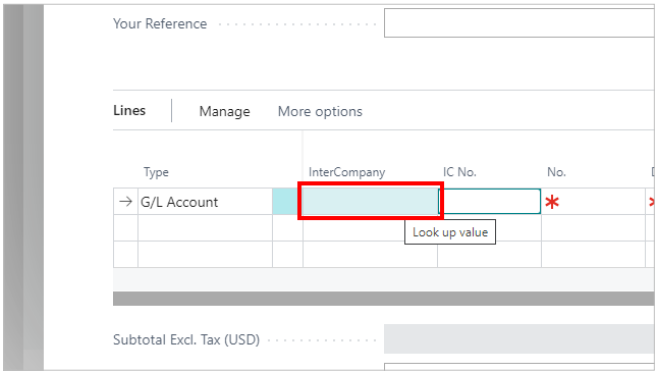
Click on the lookup button in the cell **Type**



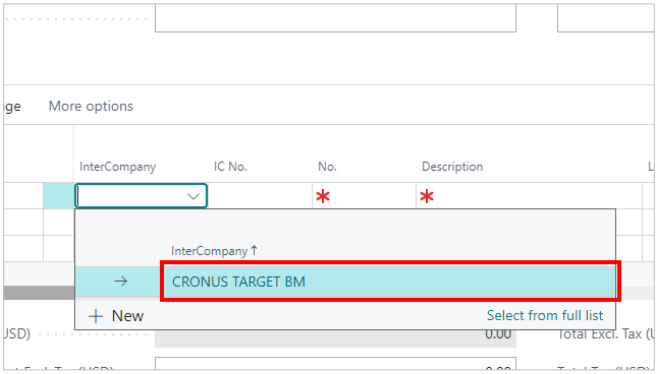
Change the Type to G/L Account



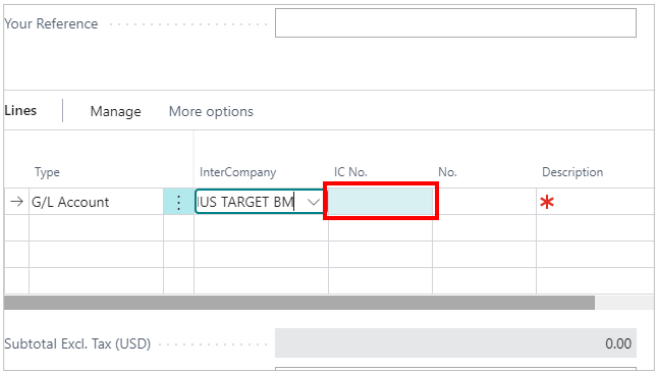
Click on the cell **InterCompany**



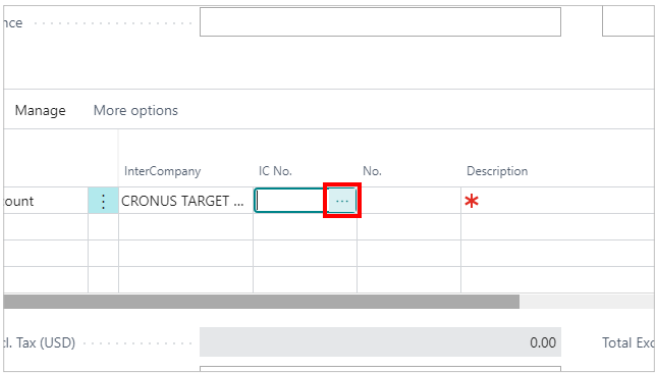
Select the Target company



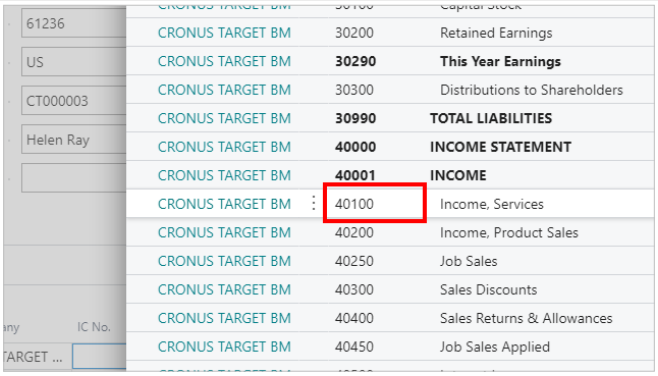
Click on the cell **IC No.**



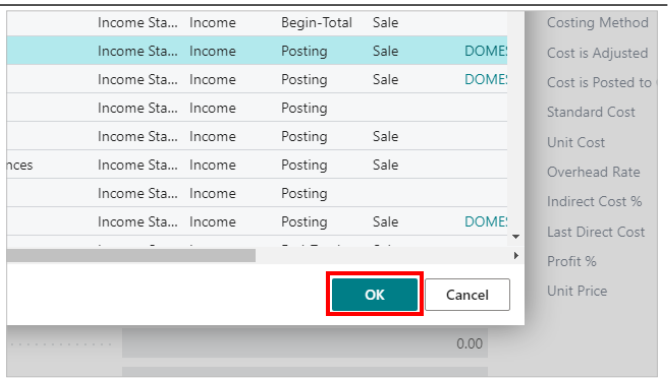
Click on the lookup button in the cell **IC No.**



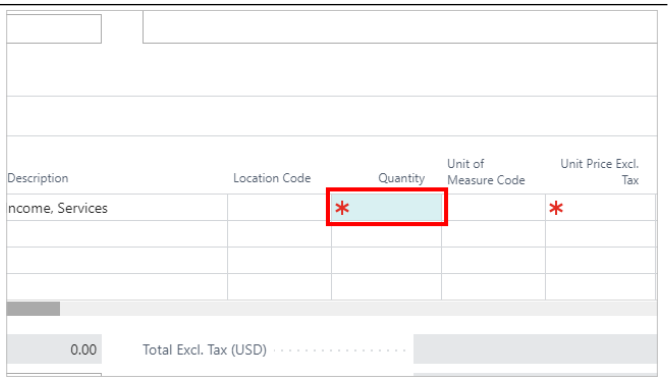
Select the G/L Account in the Target company



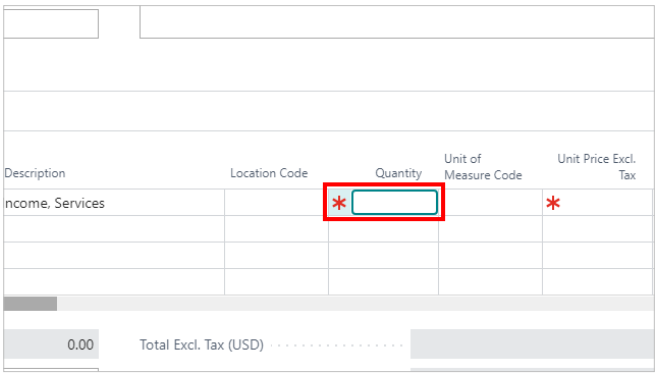
Click on the button **OK**



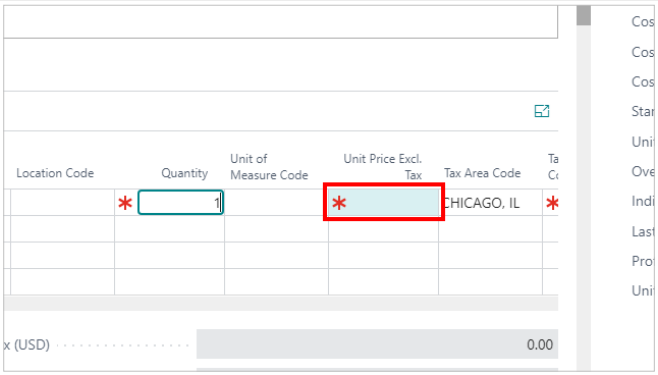
Click on the cell **Quantity**



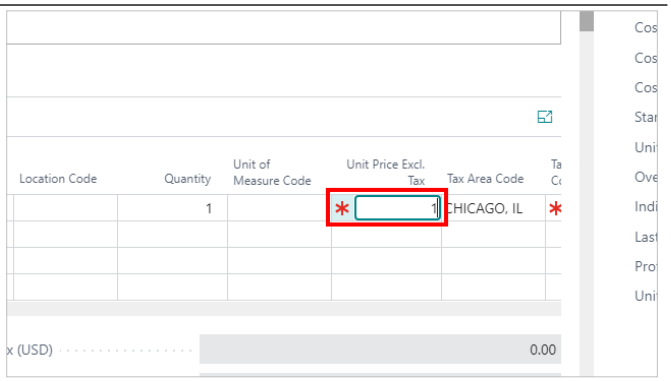
Enter the Quantity



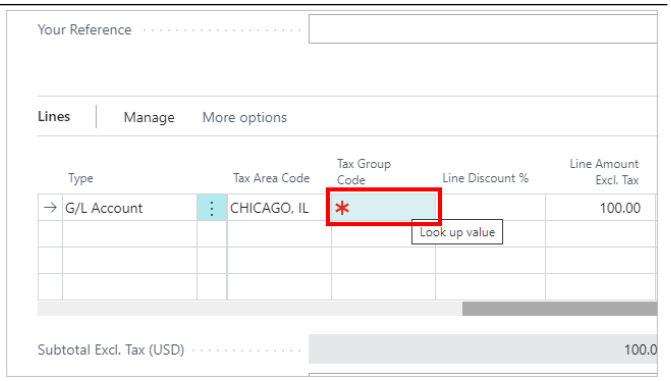
Click on the cell **Unit Price Excl. Tax**



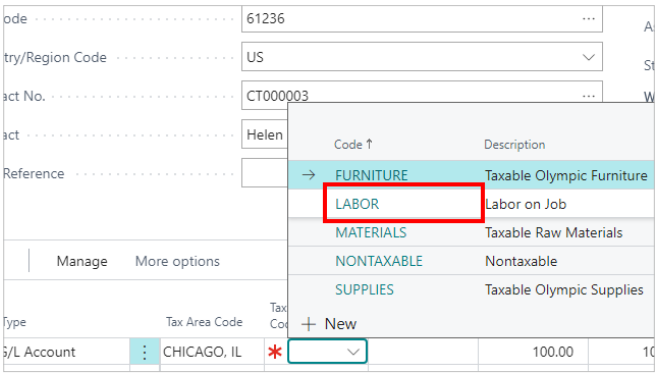
Enter the Amount



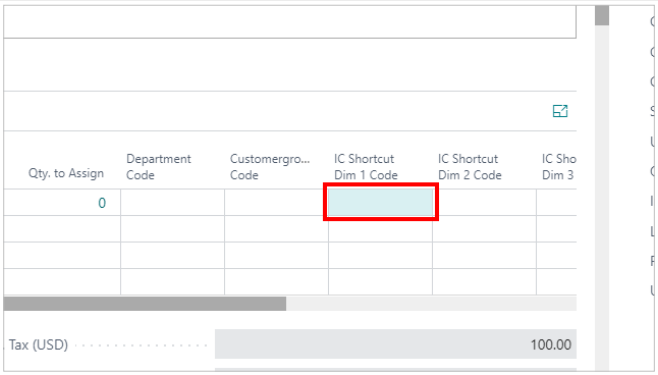
Click on the cell **Tax Group Code**



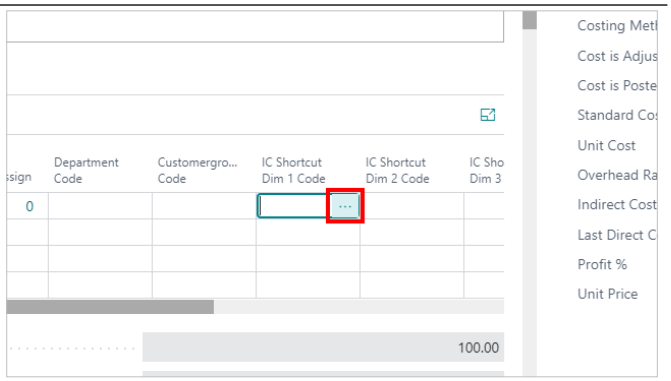
Select the Tax Group Code



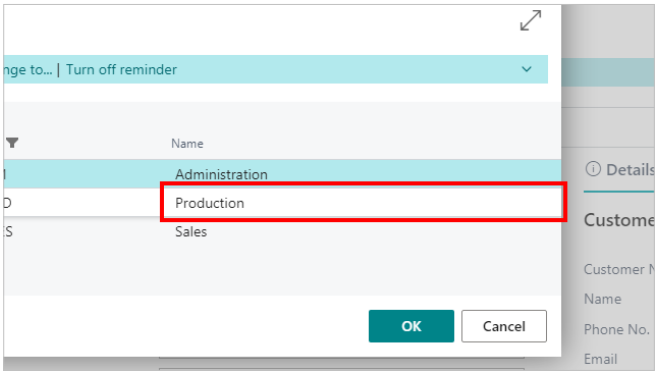
Click on the cell **IC Shortcut Dim 1 Code**



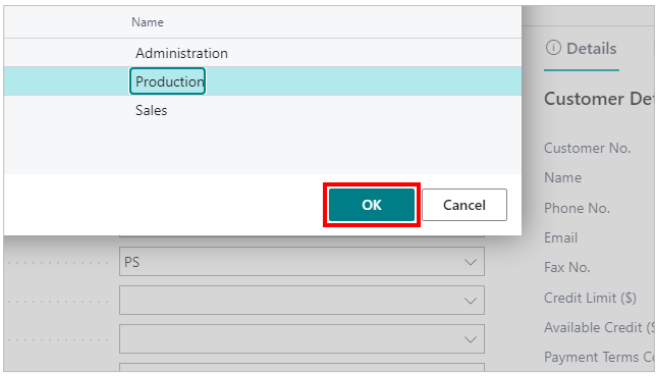
Click on the lookup button in the cell **IC Shortcut Dim 1 Code**



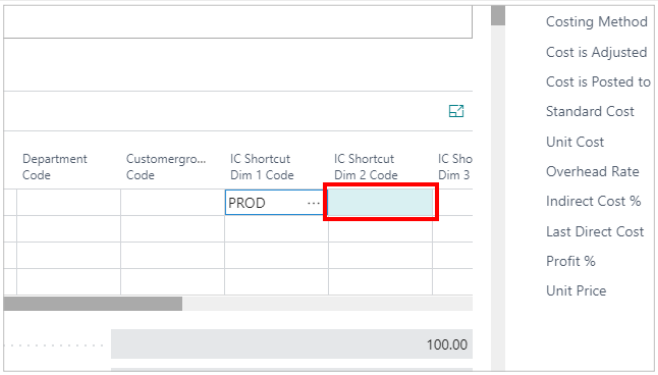
Select the Dimension Value



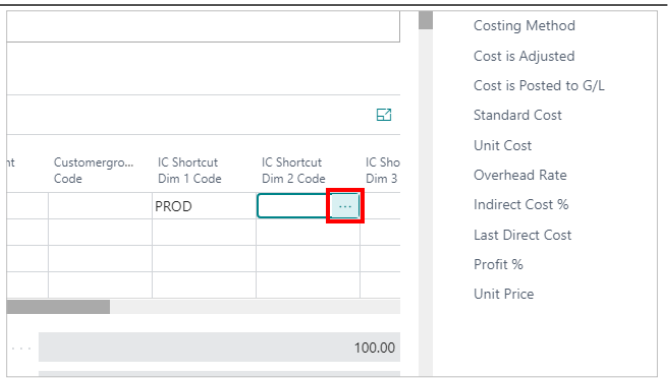
Click on the button **OK**



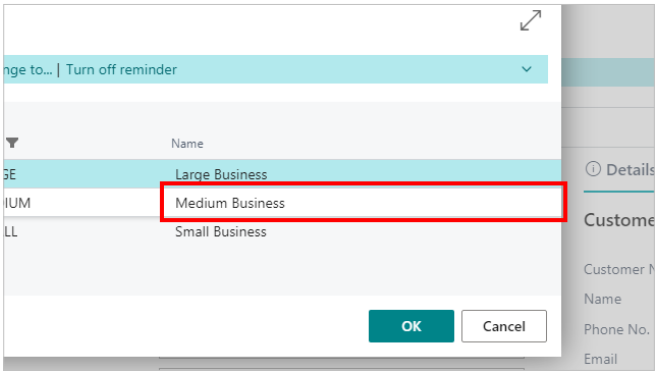
Click on the cell **IC Shortcut Dim 2 Code**



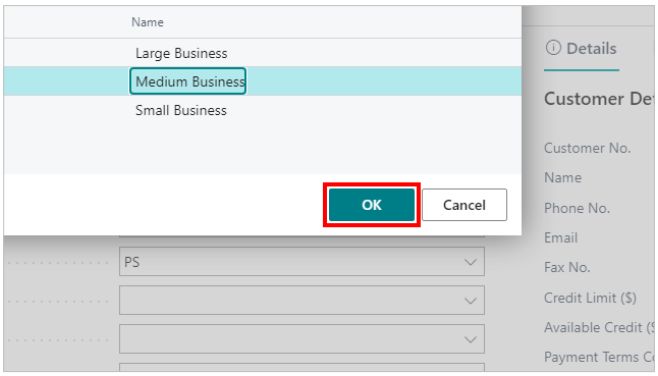
Click on the lookup button in the cell **IC Shortcut Dim 2 Code**



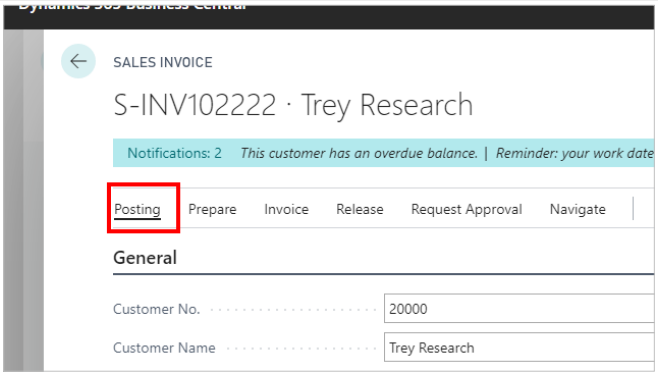
Select the Dimension Value



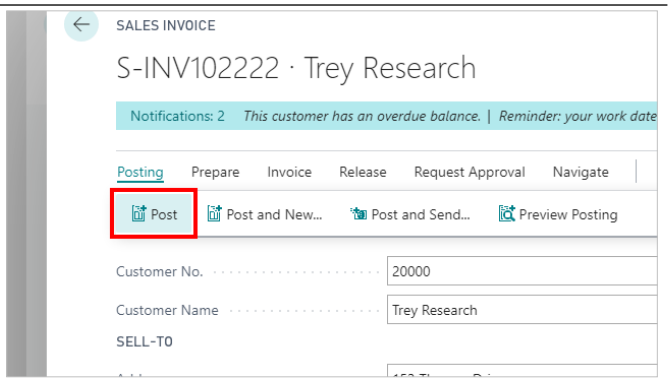
Click on the button **OK**



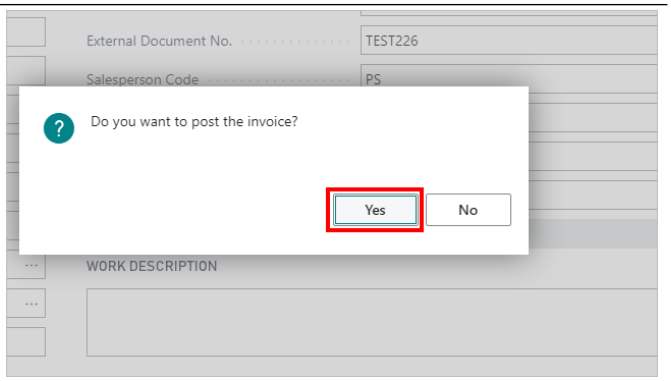
Click on Posting



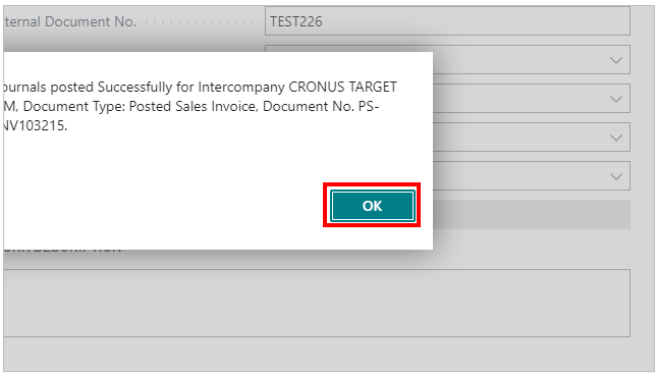
Click on Post



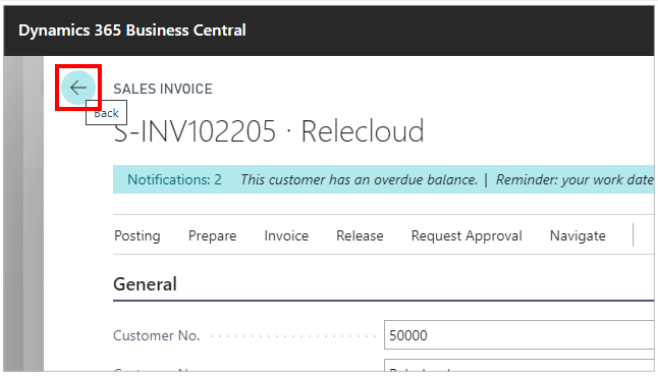
Click on the button **Yes**



Click on the button **OK**

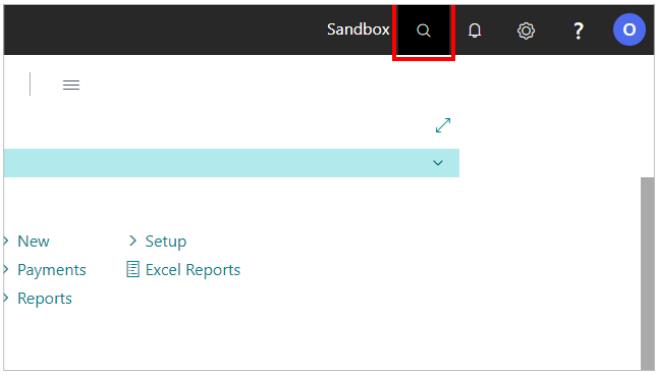


Click on the back button

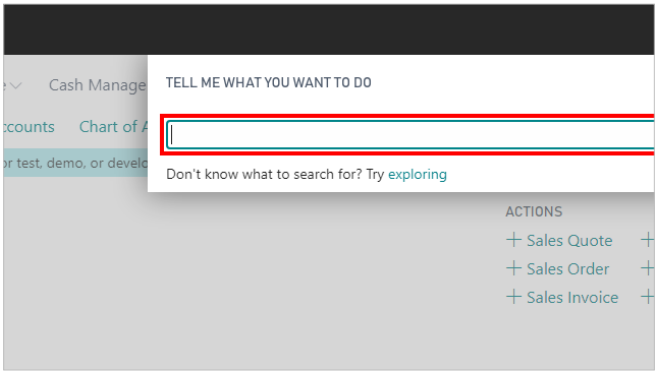


3.2.4. How to Create an Intercompany Sales Credit Memos

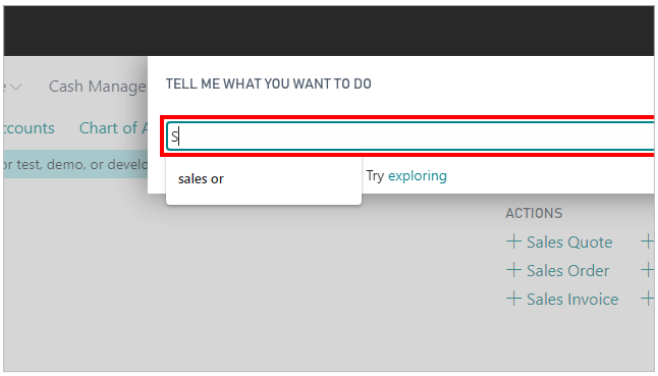
Click on the link **Search**



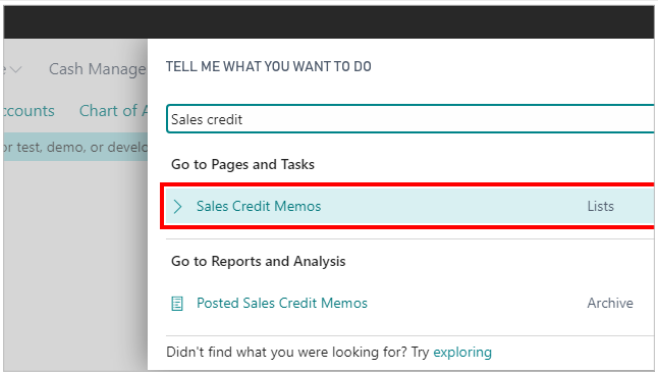
Click on the field **Type to start search:**



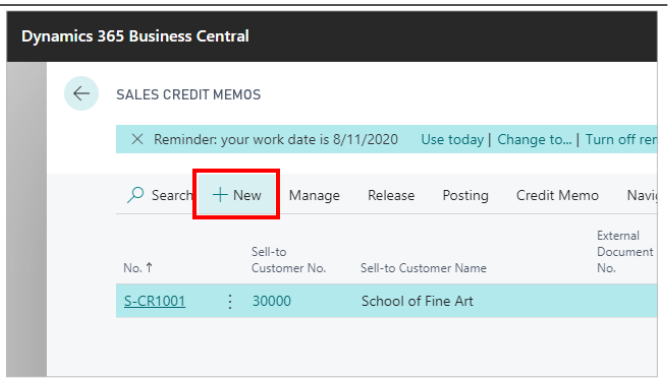
Enter Sales Credit



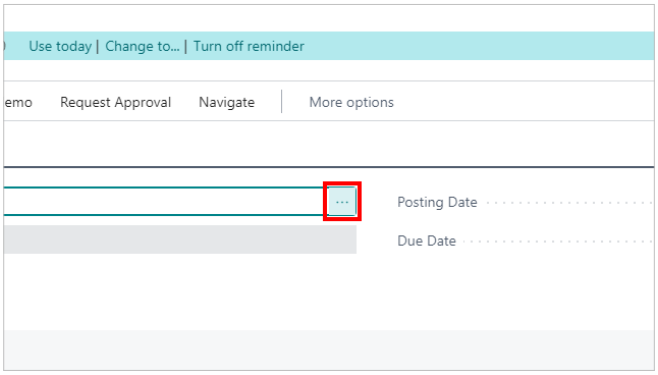
Click on **Sales Credit Memos Lists**



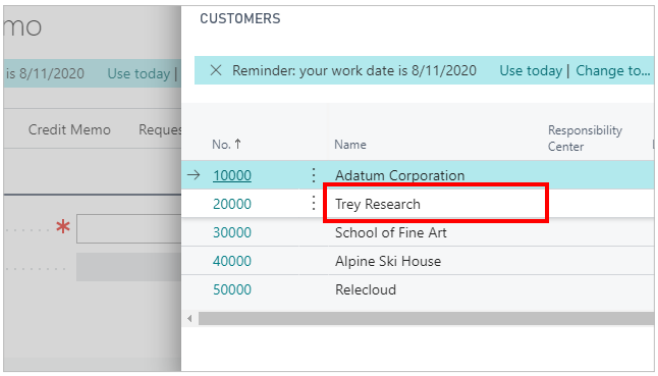
Click on the navigation menu item **New**



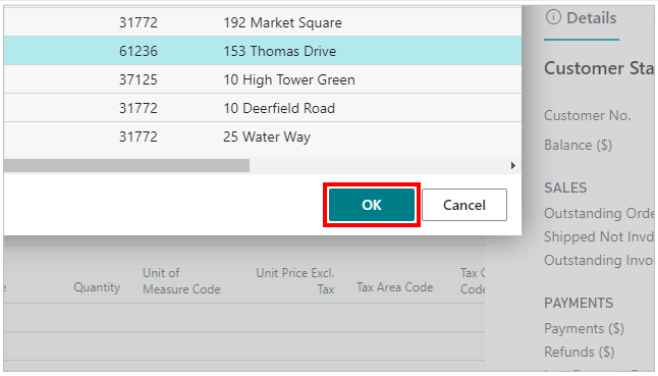
Click on the lookup button **Customer Name**



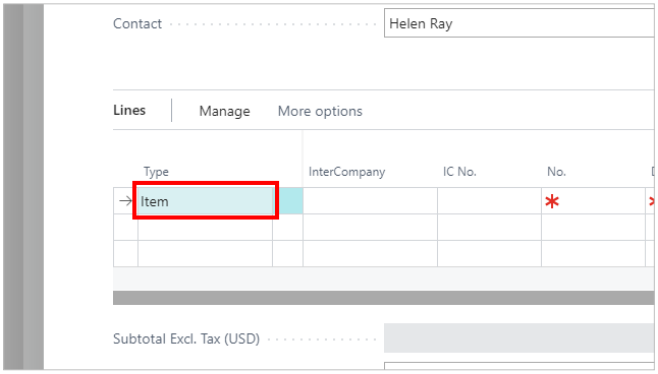
Select the Customer



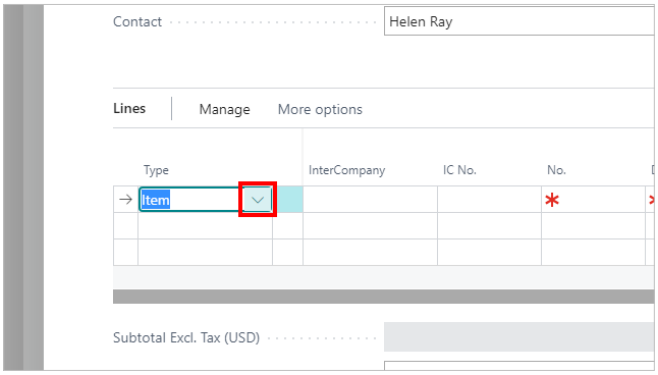
Click on the button **OK**



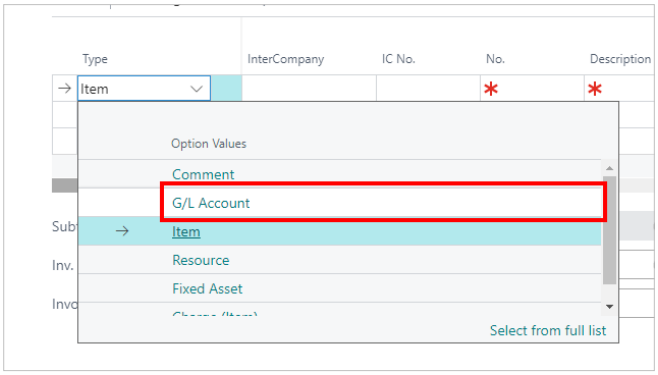
Click on the cell **Type** with the value **Item**



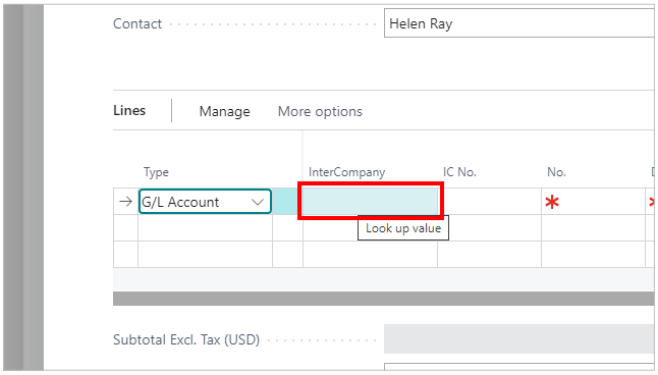
Click on the lookup button in the cell **Type**



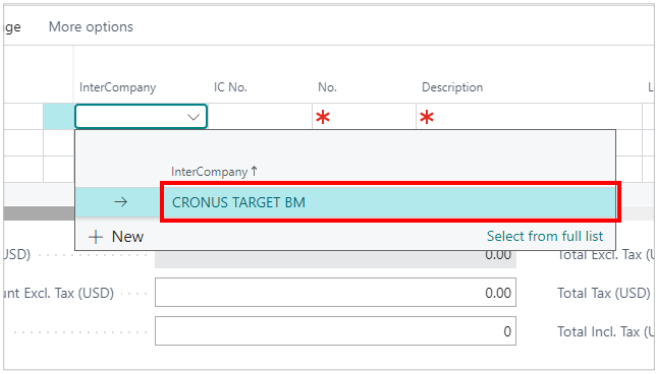
Change the Type to G/L Account



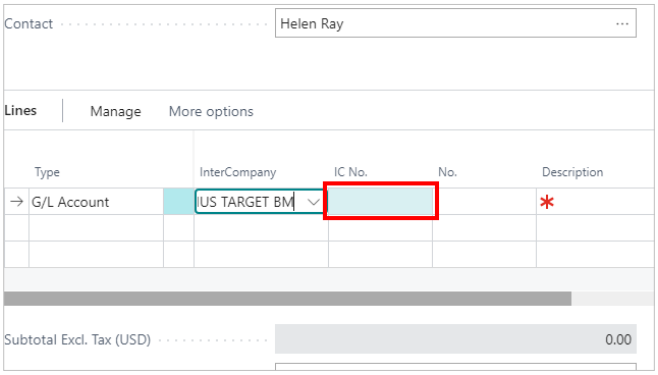
Click on the cell **InterCompany**



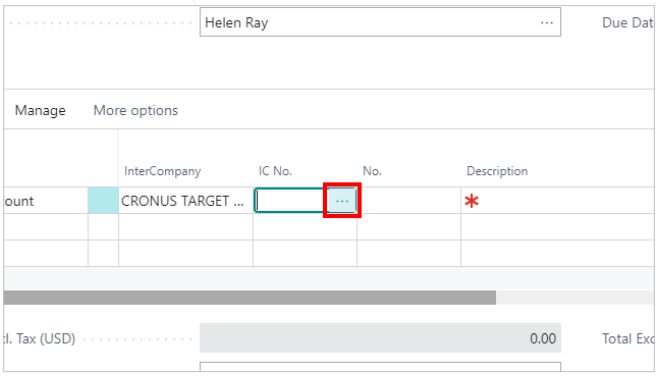
Select the Target company



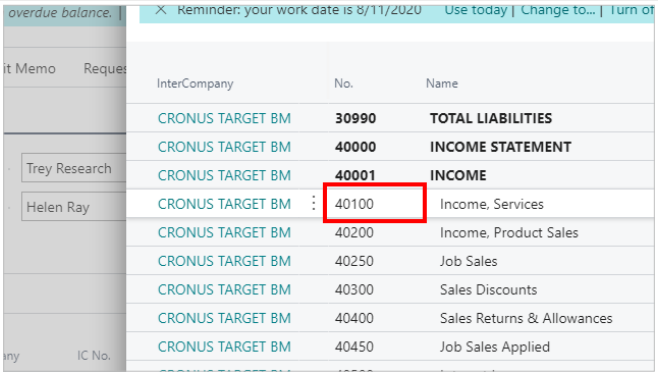
Click on the cell **IC No.**



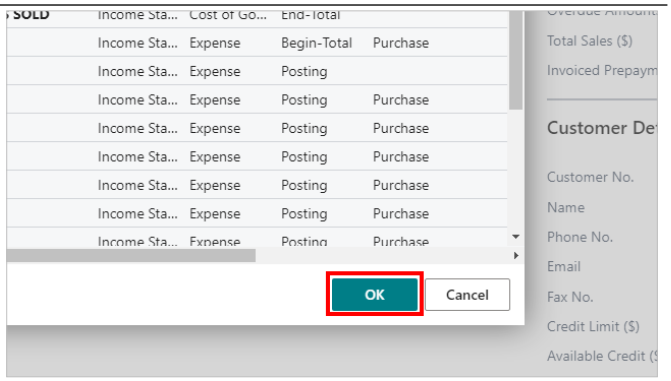
Click on the lookup button in the cell **IC No.**



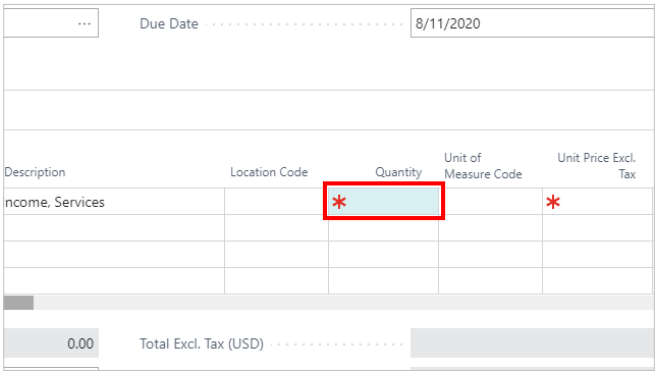
Select the Target company G/L Account



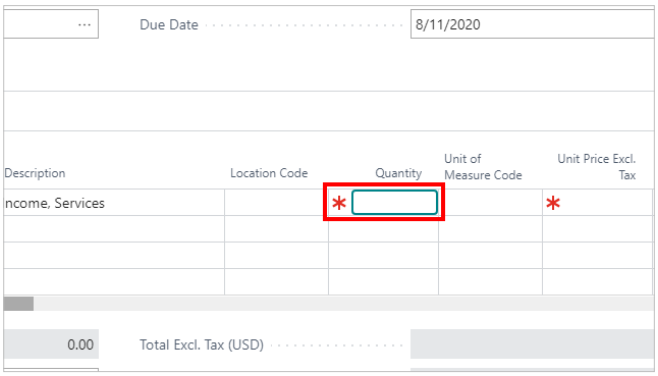
Click on the button **OK**



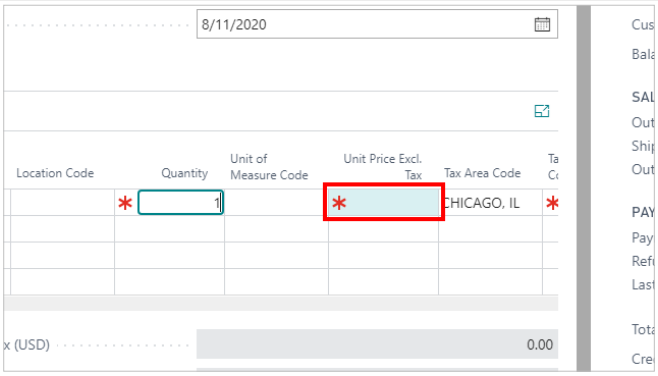
Click on the cell **Quantity**



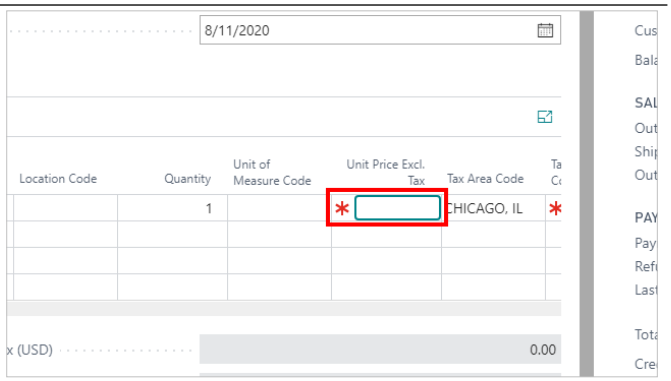
Enter **the Quantity**.



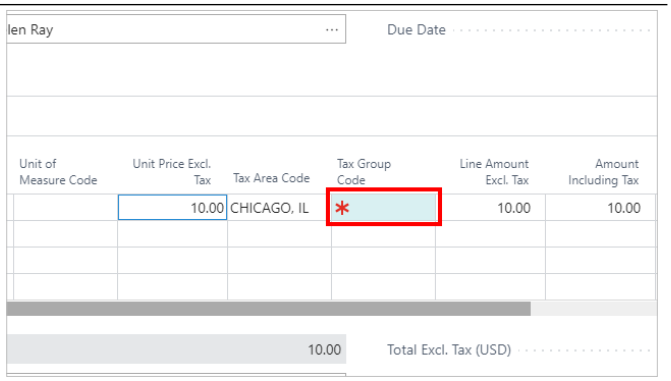
Click on the cell **Unit Price Excl. Tax**



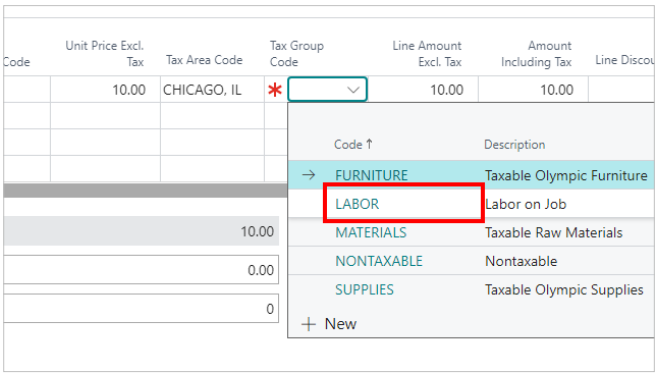
Enter **the Amount**.



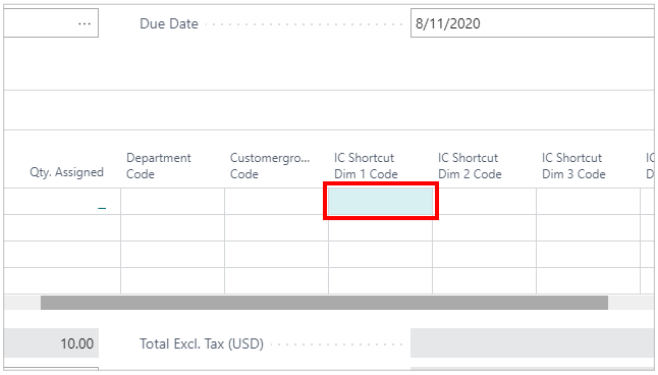
Click on the cell **Tax Group Code**



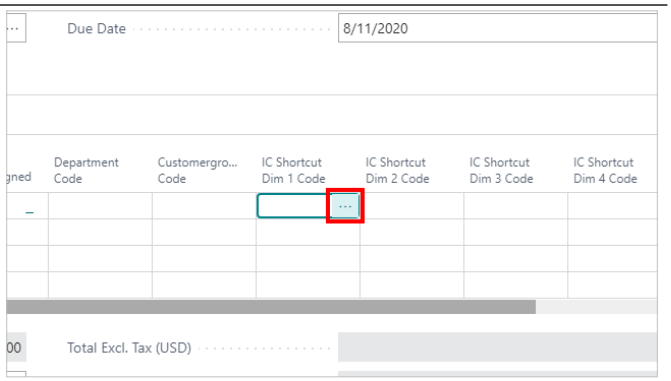
Select the Tax Group code



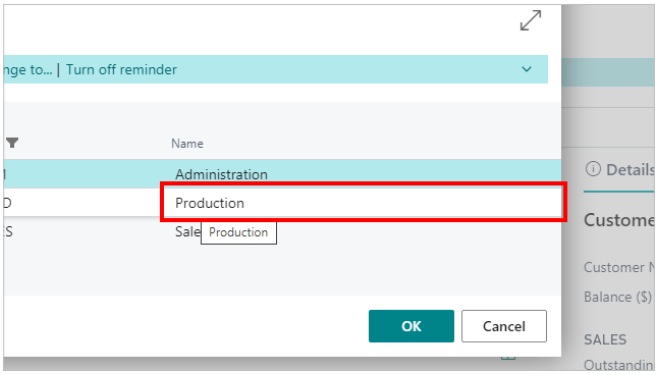
Click on the cell **IC Shortcut Dim 1 Code**



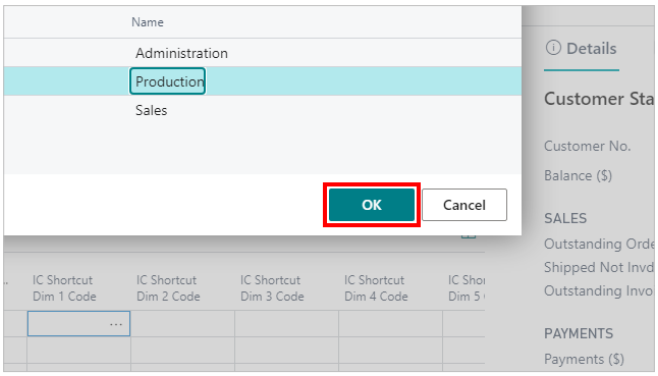
Click on the lookup button in the cell **IC Shortcut Dim 1 Code**



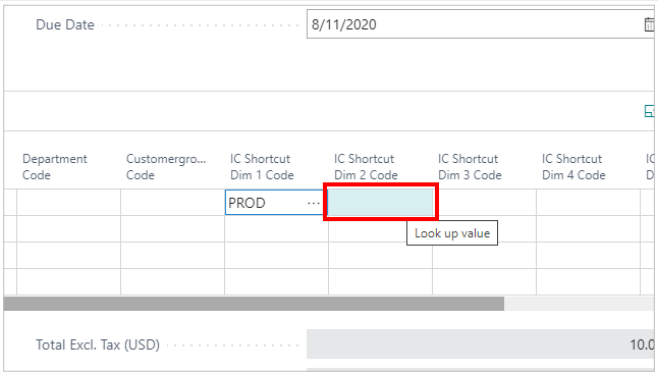
Select the Dimension value



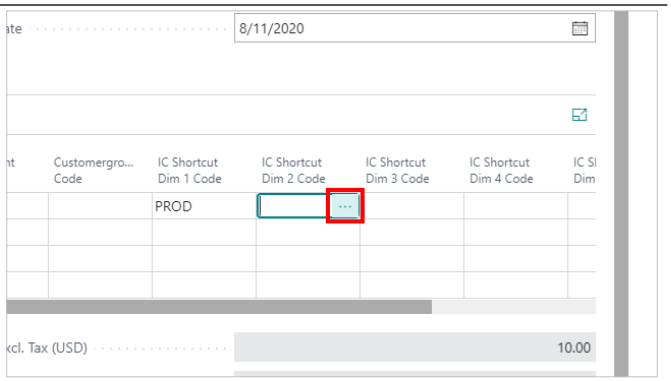
Click on the button **OK**



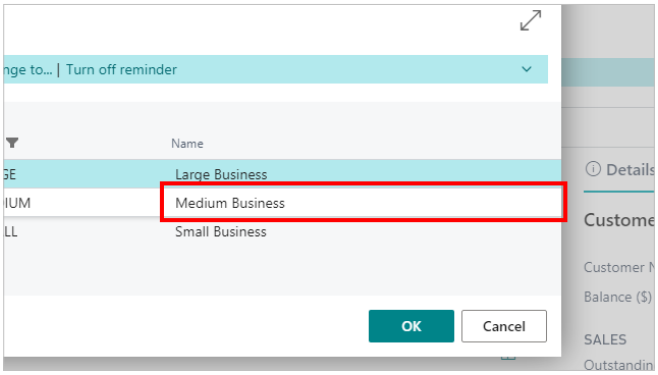
Click on the cell **IC Shortcut Dim 2 Code**



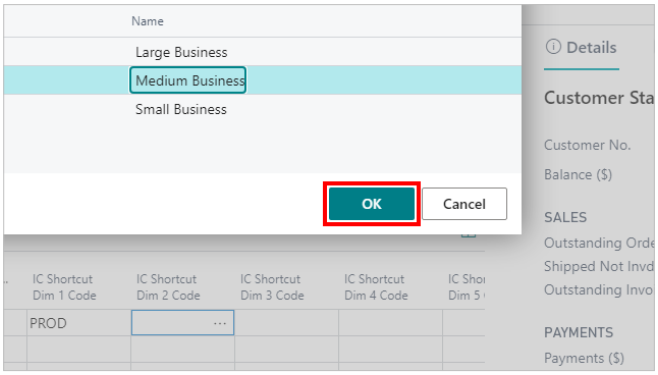
Click on the lookup button in the cell **IC Shortcut Dim 2 Code**



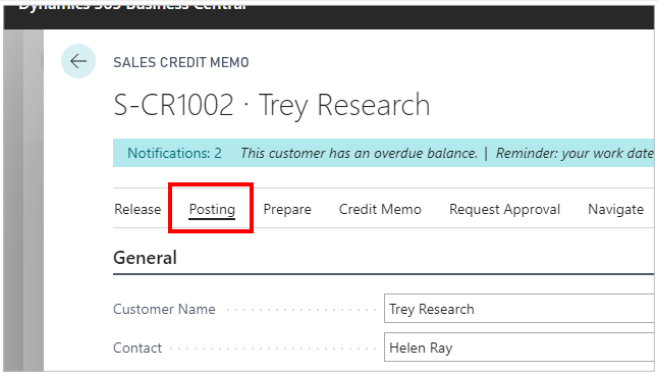
Select the Dimension value



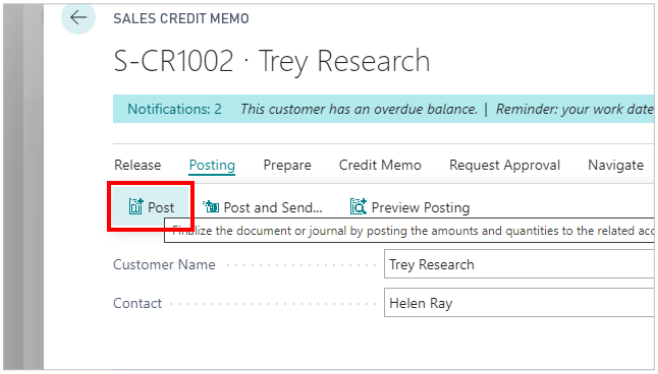
Click on the button **OK**



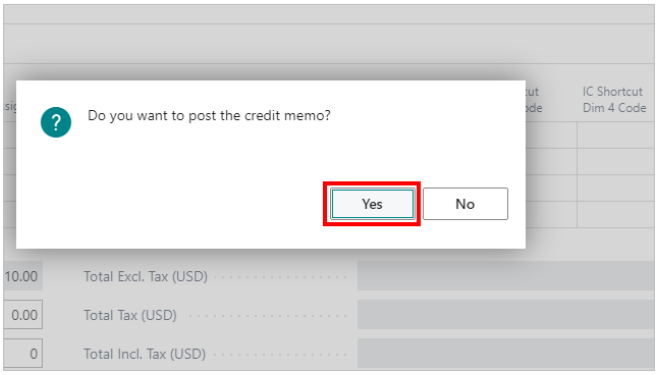
Click on Posting in the Menu



Click on Post



Click on the button **Yes**



3.3. Intercompany Purchase Documents

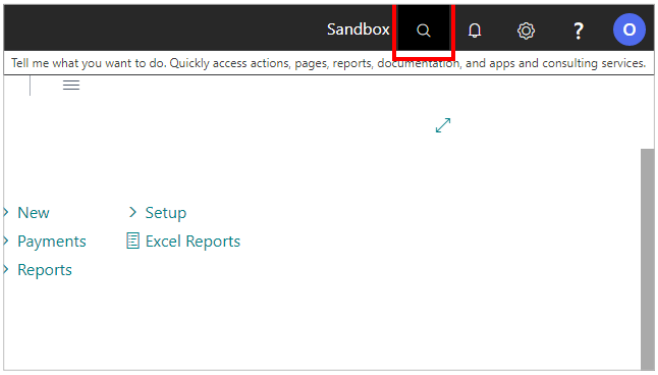
3.3.1. Overview

Intercompany transactions can be posted from Purchase Orders, Invoices and Credit Memos. However, only G/L Account Types lines can have Intercompany transactions.

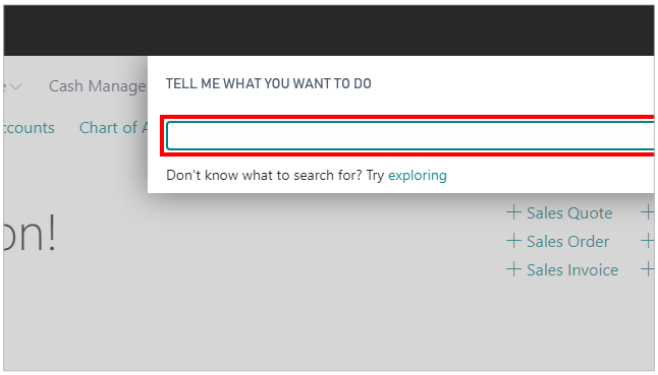
If Post Taxes from the Intercompany Setup is turned on, all taxes will be posted to the target company as well as the target companies Tax Entry table. Otherwise the total amount including tax is posted through to the target company.

3.3.2. How to Create an Intercompany Purchase Order

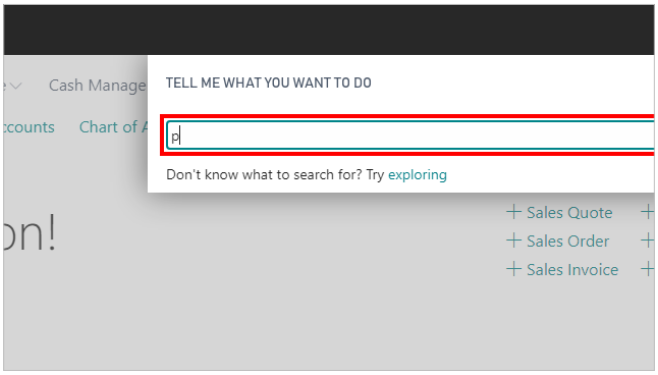
Click on the link **Search**



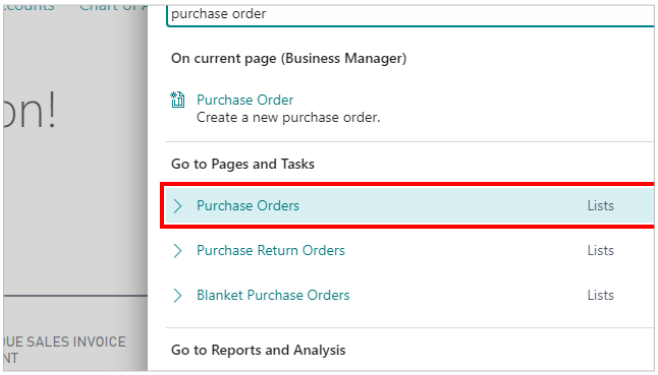
Click on the field **Type to start search:**



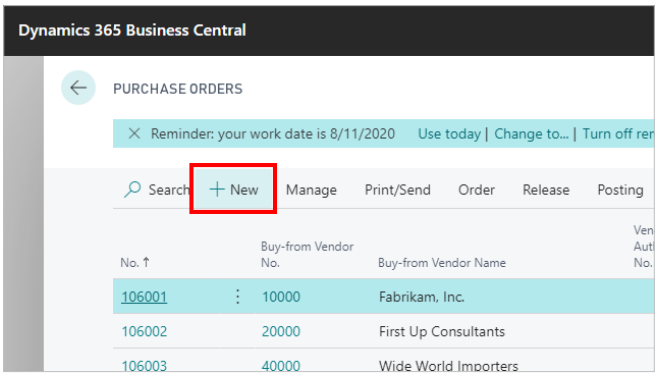
Enter **Purchase Order**.



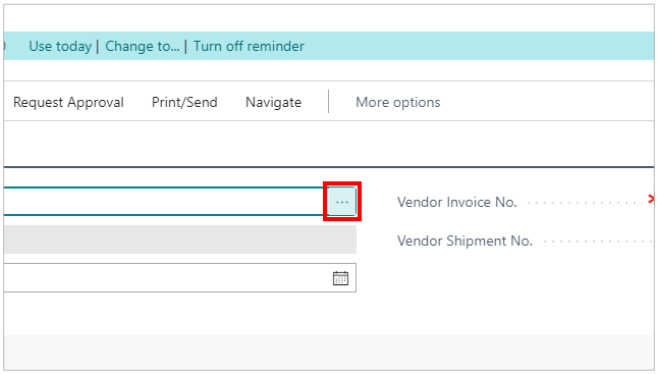
Click on **Purchase Orders Lists** □



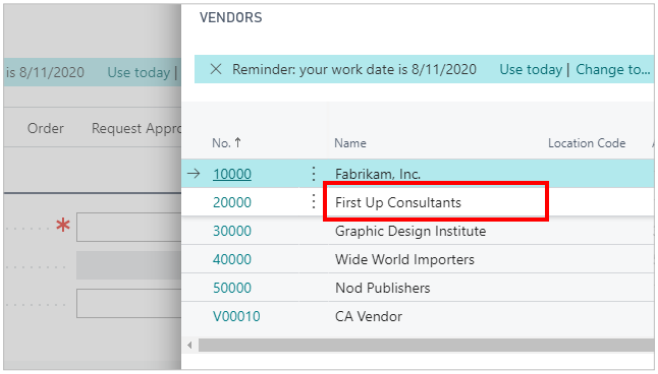
Click on the navigation menu item **New**



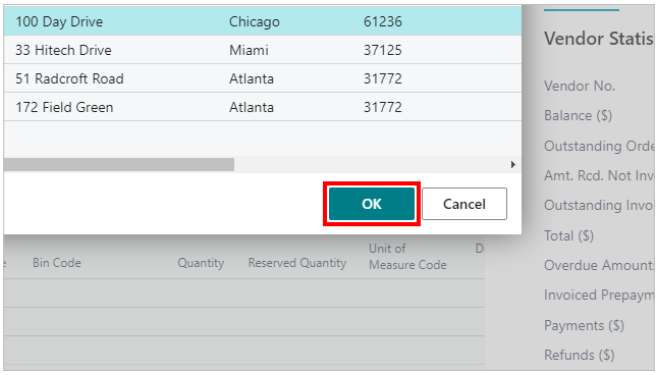
Click on the lookup button **Vendor Name**



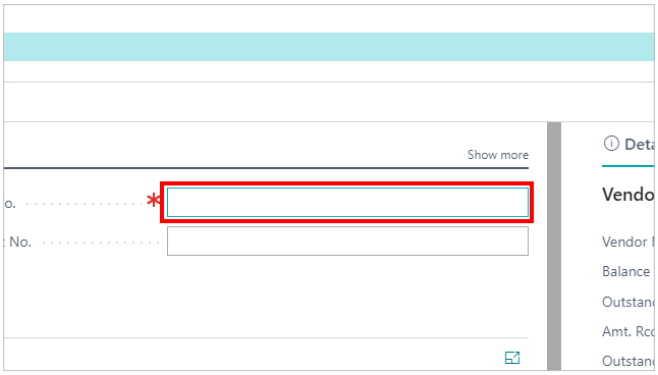
Select the Vendor



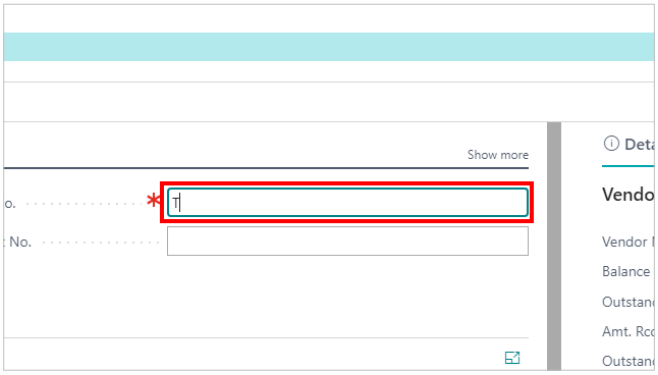
Click on the button **OK**



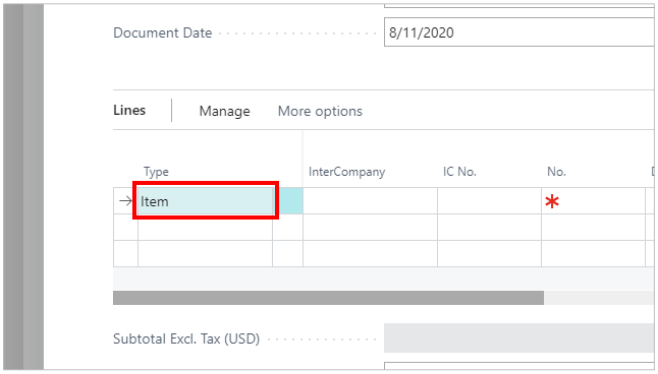
Click on the field **Vendor Invoice No.**



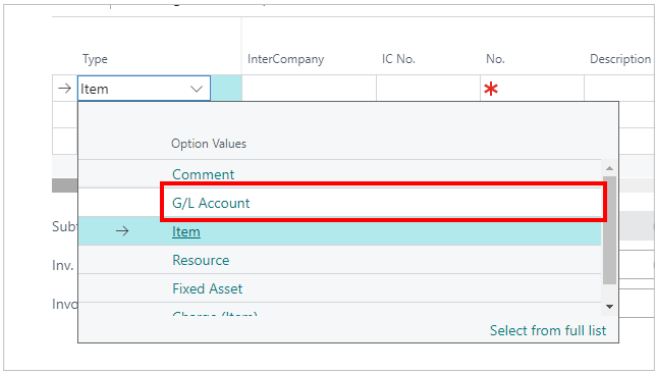
Enter **the Invoice Number**.



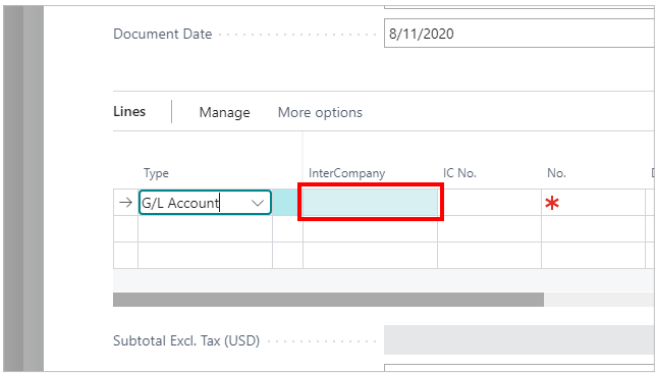
Click on the cell **Type** with the value **Item**



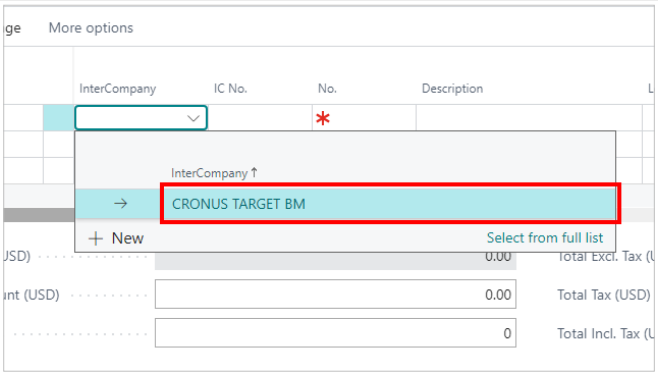
Change the Type to G/L Account



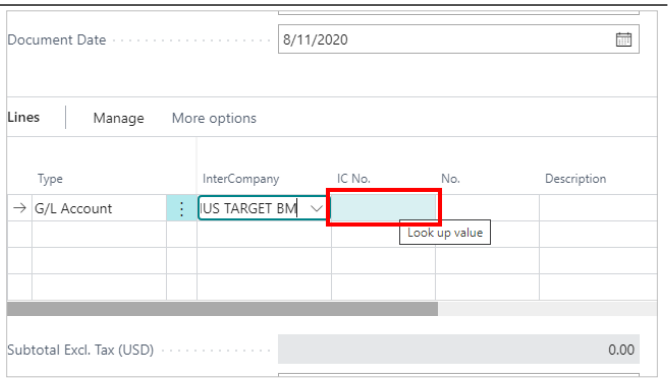
Click on the cell **InterCompany**



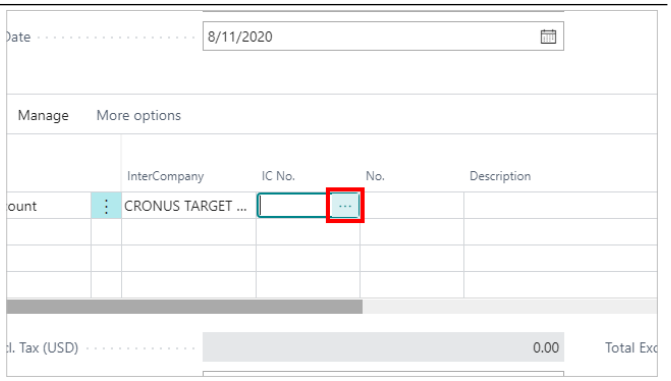
Select the Target company



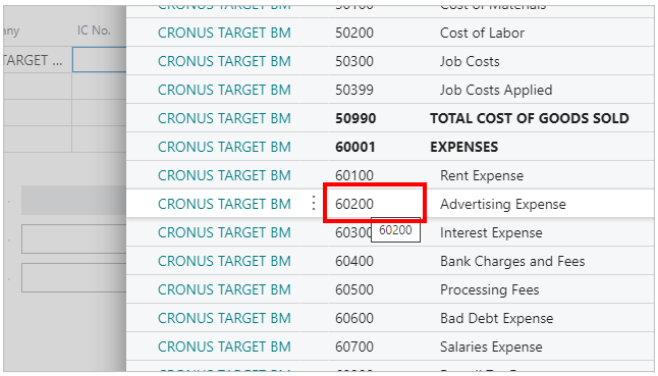
Click on the cell **IC No.**



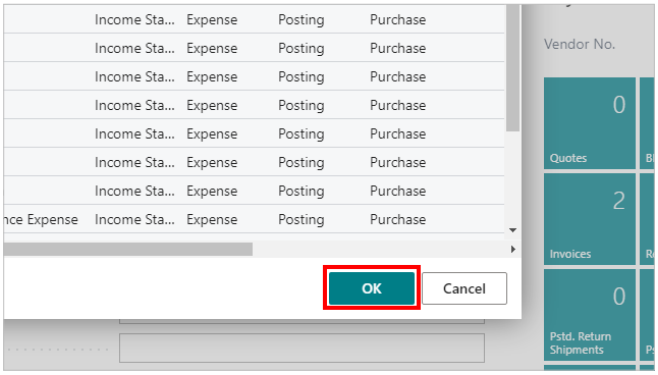
Click on the lookup button in the cell **IC No.**



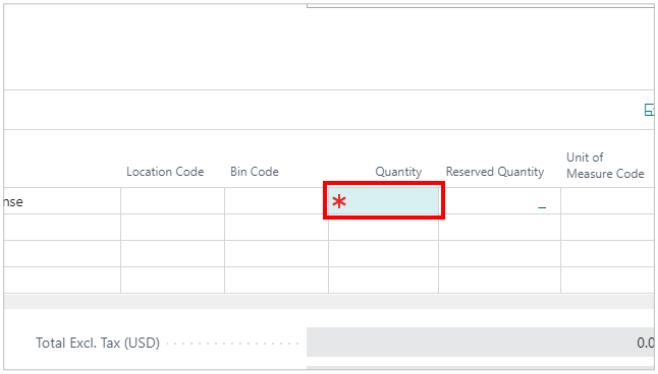
Select the Target company G/L Account



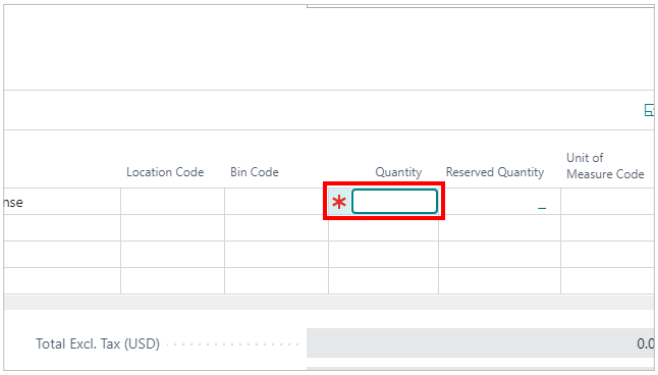
Click on the button **OK**



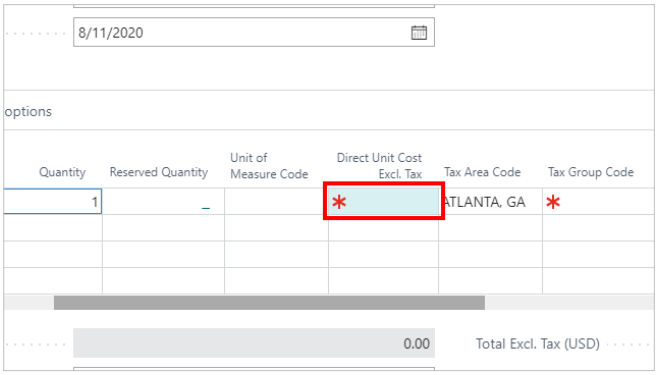
Click on the cell **Quantity**



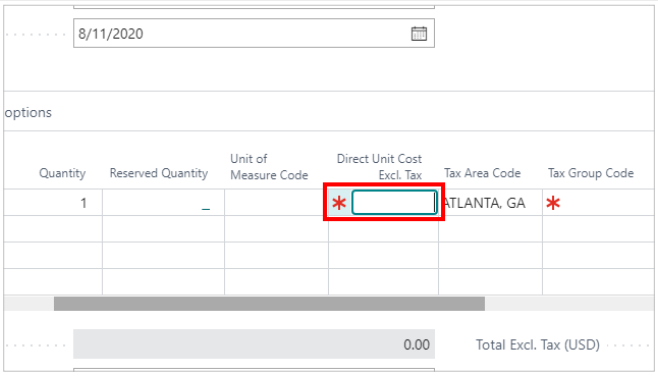
Enter **the quantity**.



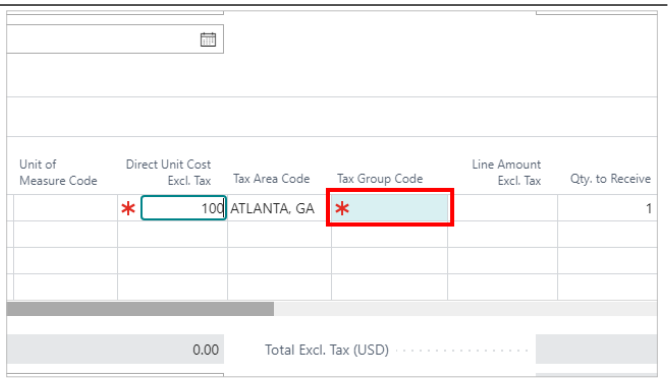
Click on the cell **Direct Unit Cost Excl. Tax**



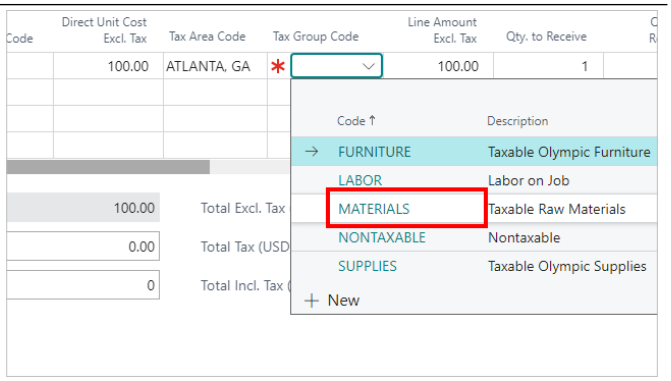
Enter **the amount**.



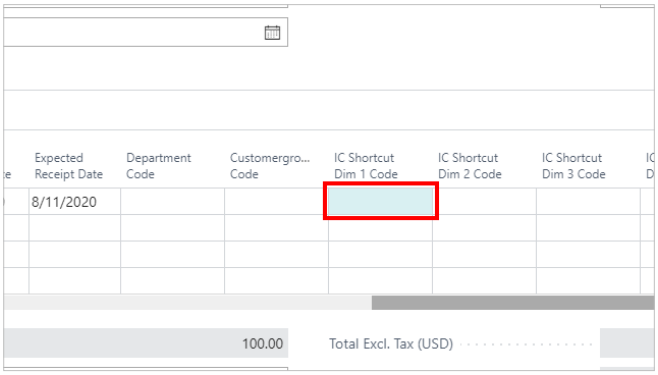
Click on the cell **Tax Group Code**



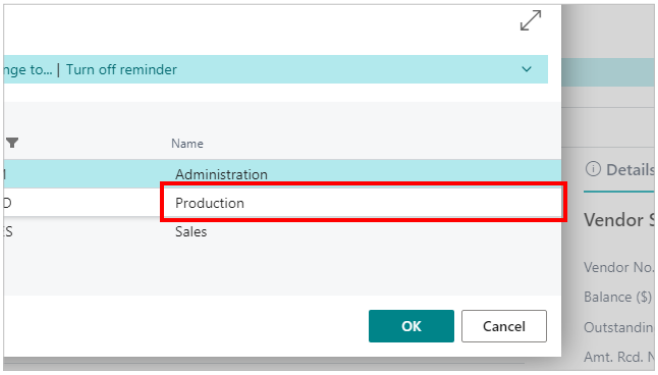
Select the Tax Group code



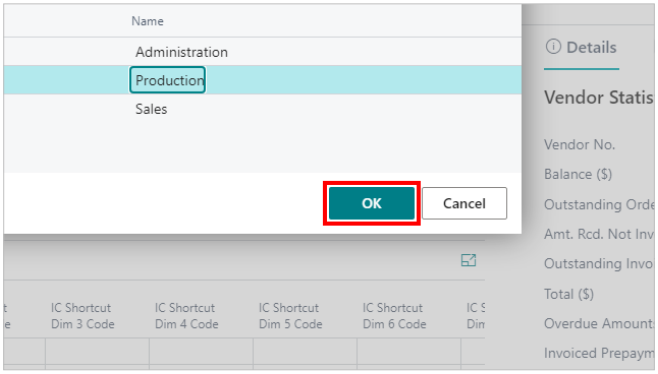
Click on the cell **IC Shortcut Dim 1 Code**



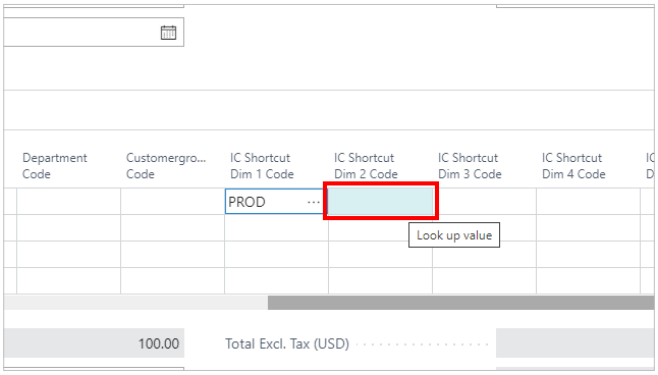
Select the Dimension value



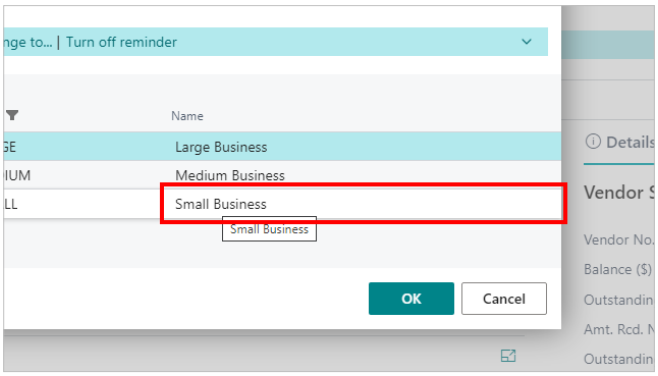
Click on the button **OK**



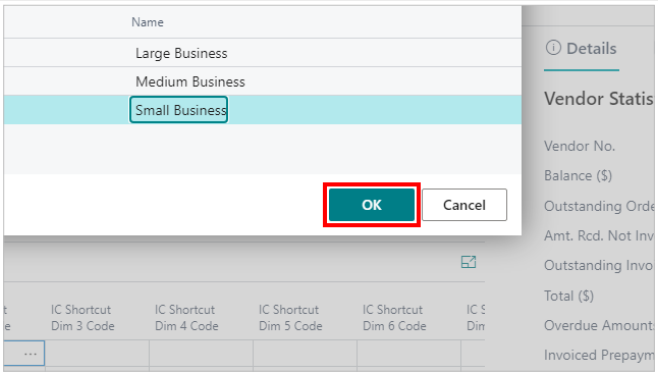
Click on the cell **IC Shortcut Dim 2 Code**



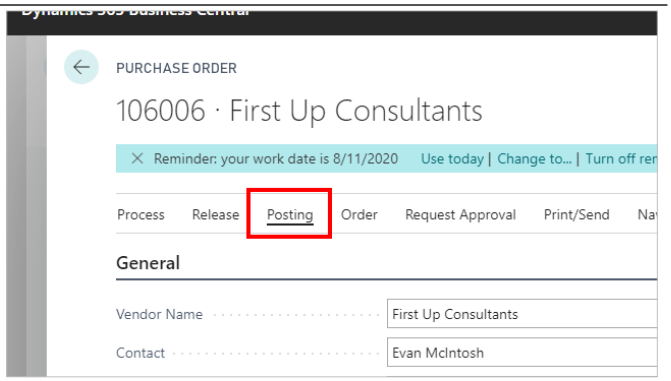
Select the Dimension value



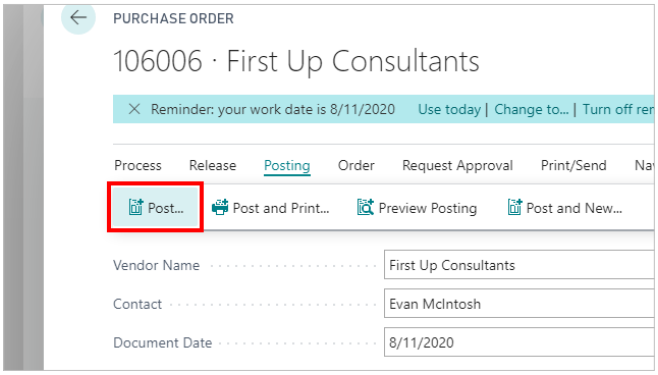
Click on the button **OK**



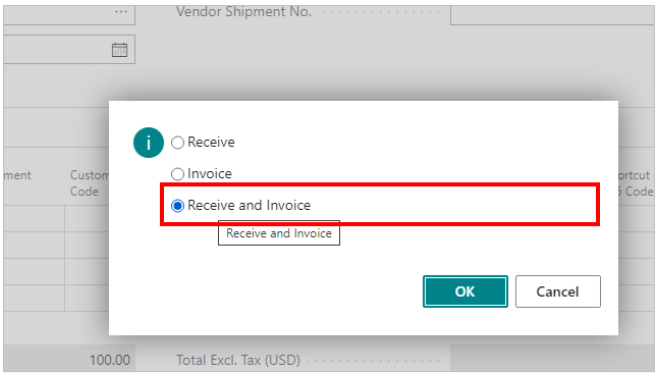
Click on the navigation menu item popup **Posting**



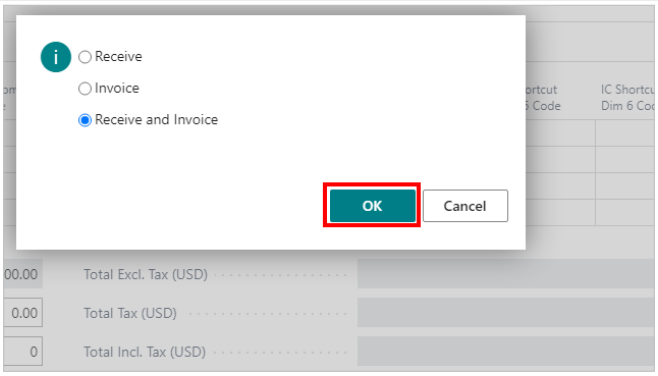
Click on the navigation menu item **Post...**



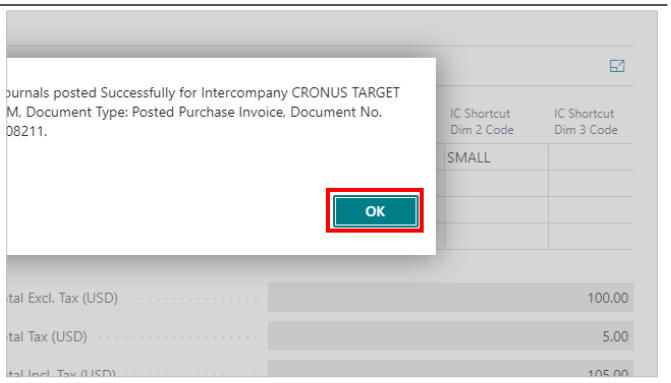
Choose an option



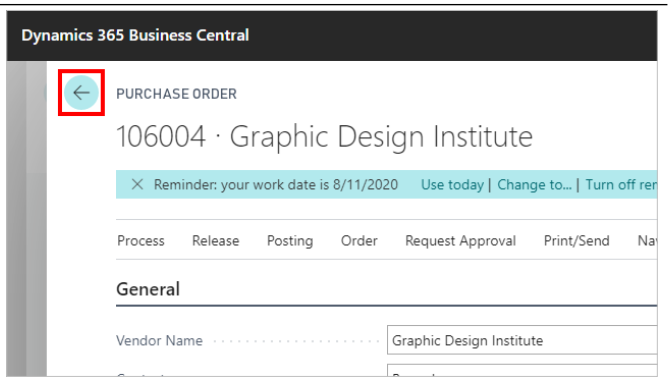
Click on the button **OK**



Click on the button **OK**

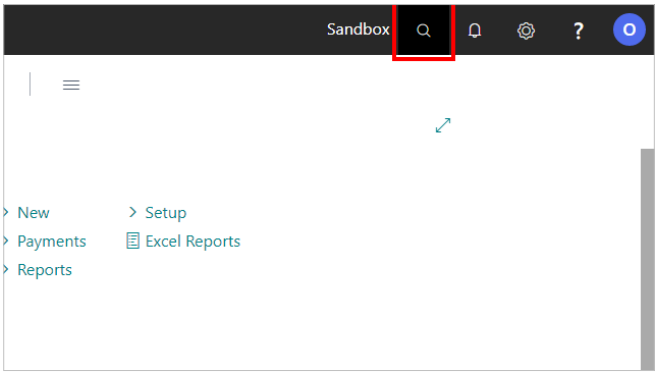


Click on the back button

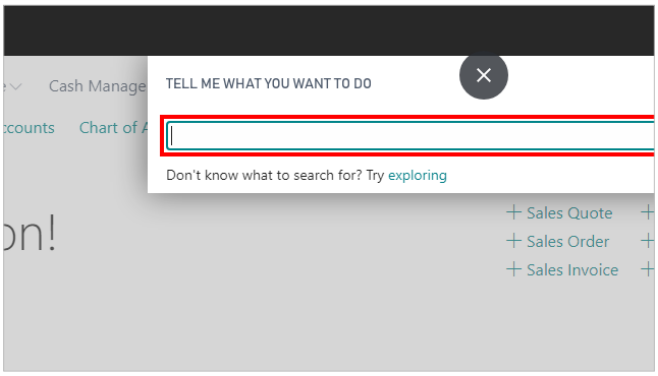


3.3.3. How to Create an Intercompany Purchase Invoice

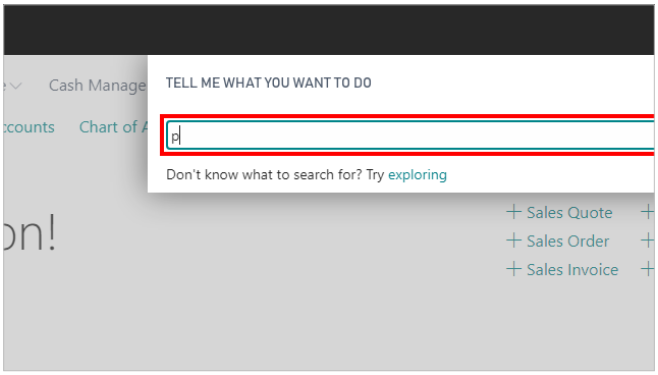
Click on the link **Search**



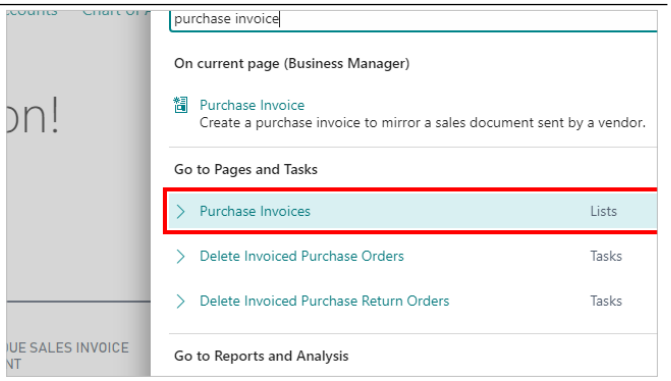
Click on the field **Type to start search:**



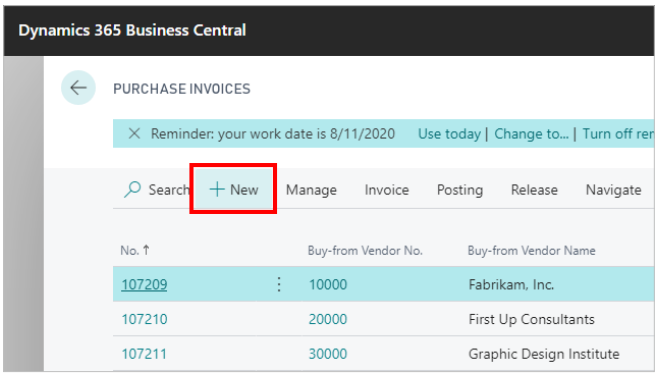
Enter **Purchase Invoice**.



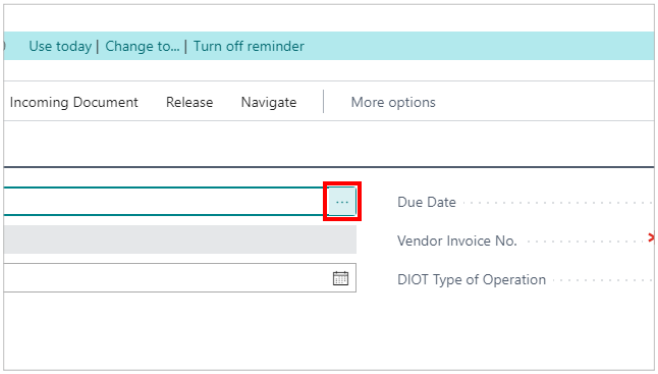
Click on **Purchase Invoices Lists**



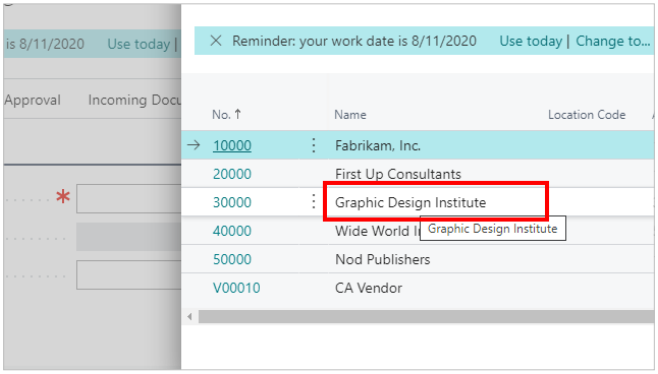
Click on the navigation menu item **New**



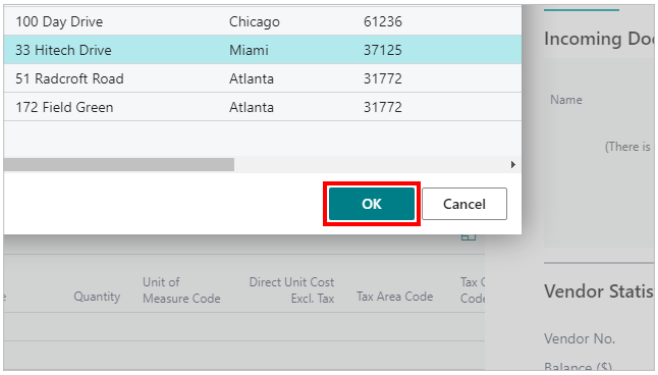
Click on the lookup button **Vendor Name**



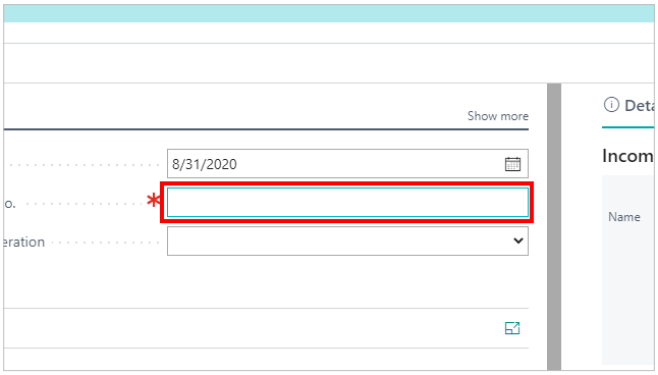
Select the Vendor



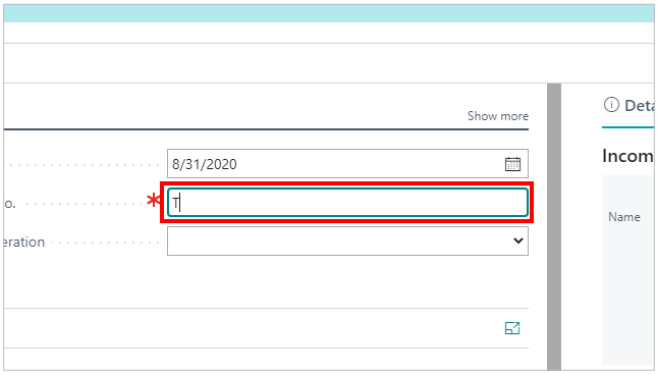
Click on the button **OK**



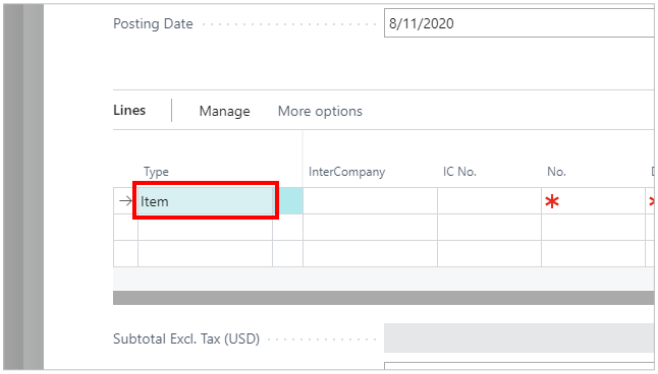
Click on the field **Vendor Invoice No.**



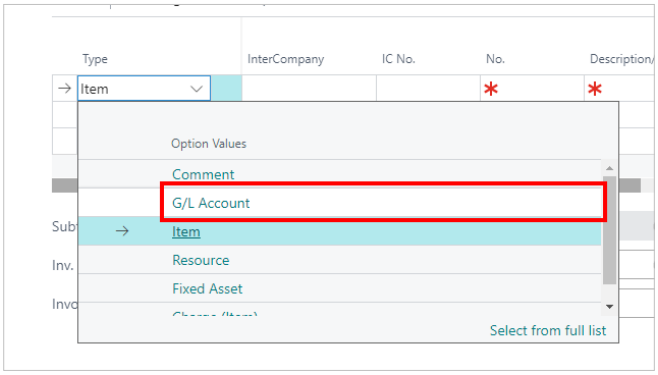
Enter the Invoice Number



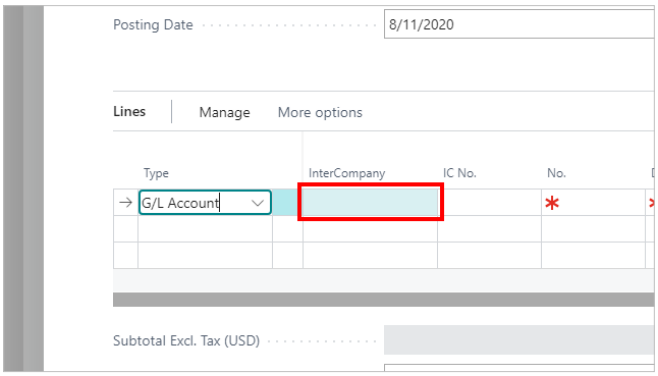
Click on the cell **Type** with the value **Item**



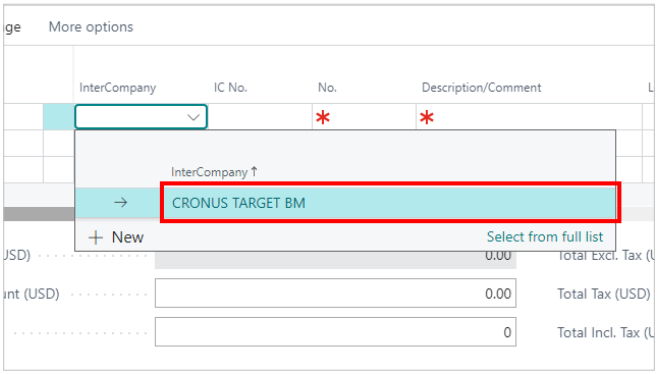
Select the Type G/L Account



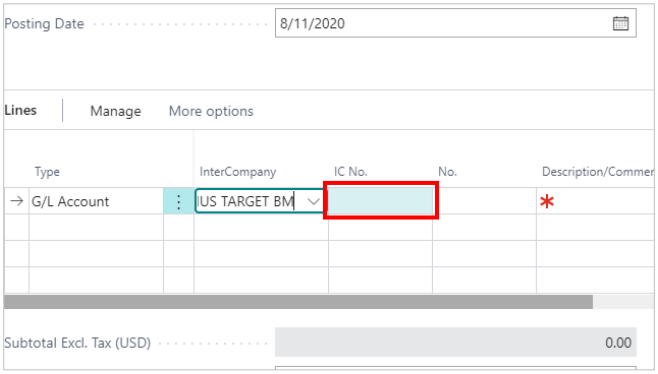
Click on the cell **InterCompany**



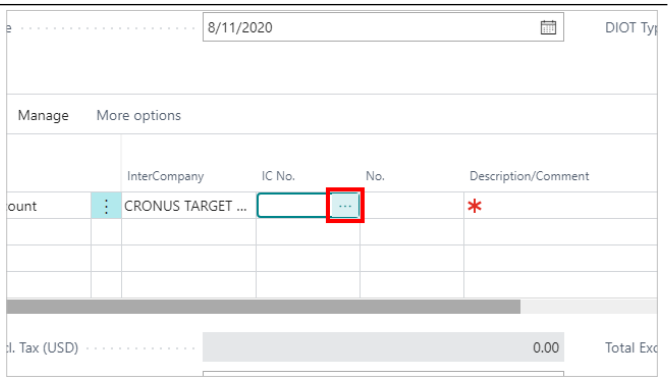
Select the Target company



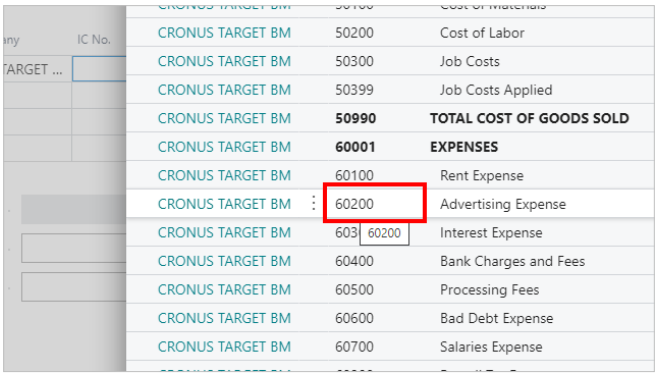
Click on the cell **IC No.**



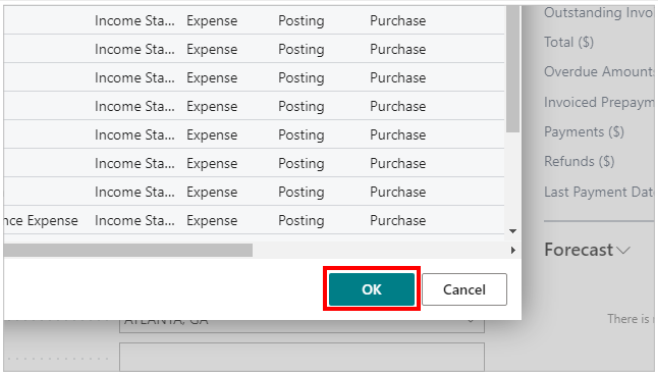
Click on the lookup button in the cell **IC No.**



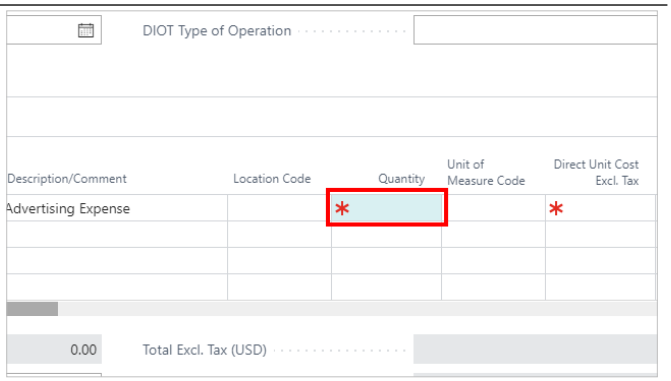
Select the Target company G/L Account



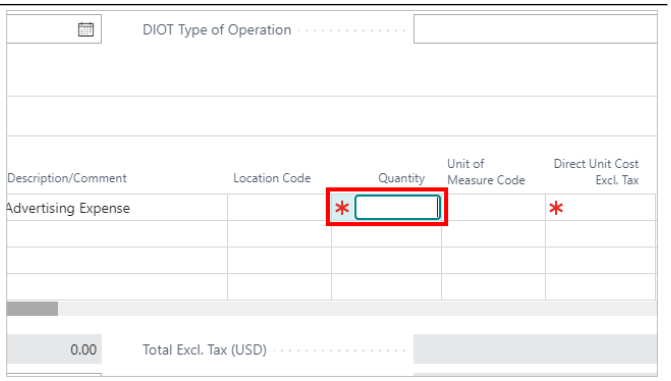
Click on the button **OK**



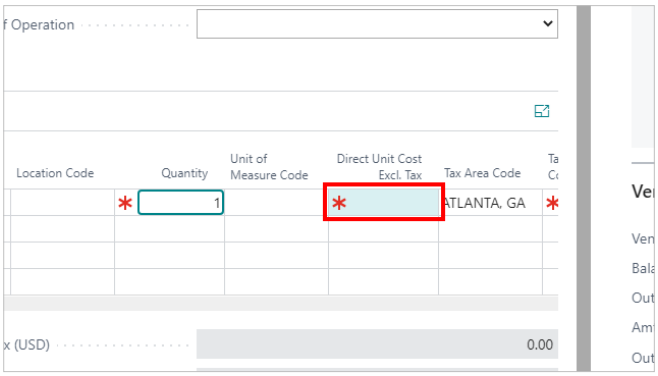
Click on the cell **Quantity**



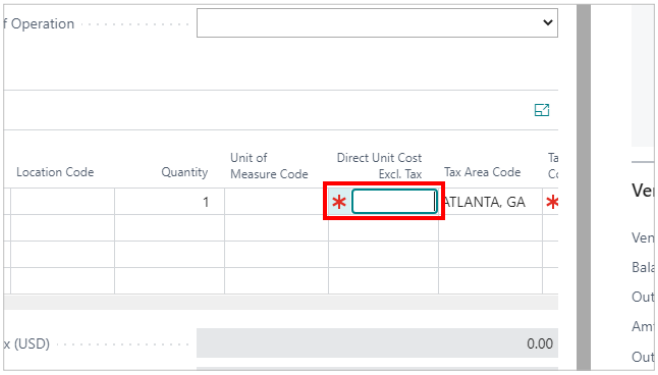
Enter **the quantity**.



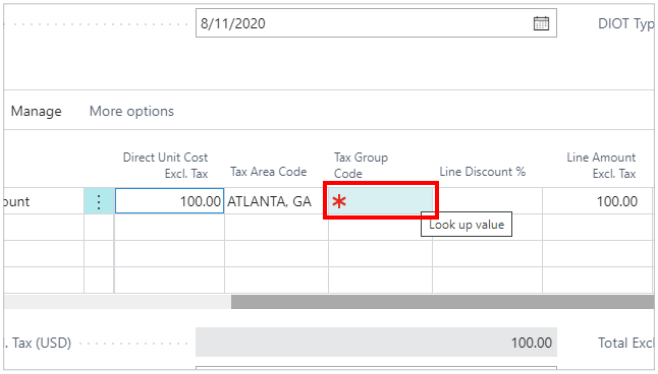
Click on the cell **Direct Unit Cost Excl. Tax**



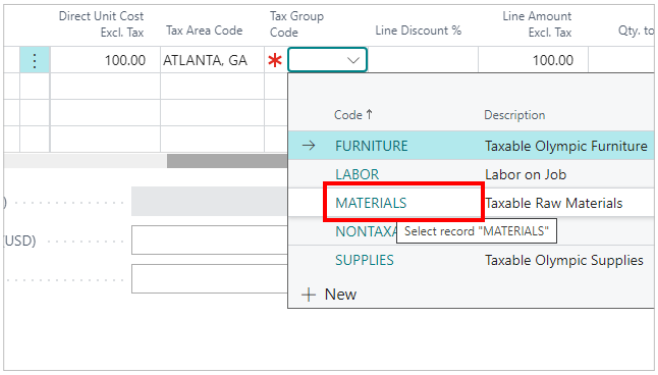
Enter **the amount**.



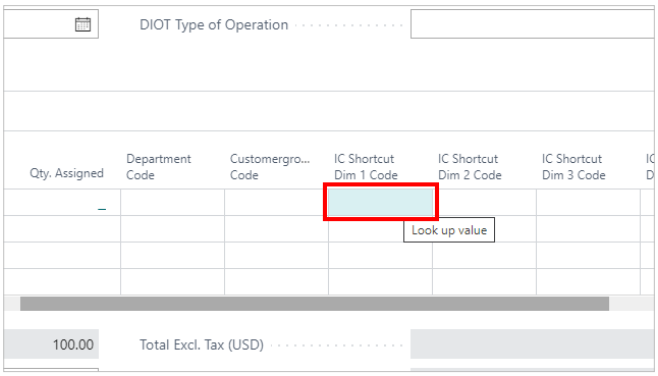
Click on the cell **Tax Group Code**



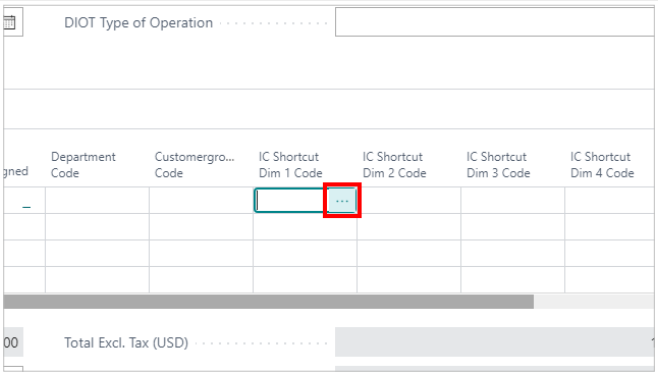
Select the Tax Group Code



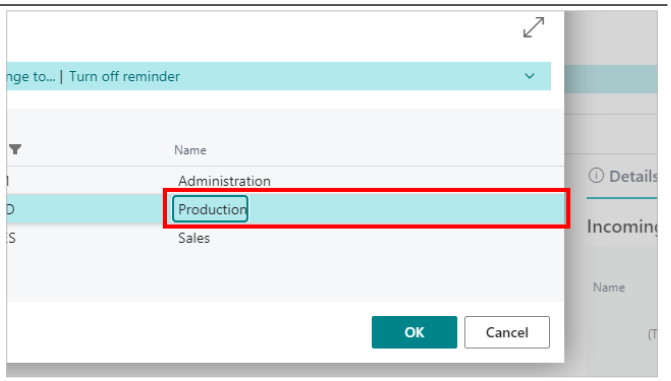
Click on the cell **IC Shortcut Dim 1 Code**



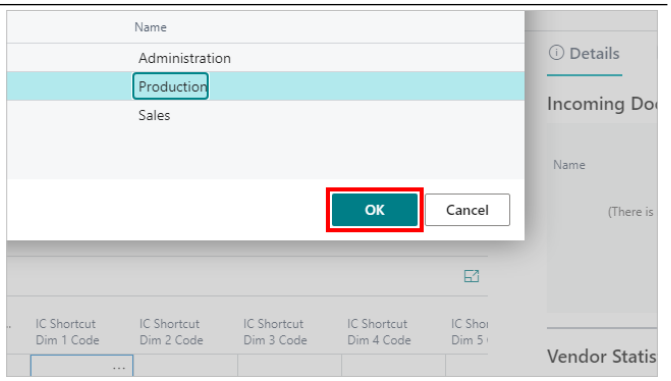
Click on the lookup button in the cell **IC Shortcut Dim 1 Code**



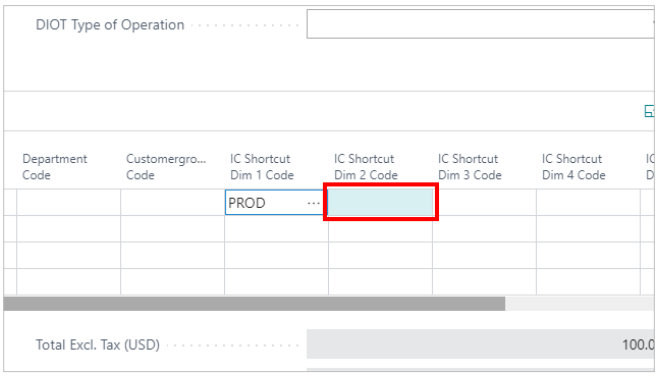
Select a Dimension value



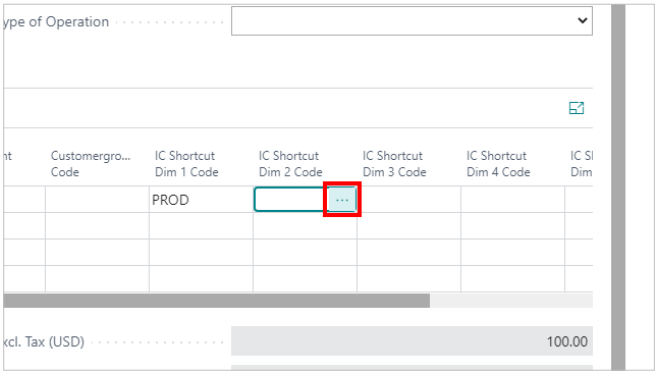
Click on the button **OK**



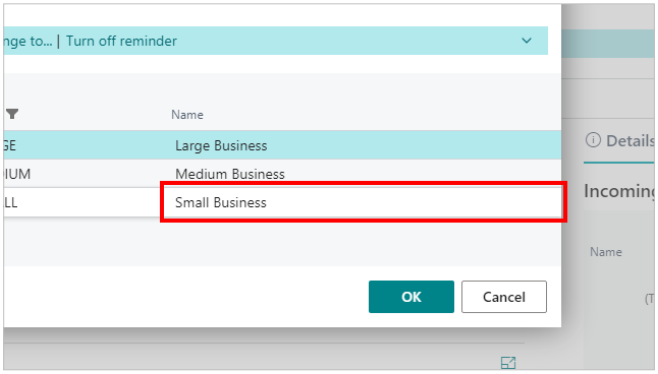
Click on the cell **IC Shortcut Dim 2 Code**



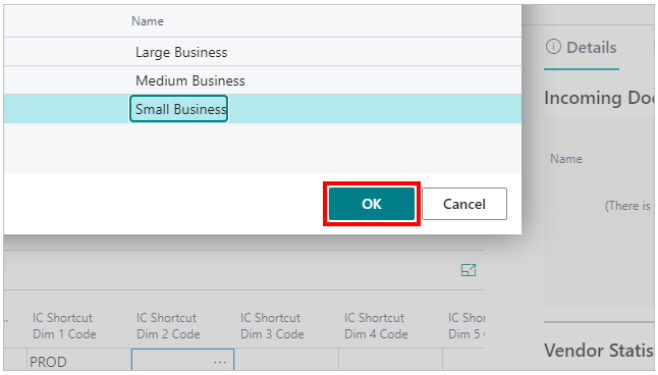
Click on the lookup button in the cell **IC Shortcut Dim 2 Code**



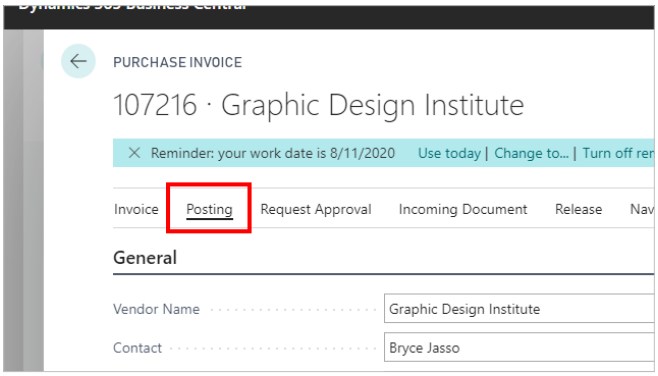
Select a Dimension value



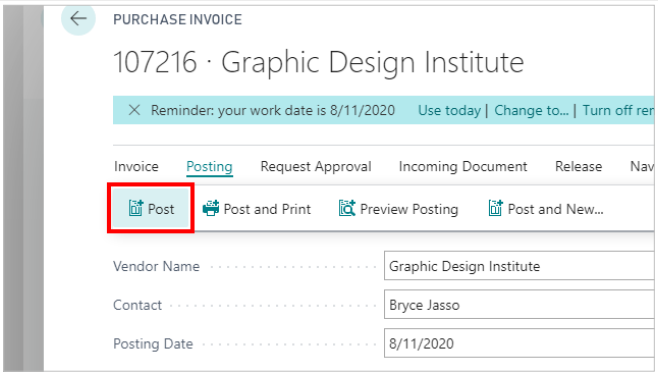
Click on the button **OK**



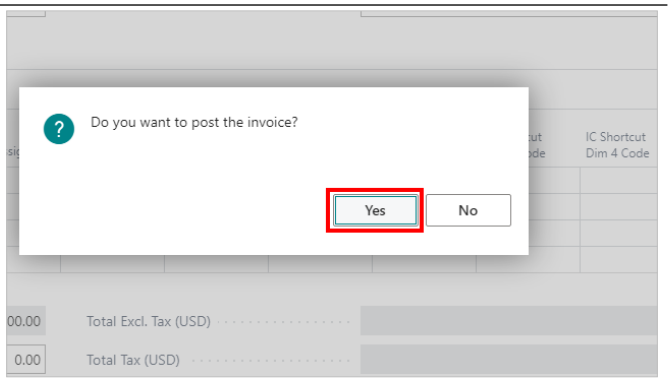
Click on the navigation menu item popup **Posting**



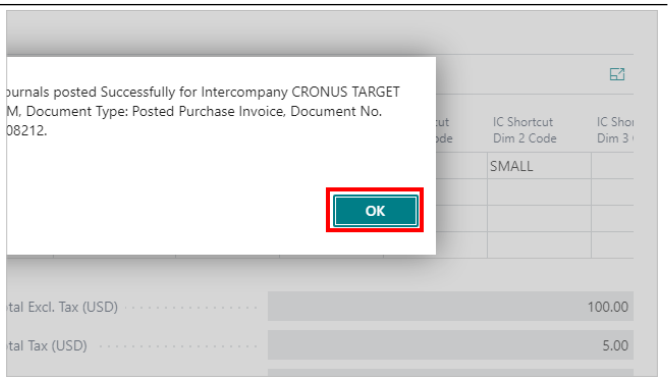
Click on the navigation menu item **Post**



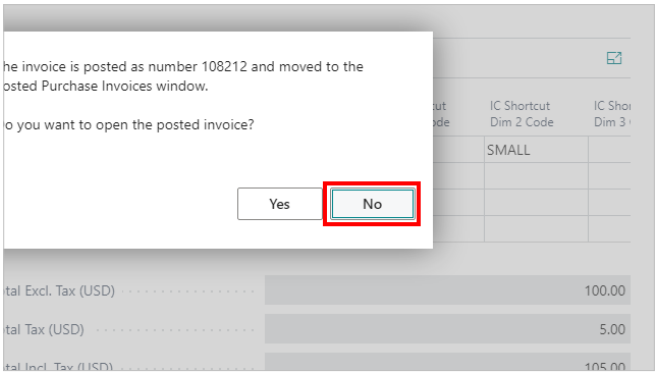
Click on the button **Yes**



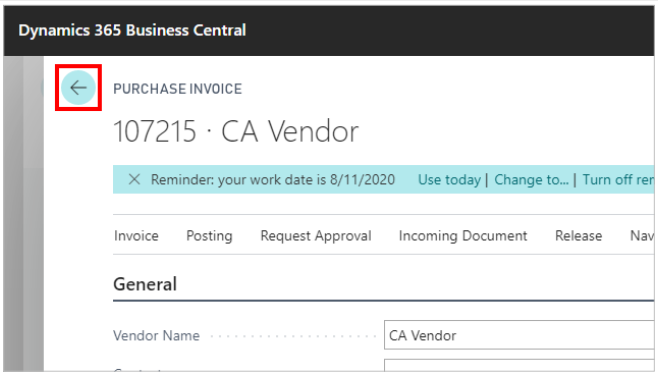
Click on the button **OK**



Click on the button **No**

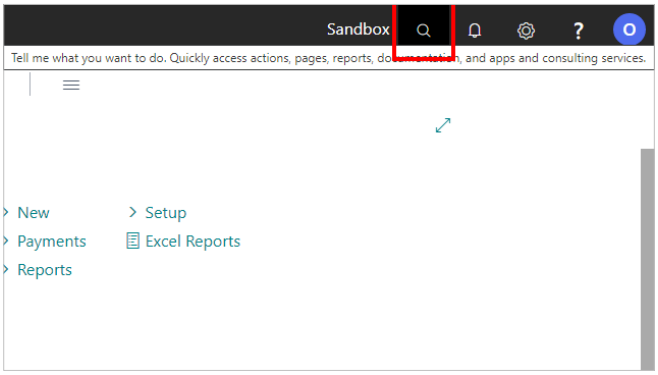


Click on the back button

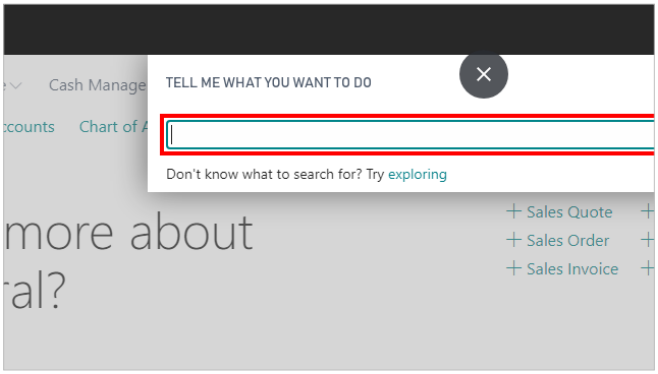


3.3.4. How to Create an Intercompany Purchase Credit Memo

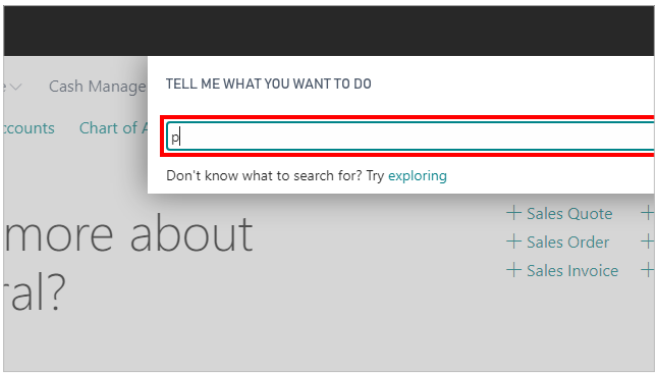
Click on the link **Search**



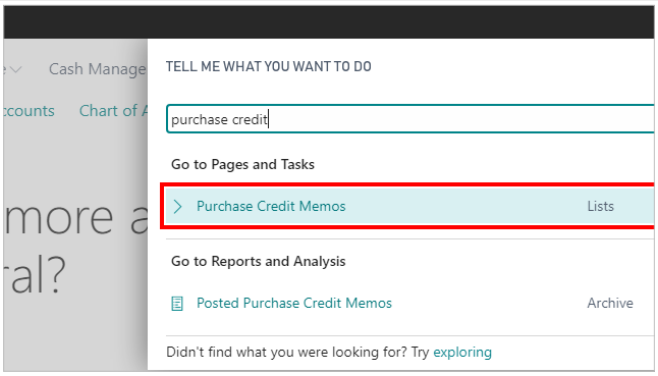
Click on the field **Type to start search:**



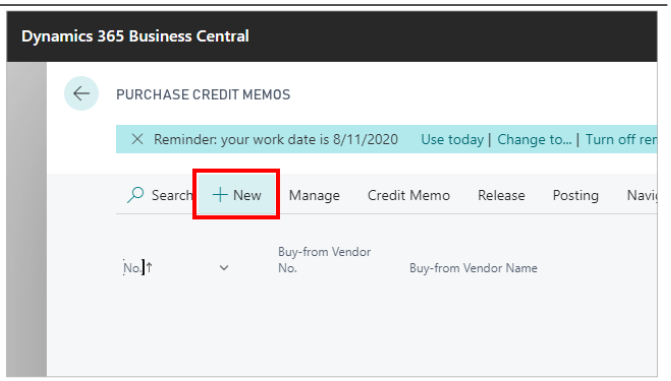
Enter **Purchase Credit**.



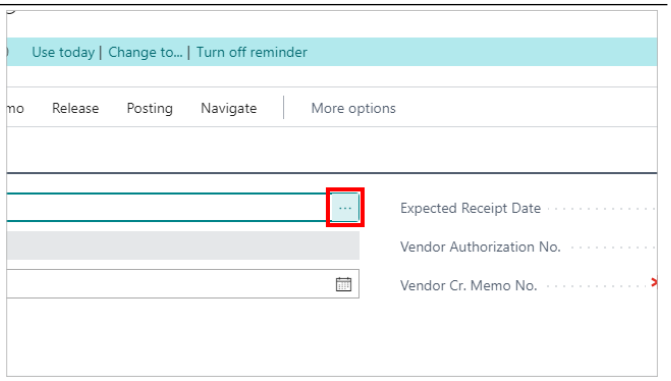
Click on **Purchase Credit Memos Lists**



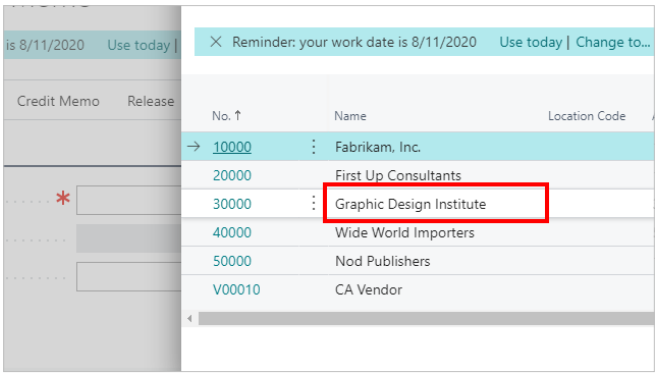
Click on the navigation menu item **New**



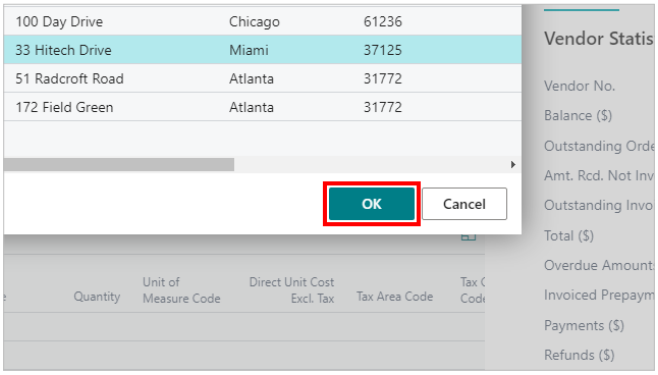
Click on the lookup button **Vendor Name**



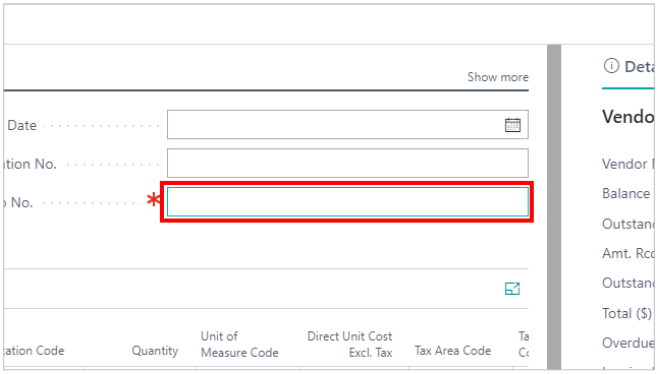
Select a Vendor



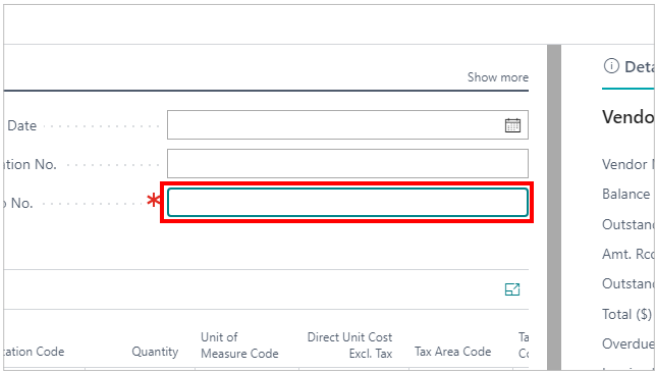
Click on the button **OK**



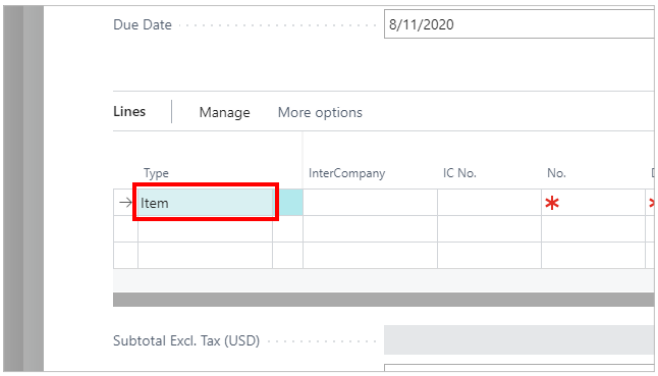
Click on the field **Vendor Cr. Memo No.**



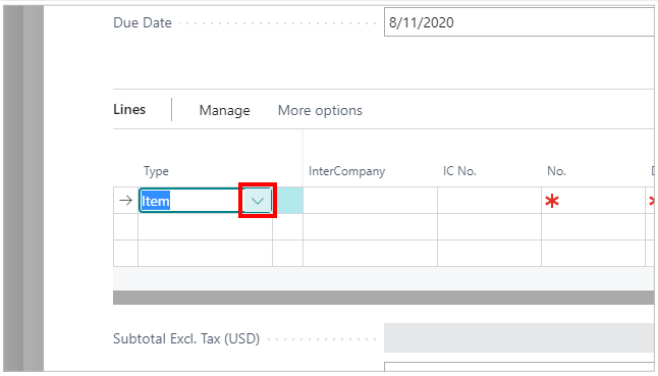
Enter **the Credit Memo No.**.



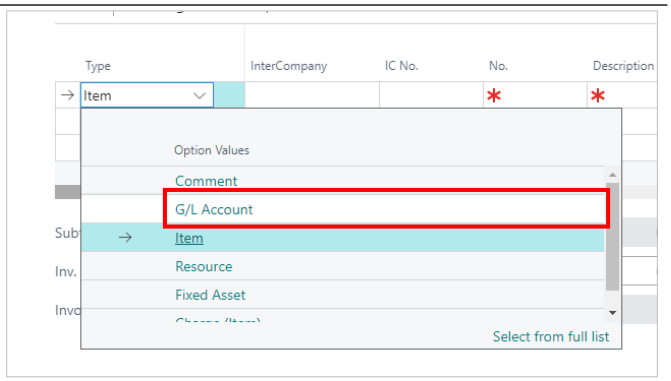
Click on the cell **Type** with the value **Item**



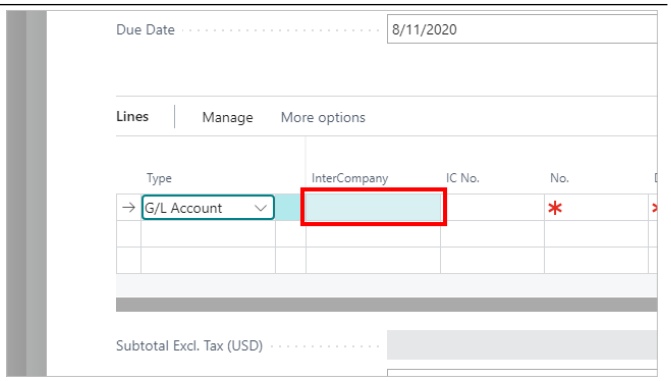
Click on the lookup button in the cell **Type**



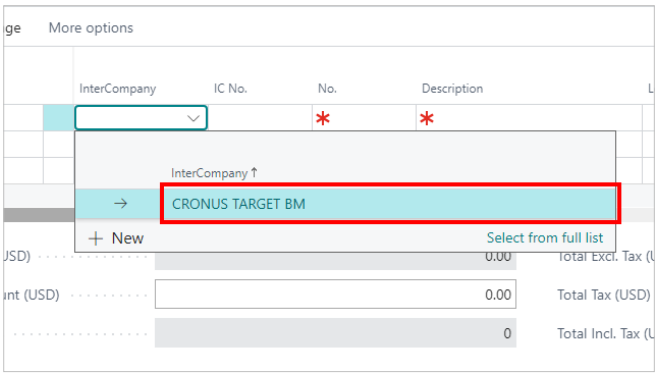
Change the Type to G/L Account



Click on the cell **InterCompany**

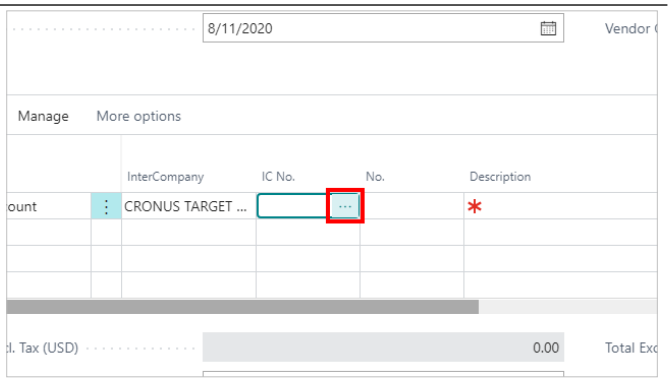


Select the Target company

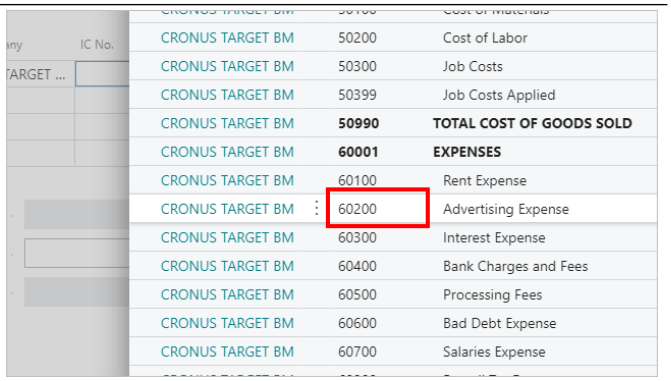


Click on the cell **IC No.**

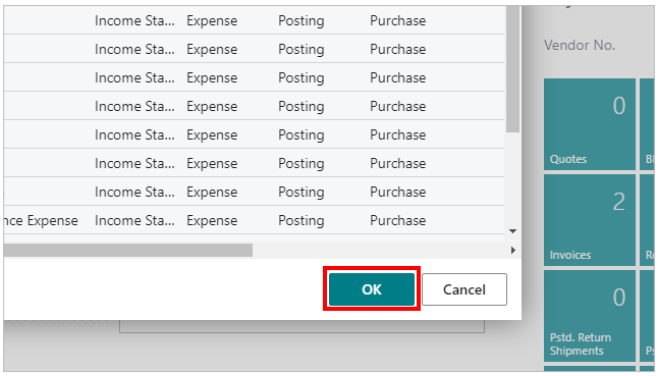
Click on the lookup button in the cell **IC No.**



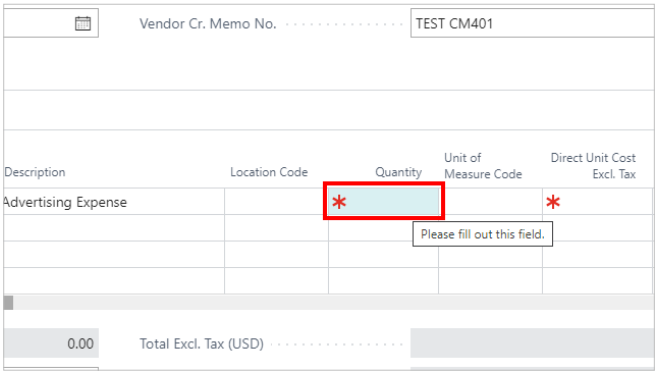
Select the Target company G/L Account



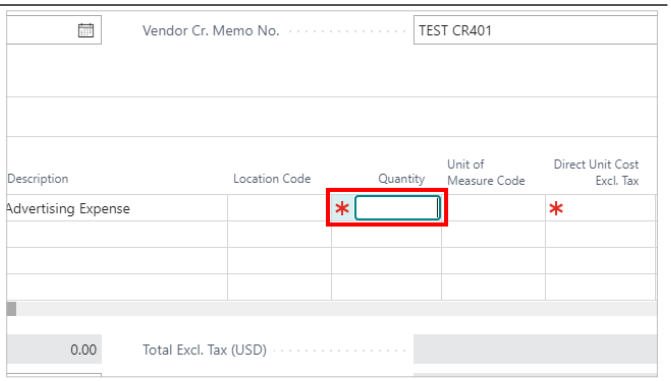
Click on the button **OK**



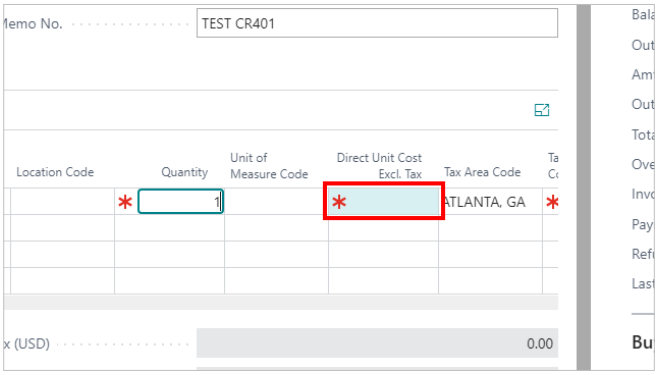
Click on the cell **Quantity**



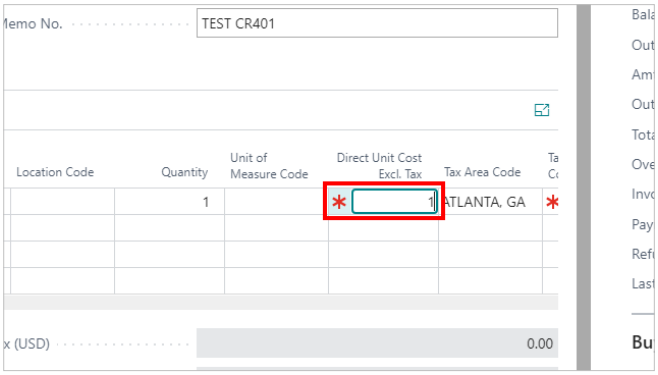
Enter **the quantity**.



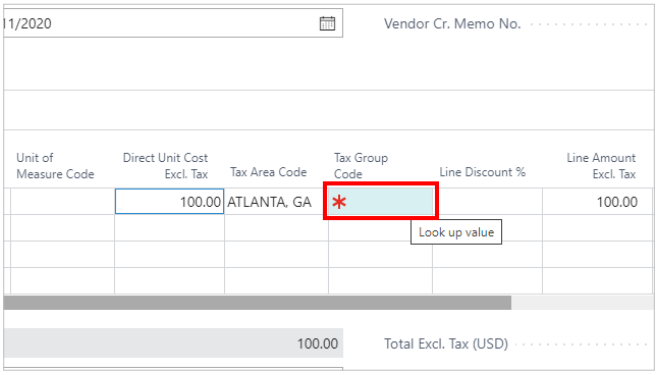
Click on the cell **Direct Unit Cost Excl. Tax**



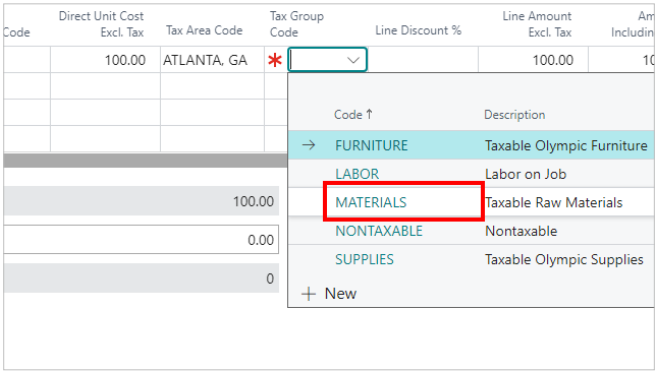
Enter **the amount**.



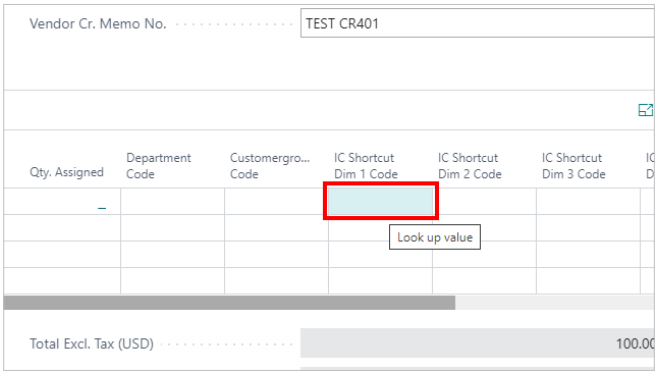
Click on the cell **Tax Group Code**



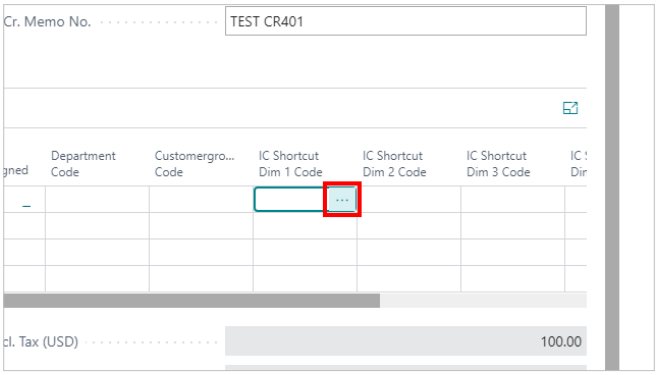
Select the Tax Group Code



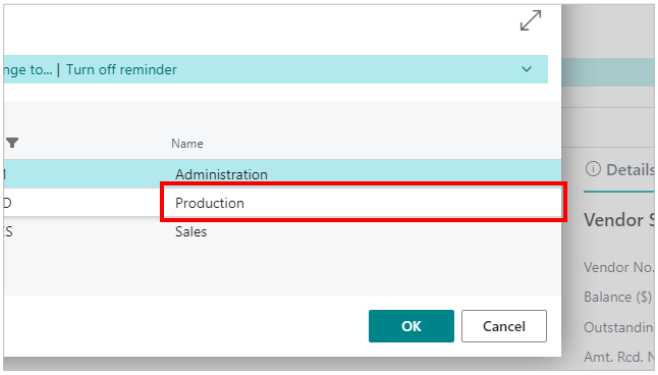
Click on the cell **IC Shortcut Dim 1 Code**



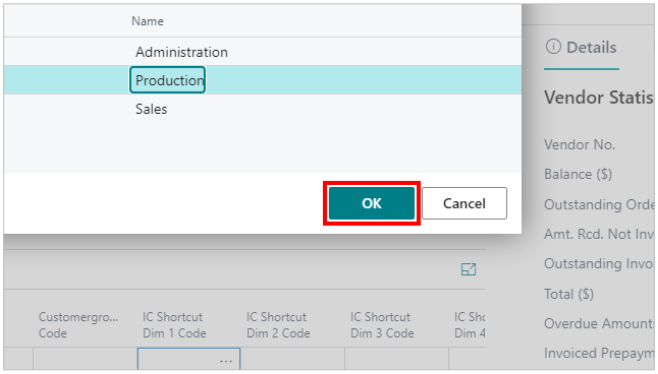
Click on the lookup button in the cell **IC Shortcut Dim 1 Code**



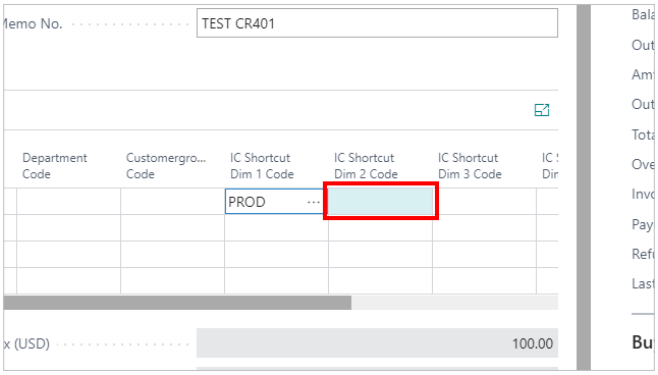
Select the Dimension Value



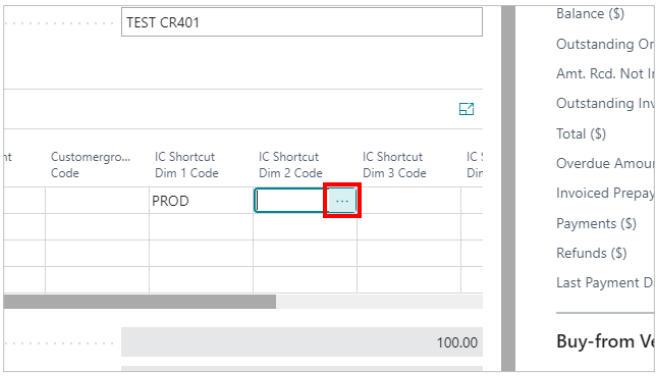
Click on the button **OK**



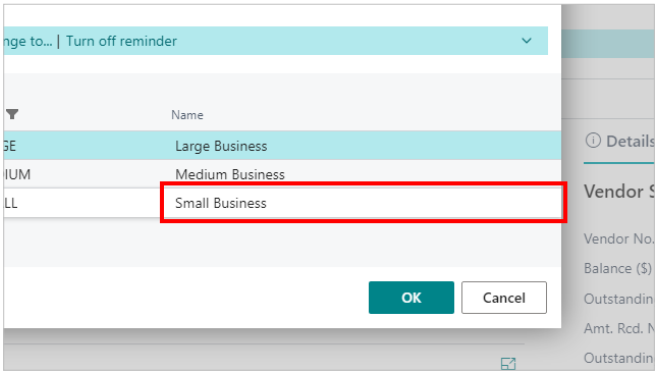
Click on the cell **IC Shortcut Dim 2 Code**



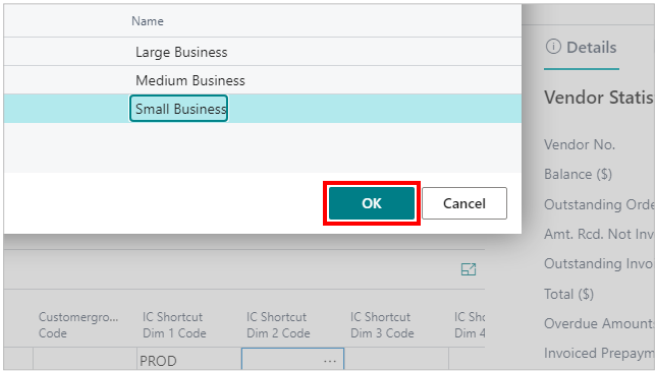
Click on the lookup button in the cell **IC Shortcut Dim 2 Code**



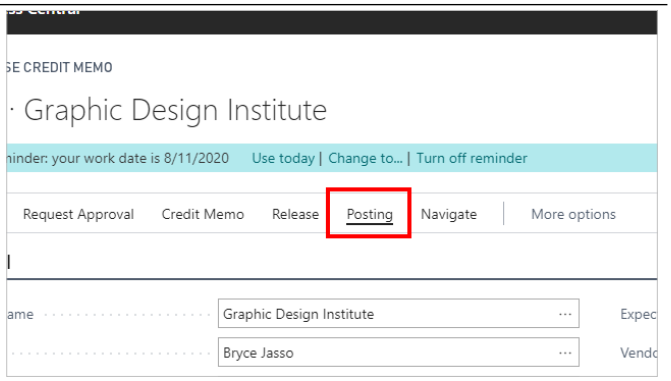
Select the Dimension Value



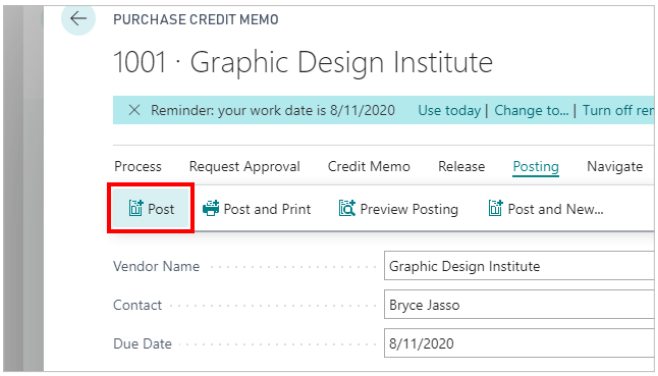
Click on the button **OK**



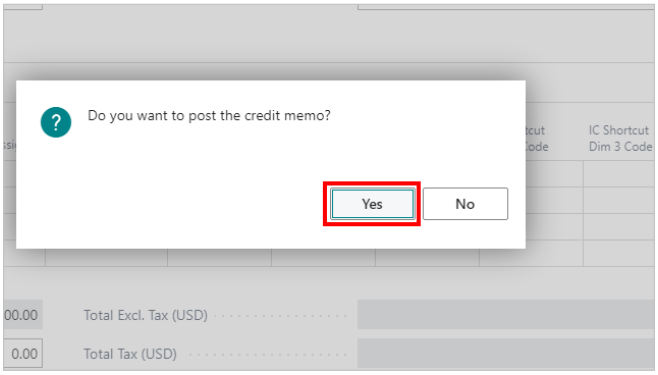
Click on the navigation menu item popup **Posting**



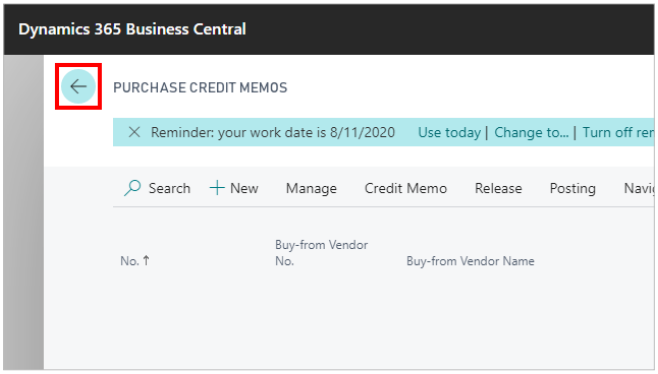
Click on the navigation menu item **Post**



Click on the button **Yes**



Click on the back button

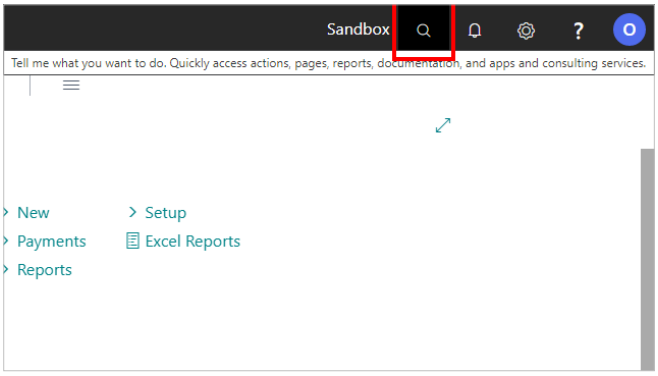


3.4. Unposted Intercompany Transactions

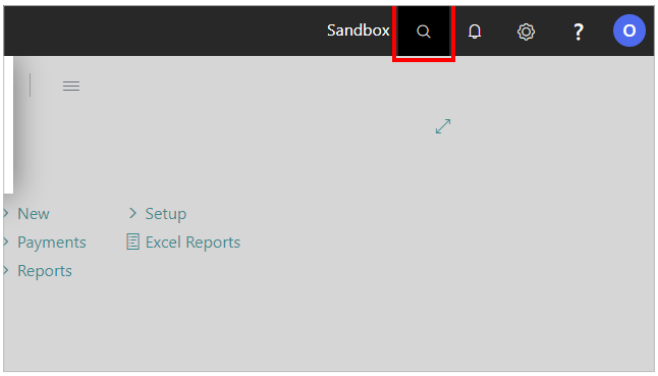
3.4.1. Overview

If the Intercompany User does not have the Auto Post IC Journal field checked off in the Source company User Setup, then the Intercompany transaction will not post automatically in the Target company when the entry is posted in the Source company. Therefore, it must be posted manually from the INTERCOMP journal batch in the Target company. The following procedure will demonstrate how this is done

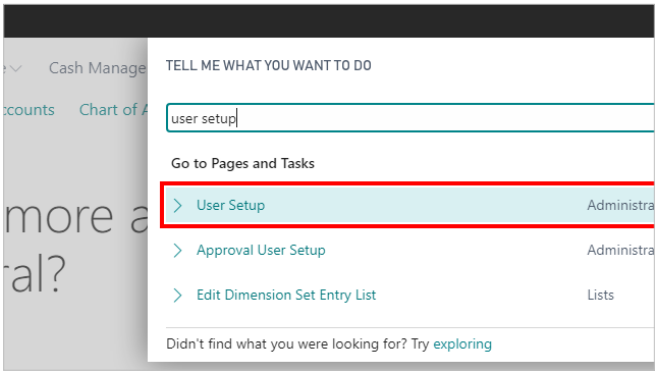
Click on the link **Search**



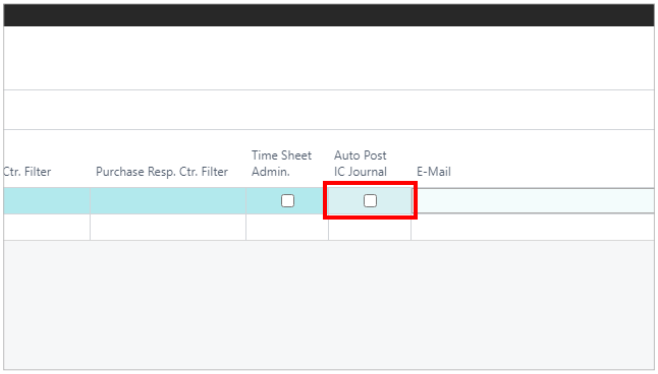
Enter **User Setup**.



Click on **User Setup Administration**

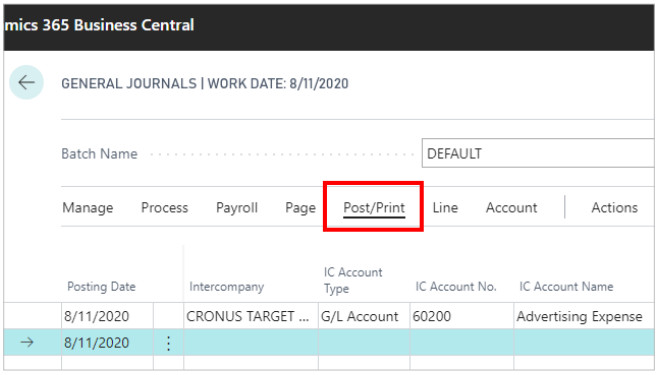


Review setup for Intercompany User

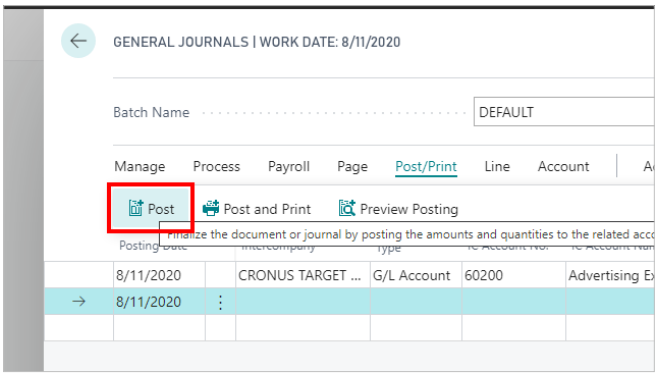


3.4.2. Posting Intercompany Journal in Source Company

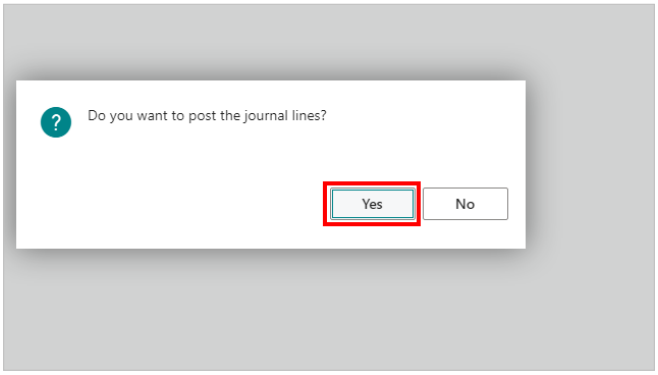
Click on Post/Print from the Intercompany Journal in the Source company



Click on the navigation menu item **Post**

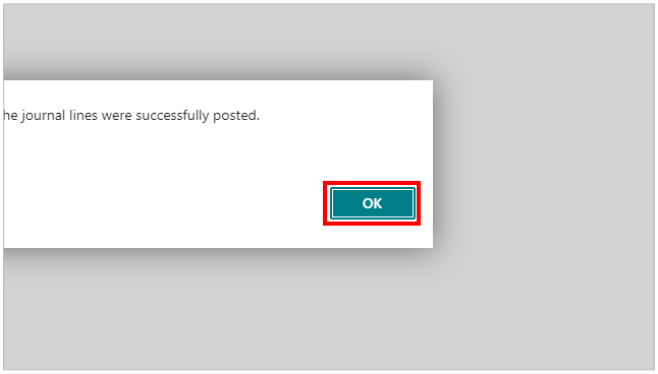


Click on the button **Yes**

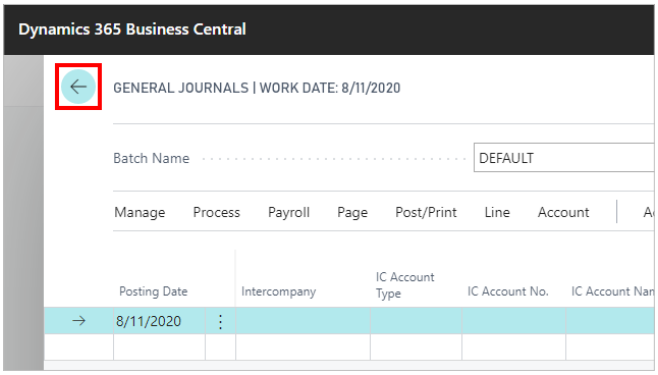


Click on the button **OK**

Notice that there was not a dialog box to indicate that the entry posted in the Target company

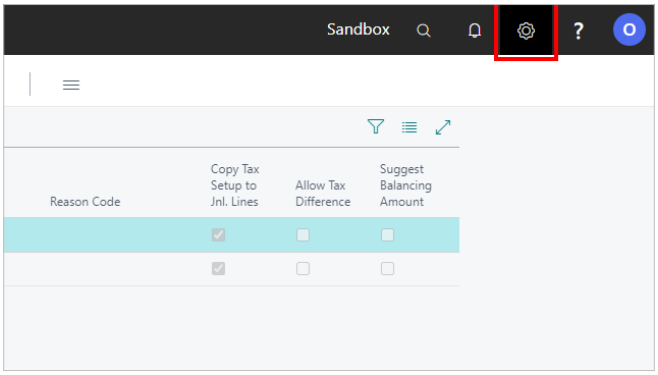


Click on the back button

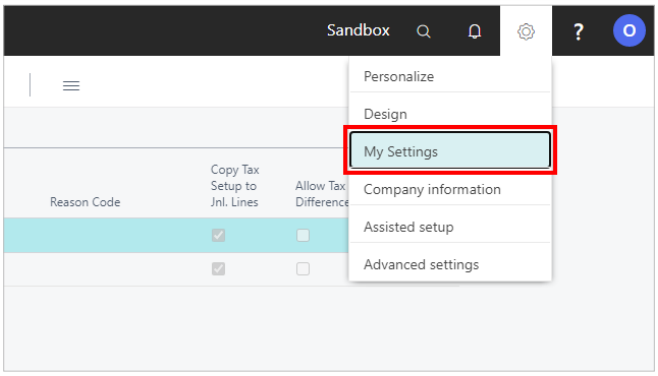


3.4.3. Posting Intercompany Journal in Target Company

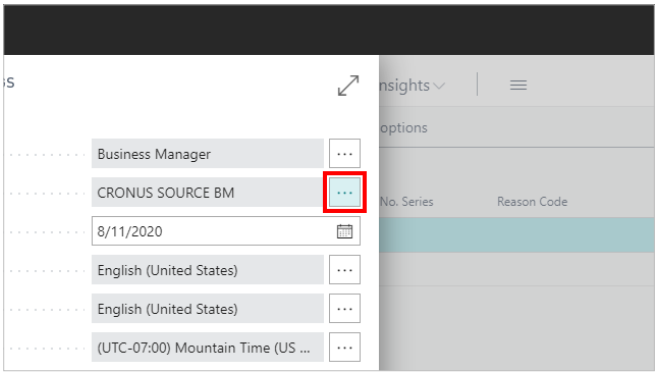
Click on the link **Settings**



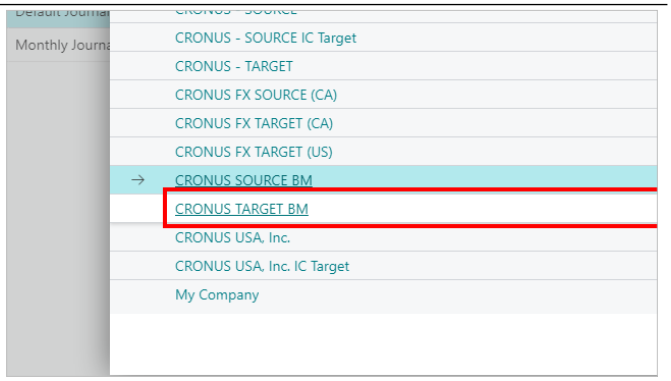
Click on the menu item **My Settings**



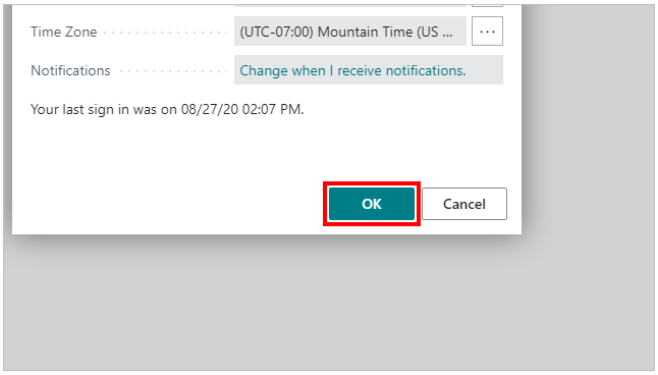
Click on the link **Open assist edit**



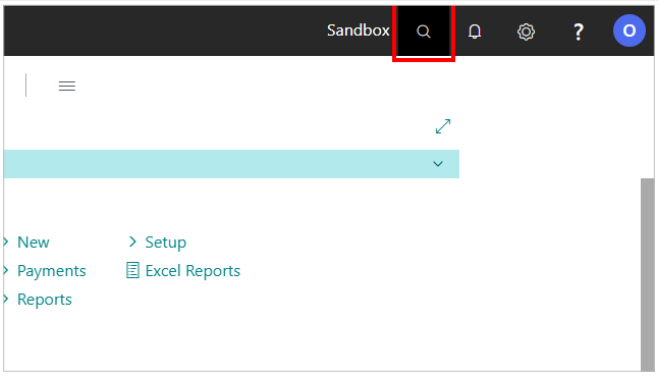
Select the Target company



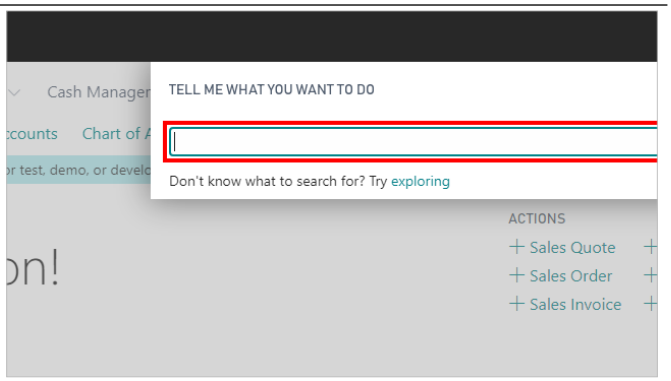
Click on the button **OK**



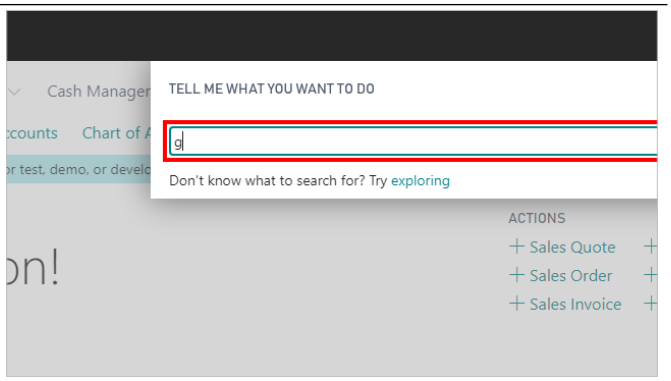
Click on the link **Search**



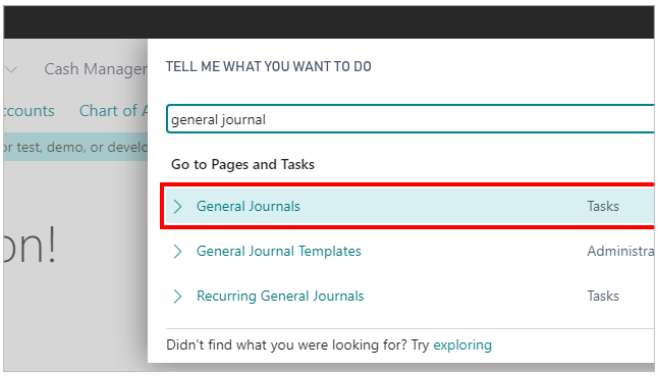
Click on the field **Type to start search:**



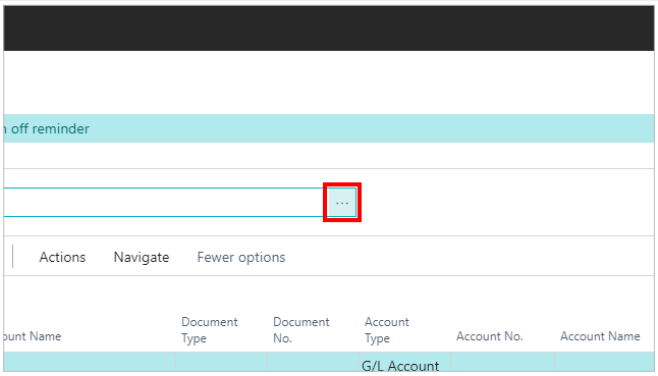
Enter **General Journal**.



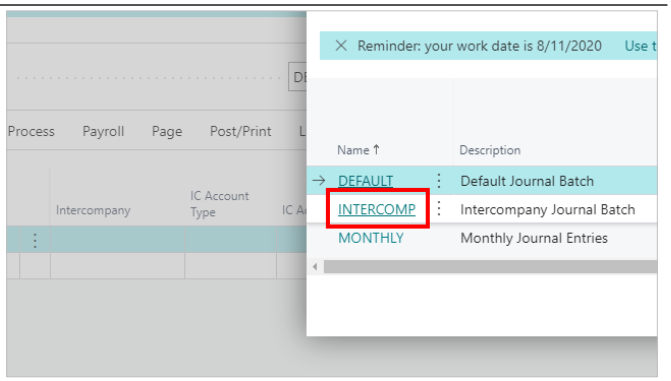
Click on **General Journals Tasks**



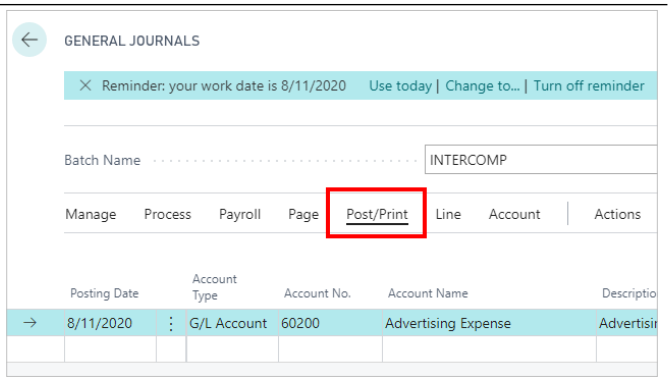
Click on the lookup button **Batch Name**



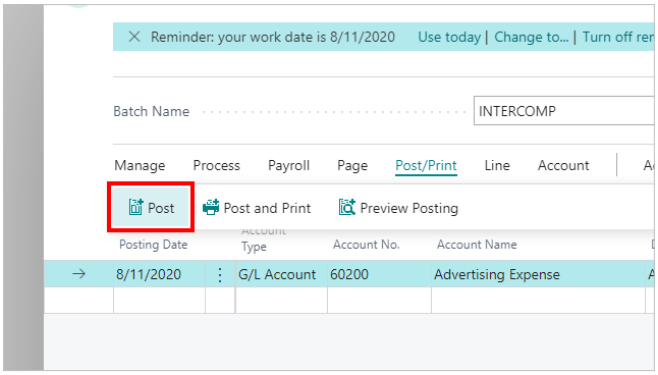
Click on the link in cell **Name** with the value **INTERCOMP**
Notice that the Target company portion of the Intercompany journal is in this batch. There could be other entries as well from previous Intercompany transactions that were not posted.



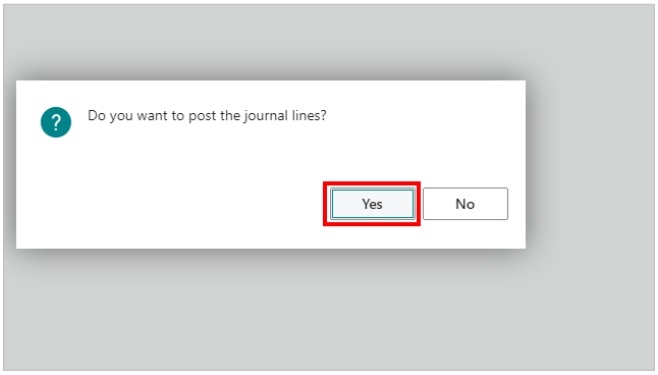
Click on the navigation menu item popup **Post/Print**



Click on the navigation menu item **Post**

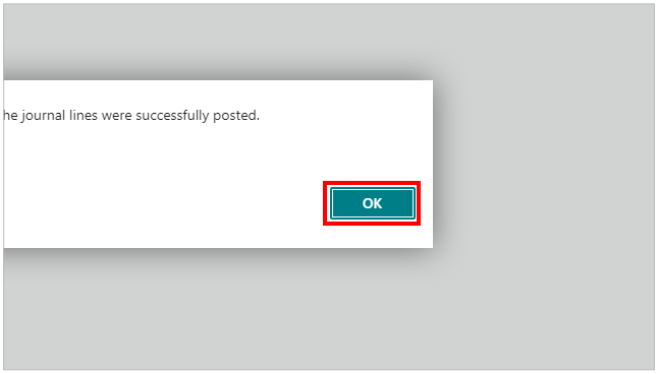
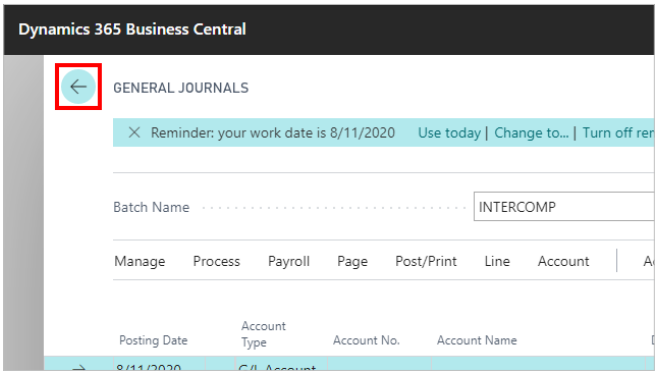


Click on the button **Yes**



Click on the button **OK**

The Intercompany transaction has now been posted



Click on the back button